

**NEWLY ADVERTISED MEDICAL OFFICER POSITION - FIJI**  
**SUN 12 SEPTEMBER 2020**

**MOHMSP 16/2020**



**MINISTRY OF HEALTH & MEDICAL SERVICES**

**ROLE DESCRIPTION**

**Particulars of the position**

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

**Overview of the Unit**

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

**The Position**

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

**Key Duties**

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

1. Implement activities of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship. For Sub Divisional Medical Officers, also provide leadership and Management in the sub division to implement the planned activities.

2. Undertake clinical responsibilities in the hospital or public health programs and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Participate in peer reviews and implement the monitoring and evaluation of unit activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & some medico-legal assessments under the guidance and directive of the HOD. Implement public health programs at operation level in the subdivision.
5. Identifying and minimising risk at a systematic level through effective communication and management skills to contribute to improve clinical governance.
6. Undertake education, teaching and research activities to train and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

### **The Person**

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

#### **Knowledge and Experience**

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

#### **Skills and Abilities**

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

**Selection Criteria**

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

**Personal Character and Eligibility**

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

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

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