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சுகாதார அமைச்சு
Ministry of Health

JOB DESCRIPTION

A. Description of position	
A1. Job Title:	Director / NHSL
A2. Salary Code:	SL3
A3. Institution:	National Hospital of Sri Lanka
A4. Department/Division:	Ministry of Health
A5. Service Category:	Medical Administrative Service
A6. Grade/class:	Deputy Director General

A7. Summary of job:

Deputy Director General of NHSL is responsible for supervision, organization & delivery of healthcare services with optimum quality of the institution. He is responsible for panning, organizing, managing, development and controlling the resources including funds & Human resources efficiently for the delivery of standard care for patients.

B. Role/ Responsibilities	
B1. Key Result Areas/ Key accountabilities	B2. Key Performance Indicators
1. General Administrative Functions	1. Percentage of financial allocation utilized at the end of the financial year.
2. Planning, Monitoring & Evaluation	1. Availability of Annual Action Plan for NHSL.

	<ul style="list-style-type: none"> 2. Percentage of quarterly progress reviews conducted. 3. Percentage of physical progress achieved at the end of the year. 4. Availability of quarterly and annual performance reviews and reports.
3. Service delivery	<ul style="list-style-type: none"> 1. Percentage of units having achieved the health care quality and safety standard for the given year at NHSL. 2. Percentage of essential medicines reported out of stock for more than 1 week during the last year at NHSL. 3. Percentage of type of surgeries for which waiting list was reduced. (Put the quality indicators with related to infection control)
4. Management of the Health Staff	<ul style="list-style-type: none"> 1. Availability of an updated Human Resource Database. 2. Availability of an updated human resources distribution plan. 3. To monitor the implementation of training plan
5. Management of the Health Information System	<ul style="list-style-type: none"> 1. Availability of an annual health bulletin for the institution. 2. Availability of an updated Health Information System and updated e-IMMR system
6. Improve facility for Teaching and Promotion of Health Research	<ul style="list-style-type: none"> 1. Availability of ethical review committee. 2. Functions should be according to the national standards and the guidelines

B3. Supervisory responsibilities (direct & indirect):

Direct Supervision

- Head of the National Institute for Nephrology Dialysis & Transplantation (NINDT) (independent of finance and logistics)
- National Dental Hospital of Sri Lanka (NDHSL)
- Deputy Directors of NHSL
- AOs, Accountants & all the key positions of the NHSL
- All staff attached to National Hospital of Sri Lanka

B4 Tasks/ functions (duty list):

1. General Administrative Functions.

- I. Act as the Head of the institution & the direct link between the Ministry of Health & other Institutions
- II. Formulate and work towards the Vision and Mission statements of the institution.
- III. Supervision of
 - Head of National Institute for Nephrology Dialysis & Transplantation (NINDT)
 - National Dental Hospital of Sri Lanka (NDHSL)
 - Deputy Directors of NHSL
 - AOs Accountants & all the key positions of the NHSL/ All the health staff attached to National Hospital of Sri Lanka
- IV. Responsible for implementation of National Health Policy at institutional Level
- V. Act as the Chief Accounting authority at institutional Level
- VI. Responsible authority to conduct Preliminary investigations on disciplinary inquiries and facilitation of recommended disciplinary actions at the institutional level.

- VII. Conduct & Chair different administrative meetings at institutional level
 - Management Committee Meetings
 - Hospital Development Committee Meetings
 - Consultants Meetings
 - Drugs and therapeutic Committee Meetings
 - Infection control committee meetings.
 - Other relevant meetings
 - HDC and National level meetings conducted by the Ministry
- VIII. Regular Supervision of curative care activities & take necessary corrective steps when needed.
- IX. Supervision and monitoring all development Projects conducted in the Institution.
- X. Participate at review meeting organized by Ministry of Health.
- XI. Ensure the availability of grievances handling mechanism for the service delivery

2. Planning, Monitoring & Evaluation

- I. Develop short, Medium- & Long-term Health Development Plans for the Institution based on National Health Policy.
- II. Preparation, Submission & Implementation of annual procurement plan for NHSL.
- III. Conduct regular progress review meetings for the planned activities.
- IV. Preparation of Annual Performance report.
- V. Prepare estimates of supplies and other financial activities for the institution.
- VI. Monitoring and evaluation of the progress of Annual Action Plan quarterly.

3. Service delivery

- I. Ensure provision of highest standards of clinical care at all specialties.
- II. Ensure that healthcare regulations and safety standards are met in every specialty and systems to improve the productivity.
- III. Promote capacity Building of Staff regularly based on the needs.
- IV. Implement health care Quality and safety Programs in the Institution.
- V. Ensure disaster preparedness and response activities are carried out according to National Guidelines.
- VI. Liaise with relevant Government and Non-Government Organizations that could be considered as stakeholders.
- VII. Ensure availability of essential drugs for the optimum management of patients throughout the year

- VIII. Ensure appropriate management (Selection procurement, storage and distribution) of medical equipment. Supply chain management
- IX. Ensure environmental protection and proper waste disposal in the institution according to the National guidelines
- X. Ensure food safety and occupational safety in the institution.
- XI. Ensure proper and timely maintenance of Notification Registers and IMMR for all communicable diseases, NCD and other relevant diseases.
- XII. Ensure implementation of Healthcare quality and safety and report the relevant indicators quarterly.
- XIII. Ensure the wellbeing of the staff by conducting their welfare and wellbeing

4. Management of the Health Staff

- I. Ensure updated database for Cadre, identify human Resource requirements and take timely steps to correct the gaps.
- II. Ensure equitable distribution of human Resource based on the performance and needs of specialties in the hospital
- III. Motivation of staff through regular performance reviews based on KPIs.
- IV. Ensure regular in- service training for all categories of staff
- V. Improve staff welfare activities to improve productivity

5. Management of the Health Information System

- I. Ensure timely and efficient Medical Record management system in the institution.
- II. Ensure timely and periodic publication of information and their dissemination.
- III. Establishment of Electronic patient management system/ Medical Record Management System throughout the health institution.

6. Improve facility for (undergraduate postgraduate and basic) Teaching and Research

- I. Ensure high quality facilities for teaching under graduate and post graduate doctors, nurses and other relevant categories of staff.
- II. Promotion of health Research.

C. Person Specifications

C1. Minimum Educational Qualifications:

- As per the latest available Medical Services Minutes of Sri Lankan Health Service.

C2. Skills required:

- Conceptual skills, human skills and technical skills

C3. Competencies (General & Career):

- General Competencies including effective communication, planning and administration, teamwork, strategic Decision making.
- Career Competences including project management and project operation, administration and resource management, knowledge of the health care environment and data- driven decision-making.

C4. Special circumstances affecting the job, associated risks/working conditions:

- Responsible to ensure uninterrupted essential health services in the institution in circumstances such as disasters, trade union actions, political and civil unrest.
- Responsible to the ministry and the central health authorities. Legal , ethical and professional

C5. Service Standards:

- As per the guidelines, policies and circulars of the Ministry of Health.
- Expected to meet the legitimate service standards expected by the public
- Responsible to reach targets in all main functional areas.

C6. Values and ethics:

- Should follow a higher level of personal and professional code of ethics
- should respect and adhere to the socio-cultural values of the local populations as well as healthcare workers in the context of healthcare management

C7. Responsibility of facilities and resources:

- Shall be responsible for health facilities and resources under the purview of Deputy Director General of National Hospital of Sri Lanka.

D. Key Relationships

D1. Authorizing Officer:	Secretary/ Health
D2. Reporting to:	Director General of Health Services.
D3. Supporting staff:	Deputy Director/Accident services Deputy Director/ NHSL Deputy Director/OPD

D4. Approved by:

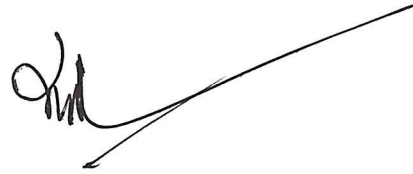


Secretary

15/03/2023.

Date:

S. Janaka Sri Chandraguptha
Secretary
Ministry of Health
"Suwasiripaya"
385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.



Director General of Health Services

Date: 10/03/2023

Dr. ASELA GUNAWARDENA
Director General of Health Services
Ministry of Health
"Suwasiripaya"
385, Rev. Baddegama Wimalawansa Thero Mawatha,
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