MINISTRY OF HEALTH & MEDICAL SERVICES

ROLE DESCRIPTION

Particulars of the position

<table>
<thead>
<tr>
<th>Role:</th>
<th>Chief Medical Officer</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band L</td>
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<tr>
<td>Base salary &amp; Allowances:</td>
<td></td>
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<tr>
<td>MOCA A: Base: 100,006.07 + On Call Allowance: 25,001.52 + Environmental Allowance 15,000.91 = F$140,008.50</td>
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<tr>
<td>MOCA B: Base: 100,006.07 + On Call Allowance: 15,000.91 + Environmental Allowance 15,000.91 = F$130,007.89</td>
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<tr>
<td>MOCA C: Base: 100,006.07 + On Call Allowance: 5,000.30 + Environmental Allowance 15,000.91 = F$120,007.28</td>
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<tr>
<td>Location:</td>
<td>Nasinu</td>
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<tr>
<td>Division:</td>
<td>Hospital or Sub Division</td>
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<tr>
<td>Reports to:</td>
<td>Consultant HOD or Divisional Medical Officer or Permanent Secretary for Health &amp; Medical Services</td>
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<tr>
<td>Subordinates:</td>
<td>Principal Medical Officer</td>
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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 Department in the provision of high quality services in the relevant Specialised field of Medicine, under the responsibility of the either the Medical Superintendent, Divisional Medical Officer or Deputy Secretary Public Health consistent with the values of the Ministry of Civil Service and the Ministry of Health and Medical Services.

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

1. Provide assistance or leadership and management 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 HOD and adheres towards a positive collegiate relationship.

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. Facilitate peer reviews, monitor and evaluate Unit activities and implement corrective measures to provide effective and efficient services.

4. Responsible for medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD. For National Advisors, they oversee the implementation of public health programs and program interventions at operational level.

5. Identifying and minimising risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.

6. 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.

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

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

OR

A Masters 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 Masters degree in the field of specialty or equivalent qualification and be confirmed as qualifying to be recognised as a Specialist by the Fiji Medical Council.

**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 specialised field of Medicine.

5. Experience 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 resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.
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 level of 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 Service 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 Civil Service is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants.