



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: HEALTH REGISTRAR

MINISTRY: Ministry of Health, Agriculture and Human Services

LOCATION: The job is based in Providenciales, but may also have a satellite office on the Island of Grand Turk. Travel within TCI will be required.

JOB SUMMARY:

The post holder is responsible for the efficient, effective, customer oriented management and administration of all registration functions of medical practitioners, and activities in accordance with statutory requirements, TCIG Ministry of Health policies and procedures and Council guidelines pertaining to registration duties. As well as ensure the confidential, accurate and safe retention of all records in accordance with the Health Professions Ordinance and Health Appeal Ordinance.

Incumbent is also responsible for developing operational initiatives of continuous quality improvement (including training, communication, procedures and registration policy development) and risk management. Responsible for assessing applications for registration and building and maintaining relationships with key stakeholders and associated tasks as part of the registration team

KEY DUTIES AND RESPONSIBILITIES:

1. The Health Registrar shall—
 - prepare minutes of the meetings of a council;
 - keep a record of the proceedings and decisions of a council;
 - receive applications for licences for and on behalf of a council and review whether they are in order before submitting to the council for review;
 - hold a register established and maintained by a council under section 26;
 - at the request of, and on behalf of a council—
 - (i) enter in the register, particulars of all entries which the council is required to make; and
 - (ii) remove, or amend any entry which the council is required to remove or amend;
 - at all times make the register available for inspection by a council;
 - on request, produce copies of the register to the Minister; and
 - carry out such other functions as may be specified in the Health Professions Ordinance, the Health Appeal Ordinance or any other Ordinance.
2. The functions of the Health Registrar may be exercised by the Health Registrar in person or by any officer of the Health Registry authorised for that purpose by the Health Registrar and shall be responsible for carrying out the functions of registration and to ensure the smooth running of the Health Registrar Office including general administration, management of Registration Services, leadership, motivation and development of Deputy Registrar(s).





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3. Applications for registration and Applications for assessment of eligibility for registration to provide effective & efficient processing which meets the requirements of the Ordinance through complex analysis and decision making:
 - assess eligibility
 - handle queries relating to registration
 - evaluate documentation and ensure completeness
 - recognise and refer queries that require specialist information
 - assess and investigate applicant risk factors
 - consult with others as appropriate
 - interview applicants for registration
 - analyse and approve applications
 - escalate applications outside policy in compliance with the Policy on Risk Management
 - report to Council meetings
4. Liaison with Vocational Education and Advisory Bodies (VEABs) on specialist applications
 - Liaise with College executive officers and relevant staff, as appropriate
 - Referral of applications to VEABs for advice / recommendations
 - Processing VEAB's advice / recommendations and either: 1. make recommendation to Vocational Registration Committee or Registrar on how to proceed, or 2. refer to Council
 - Meet with VEAB representatives regularly to discuss matters of common interest, including policy changes, procedural changes, etc.
 - Collective meetings twice a year, and individual meetings at least annually
 - approval of VEAB invoices
5. Provisional scope of practice registrants to ensure progress towards registration within a general or vocational scope of practice
 - Manage and analyse provisional applications, including risk assessment against the standard of ensuring health and safety of the public
 - Monitor the tenures of provisional scope of practice including performance, supervision, and reporting
 - Assess applications for a change of scope
 - Review and approve applications for amendments to conditions on PC's
6. Council registration business
 - To present to Council applications for registration that do not meet policy requirements
 - Include recommendations, supported by documentation
 - prepare submissions to Council
 - action all decisions appropriately
7. Ensure all data entered is accurate
8. Ensure that the register remains current by processing cancellations in a timely manner
9. Policy and procedures
 - Develop policies and procedures for registration
 - monitor the policy and procedures manuals
 - seek opinions and review options
 - identify areas for improvement or missing in the existing procedures
 - rewrite policy and procedures as required
10. Risk Management
 - Be aware of and comply with the organisation's risk management policy, including guidelines and tools
 - Escalate risk issues to Permanent Secretary of Health





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- Undertake any risk management actions
11. Practising certificates to provide effective & efficient processing which meets the requirements of the Health Councils
 - determine eligibility
 - refer to Council as required
 - issue Practising Certificate in accordance with procedures
 - consult with Professional Standards Manager and Health Manager on matters relating to fitness to practise
 12. Liaise with employers, HR staff & recruitment consultants, doctors, other external stakeholders To keep these stakeholders informed regarding registration policy and procedural matters → provide technical advice on eligibility of medical practitioners and required process for gaining registration, policy & procedure updates, assistance as required (within reason), point of contact for escalation of registration issues to Health Appeal Tribunal.
 13. Undertake special projects as required
 - includes making verbal presentations (including workshops) to various sector groups about registration business as required
 - conduct offsite visits and meetings with Council stakeholders
 14. Develop and implement exemplary processing of registration of Health Professions seeking to operate in the Turks and Caicos Islands, ensuring that applications and registration are processed and executed in accordance with the law and to agreed performance targets.
 15. Carry out the duties, functions and responsibilities of the post of Registrar of Health as stipulated in the Health Professions Ordinance, the Health Appeal Ordinance or any other Ordinance
 16. Establish annual Business Plan for the Health Registry with performance indicators to guide the operations of the department.
 17. Lead, direct, guide, supervise, mentor and motivate the staff of the Health Registry ensuring that work is conducted efficiently, transparently and in accordance with the Department's goals and objectives.
 18. Develop, oversee, monitor and evaluate, and report on the implementation of policies, procedures and standards for real property conveyancing and land title registration.
 19. Plan, implement, deliver and report on the Registry's work programmes and projects, including budgeting, monitoring and evaluation of inputs and outputs.
 20. Provide policy and professional advice to the Permanent Secretary of Health on matters relating to Health Professionals certification and registration and matters related to the functions and responsibilities of the Registrar of Health including recommendation for legal or procedural change, and matters incidental thereto.
 21. Communicate proactively, in writing, electronically and verbally with colleagues, staff, and clients of the Health Registry to enable management transparency and the sharing of knowledge and information.
 22. Contribute positively and proactively to the business and management culture of the Ministry of Health, Agriculture and Human Resources working collectively with the senior management team.
 23. Liaise with the Health Regulatory Authority, other agencies, nationally and internationally, including senior government officials, on relevant matters relating to licensing of health care facilities and Health Professions certification and registration.
 24. Perform all the functions, duties and responsibilities of a senior manager including, but not limited to, decision-making, team-working, recruitment, staff performance appraisals, and proper Divisional management and administration.
 25. Undertake all and any such duties and tasks appropriate with the position or as requested by the Permanent Secretary of Health
 26. Adhere to the Public Service Management Ordinance and Regulations, the Public Service Procurement Ordinance and all other applicable rules and regulations





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27. Other related tasks as assigned.

QUALIFICATIONS AND EXPERIENCE:

- A Bachelor's degree awarded from an internationally recognised university in any field of Medicine. Postgraduate qualification and/or membership of a recognised professional association.
- At least Eight (8) years post-qualification experience in Administration,
- Experience in team management and monitoring, Able to organise and train staff, Word-processing and data base experience, Experience in organising and setting up new systems and Risk aware and prepared.
- And Five (5) years of which must be with managerial responsibilities.

Compensation:

SALARY – \$59,552.50 per annum plus Allowances

APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter, two letters of reference (one preferably from a former employer), copies of educational certificates, a Police Certificate and a copy of the Passport photo page.

Applications should be addressed to the Office of the Human Resource Directorate, Church Folly, Grand Turk. Facsimile: 946-1582 or sent by email to: recruitment@gov.tc with the subject line **HEALTH REGISTRAR** Application. Applications sent by post or brought by hand should have the subject **HEALTH REGISTRAR** Application clearly marked on the envelopes.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

APPLICATION DEADLINE: 31st March 2017

