

NEWLY ADVERTISED POSITIONS - FIJI SUN 20 JUNE 2020

MOHMS 241/2020



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Administrative Officer - Personnel
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Duration:	3 years
Location:	Headquarters, Suva
Unit/Division:	Personnel Unit
Reports to:	Senior Administrative Officer - Personnel
Subordinates:	Executive Officer and Clerical Officer

Position Purpose

The positions ensures all human resource and administrative support functions including policy advice with regards to all forms of leave and exits together with declaration of business for Nursing Cadre is provided to all staff of the Ministry in a timely manner.

Key Responsibilities

The position will achieve its purpose through the following key duties. Working with relevant management and staff, in accordance with Guidelines, policies and legislative requirements, meeting the operational needs:

1. Ensure all activities with regards to all forms of exit (Resignation, Deemed Resignation, Compulsory Retirement, Retirement on Medical Grounds, Deceased, and Termination of Contract Appointment) are provided in a timely manner and updated in the Human Resource Management Information System (HRMIS) immediately.
2. Supervise and manage performance of subordinates.
3. Provide timely and expert advice on statistical data and reports as requested by supervisors and management
4. Provide assistance to Senior Admin Officer (Personnel) during National Transfer and Appeals meetings.
5. Facilitate confirmation of employment.
6. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All exit components for Nursing Cadre and other HR activities are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies.
2. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements.
3. Effective and timely supervision of staff activities and performance to ensure individual work plans are met.
4. Actively contribute to all corporate functions of the Ministry.

Person Specification

In addition to a relevant tertiary qualification in Human Resource, Management & Public Administration, or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post.

Knowledge and Experience

1. Understanding and experience of at least 3 years of human resource management; human resource policies; with some supervisory experience
2. Working knowledge of a human resource information system and computer programs such as Microsoft Office
3. Experience in working within a team from diverse backgrounds and communicate with people at all levels
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities

1. Demonstrated oral and written communications and ability to maintain confidentiality
2. Demonstrated ability to manage demanding workload and meet tight deadlines to achieve results
3. Demonstrated ability to multitask and manage conflict and change
4. Attention to details and high level organisational, analytical and problem solving skills
5. Ability to relate to others
6. Demonstrated ability to prepare and analyse reports
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

Personal Character and 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 of 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:	Clinical Coder
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Location:	CWM Hospital – 5 posts
Duration:	3 years
Unit/Division:	Medical Records Department
Reports to:	Assistant Statistician (Divisional Hospital) & Sub-divisional Medical Officer (Sub-divisional Hospital)

Position Purpose

This position is responsible for the efficient, accurate and timely coding of in-patient episodes of care in accordance to the medical classification standards used by the Ministry. A clinical coder is responsible for deciding which diagnoses and procedures found in the medical records meet the criteria to assign the appropriate medical codes.

Key Responsibilities

The position will achieve its purpose through the following key duties. Working with relevant management and staff, in accordance with Guidelines, policies and legislative requirements, meeting the operational needs:

- 1) Acquire and maintain comprehensive knowledge and skills in the identification and application of medical terminology for efficient coding of patient information using the medical classification standards used by the Ministry.
- 2) Ensure that coding is completed manually and electronically within set timelines using the medical classification standards and/ or relevant national standards used by the Ministry.
- 3) Assign the correct diagnosis and operative procedure codes to patients records in patient folders in accordance to the classification coding system and national/ hospital policies.
- 4) Locate missing data by whatever process necessary, including but not limited to pulling clinical and case notes, contacting clinicians, and requesting diagnoses and underlying causes of death from the forensic office or as appropriate.
- 5) Generate outstanding clinical coding reports and coding enquiries and take the necessary course of action.
- 6) Undertake regular training in order to maintain skills and competencies which includes mastery in new coding conventions as appropriate.
- 7) Provide clinical coding support to physicians, clinicians, peers and subordinates during periods of absence and ensure coding deadlines are met.
- 8) Actively participate in corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Patient records are classified in accordance with medical classification standards and within agreed timelines
2. Diseases and procedures are medically assigned, classified, and entered into the national electronic health record system accurately and in a timely manner.
3. Coded data and outstanding discharged hospital data is monitored, retrieved and updated on the national health electronic record system as per agreed timeframe.

4. Standard and ad hoc reports are submitted in a timely manners and are in accordance with standard reporting guidelines.
5. Coding enquires are attended to in a timely manner.
6. Training and awareness sessions are conducted within the agreed timelines.
7. Participate in corporate activities of the Ministry as and when required.

Person Specification

In addition to a diploma in public health, statistics, epidemiology, population studies OR the completion of secondary school with relevant work experience OR equivalent, the following knowledge, experience, skills and abilities are required to successfully undertake the role:

Knowledge and Experience

- 1) Knowledge with a basic understanding of medical terminology, including human anatomy
- 2) An understanding of guidelines, systems and processes including legislations related to health care data management systems either computerised or paper-based.
- 3) Knowledge with an interest in health care and diseases
- 4) Some experience in analysing, interpreting and presenting data in the form of reports.
- 5) Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities

- 1) Ability to work in a team and organise work to achieve set targets within tight deadlines.
- 2) Demonstrated ability to use computers and appropriate software packages
- 3) Ability to communicate well good verbal and written communication skills including report writing with an attention for detail.
- 4) Demonstrated ability to maintain confidentiality
- 5) Service oriented approach with the commitment to supporting the operational environment of the organisation

Personal Character and Eligibility.

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Clinical Coder
Salary Level:	Band E
Salary range:	\$19,041.75 - \$24,412.50 per annum
Location:	Labasa Hospital – 3 posts
Duration:	3 years
Unit/Division:	Medical Records Department
Reports to:	Assistant Statistician (Divisional Hospital) & Sub-divisional Medical Officer (Sub-divisional Hospital)

Position Purpose

This position is responsible for the efficient, accurate and timely coding of in-patient episodes of care in accordance to the medical classification standards used by the Ministry. A clinical coder is responsible for deciding which diagnoses and procedures found in the medical records meet the criteria to assign the appropriate medical codes.

Key Responsibilities

The position will achieve its purpose through the following key duties. Working with relevant management and staff, in accordance with Guidelines, policies and legislative requirements, meeting the operational needs:

1. Acquire and maintain comprehensive knowledge and skills in the identification and application of medical terminology for efficient coding of patient information using the medical classification standards used by the Ministry.
2. Ensure that coding is completed manually and electronically within set timelines using the medical classification standards and/ or relevant national standards used by the Ministry.
3. Assign the correct diagnosis and operative procedure codes to patients records in patient folders in accordance to the classification coding system and national/ hospital policies.
4. Locate missing data by whatever process necessary, including but not limited to pulling clinical and case notes, contacting clinicians, and requesting diagnoses and underlying causes of death from the forensic office or as appropriate.
5. Generate outstanding clinical coding reports and coding enquiries and take the necessary course of action.
6. Undertake regular training in order to maintain skills and competencies which includes mastery in new coding conventions as appropriate.
7. Provide clinical coding support to physicians, clinicians, peers and subordinates during periods of absence and ensure coding deadlines are met.
8. Actively participate in corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Patient records are classified in accordance with medical classification standards and within agreed timelines
2. Diseases and procedures are medically assigned, classified, and entered into the national electronic health record system accurately and in a timely manner.
3. Coded data and outstanding discharged hospital data is monitored, retrieved and updated on the national health electronic record system as per agreed timeframe.
4. Standard and ad hoc reports are submitted in a timely manners and are in accordance with standard reporting guidelines.

5. Coding enquires are attended to in a timely manner.
6. Training and awareness sessions are conducted within the agreed timelines.
7. Participate in corporate activities of the Ministry as and when required.

Person Specification

In addition to a diploma in public health, statistics, epidemiology, population studies OR the completion of secondary school with relevant work experience OR equivalent, the following knowledge, experience, skills and abilities are required to successfully undertake the role:

Knowledge and Experience

1. Knowledge with a basic understanding of medical terminology, including human anatomy
2. An understanding of guidelines, systems and processes including legislations related to health care data management systems either computerised or paper-based.
3. Knowledge with an interest in health care and diseases
4. Some experience in analysing, interpreting and presenting data in the form of reports.
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities

1. Ability to work in a team and organise work to achieve set targets within tight deadlines.
2. Demonstrated ability to use computers and appropriate software packages
3. Ability to communicate well good verbal and written communication skills including report writing with an attention for detail.
4. Demonstrated ability to maintain confidentiality
5. Service oriented approach with the commitment to supporting the operational environment of the organisation

Personal Character and Eligibility.

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MOHMS 244/2020



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Domestic Officer -Housekeeper
Salary Band:	Band C
Salary Range:	\$12,081.69 - \$15,489.35 per annum
Location:	Ba Sub Division Hospital
Unit/Division	Western Health Services
Report to:	Executive Officer
Subordinates	GWE's

Position Purpose

The role of the position is to ensure adherence, monitoring and safe practice of infection control as well as Occupational Health & Safety with regards to housekeeping duties at the hospital.

Key Responsibilities

The position will achieve its purpose through the following key duties. Working with relevant management and staff, in accordance with Guidelines, policies and legislative requirements, meeting the operational needs:

1. Implement quality cleaning in an effective and efficient standard to prevail the best result in the health environment.
2. Responsible for training team to achieve skills and ability for goals and objectives.
3. Explore opinions to promote interest in providing a healthy environment of the hospital.
4. Be updated with meetings (corporate, Infection Control, Housing, OHS, or any EOC.
5. Ensure handing over of Quarters occupation and vacating feedback provided to Housing Secretary regarding the officers living in the quarters.
6. Responsible for monitoring the Housekeeping Team in managing the areas that is to be covering hospital premises.
7. Provide on update on any maintenance for any quarters to Hospital Services Supervisor for maintenance in the Quarters.
8. A role responsibility to accompany for any inspection or maintenance to be carried out in occupation of quarters.
9. Ensure that all inspection and replacement of hand Gel and dispenser Roll to all Public convenience.
10. Be updated with schedules for occasional special occasion held as responsible for organizing and handing over after the event.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Be creative in motivating in developing and maintaining a friendly and effective healthy work relationship with all team members.
2. Ability to demonstrate in promoting values and environmental cleanliness of the premises.
3. Be a role model in the demonstration of personal and professional incumbent line with position and Code of Conduct.
4. Be focused on scenario as a health provider for internal and external communicators in the flow of daily work smoothly.

Person Specification

In addition to the completion of Secondary School Education or equivalent, to duties of Domestic Officer, the applicant should demonstrate potential to lead capacity learn and adapt to successfully perform assigned duties.

Knowledge and Experience

1. Vast experience in a similar work environment
2. Strong verbal and written communication
3. Knowledge of principal and process for providing customer and personal services.
4. Knowledge and Experience on Training the Service Provider/ Housekeeping Attendant for maintaining the cleaning standard in the Hospital Environment.
5. Understand the relevant legislations governing terms and conditions of employment, Occupational Health & Safety and Infection Control.
6. Understand the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Ability to conduct environment inspection and to evaluate quality or performance.
2. Ability to use and maintain equipment's, chemicals needed to achieve tasks.
3. Ability to accesses performance for the Service Provider or organizations to make improvements or take corrective actions.
4. Demonstrate ability to identify the strength and weakness of alternative solutions, conclusion or approaches to problems.
5. Ability to make decisions in relation to costs and benefits of potential actions to ensure targets are achieved.
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

Personal Character and Eligibility.

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