



# St. Maarten Medical Center

## VACANCY: *Clinical Liaison Officer*



St. Maarten Medical Center (SMMC) is an ambitious and growing hospital organization on St. Maarten. With more than 425 FTE's, 28 Specialists and a capacity of 80 beds, we continuously strive to ensure safe, quality health care. Our primary service area of St. Maarten, Statia and Saba, represents a total population of approximately 60.000 people, constituting a multi-cultural mix with more than 100 different nationalities. In addition, we also offer health care services to the two million visitors annually. SMMC is constructing the new St. Maarten General Hospital (SMGH) to expand its services in order to accommodate the increased care demand of the people of St. Maarten, its visitors and neighboring islands. The new hospital is planned to be operational in 2026.

### Your Profile:

As a **Clinical Liaison Officer**, you serve as a key point of contact between the ICT Department and clinical teams within our organization. You are responsible for ensuring that clinical staff are effectively supported in their use of healthcare tools and systems. You work closely with our clinical staff to identify their technology needs, provide training, audit, improve Electronic Health Records systems while maintaining professionalism, confidentiality, and a commitment to data accuracy to ensure that systems meet the requirements for optimal patient care.

### What We Offer:

At SMMC, we offer you a position in an open, dynamic, and professional organization. You will work in a pleasant and rewarding atmosphere with a close-knit, dedicated team focused on providing vital support to clinical staff.

### Requirements:

- An MBO level 4 qualification in healthcare, such as nursing, or equivalent;
- A minimum of two years' work experience in a healthcare setting;
- Strong understanding of healthcare systems, such as Electronic Health Records (EHR);
- Excellent communication and interpersonal skills and the ability to work independently and as part of a multidisciplinary team;
- Ability to explain complex technical concepts to non-technical users and strong skills in training and education & presentation capabilities;
- Fluency in written and oral English is essential. Knowledge of an additional language (Dutch, French, Spanish) is considered a plus.

### Tasks:

- Serve as the primary liaison between clinical staff and the ICT department to ensure effective communication, troubleshooting, and resolution of technical issues;
- Provide training to healthcare professionals on the effective use of ICT systems and tools to enhance patient care and operational efficiency;
- Conduct regular data audits, generate detailed reports on findings and propose corrective actions to maintain data integrity and efficiency;
- Ensure all ICT solutions and activities comply with relevant healthcare regulations, standards, and best practices, particularly in relation to data privacy and security;
- Create, review, and update guidelines and procedures for efficient and accurate use of the EHR system.

### Interested?

For more information, contact our Human Resources (HR) Department via +1 (721) 543-3154 ext. 201 or 203. Your motivation letter and resume can be submitted to the HR Department via [careers@smmc.sx](mailto:careers@smmc.sx).

A copy of both should be submitted to the Labor and Social Affairs Dept. located on Soualiga Road #1, Philipsburg, St. Maarten.

St. Maarten Medical Center  
Welgelegen road 30 |  
Cay Hill | St. Maarten

**Deadline to apply is: May 16<sup>th</sup> 2025**