

## MOHMS – MD 10/2020



### MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

#### Particulars of the position

<b>Role:</b>	Principal Medical Officer
<b>Salary Band:</b>	Band J
<b>Base salary &amp; Allowances:</b>	MOCA A: Base: 83,254.98 + On Call Allowance: 20,813.75 + Environmental Allowance 12,488.25 = F\$116,556.97  MOCA B: Base: 83,254.98 + On Call Allowance: 12,488.25 + Environmental Allowance 12,488.25 = F\$108,231.47  MOCA C: Base: 83,254.98 + On Call Allowance: 4,162.75 + Environmental Allowance 12,488.25 = F\$99,905.98
<b>Location:</b>	
<b>Division:</b>	Hospital/Sub Division
<b>Reports to:</b>	Consultant HOD or Head of Programme/Unit or Divisional Medical Officer
<b>Subordinates:</b>	Senior 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 or Head of Programme, consistent with the values of the Ministry of Health and Medical Services.

#### Key Duties

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

1. Provide assistance in leadership and management to facilitate the implementation of activities of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship.

2. Undertake clinical responsibilities in the hospital 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, monitor and evaluate Unit activities and implement plans to ensure corrective measures are undertaken 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 and in the case of a sub division, responsible for the implementation of public health programs and activities 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, 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 a Post Graduate Diploma in the field of specialty or equivalent and pursuing or completed Masters in the specialty, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Adequate knowledge of evidence-based standards of safe practices in the relevant specialised field of Medicine and Public Health.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical or public health leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a hospital with limited resources and can assist in teaching and training staff.
5. 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. Good Clinical and Public Health Skills including Procedural skills and Research.
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 recognize and assist in solving complex medical problems using evidence-based approach and offer a clinical opinion on a range of problems in the relevant specialised field of Medicine with guidance from Specialists.
6. Able to organise professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

### **Selection Criteria**

1. Advance Clinical or Public Health competence in the relevant specialised field of Medicine and should have extensive experience in the Specialty or leading a public health team.
2. Experienced 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. A Leader experienced in training, mentoring 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.