For discussion
on 8 June 2011

EC(2011-12)2

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

HEAD 37 – DEPARTMENT OF HEALTH
Subhead 000 Operational expenses

Members are invited to recommend to Finance Committee the creation of the following permanent posts to provide directorate support to the dedicated Office on Drugs in the Department of Health –

1 Assistant Director of Health
(D2) ($117,950 - $129,000)

1 Chief Pharmacist
(D1) ($99,400 - $108,650)

PROBLEM

The Department of Health (DH) needs dedicated support at the directorate level for the establishment of the Office on Drugs (DO) to strengthen its organisation and capacity in the regulation of drugs to ensure drug safety, quality and efficacy.

PROPOSAL

2. We propose to create two permanent directorate posts, namely one Assistant Director of Health (AD of Health) (D2) and one Chief Pharmacist (C Pharm) (D1), in DH to spearhead the efforts of the new DO in administering and enforcing the enhanced regulatory regime of pharmaceutical products, including licensing controls and inspections of drug manufacturers, wholesalers, retailers, importers and exporters.

/JUSTIFICATION …..

JUSTIFICATION

3. At present, the drug regulation functions of DH are principally carried out through its Pharmaceutical Service (Pharm Service). Apart from serving as a law enforcement agency over legislations concerning drugs[1], the Pharm Service is also responsible for the procurement, manufacturing and dispensing of drugs at the clinics of DH. The Pharm Service comprises five Sections, namely the Inspection and Licensing Section, the Pharmaceuticals Registration Section, the Clinic Service and Pharmaceuticals Import/Export Control Section, the Procurement and Manufacturing Section and the Administration Section. Overseen by Assistant Director (Special Health Services) (AD (SHS)), the Pharm Service is now headed by a C Pharm and supported by seven Senior Pharmacists and 51 Pharmacists. In addition, there are 33 Dispenser grade staff and 55 administrative and supporting staff, making up a total of 147 posts as at 1 May 2011.

4. In 2009, the Government set up the Review Committee on the Regulation of Pharmaceutical Products in Hong Kong (Review Committee), chaired by the Permanent Secretary for Food and Health (Health) with members from the pharmaceutical sector, medical profession, academia, patient groups and other stakeholders, to conduct a comprehensive review on the existing regime for the regulation of pharmaceutical products and map out long-term measures to strengthen drug regulation. The Report of the Review Committee was published in December 2009 and presented to the Legislative Council Panel on Health Services in January 2010 (CB(2)680/09-10(03)). The Review Committee was of the view that the existing regulatory regime was sound and should continue to be adopted, but the coverage and depth of the regulatory measures should be enhanced. The Review Committee made a total of 75 recommendations to strengthen drug regulation and enhance the standard and performance of the pharmaceutical sector. Specifically, the Review Committee considered the present set-up of the Pharm Service inadequate for discharging its enhanced role on drug regulation effectively, and recommended that DH should establish a dedicated office to strengthen its drug regulation capability. The office would formulate plans on drug regulation and direct the implementation of various measures relating to drug safety, quality and efficacy.

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[1] The regulation of drugs in Hong Kong is through legislations including the Pharmacy and Poisons Ordinance, the Dangerous Drugs Ordinance, the Antibiotics Ordinance, the Undesirable Medical Advertisements Ordinance, and the Public Health and Municipal Services Ordinance.

5. The Audit Commission also conducted a review on the control of western medicines in 2009 and published its findings in the Director of Audit's Report No. 53 in October 2009. The Audit report was discussed by the Public Accounts Committee in February 2010, which strongly urged that the safety, quality and efficacy of medicines in Hong Kong should be ensured as top priority and that the recommendations of the Review Committee should be expeditiously implemented with the necessary manpower resources sought and the required legislative proposals introduced to improve the regime for the regulation and control of medicines.

Establishment of a Dedicated Office on Drugs

6. In making its recommendation on the dedicated office on drugs, the Review Committee had made reference to overseas practices and observed that the drug regulatory authorities of advanced countries, including the Therapeutic Goods Administration of Australia, Healthcare Products Regulatory Agency of the United Kingdom and Health Sciences Authority of Singapore are all government departments or agencies in their own right. The Review Committee also noted that in the Hong Kong context, the Centre for Health Protection was set up in 2004 and the Centre for Food Safety in 2006 with the objectives of enhancing the prevention and control of communicable diseases and enhancing food safety regulation respectively.

7. To strengthen the organisational capacity in drug regulation, we propose to expand and reorganise the Pharm Service into a dedicated office on drugs, i.e. the proposed DO, which will focus on the areas of pharmacovigilance, risk assessment and communication, market surveillance, public education and health promotion; and foster application of the latest information technology to enhance the drug database, develop computer systems on import/export control of drugs and revamp the DH website to provide for better public information on drug matters. It will also continue to serve as a law enforcement agency over legislations concerning drugs, and procuring, manufacturing and dispensing of drugs at clinics of DH.

8. The proposed DO will comprise different divisions focusing on areas in (i) Vigilance and Risk Analysis; (ii) Licensing and Compliance; and (iii) Pharmaceuticals Registration and Business. Apart from the existing work of the Pharm Service set out at Enclosure 1, DO will execute an overall enhanced drug regulatory regime, based on the recommendations of the Review Committee, up to the standards of international drug regulatory authorities. The enhanced regulatory regime aims at protecting public health and ensuring patient safety. The new and expanded work of DO is set out at Enclosure 2.

Encl. 1

Encl. 2

Directorate Support for the Office on Drugs

Need for a Permanent AD of Health (D2) Post

9. In view of the much expanded scope and complexity of the statutory and regulatory regime of DO and the importance of co-ordinating and collaborating with a host of stakeholders, both local and abroad, we consider it appropriate for DO to be headed by a directorate officer ranked at AD of Health (D2) level. Designated as AD (Drug Office), the proposed post holder will assume leadership, provide policy steer, formulate strategies and fully discharge the co-ordination role of DO. He/She will plan and oversee the development and implementation of a comprehensive strategy for the effective and efficient management of the regulatory regime on pharmaceutical projects in Hong Kong, including licensing controls and inspections of drug manufacturers, wholesalers, retailers, importers and exporters. He/She will steer and supervise the operation of DO and oversee the implementation of the recommendations made by the Review Committee.

10. The setting up of a dedicated DO in Hong Kong is a large-scale on-going initiative that requires continuous strong leadership and co-ordination. We envisage that there is a permanent need for a directorate officer at AD of Health (D2) level to lead the office and sustain the efforts in enhancing the regulatory regime on pharmaceutical products. The job description of the proposed AD post is at Enclosure 3.

Encl. 3

Filling of the Proposed AD (Drug Office) Post

11. Having regard to the specialised functions of DO, its Head will need to possess an in-depth knowledge in pharmacy and the necessary qualifications and experience in drug safety and regulatory work. As the regulatory framework of drugs involves drug manufacturers, wholesalers, importers/exporters and retailers, the AD should also be well experienced in and familiar with the operations of these stakeholders and be able to gain their respect and rapport. Besides, he/she should be able to keep abreast of new developments in various areas of manufacturing, new drug developments and the regulatory decisions made by international drug authorities. In addition, the post holder should have relevant training in pharmacovigilance and public health so that he/she could take an active part in the worldwide pharmacovigilance network. We therefore propose the AD (Drug Office) post be filled by a Pharmacist grade officer with relevant regulatory experience in pharmacy. He/She will provide professional support to the Pharmacy and Poisons Board and the Director of Health (DoH) and act as the head of grade for Pharmacist and Dispenser grade officers.

/*Need …..*

Need for the Additional C Pharm (D1) Post

12. At present, the C Pharm heads the Pharm Service in the overall law enforcement duties concerning drugs and providing the procurement, manufacturing and dispensing of drugs at the clinics of DH. With the establishment of DO and the increasing focus on regulation of drugs, the duties of the existing C Pharm will be revised and the post will be designated as C Pharm (1). C Pharm (1) will be in charge of the Licensing and Compliance Division and Vigilance and Risk Analysis Division. He/She will assist AD (Drug Office) in planning the implementation strategies and overseeing the enhanced regulation of drug manufacturers, including the upgrading of Hong Kong's current Good Manufacturing Practice (GMP) licensing standard to the Pharmaceutical Inspection Co-operation Scheme (PIC/S) standard over a period of four years, equipping and upgrading the current GMP inspection team for the attainment of PIC/S membership, and conducting inspections of overseas and Mainland drug manufacturers in future; and the enhanced regulation of other drug traders including wholesalers, importers/exporters and retailers. C Pharm (1) will also assist AD (Drug Office) in licensing controls and inspections of drug manufacturers, wholesalers and retailers in Hong Kong, extending the coverage of surveillance of high risk products in the market and enhancing the vigilance and risk analysis activities on detection, assessment, understanding and prevention of adverse effects of drugs. In view of the importance and urgency of enhancement in these areas, a dedicated officer at C Pharm level is needed to exercise proper planning, coaching and management of the staff of the various teams on regulation of the drug dealers. The existing and revised job descriptions of C Pharm (1) post are respectively at Enclosures 4 and 5.

Encls. 4&5

13. We also propose to create a permanent post of C Pharm, designated as C Pharm (2), to head the Pharmaceuticals Registration and Business Division and oversee the administration support of the proposed DO. The holder of the new C Pharm (2) post will oversee the registration of pharmaceutical products, assist AD (Drug Office) in the detailed planning and implementation of pre-market control of pharmaceutical products, dispensing service and procurement, manufacturing and supply of drugs to clinics in DH, maintenance of drug information databases under DH as well as implementation of various recommendations of the Review Committee including enhancement of import/ export control. This will need strong leadership and dedicated management input at directorate professional level to ensure its effective implementation by proper management of the professional teams in the division. The job description of the proposed C Pharm (2) post is at Enclosure 6.

Encl. 6

14. Duties and responsibilities connected with the enhanced regulatory control on drugs require the dedicated input of directorate posts at C Pharm level. The posts will be needed on a permanent basis as we would need to strengthen the regulation of pharmaceutical products in Hong Kong with continued expansion of the initiatives to enhance the regulation regime.

Non-Directorate Support for the Office on Drugs

15. We propose the AD (Drug Office) and the two C Pharm be supported by 207 non-directorate civil service posts, comprising the existing 146 staff of the Pharm Service and an additional 61 non-directorate civil service posts to be created in 2011-12 to 2012-13. They include Pharmacists, Scientific Officers (Medical), Executive Officers and supporting clerical and secretarial staff. These posts cut across different disciplines in order to provide the necessary support to and enhancements for the regulation of pharmaceutical products. The proposed civil service staffing of the proposed DO is set out at Enclosure 7. DH will create the additional non-directorate civil service posts in accordance with the established mechanism.

Encl. 7

Organisational setup

16. The organisation chart of the proposed DO is at Enclosure 8. The organisation chart of DH after establishment of the proposed DO is at Enclosure 9.

Encl. 8
Encl. 9

ALTERNATIVES CONSIDERED

17. At present, AD (SHS) is responsible for overseeing the regulation of pharmaceutical products and planning for the set-up of DO. He also oversees the control on port health and radiation health, medical device, licensing of human reproductive technology centres, information technology development and management in DH and planning and development of the electronic Health Record Management System.

18. As the scope of services provided by the Pharm Service will be significantly expanded and the regulatory regime will be upgraded to international standards, the Head of DO should possess an in-depth knowledge in pharmacy and the necessary qualifications and experience in drug safety and regulatory work. Moreover, it is beyond the capacity of AD (SHS) to oversee the functions of DO as part of his wide portfolio. With the creation of the proposed AD (Drug Office) post, the job description of AD (SHS) will be revised accordingly as set out at Enclosure 10.

Encl. 10

/19. …..

19. We have also critically examined the possible redeployment of other existing directorate officers under DoH to take up the work of the proposed AD (Drug Office) and C Pharm (2) posts. We conclude that it is not operationally feasible as the Head of DO requires expertise in pharmacy and regulatory experience in the relevant areas. As for the C Pharm (2) post, there is at present only one C Pharm in DH overseeing the operation of the Pharmaceutical Service. In view of the much expanded scope of work and the enhanced function of the proposed DO, it is considered not feasible for the existing C Pharm to absorb the additional responsibilities.

FINANCIAL IMPLICATIONS

20. The creation of the two proposed directorate posts will incur an additional notional annual salary cost at mid-point of $2,768,400 as follows –

	Notional annual salary cost at mid-point $	**No. of posts**
Permanent posts		
AD of Health (D2)	1,503,000	1
C Pharm (D1)	1,265,400	1
Total	2,768,400	2

The additional full annual average staff cost, including salaries and staff on-cost, is $3,560,000.

21. Based on the proposed set-up of DO in paragraph 15 above, the additional notional annual salary cost at mid-point for the proposed 61 new non-directorate civil service posts is estimated to be $36,195,060 in a full year and the full annual average staff cost, including salaries and staff on-cost, is estimated to be $46,544,000.

22. DH will absorb the additional expenditure from within the existing provision in 2011-12 and will include necessary provision in the Estimates of subsequent years to meet the cost of this proposal.

PUBLIC CONSULTATION

23. On 11 April 2011, we consulted the Legislative Council Panel on Health Services on the above staffing proposal. Members supported the creation of the two proposed permanent posts of AD of Health (Drug Office) and C Pharm (2) and the permanent redeployment of the post of C Pharm (1). The concern expressed during the Panel discussion over the delineation of duties between the two C Pharm posts has been addressed in paragraphs 12 to 14 above.

/ESTABLISHMENT …..

ESTABLISHMENT CHANGES

24. The establishment changes in DH for the past two years are as follows –

Establishment (Note)	Number of posts			
	Existing (as at 1 May 2011)	As at 1 April 2011	As at 1 April 2010	As at 1 April 2009
A[#]	59[@]	59	57	57
B*	1 010	1 008	950	850
C*	4 472	4 467	4 384	4 272
Total*	5 541	5 534	5 391	5 179

Notes:

A – ranks in the directorate pay scale or equivalent

B – non-directorate ranks the maximum pay point of which is above MPS Point 33 or equivalent

C – non-directorate ranks the maximum pay points of which is at or below MPS Point 33 or equivalent

[#] excluding supernumerary posts created under delegated authority

[@] as at 1 May 2011, there were no unfilled directorate posts in DH

* excluding posts created to accommodate general grades officers working in general outpatient clinics of the Hospital Authority

CIVIL SERVICE BUREAU COMMENTS

25. The Civil Service Bureau supports the proposed creation of two permanent posts, namely one AD of Health and one C Pharm posts, to provide directorate support for the dedicated DO. The grading and ranking of the proposed posts are considered appropriate having regard to the level and scope of the responsibilities required.

ADVICE OF THE STANDING COMMITTEE ON DIRECTORATE SALARIES AND CONDITIONS OF SERVICE

26. The Standing Committee on Directorate Salaries and Conditions of Service has advised that the grading proposed for the posts would be appropriate if the proposal were to be implemented.

Food and Health Bureau
May 2011

Enclosure 1 to EC(2011-12)2

Existing Work of the Pharmaceutical Service of the Department of Health

1. To enforce the Pharmacy and Poisons Ordinance, the Dangerous Drugs Ordinance, the Antibiotics Ordinance and the Public Health and Municipal Services Ordinance relating to regulation of medicines, including –

   - licensing and inspection of medicines dealers;
   - registration of pharmaceutical products; and
   - investigation of drug incidents and complaints relating to medicines.

2. To assist the Hong Kong Police in enforcing the Undesirable Medical Advertisements Ordinance.

3. To exercise control on import and export of drugs in accordance with the Import and Export Ordinance.

4. To conduct market surveillance programme of drugs in Hong Kong.

5. To provide pharmaceutical support to the various services of the Department, such as the dispensing service in Department of Health clinics and the monitoring of drug expenditure.

6. To handle procurement of pharmaceutical items, and the manufacturing, stocking and supply of drugs for Department of Health services and the Hospital Authority.

7. To provide quality management, administrative, information technology and technical support to daily operations of the Pharmaceutical Service.

The New and Expanded Work of Office on Drugs of the Department of Health

(I) Regulation of medicine dealers

(a) To enhance the regulation of medicines dealers through legislative amendments and introduction of code of practices.

(b) To upgrade Hong Kong's current Good Manufacturing Practices (GMP) standards to international standards.

(c) To attain membership of the Pharmaceutical Inspection Co-operation Scheme[1].

(d) To conduct inspections of overseas and Mainland drug manufacturers in future.

(e) To develop an enhanced import/export tracking system of drugs.

(II) Pre-market control of medicines

(f) To introduce the requirement of Bio-equivalence and Bio-availability (BABE)[2] of generic drugs as a registration requirement to enhance the quality of drugs in Hong Kong.

(III) Post-market control of medicines (Pharmacovigilance)

(g) To promote and maintain a vigilance programme, including the handling of adverse drug reactions (ADR) reports.

/(h) …..

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[1] The Pharmaceutical Inspection Co-operation Scheme is an international agreement between pharmaceutical inspection authorities of different countries or territories which provide an active and constructive co-operation in the field of GMP. This is to be achieved by developing and promoting harmonised GMP standards and guidance documents; training competent authorities, in particular inspectors; assessing inspectorates; and facilitate co-operation and networking of competent authorities and international organisations. There are currently 37 participating authorities including the majority European Union countries, Australia, Singapore, etc.

[2] BABE refers to the therapeutic equivalence of the same pharmaceutical product manufactured by different manufacturers. BABE studies seek to assess whether a generic drug produces the same therapeutic effect as the patent drug.

(h) To set up a dedicated team to promote pharmacovigilance among professionals, education institutions and the pharmaceutical industry.

(i) To publish guidelines and to establish requirements for the drug industry to report ADR and/or overseas new drug safety issues.

(j) To conduct risk analysis as regards ADR and quality defects of drugs and derive risk management plans.

(k) To introduce an enhanced recall system to facilitate the recall of defective drugs.

(IV) Risk Communication

(l) To implement a risk communication plan and to ensure the effective dissemination of public alert information during drug incidents.

(m) To organise public education programmes and training programmes for pharmaceutical trade.

(n) To develop and maintain a drug information management system and a dedicated website on drug safety for the public, traders and healthcare providers.

(V) Other areas

(o) To provide enhanced drug procurement, manufacturing and dispensing services to the clinics of the Department of Health.

(p) To maintain a close communication network and partnership with overseas drug authorities and professional bodies.

(q) To develop continuous training programmes for the Department of Health professional staff.

Enclosure 3 to EC(2011-12)2

Proposed Job Description for the Post of Assistant Director (Drug Office)

Rank : Assistant Director (AD) of Health (D2)

Responsible to : Deputy Director of Health (D3)

Major duties and responsibilities –

1. To plan and oversee development and implementation of a comprehensive strategy for the effective and efficient management of the regulatory regime on pharmaceutical products in Hong Kong.

2. To steer and supervise the operation of the dedicated office on drugs to ensure that the regulatory control of pharmaceutical products, drug manufacturers and dealers, in Hong Kong are carried out effectively and up to international standards.

3. To keep abreast of international developments on pharmaceutical matters, exchange information and maintain communication and partnership with various stakeholders, both local and abroad.

4. To co-ordinate and oversee the implementation of the recommendations made by the Review Committee and other continuous improvement measures.

5. To spearhead initiatives in the areas of pharmacovigilance, risk assessment and communication, market surveillance.

6. To provide professional support to the Pharmacy and Poisons Board and the Director of Health on regulation of pharmaceutical products.

Enclosure 4 to EC(2011-12)2

Job Description for the Existing Chief Pharmacist

Rank : Chief Pharmacist (D1)

Responsible to : Assistant Director (Special Health Services) (D2)

Major duties and responsibilities –

1. To oversee the enforcement of the legislations on drugs and assist in the formulation of policies on law enforcement activities.

2. To advise on the aspects concerning drugs and other pharmaceutical matters.

3. To oversee the drug procurement and administration of the Pharmaceutical Service.

4. To oversee undesirable medical advertisements and the Adverse Drug Reactions reporting system.

5. To manage staff of the Pharmacist and Dispenser grades.

6. To provide professional support to the Pharmacy and Poisons Board and the Director of Health on regulation of pharmaceutical products.

Enclosure 5 to EC(2011-12)2

Proposed Revised Job Description for the Post of Chief Pharmacist (1)

Rank : Chief Pharmacist (D1)

Responsible to : Assistant Director (Drug Office) (D2)

Major duties and responsibilities –

1. To assist the Head of dedicated office on drugs in licensing controls and inspections of drug manufacturers, wholesalers, retailers, importers and exporters in Hong Kong.

2. To assist the Head in overseeing the enhanced regulation of drug manufacturers, including the upgrade of Hong Kong's current Good Manufacturing Practice (GMP) licensing standards to the Pharmaceutical Inspection Co-operation Scheme (PIC/S) standards over a period of four years.

3. To assist the Head in overseeing the upgrading of the current GMP inspection team for the attainment of PIC/S membership.

4. To oversee the conducting of inspections of overseas and Mainland drug manufacturers in future and the enhanced regulation of other drug traders including wholesalers and retailers.

5. To assist the Head in overseeing the operation of the Vigilance, Risk Analysis and Undesirable Medical Advertisements teams.

6. To manage staff of the Pharmacist and Dispenser grades.

7. To provide professional support to the Pharmacy and Poisons Board and the Director of Health on regulation of pharmaceutical products.

Enclosure 6 to EC(2011-12)2

Proposed Job Description for the Post of Chief Pharmacist (2)

Rank : Chief Pharmacist (D1)

Responsible to : Assistant Director (Drug Office) (D2)

Major duties and responsibilities –

1. To assist the Head of dedicated office on drugs in pharmaceutical registration and clinical trial matters.

2. To assist the Head in the dispensing service and procurement, manufacturing and supply of drugs of clinics under the Department of Health.

3. To assist the Head in overseeing the pre-market control of pharmaceutical products in Hong Kong.

4. To oversee the implementation of computerisation projects and maintenance of drug information databases for the office on drugs.

5. To manage staff of the Pharmacist and Dispenser grades.

6. To provide professional support to the Pharmacy and Poisons Board and the Director of Health on regulation of pharmaceutical products.

Enclosure 7 to EC(2011-12)2

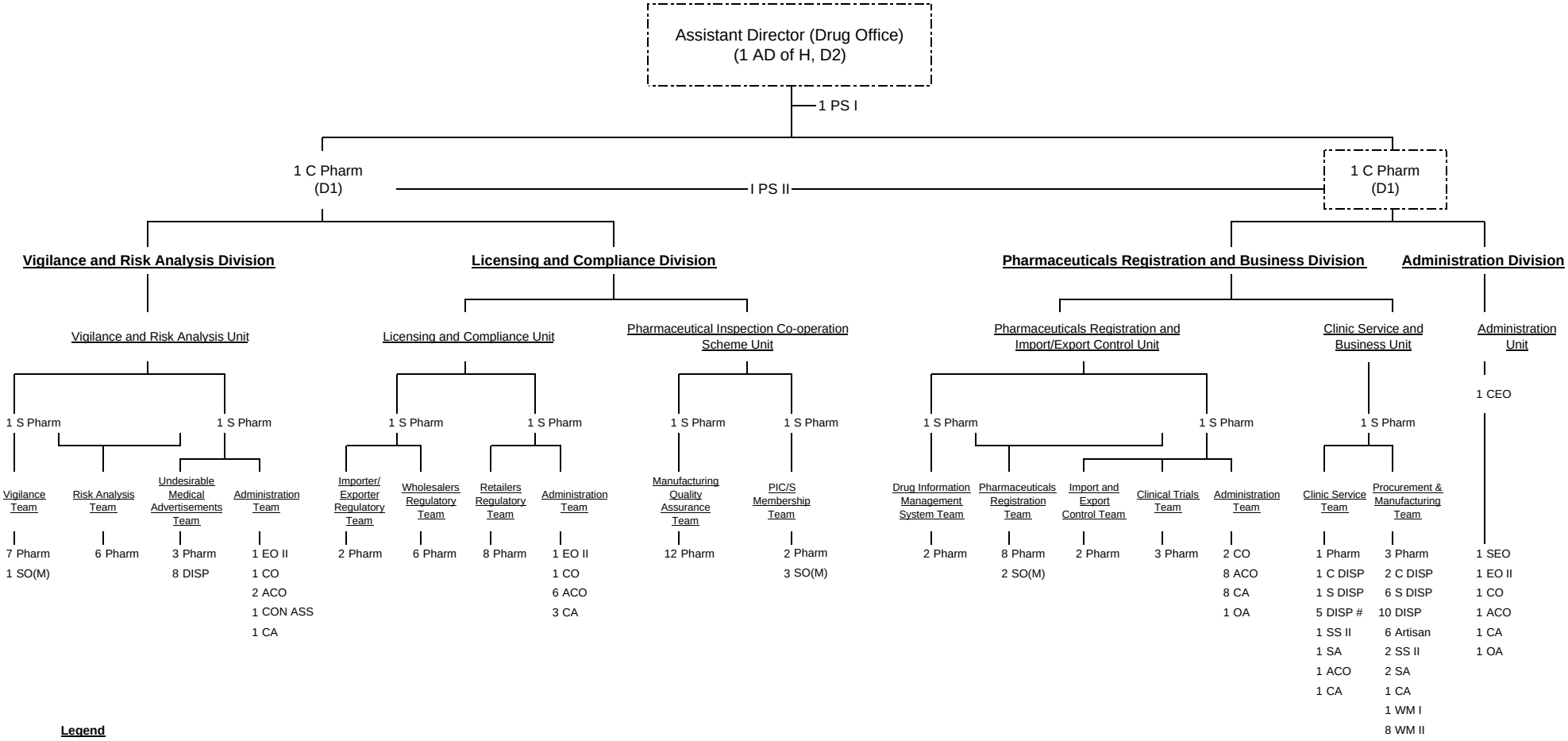
Proposed Civil Service Staffing for the Dedicated Office on Drugs

Major scope of responsibilities/Rank	Approved Establishment of Pharm Service	Posts to be created in 2011-12	Posts to be created in 2012-13
Professional and technical support			
Assistant Director of Health	0	1	0
Chief Pharmacist	1	1	0
Senior Pharmacist	7	2	2
Pharmacist	51	14	23
Scientific Officer (Medical)	1	5	0
Chief Dispenser	3	0	0
Senior Dispenser	7	0	0
Dispenser	23	0	0
Administration support			
Chief Executive Officer	0	1	0
Senior Executive Officer	1	0	0
Executive Officer II	1	2	0
Clerical Officer	3	2	0
Assistant Clerical Officer	13	5	0
Confidential Assistant	1	0	0
Clerical Assistant	11	4	0
Personal Secretary I	0	1	0
Personal Secretary II	1	0	0
Supplies Supervisor II	3	0	0
Supplies Assistant	3	0	0
Office Assistant	2	0	0
Artisan	6	0	0
Workman I	1	0	0
Workman II	8	0	0
Sub-total	**147**	**38**	**25**

Total = 147 + 38 + 25 = 210

Enclosure 8 to EC(2011-12)2

Proposed Organisation Chart of Office on Drugs for 2011-12

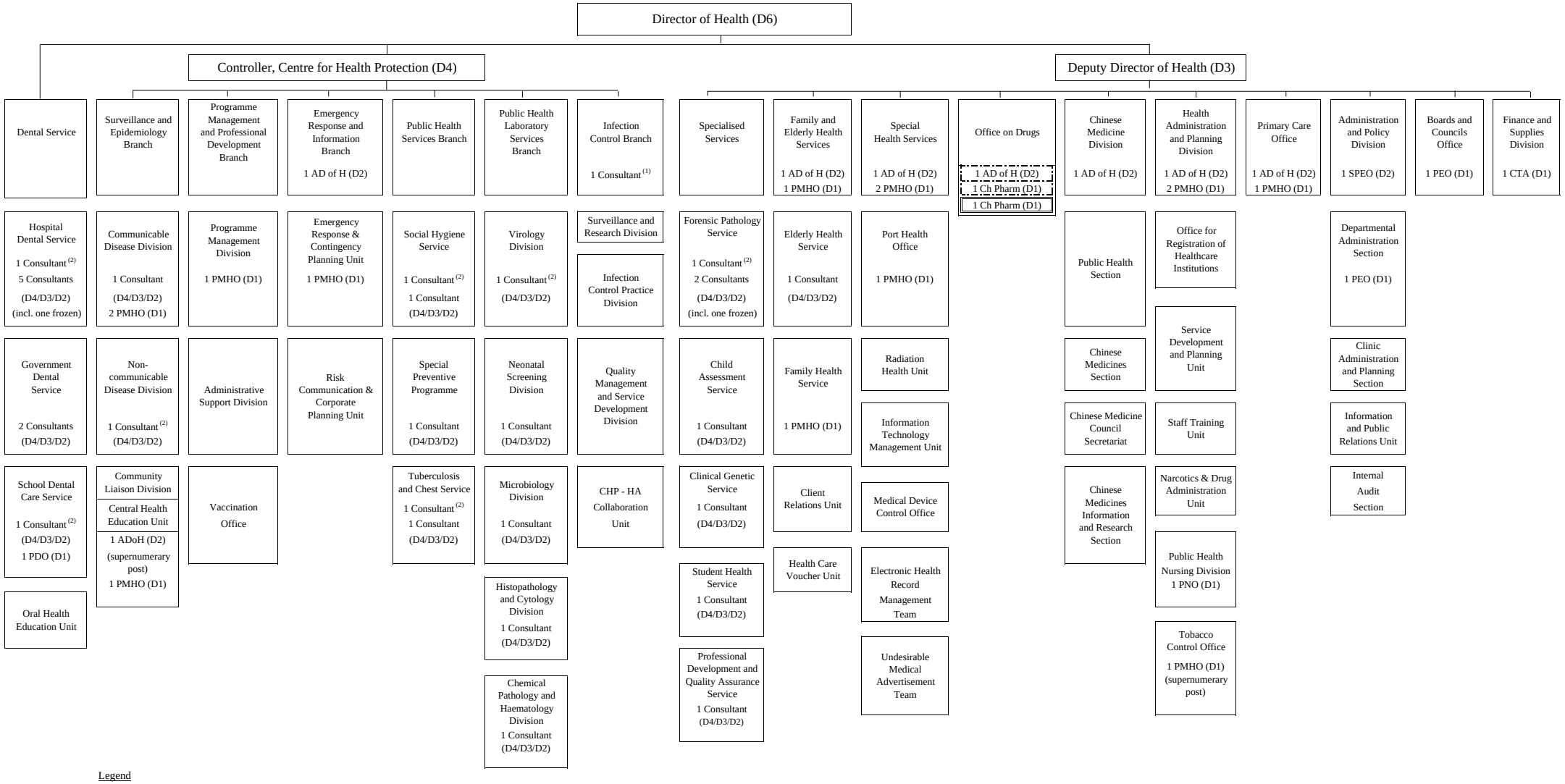


Legend

ACO	Assistant Clerical Officer	OA	Office Assistant
AD of H	Assistant Director of Health	Pharm	Pharmacist
Artisan	Artisan	PS	Personal Secretary
C DISP	Chief Dispenser	S DISP	Senior Dispenser
C Pharm	Chief Pharmacist	S Pharm	Senior Pharmacist
CA	Clerical Assistant	SA	Supplies Assistant
CEO	Chief Executive Officer	SEO	Senior Executive Officer
CO	Clerical Officer	SO(M)	Scientific Officer (Medical)
CON ASS	Confidential Assistant	SS II	Supplies Supervisor II
DISP	Dispenser	WM I	Workman I
EO II	Executive Officer II	WM II	Workman II
	Directorate posts to be created		
#	Include 1 post subject to further review		

Enclosure 9 to EC(2011-12)2

Proposed Organisation Chart of the Department of Health



Legend

AD of H	Assistant Director of Health
Ch Pharm	Chief Pharmacist
CTA	Chief Treasury Accountant
PDO	Principal Dental Officer
PEO	Principal Executive Officer
PMHO	Principal Medical & Health Officer
PNO	Principal Nursing Officer
SPEO	Senior Principal Executive Officer
	Posts to be created
	Post to be redeployed

Note (1) Officer seconded from the Hospital Authority

(2) Also assuming the role as Consultant in-charge of the Service/Branch taking care of the overall administration and management matters.

Revised Job Description for the Post of
Assistant Director (Special Health Services)

Rank : Assistant Director of Health (D2)

Responsible to : Deputy Director of Health (D3)

Major duties and responsibilities –

1. To oversee the Port Health Office to enforce the provisions of Prevention and Control of Disease Ordinance and the International Regulations at Hong Kong International Airport, sea port and various land boundary control points to prevent infectious diseases from being introduced into or carried away from the territory.

2. To oversee the Radiation Health Unit on regulation of import, export, possession and use of radioactive substances and irradiating apparatus and provision of advice and services to protect the health of workers and members of the public from deleterious effects arising from the use of ionising radiations in Hong Kong.

3. To steer the Medical Device Control office on consultations with the trade and stakeholders, commissioning of a business impact assessment study, and preparation for legislation on medical devices.

4. To steer the formulation of strategic framework on the development and implementation of the electronic Health Record (eHR) projects in consultation with stakeholders, evaluates different implementation options and liaises with the Efficiency Unit, the Office of the Government Chief Information Officer, the Food and Health Bureau and the Hospital Authority on matters related to these projects.

5. To oversee the setup of the Department of Health eHR Management Team and provides directives on resources and tendering for these projects, development of territory-wide electronic health data standards and implementation of the territory-wide eHR programme.

6. To oversee the implementation of the licensing system laid down by law for regulating human reproductive technology procedures, embryo research and related activities in support of the Council on Human Reproductive Technology.

/7. …..

7. To formulate information technology (IT) plan, IT development and management in the Department of Health.

8. To keep abreast of international development on radiation and port health, reproductive technology matters; exchange information and maintain communication with the trade and stakeholders.

9. To provide professional advice to the Director of Health and the Council on Human Reproductive Technology.
