Ministry of Health & Medical Services
ROLE DESCRIPTION

Corporate Information:

<table>
<thead>
<tr>
<th>Role :</th>
<th>Director of Nursing</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band K</td>
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<tr>
<td>Salary range:</td>
<td>$59,945.18 - $76,852.80</td>
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<tr>
<td>Location:</td>
<td>Colonial War Memorial (CWM) Hospital</td>
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<td>Unit/Division:</td>
<td>Nursing</td>
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<td>Reports to:</td>
<td>Medical Superintendent CWM Hospital</td>
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<tr>
<td>Subordinates:</td>
<td>Deputy Director (Maternity, Paediatrics, West Wing, East Wing), Nurse Unit Managers-, Team Leaders, Registered Nurses</td>
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Overview of the Specific Area
The CWM hospital is the main referral and teaching tertiary hospital in Fiji. It is a 554 bed hospital providing acute care services in the following areas: Medical, Anesthesia, Intensive care, emergency medicine, hyperbaric medicine, obstetrics & gynecology, oncology and specialized surgeries including (neurosurgery, urology, cardiology, Ear nose and throat and nephrology). Other services provided are: Special out-patients clinic and Hospital in the Home care to the Central Eastern region with a Population of 400,221.

The Position
The purpose of this position is to provide overall operational leadership and direction for nursing services to 717 nursing staff of the CWM hospital in accordance with the hospital business plan and regulatory requirements of the Ministry of Health.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities/duties. Working with relevant staff and service providers, in accordance with legislative requirements in the following areas:

1. Leads the process to develop, support, implement and evaluate the nursing business plans to ensure nursing services are provided to meet expected targets and outcomes under the mission and vision of the CWM hospital and the Ministry of Health.

2. Develops, maintains and implements nursing policies and guidelines that conforms to current patient safety standards while maintaining compliance with professional and regulatory standards of the Fiji Nursing Council and the Ministry of Health and Medical Services.

3. Workforce management to meet professional expectations of performance including overseeing all aspect of disciplinary process and performance management of senior nursing staff to ensure delivery of quality nursing services/ outcomes.

4. Oversee efficient staffing levels to deliver nursing services required to meet patient demand and expected standards by preparing and reviewing the nursing services component in the overall hospital budget development including the submission for nursing overtime.

5. Oversee and ensure a well-educated nursing workforce through development, implementation, monitoring and review of the annual CWM hospital nursing training plan,
contribution to the national Master In-Service Training Plan, and compliance with the Fiji Nursing Council legislation for mandatory continuing professional development and annual re-licence.

6. Actively contribute to the Ministry and/or corporate requirements, including planning, budgeting and selection activities where required.

Key Performance Indicators

1. Nursing Business plans are developed, approved and implemented within the agreed timeframes.
2. Timely and effective monitoring of compliance with nurse focussed policies and guidelines to meet agreed Ministry and international standards to enable patient safety and delivery of safe nursing services.
3. Effective and timely management of workforce activities including recruitments/expressions of interests, posting orders and regular monitoring of senior staff performance to enable delivery of quality services.
4. Effective and timely submission of quarterly and annual reports are reported within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

Selection Criteria

The Person

In addition to being registered nurse with the Fiji Nursing Council. The position holder must have a Bachelor of Nursing with post graduate qualifications in nursing, health management/leadership or similar. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 5 years nursing workforce management experience relevant to the position and scope of roles and responsibilities in diverse and cross cultural settings.
2. Proven experience and comprehensive understanding of the registered nurses and midwives scopes of practice and the Fiji Nursing Decree and Nurses Code of Conduct.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.

Skills and Abilities

1. Proven substantial senior management experience and ability to effectively manage a large health workforce to a professional standard reflecting the MOHMS values.
2. Previous experience in strategic planning and leadership particularly in resource constrained environments.
3. Demonstrated experience working effectively to oversee successful inputs and placements with external stakeholders and international visiting medical teams and volunteers.
4. Demonstrated capacity and experience responding effectively to natural disasters and large disease outbreaks in collaboration with the Ministry, other government agencies, and international donors.
5. Capacity to utilise computer programs to support the operations of complex organisation;
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

Personal Character and Eligibility

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

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 for the job, as this criteria will be considered in assessing the relative suitability of applicants.