

MINISTRY OF HEALTH

HEALTH CARE NETWORK STRENGTHENING (IDB GY-L1080)

TERMS OF REFERENCE

Electronic Health Record (EHR) Lead

Background

The Government of Guyana has received Loan funding by the Inter-American Development Bank to implement a Health Care Network and Strengthening in Guyana. The general objective of the Project is to improve the health of the Guyanese population through increased access, quality, and efficiency of health services.

Specific Objectives

The specific objectives of the Project are to: (i) expand and rationalize specialized hospital care in an integrated health services network approach; (ii) extend coverage of diagnostic, medical consultation, and patient management services, inclusive of the country's hinterlands, through digital health; and (iii) strengthen key logistic, management, and support processes and inputs for health services delivery.

To achieve these objectives, the project will be implemented through the following components:

- Component 1. Supporting hospital health services networks
- Component 2. Strengthening digital health
- Component 3. Promoting health sector management and efficiency
- Component 4: Administration and Project monitoring and evaluation

The expected impact of the Project is the improved access, use, and quality of health services in Guyana. In this regard, the project will support interventions that will: (i) increase the number of consultations and exams provided at the primary level of care; (ii) increase referrals to district and regional hospitals for consultations, exams and/or procedures that require a more specialized level of care; (iii) increase access to radiology and ophthalmology services; and (iv) ensure the continuous availability of key medicines, inputs, and supplies in health facilities.

The beneficiaries of the Project are the citizens of Guyana. It is estimated that approximately 50% of the Guyanese population will have greater access to clinical and diagnostic services while the population will benefit from higher quality health care.

The Project is executed by the Ministry of Health and is scheduled for implementation over a five (5) year period effective from the date the Loan contract is signed by the Government of Guyana. The Project will be implemented through a Project Implementation Unit (PIU) within the Health Sector Development Unit (HSDU) of the Ministry of Health. The PIU will have overall technical and administrative responsibility for all matters relating to the Project and direct responsibility for the administration of financial resources, and procurement processes, including social and environmental safeguards necessary for Project execution and for maintaining all formal communication with the Bank. Among other responsibilities, the PIU will oversee:

1. Performing technical and operational coordination of the Project's Components.
2. Programming, approving and financing all Project activities.
3. Supervising the formulation, execution, and evaluation of all interventions.
4. Ensuring the achievement of outputs and outcomes through the monitoring of key indicators.
5. Planning and procuring all the services and goods necessary to carry out Project execution.
6. Preparing Terms of Reference, tendering and procurements of goods, construction works, services and consultancies.
7. Ensuring that the Project, and all project components, meet with the environmental and social requirements established in the ESMP, including semiannual compliance reporting.
8. Contract Administration and Contract Management.
9. Preparing and updating the Pluri-Annual Execution Plan, Annual Operational Plan (AOP), Procurement Plan (PP), Risk Matrix (RM), and the Progress Monitoring Report (PMR) via the corresponding mechanisms or software.
10. Submitting disbursement requests and preparing financial statements.
11. Contracting and supervising both mid-term and final Project evaluation exercises.

Job Description

As part of the PIU, an Electronic Health Record Lead will be hired to oversee the Electronic Health Record (EHR) system design, implementation and sustainability. This individual should have a demonstrated capacity to deal with large EHR Systems, with multi-disciplinary components, multi-disciplinary collaborations and an understanding of the role of information systems in healthcare delivery and public health. In addition, this individual should have an understanding for the challenges of implementing and sustaining EHR systems including software, hardware and personnel development in a national and global digital health environment.

Duties and Responsibilities

EHR Program

- Leading development of a strategic plan for the EHR that addresses governance, legislation and policy, sustainability and resource mobilization, information technology solutions and infrastructure, information management and human resources.
- Ensuring alignment between the strategic plan for the EHR and the national digital health roadmap and plan.
- Providing strategic advice and leadership to the Digital Health Lead, MOH and other stakeholders related to the EHR
- Working with the Digital Health Lead to develop and maintain project charters, plans, budgets, and schedules for the EHR.
- Developing and implementing stakeholder engagement and consultation plans with MOH representatives, clinicians, and other stakeholders
- Overseeing development of the clinical guidelines, protocols, and policies related to the EHR to support adoption.
- Liaising with other domain leads (e.g. telehealth) to ensure alignment.
- Providing routine updates to the Digital Health Lead and MOH as necessary.

EHR Procurement and Implementation

- Co-leading procurement of the national EHR with the Project's Procurement Specialist
- Developing and executing on an engagement plan to define business, stakeholder, solution, service and transition requirements for the national EHR

- Working with the Procurement Specialist to co-author bid documentation, and an evaluation strategy to conduct rigorous review of potential EHRs.
- Facilitating the evaluation process including facilitating evaluation committee meetings, meetings with vendors, system demonstrations and other activities identified in the evaluation strategy
- Participating with the Procurement Specialist, Legal Counsel, and other specialists in negotiations with the preferred Bidder
- Overseeing configuration of and implementation of the EHR (e.g., governance mechanisms, policy and procedure development, change management, training, solution deployment)

Qualifications, Skills and Experience

- A Bachelor's degree or equivalent qualification in healthcare, business administration, health informatics, health/hospital administration, public health or related field.
- Minimum of three (3) years' experience in a senior leadership role within the health sector, digital health, or related governmental / public sectors.
- Previous experience in leadership positions related to EHRs or digital health.
- Demonstrated knowledge of health service delivery and management, and the role of digital health solutions in supporting health service delivery and management
- Demonstrated ability to develop strategies or plans on EHRs, digital health or health related topics.
- Demonstrated ability to plan and conduct stakeholder engagement and consultations.
- Experience in reporting to executive-level stakeholders and international donors and partners is an asset.
- Knowledge of project management frameworks and business analysis skills is an asset
- Knowledge of relevant digital health standards (e.g., coding, nomenclature, messaging) is an asset.
- Strong organizational skills and ability to work independently
- Clinical training and experience strongly preferred.
- Advanced writing, communication, and presentation skills in English.

Duration of Assignment/Contract

- The duration of the contract is one year subjected to renewal upon satisfactory performance and willingness of the person engaged to renewal of Contract.

Administrative Arrangements

- Hours of work will be in accordance with the established Guyana Public Service guidelines. The estimated level of effort is full-time.
- The place of work will be Georgetown, Guyana however, the candidate will be required to attend out-of-office meetings, site visits and provide support for events or occasions.

Reporting Obligations and Requirements

- Monthly status/progress reports on the ‘duties and responsibilities’ as presented in this TOR.
- Any other report/update as requested by the leadership of the Ministry of Health
- The selected candidate will report to the Digital Health Lead of the Health Care Network Strengthening Project of the Ministry of Health.