

NORTH EAST REGIONAL HEALTH AUTHORITY

REGIONAL CANCER CARE PROGRAMME COORDINATOR - (HPC/MO 3)

The **North East Regional Health Authority**, a statutory body under the Ministry of Health with responsibility for the management and delivery of public health services within the parishes of **St. Ann, St. Mary and Portland**, is seeking a dynamic, proactive, experienced and analytical individual with strong team building skills to fill the position of **Regional Cancer Care Programme Coordinator**.

Under the general direction of the Regional Non-communicable Disease Coordinator, the Regional Cancer Programme Coordinator is responsible for: coordination of the implementation, maintenance and monitoring of clinical guidelines, protocols, procedures, processes and standards for the quality care of clients with cancers; development and coordination of cancer screening and prevention activities, with emphasis on national policy priorities and strategic objectives.

The ideal candidate will meet the following educational criteria:

- A medical doctor fully registered to practice in Jamaica
- A Master of Public Health degree, or post graduate certification in Family Medicine or a doctor of medicine in a relevant medical specialty/sub-specialty with Board Certification from a recognized institution
- A minimum of five (5) years' progressive and responsible experience within the specialty
- Any equivalent combination of qualifications and experience
- Experience in the primary care is an asset

Specific Knowledge Required:

- Knowledge of the National Cancer Registry Guidelines, International Agency for Research on Cancer (IARC) Guidelines, CARPHA and National Surveillance Guidelines
- Knowledge of Service Level Agreement
- Knowledge of the National Health Policy
- Knowledge of research techniques
- Well developed organizational and analytical skills
- Proficiency in the use of relevant computer applications (MS Word, Excel and Power Point)

Key responsibilities will include:

- Advising the Regional NCD Coordinator on the status of cancer prevention, screening and care services in the health region
- Collaborating with the other technical officers in the management, coordination and integration of cancer prevention, screening and care services
- Reviewing and collaborating with internal and external stakeholders to assess the needs for:
 - ✓ cancer prevention (including vaccination (HPV, Hep B, etc.) and risk factor mitigation - environmental health, food toxins, nutrition, physical activity, substance abuse – tobacco use, alcohol misuse, and any other cancer prevention tool),
 - ✓ cancer screening (including screening methodologies),
 - ✓ early detection of cancers (including diagnostic services),
 - ✓ cancer treatment (surgical, chemotherapy, radiation therapy, etc, and
 - ✓ palliative services,
 - ✓ provide guidance for the prioritization of the needs identified
- Developing strategies and initiatives to enhance cancer-related services across the health region
- Coordinating, monitoring and strengthening cancer screening services across the health region with a focus on primary health care services
- Review and monitor implementation of guidelines and standards for quality management and care of clients with cancer
- Review and analysis of regional cancer registry data, generation of reports, and the conduct of data quality audits
- Collaborate and hold regular meetings with parish level cancer programme officers to strengthen cancer surveillance
- Liaise with private sectors agencies and providers to strengthen advocacy for the cancer programme, as well as data collection and reporting for cancer programme
- Schedule and conduct routine audits for cancer screening and management
- Coordinate quality improvement activities for cancer screening, treatment and palliative care

- Attending monthly/quarterly/annual meetings/conferences/workshops and special sessions (international and local) as required
- Compile and analyse relevant data, reports and other documents for monitoring of quality assurance and performance

REMUNERATION PACKAGE PER ANNUM:

Salary Scale: \$ 3,061,486 – 3,639,145 per annum along with any other allowance(s) attached to the post.

Applications along with resumé should be submitted no later than **Friday, 2023 February 03** to:

**The Director,
Human Resource Management & Development
North East Regional Health Authority,
34-38 Ocean Village Shopping Centre,
Ocho Rios, St. Ann, Jamaica, West Indies.
E-mail: jobs@nerha.gov.jm or Fax: (876) 795-2747**

NB. WE THANK ALL APPLICANTS FOR RESPONDING, HOWEVER, ONLY SHORT LISTED APPLICANTS WILL BE ACKNOWLEDGED.