

MOHMS 385/2019

Ministry of Health & Medical Services
ROLE DESCRIPTION

Corporate Information:

Role:	Biomedical Technician
Salary Band:	Band E
Salary:	\$19,041.75 - \$24,412.50 per annum
Duty Station:	Several
Unit/Division:	Biomedical Division
Reports to:	Biomedical Engineers
Subordinates:	Nil

The Position

The position is responsible for performing routine and complex repairs, calibrating and maintaining all types of biomedical equipment technologies, devices, instruments and systems and inspecting, installing and providing preventative maintenance of general biomedical equipment

Key Duties

1. Perform a variety of routine maintenance work associated with a diverse range of Anaesthetic, Dental, Surgical, Laboratory, Ophthalmic, Medical and Urology Equipment's according to Australian Standards [AS3551].
2. Assemble, install and repair Medical Equipment, mechanical, pneumatic, electrical and basic electronic devices according to specifications or Manuals provided by the Supplier/Vendor or interpreting schematic diagrams and graphic illustrations.
3. Diagnose and correct system and equipment malfunctions by making alterations, repairs or replacements to ensure that medical equipment and internal circuitry meets specified requirements
4. Improve or make special test setups to conduct functional checks of medical electronic test equipment.
5. Attend to equipment breakdowns, emergency repairs and calls after hours.
6. Maintain documentation on new equipment, inspections and equipment repairs and failures.
7. Provide technical assistance and instruction on equipment operation and maintenance to Ministry of Health & Medical Services personnel.
8. Assign specific tasks to the sub-ordinates and coordinate work as directed by the Senior Biomedical Engineer.
9. Provide weekly reports and updates or as directed to the Senior Biomedical Engineer.
10. Provides mentoring and supervision to Biomedical Technical Officers [ES06].
11. Perform related duties as assigned.

Selection Criteria

The Person

In addition to Tertiary Qualifications relevant to Electronics or Biomedical Engineering, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Technical Officer Biomedical Services:

Knowledge and Experience

1. Proven Experience working in Biomedical Services
2. Knowledge and Experience in the repair/maintenance of electronic/ electromechanical devices.
3. Knowledge of electronic circuitry and electronics troubleshooting

Skills and Abilities

1. Ability to communicate effectively both written and verbal communication
2. Ability to prepare reports, to organise and prioritize tasks effectively and efficiently at all levels of the organization
3. Ability to establish and maintain working relationships with co-workers, clinical staff and general public
4. Ability to lead and supervise a team
5. Good Computer skills including the ability to use Microsoft Office Programmes.
6. Service oriented approach with the ability to solve problems and ability to work under pressure
7. Proven ability to interpret schematics, wiring diagrams and illustrated parts, drawings or biomedical equipment.

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.

MOHMS 386/2019



Ministry of Health & Medical Services ROLE DESCRIPTION

Corporate Information

Role:	Hospital Attendant - Anaesthetic Assistant
Salary Band:	Band A
Salary Range:	\$4.60 - \$5.90 per hour
Location:	Labasa Hospital
Duration:	3 years
Unit/Division:	Anaesthesia and Operating Theatre, Northern Division
Reports to:	Senior Sister – OT
Subordinates:	Nil

The Position

The Anaesthetic Assistant is a suitably trained individual, who is dedicated to assisting the anaesthetist from induction of anaesthesia through to immediate recovery of the patient. They are members of the perioperative team, which provides, in addition to assisting the anaesthetist, assistance for the surgeon, nurse during and after anaesthesia. While this work is predominantly performed in operating theatre suite, trained assistance is required wherever anaesthesia is administered which included areas such as Diagnostic Imaging, Emergency Departments, Maternity Units, Psychiatric Units and also outside the hospital during Outreach or Surgical Flying Squads. These areas are often isolated from the main operating theatre complex, and consequently the requirement for trained assistance is particularly important.

Key Responsibilities

1. Setting up the respective operating rooms everyday focusing on the anaesthesia workstations, intubation/airway devices, fibre-optic endoscopes, physiologic monitors, infusion devices, operating table and its accessories.
2. Performing a routine check to ensure safety of all anaesthetic equipment, drugs and consumables supplies and stock in the respective operating rooms.
3. Maintaining an infections control environment in the operating room through cleanliness in accordance to the quality assurance program and measures to minimise operating room pollution.
4. Providing regular updates on maintenance, damages, replacements, purchasing of anaesthetic equipment, drugs and consumables.
5. Assisting the anaesthetist in all the services provided in the operating room and any location outside of the operating room where anaesthesia and related services will be provided.
6. Maintain an anaesthesia inventory for all supplies, maintenance and stock updates and quality assurance activities.
7. Provide assistance to any overseas visiting anaesthetist, surgical and the nursing team in the operating theatre.
8. Actively contribute to training and human resource development programs in the operating theatre.

Key Performance Indicators

1. Compliance to the anesthesia protocol in patient's safety.
2. Ensure patient beddings, linen are clean at all times and all nursing support services are provided effectively and in a timely manner
3. Compliance to Infection Control practice in sterilizing, storing and preparing treatment trays and other supplies used in the unit.
4. Participate in all corporate activities of the Ministry in a timely manner when required.

Selection Criteria

The Person

In addition to the completion of Secondary School Education or similar and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Experience working in an Anaesthetic Unit with limited resources.
2. Experience in assisting the resuscitation of patients with life-threatening emergencies, participating in an emergency response, and supporting team members in management of very sick patients.
3. Experience and understanding of staff development; adult learning principles; and approaches to effective staff training.
4. Awareness with some knowledge of medical and government legislation, anaesthesia and intensive care policies and medico-legal compliance.

Skills and Abilities

1. Good procedural and organisational skills.
2. Good communication skills.
3. Good personal reliability to work in a resource constraint facility/environment and cope with adverse outcomes in a multidisciplinary workplace.
4. Ability to analyse and contribute to solutions to complex problems in a resource constrained environment.
5. Service oriented approach, with a commitment to supporting the operational environment of the anaesthesia and operating theatre team.

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.



**Ministry of Health & Medical Services
ROLE DESCRIPTION**

Corporate Information

Role:	Hospital Attendant – Stores
Salary Band:	Band A
Salary Range:	\$4.60- 5.90 per hour
Location:	Labasa Hospital
Duration:	3 years
Unit/Division:	Stores Unit / Corporate Services
Reports to:	Storeman in Charge
Subordinates:	Nil

The Position

The position contributes to planning, delivery and monitoring effective inventory management and supply chain activities at Labasa Hospital.

Key Responsibilities

1. Provide support and Assist in the delivery of Procurement and Stores services at the Labasa Hospital and Administrative Support for Household, Misc. stores through the Storemen.
2. Ensure that Various Reports are updated and sent to internal and external stakeholders Stakeholder’s in a timely fashion and ensure that they have correct, quality and transparent records.
3. Maintain knowledge, goals of all organizational and Government rules and policies in regards to purchasing and Store keeping and also provide this rules to staff members and Suppliers in order to ensure that all contracts, agreements and dealings are in line with the Ministerial Goals and within the Procurement and Ministry of Health and Medical Service’s Accounting Regulations.
4. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.
5. Actively communicate with internal and External Stakeholders across the agencies to provide governance and support good procurement practices.
6. Ensure that Proper Inventory controls are followed in line with Cooperate directives, Rules and Ministerial Goals so as to deliver Transparent, Quality and High Standards Services to within the Agency.
7. Ensure that Good Inventory Management practice, OHS compliance is followed within the Organization and effectively lead in the General Warehouse/Housekeeping Duties.

Key Performance Indicators

1. Ensure proper Inventory Management Practices are followed for Household/ New items/ Misc Stores.
2. Assist in the purchasing process of Household/ New items/ Misc Stores and that all government Regulations are properly adhered to.
3. Participating in all Hospital organised corporate activities and social responsibility

Selection Criteria

The Person

In addition to the completion of Secondary School Education or similar and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Experience working in warehousing setting
2. Proficient knowledge of warehousing and inventory management
3. Proficient Knowledge of Procurement process
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Good computer skills (MS Office products, word processing, spread sheets, internet, e-mail)
2. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
3. Excellent written and verbal communication skills
4. High attention to detail, accuracy and ability to manage and work in a team with minimum supervision
5. Ability to follow instructions and meet set deadlines with regards to reporting and purchasing of service oriented products.
6. Sound Knowledge of Surgical Consumables, Household, Stationary and Mechanical Materials.
7. 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.

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.

MOHMS 388/2019



Ministry of Health & Medical Services ROLE DESCRIPTION

Corporate Information

Role:	Hospital Attendant - Central Sterile Supply Department
Salary Band:	Band A
Salary Range:	\$4.60 - \$5.90 per hour
Location:	Labasa Hospital
Unit/Division:	Central Sterile Supply Department
Reports to:	Senior Sister OT/CSSD
Subordinates:	Nil

The Position

The position contributes and ensures the effective delivery of central sterile supply services.

Key Responsibilities

1. Provides effective disinfection and sterilisation services
2. Cleaning, packing and labelling of all instruments and equipment required for use by OT and Wards
3. Maintain a clean and safe working environment in accordance to OHS and Infection Control Policies
4. To maintain constant supply of autoclaved items (trays, delivery bundles, swabs, OT gowns, instruments, dressing packs) to the wards on a daily basis

Key Performance Indicators

1. Ensure proper Inventory management practices are followed for all central sterile supply goods and services.
2. Compliance to the central sterile protocol in patient's safety.
3. Compliance to Infection Control practice in sterilizing, storing and preparing treatment trays and other supplies used in the unit.
4. Participating in all Hospital organised corporate activities and social responsibility

Selection Criteria

The Person

In addition to the completion of Secondary School Education or similar and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Good knowledge of sterilisation and infection control standards
2. Background experience within the medical services
3. General knowledge of instrument care and understanding of infection control and OHS standards
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Excellent time management skills
2. Demonstrates effective communication skills
3. Ability to be an effective team member
4. Ability to communicate well
5. Ability to manage competing priorities

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.

RE-ADVERTISED POSITION

MOHMS 389/2019



Ministry of Health & Medical Services ROLE DESCRIPTION

Corporate Information

Role:	Counsellor
Salary Band:	Band G
Salary range:	\$28,605.45 - \$38,140.60 per annum
Duration:	5 years
Location:	St. Giles Hospital
Unit/Division:	Counselling
Reports to:	Medical Superintendent St. Giles Hospital
Subordinates:	Nil

The Position

To provide best practice applicable clinical interventions for mental health problems, coordinate services, monitor progress and actively support recovery of patients.

This position will function as part of the treatment team, and be expected to contribute to the day to day functioning of the team as well as provide specific interventions as appropriate.

Key Responsibilities

The position will achieve its purpose through the following key duties.

1. Responsible for the day to day clinical decisions related to patient care consistent with policy and appropriate delegations.
2. Implement legislation, regulations, standards, codes of practice and policies relevant to their role in a way that supports patients and their families and carers.
3. Consult with appropriate senior staff when care or individual/group requires expert advice.
4. Work as part of a multidisciplinary team of health professionals to coordinate treatment plan.
5. Support the principles of recovery-oriented mental health practice in working with consumers, families and carers and ensure the confidentiality of information.
6. Provide a high standard of evidence based assessment and management that meets the needs of consumers and families or carers, and facilitates timely entry to services
7. Maintain a high standard of documentation and use information systems evaluation to ensure data collection meets clinical, service delivery, monitoring and evaluation needs
8. Provide supervision and training to interns and other clinicians and members of the multidisciplinary team
9. To actively participate in the corporate activities of the Ministry

Key Performance Indicators

Performance will be measured through the following indicators:

1. Readmission rate of patients under counseling within 28 days of discharge.
2. Percentage of patients under Alcohol and Other Drug counseling achieved and maintain abstinence for at least more than 6 months.
3. Percentage of Patient Satisfaction attending counseling
4. Percentage of referrals attended per month.

Selection Criteria

The Person

In addition to a recognized Postgraduate Diploma in Psychology or Counselling, and being a registered Counsellor with Oceania Psychology Register and/or Fiji Association of Social and Community Workers or other relevant professional association recognized by the Ministry of Health Medical Services, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. A minimum of 3 years proven practical experience in the field of mental health counselling.
2. Proven experience working with challenging complex behaviours and issues related to mental health, illnesses and disorders
3. Understanding of the Mental Health Decree (2010), the Occupational Health & Safety Act, and the Constitution of the Republic of Fiji.

Skills and Abilities

1. Demonstrated ability to work with challenging complex behaviours and issues related to mental health illnesses or disorders, and common comorbidities;
2. Demonstrated knowledge of and commitment to recovery oriented service provision, and consumer involvement in service design, implementation and evaluation;
3. Demonstrated ability to work independently and in consultation with a multi-disciplinary team;
4. Demonstrated ability to engage patients and their families/carers in services;
5. A high standard of communication with the ability to effectively document client records and write reports;
6. Capacity to utilise computer programs to support the operations of the Counselling Unit;
7. Service oriented approach, with a commitment to supporting the operational / 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.



Ministry of Health & Medical Services
ROLE DESCRIPTION

Corporate Information

Role:	Non Communicable Disease Project Officer (1 Post)
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Duration:	1 year
Location:	Wellness Centre
Unit/Division:	Non- Communicable Disease Unit
Reports to:	National Advisor Non Communicable Disease
Subordinates:	Nil

The Position

The position is responsible for the coordination, facilitation, implementation, monitoring and evaluation of the processes and outputs of all Non-Communicable Disease Prevention Programs and its related activities at the Divisional and Sub-Divisional Level.

Key Responsibilities

1. To provide secretariat support and contributes to Divisional Non Communicable Disease (NCD) Committee, PEN (Package of Essential Non Communicable Disease) Core Working Group (CWG) and other small working groups related to NCD/ Wellness.
2. To coordinate and conduct Health Education on Lifestyle Risk Factors, Advocate on NCD Prevention and Awareness and promote wellness programmes at various settings namely workplaces, schools, villages, settlements, faith based organizations, municipalities and sporting venues.
3. Provide Technical support to assist subdivisions to conduct mini-STEPs screening of their adult populations: 25% of adults >30 years age.
4. Provide technical , administrative and funding support through receiving proposals to assist Subdivision in conducting community based activities addressing Wellness Promotion and Lifestyle Behavioural Risk Factors (diet, tobacco, physical activity, obesity) targeting population subgroups in settings (church, workplace, schools, villages, settlements, sports, municipalities).
5. Coordinate Continual Assessments of Multidisciplinary functions of SOPD Clinic/Foot Care Clinic and the full implementation of PEN Model Concept in all Sub-Division Health Facilities.
6. Assist in conducting small scale research/analysis, audits, surveys under the oversight of Divisional Medical Officer and National Advisor NCD.
7. Coordinate, Organize and Facilitate In -Service Staff Training Program to all cadres (Medical Officers, Nurses, Dieticians, etc.) related to NCD Toolkit, Motivational Interview, Diabetes Retinopathy, Diabetes Management Guidelines, Cardiovascular Guidelines, Foot Care & Foot Assessment, PEN Model, Wellness Promotion, 7D Wellness Projects and other NCD related topics.

Key Performance Indicators

1. NCD/ Wellness Screening and SNAP Counselling conducted through setting based for 30yrs and above for early detection, risk assessment, behaviour change counselling, clinical management, and rehabilitation for targeted NCDs are reported and updated quarterly.

2. Bi – Annual Assessment of Multidisciplinary functions of SOPD Clinic/Foot Care Clinic and the full implementation of PEN Model Concept in all Sub-Division Health Facilities against CVD / DM Guidelines conducted and reports disseminated.
3. Ongoing In- Service Training for Staff to ensure effective treatment and continuum of care are implemented within the agreed timeframes.
4. Effective and Efficient NCD/ Wellness Intervention Activities and Programs delivered in the Division within available funding allocations and resources.
5. Project Proposals on Trainings and Intervention Activities for staff and community awareness are received, processed, implemented, monitored and reviewed in a timely manner.
6. Timely Submission and Dissemination of reports to Director Wellness/National Advisor NCD via Divisional Medical Officer.

Selection Criteria

The Person

In addition to a Post graduate qualification in Public Health (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. At least 5 to 10 years related work experience in managing public health
2. Experience in fostering collaboration, networking and working in partnership with any government department, non- governmental or private sector
3. Experience in writing project proposals, costed budget, technical reports and financial acquittals.
4. Knowledge of basic procurement and public finance regulations

Skills and Abilities

1. Demonstrated ability to coordinate and implement National programs including monitoring and evaluation of activities.
2. Demonstrated effective organisational skills to meet tight deadlines.
3. Demonstrated ability to work co-operatively and effectively; and analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Ability to effectively use computer programs to support the effective operations of the program.
5. Service oriented approach, with a commitment to support the operational environment of the program and the organization as a whole.
6. Ability to monitor and evaluate program activities and plans
7. 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.