

# Join a team who cares about excellence

**BHB** ensures the highest quality health care through service excellence, education and leadership. We seek qualified, highly motivated and experienced professionals to work in a supportive but demanding environment.

## **CONTRACT ADMINISTRATOR** *PROCUREMENT DEPARTMENT*

### **Key responsibilities include:**

- Ensures BHB contracting activity is managed to appropriate standards
- Develops innovative contracting approaches that achieve positive outcomes for the BHB
- Keeps abreast of new and existing legislation, government and BHB policy, best practice and relevant external factors relevant to contracting activity
- Develops and keeps updated standard contracting documentation and systems including tendering arrangements, which represents best practice and complies with all legislative and policy requirements
- Supports complex procurement and contractual negotiations with a wide range of external providers, developing as required specialized tenders and contracts
- Assists with the development of service specifications in liaison with procurement staff
- Ensures that all BHB procurement staff and those BHB staff involved in contract progressions are familiar with contracting policies, documentation and systems and receive the necessary training

### **Qualifications &/ Registration required:**

- Graduated from an accredited four year college or university with a degree in contract administration, public administration, business management or a closely related field is strongly preferred
- Certified Purchasing Manager (C.P.M.) or Certified Professional Contracts Manager (CPCM) preferred, or have the ability to obtain within first two years of employment
- Certified Federal Contracts Manager (CFCM), Certified Professional Contracts Manager (CPCM) designations preferred but not required
- 5 to 7 years experience in the procurement/contract field is preferred

**Closing date for applications is: September 20, 2013.** Pre-employment substance abuse screening is mandatory for all successful candidates

## **CHIEF GERIATRIC, REHABILITATIVE & PALLIATIVE CARE**

### *CHIEF OF STAFF DEPARTMENT*

### **Key responsibilities include:**

- Takes a lead role in the development of the Continuing Care Programme, Inpatient, Outpatient, and Community Services for long term care including elder, young and palliative care
- Develops policies and procedures for the elderly, physically challenged and palliative care clients.
- Provides liaison between King Edward VII Memorial Hospital, Government and voluntary agencies
- Develop and further implement quality improvement practices, including evidence-based care, the development of care maps and outcome measurements. Monitor such activities through regular clinical audits and reviews
- Provides direct supervision for Hospice Care in the absence of the Palliative Care Physician and is the Attending Physician to Continuing Care Units
- Liaises with family physicians and palliative care physician

### **Qualifications &/ Registration required:**

- Board Certified in Geriatric Medicine or Internal Medicine
- Successful completion of a management course preferred
- Maintain appropriate Continuing Medical Education
- Minimum of 5 years experience, 3 of which should be exposure to Palliative Care Medicine desirable
- Current registration with Medical Council in relevant jurisdiction
- Eligible to register with Bermuda Medical Council

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If you want to make a difference, and if your experience and qualifications match the above criteria,  
**visit [www.bermudahospitals.com](http://www.bermudahospitals.com), and apply through BHB Jobs NOW.**  
Select "Work at BHB" and follow the steps.



**Bermuda Hospitals Board**

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[www.bermudahospitals.com](http://www.bermudahospitals.com)

OUR VISION IS  
TO BE THE FIRST  
CHOICE FOR HEALTH  
AND WELLNESS

JOIN