



# DEPARTMENT OF HEALTH

The Government of the Hong Kong Special Administrative Region

**Non-civil service contract vacancy (Full-time positions)**

## **Contract Senior Doctor (Private Healthcare Facilities)**

**Join the Department of Health**

**Build a healthy Hong Kong**

Department of Health welcomes doctors, both locally and non locally-trained, with full registration or limited registration, to join our medical team to build a healthy Hong Kong.

For eligible **non locally-trained** doctors, a new Special Registration pathway under the Medical Council of Hong Kong is available for you to apply full registration after obtaining specialist qualification in Hong Kong. Details of Special Registration can be found at the website of the Medical Council of Hong Kong ([https://www.mchk.org.hk/english/registration/special\\_registration.html](https://www.mchk.org.hk/english/registration/special_registration.html)).

Applications are invited all year round.

**Salary :** Monthly salary at HK\$133,090 plus end-of-contract gratuity.

### **Entry Requirements :**

Candidates should –

- (a) possess a medical qualification registrable in Hong Kong under the Medical Registration Ordinance, Cap. 161 or equivalent;
- (b) be a Fellow of the Hong Kong Academy of Medicine or equivalent;
- (c) have a good command of spoken and written Chinese and English; and
- (d) be able to speak fluent Cantonese.

*[Remarks:*

- (1) *Experienced doctors who are not fully registered with the Medical Council of Hong Kong but have acquired the relevant qualifications set out in the entry requirements above may apply for the position. If necessary, assistance would be given to the successful candidate(s) to register with the Medical Council of Hong Kong to practise under limited registration/special registration.*

- (2) *The eligibility of overseas medical qualifications has to be assessed by the Medical Council of Hong Kong upon application for limited registration/special registration.*
- (3) *Candidates with experience in the following area(s) are preferred -*
- (a) quality and safety improvement in hospital services;*
  - (b) practicing public health medicine or administrative medicine;*
  - (c) serving as surveyor or assessor of an International Society for Quality in Health Care (ISQua) External Evaluation Association accredited organisation; or*
  - (d) development and management of hospital property and accommodation.]*

### **Duties:**

Successful candidate will be deployed to perform “licensing and regulatory function” or “land grant and service deed monitoring function” as follows –

#### **Licensing and Regulatory Function**

- (a) lead a team to handle (i) the licensing and regulatory matters relating to Private Healthcare Facilities (“PHFs”) including hospitals, day procedure centres (“DPCs”) and clinics or (ii) the matters in relation to exemption of small practice clinics (“SPCs”), including conducting inspections/surprise inspections to the relevant premises and developing the relevant e-licensing platform;
- (b) monitor the quality, safety and standard compliance of PHFs or SPCs; and advise on quality assurance and improvement in licensed premises;
- (c) investigate incidents/suspected contraventions of and complaints against licensed PHFs or SPCs, implement regulatory/enforcement actions and monitor the implementation of improvement measures; assist in risk communication of incidents relating to PHFs or SPCs; and provide professional support to other law enforcement agencies such as the Police in the investigation of suspected illegal medical practice;
- (d) develop materials to facilitate doctors and clinic operators to understand the criteria and procedures for applying clinic licences or exemption of SPCs;
- (e) oversee the development, implementation and evaluation of protocols, Codes of Practice and other documents in relation to applications for PHF licences/ exemption of SPCs, inspection, investigation and enforcement; and
- (f) supervise the team in replying to enquiries, management of complaints and handling of statistics under the team’s purview.

#### **Land Grant and Service Deed Monitoring Function**

- (a) lead a team to monitor the PHFs’ compliance with land grant conditions relating to health and clinical services, site development and profit plough-back requirement;
- (b) plan for the inspections on compliance checking; supervise the inspections in the event of suspected breach of land grant conditions and follow-up the non-compliance cases with the relevant parties;
- (c) provide professional inputs in formulating and reviewing the service deeds/ supplemental deeds of private hospitals;
- (d) plan the monitoring and enforcement strategy for the service deeds entered by the new private hospitals and regularly review the effectiveness of the monitoring measures;

- (e) oversee the compliance with the service deeds entered by the new private hospitals in health and clinical services aspects; conduct site audits if necessary and identify suspected default and non-compliance with service deeds for follow-up with the relevant parties; and
- (f) provide professional support and assessment on the new initiatives relating to the development of new private hospitals.

**(Remarks:** *Selected candidates will be required to perform outdoor duties and site visits/inspections. They may also be required to work outside normal working hours and perform on-call duties.*)

**Terms of Appointment :** Successful candidate will normally be appointed on non-civil service contract terms for one year. Renewal of contract will be subject to the service need of the Department and the performance of the candidate.

**Fringe Benefits :**

- (a) For candidates who work on a full-time basis, an end-of-contract gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. The amount of gratuity payable will be the sum which, when added to the Government's contribution to a Mandatory Provident Fund (MPF) scheme as required by the MPF Schemes Ordinance (Cap. 485), equals to 15% of the total basic salary drawn during the contract period.
- (b) Candidates appointed are eligible for 14 days' paid annual leave. For a contract period of less than 12 months, the paid annual leave entitled will be calculated on a pro-rata basis. Other benefits such as rest days, statutory holidays (or substituted holidays), maternity/ paternity leave and sickness allowance, where appropriate, will be granted in line with the Employment Ordinance.

**Enquiry Address and Tel. No. :** Appointments Section, Department of Health, Room 1807, 18/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong (Tel: 2961 8609)

**Closing Date for Application :** All year round until further notice

**General Notes :**

- (a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (b) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (c) Non-civil service vacancies are **not** posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will **not** be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (d) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (e) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend recruitment examination and/or interview.

- (f) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the recruitment interview/written examination without being subject to further shortlisting. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government policy and other related measures on employment of persons with disabilities are set out in the booklet “Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities” which is available for reference on the Civil Service Bureau's website at <http://www.csb.gov.hk> under “Administration of the Civil Service – Appointments”.
- (g) Holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates by mail to the enquiry address indicated.
- (h) Non-civil service vacancies information contained in this column is also available on the ‘GovHK’ on the Internet at <http://www.gov.hk>.

### How to Apply :

Application Forms [G.F. 340 (Rev. 7/2023)] are obtainable from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centres of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Service Bureau's website at <http://www.csb.gov.hk>.

The new version of application form for Government jobs G.F. 340 (Rev. 7/2023) has been in use with effect from 26 July 2023. Candidates who make applications on or after 26 July 2023 should use the new G.F. 340 (Rev. 7/2023). If candidates submit the old version form (G.F. 340 (Rev. 3/2013)), they will be required to fill in the new G.F. 340 (Rev. 7/2023) afresh and submit it within seven days upon request. If candidates fail to submit the new G.F. 340 (Rev. 7/2023) within the stipulated deadline, their applications will not be processed further.

Applicants should state in detail in the application form their relevant experience, qualifications and registration number in the Medical Council of Hong Kong under the Medical Registration Ordinance Cap.161. Completed application forms together with copies of documentary proof of possession of the required academic qualifications (e.g. transcripts, certificates, etc.), should reach the enquiry address indicated for the application. Please clearly mark on the envelop “**Application for the post of Contract Senior Doctor (Private Healthcare Facilities)**”. On-line application can also be made through the Civil Service Bureau’s website at <http://www.csb.gov.hk>.

Applicants who apply on-line should submit copies of relevant documents to the enquiry address indicated within one week after the application. Please quote the online application number on the envelop and every page of the copies of the documents. **Please do not send originals of transcripts/certificates.**

Applicants should ensure that the correct address is clearly printed or written on the envelope and sufficient postage is affixed before posting so as to avoid unsuccessful delivery of application. Any underpaid mail items will be returned or disposed of by the Hongkong Post. Applications which are incomplete, or not made in the prescribed application form will not be considered.

Applicants are encouraged to provide email address on the application form. Candidates who are selected for interview will normally receive an invitation in about six to eight weeks after the application is received. Those who are not invited for interview may assume that their applications are unsuccessful.