Ministry of Health & Medical Services

Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Hospital Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band J</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$51,132.98 - $65,555.10 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Lautoka Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Administration/Corporate</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Medical Superintendent, Lautoka Hospital</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Staff of Corporate Service Unit</td>
</tr>
</tbody>
</table>

Position Purpose

The purpose of the position is to provide quality and sound advice on matters relating to Human Resources Management, Financial Management, Asset Management and General Services to the Medical Superintendent and Heads of Department and ensure that decisions and operations of the administrative support service are implemented.

Key Responsibilities

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Manage and provide quality advice on human resources and administrative functions including finance and asset management in a timely manner in accordance with relevant legislations, policies and guidelines.
2. Provide assistance, support and advice to the Medical Superintendent in ensuring that the hospital business plan is developed, monitored and implemented.
3. Manage and motivate staff of the corporate services to ensure that the key deadlines are met.
4. Oversee the planning, preparation and implementation of the department’s financial activities.
5. Submit reports within agreed timeframes and the reports must meet the standard reporting requirements.
6. Actively contribute to all corporate requirements of the Ministry, including planning and budgeting where required.

Key Performance Indicators

Performance will be measured through the following indicators

1. All activities within the corporate and hospital services plans completed and delivered as planned and budgeted and in compliance with relevant legislative and policy requirements within the Ministry.
2. Effective and timely assessment of staff performance.
3. All reports submitted within the agreed timeframe and in accordance with reporting requirements.
4. Active participation in all corporate functions as and when required.
Person Specification
In addition to Degree in Public Administration, Finance & Management, Human Resource Management or equivalent, the following Knowledge, Experience, Skills and Abilities are required:

Knowledge and Experience
1. At least 5 years working experience at a supervisory or managerial role
2. Demonstrated experience in corporate services including human resources, fiancé and asset management in a medium to large organization.
3. Proven experience in building and sustaining relationships with relevant stakeholders and partners.
4. Proven experience in assessing and managing staff performance
5. Working knowledge and understanding of the Constitution of Fiji, Employment relations Act, Occupational Health & Safety and employee relations.

Skills and Abilities
1. Ability to translate a strategic plan into operational goals and create a shared sense of achievement within the organization
2. Demonstrated ability to communicate effectively and provide accurate reports within a strict deadline
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Demonstrated ability to lead a team to achieve targets within the required timeframe
5. Service oriented approach, with a commitment to supporting the operational/corporate environment or the organization

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.

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Ministry of Health & Medical Services  
Role Description

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<thead>
<tr>
<th>Role:</th>
<th>Nurse Unit Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band H</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$34,706.31 - $44,564.50 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Labour Ward, CWM Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Report To:</td>
<td>Nurse Unit Managers Maternity Unit, Team Leaders Maternity Unit, Midwives Labor ward</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Clinical Nursing Sisters, Registered Nurses, Allied Health staffs, Medical/Nursing Interns, Medical/Nurse Trainees and Ward Assistants</td>
</tr>
</tbody>
</table>

Position Purpose
The purpose of the position of NUM Labor Ward is to assist the Sister In Charge oversee the HR management of the Midwifery and Nursing workforce and their practice, that all applicable policies, clinical practice guidelines and standards are met, and to ensure the procurement and supply of necessary resources (equipment, drugs and other consumables) for the Labour ward to provide a Safe and Quality Midwifery and Nursing service to expected Standards.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Assist in managing and supervising staff of the Labour ward to provide midwifery care to laboring women and immediate neonatal care to their new born babies.
2. Assist to ensure that resources requirements (equipment, drugs, and consumables) are met to provide nursing care effectively.
3. Assist to provide nursing/clinical leadership and guidance to ensure nursing care are delivered as per protocols, policies, guidelines, and that staff work within their scope of practice and meeting nursing standards/competencies.
4. Assist to provide positive and open communication with all clients/families and members of the communities that are seen in Labour ward as well as with other Ministry and external stakeholders.
5. Assist to maintain continuous improvement by collecting and providing data and other reports to monitor the services progress against targets, and staff professional development.

Key Performance Indicators
Performance will be measured through the following indicators

1. Assist to Ensure that all staff are working effectively within Scope of Practice to provide Midwifery nursing care to all women admitted in labour ward (shift reports written and handover done to the next Shift Charge and Team)
2. Assist to Ensure updated stock takes and ordering of drugs, consumables are completed monthly and also that all equipment is checked weekly (checking of all equipment’s, consumable stock and Dangerous Drugs counted and tally per shifts.)
3. Assist to Provide regular supervision, mentoring and assist in ward training sessions/case review at least monthly with staff to ensure that policies, procedures, and guidelines are followed to meet approved standards (also ensure staff are aware of training opportunities and CPD requirements).
4. Assist to demonstrate positive communication and interactions with staff, clients and stakeholders and provide regular updates to the unit matron at least monthly. Provide Midwifery Support to the Central and Eastern Divisional sub divisional maternity unit by obtaining daily early morning round updates of midwifery activities and give feedback at the unit morning daily handover session. (Ensure timely response is provided and referral with evacuation of cases done appropriately.)

5. Ensure that daily ward activity data is collected (accurately) **entered in the Ward Birth Register to assist the Sister in Charge** in the collating of ward monthly report to inform on ward activities submitted to the unit matron to assist in meeting the targets of unit Business Plan in line of the CWMH Business Plan targets.

**Person Specification**

In addition to a Bachelor of Nursing (or equivalent), registered as midwife with a valid registration and practicing license with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. Supervisory experience with exposure at any maternity unit or similar working environment.
2. -Working knowledge and experience of safe mother craft, management and how these functions are achieved through the nursing activities.
3. Have sound knowledge of Midwifery Scope of Practice outlined under the Nursing Decree-2011, OHS policies, CWMH nursing policies, guidelines and regulations that govern the Nurses’ practice and code of ethics.
4. Understand the HIV Decree, Child Welfare Decree, Sexual Offence Unit (SOU) and Mental Health Decree.

**Skills and Abilities**

1. Demonstrated ability to effectively lead in a team environment
2. Must possess sound analytical and problem solving skills in resource-constrained environment.
3. Has sound computer literate program in compiling and generating reports, correspondence, updating records
4. Has the ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of midwives and nurses.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

**Personal Character and Eligibility.**

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Ministry of Health & Medical Services

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<tbody>
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<td>Salary Band:</td>
<td>Band H</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$34,706.31 – $44,564.50 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Maternity Intensive Care Unit, CWM Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Report To:</td>
<td>Deputy Director Of Nursing Maternity Unit.</td>
</tr>
<tr>
<td>Liaises with:</td>
<td>Consultants of the client</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Team Leaders, Registered Midwives, Registered Nurses, Allied Health staffs Medical/Nursing Interns, Medical/Nurse Trainees and Ward Assistants</td>
</tr>
</tbody>
</table>

Position Purpose

The purpose of this position is to manage the staff and resources of the maternity unit intensive care (MICU) which is the High Dependency Unit (HDU) for post-partum High Risk Cases.

Key Responsibilities

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Manage and supervise staff of the Maternity Intensive Care Unit (MICU) to provide postpartum care to high risk Obstetric cases.
2. Ensure that resources requirements (equipment, drugs, and consumables) are met to provide nursing care effectively.
3. Provide nursing/clinical leadership and guidance to ensure nursing care are delivered as per protocols, policies, guidelines, and that staff work within their scope of practice and meeting nursing standards/competencies.
4. Provide positive and open communication with all clients/families and members of the communities that are being admitted to MICU, as well as with other Ministry and external stakeholders.
5. Maintain continuous improvement by collecting and providing data and other reports to monitor the services progress against targets, and staff professional development.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure that all staff are working effectively within Scope of Practice to provide high risk post-partum nursing care to all patient’s admitted to MICU (including: develop and review IWPs, provide APA, develop suitable and appropriate monthly rosters, ensure staff provide evidence of annual re-license, mentor and support staff with regular ward meetings).
2. Ensure updated stock takes and ordering of drugs, consumables are completed monthly and also that all equipment is checked weekly (any damaged equipment tested and sent for repair).
3. Provide regular supervision, mentoring and assist in ward training sessions/case review at least monthly with staff to ensure that policies, procedures, and guidelines are followed to meet approved standards (also ensure staff are aware of training opportunities and CPD requirements).
4. Demonstrate positive communication and interactions with staff, clients and stakeholders and provide regular updates to the unit matron at least monthly.
5. Ensure that daily ward activity data is collected (accurately) and a monthly report to inform on ward activities submitted to the unit matron to assist in meeting the targets of unit Business Plan in line of the CWMH Business Plan targets.

**Person Specification**

In addition to a Bachelor of Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**
1. Supervisory experience with exposure to any maternity unit or similar work environment
2. Working knowledge of mother craft, management and how these functions are achieved through the nursing activities.
3. Sound knowledge of Midwifery scope of practice outlined under the Nursing Decree, OHS policies, CWMH nursing policies, guidelines and regulations that govern the Nurses’ practice and code of ethics
4. Understand the HIV Decree, Child Welfare Decree, Mental Health Decree, the Fijian Constitution (2013) and all applicable laws of Fiji.

**Skills and Abilities**
1. Demonstrated ability to lead in a team environment
2. Must possess sound analytical and problem solving skills in resource-constrained and at time remote environment.
3. Capacity to utilize computer programs in generating reports, correspondence, updating records and PATIS (Patient’s Information System)
4. Has the ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of midwives and nurses
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

**Personal Character and Eligibility.**

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<tbody>
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<td>Band H</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$34,706.31 - $44,564.50 per annum</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Ante Natal Clinic, CWM Hospital</td>
</tr>
<tr>
<td>Report To:</td>
<td>Deputy Director of Nursing</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Liaises with:</td>
<td>NUMS – Maternity Unit, NUM of other Units - Cwm, Clinical Nurse Educator – CWMH, Consultants of Hospital Patients - CWMH</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Clinical Nursing Sisters, Registered Nurses, Allied Health staffs Medical/Nursing Interns, Medical/Nurse Trainees and Ward Assistants</td>
</tr>
</tbody>
</table>

Position Purpose
The purpose of this position is to manage the staff and resources of the Ante Natal Clinic (ANC) CWMH. Nurse unit managers coordinates all aspects of operating the wards in Ante Natal Clinic from supervising nursing staff to monitoring patient care with proactive approach to caseload to ensure that practitioner skills are matched to clinical needs and also provides clinical and managerial leadership to subordinates ensuring that all applicable policies, clinical guidelines and protocols and nursing standard are adhered to.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities/duties. Working with relevant staff and service providers, in accordance with legislative requirements in the following areas:

1. Manage and supervise staff of the Ante Natal Clinic (ANC) on continuity of Low Risk Care for the antenatal
2. Ensure that resources requirements (equipment, drugs, and consumables) are met to provide nursing care effectively.
3. Provide nursing/clinical leadership and guidance to ensure nursing care are delivered as per protocols, policies, guidelines, and that staff work within their scope of practice and meeting nursing standards/competencies.
4. Provide positive and open communication with all clients/families and members of the communities that attend ante natal clinic (ANC), as well as with other Ministry and external stakeholders.
5. Maintain continuous improvement by collecting and providing data and other reports to monitor the services progress against targets, and staff professional development.

Key Performance Indicators
Performance will be measured through the following indicators

1. Ensure that all staff are working effectively within Scope of Practice to provide ante –natal nursing care to all pregnant mum attending ante natal clinic (ANC) (including: develop and review IWPs, provide APA, develop suitable and appropriate monthly rosters, ensure staff provide evidence of annual re-license, mentor and support staff with regular ward meetings).
2. Ensure updated stock takes and ordering of drugs, consumables are completed monthly and also that all equipment is checked weekly (any damaged equipment tested and sent for repair).
3. Provide regular supervision, mentoring and assist in ward training sessions/case review at least monthly with staff to ensure that policies, procedures, and guidelines are followed to meet approved standards (also ensure staff are aware of training opportunities and CPD requirements).
4. Demonstrate positive communication and interactions with staff, clients and stakeholders and provide regular updates to the unit matron at least monthly.
5. Ensure that daily clinic activity data is collected (accurately) and a monthly report to inform on clinic activities submitted to the unit matron to assist in meeting the targets of unit Business Plan in line of the CWMH Business Plan targets.

**Person Specification**

In addition to a Bachelor of Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. Supervisory experience with exposure at any maternity unit or similar work environment.
2. Working knowledge of mother craft, management and how these functions are achieved through the nursing activities.
3. To have sound knowledge of Midwifery scope of practice outlined under the Nursing Decree, OHS policies, CWMH nursing policies, guidelines and regulations that govern the Nurses’ practice and code of ethics
4. Understand the HIV Decree, Child Welfare Decree and Mental Health Decree.

**Skills and Abilities**

1. Demonstrated ability to effectively work within a team
2. Must possess sound analytical and problem solving skills in resource-constrained and at time remote environment.
3. Capacity to utilize computer programs in generating reports, correspondence, updating records
4. Has the ability to teach, coach, mentor the subordinates on any new policies, guidelines Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

**Personal Character and Eligibility.**

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<td>Salary Band:</td>
<td>Band H</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$34,760.31 - $44,564.50 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Maternity Clinical Nurse, CWM Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Reports to:</td>
<td>DDON Maternity Unit, CWMH</td>
</tr>
<tr>
<td>Liaises With:</td>
<td>Nurse Unit Managers</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>T/Leaders, Midwives, RN, Student Nurses, Student Midwives,</td>
</tr>
</tbody>
</table>

Position Purpose
This position provides professional/clinical development and training while fostering a preceptor/mentor role in formulating and delivering midwifery educational programs, assessment and demonstration of clinical procedures and competencies to meet the education needs of all nurses in the Maternity Unit. It promotes efficient clinical leadership, supervision and evaluation of the nursing standards through monitoring of nursing practice and promotes best practices.

Key Responsibilities
1. Work with the respective Nurse Unit Managers in order to implement the maternity unit training plan, supporting the development of core midwifery skills and competencies across the unit.
2. Deliver and manage mandatory clinical support to new and existing nurses to improve standards in areas of clinical handover, equipment checking and maintenance, maternal and child health resuscitation and patients safety.
3. Assessment of nurses using clinical competencies and establish audit and quality improvement in areas such as resuscitation equipment checking, Mother Safe Hospital Initiative (MSHI) standards, mother and newborn Red Flags criteria to recognise and respond to clinical deterioration, Breastfeeding and Emergency Obstetric and Neonatal care.
4. Provide effective reports to the matron of the maternity unit on training and staff development, activities, outcomes and midwifery outreach, along with recommendations for improvements and future programs.
5. Provide high level, positive and open communication with the maternity unit health workers, patient and partners, support person and families (ensuring privacy and confidential) other health workers within the Ministry and external stakeholders.
6. Provide continuous improvement and updating of clinical competency records for new nurses/maternity unit staffs to support the need of the Unit, Hospital (CWMH) and the Fiji Nursing Council.
7. Manage all training resources/equipment of the unit to ensure that key deadlines are met and actively contribute to all clinical requirements of the maternity unit including planning, budgeting and selection activities (training package) required.

Key Performance Indicators
Performance will be measured through the following indicators
1. Provide and implement training plan to support staffs need in terms of professional development.
2. Ensure policy and procedures for staff development and training administration, management and evaluation are implemented, monitored and reviewed.

3. Provide reports detailing learning outcomes, audit result and other improvement Maternity Unit.

4. Submit monthly report on provision of regular supervision, mentoring and training of staffs to ensure that policies, procedures and guidelines are followed to meet approved standards (CPD requirements, competencies, in-service and provide monthly midwifery outreach team report).

5. Demonstrate quality communication skills addressing clinical issues to promote best practices through staff development and education ensuring optimal patients outcome.

6. Update clinical records/log book, CPD points (weekly/monthly), implementation of continuous quality improvement in the maternity unit through training, supervision and mentoring to monitor and improve maternal and infant health outcomes as per guidelines and protocols, Midwifery and Nurses Scope of Practice and the requirements of the Fiji Nursing Council.

**Person Specification**

In addition to a Bachelor of Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. Supervisory role experience and exposure in any teaching role or similar environment.
2. Demonstrate understanding and experience on adult learning principles, policies/procedures and approaches to effective staff training and development.
3. Have a sound knowledge of Midwifery and Nursing Scope of Practice outlined under the Nursing Act (2011), Unit protocols, nursing policies and guideline.
4. Experience in developing, delivering and evaluating training staff development programs and reporting to management on application of learning outcomes and required improvements.

**Skills and Abilities**

1. Demonstrated ability to lead and groom an effective team with diverse background
2. Demonstrated ability to analyse and contribute to solutions to complex problems in a resource constrained environment,
3. Possess ability to manage conflict, and motivating staff at different levels and experience.
4. Excellent communication and interpersonal skills
5. Demonstrated ability in liaising with a wide range of internal and external stakeholders.
6. Possess strong organisational skills with ability to complete tasks in a timely manner.
7. Ability to train and mentor subordinates on any new policies, guidelines and support the continuous professional development of nurses.
8. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

**Personal Character**

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<tr>
<td>Location:</td>
<td>Lancaster Ward, CWM Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
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<tr>
<td>Report To:</td>
<td>Deputy Director of Nursing</td>
</tr>
<tr>
<td>Liaises with:</td>
<td>NUM – Maternity Unit, NUM - Other Units - MCNE, Consultants, Registrars O&amp;G</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Clinical Nursing Sisters, Registered Nurses, Allied Health staffs, Medical/Nursing Interns, Medical/Nurse Trainees and Ward Assistants</td>
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Position Purpose

The position coordinates all aspects of ward activities in the Lancaster Ward, from supervising nursing staff to monitoring patient care with proactive approach to caseload to ensure that practitioner skills are matched to clinical needs and also provides clinical and managerial leadership to subordinates ensuring that all applicable policies, clinical guidelines and protocols and nursing standard are adhered to.

Key Responsibilities

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements in the following areas:

1. Provide clinical leadership and manage midwives and nurses in the gynaecology unit to provide high quality nursing care to the women admitted into the unit as per business plan, policies, and guidelines within the Midwifery and nursing scope of practice.

2. Coordinate the efficient and effective management of the ward and nursing workforce so that all allocated activities are achieved and annual performance assessments are carried out in a timely manner.

3. Ensure continuous quality improvement and compliance with approved standards, policies and protocols related to intensive care nursing, infection prevention and control, human resources, and other related clinical practice guidelines.

4. Effectively procure and manage resources and the environment of care to ensure service continuity.

5. Ensure effective records management including the regular update of Patient Information System (PATIS) and documentation of nursing care plans.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely and quality delivery of service that is in compliance and adherence with midwifery nursing practices, and the legislative framework and agreed scope of nursing practice and plans.

2. Patient records on the Patient Information System (PATIS) are updated regularly and quality reports are provided within the agreed timelines.

3. Professional development of staff, and regular monitoring of staff performance and attendance to enable quality service continuity.
4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceeds expectations

**Person Specification**
In addition to a Bachelor of Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**
1. Supervisory experience with exposures to any maternity or similar work environment
2. Proven experience and comprehensive understanding of the registered nurses & midwives scope of practice, Fiji Nursing Act (2011), Mental Health Decree, HIV Decree and the Nurses Code of Conduct.
3. Has sound knowledge and competence on the Gynaecological issues and Infection Prevention and Control and other related clinical practices.
4. Has broad knowledge and experience on quality improvement systems and their implementations.

**Skills and Abilities**
1. Proven ward management experience and ability to effectively manage a busy maternity department.
2. Demonstrated ability to provide leadership, manage staff performance and work effectively within a team environment to achieve unit goals.
3. Strong organisational skills with ability to meet tight deadlines.
4. Excellent report writing and the ability to communicate effectively.
5. Capacity to utilise computer programs to support the operations of the unit.
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

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</table>

**Position Purpose**
The purpose of the position is to provide overall management and operational leadership of Nursing practice to ensure a safe and effective practice environment that supports the management of patients in the Eye center and ensure quality specialized eye nursing care is provided by practicing within philosophy, standards and policies of the Hospitals.

**Key Responsibilities**
The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements in the following areas:

1. Provide operational leadership and manage eye care nurses and nurses of the NGO (PEI) and act as a resource to advice, educate and support nurses to provide high quality nursing care to all patients as per business plan, policies, and guidelines within the eye care nursing and general nursing scope of practice.

2. Manage the adherence to Regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Legislation (2011), Nursing Guidelines and Nursing Scope of Practice for Nurses (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.

3. Coordinate efficient and effective management of the eye care nurses and nursing workforce in the Eye Center (CWMH/PEI) to ensure that all allocated activities are met and annual performance assessments are carried out.

4. Facilitate the provision and maintenance of all resources and consumables are met to provide nursing care effectively, and report on productivity, quality and customer service matrix.

5. Provide positive and open communication with all clients/families that visit eye center as with other Ministry and external stakeholders.

6. Actively participates and ensures the staffs participation in continuous professional development

7. Ensures effective records management including the Patient Information System (PATIS) and documentation including nursing care plans are updated as per guideline/policy.


9. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

**Key Performance Indicators**
Performance will be measured through the following indicators:

1. Timely and quality delivery of service that is in compliance and adherence with midwifery nursing practices, and the legislative framework and agreed scope of nursing practice and plans.
2. Patient records on the Patient Information System (PATIS) are updated regularly and quality reports are provided within the agreed timelines.
3. Professional development of staff, and regular monitoring of staff performance and attendance to enable quality service continuity.
4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceeds expectations

Person Specification
In addition to a Bachelor of Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Supervisory experience and exposed to any eye or similar work environment
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change

Specific Skills and Abilities
1. Demonstrate the ability to effectively lead in a team environment.
2. Must possess sound analytical, problem solving skills in resource constrained and time remote environment.
3. Demonstrate the ability to instruct, direct, motivate and evaluate staff.
4. Adopt a critical approach to ophthalmic care through reflection on practice.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

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.
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role</th>
<th>Nurse Unit Manager</th>
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</thead>
<tbody>
<tr>
<td>Salary Band</td>
<td>Band H</td>
</tr>
<tr>
<td>Salary Range</td>
<td>$34,760.31 - $44,564.50 per annum</td>
</tr>
<tr>
<td>Location</td>
<td>Children’s Ward, CWM Hospital</td>
</tr>
<tr>
<td>Unit/Division</td>
<td>Paediatric Unit, Nursing Division</td>
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<tr>
<td>Duration</td>
<td>5 years</td>
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<tr>
<td>Reports to</td>
<td>Nursing Manager and Matron Paediatric Unit</td>
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<tr>
<td>Subordinates</td>
<td>NU05, NU06, Training Nurse, Medical student, Ward Assistance, Orderlies, Maids,</td>
</tr>
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</table>

Position Purpose

The purpose of the position is to manage the clinical area and to act as a mentor and preceptor teaching and supervising junior nurses, medical student and training nurses to assist matron Paediatric in the overall management and supervision of Children’s Ward, through proper planning, coordinating, controlling and evaluating of workers activities through the resources provided to them. To ensure the provision of safe, efficient and safe nursing care to all sick children, parent and relatives by implementing quality customer services.

Key Responsibility

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements in the following areas:

1. Manage Human Resource coverage for 24hrs a day.
2. Coach and monitor Sisters and subordinates to maintain professionalism by following the PSC Code of Conduct, Values and Nurses Code of Ethics.
3. Supervise and assess registered nurses and subordinates with their knowledge, skills and abilities to perform quality nursing care in clinical practice through clinical audits.
4. Counselling of Nurses and subordinates on disciplinary issues and refer accordingly.
5. Identify and Evaluate potentials shown by nurses in areas of development for In-Service training, workshop and attachment to special areas or unit.
6. Conduct/attend meetings as schedule and also submitting quarterly report in a timely manner to Matron.

Key performance Indicators

Performance will be measured through the following indicators:

1. Plan and draw up Monthly rosters for unit staff and subordinates ensuring skill mix in providing quality and safe nursing care.
2. Ensure that all staff is working effectively within scope of practice through their Individual Work Plan to provide quality and safe nursing care daily.
3. Ensure that policies, procedures, Guidelines are followed to meet approved standards in providing regular supervision, mentoring and training session through auditing annually.
4. Ensure nursing professionalism is maintained through counselling and disciplinary of subordinates as per issues and incident.
5. Ensure that knowledge, skills and ability attained is disseminated through weekly ward Continuous Nurses Education (CNE) and are carried out effectively on a daily basis.
6. Demonstrate positive communication with subordinates and stakeholders through meetings and regular updates as schedule and also submitting quarterly report in timely manner

**Person Specification**
In addition to a Bachelor of Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**
1. Supervisory experience with exposure at Pediatrics or similar work environment.
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change

**Skills and Abilities**
1. Demonstrate ability to effectively lead within the team
2. Must possess sound analytical and problem solving skill in resource constrained situation.
3. Demonstrate the ability to manage, resolve conflict and motivate staff at different level from different background and experience.
4. Ability to use Microsoft Applications and any Health related computer application
5. Demonstrate the ability to instruct, direct, motivate and evaluate staff.
6. Service oriented approach, with commitment to supporting the operational area of the organization.

**Personal Character and Eligibility**
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Ministry of Health & Medical Services  
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<tr>
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<tr>
<td>Location:</td>
<td>Supervisor West Wing, CWM Hospital</td>
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<tr>
<td>Unit/Division:</td>
<td>Nursing Unit</td>
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<tr>
<td>Duration:</td>
<td>5 years</td>
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<tr>
<td>Reports to:</td>
<td>Deputy Director of Nursing West Wing, CWM Hospital</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Registered nurses, Medical orderlies, trainee nurses, ward assistants and attendant.</td>
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Position Purpose
The purpose of this position is to manage staff and resources of the West Wing of CWM Hospital in the absence of the Unit Manager and the Deputy Director of West Wing, hence, responsible for the operational day to day management of the inpatient beds and patient flow related functions for the hospital to ensure a safe and effective flow of inpatient admission throughout the CWM hospital and aims to balance the access demand.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities/duties. Working with relevant staff and service providers, in accordance with legislative requirements in the following areas:

1. Discussion of bed state with other wing supervisors, Bed Manager and Deputy Director of Nursing West Wing for availability of beds at all wards of the West wing of CWM hospital and organizes transfers accordingly whether internally or other sub divisional hospital.
2. Organizing of the ward roster and monitoring of staffs attendance and deployment of appropriate staff if need be to resolve shortage.
3. Participate in clinical discussion with consultants and family conferences on any client need with further collaboration with other health care services and social workers on specific client need as required after hours.
4. Organize handing over sessions with nurses at all wards and updates all patient categories for continues follow up.
5. Providing follow up and guidance for all nurses for different patient condition and supervise documentation and management of care.
6. Participate in workshops and training as directed by Deputy Director of Nursing for West wing.
7. Ensure that all supplies of resources such as stationeries, surgical, consumables and non-consumables are readily available in the ward at all times.

Key Performance Indicator
Performance will be measured through the following indicators

1. Ensure that all staff is working effectively within the scope of practice to provide high standard of health care services to patients.
2. Ensure that all wards coverage in West wing is maintained in all shifts and ensuring adequate stock of consumables is available.
3. Ensure that the staff attendance and overall report of the Units is reported daily to Deputy Director Nursing of West wing.
4. Coordinate ward conflicts in regards to nurse’s performance and patient care, in the absence of Nurse Unit Manager and Deputy Director of Nursing.

**Person Specification**

In addition to a Bachelor of Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. Supervisory experience with exposure to general nursing working environment.
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change

**Skills and Abilities**

1. Demonstrated ability to effectively lead within a team
2. Must possess sound analytical and problem solving skills in resource constraints
3. Ability to use Microsoft Applications and any Health related computer application
4. Demonstrate the ability to instruct, direct, motivate and evaluate staff.
5. Service oriented approach, with commitment to supporting the operational area of the organization

**Personal Character and Eligibility**

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<tr>
<td>Location:</td>
<td>New Surgical Ward, CWM Hospital</td>
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<tr>
<td>Unit/Division:</td>
<td>Nursing Unit</td>
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<td>Duration:</td>
<td>5 years</td>
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<tr>
<td>Reports to:</td>
<td>Deputy Director of Nursing West Wing, CWM Hospital</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Team Leader, Registered Nurses, trainee nurses, ward assistants and attendant.</td>
</tr>
</tbody>
</table>

Position Purpose
The purpose of this position is to provide overall management and clinical supervision by developing day-to-day management and long-term planning for patient care. The position also directs and develops staff knowledge in collaborating with physicians and multidisciplinary professional staffs in providing physical and psychological support for patients and their respective and families.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities/duties. Working with relevant staff and service providers, in accordance with legislative requirements in the following areas:
1. Provide overall clinical leadership and effectively manage Nursing staff in NSW so as to ensure that high quality nursing care is provided in accordance with existing policies, guidelines, protocols and that it is within the endorsed scope of practice.
2. Coordinate the efficient and effective management of the ward in terms of staffing and resources ensuring that deliverables are met as reflected in the unit’s business plan.
3. Facilitate the provision and maintenance of all resources and consumables to enhance clinical practice and also updates record accordingly.
4. Maintain a safe and clean environment for staff, patients and visitors by ensuring compliance to healthcare legislations, infection prevention control (IPC) policies, OHS guidelines, waste management protocols and incident reporting.
5. Management of patients records through PATIS and maintains documentations of patient care services by auditing patient and department records.
6. Maintains patient confidence and protects operations by monitoring confidential information processing.
7. Ensures operation of bio-medical equipment by verifying availability; completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories and evaluating new equipment as per unit’s need.
8. Actively contribute to CWMH’s and/or MOHMS’s requirements including planning, budgeting and other corporate activities.

Key Performance Indicator
Performance will be measured through the following indicators:
1. All Registered Nurses in NSW are practicing effectively within the scope of practice to provide high standard of care to surgical patients.
2. Shifts are sufficiently covered, leaves/absenteeism are well controlled and staff turnover is less with high job satisfaction.

3. Patients and their respective families are satisfied with the level of care given

4. Equipment are checked on regular basis and recommended changes to be made to relevant authorities when the need arises for repair or replacement.

5. Patient record on PATIS are updated regularly and quality reports are generated and provided within the agreed timelines.

6. Continuity of professional development for staff, regular monitoring of performance and attendance to enable quality service delivery.

7. Contributions to corporate requirements met.

**Person Specification**

In addition to a Bachelor of Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. Supervisory experience with exposure to surgical or similar work environment
2. Working knowledge of curative, therapeutic, management and rehabilitative of patients and how this functions is achieved through the nursing activities.
3. Broad knowledge and experience on quality improvement systems and their implementation
4. Understand the applicable legislation or policies/procedures with regards to the Nursing Act (2011), other Ministry of Health and Medical Services polices, the Constitution of Fiji and other applicable employment legislations and acts.

**Skills and Abilities**

1. Proven ability to effectively manage a unit
2. Demonstrated the ability to work in a multidisciplinary team, providing good leadership and team work to achieve set goals.
3. Ability to communicate effectively with an excellent report writing skills.
4. Capacity to utilize computer programs to support the operations of the unit.
5. Service oriented approach with the commitment to support the corporate environment of the organization.

**Personal Character**

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<tr>
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</tr>
<tr>
<td>Location:</td>
<td>Women’s Medical Ward, CWM Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing Unit</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Deputy Director Nursing - West wing</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Team Leaders, Registered Nurses, Allied workers, Medical nursing interns, Nursing students</td>
</tr>
</tbody>
</table>

Position Purpose
The purpose of the position is to identify, implement and promote the vision and mission of the Ministry of Health and clinical services in providing quality patients care services derived from the Nursing Business Plan and Individual Work Plan. To manage, control and coordinate the functional nursing duties i.e. the resources in the ward for the deliverance of the quality nursing care to the patients.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities/duties. Working with relevant staff and service providers, in accordance with legislative requirements in the following areas:
1. Supervision and monitoring attendance of team leaders, registered nurses and other allied workers.
2. Accountable for managing of ward inventory stocks and safe working environment for the staffs and patients in the ward.
3. Submit names of registered nurses for workshops to Deputy Director of Nursing – West Wing.
4. Collate and provide quarterly and annual reports of the ward.
5. Ensure that the ward has a training plan in place.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Monthly monitoring and evaluating of registered nurses attendance and punctuality in the daily attendance book.
2. Assess annual performance and provide clinical audits, hence to ensure the safety of nurses, patients and relatives by supervising health housekeeping at ward levels.
3. Ensure of the availability of updated stock, consumables documenting of inventories monthly.
4. Collate and provides monthly, quarterly and annual reports to analyse patients data to determine trends and future forecast of budgeting ward inventory and operational costs at ward level.

Person Specification
In addition to a Bachelor of Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Supervisory experience with exposures to general or similar nursing environment
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change

Skills and Abilities
1. Demonstrated ability to effectively work and lead within a team environment
2. Must possess sound analytical and problem solving skills in resource-constrained environment.
3. Ability to use Microsoft Applications and any Health related computer application
4. Demonstrate the ability to instruct, direct, motivate and evaluate staff.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

Personal Character and Eligibility
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<tr>
<td>Salary range:</td>
<td>$34,760.31 - $44,564.50 per annum</td>
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<tr>
<td>Location:</td>
<td>Sukuna Ward, CWM Hospital</td>
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<td>Unit/Division:</td>
<td>Nursing Unit</td>
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<td>Duration:</td>
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<tr>
<td>Reports to:</td>
<td>Deputy Director Nursing - West Wing, CWM Hospital</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Registered nurses, Medical orderlies, and Ward assistants, attendant.</td>
</tr>
</tbody>
</table>

Position Purpose

The purpose of the position is to direct, organize and supervise the work of the nursing staff, medical orderlies and ward assistant that works under my care. Also we coordinate nursing efforts to ensure that effective nursing care is being provided and that quality standards are met.

Key Responsibility

The position will achieve its purpose through the following key responsibilities/duties. Working with relevant staff and service providers, in accordance with legislative requirements in the following areas:

1. Manage and provide clinical supervision for registered nurses, medical orderlies and ward assistants, to provide quality care to patients admitted in the unit.
2. Provide nursing/clinical leadership and guidance to ensure health services are delivered as per approved plans, polices, guidelines, decrees and that staff work within their scope of practice and meeting nursing standards/ competencies.
3. Provide family conference with patient (admitted in stress ward), patients close relatives and social worker.
4. Provide work schedules, delegate assign tasks and evaluate staff performance as well as counselling those staff that don’t provide inadequate patient care.
5. Ensure that the ward is well stock with resources required (medications, consumables).
6. Ensure that all high risk cases admitted in stress management ward are well monitored by nurses and medical orderlies as per protocol.

Key Performance Indicator

Performance will be measured through the following indicators:

1. Ensure that all staff are working effectively within the scope of practice to provide high standard of health care services to patients and carers. (including develop and review IWPs, provide APA, develop suitable and appropriate monthly rosters, ensure staff provide evidence of re-license, occupational therapy schedules, mentor and support staff with regular meeting.
2. Ensure updated stock take and consumables are completed on weekly basis and ordering of drugs on daily basis (any damage equipment to be sent to biomedical for repair).
3. Provide regular supervision, mentoring and training session with staff, to ensure that policies, procedures, guidelines, and decree are followed to meet approved standard. (also ensure staff are aware of training opportunities and CPD requirements).
4. Demonstrate positive communication in all interactions with staff, patients (especially stress ward patients) and stakeholders and provide regular updates to Psychiatric team on daily basis/quarterly.
5. Ensure that data’s are collected at time of service (accurately) and is reported monthly.
Person Specification
In addition to a Bachelor of Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Supervisory experience and exposure at the medical, stress wards or similar work environment
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.

Skills and Abilities
1. Demonstrated ability to effectively work within a team
2. Must possess sound analytical and problem solving skills in resource constraints
3. Ability to use Microsoft Applications and any Health related computer application
4. Demonstrate the ability to instruct, direct, motivate and evaluate staff.
5. Service oriented approach, with commitment to supporting the operational area of the organization.

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Position Purpose
The purpose of this position is to promote efficiency in the leadership, supervision and evaluation of the nursing standard through monitoring of nursing standard, identify, plan, organize, manage and provide sound leadership to the nursing staff, student nurses, and ward assistant, to deliver quality care of patients and to coordinate the functional activities of the nursing duties in the daily management operation of the unit. To manage and control the resources in the unit for the provision of safe, efficient and effective quality care to our surgical patients.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities/duties. Working with relevant staff and service providers, in accordance with legislative requirements in the following areas:

1. Manage, supervise and organize the daily operational activities of the operating theatre staffs (including: planning on nurses leaves entitlements accordingly to ensure consistency of unit coverage)
2. Ensure that resources requirements (equipment, drugs, and consumables) are met to provide surgical health services effectively.
3. Provide nursing/clinical leadership and guidance to ensure surgical health services are delivered as per approved plans, policies, guidelines, and that staffs work within their scope of practice and meeting nursing standards/competencies.
4. Maintain continuous improvement by collecting and providing data and other reports to monitor the surgical health service progress.
5. Provide counselling session unit meetings to improve quality services and capacity building.

Key Performance Indicators
Performance will be measured through the following indicators

1. Ensure that all staffs are working effectively within scope of practice to provide surgical services to those who needs it. (including: develop and review IWPs, provide APA, develop suitable and appropriate monthly rosters, ensure that staffs provide evidence of annual re-licence, allocate and
draft visiting team attachments and outreach schedules, mentor and support staffs with regular
meetings.
2. Ensure updated stocktake, ordering of drugs and consumables are timely and are completed monthly,
also that all equipment is checked daily (any damaged equipment tested and sent for repair).
3. Provide regular supervision, mentoring and training sessions with staff to ensure that policies,
 procedures, and guidelines are followed to meet approved standards (also ensure staff are aware of
 training opportunities and CPD requirements).
4. Collate Monthly, Quarterly and Annual Reports. Analyse patients’ Data to determine trends and
 future forecast of budgeting unit inventory and the operational cost at unit level
5. Ensure counselling of unit staffs are properly carried out, and unit meetings are done on a monthly
 base to improve quality surgical health service.

**Person Specification**
In addition to a Bachelor of Nursing (or equivalent) with a valid registration and practicing license with
the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required
to successfully undertake this role:

**Knowledge and Experience**
1. Supervisory experience and exposure to an Operating theatre or similar work environment
2. Proven experience and comprehensive understanding of the operating theatre protocols and procedures
and registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has sound knowledge and competence on the Mega code or basic life support training, acute Medical
and Surgical nursing experience.
4. Has broad knowledge on quality improvement systems and experience in the implementation of new
 systems and introduction of significant change.

**Skills and Abilities**
1. Demonstrated the abilities to lead supervise and manage the staff in the administration and human
resource functions of the unit.
2. Demonstrate quality communication skill on addressing issues, conflict managements/resolution and
motivating staff at different levels from different background
3. Ability to utilize computer programs in generating reports, correspondence, updating records
4. Has the ability to teach, train, mentor the subordinates on any new policies, guidelines and support the
continuous professional development of nurses.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of
the organization

**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
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<tr>
<td>Unit/Division:</td>
<td>Nursing Unit</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Reports To:</td>
<td>East Wing Deputy Director of Nursing</td>
</tr>
<tr>
<td>Liaises with:</td>
<td>Consultants, Registrars, NUMs of the Hospital, GPs</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Registered Nurses, student nurses &amp; Ward Assistants</td>
</tr>
</tbody>
</table>

Position Purpose
The purpose of the position is to provide overall management and clinical supervision of nursing practice (special outpatient) to ensure a safe and effective environment for the delivery of optimal quality nursing care, in accordance with the standard, scope of nursing practice and national nursing standards.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Provide clinical leadership and manage nurses of the SOPD and act as a resource to advice, educate and support nurses to provide high quality nursing care to all patients as per business plan, policies, and guidelines within the nursing scope of practice.
2. Manage the adherence to Regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Legislation (2011), Nursing Guidelines and Nursing Scope of Practice for Nurses (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.
3. Effectively manage resources and the environment of care and ensure provision of safe, efficient and effective special outpatient services.
4. Ensures effective records management including the Patient Information System (PATIS) and management of patient’s folder.
5. Coordinate efficient and effective management of the unit and nursing workforce coverage to ensure that all allocated activities are achieved and annual performance assessments are carried out.
7. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

Key Performance Indicators
Performance will be measured through the following indicators:

1. Maintain compliance and adherence to legislative framework, agreed scope of practice and timeframes of the nursing service deliverables and plans.
2. Manage and maintain an effective and efficient record on the Patient Information System (PATIS) and quality quarterly annual reports are provided, and outcomes are actioned in a timely and effective manner.
3. Effective and timely management, professional development, and regular monitoring of staff performance and expected outcomes, and attendance to enable business continuity, and delivery of quality services.
4. Efficient and timely management of resources, budgetary allocations, and assets that support meeting hospital work plans, department objectives and budget restraints.

**Person Specification**

In addition to a Bachelor of Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience (essential)**
1. Supervisory experience and exposure to any SOPD or similar work environment
2. Proven experience and comprehensive understanding of the operating theatre protocols and procedures and registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.

**Skills and Abilities**
1. Ability to lead in a multidisciplinary team environment
2. Capacity to utilise computer programs to support the operations of complex organisation;
3. Possess strong customer service skills with good command of spoken and written communication skills
4. Has the ability to teach, train, mentor the subordinates on any new policies, guidelines and support the continuous professional development of nurses.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

**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.
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Nurse Unit Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band H</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$34,760.31 - $44,564.50 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Coronary Care Unit and CATH LAB, CWM Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>East Wing Deputy Director of Nursing</td>
</tr>
<tr>
<td>Liaises with</td>
<td>Cardiologist, Physicians, NUMs, DDON</td>
</tr>
<tr>
<td>Subordinates</td>
<td>Team Leader, Registered Nurses &amp; Ward Assistants</td>
</tr>
</tbody>
</table>

Position Purpose
The purpose of the position is to provide overall management and clinical supervision of Nursing Practice to ensure a safe and effective practice environment that supports the management of patient flow through the Coronary Care and CATH LAB units.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Collaboratively works with visiting teams in providing specialized coronary nursing service in conformity to the Scope of Practice, the Fiji Nursing standards, Fiji Nursing Policies, National & institutional policies & guidelines and clinical procedural guidelines.
2. Provides clinical leadership and guidance in the management of the Coronary Care Unit and acts as a resource to advise, educate and support those involved in the care of the patient.
3. Effectively procure and manage resources and the environment of care and augments safe, efficient provision of quality care.
4. Ensures effective records management including the Patient Information System (PATIS) and documentation including nursing care plans are updated as per guideline/policy.
5. Coordinate efficient and effective management of the ward and nursing workforce to ensure that all allocated activities are achieved and annual performance assessments are carried out.
7. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

Key Performance Indicators
Performance will be measured through the following indicators:

1. Maintain compliance and adherence to professional coronary nursing practices, compliant with the legislative framework and agreed scope and timeframes of the nursing service deliverables and plans.
2. Manage and maintain an effective and efficient records on the Patient Information System (PATIS) and quality quarterly annual reports are provided, and outcomes are actioned in a timely and effective manner.
3. Effective and timely management, professional development, and regular monitoring of staff performance and expected outcomes, and attendance to enable business continuity, and delivery of quality services.
4. Efficient and timely management of resources, budgetary allocations, and assets that support meeting hospital work plans, department objectives and budget restraints; including ongoing contribution to coronary nursing care sustainability.

**Person Specification**

In addition to a Bachelor of Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. Supervisory experience and exposures at any Coronary Care Unit and Cath Lab or similar working environment.
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.

**Skills and Abilities**

1. Demonstrated ability to provide leadership and work effectively within a team environment
2. Must possess sound analytical and problem solving skills in resource constraints
3. Must have good communication skills and possess a good command of spoken and written English
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with a commitment to supporting the operational and 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.

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Ministry of Health & Medical Services
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Supervisor Higher Grade Hospital Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$28,605.45 - $38,140.60 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Colonial War Memorial Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Hospital Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Hospital Administrator</td>
</tr>
</tbody>
</table>

Position Purpose
The Supervisor Higher Grade Hospital Services position supervises the priority planning, implementation and monitoring of staff in carrying out required tasks on maintenance, repair and servicing of equipment’s and related hospital services functions and projects of the CWM Hospital.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Manage the operational implementation of the facility maintenance plan of the hospital in coordination with key stakeholders and Unit work programs.
2. Planning and scheduling of work to ensure proper distribution of assignments, equipment and staff individual implementation and performance duties.
3. Ensure timeline for projects/repairs are met through timely procurement process and addressing of the projects.
4. Consult/inspect maintenance requirement in the Hospitals, estimate time, material and related costing’s for assigned work to facilitate task.
5. Implementation of preventative maintenance programs on mechanical and medical equipment
6. (Generators, Autoclaves, Compressors, Suction Pumps, etc)
7. Provide reports to management on projects and small works.
8. Manage staff performance and administer Unit deliverables.

Key Performance Indicator
1. To organize and conduct daily meetings with leading hands to monitor repair works progress with leading hands.
2. Providing updates to be recorded on whiteboard against the listed job sheet request listed.
3. Organize, implementation and monitor daily ward rounds maintenance and monitor and assist wherever required.
4. Carry out daily meetings with leading hands to discuss the progress and provide updates of repair work carried out
Person Specification
In addition to a Diploma in Mechanical Engineering and or trade certificate in Electrical and Building/ Structural or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Supervisor Higher Grade – Hospital Services.

Knowledge and Experience
1. Experience and knowledge in Planning, Instructing, Implementing and Monitoring, Installation, Maintenance and repair of Mechanical, Electrical Equipment and apparatus.
2. Understand plumbing and building structure and principles
3. Experience of at least five [5] years in a Supervisory or Leadership role.

Skills and Abilities
1. Ability to interpret Engineering drawings, computer literate and understand steam work principle.
2. Effective oral and written communication skills.
3. Ability to identify and utilise resources effectively and responsibly.
4. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
5. Good organisation skills.
6. Ability to work in multiple functional areas.

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.
Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Supervisor Higher Grade Hospital Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$28,605.45 - $38,140.60 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Lautoka Hospital – 2 posts</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Hospital Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Hospital Administrator</td>
</tr>
</tbody>
</table>

Position Purpose
The Supervisor Higher Grade Hospital Services position supervises the priority planning, implementation and monitoring of staff in carrying out required tasks on maintenance, repair and servicing of equipment’s and related hospital services functions and projects of the Lautoka Hospital.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Manage the operational implementation of the facility maintenance plan of the hospital in coordination with key stakeholders and Unit work programs.
2. Planning and scheduling of work to ensure proper distribution of assignments, equipment and staff individual implementation and performance duties.
3. Ensure timeline for projects/repairs are met through timely procurement process and addressing of the projects.
4. Consult/inspect maintenance requirement in the Hospitals, estimate time, material and related costing’s for assigned work to facilitate task.
5. Implementation of preventative maintenance programs on mechanical and medical equipment (Generators, Autoclaves, Compressors, Suction Pumps, etc.)
6. Provide reports to management on projects and small works.
7. Manage staff performance and administer Unit deliverables.

Key Performance Indicator

1. To organize and conduct daily meetings with leading hands to monitor repair works progress with leading hands.
2. Providing updates to be recorded on whiteboard against the listed job sheet request listed.
3. Organize, implementation and monitor daily ward rounds maintenance and monitor and assist wherever required.
4. Carry out daily meetings with leading hands to discuss the progress and provide updates of repair work carried out

Person Specification
In addition to a Diploma in Mechanical Engineering and or trade certificate in Electrical and Building/Structural or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Supervisor Higher Grade – Hospital Services.
Knowledge and Experience
1. Experience and knowledge in Planning, Instructing, Implementing and Monitoring, Installation, Maintenance and repair of Mechanical, Electrical Equipment and apparatus.
2. Understand plumbing and building structure and principles
3. Experience of at least five [5] years in a Supervisory or Leadership role.

Skills and Abilities
1. Ability to interpret Engineering drawings, computer literate and understand steam work principle.
2. Effective oral and written communication skills.
3. Ability to identify and utilise resources effectively and responsibly.
4. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
5. Good organisation skills.
6. Ability to work in multiple functional areas.

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.

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Ministry of Health & Medical Services
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Assistant Statistician - Hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band E</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$19,041.75 - $24,412.50 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Head Quarters</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Health Information Unit</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Senior Statistician</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Statistical Officer (Hospital) &amp; Statistical Officer (Mortality), Statistical Officer (NCD)</td>
</tr>
</tbody>
</table>

Position Purpose
The Assistant Statistician (Hospital) administers the day to day management of morbidity, mortality and NCD data collection systems. The Assistant Statistician (Hospital) directly reports to the Statistician and provide leadership and mentoring to subordinates. Provision of training on Health Information System (HIS) is the key role of this position.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Supervise and monitor the compliance, quality and timeliness of Hospital, Mortality and NCD data collection systems and strengthen data quality
2. Follow up on default medical areas on the late submission
3. Assist in delivering training on the relevant data collection system to subordinates, divisions and nationally and on coding not limited to ICD 0, ICD 10 and ICD 10AM
4. Assist coding of all manual discharge data using the appropriate classification system
5. Compile and provide reliable and comprehensive health information, statistics and key reports to health personnel in a timely manner.
6. Assist the Statistician, Senior Statistician, National Health Information Officer, Head of Research, Innovation, Data Analysis and Management division in communication with the respective HODs and health facilities.
7. Assist in the co-ordination of quality assurance program for the Medical Record Department with appropriate stakeholders.
8. Assist the review of policies and procedures affecting the collection of patient information and Medical Records Services.
9. Assisting staffs in conducting Supervisory visits to all health facilities and assist in providing appropriate reports.
10. Provide mentorship to all subordinates and peers ensuring a sustainable and well -functioning health information unit.
11. Undertake any required activities to ensure that evidence based decision making is supported in the Ministry of Health and Medical Services.

Key Performance Indicators
Performance will be measured through the following indicators

1. Effective and timely assessment of all data collected and analyzed at the Health Information Unit
2. To monitor and evaluate morbidity & mortality coding and cause of death training conducted in relation to HIU policies
3. Ensure timely management of operational standards to strengthen high quality Health Information system services is provided.
4. Ensuring improvements in quality assurance and timely access to health information
5. Effective and timely submission of weekly, monthly, quarterly and annual reports within agreed timeframes to Supervisors

**Person Specification**
In addition to having a recognized undergraduate qualification in either Population Studies or Health Information Systems or Statistics from university/tertiary level or equivalent relevant to the Health Information Unit, the incumbent must also have the following: Knowledge, Experience, Skills and Abilities:

**Knowledge and Experience**
1. Able to analyse, interpret and present reports
2. Sound knowledge of Medical Records management, Medical Terminology and Information Technology System (not limited to PATISplus, IRIS, CMRIS, ACBA, ICD-10AM, ICD 10,)
3. Understanding the relevant legislation and authorities governing Health and Health Information Systems.
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji
5. At least 3-5 years experiences in a similar field

**Skills and Abilities**
1. Capacity to utilise computer programs to support the operation of the morbidity, mortality and NCD information systems
2. Capacity to classify diseases using the required classification criteria (not limited to ICD 0, ICD 10 and ICD 10AM)
3. Demonstrated organizational skills to assist senior staff and co-ordinate subordinates to meet tight deadlines
4. Demonstrated ability to work cooperatively and effectively within a team environment
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
6. Demonstrated ability to communicate with Medical Professionals in order to ascertain information and reporting needs
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
8. Effective training development, delivery and evaluation skills.

**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.

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Position Purpose
The Statistician administers operational functionality of the Health Information Unit. The position is responsible for data management and analysis under the HIU logical functions structure. Provision of training on Health Information System (HIS) is the key role of this position.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:
1. Initiate, supervise and monitor operational standards relating to health information systems, including instigating mechanisms to strengthen data quality.
2. Facilitate, supervise and monitor mortality and morbidity coding in the health information system.
3. Co-ordinate and monitor quality assurance for all data in the health domain including the bulletins and other operational documents.
4. Assist in the planning, facilitation, documentation and operationalization of audits in the health information arena.
5. Timely and effective facilitation of training and training mentorship for subordinates. This may include conducting training occasionally.
6. Provide training on relevant data collection system to Subdivisions, Divisions and National
7. Maintains effective communication with supervisors and stakeholders.
8. Provision of reports to respective supervisors and stakeholders.
9. Assist the Senior Statistician and NHIO in conducting Supervisory visits to all health facilities and assist in providing appropriate reports
10. Contribute to the development and review of the supervisory visit and audit tools.
11. Assist in the review governance documents in the Health Information Unit or pertaining to health information systems.
12. Undertake any required activities to ensure that evidence based decision making is supported in the Ministry of Health and Medical Services.

Key Performance Indicators
Performance will be measured through the following indicators
1. Effective and timely assessment of all data collected and analyzed at the Health Information Unit
2. To monitor and evaluate morbidity & mortality coding and cause of death training conducted in relation to Health Information Unit policies
3. Ensure timely management of operational standards to strengthen high quality Health Information system services is provided.
4. Ensuring improvements in quality assurance and timely access to health information
5. Effective and timely submission of weekly, monthly, quarterly and annual reports within agreed timeframes to Supervisors

**Person Specification**
In addition to having a recognized undergraduate qualification in either Population Studies or Health Information Systems or Statistics from university/tertiary level or equivalent relevant to the Health Information Unit, the incumbent must also have the following: Knowledge, Experience, Skills and Abilities:

**Knowledge and Experience**
1. Able to analyse, interpret and present reports
2. Sound knowledge of Medical Records management, Medical Terminology and Information Technology System (not limited to PATISplus, IRIS, CMRIS, ACBA, ICD-10AM, ICD 10)
3. Sound knowledge of ICD 10 and ICD 10 AM
4. Experience in quality assurance and conducting health information audits
5. Experience in monitoring and evaluation in the health information sector
6. Understanding the relevant legislation and authorities governing Health and Health Information Systems.
7. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji
8. At least 3-5 years experiences in a similar field

**Skills and Abilities**
1. Capacity to utilise information systems to support functionality of the Health Information Unit
2. Demonstrated organizational skills to assist senior staff and co-ordinate subordinates to meet tight deadlines
3. Demonstrated ability to work cooperatively and effectively within a team environment
4. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
5. Demonstrated ability to communicate with individuals and teams in order to ascertain information and reporting needs
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
7. Demonstrated ability in research and analysis.
8. Demonstrated ability to create knowledge and information sharing conditions, to identify critical areas and develop methods for the management, sharing and preservation of knowledge in these areas and to encourage staff to participate in cross-training and knowledge-sharing activities.
9. Effective training development, delivery and evaluation skills.

**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.

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Ministry of Health & Medical Services

Role Description

<table>
<thead>
<tr>
<th>Role:</th>
<th>Stores Officer – Free Medicine Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band E</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$19,041.75 - $24,412.50 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Fiji Pharmaceutical &amp; Biomedical Services</td>
</tr>
<tr>
<td>Unit/Distribution:</td>
<td>Stores Division</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Principal Pharmacist, Free Medicine Program</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Packer, Free Medicine (9)</td>
</tr>
</tbody>
</table>

Position Purpose
The position provides better accessibility of Free Medicine Program medications to patients registered for the program.

Key Responsibilities
The position will achieve its purpose through the following:
1. Ensures the picking, packing and delivery of free medicine drugs to retailers and government health facilities are done in a professional and efficient manner.
2. Regular visitations to pharmacies both private and public sector to ensure availability of medications at all times.
3. Assists in periodical stock take of drugs on the shelves with retailers and at the warehouse.
4. Ensures timely collection of dispensing forms from the retailers for fee reimbursement purposes.
5. Assists in the distribution of the Free Medicine Program Application forms on an as and when required basis.
6. Compilation and submission of monthly Free Medicine Program reports to Principal Pharmacist, Free Medicine Program.

Key Performance Indicators
1. Percentage Accuracy of items packed for a given facility at a given point in time
2. The number of orders processed for various health facilities per month
3. The number of orders delivered to the facilities per month
4. Number of audits undertaken for Retail Pharmacies per month
5. Active participation in the corporate activities of the Ministry as and when required.

Person Specification
In addition to an appropriate qualification (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience
1. At least three (3) years’ experience in warehousing settings
2. Proficient knowledge of warehouse and warehouse management.

Skills and Abilities
1. Demonstrate ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
2. Demonstrate ability to work effectively within a team.
3. Effective communication skills and the ability to tactfully deal with clients.
4. Demonstrate computer literacy skills.
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.

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