



## DEPARTMENT OF CORRECTIONAL SERVICES

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### CAREER OPPORTUNITY

The Department of Correctional Services (DCS) is seeking to recruit suitably a qualified person to fill the vacant position of **MEDICAL OFFICER (HPC/MO 2)** in the **Specialized and Medical Services Division** with salary ranging from **\$7,885,142 - \$9,372,956** per annum.

#### **JOB PURPOSE**

Reporting to the Director, Medical Services, the Medical Officer provides primary and continuing medical care to inmates/wards and is usually the first contact for patients needing medical service. The Medical Officer takes account of physical, emotional and social factors when diagnosing illness and recommending the required treatment. Inmates/wards may be referred to hospital/clinics for further assessment and or treatment.

#### **KEY RESPONSIBILITIES**

##### **Technical/Professional:**

- Visits hospitals to monitor condition of patients that are hospitalized;
- Prescribes appropriate treatment regimen as appropriate to assess medical conditions;
- Refers patients to specialists and relevant patient care providers as appropriate;
- Conducts medical examination for inmates/wards;
- Researches and implement preventative medical programmes to enhance patient care at Correctional facilities;
- Prepares and submit medical reports as required;
- Assist in the procurement of resources for the Medical Division;
- Visits all Correctional facilities to assess risk factors to health;
- Liaises with nearby health departments, hospitals and the Ministry of health on relevant information and partnerships particularly on emerging and re-emerging diseases as well as topical health matters;
- Responds to medical/health problems presented by patients including history taking, diagnosis, investigation, treatment and referral as appropriate;
- Perform medical examination of inmates prior to release/transfer;
- Maintains confidentiality and impartiality;
- Promotes health education in conjunction with other health professionals;
- Organizes preventative medical programmes for individual inmates/wards;
- Provides specialist care for specific conditions or for certain groups, eg, diabetes, hypertension, heart condition, HIV/Aids;
- Discusses the development of new pharmaceutical products with Pharmacists and Medical Team;
- Manages resources to service target as effectively as possible;
- Prescribe and distribute medication to inmates as necessary;
- Keeps up to date with medical developments, new drugs, treatments and medications, including complementary medicine;
- Produces and comply with a work plan developed in partnership with Director, Medical Services to ensure all practice and other work is delivered appropriately and safely;
- Identifies and utilize appropriately best practice through benchmarking and clinical guidelines;

- Develops positive collaborative working relationships across all areas of the Care Team (primary, secondary and social care) and all carers;
- Undertakes appropriate clinical risk assessments and implement management strategies for risk identified;
- Provides management of long term conditions in line with national guidelines and pathways;
- Maintains clinical records either written or computer based in line with professional code and requirements utilizing appropriate READ coding and other coding systems;
- Inspect Correctional facilities assigned and provide necessary recommendations;
- Evaluate the medical status of new inmates upon admission.

**Other Responsibilities:**

- The incumbent may, from time to time, be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

**REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES**

- Knowledge of the National Health Policy;
- Knowledge of Public Health Laws and Regulations;
- Knowledge of legal and ethical standards for the delivery of medical care;
- Knowledge of current principles, methods and procedures for the delivery of medical evaluation, diagnosis and treatment;
- Excellent knowledge of Health Care Delivery to Uniform Group and patient care;
- Ability to use Quality Assurance tools to monitor quality of health service delivery;
- Ability to observe, assesses, and record symptoms, reactions and progress;
- Demonstrable ability to relate well to challenging patients, relatives and staff;
- Excellent time management, planning and organizing skills;
- Excellent analytical, critical thinking and problem solving skills;
- Excellent interpersonal and people management skills;
- Excellent Leadership/Supervisory skills;
- Excellent Oral and Written Communication;
- Demonstrated knowledge of Microsoft Office.

**MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Holder of a Medical Degree;
- Three (3) years' experience in the field of General Practice;
- Firsthand experience in developing services in a constantly changing environment and to tight budgetary restraints;
- Experience in working with the socially deprived, institutions, chronic medical conditions, mental health and HIV positive patients.

**SPECIAL LICENSING OR CERTIFICATION NECESSARY FOR THE JOB:**

- Evidence of registration by the Medical Council of Jamaica;
- Annual Practicing certificate.

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Exposure to security and health risks in Institution.
- May be required to work on weekends and public holidays.
- Exposure to high risk environment within Correctional Facilities and their environs.

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Kindly submit cover letter and resume no later than **Friday, January 31, 2025** to:

**Senior Director, Human Resource Management and Administration**  
**Department of Correctional Services**  
**UDC Building, Block 4**  
**Shop 13-15**  
**12 Ocean Boulevard**

**Kingston**

**The Department of Correctional Services thanks all applicants for their interest, but only those shortlisted will be contacted.**