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මගේ අංක: HPS/OD/11/2018

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"සුවසිරිපාය"

කොළඹ 10

2018/08/ 

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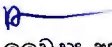
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අමාත්‍යාංශීය නිලධාරීන් සහ ප්‍රාදේශීය සෞඛ්‍ය බලධාරීන් ඇතුළු අදාළ පාර්ශවයන්ගේ උපදෙස් ලබා ගැනීමෙන් අනතුරුව සෞඛ්‍ය, පෝෂණ සහ දේශීය වෛද්‍ය අමාත්‍යාංශය විසින් ප්‍රාදේශීය සෞඛ්‍ය සේවා අධ්‍යක්ෂ තනතුරට අදාළ රැකියා විස්තරය සකස් කර ඇත.

මෙයට අමුණා ඇති එකී රැකියා විස්තරය මගින් ප්‍රාදේශීය සෞඛ්‍ය සේවා අධ්‍යක්ෂවරුන්ගේ බඳවා ගැනීමේ නිර්ණායක, වගකීම් ක්ෂේත්‍රයන්, රැකියාවේ කාර්යයන් හා කර්තව්‍යයන්, අදාළ තනතුරෙහි රාජකාරි ඉටු කිරීම සඳහා ලබා ගත යුතු හැකියාවන්, රැකියාව සම්බන්ධයෙන් බලපාන විශේෂ අවස්ථාවන් සහ ප්‍රාදේශීය සෞඛ්‍ය සේවා අධ්‍යක්ෂවරුන්ගේ අවාරධර්ම යන කරුණු පාලනය වනු ඇති බව සැලකිල්ලට ගන්නා මෙන් මෙයින් ඔබ වෙත කාරුණිකව දන්වමි.

 **විශේෂඥ වෛද්‍ය අතිල් ජාසිංහ**
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කොළඹ 10.

පිටපත්: සියලුම සෞඛ්‍ය සේවා නියෝජ්‍ය අධ්‍යක්ෂ ජනරාල්වරුන්
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பொது சுற்றறிக்கை கடித்த இல: 02-112/2019

எனது இல .HPS/OD/11/2018

சுகாதார போஷாக்கு சுதேச வைத்திய அமைச்சு,
சுவசிறிபாய

கொழும்பு 10.

24 /08/2019

மாகாண சுகாதார செயலாளர்கள்
மாகாண சுகாதார சேவைகள் பணிப்பாளர்கள்
பிராந்திய சுகாதார சேவைகள் பணிப்பாளர்கள்

பிராந்திய சுகாதார சேவைகள் பணிப்பாளர்களின் வேலை விபரம்

பிராந்திய சுகாதார சேவைகள் பணிப்பாளர்களின் வேலை விபரம், அமைச்சின் அதிகாரிகள் மற்றும் பிராந்திய சுகாதார அதிகாரிகள் உள்ளடங்கலாக சம்மந்தப்பட்ட தரப்பினர்களின் ஆலோசனையுடன் சுகாதார போஷாக்கு சுதேச வைத்தியத்துறை அமைச்சினால் தயாரிக்கப்பட்டுள்ளது.

ஆட்சேர்ப்பு அடிப்படை விதிகள், பொறுப்பு பகுதிகள் வேலை பணிகள், செயற்பாடுகள் சம்மந்தப்பட்ட பதவியின் கடமைகளை நிறைவேற்றுவதற்கு பெற வேண்டிய தேர்ச்சிகள் வேலையை பாதிக்க கூடிய விசேட சந்தர்ப்பங்கள் மற்றும் பிராந்திய சுகாதார சேவைகள் பணிப்பாளர்கள் தொழில் நெறிமுறைகள் ஆகியவற்றை நிர்வகிக்கும் இதில் இணைக்கப்பட்டுள்ள வேலை விபரத்தை கவனத்தில் கொள்ளுமாறு தங்களுக்கு இதன் மூலம் அறிவிக்கப்பட்டுள்ளது.

Dr. Anil Jasinghe

Director General of Health Services

Ministry of Health, Nutrition & Indigenous Medicine

"Suwasiripaya"

Rev. Baddegama Wimalawansa Thero Mawatha,

Colombo 10.

வைத்தியர் அணில் ஜாசிங்க

சுகாதார சேவைகள் பணிப்பாளர் நாயகங்கள்

பிரதி : பிரதி சுகாதார சேவைகள் பணிப்பாளர் நாயகங்கள்

பணிப்பாளர் (ஒழுங்கமைப்பு மற்றும் அபிவிருத்தி)

General Circular Letter No: 02-112/2019

My No: HPS/OD/11/2018

Ministry of Health, Nutrition & Indigenous Medicine
"Suwasiripaya"
Colombo 10.

W /08/2018

All Provincial Secretaries of Health
All Provincial Directors of Health Services
All Regional Directors of Health Services

Job Description of Regional Director of Health Services

The job description of Regional Director of Health Services has been developed by the Ministry of Health, Nutrition & indigenous Medicine in consultation with the relevant stakeholders including officials of the Ministry and the regional health authorities.

You are hereby informed to take note of the job description attached herewith that will govern the recruitment criteria, areas of responsibility, job tasks and functions, competencies that should be acquired to perform duties in the respective post, special circumstances affecting the job, and work ethics of the Regional Directors of Health Services.

Dr. Anil Jasinghe

Director General of Health Services

Dr. Anil Jasinghe

Director General of Health Services

Ministry of Health, Nutrition & Indigenous Medicine
"Suwasiripaya"

385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.

Cc. All Deputy Director Generals of Health Services
Director (Organization Development)



සෞඛ්‍ය, පෝෂණ හා දේශීය වෛද්‍ය අමාත්‍යාංශය
சுகாதார, போசணை மற்றும் சுதேச வைத்திய அமைச்சு
Ministry of Health, Nutrition & Indigenous Medicine

JOB DESCRIPTION

A. Description of position	
A1. Job Title:	Regional Director of Health Services (District Director of Health Services as per the Medical Service Minute of Sri Lanka Health Service 2014)
A2. Salary Code:	SL1 - 2016
A3. Institution:	Office of District Director of Health Services
A4. Department/Division:	Health
A5. Service Category:	Sri Lanka Medical Service
A6. Grade/class:	Senior Medical Administrative Grade

A7. Summary of job:

The District Director of Health Services (DDHS) is responsible to ensure the delivery of quality care and services to fulfill the required health needs of the district. The DDHS should implement district health plans to achieve national health policies by managing all resources given to the district efficiently and generating additional resources wherever possible.

B. Role/ Responsibilities	
B1. Key Result Areas/ Key accountabilities	B2. Key Performance Indicators
1. Leadership and governance	
1.1. General Administration	1. Availability of a comprehensive updated district health profile.
1.2. Planning, Implementation, Monitoring and Evaluation	1. Availability of 5 year district health plan. 2. Percentage of physical progress achieved at the end of the year. 3. Percentage of financial allocation utilized at the end of the financial year.

	4. Percentage of review meetings conducted timely according to national and provincial guidelines.
1.3. Supervision	1. Percentage of Institutions supervised in the past one year of all institutions under the purview of the DHS.
2. Service delivery:	
2.1. Preventive Health Services	1. Percentage of minutes of MOH meetings conducted at the RDHS office available (out of 12 that should be held during the year)
2.2. Curative Health Services	1. Percentage of Management Committee Meeting minutes available (out of 12 that should be available) for all institutions where it should be held during the year.
2.3. Disaster preparedness and response	1. Availability of an annually updated district disaster preparedness and response plan.
3. Human Resources Management	1. Availability of an updated database of human resources in the district.
4. Health information system	1. Availability of the Annual Health Report for the district for the previous year.
5. Intra and inter-sectoral co-ordination and collaboration	1. Number of programs held in collaboration with other government and non-government stakeholders in the district during the year.
6. Functions to improve the access to essential medicines, vaccines and technologies	1. Percentage of hospitals with required buffer stock available throughout the year. 2. Percentage of Drug and Therapeutic Committee meetings held (out of the number that should be held) at DHS level during the year.
B3. Supervisory responsibilities (direct & indirect): Health manager responsible for supervision of institutions and staff under the purview of the DDHS.	

B4 Tasks/ functions:

1. Leadership and governance

1.1. General Administration

- 1.1.1. Be familiar with the prevailing administrative systems at the national and provincial level and coordinate with the line ministry and provincial authorities accordingly.
- 1.1.2. Be aware of all health institutions in the district in relation to health service delivery, geographical distribution, resources available, population structure and socio-economic status of the district.
- 1.1.3. Act as the Financial Authority as vested by the relevant authority and efficient utilization of resources allocated to the district.
- 1.1.4. Act as the Legal Authority to ensure effective implementation of all Acts, Ordinances, Regulations, and Statutory powers vested to DDHS in the legislations enacted to preserve the health of the public.
- 1.1.5. Conduct disciplinary inquiries and ensure timely implementation of recommended disciplinary actions.
- 1.1.6. Ensure the rights of the public and employees are preserved, including handling public complaints and handling issues with trade unions.
- 1.1.7. Ensure regular Board of Surveys are conducted and maintain asset registry.

1.2. Planning, Implementation, Monitoring and Evaluation

- 1.2.1. Develop the annual health plan for the district within the framework of all national policies and guidelines, considering district requirements including emerging needs.
- 1.2.2. Advise and coordinate the district health planning process based on priority health needs of the district and the inputs of the district health team.
- 1.2.3. Ensure effective implementation of approved annual development plans and health programs in the district with the support of the district health team.
- 1.2.4. Conduct regular progress reviews on planned annual development activities with the district health team.
- 1.2.5. Conduct the annual performance review on planned health programs with the district health team.
- 1.2.6. Ensure that relevant district health officers carry out periodic analysis of the patterns of morbidity, mortality and service needs of the target population, forecasting future requirements due to seasonal variation or epidemiological transition, and take the necessary steps to rectify the gaps.
- 1.2.7. Facilitate periodic surveys conducted in the district on health and health related aspects as per the national and/or local requirements.

1.3. Supervision

- 1.3.1. Make regular supervisory visits to the curative health institutions and MoH institutions and MoH institutions and the respective field areas under the purview of the DDHS and take necessary corrective actions
- 1.3.2. Ensure regular supportive supervision of staff under the purview of the DDHS

2. Service delivery

- 2.1. *Responsible for provision of comprehensive range of health services, appropriate to the needs of the target population, including promotive, preventative, curative, palliative and rehabilitative services*
- 2.2. *Ensure interventions to provide patient centered, timely, equitable, accessible and safe, health services to cover entire population of the district including vulnerable populations*
- 2.3. *Ensure adherence to productivity, quality of care and patient safety objectives in health care institutions under the purview of DDHS through the District / Institutional Quality Management Unit*
- 2.4. *Preventive health services*
 - 2.4.1. Review patterns of morbidity, mortality and preventive service needs of the population of the district and guide the district health team to address the gaps
 - 2.4.2. Implement activities of national programs and special campaigns in the district in relation to health services related to life course (including reproductive, maternal, child, adolescent, youth, elderly, and oral health), prevention and control of communicable and non-communicable diseases
 - 2.4.3. Ensure food and water safety, regulation of pharmacies, occupational safety, and environmental protection including waste management in collaboration with other sectors where relevant
 - 2.4.4. Recommend reallocation of population groups to MOH/PHI/PHM etc areas
- 2.5. *Curative health services*
 - 2.5.1. Review curative service needs based on morbidity and mortality data and guide the health of institution for improved curative service provision
 - 2.5.2. Ensure provision of clinical, supportive and utility services within the curative institutions under the purview of the DDHS
 - 2.5.3. Recommend establishment and upgrading of health institutions and catchment areas, and take necessary steps to obtain necessary resources to provide the required level of services
 - 2.5.4. Responsible to ensure optimum utilization of primary level curative care institutions
- 2.6. *Disaster preparedness and response*
 - 2.6.1. Responsible to coordinate disaster preparedness and response activities in the district
 - 2.6.2. Act as the Incident Commander during a health related emergency or disaster involving the district
 - 2.6.3. Ensure the availability of a regularly updated district disaster preparedness and response plan and adequate buffer stocks of medicines and supplies for emergencies
 - 2.6.4. Build capacity of the district health staff (both preventive and curative) for disaster preparedness and response and conduct regular simulation drills as per the national guidelines

3. Human Resources Management

- 3.1. Ensure to have an updated database of available cadre for all categories of health staff in the district.
- 3.2. Assess human resource requirements and develop proposals for required cadre revisions for the district.
- 3.3. Ensure equitable distribution of cadres within the district relevant to the service needs.
- 3.4. Ensure regular in-service training programmes for relevant categories of health staff based on training needs analysis.
- 3.5. Conduct regular performance appraisal of health staff and take corrective action when necessary.

4. Health information system and research

- 4.1. Establish and operate health information systems, epidemiological surveillance systems, databases and if necessary design and implement relevant processes / procedures to undertake periodic evaluations.
- 4.2. Ensure evidence-based decision making based on the information gathered from the available information systems.
- 4.3. Ensure periodic publication of health bulletins in the district.
- 4.4. Encourage and facilitate research pertaining to healthcare in the district.

5. Intra and inter-sectoral co-ordination and collaboration

- 5.1. Coordinate and maintain good public relations with government and non-government institutions and field services related to healthcare delivery in the district.
- 5.2. Contribute and give guidance to the planning process of other health related government organizations, NGOs and private sector in the district, and obtain their views as required for health development in the district.
- 5.3. Actively participate in district level meetings involving other government sectors and advocate for improvement of health services in the district.

6. Functions to improve the access to essential medicines, vaccines and technologies.

- 6.1. Ensure equitable access and availability to essential medicines, vaccines and technologies in the district considering minutes of drug and therapeutic committee meeting conducted in institutions under the purview of DDHS, supervision reports and complaints.
- 6.2. Ensure appropriate management (selection, procurement, storage and distribution, and use) of drugs, technologies, equipment, laboratory and other diagnostic services in the health institutions under the purview of the DDHS.

7. Any other relevant duties as assigned by the PDHS.

C. Person Specifications

C1. Minimum Educational Qualifications:

As stipulated in the existing Medical Service Minute of Sri Lankan Health Service.

C2. Skills required:

Conceptual skills, human skills and technical skills.

C3. Competencies (General & Career):

General Competencies:

Communication, Planning and administration, Teamwork, Strategic Action, Multicultural and Self-Management.

Career Competencies:

- Administration, resource management and operations.
- Knowledge of the health system and relevant stakeholders.
- Evidence-informed decision-making.
- Conflict management.

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

- Maintain uninterrupted essential health services in the district in circumstances such as disasters, trade union action, political and civil unrest.
- Should coordinate with both central and provincial authorities.

C5. Service Standards:

- Guidelines, policies and circulars of the Ministry of Health and Provincial statutes, and legislation of the Government of Sri Lanka.
- Should aim to reach annual targets in all main result areas.

C6. Values and ethics:

- Should follow a high personal and professional code of ethics.
- Should appreciate 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 healthcare facilities and resources of the department of health services within the district.

D. Key Relationships

D1. Authorising Officer:	Secretary, Ministry of Health
D2. Reporting to:	Provincial Director of Health Services
D3. Supporting staff:	Technical and Administrative Staff within the district

D4. Approved by:



Secretary

Date: 08/2/2019

Wasantha Perera

Secretary

Ministry of Health, Nutrition & Indigenous Medicine

"Suwasiripaya"

385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.