

MEDICAL OFFICERS NEW ADVERTISEMENT

MOHMS - MD 5/2020



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	National Advisor Family Health (Chief Medical Officer)
Salary Band:	Band L
Base salary & Allowances:	MOCA C: Base: 100,006.07 + On Call Allowance: 5,000.30 + Environmental Allowance 15,000.91 = F\$120,007.28
Location:	Head Office
Duration:	3 years
Unit/Division:	Family Health
Reports to:	Permanent Secretary for Health & Medical Services through the Chief Medical Advisor
Subordinates:	Program Officers for Maternal, Newborn and Reproductive Health, Child and Adolescent Health, EPI, HIV/AIDS and STI

Overview of the Unit

The Unit is situated in the ministry's head office and provides leadership in the area of Family Health in the ministry, which covers the fields of maternal and newborn health, reproductive health, child health, sexual health, and gender. The Unit provides an advisory role to the Permanent Secretary and the Minister through the Chief Medical Advisor on all matters pertaining to all programs under the Family Health division. The Unit ensures that all approved policies and programs in family health are implemented effectively in the ministry through its leadership, coordination, facilitation and monitoring activities.

The Position

The position supports and assists the Chief Medical Advisor in the provision of quality, relevant and timely advice on the strategic planning, budgeting, implementation, monitoring and evaluation of all activities under the Family Health actions plan, with the support of the program leads in Maternal and Newborn Health, Reproductive Health, Child Health, Sexual Health, Adolescent Health and Gender services, and consistent with the strategic intent and values of the Ministry of Health and Medical Services.

Key Responsibilities

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

1. Provide leadership and management of the Unit to promote the interest and development of the Unit through strategic planning, ensuring cohesion of the overall functions of the Unit by working effectively with the Unit members and stakeholders, and adheres towards a positive collegiate relationship.
2. Facilitate peer reviews, monitor and evaluate Unit activities and implement corrective measures to provide effective and efficient services.
3. Responsible for the provision of expert opinion under the guidance and directive of the CMA and oversee the implementation of the Unit's endorsed public health programs and program interventions at operational level.
4. Identifying and minimising risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.

5. Undertake education, teaching and research activities to train coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.
6. When necessary, undertake clinical responsibilities in a health facility through an outreach program, or as an part of a patient care team providing consultation, liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, and ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.

The Person

In addition to the following knowledge, experience, skills and abilities, the applicant must have:

A Master's degree in the field of specialty or equivalent qualification AND a Registered Specialist by the Fiji Medical Council;

OR

A Master's degree in the field of specialty or equivalent qualification AND a Registered Specialist in another country that would be recognised by the Fiji Medical Council;

OR

If not registered as a Specialist, the Applicant must have a Master's degree in the field of specialty or equivalent qualification, and have more than five (5) years of experience in the field of maternal health, child health, and sexual reproductive health including HIV and AIDS.

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe practices in the relevant specialised field of Medicine and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialised training and clinical experience in the relevant discipline of Medicine.
5. Experience in working in a level two hospital, managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
6. Experience in dealing with patients with life-threatening emergencies dealing with the management of critically ill or injured patients, or dealing with public health disasters, that requires the initiation of an emergency response, requiring engagement and collaboration with multiple disciplines and stakeholders, according to the endorsed emergency response standards and practice.

Skills and Abilities

1. Excellent Clinical and Public Health Skills including Procedural skills.
2. Excellent communication skills.
3. Strong organisational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to analyse and solve complex medical problems using an evidence-based approach and offer clinical opinion on a range of problems in the relevant Specialised field of Medicine, showing some independent responsibility without direct supervision.
6. Demonstrated ability in organising professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Clinical and Public Health expertise at the competency level of a specialist and should have significant depth of experience in the relevant Specialised field of Medicine.
2. Effective manager who can supervise a unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Demonstrated ability to collaborate with stakeholders and Health Advocates.
5. A leader experienced in training, mentoring, coaching and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

Personal Character and Eligibility

Applicants for employment in the Ministry of Health and Medical Services must have a clear police record. The normal requirement of being a Fiji Citizen under the age of 55 years can be waived under special circumstances.

The successful applicant will be required to provide a police clearance as a condition of employment.

The Ministry of Health and Medical Services is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Senior Medical Officer
Salary Band:	Band I
Base salary & Allowances:	MOCA A: Base: 59,394.10 + On Call Allowance: 14,848.53 + Environmental Allowance 8,909.12 = F\$83,151.74 MOCA B: Base: 59,394.10 + On Call Allowance: 8,909.12 + Environmental Allowance 8,909.12 = F\$77,212.33 MOCA C: Base: 59,394.10 + On Call Allowance: 2,969.71 + Environmental Allowance 8,909.12 = F\$71,272.92
Location:	Several
Division:	Hospital or Sub Division
Reports to:	Principal Medical Officer
Subordinates:	Medical Officer

Overview of the Unit

The Unit provides a comprehensive range of curative, primary and preventative health services to the residents of the Division or Sub division. The hospital can either be the main tertiary referral centre for the Division or the main district hospital in the sub division. In addition, the unit provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the Head of the Unit in the provision of high quality services in the relevant Specialised field of Medicine, under the responsibility of the Medical Superintendent or Divisional Medical Officer, consistent with the values of the Ministry of Health and Medical Services.

Key Responsibilities

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

1. Implement activities of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship. For Sub Divisional Medical Officers, also provide leadership and Management in the sub division to implement the planned activities.
2. Undertake clinical responsibilities in the hospital or public health programs and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Participate in peer reviews and implement the monitoring and evaluation of unit activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & some medico-legal assessments under the guidance and directive of the HOD. Implement public health programs at operation level in the subdivision.
5. Identifying and minimising risk at a systematic level through effective communication and management skills to contribute to improve clinical governance.

6. Undertake education, teaching and research activities to train and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

The Person

In addition to a Postgraduate Diploma qualification or equivalent in the field of specialty, the following knowledge experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of evidence-based standards of safe practices in the relevant Specialised field of Medicine and general medicine.
2. Awareness with some knowledge of medical and government legislation, policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a hospital with limited resources.
5. Experience in resuscitating patients with life-threatening emergencies, participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Good Clinical Skills including procedural skills.
2. Good communication skills.
3. Good organisational skills.
4. Able to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to recognize and escalate the care of complex medical problems using evidence-based approach with guidance from Specialists.
6. Demonstrated ability in organising professional development activities (conferences, meetings and workshops), personal development and learning new skills

Selection Criteria

1. Intermediate Clinical competence in the relevant Specialised field of Medicine and should have sound experience in the said Specialised field of Medicine.
2. Effective Officer who can contribute in the unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Demonstrated ability to collaborate with Stakeholders and Health Advocates.
5. Ability in training and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

Personal Character and Eligibility

Applicants for employment in the Ministry of Health and Medical Services must have a clear police record. The normal requirement of being a Fiji Citizen under the age of 55 years can be waived under special circumstances.

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