Ministry of Health & Medical Services

ROLE DESCRIPTION

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Project Officer – Health Information Technician (1 Post)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band C</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$12,081.69 - $15,489.35</td>
</tr>
<tr>
<td>Duration:</td>
<td>1 year</td>
</tr>
<tr>
<td>Location:</td>
<td>Ministry of Health Headquarters, Dinem House</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Data Analysis Management Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Senior Statistician</td>
</tr>
</tbody>
</table>

The Position

The Project Officer – Health Information Technician is responsible for:
1. Collecting, registration, entry and storage of required datasets
2. Provision reports on performance on data entry
3. Provide feedback on data quality issues and areas that needs strengthening

Key Responsibilities
1. Organize and manage health information data by ensuring its quality, accuracy, accessibility, and security.
2. Regularly communicate with Supervisors and data providers to clarify diagnoses or to obtain additional information including verification of information.
3. Ensure adherence to work plan activities and timeliness of reporting
4. Assist HIU Statistical Officers specializing in various local health data analysis and update of information and in reporting of analysis
5. Assist HIU Statistical Officers in organizing meetings and training logistics and other related activities
6. Undertake any required activities to ensure that evidence based decision making is supported in the Ministry of Health and Medical Services.

Key Performance Indicators
1. Data quality of entry (completeness, timeliness and accuracy)
2. Number of forms entered
3. Provision reports on performance on data entry
4. Provision of briefs to the SO Mortality on current issues/problems and completion of tasks

Selection Criteria

The Person

In addition to pass in Form Seven (or equivalent), a certificate in public health, statistics, or Information Technology qualifications relevant to the Health Information position, the incumbent must have the following Knowledge, Experience, Skills and Abilities outlined below:

Knowledge and Experience
1. Able to manage data entry on information systems
2. Able to understand new information technology system
3. Maintain confidentiality of Health Information.
4. Experience in the use of PATISplus system
5. Knowledge of medical terminology, legal aspects of health information, health data standards, and computer- or paper-based data management
6. Knowledge of relevant legislation and authorities governing Health and Health Information Systems.
7. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji
8. At least 1 year experience in a similar field

Skills and Abilities
1. Excellent command of the English language with writing and communication skills.
2. Computer literate with ability to do data entry and commitment to quality data assurance
3. Proficient in MS Excel application, MS Word, MS Access software.
4. Ability to work under limited supervision
5. Demonstrated ability to work cooperatively and effectively within a team environment
6. Ability to follow instructions and meet set deadlines
7. Demonstrated ability to maintain confidentiality
8. Demonstrated ability to work in a resource constrained environment.
9. Demonstrated ability to work with datasets and provision reports
10. Demonstrate ability to communicate with Medical Professionals in order to ascertain information and reporting needs
11. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
12. Effective training development, delivery and evaluation skills.

Personal Character & Eligibility:
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.
MOHMSP 52/2019

Ministry of Health & Medical Services

ROLE DESCRIPTION

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<tr>
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<tr>
<td>Salary range:</td>
<td>$12,081.69 - $15,489.35</td>
</tr>
<tr>
<td>Duration:</td>
<td>1 year</td>
</tr>
<tr>
<td>Location:</td>
<td>Fiji Centre for Communicable Disease, Mataika House; Tamavua</td>
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<tr>
<td>Unit/Division:</td>
<td>Data Analysis Management Unit/ Surveillance Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Surveillance Officer</td>
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</tbody>
</table>

Overview of the Specific Area

1. To improve the availability, quality, reliability and timeliness of health information for measuring and improving health outcomes
2. Meeting agreed targets on data entry and improvement in data entry accuracy based on the health information unit targets.
3. Collection, registration, compilation and analysis of Communicable Diseases on a predetermined basis (not limited to Weekly, Monthly, Quarterly and annual).
4. Monitoring of all weekly notifiable returns including data quality and timeliness and ensuring improvement in compliance to reporting.

The Position

The Project Officer – Health Information Technician is responsible for:
1. Collecting, registration, entry and storage of required datasets
2. Provision reports on performance on data entry
3. Provide feedback on data quality issues and areas that needs strengthening
4. Obtain and monitor weekly notifiable disease reports from all public health facilities and General Practitioners and submit all updated monitoring spreadsheet to Divisional representatives to follow up on pending reports.
5. Classifying all the diseases reported using the International Classification of disease (ICD 10) recommended by WHO and inputting all the information into the standard database.
6. Assist the Divisional Surveillance Officer in communicating with the respective HODs and health facilities.
7. Liaise with the Senior Statistician by providing cleaned and verified communicable disease raw data set for the national data repository.
8. Ensure adherence to work plan activities and timeliness of reporting
9. Undertake any required activities to ensure that evidence based decision making is supported in the Ministry of Health and Medical Services.

Key Performance Indicators

1. Data quality of entry (completeness, timeliness and accuracy)
2. Number of forms entered
3. Effective and timely follow up and submission of all reports are within the agreed timeframes and meet the standard reporting
4. Effective and efficient classifying of all notifiable diseases reported using the international Classification of Disease (ICD 10) recommended by WHO and inputting of all information into the standard database.
Selection Criteria

The Person
In addition to pass in Form Seven (or equivalent), a certificate in public health, statistics, or IT. Knowledge, Experience, Skills and Abilities that are required to successfully undertake the role of Project Officer – Health Information Technician are outlined below:

Knowledge and Experience
1. Able to manage data entry on information systems
2. Able to understand new information technology system
3. Maintain confidentiality of Health Information.
4. Experience in the use of PATISplus system
5. Knowledge of medical terminology, legal aspects of health information, health data standards, and computer- or paper-based data management
6. Knowledge of relevant legislation and authorities governing Health and Health Information Systems.
7. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji
8. At least 1 year experience in a similar field

Skills and Abilities
1. Excellent command of the English language with writing and communication skills.
2. Computer literate with ability to do data entry and commitment to quality data assurance
3. Proficient in MS Excel application, MS Word, MS Access software.
4. Ability to work under limited supervision
5. Demonstrated ability to work cooperatively and effectively within a team environment
6. Ability to follow instructions and meet set deadlines
7. Demonstrated ability to maintain confidentiality
8. Demonstrated ability to work in a resource constrained environment.
9. Demonstrated ability to work with datasets and provision reports
10. Demonstrate ability to communicate with Medical Professionals in order to ascertain information and reporting needs
11. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility:
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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Corporate Information

<table>
<thead>
<tr>
<th>Role</th>
<th>National Health Information Officer (NHIO) – 1 Post</th>
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<tr>
<td>Salary Band</td>
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<td>Salary Range</td>
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<td>Duration</td>
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<td>Duty Station</td>
<td>Ministry of Health &amp; Medical Services, Headquarters</td>
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<tr>
<td>Unit/Division</td>
<td>Health Information Unit</td>
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<tr>
<td>Reports to</td>
<td>Director Health Information &amp; Research Analysis</td>
</tr>
<tr>
<td>Subordinates</td>
<td>Divisional Health Information Officers</td>
</tr>
</tbody>
</table>

The Position

The National Health Information Officer reports to the Director Health Information & Research Analysis. This position works alongside the Senior Statistical Officers to facilitate timely, relevant, complete and accurate health information for evidence based decision making.

Key Responsibilities

1. Work collaboratively with Ministry staff and stakeholders to ensure strategies and activities of the implementation plan of the Health Information Unit and the division are executed within the set timelines.
2. Responsible for maintaining and upholding data quality and healthy information standards.
3. In conjunction with Ministry staff and stakeholders assist in reviewing policies and procedures, including obtaining divisional input required to support the National Health Information Policy and National Health Information Systems Strategic Plan.
4. Provide direction, consultation and implementation of new programs related to health information management.
5. Facilitation of training and training mentorship for subordinates. This may include conducting training occasionally.
6. Coordinate with National programs and Divisional Health Information Officers to obtain pending health information reports from health facilities for timely analysis and feedback and provision information to the divisions for evidence based decision making.
7. Coordinate and conduct Monitoring & Evaluation Training to MoHMS staff at National, Divisional and Sub-divisional levels.
8. Conduct data quality assessments using the assigned and endorsed Information/Data Assessment tools for the various databases at the Health Information Unit and MoHMS facilities in clinical/community settings.
9. Conduct supervisory visits to the various health facilities in the four divisions in accordance with the HIU supervisory protocol with the aim of identifying gaps and recommending solutions to strengthen collection systems.
10. Validation and verification of assigned.
11. Reviewing and updating of the Unit’s Business plan monthly, quarterly and annually.
12. Provision of reports to respective supervisors and stakeholders.
13. Collaborating with Director Epidemiology for conducting research for the purpose of supporting evidence based policy, planning and evidence based decision making.
14. Undertake any required activities assigned by the supervisors to ensure that evidence based decision making is supported in the Ministry of Health and Medical Services.
15. Responsible for maintaining and updating the National Health Data Dictionary.
Selection Criteria

The Person

In addition to having a recognized undergraduate qualification in either in Public Health, Biostatistics or Epidemiology or (Or equivalent) relevant to the Health Information Unit, the incumbent must also have the following; Knowledge, Experience, Skills and Abilities are required to successfully undertake this position:

Knowledge and Experience

1. Able to analyse, interpret and present reports
2. Understanding the relevant legislation and authorities.
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji
4. Knowledge and understanding of monitoring and evaluation of activities, including data management, collation and reporting.
5. Broad knowledge and understanding of national plans and policies and their linkages towards achieving national outcomes.

Skills and Abilities

1. Demonstrated organizational skills to assist senior staff and co-ordinate subordinates to meet tight deadlines
2. Demonstrated ability to work cooperatively and effectively within a team environment
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Demonstrated ability to communicate with Medical Professionals in order to ascertain information and reporting needs
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
6. Effective training development, delivery and evaluation skills.

Personal Character & Eligibility:

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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Ministry of Health & Medical Services
ROLE DESCRIPTION

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<table>
<thead>
<tr>
<th>Role:</th>
<th>Divisional Health Information Officer</th>
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</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$28,605.45 - $38,140.60</td>
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<tr>
<td>Duration:</td>
<td>1 year</td>
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<tr>
<td>Duty Station:</td>
<td>Divisional Officers - Central Health Services, Eastern Health Services (Tamavua) &amp; Western Health Services (Lautoka)</td>
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<tr>
<td>Unit/Division:</td>
<td>Health Information Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>National Health Information Officer &amp; Divisional Medical Officer</td>
</tr>
</tbody>
</table>

The Position
The Divisional Health Information Officer reports to the National Health Information Officer and respective Divisional Medical Officer’s. This position works alongside the Statistical Officers of the Health Information Unit, Medical Recorders and Assistant Statisticians in the divisions to facilitate timely, relevant, complete and accurate health information for evidence based decision making.

Key Responsibilities
1. Work collaboratively with Ministry staff and stakeholders to ensure strategies and activities of the implementation plan of the Health Information Unit and the division are executed within the set timelines.
2. Uphold legislation, policies and guidelines of the Health Information Unit and the Ministry of Health & Medical Services.
3. Responsible for maintaining and upholding data quality and healthy information standards.
4. In conjunction with Ministry staff and stakeholders assist in reviewing policies and procedures, including obtaining divisional input required to support the National Health Information Policy and National Health Information Systems Strategic Plan.
5. Facilitation of training and training mentorship for subordinates. This may include conducting training occasionally.
6. Coordinate with Sub-divisions and medical areas to obtain pending health information reports from health facilities for timely analysis and feedback and provision information to the divisions for evidence based decision making
7. Conduct data quality assessments using the assigned and endorsed Information/Data Assessment tools for the various databases at the Health Information Unit and MoHMS facilities in clinical/community settings.
8. Conduct supervisory visits to the various health facilities in their divisions in accordance with the HIU supervisory protocol with the aim of identifying gaps and recommending solutions to strengthen collection systems.
9. Validation and verification of assigned statistics & assist Assistant Statistician[Hospital] and Assistant Statisticians in the Medical Records Department
10. Provision of reports to respective supervisors and stakeholders.
11. Undertake any required activities assigned, including assisting and undertaking research activities, by the supervisors to ensure that evidence based decision making is supported in the Ministry of Health and Medical Services.

Key Performance Indicators
1. Ensure timely submission of all reports within the agreed timeline
2. Ensure timely management of operational standards, policies, guidelines and procedures to strengthen high quality Health Information system services is provided
3. Ensuring improvements in quality assurance and timely access to health information
4. To manage and oversee the facilitation of trainings and meetings within the agreed timeframe

Selection Criteria

The Person

In addition to having a recognized undergraduate qualification in either in Public Health, Biostatistics or Epidemiology qualifications (Or equivalent) relevant to the Health Information Unit, the incumbent must also have the following Knowledge, Experience, Skills and Abilities:

Knowledge and Experience
1. At least 2-5 years experiences in a similar field.
2. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
3. Understanding the relevant legislation.

Skills and Abilities
1. Capacity to utilise computer programs.
2. Demonstrated organizational skills to assist senior staff and co-ordinate subordinates to meet tight deadlines
3. Demonstrated ability to work cooperatively and effectively within a team environment
4. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
5. Demonstrated ability to communicate with Medical Professionals in order to ascertain information and reporting needs
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
7. Effective training development, delivery and evaluation skills.
8. Able to analyse, interpret and present reports

Personal Character & Eligibility:

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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MOHM 358/2019

Ministry of Health & Medical Services
ROLE DESCRIPTION

Corporate Information

<table>
<thead>
<tr>
<th>Role</th>
<th>Biomedical Engineer (4 Post)</th>
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<tr>
<td>Salary Band:</td>
<td>Band G</td>
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<tr>
<td>Salary Range:</td>
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<td>Location:</td>
<td>Fiji Pharmaceutical &amp; Biomedical Services, Labasa Hospital, Lautoka Hospital, CWM Hospital</td>
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<td>Duration:</td>
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<td>Unit/Division:</td>
<td>Biomedical Division</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Director FPBS, MS’s</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The purpose of the Biomedical Engineer is to work under no supervision, modify, develop tests, evaluate, construct, install and maintain complex biomedical electronic measurement and control instruments. To perform routine specialized tasks involved in the maintenance, servicing, troubleshooting and calibration of all Biomedical Equipment. May also direct, coordinate, and evaluate the work of lower level technicians.

Key Responsibilities
1. Responsible for ensuring that any biomedical equipment required for service delivery is made available to the health facilities through constant and regular monitoring. All needs of biomedical equipment by the health facilities need to be captured and requested for purchase promptly.
2. Attend to any breakdowns and ensure that all faults are rectified promptly and also perform a variety of complex and specialized tasks associated with the routine preventative maintenance, installation, service and calibration of a diverse range of biomedical equipment according to Australian Standards [AS3551].
3. Ensure that users of equipment are educated, trained and advised on theory of operation, physiological principles and safe clinical application of biomedical equipment.
4. Provide weekly and monthly reports and updates to the Senior Biomedical Engineer.

Key Performance Indicators
1. Quarterly audits performed and biomedical equipment inventory is updated for all the health facilities in all divisions.
2. Annual preventative maintenance is carried out for all the health facilities 3. User Training is performed on a monthly basis for all biomedical equipment.
4. Monthly report on equipment availability is submitted to National Biomedical Coordinator through Senior Biomedical Engineer.

Selection Criteria
The Person
In addition to University qualifications (or equivalent) relevant to Biomedical/ Electronics the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of a Biomedical Engineer.

Knowledge and Experience
1. At least 3-5 years work experience in the field relevant to Electronics/ Biomedical Engineering
2. Substantial knowledge of electronic circuitry and electronics troubleshooting.
3. Understanding of the OHS regulations and safety procedures;
4. Working knowledge of physiology, anatomy and medical terminology.
5. Substantial knowledge of email, database management, spreadsheet and word processor applications.
6. Experience in, and understanding instruction of all aspects of all Biomedical Engineering Services both written and oral.

**Skills and Abilities**
1. Ability to establish and maintain working relationships with co-workers, clinical and medical staff and the general public.
2. Ability to interpret schematics, wiring diagrams and illustrated parts drawings of biomedical equipment. Also knowledge of physiology, anatomy and medical terminology.
3. Ability to maintain confidential information.
4. Must possess sound analytical and problem solving skills in a resource constraint environment.
5. Ability to lead a department, unit or group also to instruct, direct, motivate and evaluate employees.
6. Ability to work efficiently in any given time frame

**Personal Character & Eligibility:**
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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