

## **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 following proposals to facilitate the establishment of a Centre for Health Protection (CHP) in the Department of Health (DH) –

- (a) the creation of the following new grade and rank with effect from 1 April 2004 –

Controller, Centre for Health Protection  
(D4) (\$145,150 - \$149,600)

- (b) the creation of the following permanent posts with effect from 1 April 2004 –

1 Controller, Centre for Health Protection  
(D4) (\$145,150 - \$149,600)

1 Administrative Officer Staff Grade C  
(D2) (\$113,520 - \$120,553)

- (c) the deletion of the following permanent posts –

2 Consultant  
(D4/D3/D2) (\$145,150 - \$149,600/  
\$127,900 - \$135,550/\$113,520 - \$120,553)  
(in the overall promotion ratio of 2:3:6)

(With effect from 1 April 2004 and 1 June 2004)

/1 Deputy .....

1 Deputy Director of Health  
(D3) (\$127,900 - \$135,550)  
(With effect from 1 April 2004)

- (d) the redeployment of 12 Consultant (D4/D3/D2) posts, one Assistant Director of Health (D2) post and four Principal Medical and Health Officer (D1) posts from other divisions/offices of DH to the CHP
- (e) the expansion of the duties of Assistant Director of Health (Elderly Health Services) (D2), to be retitled Assistant Director of Health (Personal Health Services) (D2)

## **PROBLEM**

A post in a new grade and rank of Controller, Centre for Health Protection (Controller, CHP) is required to underpin the Director of Health to ensure smooth functioning and operation of the new CHP to be established. The Controller, CHP requires the support of a senior administrator to spearhead the multi-faceted activities of a new functional branch under the CHP, namely, the Emergency Response and Information Branch (ERIB).

## **PROPOSAL**

2. We propose to create (i) a post in a new grade and rank of Controller, CHP (D4) to oversee the operation of the CHP and (ii) one Administrative Officer Staff Grade C (AOSGC) (D2) post to head the ERIB. Such creation will be offset by the deletion of two Consultant (D4/D3/D2) and one Deputy Director of Health (D3) posts.

## **JUSTIFICATION**

### **Proposed Establishment of a CHP**

3. The Severe Acute Respiration Syndrome (SARS) Expert Committee's report released on 2 October 2003 recommended, inter alia, that

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the Government should establish a CHP with responsibility, authority and accountability for prevention and control of communicable diseases. The Committee considered that the CHP should be set up within the Government and its existing public health infrastructure, since many of the CHP's core functions, such as collecting sensitive data from patients and contacts for medical surveillance purposes, requiring healthcare institutions to comply with directives, could not be performed effectively by non-governmental agencies.

4. Taking into account overseas experience, the health needs and circumstances of the local population, the relevant recommendations of the Expert Committee and the views of an advisory committee comprising local healthcare experts and academics, we propose organizing the activities of the CHP into the following functional branches –

(a) Surveillance and Epidemiology Branch (SEB)

This provides the framework for monitoring and contributing to prevention and control of diseases of relevance to the population in Hong Kong. Under the Branch, there will be a Communicable Disease Division and a Non-Communicable Disease Division. The former will consist of an Epidemiology Unit (EU) and a Communicable Disease Surveillance Unit (CDSU). The EU will specialise in responding to outbreaks and disease notifications, conducting field investigations, advising on control of communicable diseases, and organising work-based training for professional staff. The CDSU will work on the coordination of a central hub for data collection relating to communicable diseases. It will systematize regular data collection and collations from surveillance systems maintained by the Department and other relevant agencies, generate regular epidemiological reports, and develop studies on selected communicable diseases of important public health consequences to Hong Kong. The CDSU will be responsible for epidemic intelligence, information system data management and cross-border surveillance<sup>1</sup>. The Non-Communicable Disease Division will be responsible for surveillance and control of non-communicable diseases of significance to Hong Kong population and formulation of strategies in relation to cancer prevention, cardiovascular health and men's health, etc.

/(b) .....

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<sup>1</sup> At present, infectious disease surveillance for the Pearl River Delta Region is mainly supported by a data reporting system jointly established by DH and Guangdong/Mainland health authorities last August. DH also actively seeks out information on communicable diseases from its networks with overseas health authorities and agencies. The establishment of the SEB will facilitate integration and enrichment of resources to strengthen the surveillance functions in this regard.

(b) Infection Control Branch (ICB)

The Branch will comprise a branch office at Princess Margaret Hospital and Epidemiology and Infection Control Units in the five hospital clusters of the Hospital Authority (HA). The branch will develop, promulgate, and evaluate best practices in infection control in healthcare and non-healthcare settings, support epidemiological investigations of communicable disease outbreaks in hospitals and support training in infection control for all levels of health staff.

(c) Public Health Laboratory Services (PHLS)

In addition to the provision of laboratory services and support of disease control by providing laboratory diagnosis and carrying out laboratory surveillance, this branch will be responsible for training of laboratory infection control professionals and the development of partnership with laboratories in HA, Agriculture, Fisheries and Conservation Department, Government Laboratory, local universities and overseas agencies.

(d) Public Health Services (PHS)

It will provide specialised clinical services in respect of tuberculosis, human immunodeficiency virus (HIV) and sexually transmitted diseases and will collaborate with hospitals and other clinical services on these three areas.

(e) Programme Management and Professional Development Branch (PMPDB)

It will oversee strategic development of applied research projects in communicable disease, provide management support to organization and deliberations among expert groups of selected health protection programmes and be responsible for training and development of professional and allied staff as well as lay personnel in health protection activities.

(f) ERIB

It will be responsible for coordinating emergency response, contingency planning, formulating risk communication strategies, facilitating the development of preventive strategies and cross-sector logistic support. In times of infectious diseases outbreaks or other exigent public health circumstances, this Branch will also mobilize relevant government departments and non-governmental agencies to join the CHP and the healthcare sector in arresting the adverse situations.

/Staffing .....

**Staffing Arrangements for CHP**

5. The proposed CHP will be operationally headed by a Controller, CHP who will report to the Director of Health. While the Director of Health will focus on the strategic missions of the CHP, the Controller will assist him in the overall management of the Centre, making day-to-day management, professional and operational decisions and formulating strategic plans for effective disease prevention and control. The Controller will have full autonomy in invoking the powers under the Quarantine and Prevention of Disease Ordinance (Cap. 141) in mounting public health control measures except for those that have far-reaching implications for the community, e.g. isolation of a residential block<sup>2</sup>. A job description of the proposed Controller post is at Enclosure 1.

Encl .1

6. In view of the prominent role the Controller has to play in fulfilling the missions of CHP, his/her duty to undertake inter-agency coordination and negotiations, and the wide span of CHP's activities, we propose that the new post be pitched at D4 level, which is on par with the ranking of senior consultants of medical specialties. The new Controller will assume line management responsibility for six Branch Heads including three DH Consultants (D4/D3/D2), one HA Consultant, one AOSGC (D2) and one Assistant Director of Health (D2). Given that the establishment of the CHP would be an extension of the current functions of the health authority, it is appropriate and logical to fill the Controller post by selection of Medical and Health Officers and Consultants from within the Department with the relevant specialist qualifications and experience in disease prevention and control as well as well-established contacts with Mainland and overseas authorities.

7. We also propose appointing an AOSGC to supervise the operation of the ERIB. It is sensible to task a senior administrator to head this Branch given its multi-faceted and cross-disciplinary work nature. In identifying the Branch Head, we have to look beyond the Department because many activities of this Branch (e.g. corporate planning, risk communication strategy, cross-disciplinary emergency response) have no parallel in the Department and should best be spearheaded by a generalist with broader exposure and experience and proven administrative and cross sectoral coordination skills. A job description of the proposed AOSGC post is at Enclosure 2.

Encl. 2

8. The other Branch Heads and directorate staff of the CHP will be identified through redeployment from DH and HA –

/(a) .....

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<sup>2</sup> Under these circumstances, the Director of Health will be the person to invoke the powers in consultation with relevant senior officers as necessary.

## (a) SEB

Encls.  
3 - 6

Two Consultant and two Principal Medical and Health Officer posts will be redeployed from the Disease Prevention and Control Division and the Personal Health Services Division of DH to this Branch. The job descriptions of these posts are at Enclosures 3 to 6. One Consultant will be assigned to head this Branch administratively.

## (b) ICB

Encl. 7

One Consultant will be deployed from HA to head this Branch. A job description of this post is at Enclosure 7.

## (c) PHLS

Encls.  
8 - 12

Five Consultant posts will be redeployed from the Pathology Service of DH to this Branch. The job descriptions of these posts are at Enclosures 8 to 12. One Consultant will be assigned to head the PHLS administratively.

## (d) PHS

Encls.  
13 - 17

Five Consultant posts will be redeployed from the Special Preventive Programme, the Social Hygiene Service and the Tuberculosis and Chest Service of DH to this Branch. The job descriptions of these posts are at Enclosures 13 to 17. One Consultant will be assigned to head the PHS administratively.

## (e) PMPDB

Encls.  
18 & 19

One Assistant Director of Health and one Principal Medical and Health Officer posts will be redeployed from the Personal Health Services Division of DH to this Branch. The job descriptions of the posts are at Enclosures 18 and 19.

## (f) ERIB

Encl. 20

One Principal Medical and Health Officer post will be redeployed from the Disease Prevention and Control Division of DH to this Branch to support the AOSGC. The job description of the post is at Enclosure 20.

9. Given that the CHP workforce would mainly comprise DH staff, the recurrent costs of CHP are expected to be largely funded by redeployment of

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resources from the Department. In addition to the two directorate posts proposed in this paper, DH will need to recruit non-directorate staff comprising mainly doctors and nurses. The Hong Kong Jockey Club (HKJC) has pledged to donate \$500 million for the establishment of the CHP. We will seek the HKJC's endorsement to deploy part of the donations to fund the costs for the new additional staff for CHP. Where appropriate, secondments from HA, universities and other organizations will be arranged to fill some of the new posts.

### **Reorganization of DH**

10. To optimize the use of resources and to avoid possible overlapping of responsibilities, the organization of DH has to be restructured and streamlined to tie in with the CHP's establishment. The main changes are that the Regional Offices will be disbanded to achieve efficiency savings through de-layering. Upon disbandment of the Regional Offices, their outbreak control functions will be incorporated into the SEB of the CHP and their regulatory functions will be subsumed under the Health Administration and Planning Division of the Department. At present, the Regional Offices are under the Personal Health Services Division headed by an Assistant Director of Health. Apart from the disbandment of the Regional Offices, the Central Health Education Unit under the Personal Health Services Division will be transferred to the PMPDB of the CHP along with its health education and promotion functions. With these reorganizations, the Personal Health Services Division will merge with the Elderly Health Services Division. It is also a tidier arrangement to group the Elderly Health Services and the Family Health Service of the current Personal Health Services Division under one Division given their functional resemblance and inter-relations. The Assistant Director of Health (Elderly Health Services) will be retitled as Assistant Director of Health (Personal Health Services). The job description of the post is at Enclosure 21. The post of the original Assistant Director of Health (Personal Health Services) will be redeployed to head the PMPDB of the CHP.

Encl. 21

11. Separately, the Disease Prevention and Control Division and the Pathology Service of the existing Non-regionalised Health Services will be transferred to the SEB and the PHLS of the CHP respectively. The existing Student Health Service will be placed under the new Specialised Services of the Department together with the Child Assessment Service, Clinical Genetic Service, Professional Development and Quality Assurance Service and Forensic Pathology Service. The Public Health Nursing Division currently under the Deputy Director of Health (1) will be merged into the Health Administration and Planning Division under the new DH structure.

Encls.  
22 & 23

12. The above reorganization of DH will not affect the level and quality of services provided to the public in respect of its advisory, regulatory, health education and advocacy functions. All previously made performance pledges will remain valid. Further organizational changes to the Department may be necessary as the CHP develops. The existing and proposed organization charts of DH after the establishment of CHP are at Enclosures 22 and 23 respectively.

### **Deletion of Consultant and Deputy Director of Health Posts**

13. The Director of Health considers that there is scope for rationalizing the operation of the Dental Service and re-distributing the duties among its Consultants to achieve higher cost-effectiveness in operation. There are currently 11 Consultant posts in the Dental Service. We propose to delete the following posts –

- (a) the Consultant in-charge Dental Service post on 1 April 2004. This Consultant is responsible for the overall management of the Dental Service. Following the deletion of this post, a suitable officer will be identified among the remaining Consultants to take charge of the Dental Service in addition to his/her own duties.
- (b) one Consultant post in the Orthodontic Service on 1 June 2004.

Encls.  
24 & 25

14. Following the transfer of disease control and prevention functions and a number of specialised services to the CHP, there will no longer be a functional need to retain the post of Deputy Director of Health (1) and it can then be deleted. The existing Deputy Director of Health (2) post will be retitled as Deputy Director of Health. The existing and proposed job description of the Deputy Director of Health post are at Enclosures 24 and 25 respectively.

### **Time Frame**

15. To enable early benefits to be reaped whilst allowing sufficient time for the longer-term systems and modalities to be developed, we propose that the CHP should be formed in phases commencing in mid 2004. Two Branches will be set up initially, viz, the SEB and the ICB. We envisage a health protection organization with all the functional elements described in paragraph 4 operating smoothly by 2005.

16. Early creation of the Controller post and concomitant identification of a suitable post-holder will be needed to ensure the smooth running of the SEB

/and .....



and the ICB upon their establishment in mid 2004. We propose that the Controller post be created on 1 April 2004. Before the formal establishment of the four other functional branches of CHP, the Controller will oversee the existing non-regionalised health services currently overseen by the Deputy Director of Health (1), except the Student Health Service which will be transferred to the Specialised Services under the retitled post of Deputy Director of Health with effect from April 2004. The AOSGC post should be created concurrently to enable early identification of a suitable post-holder to undertake preparatory work relating to development of the CHP's corporate plan, establishment of an emergency response centre and formulation of a risk communication strategy. All these strategically important tasks would need to be completed before the CHP becomes fully operational in 2005.

## FINANCIAL IMPLICATIONS

17. The proposal will bring about savings of \$1.43 million in notional annual salary cost at mid-point (NAMS) and savings of \$1.92 million in full annual average staff cost, including salaries and staff on-cost, as follows –

	No. of Posts	NAMS \$	Full Annual Staff Cost \$
<b>Creation of permanent posts</b>			
Controller, CHP (D4)	1	1,795,200	2,523,360
AOSGC (D2)	1	1,404,420	2,085,120
<i>Sub-total (a):</i>	2	3,199,620	4,608,480
<b>Deletion of permanent posts</b>			
Consultant (D4/D3/D2)	2	3,046,930	4,321,064
Deputy Director of Health (D3)	1	1,580,400	2,207,952
<i>Sub-total (b):</i>	3	4,627,330	6,529,016
<b>Net savings (b) - (a):</b>	<b>1</b>	<b>1,427,710</b>	<b>1,920,536</b>

## BACKGROUND INFORMATION

18. On 5 May 2003, the Chief Executive announced that the Government had begun a study on establishing a Centre for Disease Control and Prevention-like organization in Hong Kong to fight and prevent infectious diseases. This initiative was echoed by the SARS Expert Committee's Report released on 2 October 2003.

19. DH at present undertakes a wide range of activities and these can be categorised into four areas –

- (a) Advisory
- (b) Regulatory
- (c) Health advocacy and promotion
- (d) Disease prevention and control

In terms of communicable disease prevention and control, the Department presently carries out such activities by taking immediate outbreak control measures, delivering preventive programmes such as immunisations and providing specialised treatment services on HIV, tuberculosis and sexually transmitted infections.

20. The Expert Committee report has identified gaps in the current public health system. We have reviewed the present situation and made an assessment of areas for enhancement. The assessment forms the basis of the proposed organization of the CHP which feature a number of new institutional elements including the EU, the CDSU, the ICB, the PMPDB and the ERIB. Health protection programmes will also be newly set up to pool together experts from different agencies and disciplines to tackle priority health hazards. With the structural revamp and enrichment/integration of resources, the CHP will be able to address the inadequacies in DH's existing interface with (i) the community; (ii) international and Mainland authorities; (iii) HA and private hospitals/ practitioners and (iv) universities. The CHP will also enable the benefits of '3R's – real-time surveillance, rapid intervention and resolution and risk communication to be realized progressively.

21. To coordinate the planning and preparatory work for the setting up of the CHP, the Director of Health created under delegated authority one supernumerary Deputy Director of Health post, designated as Deputy Director of Health (Special Duties) on 15 October 2003 for six months. Over the past four months, the Deputy Director of Health (Special Duties) and his team have worked out proposals on the institutional arrangements, organization structure, modus operandi, and functions of the CHP, taking into account overseas experience and views from the stakeholders.

## **ESTABLISHMENT CHANGES**

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

/Establishment .....

Establishment (Note)	Number of posts			
	Existing (as at 1 January 2004)	As at 1 April 2003	As at 1 April 2002	As at 1 April 2001
A	58+(1)#	58	58	58+(3)^
B*	790	948	944	947
C*	4 553	5 300	5 496	5 700
Total*	5 401+(1)#	6 306	6 498	6 705+(3)^

**Note:**

A – ranks in the directorate pay scale or equivalent

B – non-directorate ranks with maximum pay points 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

# one supernumerary Deputy Director of Health post was created on 15 October 2003 for six months to coordinate the planning and preparatory work for setting up the CHP (see paragraph 21 for details)

As at 1 January 2004, there was no unfilled directorate post.

\* The remarkable decrease in the overall establishment position between 1 April 2003 and 1 January 2004 was caused by the transfer of general out-patient clinics to HA in July 2003.

^ comprising three supernumerary posts of one Deputy Director of Health, one Senior Principal Executive Officer and one Principal Medical and Health Officer to assist in the planning of proposals related to recommendations in the Consultation Document on Health Care Reform.

**CONSULTATION WITH LEGISLATIVE COUNCIL PANEL**

23. On 5 January 2004, we consulted the Legislative Council Panel on Health Services on the proposed organization structure and implementation milestones for the CHP. There was categorical support for the Administration's proposal. The Panel raised no objection to the proposed creation of the Controller, CHP post and the AOSGC post.

**CIVIL SERVICE BUREAU COMMENTS**

24. Having regard to the justification put forward in this paper, the Civil Service Bureau supports the proposed creation of the new grade and rank of Controller, CHP and the two directorate posts together with the deletion of three other directorate posts. It considers that the grading and ranking of the proposed posts are appropriate having regard to the level and scope of responsibilities and professional input required.

/ADVICE .....

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

25. The Standing Committee on Directorate Salaries and Conditions of Service has advised that the grading proposed for the posts would be appropriate if the said posts were to be created/redeployed.

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Health, Welfare and Food Bureau  
February 2004

**Job description of the proposed post of  
Controller, Centre for Health Protection**

1. To assist the Director of Health to formulate, develop and review strategies for effective disease prevention and control in Hong Kong.
2. To be responsible for overall management of the Centre for Health Protection.
3. To advise the Director of Health in the formulation of public health protection plans.
4. To determine, develop, implement and evaluate health protection programmes and chair professional committees and expert panels.
5. To develop research agenda and support applied research on disease prevention and control and to conduct comprehensive public health disease surveillance.
6. To establish and maintain an active network with local stakeholders, Mainland and international health authorities in disease prevention and control.
7. To develop and review contingency plans and to respond effectively to outbreaks, emerging and re-emerging infectious diseases.

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**Job description of the proposed post of  
Administrative Officer Staff Grade C  
(Emergency Response and Information Branch)**

1. To coordinate the overall corporate planning for the Centre for Health Protection (CHP) and to assist the Controller, CHP in monitoring progress and ensuring timely achievement of objectives.
2. To coordinate the responses and contingent measures of government departments and agencies in times of communicable disease outbreaks or other exigent public health circumstances and to advise the Controller, CHP on the appropriate communication approaches.
3. To provide advice on contingency planning for different public health emergency scenarios and to conduct regular drills.
4. To design a comprehensive risk communication strategy and arrange training for key staff.
5. To facilitate the development of preventive strategy and cross-sector logistic support and maintain an effective mechanism for prompt reaction.
6. To provide guidance on the overall strategy on the use of information technology system to enhance the operation of the CHP.

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**Job description of the post of  
Consultant Community Medicine (Non-Communicable Diseases)  
(Surveillance and Epidemiology Branch)**

1. To advise on the overall strategy of prevention and control of non-communicable diseases and the priorities of related health programmes.
2. To be responsible for management of the Non-communicable Disease Division.
3. To represent the CHP in existing local and international networks and to establish new networks with local health agencies, professional associations and health researchers in relation to non-communicable diseases.
4. To develop, plan and implement strategies and measures to improve the surveillance and control of non-communicable diseases.
5. To identify public health problems related to non-communicable diseases, to design and implement health interventions and to evaluate outcome and health gains.
6. To advise, develop, and implement programmes in public health risk communication and risk management in non-communicable diseases.
7. To plan, organize and direct health research projects in non-communicable diseases.
8. To advise bureaux and departments on the health impact of their programmes/proposals.
9. To oversee publication of Public Health Reports and the Public Health and Epidemiology Bulletin, and to direct dissemination of health information to local community and overseas institutions.
10. To oversee the development and maintenance of the Public Health Information System.

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**Job description of the post of  
Consultant Community Medicine (Communicable Diseases)  
(Surveillance and Epidemiology Branch)**

1. To advise on the overall strategy of prevention and control of communicable diseases and the priorities of related health programmes.
2. To be responsible for management of the Communicable Disease Division.
3. To represent the CHP in existing local and international networks and to establish new networks with local health agencies, professional associations and health researchers in relation to communicable diseases.
4. To develop, plan and implement strategies and measures to improve the surveillance and control of communicable diseases.
5. To identify public health problems related to communicable diseases, to design and implement health interventions and to evaluate outcome and health gains.
6. To advise, develop, and implement programmes in public health risk communication and risk management in communicable diseases.
7. To plan, organize and direct health research projects in communicable diseases.
8. To advise bureaux and departments on the health impact of their programmes/ proposals.
9. To establish and maintain the Public Health Information System in respect of communicable diseases.

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**Job description of the post of  
Principal Medical and Health Officer (Epidemiology)  
(Surveillance and Epidemiology Branch)**

1. To coordinate departmental efforts in dealing with outbreaks and advise on the control of the communicable diseases.
2. To supervise the work of the outbreak teams and deploy manpower in field investigations and contact tracing upon receiving notification of communicable diseases.
3. To collaborate with government departments, local/ overseas medical experts and Mainland/overseas health authorities to conduct field investigations, to trace the source of the communicable diseases and to implement measures for control and prevention of their spread.
4. To coordinate higher-level responses such as press conferences and inter-departmental meetings in relation to outbreaks of communicable diseases.
5. To provide training for staff of the outbreak teams to ensure that they perform their duties effectively and efficiently.
6. To plan, organize and direct health research projects in communicable diseases.

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**Job description of the post of  
Principal Medical and Health Officer (Communicable Disease Surveillance)  
(Surveillance and Epidemiology Branch)**

1. To oversee the operation and plan the development of the Communicable Disease Surveillance Unit.
2. To supervise the collection, collation, analysis and dissemination of surveillance data on notifiable diseases and other communicable diseases.
3. To establish and regularly enhance the central communicable disease information system.
4. To provide advice on cross-border communicable disease surveillance by managing the established regular data reporting system.
5. To supervise the provision of data on communicable diseases to outbreak teams for managing outbreaks.
6. To coordinate collaborative projects with the Hospital Authority, private hospitals, private clinics and other health care institutions on the development of a territory-wide communicable disease surveillance system.
7. To supervise and train staff of Communicable Disease Surveillance Unit to ensure they perform their duties effectively and efficiently.
8. To plan, organize and direct health research projects in communicable diseases.

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**Job description of the post of  
Consultant Clinical Microbiologist  
(Infection Control Branch)**

1. To advise on the overall strategy for infection control.
2. To supervise and advise on infection control practices in hospitals, clinics and community settings.
3. To oversee the operation of the Infection Control Branch, including the management of human and financial resources, programme planning and development, progress evaluation and monitoring, and staff training.
4. To develop, plan and implement, in conjunction with experts in other branches of the Centre for Health Protection (CHP), strategies and measures to improve surveillance and control of infection hazards.
5. To undertake surveillance of infection hazards in health care settings, and to plan, organize and direct research projects in infection control.
6. To monitor implementation of infection control programmes, and to review, evaluate and formulate the respective strategies with a view to enhancing cost-effectiveness.
7. To liaise with other CHP branches, academia, healthcare providers, hospitals, government departments and institutions to coordinate their efforts to promote adoption of effective infection control practice.
8. To steer publication of infection control guidelines and direct dissemination of the information to various stakeholders.

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**Job description of the post of  
Consultant Medical Microbiologist (1)  
(Public Health Laboratory Services)**

1. To oversee laboratory practices in the Government Virus Unit and the Biological Product Laboratory in respect of their quality control, implementation of safety measures and practices, and to ensure utilization of resources.
2. To work closely with counterparts in hospitals and the community on prevention and control of infection, and to maintain effective surveillance of various viral infection and advise on issues related to infection control.
3. To promote and enhance quality assurance practice in the Government Virus Unit.
4. To plan for laboratory accreditation.
5. To develop and monitor implementation of the Laboratory Information System.
6. To collaborate with recognized overseas laboratories and reference centres in the UK, US, Netherlands, France and Australia as well as local universities and the Hospital Authority in prevention and control of infection, investigation of outbreaks and advice on the respective control measures.
7. To plan for training of medical/scientific/technical staff.

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**Job description of the post of  
Consultant Medical Microbiologist (2)  
(Public Health Laboratory Services)**

1. To provide professional advice and guidance, supervise and oversee the public health laboratory, and validate laboratory reports from the public health microbiology laboratories of the Public Health Laboratory Services related to food, water, dairy products, infectious diseases surveillance, epidemiological and outbreak investigations.
2. To supervise and oversee the bacteriology laboratory, and to validate laboratory reports generated from testing of clinical bacteriology specimens and Central Malaria Reference Laboratory samples.
3. To supervise the development of Tuberculosis Reference Laboratory and validate reports of positive tuberculosis cultures as well as laboratory investigation of epidemiological cases.
4. To supervise routine testing and validate laboratory reports of the Immunocytochemistry laboratory which serves to monitor disease progression of human immunodeficiency virus infected patients.
5. To supervise and participate in development of new laboratory tests, and to evaluate new detection methods to be adopted at public health, bacteriology, tuberculosis and immunocytochemistry laboratories.
6. To train and re-train medical, technical and other paramedical staff in respect of public health and medical microbiology, including relevant topics on tuberculosis, food, and sexually transmitted bacterial diseases.
7. To participate in public health and medical microbiology training programmes organized by regional offices, public health nurses and other public microbiology laboratories.
8. To plan for the setting up of laboratories for infection control, and monitor its development and services.
9. To supervise the development of quality assurance programme for laboratory testing of malaria and tuberculosis.

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**Job description of the post of  
Consultant Pathologist (1)  
(Public Health Laboratory Services)**

1. To perform daily administrative duties of the histopathology laboratory, cytology laboratory and neo-natal screening laboratory.
2. To provide professional advice or guidelines on pathology-related issues to the Centre for Health Protection and supervise medical staff in the Public Health Laboratory Services in performing their duties.
3. To examine and report on cervical smears and other cytology preparations.
4. To assist in development of the Laboratory Information System.
5. To ensure effective implementation, maintenance and monitoring of both internal and external quality assurance programmes.
6. To assist in planning work for laboratory accreditation.
7. To take part in professional seminars and meetings with senior representatives of external organizations, and to establish and consolidate networks with external partners.
8. To cooperate with colleagues in other services for effective delivery of service.
9. To promote service programmes and disseminate health information.

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**Job description of the post of  
Consultant Pathologist (2)  
(Public Health Laboratory Services)**

1. To report on surgical pathology and cytology specimens and give professional advice to clinicians.
2. To supervise junior medical doctors in reporting of cytology specimens.
3. To manage the Histopathology & Cytology Laboratory so as to provide effective and efficient services, and to advise on the training, quality assurance and safety subcommittees in the specialty.
4. To participate in the Cervical Cancer Screening Task Force Group and various planning and implementation of the Cervical Cancer Screening Programme.
5. To assess training needs and plan training programmes for technical and medical staff in preparation for expansion of cytology screening activities, and conduct in-service training for junior medical doctors and technical staff.
6. To ensure implementation, maintenance and effective monitoring of both internal and external quality assurance programmes.
7. To enhance mutual understanding and cooperation among clinicians, colleagues in the field and other service providers for effective delivery of service.
8. To assist the Consultant in-charge, Public Health Laboratory Services in addressing various issues concerning human resources management.

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**Job description of the post of  
Consultant Pathologist (3)  
(Public Health Laboratory Services)**

1. To manage the Clinical Pathology Laboratory Centre (CPLC) at Lek Yuen Health Centre and ensure its delivery of efficient and quality laboratory services.
2. To establish the laboratory management system and monitor various quality assurance programmes.
3. To monitor the Phase I maintenance of the Laboratory Information System (LIS), complete the respective outstanding issues, and participate in the liaison group of Department of Health/Hospital Authority LIS interface.
4. To develop public health laboratory service in CPLC and plan for the development of Public Health Laboratory Services.
5. To prepare for laboratory accreditation.
6. To provide professional advice on results interpretation of haematology and biochemistry tests.
7. To report on cytology specimens, and advise on consultation histopathology and cytology slides from medical staff.
8. To ensure that all laboratory manuals, guidelines and laboratory safety manuals for CPLC are up-to-date, and monitor the implementation of laboratory safety guidelines.
9. To collaborate with users and other service providers provision of client-oriented laboratory services, and to improve mutual communication and cooperation among them.
10. To provide in-service training to medical and technical staff.

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**Job description of the post of  
Consultant Special Preventive Programme  
(Public Health Services)**

1. To support the Advisory Council on AIDS in the development of the overall strategy of prevention and control of HIV/AIDS and the priorities of related health issues.
2. To represent the Centre for Health Protection in existing local and international networks and to establish new networks with the profession, community and academia in relation to HIV/AIDS.
3. To develop, plan and undertake surveillance and control of HIV/AIDS.
4. To prioritise, recommend, develop and implement health protection programmes on HIV/AIDS and to evaluate outcome and health gains.
5. To organize, coordinate and supervise clinical activities on HIV/AIDS.
6. To promote, plan and direct research in the clinical and public health aspects of HIV/AIDS and associated health conditions.
7. To plan and oversee training in HIV medicine in conjunction with directing clinical governance activities.
8. To administer the Red Ribbon Centre which serves as an UNAIDS Collaborating Centre for networking international communities.

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**Job description of the post of  
Consultant Dermatologist in-charge  
(Public Health Services)**

1. To advise on the overall strategy for the prevention and control of sexually transmitted infection.
2. To oversee the overall operation of the Social Hygiene Service; to plan and manage the human and financial resources of the Service; to steer its development and progress; to review and adjust its strategy and resource allocation; to ensure achievement of targets and objects; and to provide direction and guidance to the medical, nursing, other professional and supporting staff under his charge.
3. To undertake surveillance of sexually transmitted infection in Hong Kong and to plan, organize and direct research projects related to sexually transmitted infection.
4. To oversee the implementation of programmes for the prevention and control of sexually transmitted infection and to evaluate their effectiveness.
5. To supervise and provide training to medical staff in the service to ensure the delivery of a high standard of service to the public.
6. To provide consultation and perform minor surgical operations for patients with skin and sexually transmitted disease problems.
7. To collaborate with the Central Health Education Unit in organizing health promotion activities related to sexually transmitted infection and skin diseases.
8. To establish and maintain networks with local and international medical and non-medical bodies in respect of sexually transmitted infection and skin diseases.

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**Job description of the post of  
Consultant Dermatologist  
(Public Health Services)**

1. To provide client-oriented services with outpatient & inpatient consultations for patients with sexually transmitted infections and skin diseases.
2. To supervise and monitor the performance of staff in the Service.
3. To organize regular administrative meetings, training programmes and Continuous Medical Education events.
4. To carry out clinic visit and audit in the Service for quality assurance.
5. To monitor the drug expenditure and application of new drugs within the Service to ensure high cost-effectiveness.
6. To promote health education and provide expert opinion through talks, publications or media interviews.
7. To lead the professional development of the Specialty, such as training and accreditation of trainees in Dermatology & Venereology, participation in local or international conference, carrying out researches in the specialty and publishing articles in local or international journals.
8. To liaise with academic institutions, healthcare providers, hospitals and government departments to coordinate their efforts towards enhancing surveillance, prevention and control of sexually transmitted infections and preventable skin diseases.
9. To participate in other fraternal medical societies to establish communication networks.
10. To provide advice to the Centre for Health Protection on sexually transmitted infections and preventable skin diseases.

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**Job description of the post of  
Consultant Chest Physician-in-charge  
(Public Health Services)**

1. To provide advice to the Centre for Health Protection on matters related to tuberculosis and respiratory diseases and the health impact of relevant programmes/proposals.
2. To plan, implement, and evaluate strategies for effective surveillance of tuberculosis and other respiratory diseases, and to monitor the relevant aspects of the Public Health Information System.
3. To identify public health problems related to tuberculosis and other respiratory diseases, and to design, implement, and evaluate appropriate health interventions.
4. To develop, monitor and evaluate out-patient services for control and clinical management of tuberculosis and other respiratory diseases.
5. To liaise with public hospitals and other relevant health sectors in relation to control and patient management of tuberculosis and other respiratory diseases.
6. To provide specialist advice and clinical service in relation to tuberculosis and other respiratory diseases.
7. To train and supervise medical and other staff in the management of patients with tuberculosis and other respiratory diseases.
8. To organize and direct health research projects on tuberculosis and other respiratory diseases.
9. To represent the CHP in local and international networks, and to develop new networks with local health agencies, professional associations and health researchers in relation to tuberculosis and other respiratory diseases.

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**Job description of the post of  
Consultant Chest Physician  
(Public Health Services)**

1. To advise on the overall strategy of prevention and control of tuberculosis, pneumoconiosis and other respiratory diseases.
2. To provide specialist advice and clinical service in relation to tuberculosis, pneumoconiosis and other respiratory diseases.
3. To train and supervise medical and other staff in the management of patients with tuberculosis, pneumoconiosis and other respiratory diseases.
4. To assist the Consultant Chest Physician in-charge in developing and evaluating strategies for effective surveillance of tuberculosis and other respiratory diseases, and to monitor the relevant aspects of the Public Health Information System.
5. To assist the Consultant Chest Physician in-charge in developing and evaluating out-patient services provided for the control and clinical management of tuberculosis and other respiratory diseases.
6. To develop and evaluate assessment, preventive, curative and rehabilitative services for patients with pneumoconiosis.
7. To chair the Pneumoconiosis Medical Board for assessment of pneumoconiosis under the Pneumoconiosis (Compensation) Ordinance.
8. To plan, implement and evaluate health research projects related to tuberculosis, pneumoconiosis and other respiratory diseases.
9. To liaise with other health sectors as well as relevant local and international agencies in relation to control of tuberculosis, compensation assessment for pneumoconiosis and patient management of other respiratory diseases.

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**Job description of the post of  
Assistant Director of Health  
(Programme Management and Professional Development Branch)**

1. To develop and implement a comprehensive strategy for effective and efficient management of specialized health protection programmes.
2. To oversee and monitor the implementation of specialized health protection programmes and health promotion activities, and to evaluate their effectiveness.
3. To prioritize actions in relation to specialized health protection programmes concerning communicable and non-communicable diseases.
4. To liaise with academic institutions, healthcare providers, hospitals, government departments and overseas counterparts to coordinate and organise training for professional staff of Centre for Health Protection.
5. To oversee the strategy for and implementation of work-based training to professional staff of CHP as to strengthen their capacity in public health, microbiology, clinical infectious disease and health promotion.
6. To oversee the strategy for conducting applied research in identification, characterization, monitoring, prevention and control of health hazards having an impact on the community.
7. To ensure an effective network with disease control authorities in the Mainland and overseas for enhanced disease surveillance and collaborative intervention and skills exchange.

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**Job description of the post of  
Principal Medical and Health Officer  
(Programme Management and Professional Development Branch)**

1. To assist in the overall management of the Programme Management and Professional Development Branch.
2. To assist in overseeing the operation of the International Office.
3. To establish and reinforce local, regional and international networks for disease prevention and control.
4. To supervise the operation and performance of the Research & Development Office, Programme Office and Community Education Office.
5. To assist in the development, planning, implementation and review of training strategies and plans for Centre for Health Protection and related workforce.
6. To liaise with overseas counterparts to coordinate and organized training activities, exchange programmes and academic functions for professional development of staff.

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**Job description of the post of  
Principal Medical and Health Officer  
(Emergency Response and Information Branch)**

1. To assist in developing a major outbreak control plan to enhance Hong Kong's preparedness to combat communicable diseases.
2. To review and provide professional advice on various bureaux/departments' generic contingency plans to combat communicable diseases.
3. To coordinate and plan drills and exercises for communicable diseases.
4. To coordinate emergency response on a community/territory-wide basis and provide professional advice to other departments so as to ensure the smooth and efficient running of public health operations.
5. To promote the effectiveness of risk communication by providing professional inputs to the development of a risk communication strategy.
6. To organize basic medical training for staff of other departments to facilitate them to support the operation of the Emergency Response Centre.

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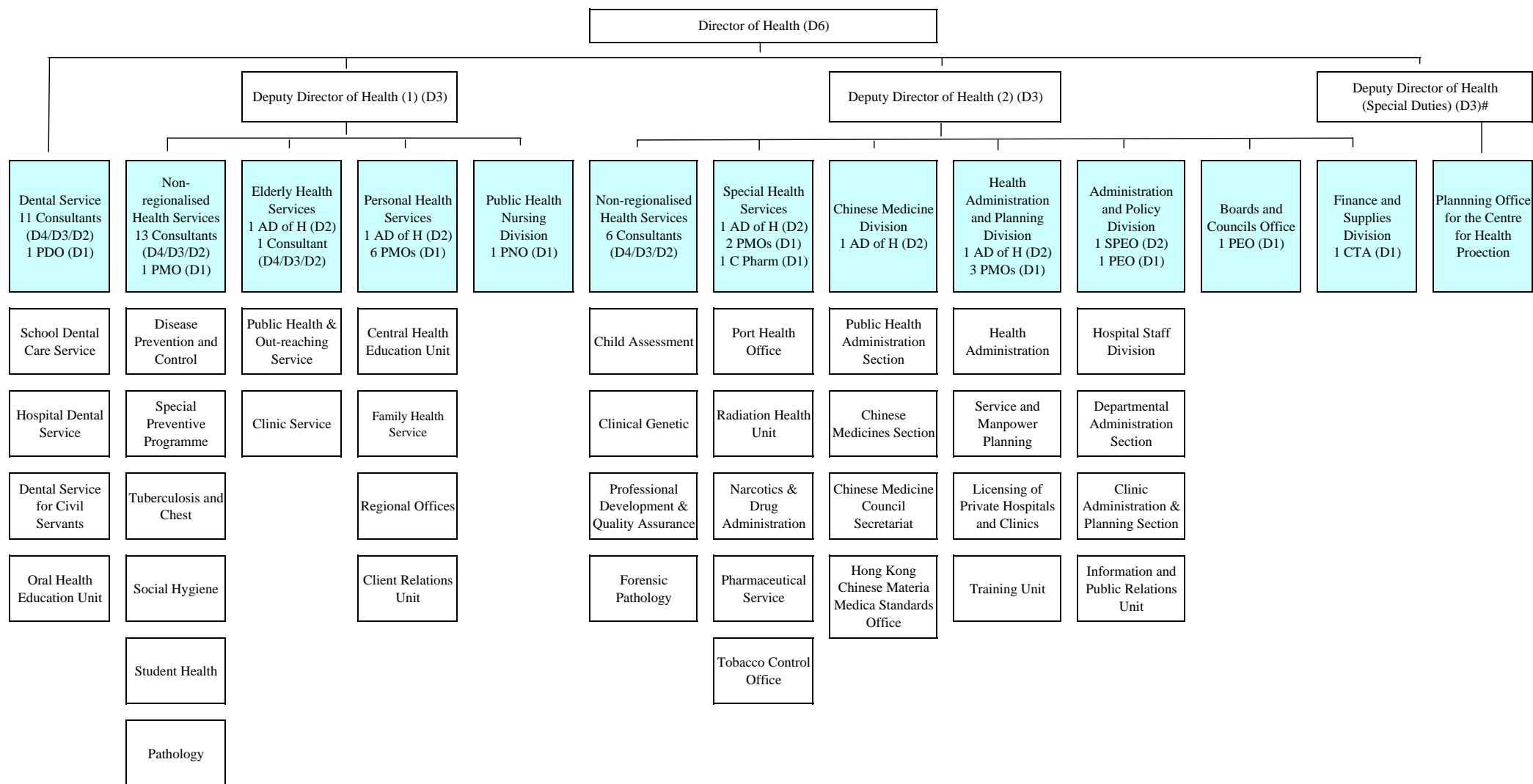


**Proposed job description of the post of  
Assistant Director of Health (Personal Health Services)**

1. To develop, implement and review strategies and programmes for the effective delivery of elderly health services and family health services.
2. To steer the development and implementation of the Cervical Cancer Screening Programme, Child Care and Parenting Programme and Healthy Aging Campaign.
3. To oversee the operation of the Personal Health Services including resources management, training, general administration, clinic administration and nursing administration.
4. To collaborate and maintain an effective network with the welfare sectors, community groups, Hospital Authority and relevant departments to promote intersectoral coordination and continuous rapport.
5. To oversee health data collection, analysis and dissemination as well as research projects with regard to elderly, woman and child health.
6. To steer the development of quality assurance programmes and customer focused improvements.
7. To oversee the work of the Client Relations Unit and ensure handling of complaints in a fair and objective manner.

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**Existing Organization Chart of the Department of Health  
(As at 1 January 2004)**

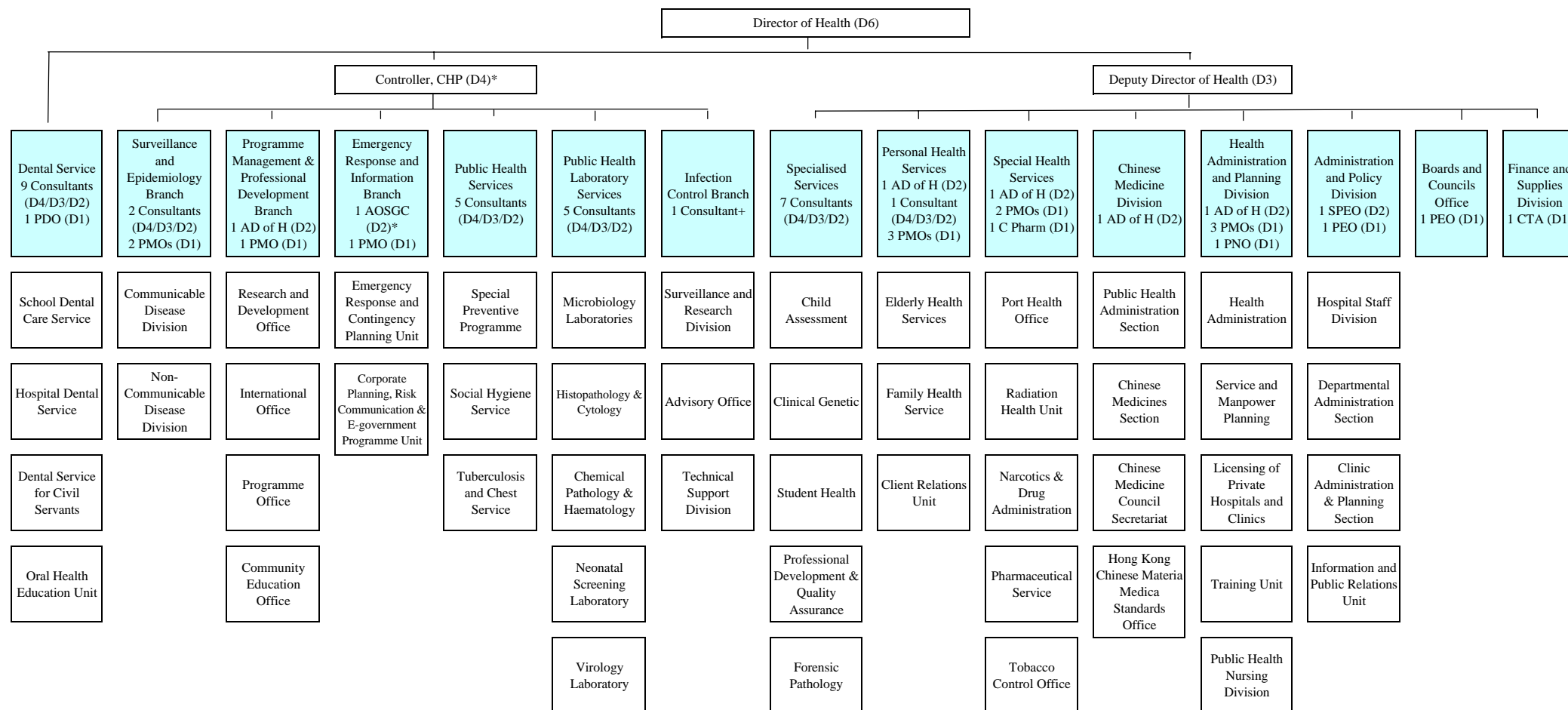
**Legend:**

AD of H - Assistant Director of Health  
CTA - Chief Treasury Accountant  
C Pharm - Chief Pharmacist  
PEO - Principal Executive Officer

PDO - Principal Dental Officer  
PMO - Principal Medical and Health Officer  
PNO - Principal Nursing Officer  
SPEO - Senior Principal Executive Officer

# Supernumerary post

**Proposed Organization Chart of the Department of Health  
(After Establishment of the Centre for Health Protection)**

**Legend:**

AD of H - Assistant Director of Health  
 AOSGC - Administrative Officer Staff Grade C  
 C Pharm - Chief Pharmacist  
 CTA - Chief Treasury Accountant  
 PDO - Principal Dental Officer

PEO - Principal Executive Officer  
 PMO - Principal Medical and Health Officer  
 PNO - Principal Nursing Officer  
 SPEO - Senior Principal Executive Officer

\* Proposed new posts  
 + Seconded from the Hospital Authority

**Existing job description of the post of  
Deputy Director of Health (2)**

1. To assist the Director of Health in the formulation and development of departmental policies and provision of health services to the community relating to port health, radiation health, narcotics and drug administration, Chinese medicine, child assessment, clinical genetic, professional development and quality assurance and forensic pathology.
2. To advise and coordinate health services described in (1) above on a territory-wide basis.
3. To supervise the work in the following areas –
  - (a) Special Health Services Division;
  - (b) Non-regionalised services of child assessment, clinical genetic, professional development and quality assurance and forensic pathology;
  - (c) Chinese Medicine Division;
  - (d) Health Administration and Planning Division;
  - (e) Administration and Policy Division;
  - (f) Finance and Supplies Division; and
  - (g) Boards and Councils Office.
4. To serve on professional and statutory committees and councils as member and to provide professional advice.

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**Proposed job description of the post of  
Deputy Director of Health**

1. To assist the Director of Health in the formulation and development of departmental policies on health administration, legislation and preventive programme.
2. To supervise the human and financial resources functions and general administration of the department.
3. To oversee the operation of Boards and Councils Office and to serve as member on some professional and statutory committees and councils.
4. To oversee the execution of statutory functions of the Department in the following areas –
  - (a) Registration of health care professionals
  - (b) Registration of western and Chinese medicines
  - (c) Registration of private hospitals and medical clinics
  - (d) Enforcement of the Radiation Ordinance
  - (e) Enforcement of port health functions
5. To oversee the operation of specialised services and personal health services.

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