MINISTRY OF HEALTH & MEDICAL SERVICES

OVERVIEW OF THE MINISTRY

The core function of the Ministry of Health & Medical Services is to provide high quality healthcare through capable governance and systems to the people of Fiji. The Ministry is committed to improve primary, secondary and tertiary healthcare.

The Ministry of Health & Medical Services is obliged to ensure accessible, equitable and affordable health services to all citizens of Fiji without discrimination.

CORPORATE INFORMATION

<table>
<thead>
<tr>
<th>Vacancy Number</th>
<th>Role:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>NUO3</td>
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<tr>
<td>Level:</td>
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<tr>
<td>Salary range:</td>
<td>$27,163-$33,466</td>
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<tr>
<td>Location:</td>
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</tr>
<tr>
<td>Unit/Division:</td>
<td></td>
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<tr>
<td>Reports to:</td>
<td>Manager Nursing, CWMH</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Senior Sisters NUO4, Clinical Sisters NUO5, Registered Nurses, Nurse Interns</td>
</tr>
</tbody>
</table>

POSITION PURPOSE

1. Ensure the provision of in-service training programs to all nursing personnel in CWM Hospital and to offer them the opportunity of knowledge, understanding and skills to help them provide quality nursing care.

KEY RESPONSIBILITIES.

1. Develops a yearly training plan, manages and administers appropriate training and development activities for all nursing activities.
2. Ensure that an effective, motivated and competent nursing workforce is attracted and retained through continuous teaching, training programs to implement nursing policies and CWMH guidelines for all levels of nursing.
3. Monitors on-going educational requirements of nursing personnel by providing assistance to Ward Sisters in identifying training needs and developing training programs in response to identified needs through unusual occurrence reports submitted to risk manager and prevalence of advance technology and introduction of evidenced based practice from research.
4. Prepare the programme, logistics, coordinate the presentation of hospital guidelines, policies, invite speakers and proposal for funding and organize the proper orientation of new nursing staff members through induction programmes.
5. Co-ordinates training programmes for local and overseas/ regional nurses in the organizing of the event in the submission of funding proposals, facilitating the venue, organizing participants and their release, assist in the logistics, catering and prepare acquittals.
6. Ensure that staff development and education programmes are consistent with defined policies and procedure of the nursing department, Ministry of Health and the Public Service Commission meeting the targeted matrix presented for every quarterly report and ensure that all nurses have undergone training.
7. Evaluates and reports on the effectiveness of all training and development activities undertaken through the use of specified audit tools.
8. Promotes research activities as an integral component of staff development and education programs in support and facilitate the research assistants in submitting request for ethical review committee for approval in conducting research by nurses. Resilient to the current trends of development and education globally in nursing.
9. Maintains proficiency of personal and professional development by way of attendance at seminars, workshops, conferences, presentation, compilation of reports and audit done.
10. Work closely with Unit Matrons, Supervisors and Ward Managers (Sister in Charges) in regards to the continuing professional development of all nurses in their respective units through in house training.

PERSON SPECIFICATION

- 10 to 15 years Nursing Experience.
- 5 years of nursing experience at the NUO4 level.
- BA Nursing Sciences or any relevant Degree at any Nursing Institution.
- Post Graduate Nursing Certificate /Post Graduate Diploma Qualifications.
- Masters in Nursing Sciences.
- Fiji Registered General and Obstetric Nurse under the Fiji Nursing Council with a valid license to practice.
- Required Knowledge, Experience, Skills and Abilities to successfully undertake the role of the position. Good knowledge of services policies and procedures of the Public Service Commission, Ministry of Health & Medical Department of Nursing.
- Substantial knowledge and skills in nursing management, procedures and technique.
- Have obtained good reports and proven ability to manage staff performance and resources of the unit during a period acting on the position.

KNOWLEDGE AND EXPERIENCE.

1. Ability to have a sound knowledge of the current challenges, changes and scope of nursing practice;
2. Working knowledge of all nursing manuals, nursing protocols and Nurses, midwives and Nurse Practitioners Act.
3. Understand the code of ethics governing nurses, PSC Values, General Orders and PSC code of conduct.
4. Sound knowledge of public administration policy and practice.
5. Develop coordinated training plans and policies within the hospital through consultation with other Unit Matrons and submitted to the Manager Nursing Services for endorsements.
6. Participate in the evaluation of the effectiveness of training programmes and policies relative to Government and health care priorities. E.g. clinical audit

7. Manage the Nursing In-Service Training Unit in ensuring effective implementation of ongoing workshops consistent with agreed policy and approach set by the hospital and nursing fraternities.

8. Direct the dissemination of training information to all nursing units through Annual Training Plans/ calendar.

9. Provide direction, assistance and support to all levels of nursing personnel by ensuring the provision of effective training and development programs for the achievement of hospital and health care objectives through provisions of policies and guidelines and ensure accessibilities to all nursing cadres.

10. Confer with Unit Matrons and solicit support to other resources personnel in regard to training and development opportunities for nurses.

11. Participate and as a member of the following committees contribute ideas relevant to issues raised with the following bodies:
   a. Nurses Academic Committee
   b. Nursing Selection Committee
   c. Nursing Examination Committee
   d. Infection Control Committee
   e. Quality Improvement Committee
   f. Institutional Training Committee

**SKILLS AND ABILITIES.**

1. Ability to have a good command of English and possess effective communication skills on both written and oral.

2. Ability to compile and present reports of training, development and audits.

3. Ability to teach, prepare training programme, correspond to allied health workers on the need for their contribution on information relevant to nurse training.

4. Ability to make submissions and proposal for funding workshops and training to the non-government organization and funding agencies and prepare acquittals.

5. Ability to organize events, prepare logistics, catering, training materials and other training needs relevant for the training.

6. Ability to prepare examination papers and prepare observed structured clinical examination.

7. Ability to design audit tools for clinical audits in the clinical areas.

8. Ability to perform counseling, interview and select applicants for training through training need analysis.

**CORPORATE INFORMATION**

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<thead>
<tr>
<th>Vacancy Number</th>
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<tbody>
<tr>
<td>Role:</td>
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<tr>
<td>Level:</td>
<td>NUO3</td>
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<tr>
<td>Salary range:</td>
<td>$27,163- $33,466</td>
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</table>
POSITION PURPOSE

1. To plan, organize, lead and control the administration of the West Wing Human Resources and ward resources.
2. To coordinate and effectively establish the functional activities in the daily management operations of all wards and special clinics under West Wing.
3. To motivate and mentor nurses that has potentials and capabilities to lead others and groom them to become future nursing leaders as nursing sisters and senior sisters.
4. To recommend capable nurses for Training and Development.
5. To ensure that the provision of top quality care is delivered at all times to our customers, clients and patients.

KEY RESPONSIBILITIES.

1. Supervise, monitor and control the performance and attendance of all Human Resources, Nursing Sisters, Staff Nurses and Ward Assistants in the Wing.
2. Liaise with Human Resource Personnel, Unit Wing on the consistency of ward coverage within 24hours for West Wing.
3. Conduct meeting – Sisters, Staff Nurses and Ward Assistants meetings.
4. Weekly rounds – To meet patients, discuss with ward sisters on the General condition of patients, level of care and ward nurses performance.
5. To manage all ward conflicts and provide leadership for all nursing staffs.
6. Maintain vast networking with all Ward Sisters In Charges.
7. Discipline nursing staff to adhere to nursing policies and nursing standards in their daily performance.
8. Enhance training and development; provide incentives, rewards through IST, workshops, Post-Basic Courses.
9. Authorize and sign overtime for nurses and dispatch to nursing clerk.
10. Compile annual reports for the Unit Wing, Nursing Procedures and Nursing Protocols.
11. Manage and control the ordering of all inventories for the Unit Wing Wards and Special Unit.
12. Audit Inventory every 3months for all wards and units in the Unit Wing.
13. Attend Matrons meeting, combine sisters meeting, departmental meetings and OHS meetings.
15. Authorize and sign annual leave and long service leave and dispatch to Nursing Clerk.
16. Monitor resumption of duties and authorize Medical Checkup for nurses.
18. Liaise with the Sisters In Charges for the welfare of nursing sisters, staff nurses and ward assistants.
19. Liaise with the Principal and Nursing Tutors on the performance of student nurses in all Wards in West Wing.
PERSON SPECIFICATION

- 10 to 15 years Nursing Experience.
- 5 years of nursing experience at the NUO4 level.
- BA Nursing Sciences or any relevant Degree at any Nursing Institution
- Post Graduate Nursing Certificate/Post Graduate Diploma Qualifications.
- Masters in Nursing Sciences.
- Fiji Registered General and Obstetric Nurse under the Fiji Nursing Council with a valid license to practice.
- Required Knowledge, Experience, Skills and Abilities to successfully undertake the role of the position. Good knowledge of services policies and procedures of the Public Service Commission, Ministry of Health & Medical Department of Nursing.
- Substantial knowledge and skills in nursing management, procedures and technique.
- Have obtained good reports and proven ability to manage staff performance and resources of the unit during a period acting on the position.

KNOWLEDGE AND EXPERIENCE.

10. Ability to have a sound knowledge of the current challenges, changes and scope of nursing practice.
11. Working knowledge of all nursing manuals, nursing protocols and Nurses, midwives and Nurse Practitioners Act.
12. Understand the code of ethics governing nurses, PSC Values, General Orders and PSC code of conduct.
13. Sound knowledge of public administration policy and practice.

5. To maintain and promote professional and ethical conduct at all times in accordance with Health Policies and Nursing Standards.
6. Continuous supervision of nursing sisters, staff nurses and ward assistants to adhere to management decisions.
7. To adjust and adapt to the new era of globalization and workforce diversity.
8. To continuously upgrade knowledge and skills to keep par with the current trend of new changes.

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<td>Unit/Division:</td>
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<td>Reports to:</td>
<td>Manager Nursing, Matron In Service Training, CWMH Matron East, West, Paediatric and Maternity Unit, CWMH</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Clinical Nursing Sisters, Registered Nurses, Allied Health Medical/Nursing Interns,</td>
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</table>
POSITION PURPOSE

This position serves:

1. To implement the mission, vision of the Ministry of Health in all patient care services rendered through the Nursing Business Plan and Individual work Plan.
2. To promote efficiency in the leadership, supervision and evaluation of the nursing standard through monitoring of nursing standard.
3. To identify, plan, organize, manage and provide sound leadership to the nursing staff, student nurses and ward assistants to deliver quality care of patients.
4. To coordinate the functional activities of nursing duties in the daily management operation of the ward.
5. To manage and control the resources in the ward for the provision of safe, efficient and effective quality care to our patient.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Responsible to the Unit Matron in the accountability of the ward management.
2. Manage and organize the daily operational activities of the ward including admissions, transfers and discharges.
3. Allocate nursing duties and ward assistant during shift hours rostered.
4. Order and manage consumables and stationery use.
5. Supervise and assist nurses in the management of the patient nursing care plan and monitor the deliverance of care to patients.
6. Conducts ward meetings and in-service programs.
7. Ensure that all nursing duties are carried according to doctor’s orders.
8. Mentor and coach capable senior staff nurses for promotion to nursing sisters.
9. Counsel and provide support to relatives prior to discharge and home care.
10. Attend to phone calls.
11. Discharge patients on PATIS, document on form C then dispatch to records department.
12. Monitor and audit nursing care plan and documentation on a daily basis.
14. Provide counseling session to improve quality services and capacity building.
15. Plan nurses leave entitlement accordingly to ensure consistency of ward coverage.
16. Monthly count on ward inventories, linen stock, equipment.
17. Order and collect dangerous drugs from the pharmacy.
18. Order and serve patients meals.
19. Ensure safe work environment to be OHS compliance.
20. Monitor cleaner servant’s performance in the general cleanliness of the ward.
21. Ensure that aseptic technique is practiced at ward level.
22. Ensure that machines and equipment are in good working condition.
23. Recommend ward nurses for in-service training, workshops and attachment to special areas/unit.
PERSON SPECIFICATION

Diploma Bridging BA Nursing Science or BA Nursing Science.

Post Graduate Nursing Certificate /Post Graduate Diploma Qualifications

Registered under the Fiji Nursing Council and has a valid license to practice.

Required Knowledge, Experience, Skills and Abilities to successfully undertake the role of the position.

KNOWLEDGE AND EXPERIENCE.

1. At least 10 -15 years of nursing experience and acting on the position in any unit for more than 6 months.
2. Possess a good command of English both in written and oral.
3. Working knowledge of the curative, therapeutic, management and rehabilitative of patients and how these functions is achieved through the nursing activities.
4. Understand the nursing scope of practice outlined under the Nurses, Midwives and Nurse Practitioners Act, General working conditions, OHS policies, CWMH nursing policies, guidelines Regulations that govern the nurses’ practice, code of ethics and applicable laws of Fiji.
5. Sound knowledge of general administration work, good customer relations and compliance to the hospital administration policies and practice.
6. Team player and display confidence in the support of overall functions and achievement of the institution goals.

SKILLS AND ABILITIES.

1. Demonstrated the abilities to lead supervise and manage the nursing staff in the administration and human resource functions of the unit.
2. Demonstrate quality communication skills on addressing clinical issues, conflict management/resolution and motivating staff at different levels from different background and experience.
3. Capacity to utilize computer programs in generating reports, correspondence, updating records and PATIS.
4. Service oriented approach with a commitment to implement the mission and vision of the organization in the operations and the delivery of an efficient health care system.
5. Has the ability to teach, train, mentor the subordinates on any new policies, guidelines and support the continuous professional development of nurses.

CORPORATE INFORMATION

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<thead>
<tr>
<th>Vacancy Number</th>
<th>Role:</th>
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<td>NUO5</td>
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</table>
POSITON PURPOSE

The position serves the clinical functions of the unit to assist the Sister In Charge in ensuring that all nursing activities and clinical practices of nursing staff competently perform thus reflects the mission, vision of the MOH, compliance to the National Nursing Standard and effectively deliver quality patient care within the Scope of Nursing Practice by the Fiji Nursing Council.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Supervise, coach and guide nurses who are allocated in their clinical area of work and reinforce the nursing standards in their clinical role, duties and professionalism with other cadre.
2. Liase with the Doctors and Para medical staff on patient needs regarding admissions, transfers, Trans-in, Trans-out, discharges of patients and referrals for expert opinion and management.
3. Monitor all necessary equipment that are used and ensure that are in operational and serviced in a timely manner.
4. Regular check, update stock and control over usage and replenishment in the wards.
5. Supervise and coordinate the provision of safe clinical practices under the CWM hospital guidelines, policy as stipulated by the Nursing Midwives & Practitioners Act on daily basis.
6. Generate and file Report on the unusual occurrences, ethical issues that arise from the clinical practices of the nursing staff to the NUO4 positions.
7. Mentoring, supervising medical and nurse trainees on clinical experience.
8. Facilitate family conferences with the medical team on diagnosis, continuity of care, rehabilitation, welfare issues and availability of special medical care services.
9. Update PATIS and patient information on regular basis and when necessary.

PERSON SPECIFICATION

Diploma in Nursing Science with Bridging BA Nursing Science.

Registered under the Fiji Nursing Council and has a valid license to practice.
In addition to BA Nursing Science this position also requires ability to demonstrate and apply skills in PATIS and substantial specialized knowledge in the area applied. Additional post graduate qualifications is an advantage.

**KNOWLEDGE AND EXPERIENCE**

1. At least 5-10 years’ experience working on a broad range in nursing area.
2. Understand of the PSC Code of Values and Conduct in Fiji.

**SKILLS AND ABILITIES**

1. Excellent communication skills and the ability to tactfully deal with staff at ward level in compliance within the policy framework.
2. Ability to follow instructions from the Senior Sister In Charge and meet set deadlines.
3. Demonstrated ability to work cooperatively within a team members in the working environment.
4. Demonstrated ability to maintain confidentiality at ward level in their various working areas.
5. Ability to effectively handle ward emergencies. Loyal and committed.

**LAUTOKA HOSPITAL**

**Particulars of the position**

<table>
<thead>
<tr>
<th>Vacancy Number</th>
<th>Role: Sister Women’s Surgical And Gynae Ward</th>
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<td>Level:</td>
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<tr>
<td>Salary range:</td>
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<td>Location:</td>
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<td>Unit/Division:</td>
<td>Women’s Surgical &amp; Gynae Ward / Lautoka Hospital</td>
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<tr>
<td>Reports to:</td>
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<tr>
<td>Subordinates:</td>
<td>16: Permanent Staff Nurse</td>
</tr>
<tr>
<td></td>
<td>1: Ward Assistant</td>
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<td></td>
<td>1: Cleaning Service employee.</td>
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</tbody>
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**Overview of the Specific Area**

The Women's Surgical & Gynae Ward is situated on the third (3rd) floor Lautoka Hospital. The unit has 29 Bed and it accommodates Female Surgical and Gynaecological patients. WSW & Gynae has an occupancy of 75 to 80% daily. Apart from inpatients this unit runs their own oncology clinic and have a colposcopy unit. Patients are scheduled for surgeries four days in a week and the unit accommodates acute and cold cases.
The Position
The Clinical Nurse Supervisor will be responsible for the overall delivery of bedside clinical nursing to patients warded in WSW & Gynae Ward, Lautoka Hospital. The position ensures that the individual prescribed nursing care plan is executed in a timely manner to all client who are booked, admitted or access the ambulatory services. She must also ensure that Nursing Standard are adhered to completely.
He/She liaises with respective consultants/teams as and when required regarding patient care. Promotes and restores patients’ health by supervising day-to-day patient care, directing and developing staff; collaborating with all specialities and multidisciplinary professional staffs; providing physical and psychological support for patients, friends, and families.

Key Duties
Undertakes Surgical and Gynaecological nursing staff human resource objectives by orienting, training, assigning, scheduling, coaching and counselling employees; communicating clinical nursing expectations; planning, monitoring and appraising performance assessment.

1. Plans, organizes, and oversees staff to provide patient care; evaluates care and ensures customer satisfaction; orients clinical staff to their job responsibilities; provides leadership in clinical problem solving.
2. Organization of the activities of assessment, planning, implementation and evaluation of patient care as in accordance to the nursing standards, procedures and clinical guideline.
3. Ensure Nursing standards are adhered to at all levels (All 4 standards)
4. Plans organises Female Women’s Surgical & Gynae services to ensure unit goals are met.
5. Ensures department activities, records and reports are in adherence to Lautoka Hospital Policies and procedures.
6. Implements MoHMS/Lautoka hospital organizational policies and procedures, and nursing standards framework and regulations.
7. Manage medical consumables, biomedical equipment and care of environmental to ensure Female Surgical and Gynaecological clients are safe whilst being reviewed or operated.
8. Ensure Patient Information System is updated with patient details correctly entered into the system.
9. Support the Surgical and O & G Clinical Service Network
10. Assists in the preparation of the Surgical & Gynae nursing business plan in line with the Lautoka Hospital Business plan.

The Person
- Annual Licence Certificate is mandatory for this position.

Knowledge and Experience
- Successful experience in Surgical and/or Gynaecological Nursing is essential.
- A post basic or graduate qualification in Surgical and/or Gynaecological field of Nursing from a Tertiary Institution is an advantage but not essential for the above position.
- Diploma/Degree in Nursing from a recognised tertiary institution
• Must have obtained good performance/behaviour reports over three consecutive years, and proven abilities to manage human and resources during the shift or period of Acting on the position
• Demonstrate sound knowledge on
  1. The Fiji Nursing Procedure Manual
  2. Policy manual for Nurses
  3. Facility Admission and Discharge Policy
  4. Infection Control Manual
  5. Surgical & Gynaecological Clinical Nursing
• Understanding of the Nurses Decree 2010is essential
• Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities
• Makes sound judgement calls ensuring clients’ interests are upheld at all times.
• Demonstrates strong supervisory attributes
• Exhibits excellent communication skills
• Demonstrated ability to effectively work within a team;
• Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
• Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
• Manages human resources effectively.

### Particulars of the position

<table>
<thead>
<tr>
<th>Role:</th>
<th>Sister Post Natal Ward</th>
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<tbody>
<tr>
<td>Level:</td>
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<td>Salary range:</td>
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<td>Unit/Division:</td>
<td>Post Natal Ward / Lautoka Hospital</td>
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<tr>
<td>Reports to:</td>
<td>Matron Maternity, Lautoka Hospital</td>
</tr>
</tbody>
</table>
| Subordinates: | 16 : Permanent Staff Nurse  
  1 : Ward Assistant  
  1: Cleaning Service employee. |

### Overview of the Specific Area
The Post Natal Ward is a 22 bedded for post natal mothers and their new born babies. These post natal mums with babies need constant monitoring and interventions. The hospital has an average of 350 to 400 births per month and therefore this unit is quite busy in ensuring all post natal mothers and their babies are given the best possible care.

### The Position
The Clinical Nurse Supervisor will be responsible for the delivery of bedside clinical nursing to post-partum mums warded in Post Natal Ward (PNW), Lautoka Hospital. The position ensures that the individual prescribed nursing care plan is executed in a timely manner to all client who are admitted or access the ambulatory services within PNW. She/he must also ensure that Nursing Standard are adhered to completely.
He/She liaises with respective consultants/teams as and when required regarding patient care. Promotes and restores patients’ health by supervising day-to-day patient care,
directing and developing staff; collaborating with all specialities and multidisciplinary professional staffs; providing physical and psychological support for patients, friends, and families.

**Key Duties**

11. Plans, organizes, and oversees staff to provide patient care; evaluates care and ensures customer satisfaction; orients clinical staff to their job responsibilities; provides leadership in clinical problem solving.
12. Organization/practises the activities of assessment, planning, implementation and evaluation of patient care as in accordance to the nursing standards, procedures and clinical guideline.
13. Supervisors the delivery of clinical nursing duties at ward levels
14. Ensure Nursing standards are adhered to at all levels (All 4 standards)
15. Plans organises surgical services to ensure unit goals are met.
16. Ensures department activities, records and reports are in adherence to Lautoka Hospital Policies and procedures.
17. Implements MoHMS /Lautoka hospital organizational policies and procedures, and nursing standards framework and regulations.
18. Manage medical consumables, biomedical equipment and care of environmental to ensure surgical clients are safe whilst being reviewed or operated.
19. Ensure Patient Information System is updated with patient details correctly entered into the system
20. Support the Surgical Clinical Service Network
21. Assists in the preparation of the surgical nursing business plan in line with the Lautoka Hospital Business plan.
22. Practises Monitoring and Evaluations procedures at ward level.

**The Person**

- Vocational License _ Midwifery is mandatory for this position.

**Knowledge and Experience**

- Successful experience in Maternity Nursing is essential.
- A post basic or graduate qualification in Midwifery from a recognised Tertiary Institution is essential for the above position.
- Diploma /Degree in Nursing from a recognised tertiary institution
- Must have obtained good performance/behaviour reports over three consecutive years, and proven abilities to manage human and resources during the shift or period of Acting on the position
- Demonstrate sound knowledge on
  6. The Fiji Nursing Procedure Manual
  7. Policy manual for Nurses
  8. Facility Admission and Discharge Policy
  10. O & G Clinical Nursing
  11. Emergency Obstetric & Neonatal Care(EMNOC)
- Understanding of the Nurses Decree 2010 is essential
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

**Skills and Abilities**

- Makes sound judgement calls ensuring clients’ interests are upheld at all times.
- Demonstrates strong supervisory attributes
- Exhibits excellent communication skills
- Demonstrated ability to effectively work within a team;
- Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
- Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
- Manages human resources effectively.
- Must exhibit good customer service skills