

A range of exciting opportunity is now available for you to join the Ministry of Health and Medical services. The core function of the Ministry of Health & Medical Services is to provide high quality healthcare through capable governance and systems to the people of Fiji. The Ministry is committed to improve primary, secondary and tertiary healthcare.

Applicants for employment in the Ministry of Health & Medical Services must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical report and police clearance as a condition of employment.

Ministry of Health & Medical Services is an Equal Employment Opportunity Employer.

We invite applications from suitably qualified individuals for the following positions:

Vacancy No.	POSITIONS	SALARY RANGE
<b>MOHMS 250/2018</b>	Executive Officer, Sigatoka Hospital [WHS] [Re-advertised]	\$19,041.75 - \$24,412.50
<b>MOHMS 251/2018</b>	Laboratory Technical Officer, CWM Hospital [3 Posts]	\$19,041.75 - \$24,412.50
<b>MOHMS 252/2018</b>	Laboratory Technical Officer, Labasa Hospital	\$19,041.75 - \$24,412.50
<b>MOHMS 253/2018</b>	Laboratory Technical Officer, Lautoka Hospital	\$19,041.75 - \$24,412.50
<b>MOHMS 254/2018</b>	Typist – Tamavua Twomey	\$12,081.69 - \$15,489.35

<b>255/2018</b>	Typist Virus Lab	\$12,081.69 - \$15,489.35
<b>256/2018</b>	Dietician – Diabetic Hub	\$19,041.75 - \$24,412.50
<b>257/2018</b>	National Coordinator Community Health Worker - HQ	\$19,041.75 - \$24,412.50
<b>258/2018</b>	Medical Imaging Technologist I - CWM Hospital ( 2 Post)	\$22,528.74 - \$28,883.00
<b>259/2018</b>	Supervisor MIT Labasa Hospital	\$43,296.63 - \$55, 508.50
<b>260/2018</b>	High Grade MIT CT/Angio - CWMH Hospital	\$34,760.31 - \$44,564.50
<b>261/2018</b>	High Grade MIT Specials CWMH Hospital	\$34,760.31 - \$44,564.50
<b>262/2018</b>	High Grade MIT Nausori Hospital	\$34,760.31 - \$44,564.50
<b>263/2018</b>	High Grade MIT General Lautoka Hospital	\$34,760.31 - \$44,564.50
<b>264/2018</b>	High Grade MIT CT Scan Lautoka Hospital	\$34,760.31 - \$44,564.50
<b>265/2018</b>	High Grade MIT Ba Mission	\$34,760.31 - \$44,564.50
<b>266/2018</b>	High Grade MIT Nadi Hospital	\$34,760.31 - \$44,564.50
<b>267/2018</b>	Nurse Unit Manager – ICU (CWM Hospital)	\$34,760.31 - \$44,564.50
<b>268/2018</b>	Nurse Unit Manager – AMW (CWM Hospital)	\$34,760.31 - \$44,564.50
<b>269/2018</b>	Nurse Unit Manager – Emergency Department (CWM Hospital)	\$34,760.31 - \$44,564.50
<b>270/2018</b>	Nurse Unit Manager – Supervisor Maternity (2 Posts) (CWM Hospital)	\$34,760.31 - \$44,564.50
<b>271/2018</b>	Nurse Unit Manager - Birthing Unit (CWM Hospital)	\$34,760.31 - \$44,564.50
<b>272/2018</b>	Nurse Unit Manager - Labour Ward (CWM Hospital).	\$34,760.31 - \$44,564.50
<b>273/2018</b>	Nurse Unit Manager – Midwifery Clinical Nurse Educator (CWM Hospital)	\$34,760.31 - \$44,564.50
<b>274/2018</b>	Nurse Unit Manager – Children’s Ward (CWM Hospital)	\$34,760.31 - \$44,564.50
<b>275/2018</b>	Nurse Unit Manager – NICU	\$34,760.31 - \$44,564.50

	(CWM Hospital)	
<b>276/2018</b>	Nurse Unit Manager –Pediatric Supervisor (CWM Hospital)	\$34,760.31 - \$44,564.50
<b>277/2018</b>	Nurse Unit Manager – children’s Outpatient Department (CWM Hospital)	\$34,760.31 - \$44,564.50
<b>278/2018</b>	Nurse Unit Manager – New Surgical Ward (CWM Hospital)	\$34,760.31 - \$44,564.50
<b>279/2018</b>	Nurse Unit Manager – Paying Ward (CWM Hospital)	\$34,760.31 - \$44,564.50
<b>280/2018</b>	Nurse Unit Manager – Men’s Medical Ward (CWM Hospital)	\$34,760.31 - \$44,564.50
<b>281/2018</b>	Nurse Unit Manager –Supervisor West Wing (CWM Hospital)	\$34,760.31 - \$44,564.50
<b>282/2018</b>	Team Leader – Operation Theatre Labasa Hospital	\$28,605.45 - \$38,140.60
<b>283/2018</b>	Midwife – Levuka Hospital (4 Posts)	\$28,605.45 - \$38,140.60
<b>284/2018</b>	Midwife – Rotuma Hospital	\$28,605.45 - \$38,140.60
<b>285/2018</b>	Midwife – Vunisea Hospital ( 3 Posts)	\$28,605.45 - \$38,140.60
<b>286/2018</b>	Midwife – Lakeba Hospital (3 Posts)	\$28,605.45 - \$38,140.60
<b>287/2018</b>	Midwife – Lakeba Health Centre	\$28,605.45 - \$38,140.60
<b>288/2018</b>	Midwife – Moala Health Centre (2 Posts)	\$28,605.45 - \$38,140.60
<b>289/2018</b>	Midwife – Totoya Nursing Station	\$28,605.45 - \$38,140.60
<b>290/2018</b>	Midwife – Lomaloma Hospital (2 Posts)	\$28,605.45 - \$38,140.60
<b>291/2018</b>	Midwife – Cicia Health Centre	\$28,605.45 - \$38,140.60
<b>292/2018</b>	Midwife – Labasa Hospital (21 Posts)	\$28,605.45 - \$38,140.60
<b>293/2018</b>	Midwife – Lautoka Hospital (19 Posts)	\$28,605.45 - \$38,140.60
<b>294/2018</b>	Midwife – CWM Hospital (37 Posts)	\$28,605.45 - \$38,140.60
<b>295/2018</b>	Midwife – CWM/Makoi Hospital (5 Posts)	\$28,605.45 - \$38,140.60

<b>296/2018</b>	Midwife – Nabouwalu Hospital (3 Posts)	\$28,605.45 - \$38,140.60
<b>297/2018</b>	Midwife – Taveuni Hospital (6 Posts)	\$28,605.45 - \$38,140.60
<b>298/2018</b>	Midwife – Savusavu Hospital (5 Posts)	\$28,605.45 - \$38,140.60
<b>299/2018</b>	Midwife – Korotasere Health Centre	\$28,605.45 - \$38,140.60
<b>300/2018</b>	Midwife – Rabi Health Centre	\$28,605.45 - \$38,140.60
<b>301/2018</b>	Midwife – Tukavesi Health Centre	\$28,605.45 - \$38,140.60
<b>302/2018</b>	Midwife – Nasea Health Centre	\$28,605.45 - \$38,140.60
<b>303/2018</b>	Midwife – Seaqaqa Health Centre	\$28,605.45 - \$38,140.60
<b>304/2018</b>	Midwife – Wainikoro Health Centre	\$28,605.45 - \$38,140.60
<b>305/2018</b>	Midwife – Sigatoka Hospital (9 Posts)	\$28,605.45 - \$38,140.60
<b>306/2018</b>	Midwife – Nadi Hospital (10 Posts)	\$28,605.45 - \$38,140.60
<b>307/2018</b>	Midwife – Ba Hospital (8 Posts)	\$28,605.45 - \$38,140.60
<b>308/2018</b>	Midwife – Tavua Hospital (3 Posts)	\$28,605.45 - \$38,140.60
<b>309/2018</b>	Midwife – Rakiraki Hospital (4 Posts)	\$28,605.45 - \$38,140.60
<b>310/2018</b>	Midwife – Ra Maternity Unit	\$28,605.45 - \$38,140.60
<b>311/2018</b>	Midwife – Korovou Hospital (4 Posts)	\$28,605.45 - \$38,140.60
<b>312/2018</b>	Midwife – Nausori Maternity Unit (15 Posts)	\$28,605.45 - \$38,140.60
<b>313/2018</b>	Midwife – Navua Hospital (7 Posts)	\$28,605.45 - \$38,140.60
<b>314/2018</b>	Midwife – Korovisilou Health Centre	\$28,605.45 - \$38,140.60
<b>315/2018</b>	Midwife – Samabula Health Centre	\$28,605.45 - \$38,140.60

Interested applicants should download the job descriptions and applicant information from the Ministry's Website: [www.health.gov.fj](http://www.health.gov.fj) or Ministry of Health and Medical Services Facebook account.

**Applicants should submit their covering letter not more than three pages addressing how they meet the Knowledge, Experience, Skills and Abilities required for the position, with their current CV and copies of relevant academic transcripts or certificates.**

Applications that do not address the selection criteria will not be considered.

Applications for the position must be received **by 4.00pm on Tuesday 13<sup>th</sup> March 2018** and addressed to:

**1. Applications by post:**

Permanent Secretary for Health & Medical Services  
PO Box 2223, Government Buildings  
Suva, Fiji

**2. Applications can be hand delivered to:**

"DROP MOHMS JOB APPLICATION BOX"  
Reception Desk, Ground Floor, Dinem House, 88 Amy Street,  
Suva, Fiji

**3. Applications can also be e-mailed to: [recruitment@health.gov.fj](mailto:recruitment@health.gov.fj)**

**LATE APPLICATIONS WILL NOT BE CONSIDERED.**

**ADDENDUM**

Corrections to the MOHMS advertisement dated 17<sup>th</sup> February 2018 are as follows:

Vacancy No.	Position	Advertised Salary	Correction
MOHMS 122/2018 to 131/2018, 153 & 154/2018	Clerical Officer	\$14,428.13 – 18,495.63	\$12,081.69 – \$15,489.35

MOHMS 125/2018	Clerical Officer, Post Processing Unit [Nursing Clerk]		Clerical Officer [Supplies & MIT]
MOHMS 156/2018	Driver – Head Office	\$5.37 - \$6.39	\$5.37 - \$6.89/hr
MOHMS 157/2018	Ward Assistant, Lautoka Hospital	\$5.37 - \$6.39	\$5.37 - \$6.89/hr
MOHMS 158/2018	Driver, Lautoka Hospital [3 Posts]	\$5.37 - \$6.39	\$5.37 - \$6.89/hr
MOHMS 159/2018	Hospital Attendant [Pharmacy], Lautoka Hospital	\$4.60 - \$7.19	\$4.60 - \$5.90/hr
MOHMS 160/2018	Kitchen Hand, Lautoka Hospital [3 Posts]	\$4.60 - \$5.90	\$4.60 - \$5.90/hr
MOHMS 163/2018	Driver, CWM Hospital [4 Posts]	\$5.37 - \$6.39	\$5.37 - \$6.89/hr
MOHMS 164/2018	Cook, Korovou Hospital	\$5.37 - \$6.39	\$5.37 - \$6.89/hr
MOHMS 168/2018	Driver, Lomaloma Hospital	\$5.37 - \$6.39	\$5.37 - \$6.89/hr
MOHMS 172/2018	Recorder, Nadi Hospital	\$4.60 - \$5.90	\$5.37 - \$6.89/hr
MOHMS 173/2018	Plumber, Northern Health Services	\$5.37 - \$6.39	\$7.50 - \$9.61/hr
MOHMS 174/2018	Ward Assistant, Sigatoka Hospital	\$5.37 - \$6.39	\$5.37 - \$6.89/hr
MOHMS 176/2018	Cleaner, Taveuni Hospital	\$4.60 - \$5.90	\$4,60 - \$5.90/hr
MOHMS 177/2018	Driver, Vunisea Hospital	\$5.37 - \$6.39	\$5.37 - \$6.89/hr
MOHMS 187/2018	Clinical Nurse Educator – Labasa Hospital	\$43,760.31 - \$55,508.50	\$34,760.31 - \$44,564.50

**MOHMS 250/2018 EXECUTIVE OFFICER, SIGATOKA HOSPITAL [WHS] [RE-ADVERTISED]**

<b>Role:</b>	Executive Officer
<b>Salary Level</b>	Band E
<b>Salary range:</b>	\$19,041.75 - \$24,412.50
<b>Location:</b>	Sigatoka Hospital
<b>Unit/Division:</b>	Sigatoka Subdivision
<b>Reports to:</b>	Subdivisional Medical Officer Sigatoka

**The Position**

The Executive Officer will provide the highest standard of support services to the Subdivisional Medical team. The position is responsible for the implementation of all financial and HR issues within the subdivision. Ensure that all stations have a timely supply of stores and are well equipped with all tools needed for efficient and effective delivery of service to the community.

**Key Responsibilities**

The position will achieve its purpose through the following key responsibilities/duties:

1. Monitor all Human Resources, Finance and General Services issues within the Sub Division.
2. Ensure the availability of Fuel, Stores, Stationeries and Rations are in stock.
3. Issuing of LPO's upon SDMO's endorsement to local suppliers and following up on Invoices for payments.
4. Ensure proper management of Sub-divisional fleet.
5. Provide updates to the Western Divisional Headquarters on minor maintenance of Hospital, Health Centres and Nursing Stations in the Sub- Division.
6. Ensure the Commitment & Expenditure Ledgers are maintained and timely and accurate submission of unpaid Purchase Order Returns to Accounts Section at Divisional office.
7. Oversee work performed by the Sub- divisional Clerical Officer.
8. Oversee the process of payments and endorse the Purchase Orders in the absence of SDMO in accordance with the Finance Management Act and its subsidiary Regulations and policies.

9. Ensure that Board of Survey is carried out within the Sub Division annually.
10. Ensure that Tally cards and Registers are maintained and updated at all times.
11. Any other duties assigned by the Supervisor from time to time.

**The Person**

In addition to University qualifications (or equivalent) relevant to Human Resource Management, Public Administration, Industrial and Employee Relations, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Executive Officer (Sigatoka Hospital).

**Knowledge and Experience**

- Understanding of General Orders, Financial Management Act, Finance Instructions, Supplies & Services Instructions, Transport Regulations, Public Service Regulations and other standing Instructions.
- Understanding and experience in all aspects of ordering procuring and managing stock and inventory
- Experience on delegation of duties within the department
- Knowledge and Experience in Mentoring and Coaching staff

**Skills and Abilities**

- Demonstrated ability to be efficient in time management for meeting deadlines
- Ability to have discretion in dealing with confidential information
- Capacity to utilize basic computer programs to support operations of the department/ health facility
- Effective written communication skills including the ability to prepare reports, proposals, policies and procedures
- Effective public relations and public speaking skills
- Demonstrate ability to organize and prioritize tasks effectively and efficiently at all levels of the organization
- Demonstrated ability in Team building, problem solving and work independently within the team

- Service oriented approach, with a commitment to supporting department business plan

**MOHMS 251/2018      LABORATORY TECHNICAL OFFICER, CWM HOSPITAL**

**[3 POSTS]**

**MOHMS 252/2018      LABORATORY TECHNICAL OFFICER, LABASA**

**HOSPITAL**

**MOHMS 253/2018      LABORATORY TECHNICAL OFFICER, LAUTOKA**

**HOSPITAL**

<b>Position Title:</b>	Laboratory Technical Officer
<b>Position Level:</b>	Salary Band E
<b>Salary range:</b>	\$19,041.75 - \$24,412.50
<b>Location:</b>	CWM, Labasa, Lautoka Hospital
<b>Unit/Division:</b>	Pathology Laboratory
<b>Reports to:</b>	Laboratory Superintendent
<b>Liases with:</b>	Clinical team, Laboratory team
<b>Subordinates:</b>	None

**Position Purpose**

The purpose of this position is to provide efficient and effective laboratory services and provision of reliable results that support the Fiji Health System and Ministry objectives.

**Key Responsibilities**

The position will achieve its purpose through the following:

1. Ensure timely, accurate and reliable laboratory results while maintaining client confidentiality, good customer service, compliance with standard operating procedures (SOPs) and Laboratory policies.
2. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
3. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
4. Coordinate the training program, supervision, and assessments of new recruits and students.
5. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

**Key Performance Indicator**

Performance will be measured through the following indicators:

1. All laboratory services are delivered meeting quality service standards, are compliant with the SOPs, and within agreed timeframes.
2. All working areas, equipment and work practices are compliant with Occupational Health and Safety Standards and laboratory guidelines.
3. All new recruits and students are effectively managed and mentored for active participation, to produce timely and compliant outputs of the laboratory services.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.

**Person Specification**

In addition to a Bachelor in Medical Laboratory Science (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. Sound understanding of laboratory practices, processes and procedures;
2. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and SOPs;
3. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work.

**Skills and Abilities**

1. Demonstrated ability to work and contribute within a high performing team environment;
2. Good communication, interpersonal and representational skills;
3. Demonstrated ability to manage work priorities to meet scheduled timeframes;
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.

## **MOHMS 254/2018 TYPIST TAMAVUA TWOMEY**

**THE POST IS WITHDRAWN AS THE INCUMBENT CONTRACT EXPIRY OF THE WILL BE IN 2019**

## **MOHMS 255/2018 TYPIST VIRUS LAB - MATAIKA HOUSE**

<b>Position Title:</b>	Typist
<b>Position Level:</b>	Salary Band C
<b>Salary range:</b>	\$12,081.69 - \$15,489.35
<b>Location:</b>	Mataika House, Tamavua
<b>Unit/Division:</b>	Public Health - Fiji Centre for Communicable Diseases Control (FCCDC)
<b>Reports to:</b>	National Advisor CD
<b>Subordinates:</b>	None

### **Position Purpose**

To Provide Administrative Support to the National Advisor CD and also to the Medical Officers, records and maintains Attendance of all FCCDC staff, Manage the Outward and Inward of all documents for FCCDC,

### **Key Responsibilities**

1. Provide Administrative Support for NACD, Medical Officers and Clerical Officer of FCCDC.
2. Prepare agendas, make arrangements and record minutes for departmental staff meetings.
3. Identify and coordinate all Bookings for Teleconference and Conference Rooms
4. Assist in organising logistic arrangements for National meetings and trainings or workshops.
5. File and retrieve department documents, records, and reports.
6. Prepare responses to correspondence containing routine inquiries.
7. Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
8. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

### **Key Performance Indicators**

1. All agreed Administrative functions are delivered within agreed time frames and meet specific requirements.
2. Quality reports and secretariat services are provided, and outcomes are actioned in a timely and effective manner.
3. Documentation of records are filed and maintained in chronological order and are all filed accordingly.
4. Bookings for conference room and teleconference are done on time.

### **The Person**

In addition to relevant academic qualifications in Secretarial Studies, Office Technology and Administration, Frontline Office Management or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post,

### **Knowledge and Experience**

- At least 3 years' experience in an administration environment
- Knowledge and understanding and be proficient with Registry Procedures.
- Experience in Making bookings for National programs/workshop or meetings.

### **Skills and Abilities**

- Strong communication and interpersonal skills and the ability to effectively consult with others
- Demonstrated ability to prioritise and manage multiple activities to meet scheduled timeframes
- Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment
- Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment
- Capacity to utilise computer programs to support the operations of the department
- Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

## **MOHMS 256/2018 – DIETICIAN – DIABETIC HUB**

<b>Position Title</b>	Dietician
<b>Position Level:</b>	E Band
<b>Salary range:</b>	\$19,041.75 - \$24,412.50
<b>Location:</b>	Subdivision/Hospitals
<b>Unit/Division:</b>	Central/Eastern, Western & Northern – Hospital & Public Health
<b>Reports to:</b>	Supervisor Dietician
<b>Subordinates:</b>	Support staff

### **The Purpose of this Position**

The position supports and assists the Supervisor Dietician in the provision of quality Dietetics and Nutrition services, consistent with the values of the Ministry of Health & Medical Services, .

### **Key Responsibilities/duties**

1. Conduct and provide Nutrition Assessment, counselling and therapy for patients with continuous monitoring and evaluation of care plans to improve their nutritional needs.
2. Coordinate and conduct population health nutrition programs, awareness, advocacy, screening and intervention in all settings to promote good health across life course.
3. Ensure compliance to all relevant policies, protocols and guidelines and promote quality improvements in the practise
4. Collaborate and communicate effectively with internal and external stakeholder for nutrition activities
5. Proper documentation and submission of reports
6. Ensure continuous professional development and provide necessary nutrition training
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

### **Key Performance Indicators**

1. Effective patient management , services and programs delivered in compliance with relevant procedures and guidelines
2. Effective coordination and communication with stakeholders and better coverage in all settings
3. Ensure better management of resources with proper documentation
4. Timely submission of reports

### **The Person**

In addition to Diploma in Dietetics & Nutrition or equivalent from a recognised University the following knowledge, experience, skills and abilities are required to successfully undertake this role

### **Knowledge and Experience**

1. Experience of 1-2 years will be an advantage
2. Knowledge of Diet Therapy Principles and practices in the management of nutrition related diseases in public health and therapeutic diets and patient care in hospital
3. Knowledge of food service operations, including food preparation, sanitation, and procurement, menu planning principles and practices.
4. Knowledge of government legislation, Nutrition and Health policies , procedures and guidelines.

### **Skills and Abilities**

1. Excellent Interpersonal Skills to help promote healthy food choices
2. Strong Verbal and Written Communications Skills
3. Ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Computer Literate with at least the Microsoft Word ,Outlook and PowerPoint.
5. Good knowledge and skills on Food Works Software



## **MOHMS 257/2018 NATIONAL COORDINATOR COMMUNITY HEALTH**

### **WORKER – HQ**

<b>Role:</b>	National Coordinator - Community Health Worker Program
<b>Level:</b>	HW05
<b>Salary range:</b>	\$19,041.75 - \$24,412.50
<b>Location:</b>	HQ, Suva
<b>Unit/Division:</b>	Nursing
<b>Reports to:</b>	Chief Nurse & Midwifery Officer and Deputy Secretary Public Health
<b>Subordinates:</b>	-

### **The Position**

The position contributes to :

- Ensuring the implementation of the Community Health Worker Programs in relevant settings to support Public Health Programs
- Developing Standard Operating Procedures, training manuals, guidelines for trainings for Community Health Workers
- Overall management, monitoring and evaluation of community health workers projects and programs

### **Key Responsibilities**

1. Co-ordinate and Implement Community Health Worker Program trainings in prevention, protection, promotion, and partnership with the community and stakeholders
2. Provide reporting mechanism/information/inventory/assessment/action/functional plan
3. Ensure the administration of the existing Memorandum of Understanding on Community Health Worker Program in partnership with iTaukei Affairs Board
4. Co-ordinate in Planning, Budgeting proposals for the Community Health Worker Program

### **The Person**

In addition to a University undergraduate qualification in Public Health, Health Promotion, Nursing (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of this position:

### **Knowledge and Experience**

- At least 3 years work experience in a relevant field
- Experience in maintaining HR and Program information in a database or other forms
- Sound knowledge of the Community Health Worker Policy and other relevant policies and legislation governing Community Health Worker Programme
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

### **Skills and Abilities**

- Demonstrate clear and effective communication skills
- Effective training development, delivery and evaluation skills.
- Demonstrated ability to effectively work within a team;
- Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
- Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

## **MOHMS 258/2018 MEDICAL IMAGING TECHNOLOGIST I - CWM HOSPITAL (2 POST)**

<b>Role:</b>	Medical Imaging Technologist I
<b>Salary Band:</b>	Band F
<b>Salary range:</b>	\$22,528.74 - \$28,883.00
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Radiology /Central Division
<b>Reports to:</b>	Directly to TOHG HW05



	Indirectly to the Supervisor MIT, Superintendent MIT, Consultant Radiologist, Radiology Registrars Liaises with –,Clinicians, Nurses, Attendants
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**The Position**

This is a senior level position with more than 5 years technical working experience that performs examinations in areas that they have been trained and are competent to work in with minimal or no supervision i.e. in general radiography and other specialized areas as in Ultrasound, CT, Fluoroscopy, Mammography and MRI . The position is also rostered for shift work and on call duties in any of the general and specialized areas.

**Key Responsibilities**

1. Performing appropriately requested examinations in line with departmental protocols and guidelines.
2. Providing appropriate radiation protection to patients, relatives and staff, follows work and health and safety procedures and maintains a clean and tidy work environment.
3. Recording necessary patient and procedure information, maintaining confidentiality and provide post procedure instructions to patients and escort nurse or attendant.
4. Performing after hours shift work duties and on-call and responding to relieving duties promptly
5. Reporting equipment malfunction and facility issues to supervisors.
6. Attending staff meetings, conferences and workshops relevant to job role and actively participates in Continuous Professional Development and share knowledge, information and skills with colleagues.

**Key Performance Indicators**

1. Number of examination accurately recorded, performed and proper images produced in line with protocols and guidelines.
2. Work environment is clean and tidy at all times.
3. Number of CPD activities attended and points gained for renewal of practicing licence

**SELECTION CRITERIA**

**The Person**

Obtained a Diploma or Bachelor in Medical Imaging Science.

Registered and licenced with the Fiji radiation health board and the Fiji Society of Medical Imaging Technologist  
In addition to the above, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

**Knowledge and Experience**

- More than 5 years of technical working experience in this field to be able to work unsupervised during on call, shift work and relieving duties in outer stations.
- Knowledge and experience of techniques, processes and protocols of general radiography, and other specialized units.
- Knowledge of radiation and occupational health and safety
- Knowledge of maintenance of medical imaging equipment and quality control.
- Knowledge of the Fiji Radiation Health decree and Medical Imaging Technologist Decree, 2009.

**Skills and Abilities**

- Demonstrated organizational and communication skills to be able to interact with people of diverse background.
- Demonstrated ability to work effectively within a team environment.
- Demonstrated ability to deal with and solve complex problems.
- Demonstrated ability to promote best use of resources and time to achieve work outcomes.

**MOHMS 259/2018 SUPERVISOR MIT – LABASA HOSPITAL**

<b>Role:</b>	Supervisor Medical Imaging Technologist
<b>Level:</b>	Band I
<b>Salary range:</b>	\$43,296.63 - \$55, 508.50
<b>Location:</b>	Labasa Hospital
<b>Unit/Division:</b>	Radiology/Northern
<b>Reports to:</b>	Directly to Senior MIT Labasa Hospital Indirectly to – Consultant Radiologist, Radiology Registrars Liaises with – Clinicians, Nurses, Attendants
<b>Subordinates:</b>	Medical Imaging Technologist Band F&H, Labasa Hospital

**The Position**

The position supports and assists the Senior Medical Imaging Technologists to facilitate the implementation of departments activities by monitoring and supervising the effectiveness and efficiency of staff in their role for the smooth flow of work processes in each speciality areas i.e. in General, Ultrasound , Specials and CT Scans

The position is also rostered for standby to assist in and resolve work and department issues that may arise after hours.

### **Key Duties**

1. Performs examinations in General Radiography, Fluoroscopy, Ultrasound, CT scan and ensures that practices are in line with department protocols and guideline.
2. Prepares duty rosters and ensures that staffs are available in each station for daily shift work and on call duties and overtime claims are submitted in a timely manner.
3. Assists and guides subordinates to ensure that safety practices are carried out in line with standard protocols and guidelines and also
4. Ensures that the work areas are safe at all times and reports any structural issues for rectifications.
5. Ensures that consumables stocks are available in a timely manner and monitors its use to reduce wastage.
6. Assists the Senior MIT in peer reviews and evaluate unit activities through unit reports and that corrective measures are taken for efficient and effective services.
7. Monitors and ensures that quality audits are carried out in a timely manner and equipment is functioning at all times.
8. Monitors and actively participates in continuation professional development activities, attends meetings, workshops relevant to job role and position and stands in the absence of the Senior MIT.

### **Key Performance Indicators**

1. Number of successful examinations are performed, recorded, proper images are produced in line with department protocols and timely collection and submission of the unit's reports and statistics
2. Quality audits are carried out, recorded and reported in a timely manner.
3. Radiology consumables are available at all times and provide radiology inventory and equipment status updates in a timely manner.

4. Number of CPD activities attended and points gained for renewal of practicing licence

### **SELECTION CRITERIA**

#### **The Person**

Obtained a

- Bachelor in Medical Imaging Science or equivalent.
- Registration and licence with the Fiji radiation health Board and Fiji Society of Medical Imaging Technologist

In addition to the above, the following Knowledge, Experience, Skills and Abilities are also required to undertake this role.

#### **Knowledge and Experience**

- Working experience as a Medical Imaging Technologist for 10years or more in Radiology Services to be able to carry out organizational activities required of this position.
- Excellent knowledge and experience of Radiology imaging equipment and patient information systems.
- Good experience in supervision and training.
- Knowledge and experience of radiology quality management systems and control.

#### **Skills and Abilities**

- Demonstrated organizational and communication skills to be able to interact with people of diverse background and work effectively within a team environment.
- Appropriate numeracy and analytical skills suitable for the role and level to be able to collect, compile and analyse necessary reports.
- Demonstrated ability to analyse and solve complex problems.
- Demonstrated supervisory and training abilities to effectively monitor and train subordinates.
- Demonstrated abilities to carry out quality control and quality assurance activities.
- Demonstrated ability to promote best use of resources and time to achieve work outcomes.

### **MOHMS 260/2018 – HIGH GRADE MIT CT/ANGIO – CWM HOSPITAL**

<b>Role:</b>	High Grade Medical Imaging Technologist - CT Scan
<b>Level:</b>	Band H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Radiology/Central
<b>Reports :</b>	Directly to Supervisor MIT, In directly to Superintendent MIT, Consultant Radiologist, Radiology Registrars Liases with: Clinicians , Nurses, Attendants
<b>Subordinates:</b>	Medical Imaging Technologist - Band F , Student MIT's

#### **The Position**

The position is in charge of the CT scan unit, performs examinations and supervisors subordinates and students. The position is also responsible for the planning, organizing and monitoring of the units operational activities for efficient service delivery and interacts with other cadres in the hospital for this purpose.

#### **Key Duties**

1. Schedules patient appropriately and performs examinations, producing appropriate images in accordance with CT scan protocols and guidelines.
2. Ensures smooth running of the unit's daily operational activities.
3. Record and report equipment technical faults to management for rectification in a timely manner.
4. Ensure appropriate workplace safety of patients, visitors and workers at all times.
5. Ensure that the unit's consumables are readily available at all times.
6. Collect and submits the units monthly and annual reports to supervisors.
7. Schedule and conducts quality assurance audits and submit audit reports in a timely manner.
8. Conducts supervision and training for subordinates and students and actively participates in CPD activities.

#### **Key Performance Indicators:**

1. Number of examinations recorded, performed, proper images produced and timely collection and submission of units reports

2. Equipment quality assurance and control tests and audits are done and recorded weekly and machines and equipment is operational at all times.
3. Training and Continuous Professional Development Activities are carried out weekly and points gained for renewal of licence.
4. Units' consumables stock levels are updated and also available at all times.

#### **SELECTION CRITERIA**

##### **The Person**

Acquired:

- Diploma or Bachelor in Medical Imaging Science.
- Registration and licencing with the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologist.

In addition to the, the following Knowledge, Experience, Skills and Abilities are also required to undertake this role.

##### **Knowledge and Experience**

- 10 years or more of technical working experience in general Radiography and CT scan to be able to carry out the organizational activities required of this post.
- Excellent knowledge and experience in CT techniques and protocols.
- Excellent knowledge and experience of CT scan equipment and Picture Archiving Information System along with Radiology Information System.
- Good experience in supervision and training.
- Good knowledge of medical imaging equipment quality assurance and control.
- Knowledge of Radiation Health Act and Fiji Society of Medical Imaging Decree 2009.

##### **Skills and Abilities**

- Demonstrated organizational and communication skills to be able to interact with people of diverse background and work effectively within a team environment.

- Appropriate Microsoft office skills suitable for the role and level to be able to collect and compile data.
- Demonstrated supervisory and training skills to be able to effectively train subordinates.
- Demonstrated abilities to carry out the units' quality control and quality assurance audits.
- Demonstrated ability to deal with and solve complex problems.
- Demonstrated ability to promote best use of resources and time to achieve work outcomes.

**MOHMS 261/2018 HIGH GRADE MIT SPECIALS – CWMH HOSPITAL**

<b>Role:</b>	Technical Officer High Grade Specials
<b>Level:</b>	Band H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Radiology/Central
<b>Reports :</b>	Directly to Supervisor MIT – General, Ultrasound, Specials Indirectly to Superintendent MIT, Consultant Radiologist, Radiology Registrars Liaises with: Clinicians , Nurses, Attendants
<b>Subordinates:</b>	Medical Imaging Technologist - Band F

**The Position**

The position is in charge of the special radiography (Fluoroscopy) unit, performs examinations and supervisors subordinates and students. The position is also responsible for the planning, organizing and monitoring of the units operational activities for efficient service delivery and interacts with other cadres in the hospital for this purpose.

**Key Duties**

1. Schedules patient appropriately and performs special examinations in accordance with special radiological protocols and guidelines and ensures that they are adhered to.
2. Ensures smooth running of the unit's daily operational activities.

3. Record and report equipment technical faults to management for rectification in a timely manner.
4. Ensure appropriate workplace safety of patients, visitors and workers at all times.
5. Ensure that the unit's consumables are readily available at all times.
6. Collect and submit the units monthly and annual reports to supervisors.
7. Schedule and conduct quality assurance audits and submit audit reports in a timely manner.
8. Conduct supervision and training for subordinates and students and actively participate in CPD activities.

**Key Performance Indicators:**

1. Number of successful examinations are performed, recorded, proper images are produced in line with department protocols and timely collection and submission of the unit's reports and statistics.
2. Equipment quality assurance and control tests and audits are done weekly and machines and equipment is operational at all times
3. Number of training and Continuous Professional Development activities carried out and attended and points gained for renewal of practicing licence.
4. Units' consumables stock levels are updated and also available at all times.

**SELECTION CRITERIA**

**The Person**

- Obtained a Diploma or Bachelor in Medical Imaging Science.
- Registered and licenced with the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologist.

In addition to the, the following Knowledge, Experience, Skills and Abilities are also required to undertake this role.

**Knowledge and Experience**

- 10 years or more of technical working experience in general and special radiography with good knowledge of the units work processes and protocols to be able to carry out the organizational activities required of this position.

- Excellent knowledge and experience of Radiology equipment and Picture Archiving Information System along with Radiology Information System.
- Good experience in supervision and training.
- Good knowledge of fluoroscopy and other radiological equipment quality assurance and control procedures.
- Knowledge of Radiation Health Decree and Fiji Society of Medical Imaging Decree 2009.

### Skills and Abilities

- Demonstrated organizational and communication skills to be able to interact with people of diverse background and work effectively within a team environment.
- Appropriate Microsoft office skills suitable for the role and level to be able to collect and compile data.
- Demonstrated supervisory and training skills to be able to effectively train subordinates.
- Demonstrated ability to analyse and resolve complex problems.
- Demonstrated abilities to carry out the units' quality assurance audits.
- Demonstrated ability to promote best use of resources and time to achieve work outcomes.

### MOHMS 262/2018 HIGH GRADE MIT NAUSORI HOSPITAL

<b>Role:</b>	Technologist Higher Grade Medical Imaging
<b>Level:</b>	Band H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50
<b>Location:</b>	Nausori Health Centre
<b>Unit/Division:</b>	Radiology/Central
<b>Reports to:</b>	Directly to SDMO Rewa, Superintendent MIT CWMH Indirectly to - DMO Central, National Coordinator Radiology Services Liaises with – MO's, Nurses, Attendants, Radiology Registrars', Clerks
<b>Subordinates:</b>	Band F MIT's , Student MIT's

### The Position

The position is in charge of the Radiology unit, performs examinations in both x-rays and ultrasound and is responsible for the smooth flow and safety of patients in the department.

The position is also accountable for the administration, planning, organizing and monitoring of the efficiency of the service delivery of this section and interacts with other cadres in the hospital, division and Ministry as a whole for this purpose.

### Key Responsibilities

1. Performs General X Ray & Ultrasound scan and ensures that practices are in line with department protocols and guideline.
2. Ensures smooth running of the daily operational activities and that consumables are readily available in a timely manner.
3. Conducts quality audits and necessary quality improvement activities required in this field and reports any technical or warranted faults to relevant units for rectification.
4. Ensure appropriate workplace safety of patients, visitors and workers at all times.
5. Compiles and submits monthly and annual reports.
6. Conducts supervision and training for subordinates and students
7. Attends HOD meeting and relevant workshops and conducts in-house meeting and actively participates in CPD activities.

### Key Performance Indicators

1. Number of successful examinations are performed, recorded, proper images are produced in line with department protocols and timely collection and submission of the unit's reports and statistics
2. Quality audits are carried out, recorded and reported in a timely manner.
3. Radiology consumables are available at all times and radiology inventory and equipment status updates are provided when
4. Number of CPD activities attended and points gained for renewal of practicing licence

## SELECTION CRITERIA

### The Person

Obtained a

- Diploma or Bachelor in Medical Imaging Science or equivalent.
- Registration and licence with the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologist

In addition to the above, the following Knowledge, Experience, Skills and Abilities are also required to undertake this role.

### Knowledge and Experience

- Working experience as a Medical Imaging Technologist for 10years or more in Radiology Services to be able to carry out organizational activities required of this position.
- Excellent knowledge and experience of Radiology protocols equipment and patient information systems
- Sound knowledge and experience in Ultrasound protocols and its equipment.
- Experience in supervision and training.
- Knowledge and experience of radiology quality management systems and control.

### Skills and Abilities

- Demonstrated organizational and communication skills to be able to interact with people of diverse background and work effectively within a team environment.
- Appropriate numeracy and analytical skills suitable for the role and level to be able to collect, compile and analyse necessary reports.
- Demonstrated ability to analyse and solve complex problems.
- Demonstrated supervisory and training abilities to effectively monitor and train subordinates.
- Demonstrated abilities to carry out quality control and quality assurance activities.
- Demonstrated ability to promote best use of resources and time to achieve work outcomes.

## MOHMS 263/2018 HIGH GRADE MIT GENERAL– LAUTOKA HOSPITAL

<b>Role:</b>	High Grade Medical Imaging Technologist– General
<b>Level:</b>	Band H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50
<b>Location:</b>	Lautoka Hospital
<b>Unit/Division:</b>	Radiology/Western
<b>Reports :</b>	Directly to Supervisor MIT and Senior MIT Indirectly to Superintendent MIT, Consultant Radiologist, Liaises with: Clinicians , Nurses, Attendants, Radiology Registrars
<b>Subordinates:</b>	MIT Band F, Student MIT's

### The Position

The position is in charge of the General Radiography unit, performs examinations and supervisors subordinates and students. The position is also responsible for the planning, organizing and monitoring of the sections operational activities for efficient service delivery and interacts with other cadres in the hospital for this purpose.

### Key Duties

1. Performs examinations, producing appropriate images in accordance with General Radiography protocols and guidelines and ensures that they are adhered to.
2. Ensures smooth running of the unit's daily operational activities and the safety of patients, visitors and workers at all times.
3. Ensure that consumables are readily available at all times.
4. Collect the unit's monthly and annual reports to supervisors.
5. Assists the Quality assurance officer to conduct quality assurance audits and reports equipment technical faults to management for rectification in a timely manner.
6. Conducts supervision and training for subordinates and students.
7. Attends staff meeting and relevant workshops and conducts unit's meeting and actively participates in CPD activities.

### Key Performance Indicators:

1. Number of examinations recorded, performed, proper images produced and timely collection and submission of units reports

2. Equipment quality assurance and control tests and audits are done and recorded weekly and machines and equipment are operational at all times.
3. Units' consumables stock levels are updated and also available at all times.
4. Training and Continuous Professional Development Activities are carried out weekly and points gained for renewal of licence.

## SELECTION CRITERIA

### The Person

Acquired:

- Diploma or Bachelor in Medical Imaging Science.
- Registration and licencing with the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologist.

In addition to the, the following Knowledge, Experience, Skills and Abilities are also required to undertake this role.

### Knowledge and Experience

- 10 years or more of technical working experience in general radiography to be able to carry out the organizational activities required of this post.
- Excellent knowledge and experience in General Radiography techniques and protocols.
- Excellent knowledge and experience of X-ray equipment and Picture Archiving Information System along with Radiology Information System.
- Good experience in supervision and training.
- Good knowledge of medical imaging equipment quality assurance and control.
- Knowledge of Radiation Health Decree and Fiji Society of Medical Imaging Decree 2009.

### Skills and Abilities

- Demonstrated organizational and communication skills to be able to interact with people of diverse background and work effectively within a team environment.

- Appropriate Microsoft office skills suitable for the role and level to be able to collect and compile data.
- Demonstrated supervisory and training skills to be able to effectively train subordinates.
- Demonstrated ability to deal with and solve complex problems.
- Demonstrated ability to promote best use of resources and time to achieve work outcomes.

### MOHS 264/2018 HIGH GRADE MIT CT SCAN – LAUTOKA HOSPITAL

<b>Role:</b>	Medical Imaging Technologist High Grade – CT Scan
<b>Level:</b>	Band H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50
<b>Location:</b>	Lautoka Hospital
<b>Unit/Division:</b>	Radiology/Western
<b>Reports :</b>	Directly to Supervisor MIT Indirectly to Superintendent MIT, Consultant Radiologist, Radiology Registrars Liaises with: Clinicians , Nurses, Attendants
<b>Subordinates:</b>	Band F MIT's, Student MIT's

### The Position

The position is in charge of the CT scan unit, performs examinations and supervisors subordinates and students. The position is also responsible for the planning, organizing and monitoring of the units operational activities for efficient service delivery and interacts with other cadres in the hospital for this purpose.

### Key Responsibilities

1. Schedules patient appropriately and performs examinations, producing appropriate images in accordance with CT scan protocols and guidelines.
2. Ensures smooth running of the unit's daily operational activities and the safety of patients, visitors and workers at all times.
3. Ensure that the unit's consumables are readily available at all times.
4. Collect and submits the units monthly and annual reports to supervisors.



5. Assists the Quality assurance officer to conduct quality assurance audits and reports equipment technical faults to management for rectification in a timely manner
6. Conducts supervision and training for subordinates and students.
7. Attends staff meeting and relevant workshops and conducts unit's meeting and actively participates in CPD activities.

**Key Performance Indicators:**

1. Number of examinations recorded, performed, proper images produced and timely collection and submission of units reports
2. Equipment quality assurance and control tests and audits are done and recorded weekly and machines and equipment is operational at all times.
3. Training and Continuous Professional Development Activities are carried out weekly and points gained for renewal of licence.
4. Units consumables stock levels are updated and available.

**SELECTION CRITERIA**

**The Person**

Acquired:

- Diploma or Bachelor in Medical Imaging Science.
- Registration and licencing with the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologist.

In addition to the, the following Knowledge, Experience, Skills and Abilities are also required to undertake this role.

**Knowledge and Experience**

- 10 years or more of technical working experience in general radiography and CT scan to be able to carry out the organizational activities required of this post.
- Excellent knowledge and experience in CT techniques and protocols.
- Excellent knowledge and experience of CT scan equipment and Picture Archiving Information System along with Radiology Information System.
- Good experience in supervision and training.
- Good knowledge of medical imaging equipment quality assurance and control.

- Knowledge of Radiation Health Decree and Fiji Society of Medical Imaging Decree 2009.

**Skills and Abilities**

- Demonstrated organizational and communication skills to be able to interact with people of diverse background and work effectively within a team environment.
- Appropriate Microsoft office skills suitable for the role and level to be able to collect and compile data.
- Demonstrated supervisory and training skills to be able to effectively train subordinates.
- Demonstrated abilities to carry out the units' quality control and quality assurance audits.
- Demonstrated ability to deal with and solve complex problems.
- Demonstrated ability to promote best use of resources and time to achieve work outcomes.

**MOHMS 265/2018 HIGH GRADE MIT BA HOSPITAL**

<b>Role:</b>	Medical Imaging Technologist Higher Grade
<b>Level:</b>	Band H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50
<b>Location:</b>	Ba Mission Hospital
<b>Unit/Division:</b>	Radiology/Western
<b>Reports to:</b>	Directly to SDMO Ba, Superintendent MIT Lautoka Indirectly to - DMO West, National Coordinator Radiology Services Liaises with – MO's, Nurses, Attendants, Radiology Registrars
<b>Subordinates:</b>	Band F MIT's, Student MIT's

**The Position**

The position is in charge of the Radiology unit, performs examinations in both x-rays and ultrasound and is responsible for the smooth flow and safety of patients in the department.

The position is also accountable for the administration, planning, organizing and monitoring of the efficiency of the service delivery of this section and interacts with other cadres in the hospital, division and Ministry as a whole for this purpose.

### **Key Responsibilities**

1. Performs General X Ray & Ultrasound scan and ensures that practices are in line with department protocols and guideline.
2. Ensures smooth running of the daily operational activities and that consumables are readily available in a timely manner.
3. Conducts quality audits and necessary quality improvement activities required in this field and reports any technical or warranted faults to relevant units for rectification.
4. Ensure appropriate workplace safety of patients, visitors and workers at all times.
5. Compiles and submits monthly and annual reports.
6. Conducts supervision and training for subordinates and students
7. Attends HOD meeting and relevant workshops and conducts in-house meeting and actively participates in CPD activities.

### **Key Performance Indicators**

1. Number of successful examinations are performed, recorded, proper images are produced in line with department protocols and timely collection and submission of the unit's reports and statistics
2. Quality audits are carried out, recorded and reported in a timely manner.
3. Radiology consumables are available at all times and radiology inventory and equipment status updates are provided upon requests.
4. Number of CPD activities attended and points gained for renewal of practicing licence

## **SELECTION CRITERIA**

### **The Person**

Obtained a

- Diploma or Bachelor in Medical Imaging Science or equivalent.

- Registration and licence with the Fiji radiation health Board and Fiji Society of Medical Imaging Technologist

In addition to the above, the following Knowledge, Experience, Skills and Abilities are also required to undertake this role.

### **Knowledge and Experience**

- Working experience as a Medical Imaging Technologist for 10 years or more in Radiology Services to be able to carry out organizational activities required of this position.
- Excellent knowledge and experience of Radiology equipment and patient information systems
- Sound knowledge and experience in Ultrasonography and its equipment.
- Experience in supervision and training.
- Knowledge and experience of radiology quality management systems and control.

### **Skills and Abilities**

- Demonstrated organizational and communication skills to be able to interact with people of diverse background and work effectively within a team environment.
- Appropriate numeracy and analytical skills suitable for the role and level to be able to collect, compile and analyse necessary reports.
- Demonstrated ability to analyse and solve complex problems.
- Demonstrated supervisory and training abilities to effectively monitor and train subordinates.
- Demonstrated abilities to carry out quality control and quality assurance activities.
- Demonstrated ability to promote best use of resources and time to achieve work outcomes.

## **MOHMS 266/2018 HIGH GRADE MIT – NADI HOSPITAL**

<b>Role:</b>	Medical Imaging Technologist Higher Grade
<b>Level:</b>	Band H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50
<b>Location:</b>	Nadi Hospital
<b>Unit/Division:</b>	Radiology/Central
<b>Reports to:</b>	Directly to SDMO Nadi, Superintendent MIT Lautoka Indirectly to - DMO West, National Coordinator Radiology Services Liaises with – MO's, Nurses, Attendants, Radiology Registrars
<b>Subordinates:</b>	Band F MIT's, Student MIT's

### **The Position**

The position is in charge of the Radiology unit, performs examinations in both x-rays and ultrasound and is responsible for the smooth flow and safety of patients in the department.

The position is also accountable for the administration, planning, organizing and monitoring of the efficiency of the service delivery of this section and interacts with other cadres in the hospital, division and Ministry as a whole for this purpose.

### **Key Duties**

1. Performs General X Ray & Ultrasound scan and ensures that practices are line with department protocols and guideline.
2. Ensures smooth running of the daily operational activities and that consumables are readily available in a timely manner.
3. Conducts quality audits and necessary quality improvement activities required in this field and reports any technical or warranted faults to relevant units for rectification.
4. Ensure appropriate workplace safety of patients, visitors and workers at all times.
5. Compiles and submits monthly and annual reports.
6. Conducts supervision and training for subordinates and students
7. Attends HOD meeting and relevant workshops and conducts in-house meeting and actively participates in CPD activities.

### **Key Performance Indicators**

1. Number of successful examinations are performed, recorded, proper images are produced in line with department protocols and timely collection and submission of the unit's reports and statistics
2. Quality audits are carried out, recorded and reported in a timely manner.
3. Radiology consumables are available at all times and radiology inventory and equipment status updates are provided upon requests.
4. Number of CPD activities attended and points gained for renewal of practicing licence

### **SELECTION CRITERIA**

#### **The Person**

Obtained a

- Diploma or Bachelor in Medical Imaging Science or equivalent.
- Registration and licence with the Fiji radiation health Board and Fiji Society of Medical Imaging Technologist

In addition to the above, the following Knowledge, Experience, Skills and Abilities are also required to undertake this role.

#### **Knowledge and Experience**

- Working experience as a Medical Imaging Technologist for 10years or more in Radiology Services to be able to carry out organizational activities required of this position.
- Excellent knowledge and experience of Radiology equipment and patient information systems
- Sound knowledge and experience in Ultrasonography and its equipment.
- Experience in supervision and training.
- Knowledge and experience of radiology quality management systems and control.

#### **Skills and Abilities**

- Demonstrated organizational and communication skills to be able to interact with people of diverse background and work effectively within a team environment.

- Appropriate numeracy and analytical skills suitable for the role and level to be able to collect, compile and analyse necessary reports.
- Demonstrated ability to analyse and solve complex problems.
- Demonstrated supervisory and training abilities to effectively monitor and train subordinates.
- Demonstrated abilities to carry out quality control and quality assurance activities.
- Demonstrated ability to promote best use of resources and time to achieve work outcomes.

**MOHMS 267/2018 NURSE UNIT MANAGER – ICU (CWM HOSPITAL)**

Role	Nurse Unit Manager
Position Level	Band H
Salary Range	\$34,760.31 - \$44,564.50
Duty Station	Intensive Care Unit (ICU)
Report To	East Wing Deputy Director of Nursing
Liaises with	Anaesthetists , Physicians, NUMs, DDON
Subordinates	Team Leader, Registered Nurses & Ward Assistants

**Position Purpose**

To provide overall management and clinical supervision of Nursing practice to ensure a safe and effective environment for the delivery of optimal quality nursing care, in accordance with the standards of the Intensive Care Unit guidelines, 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 ICU and act as a resource to advise, 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 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 coverage to ensure that all allocated activities are achieved and annual performance assessments are carried out.
6. Guarantees continuous quality improvement and compliance with approved standards, policies and protocols related to Intensive care nursing, Infection Prevention and control guidelines, Disciplinary Guideline and other related clinical practice guidelines.
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 Intensive care nursing practices, compliant with the legislative framework and agreed scope of practice 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.

### The Person

In addition to being registered with the Fiji Nursing Council and a valid practicing licence. The position holder must have a Bachelor of Nursing with at least 5 years of Intensive Care Nursing experience. A certificate in the basic ICU course is essential. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### Knowledge and Experience

1. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
2. Has sound knowledge and competence on the following:
  - a) how to set and operate a respiratory ventilator
  - b) Cardiac arrhythmias, Mega Code or advanced life support, and Infection Prevention and Control.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
4. Must have good communication skills and to possess a good command of spoken and written English.

### Skills and Abilities

1. Proven ward management experience and ability to effectively manage a busy Intensive Care Unit to a professional standard reflecting the MOHMS values.
2. Demonstrate the ability to handle emergency in the unit with good decision making skills.

3. Capacity to utilise computer programs to support the operations of complex organisation;
4. Ability to make professional and timely clinical judgement and decisions to support quality nursing outcomes and can teach and mentor subordinates on any new policies, guidelines and support the continuous professional development of nurses.
5. Demonstrated ability to provide leadership and work effectively within a team environment to achieve unit goals.

### MOHMS 268/2018 NURSE UNIT MANAGER – AMW (CWM HOSPITAL)

Role	Nurse Unit Manager
Position Level	Band H
Salary Range	\$34,760.31 - \$44,564.50
Duty Station	Acute Medical Ward (AMW)
Report To	East Wing Deputy Director of Nursing
Liases with	Cardiologist, Physicians, NUMs, DDON
Subordinates	Team Leader, Registered Nurses & Ward Assistants

### Position Purpose

To provide overall management and clinical supervision of Nursing Practice to ensure a safe and effective practice environment that supports the management of patients in the AMW.

### 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 AMW and act as a resource to advise, 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 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.
6. Guarantees continuous quality improvement and compliance with approved standards, policies and protocols related to critical cardiac nursing, Infection Prevention and control guidelines, Disciplinary Guideline and other related clinical practice guidelines.
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 nursing care practices, compliant with the legislative framework and agreed scope of practice 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 medical nursing care.

### **The Person**

In addition to being a registered nurse with the Fiji Nursing Council with a valid practicing licence. The position holder must have a Bachelor of Nursing with at least 5 years of acute medical Nursing experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
2. Has sound knowledge and competence on the following:
  - a. Cardiac arrhythmias, Mega Code and Infection Prevention and Control.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
4. Must have good communication skills and to possess a good command of spoken and written English.

### **Skills and Abilities**

1. Proven ward management experience and ability to effectively manage a busy Intensive Care Unit to a professional standard reflecting the MOHMS values.
2. Demonstrate the ability to handle emergency in the unit with good decision making skills.
3. Capacity to utilise computer programs to support the operations of complex organisation;

4. Ability to make professional and timely clinical judgement and decisions to support quality nursing outcomes and can teach and mentor subordinates on any new policies, guidelines and support the continuous professional development of nurses.
5. Demonstrated ability to provide leadership and work effectively within a team environment to achieve unit goals.

**MOHMS 269/2018 NURSE UNIT MANAGER – EMERGENCY DEPARTMENT  
(CWM HOSPITAL)**

Role	Nurse Unit Manager
Position Level	Band H
Salary Range	\$34,760.31 - \$44,564.50
Duty Station	Emergency Department (ED)
Report To	East Wing Deputy Director of Nursing
Liaises with	ED Physicians, NUMs, DDON
Subordinates	Team Leader, Registered Nurses & Ward Assistants

**Position Purpose**

To provide overall management and clinical supervision of nursing staff and to coordinate service delivery and patient flow through communication with multidisciplinary teams to ensure that patient assessment and treatment are provided in a timely and efficient manner.

**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 ED and other clinical teams to provide specialized ED nursing care in conformity to the Scope of Practice, the Fiji Nursing standards, Fiji Nursing Policies, National & institutional policies & guidelines and clinical procedural guidelines.

2. Provide clinical leadership, manage nurses of the ED and act as a resource to advise, 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.
3. Effectively procure and manage resources and the environment to ensure provision of safe efficient and effective ED services are provided in a timely manner.
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 ED and nursing workforce to ensure that all allocated activities are achieved and annual performance assessments are carried out.
6. Guarantees continuous quality improvement and compliance with approved standards, policies and protocols related to critical cardiac nursing, Infection Prevention and control guidelines, Disciplinary Guideline and other related clinical practice guidelines.
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 ED care nursing practices, compliant with the legislative framework and agreed scope of practice and timeframes of the nursing service deliverables and plans.
2. Manage and maintain 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 ED nursing care sustainability.

**The Person**

In addition to being a registered nurse with the Fiji Nursing Council with a valid practicing licence. The position holder must have a Bachelor of Nursing with at least 5 years of Emergency Care Nursing experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
2. Has sound knowledge and competence on the following:
  - a. Cardiac arrhythmias, Mega Code or advanced life support, and Infection Prevention and Control.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
4. Must have good communication skills and to possess a good command of spoken and written English.

**Skills and Abilities**

1. Proven ward management experience and ability to effectively manage a busy Emergency department to a professional standard reflecting the MOHMS values.
2. Demonstrate the ability to handle emergency in the unit with good decision making skills.
3. Capacity to utilise computer programs to support the operations of complex organisation;
4. Ability to make professional and timely clinical judgement and decisions to support quality nursing outcomes and can teach and mentor

subordinates on any new policies, guidelines and support the continuous professional development of nurses.

5. Demonstrated ability to provide leadership and work effectively within a team environment to achieve unit goals.

**MOHMS 270/2018 NURSE UNIT MANAGER – SUPERVISOR MATERNITY (CWM HOSPITAL)**

**MOHMS 271/2018 NURSE UNIT MANAGER - BIRTHING UNIT (CWM HOSPITAL)**

**MOHMS 272/2018 NURSE UNIT MANAGER - LABOUR WARD (CWM HOSPITAL).**

ROLE	NURSE UNIT MANAGER (NUM): Supervisor, Birthing Unit, Labour Ward.
SALARY/BAND	H /\$34,760.31 - \$44,564.50
LOCATION	Maternity Unit COLONIAL WAR MEMORIAL HOSPITAL (CWMH), SUVA
UNIT/DIVISION	NURSING,CWMH
REPORTS TO	DEPUTY DIRECTOR OF NURSING (DDON) MATERNITY UNIT
LIAISES WITH	NUM – EAST, NUM WEST, NUM PAEDIATRIC, CLINICAL NURSE EDUCATOR – CWMH
SUBORDINATES	TEAM LEADERS,REGISTERED MIDWIVES AND NURSES, WARD ASSISTANT

**PURPOSE OF POSITION**

Nurse unit managers coordinates all aspects of ward activities in the Maternity unit, 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**

This position will achieve its purpose through the following key responsibilities/ duties:

1. Provide clinical leadership and manage midwives and nurses of the maternity and gynaecology unit to provide high quality nursing care to the women and their newborn admitted into the unit as per business plan, policies, and guidelines within the Midwifery and 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 Midwifery Scope of Practice 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 Midwifery and nursing workforce in the Maternity Unit wards to ensure that all allocated activities are met and annual performance assessments are carried out.
4. Coordinate the implementation of the Patient Information system (PATIS), compilation and the timely submission of monthly, quarterly and annual reports to DDON for analytical trends, analyses of data and recommendation for improvement.
5. 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.
6. Provide positive and open communication with all clients/families that are being admitted in the unit as with other Ministry and external stakeholders.
7. Actively contribute to all corporate requirements of the ministry including planning, budgeting and selection activities where required.

#### **KEY PERFORMANCE INDICATORS**

1. Ensure that all midwives and nurses are working effectively within the scope of practise to provide high quality nursing care to all maternity and gynaecological patients in the unit.
2. Manage and maintain availability of inventory, medication supply, equipment's and consumables at all times.

3. Effective and timely management, and regular monitoring of nursing staff performance and attendance to enable the delivery of quality nursing care.
4. Timely submission of monthly, quarterly reports together with clinical audits, PATIS records, CMRIS reports.

#### **The Person**

In addition to being a registered nurse with the Fiji Nursing Council with a valid practicing midwifery licence. The position holder must have a Bachelor of Nursing with post graduate qualification in Midwifery certificate/ diploma with at least 3 years of midwifery experience and has acted on the position for more than 6 months. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### **KNOWLEDGE AND EXPERIENCE**

1. Must have good communication skills and possess a good command of spoken and written English.
2. Has sound knowledge and competence on the following:
  - a) EmoNC certification, Neonatal Resuscitation, HIV in pregnancy.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
4. Has a 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 conduct.
5. Understand the HIV decree, child welfare decree, mental health decree, and the Fijian Constitution (2013) and applicable laws of Fiji.

#### **SKILLS AND ABILITIES**

1. Demonstrate the ability to effectively work as a team.
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. Service oriented approach, with a commitment to supporting the operational/ corporate environment of the organisation.

5. Capacity to utilize computer programs in generating reports, correspondence, updating records and PATIS.
6. Service oriented approach with a commitment to implement the mission and vision of the organisation in the operations and the delivery of an efficient health care system.
7. Has the ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of midwives and nurses.

**MOHMS 273/2018 NURSE UNIT MANAGER – MIDWIFERY CLINICAL NURSE EDUCATOR (CWM HOSPITAL)**

<b>Role:</b>	MIDWIFERY CLINICAL NURSE EDUCATOR
<b>Level:</b>	BAND H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50
<b>Location:</b>	Colonial War Memorial Hospital- Maternity Unit
<b>Unit/Division:</b>	Nursing, Cwmh
<b>Reports to:</b>	Deputy Director Nursing (Ddon) Maternity Unit
<b>Liases with</b>	Num-East,Num-West,Num-Paediatric,Nurse Educator-Cwmh
<b>Subordinates:</b>	Registered Nurses, Ward Assistants, Nursing And Medical Students

**The Purpose of this Position**

This position provides clinical development and training while fostering a preceptor/mentor role; 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.

**Key Responsibilities/duties**

This position will achieve its purpose through the following key responsibilities/ duties:

1. Work in collaboration with Maternity unit NUMs to implement the maternity unit training plan, to support the development of core midwifery skills and competencies across the maternity unit.

2. Deliver and manage mandatory clinical support to new and existing nurses to lift standards in areas of clinical handover, equipment checking and maintenance, maternal & child health resuscitation and patient safety etc.
3. Undertake assessments of Nursing practice using clinical competencies and establish audit and quality improvement in areas such as resuscitation equipment checking, Mother Safe Hospital Initiative (MSHI) standards, Mother & Newborn Red Flags criteria to recognize and respond to clinical deterioration, Breastfeeding and Neonatal Resuscitation etc.
4. Provide effective reports to DDON on training and staff development activities and outcomes, along with recommendations for improvements and future programs.
5. Manage the training resources/equipment of the unit to ensure that key deadlines are met.
6. Work with the NUM to ensure training and development activities are integrated with staff performance management systems and complement succession planning across the public sector.
7. Actively contribute to all clinical requirements of the Maternity Unit including planning, budgeting and selection activities where required.

**Key Performance Indicators**

Performance will be measured through the following indicators:

1. Training and Staff development plans aligned with midwifery core skills are implemented and evaluated within agreed timeframes.
2. The quarterly and annual training reports are submitted within agreed timeframes detailing the return on investment and core learning outcomes achieved across the maternity unit.
3. Policy and procedures for staff development and training management are implemented, monitored and reviewed.
4. Number of staff with competencies achieved and clinical audits carried out within agreed timeframes.

### **The Person**

In addition to being a registered nurse with the Fiji Nursing Council with a valid midwifery practicing licence. The position holder must have a Bachelor of Nursing with post graduate qualification in Midwifery in certificate or diploma with at least 5 years of midwifery experience and has acted on the position for more than 6 months. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. At least 5 years' experience as Midwife leader delivering staff development or training in core midwifery skills for the Maternity unit.
2. Understanding of adult learning principles and approaches to effective staff training and development.
3. Experience in developing, delivering and evaluating training and staff development programs and reporting to management on application of learning outcomes, return on investment and improvements required.

### **Skills and Abilities**

1. Must have good communication skills and possess a good command of spoken and written English.
2. Has sound knowledge and competence on the following:
  - a. Trainer on EmoNC, Neonatal Resuscitation, HIV in pregnancy.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
4. Has a 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 conduct.
5. Understand the HIV decree, child welfare decree, mental health decree, and the Fijian Constitution (2013) and applicable laws of Fiji.

### **SKILLS AND ABILITIES**

1. Demonstrate the ability to effectively work as a team.
2. Must possess sound analytical, problem solving skills in resource constrained and time remote environment.

3. Demonstrate the ability to instruct, direct, motivate, train and evaluate staff.
4. Service oriented approach, with a commitment to supporting the operational/ corporate environment of the organisation.
5. Capacity to utilize computer programs in generating reports, correspondence, updating records and PATIS.
6. Service oriented approach with a commitment to implement the mission and vision of the organisation in the operations and the delivery of an efficient health care system.
7. Has the ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of midwives and nurses.

### **MOHMS 274/2018 NURSE UNIT MANAGER – CHILDREN'S WARD (CWM HOSPITAL)**

<b>Role :</b>	Nurse Unit Manager – CHILDREN WARD
<b>Level :</b>	Band H
<b>Salary Range :</b>	\$34,760.31 - \$44,564.50
<b>Location:</b>	CWMH, Suva
<b>Unit/Division:</b>	Nursing Division, Paediatric Unit, CWMH
<b>Reports to:</b>	Deputy Director of Nursing, Paediatric Unit

### **Purpose of this Post**

The purpose of this position is to supervise, mentor and monitor the Nursing Practise in the Paediatric Ward to ensure safe patient care is delivered at the highest quality.

### **Key Responsibilities**

Ensures overall supervision of the Paediatric Unit ensuring nursing staff coverage is maintained at the highest level and duty of care is delivered to expectation.

1. Provides timely and expert advice as in-charge of the unit by overseeing and coordinating the management and delivery of patient care for all patient admissions and transfers;
2. Maintains a safe and clean environment for staff, patients/clients and visitors by ensuring compliance with healthcare legislation, policies and

protocols including health and safety, healthcare associated infection, risk management and critical incident reporting.

3. Ensures effective records management including Patient Information System (PATIS) and documentation including nursing care plans are updated as per guideline/policy.
4. Ensures that nursing staff are performing, and that all delegated activities are met.
5. 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.
6. 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 requirements, including planning, budgeting and corporate activities.

#### Key Performance Indicators

1. Effective and timely management, and regular monitoring of nursing staff performance and attendance to enable the delivery of quality nursing care.
2. Manage and maintain an effective and efficient records on the Patient Information System (PATIS) to ensure timely access of documents
3. Quality quarterly and annual reports are provided, and outcomes are actioned in a timely and effective manner.
4. Complete compliance with relevant legislative and policy/guideline requirements within the department.

#### The Person

In addition to being a registered nurse with the Fiji Nursing Council with a valid practicing license. The position holder must have a Bachelor of Nursing with at least 5 years of acute Paediatric nursing experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### Knowledge and Experience

1. Proven experience and comprehensive understanding of the registered nurses scope of practice and the Fiji Nursing Decree and Nurses Code of Conduct.
2. Has sound knowledge on the following:
  - a. Advanced Paediatric Life Support, IMCI, HIV, INFANTS, Breast Feeding and the Child Welfare Decree.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
4. Must have good communication skills and to possess a good command of spoken and written English.

#### Skills and Abilities

1. Proven management experience and ability to effectively manage a busy Paediatric Unit after hours to a professional standard reflecting the MOHMS values.
2. Demonstrated capacity and experience responding effectively to natural disasters and disease outbreaks in collaboration with the Paediatric team.
3. Capacity to utilise computer programs to support the operations of complex organisation;
4. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

#### MOHMS 275/2018 NURSE UNIT MANAGER – NICU (CWM HOSPITAL)

Role	Nursing Unit Manager
Band	H
Salary Range	\$34,760.31 - \$44,564.50
Location	Neonatal Intensive Care
Unit/Division	Pediatric Unit - CWM Hospital
Reports To	Deputy Director of Nursing - Pediatric Unit
Subordinates	Clinical Nursing Sisters ,Registered Nurses ,Allied Health Staffs, Medical/ Nurse Trainees
Liases with	Consultants ,Ministry of Health Staff ,

#### POSITION PURPOSE

To provide overall leadership and supervision in the ward to ensure that functional activities of nursing management and daily operations of the ward are proved in a safe, efficient and effective manner to all mothers, neonates and their families.

### **KEY RESPONSIBILITIES**

This position will achieve its purpose through the following:

1. 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.
2. Provide overall clinical leadership and effectively manage nurses of the Neonatal Intensive Care unit to ensure high quality nursing care is provide as per policies, and guidelines within the nursing scope of practice.
3. Maintains a safe and clean environment for staff, patients/clients and visitors by ensuring compliance with healthcare legislation, policies and protocols including health and safety, healthcare associated infection, risk management and critical incident reporting.
4. Ensures effective records management including the Patient Information System (PATIS) and documentation including nursing care plans are updated as per guideline/policy.
5. 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.
6. 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 requirements, including planning, budgeting and corporate activities.

### **Key Performance Indicators**

1. Effective and timely management, and regular monitoring of nursing staff performance and attendance to enable the delivery of quality nursing care.
2. Manage and maintain an effective and efficient records on the Patient Information System (PATIS) to ensure timely access of documents

3. Quality quarterly and annual reports are provided, and outcomes are actioned in a timely and effective manner.
4. Complete compliance with relevant legislative and policy/guideline requirements within the department.

### **The Person**

In addition to being a registered nurse with the Fiji Nursing Council with a valid practicing license. The position holder must have a Bachelor of Nursing with post graduate qualification in Midwifery certificate/ diploma with at least 5 years of Neonatal Intensive Care experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree, Nurses Code of Conduct and the Child Welfare Decree.
2. Has sound knowledge and competence on the following:
  - a. Neonatal Resuscitation, Advanced Paediatric Life Support, INFANTS, Breast Feeding and neonates with HIV.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
4. Must have good communication skills and to possess a good command of spoken and written English.

### **Skills and Abilities**

1. Proven management experience and ability to effectively manage a busy Neonatal Intensive Care Unit after hours to a professional standard reflecting the MOHMS values.
2. Demonstrated capacity and experience responding effectively to natural disasters and disease outbreaks in collaboration with the Paediatric team.
3. Capacity to utilise computer programs to support the operations of complex organisation;



- Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

**MOHMS 276/2018 NURSE UNIT MANAGER –PAEDIATRIC SUPERVISOR (CWM HOSPITAL)**

Role:	Paediatric Supervisor
Level:	Band H
Salary Range:	\$34,760.31 - \$44,564.50
Location:	Colonial War Memorial Hospital
Unit/Division:	Paediatric/Nursing
Reports to:	Paediatric Deputy Director Nursing
Subordinates:	Ward Sisters (Nu05), Registered Nurses, Medical Students, Trainee Nurses, Intern Nurses, Ward Assistant, Orderlies and Cleaner Servant.

**Purpose of this Post**

The purpose of this post is to supervise, guide, mentor and monitor the Nursing/Medical Practise after hours to ensure safe patient care is delivered at the highest quality.

**Key Responsibilities**

Ensures overall supervision of the Paediatric Unit ensuring nursing staff coverage is maintained at the highest level and duty of care is delivered to expectation.

- Provides timely and expert advice as a clinical leader after hours, overseeing and coordinating the management of patients referrals, retrievals, admissions and transfer of patient within the Wing;
- Maintain a safe and clean environment for staff, patients/clients and visitors by ensuring compliance with legislation, policies and protocols including health and safety, healthcare associated infection, risk management and critical incident reporting.
- Ensures effective records management and documentation including nursing care plans are updated as per guideline/policy.
- Ensures that nursing staff are performing, and that all delegated activities are met.

- Coordinate efficient and effective management of the Wing and nursing workforce to ensure that all allocated activities are achieved and annual performance assessments are carried out.
- Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

**Key Performance Indicators**

Effective and timely management and regular monitoring of nursing staff performance and attendance to enable the delivery of quality nursing care.

- All nursing care plans are delivered within agreed timeframes, and compliant with relevant processes, legislation and policies.
- Quality reports Shift reports are provided, and outcomes are actioned in a timely and effective manner.
- Manage and maintain effective and efficient records on the Patient Information System (PATIS) to ensure timely access of documents and reports.

**The Person**

In addition to being a registered nurse with the Fiji Nursing Council with a valid practicing license. The position holder must have a Bachelor of Nursing with at least 5 years of Paediatric Nursing experience in a divisional hospital. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

- Proven experience and comprehensive understanding of the registered nurses scope of practice and the Fiji Nursing Decree and Nurses Code of Conduct.
- Has sound knowledge on the following:
  - Neonatal Intensive Care nursing, Advanced Paediatric Life Support, IMCI, HIV, INFANTS, Breast Feeding and the Child Welfare Decree.
- Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
- Must have good communication skills and to possess a good command of spoken and written English.



### **Skills and Abilities**

1. Proven management experience and ability to effectively manage a busy Paediatric Unit after hours to a professional standard reflecting the MOHMS values.
2. Demonstrated capacity and experience responding effectively to natural disasters and disease outbreaks in collaboration with the Paediatric team.
3. Capacity to utilise computer programs to support the operations of complex organisation;
4. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

### **MOHMS 277/2018 NURSE UNIT MANAGER – CHILDREN’S OUTPATIENT DEPARTMENT (CWM HOSPITAL)**

Position level	<b>Nurse Unit Manager, Children’s Out Patient Department (CHOP)</b>
Salary Range	\$34,760.31 - \$44,564.50
Location	Colonial War Memorial (CWM) Hospital
Reports to	Deputy Director of Nursing-Paediatric, CWM hospital
Liaises with	Head of Department- Paediatric
Subordinates	Team Leader Paediatric Nursing-CHOPD/Emergency Room, Registered Pediatric Nurses, Nurse Interns, Intern Doctors, Trainee nurses and Doctors, Ward Assistants, Record Clerk, and cleaner servants

### **POSITION PURPOSE:**

To promote efficiency in the leadership, supervision and evaluation of the nursing standard through effective monitoring. The position also plans, organize and provide leadership to the nursing staff and other subordinates, while managing resources in the unit for safe, efficient and effective quality care and exceptional customer service to clients.

### **KEY DUTIES/RESPONSIBILITIES:**

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

1. Manage the CHOPD/ER management and enhance team work by managing and organizing the daily operational activities of the department while upholding exceptional customer service.
2. Maintain a safe and clean environment for staff, patients/clients and visitors by ensuring compliance with legislation, policies and protocols including health and safety, healthcare associated infection, risk management and critical incident reporting.
3. Maintain effective records management ensuring all documentation including quarterly and annual reports.
4. Ensure efficient staffing levels to deliver nursing services required to meet patient demand and expected standards including management of overtime.
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.
6. Actively contribute to the Ministry and/or corporate requirements, including planning, budgeting and selection activities where required.

### **KEY PERFORMANCE INDICATORS:**

Performance will be measured through the following indicators which are extensions of the above Key Responsibilities:

1. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.
2. Effective and timely supervision of staff activities and performance to ensure individual work plans are met.
3. All grievances, performance and discipline matters are managed and reported in accordance with the approved operating procedures and applicable legislation.

4. Manage and maintain effective and efficient records on the Patient Information System (PATIS) to ensure timely access of documents and reports.

### **The Person**

In addition to being a registered nurse with the Fiji Nursing Council with a valid practicing license. The position holder must have a Bachelor of Nursing with at least 5 years of acute Paediatric nursing experience in a divisional hospital. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Proven experience and comprehensive understanding of the registered nurses scopes of practice and the Fiji Nursing Decree and Nurses Code of Conduct.
2. Has sound knowledge on the following:
  - a. Advanced Pediatric Life Support, IMCI, HIV, INFANTS, RHD, Breast Feeding, EPI Policy, Child Welfare Decree and SOP PPTCT.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
4. Must have good communication skills and to possess a good command of spoken and written English.

### **Skills and Abilities**

1. Proven management experience and ability to effectively manage a busy children's out-patient and emergency room to a professional standard reflecting the MOHMS values.
2. Demonstrated experience as an IMCI Instructor.
3. Demonstrated experience working effectively to ensure successful inputs and placements with external stakeholders and international visiting Paediatric teams and volunteers.
4. Demonstrated capacity and experience responding effectively to natural disasters and disease outbreaks in collaboration with the Paediatric team.

5. Capacity to utilise computer programs to support the operations of complex organisation;
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

### **MOHMS 278/2018 NURSE UNIT MANAGER – NEW SURGICAL WARD (CWM HOSPITAL)**

Role	Nurse Unit Manager
Position Level	Band H
Salary Range	\$34,760.31 - \$44,564.50
Duty Station	Tailevu / Namosi Ward (New Surgical Ward)
Report To	West Wing Deputy Director of Nursing
Liaises with	Team Leader
Subordinates	Team Leader, Registered Nurses & Ward Assistants

### **Position Purpose**

To provide overall management and clinical supervision of Nursing Practice to ensure that the delivery of patient care is provided in the most effective and efficient manner with respect to our patients dignity and privacy in a safe environment.

### **Key Responsibilities**

This position will achieve its purpose through the following:

1. 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.
2. Provide overall clinical leadership and effectively manage nurses of the New Surgical Ward to ensure high quality nursing care are provided as per policies, and guidelines within the nursing scope of practice.
3. Maintains a safe and clean environment for staff, patients/clients and visitors by ensuring compliance with healthcare legislation, policies and protocols including health and safety, healthcare associated infection, risk management and critical incident reporting.

4. Ensures effective records management including the Patient Information System (PATIS) and documentation including nursing care plans are updated as per guideline/policy.
5. 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.
6. 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 requirements, including planning, budgeting and corporate activities.

#### **Key Performance Indicators**

1. Effective and timely management and regular monitoring of nursing staff performance and attendance to enable the delivery of quality nursing care.
2. Manage and maintain an effective and efficient records on the Patient Information System (PATIS) to ensure timely access of documents
3. Quality quarterly and annual reports are provided, and outcomes are actioned in a timely and effective manner.
4. Complete compliance with relevant legislative and policy/guideline requirements within the department.

#### **The Person**

In addition to being registered and holds a valid practicing license with the Fiji Nursing Council. The position holder must have a Bachelor of Nursing with at least 5 years (excluding Internship) of full time acute surgical practice experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.

2. Has sound knowledge and competence on the following:
  - a. Mega code or basic life support training, acute Medical and Surgical nursing experience.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
4. Must have good communication skills and to possess a good command of spoken and written English.

#### **Skills and Abilities**

1. Proven management experience and ability to effectively manage a busy surgical ward to a professional standard reflecting the MOHMS values.
2. Demonstrated capacity and experience responding effectively to natural disasters.
3. Capacity to utilise computer programs to support the operations of complex organisation;
4. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

#### **MOHMS 279/2018 NURSE UNIT MANAGER – PAYING WARD (CWM HOSPITAL)**

<b>Role:</b>	<b>Nurse Unit Manager</b>
Salary:	\$34,760.31 - \$44,564.50
Location:	Paying Ward- CWMH
Unit/Division	Nursing, CWMH
Report To:	Deputy Director of Nursing-West Wing
Subordinates:	Nurse Unit Managers, Team Leaders, Registered Nurses, Allied workers, Medical nursing interns, Nursing students

#### **Position Purpose**

The purpose of this position is to provide overall management and clinical supervision for Nursing Practise in the Paying Ward to ensure safe patient care is delivered.

### **Key Responsibilities**

This position will achieve its purpose through the following:

1. 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.
2. Provide overall clinical leadership and effectively manage nurses of the Paying Ward to ensure high quality nursing care are provided as per policies, and guidelines within the nursing scope of practice.
3. Maintains a safe and clean environment for staff, patients/clients and visitors by ensuring compliance with healthcare legislation, policies and protocols including health and safety, healthcare associated infection, risk management and critical incident reporting.
4. Ensures effective records management including the Patient Information System (PATIS) and documentation including nursing care plans are updated as per guideline/policy.
5. 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.
6. 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 requirements, including planning, budgeting and corporate activities.

### **Key Performance Indicators**

1. Effective and timely management, and regular monitoring of nursing staff performance and attendance to enable the delivery of quality nursing care.
2. Manage and maintain an effective and efficient records on the Patient Information System (PATIS) to ensure timely access of documents
3. Quality quarterly and annual reports are provided, and outcomes are auctioned in a timely and effective manner.
4. Complete compliance with relevant legislative and policy/guideline requirements within the department.

### **The Person**

In addition to being registered and holds a valid practicing license with the Fiji Nursing Council. The position holder must have a Bachelor of Nursing with at least 5 years (excluding Internship) of full time Medical and Surgical practice experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
2. Has sound knowledge and competence on the following:
  - a. Mega code or basic life support training, acute Medical and Surgical nursing experience.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
4. Must have good communication skills and to possess a good command of spoken and written English.

### **Skills and Abilities**

1. Proven management experience and ability to effectively manage a busy ward with Medical and Surgical illnesses to a professional standard reflecting the MOHMS values.
2. Demonstrated capacity and experience responding effectively to natural disasters.
3. Capacity to utilise computer programs to support the operations of complex organisation;
4. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

**MOHMS 280/2018 NURSE UNIT MANAGER – MEN’S MEDICAL WARD  
(CWM HOSPITAL)**

<b>Role:</b>	<b>Nurse Unit Manager</b>
Salary:	\$34,760.31 - \$44,564.50
Location:	Men’s Medical Ward- CWMH
Unit/Division	Nursing, CWMH
Report To:	Deputy Director of Nursing-West Wing
Subordinates:	Nurse Unit Managers, Team Leaders, Registered Nurses, Allied workers, Medical nursing interns, Nursing students

**Position Purpose**

The purpose of this position is to provide overall management and clinical supervision for Nursing Practise in the MMW to ensure safe patient care is delivered.

**Key Responsibilities**

This position will achieve its purpose through the following:

1. 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.
2. Provide overall clinical leadership and effectively manage nurses of the MMW to ensure high quality nursing care are provided as per policies, and guidelines within the nursing scope of practice.
3. Maintains a safe and clean environment for staff, patients/clients and visitors by ensuring compliance with healthcare legislation, policies and protocols including health and safety, healthcare associated infection, risk management and critical incident reporting.
4. Ensures effective records management including the Patient Information System (PATIS) and documentation including nursing care plans are updated as per guideline/policy.
5. 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.

6. 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 requirements, including planning, budgeting and corporate activities.

**Key Performance Indicators**

1. Effective and timely management, and regular monitoring of nursing staff performance and attendance to enable the delivery of quality nursing care.
2. Manage and maintain an effective and efficient records on the Patient Information System (PATIS) to ensure timely access of documents
3. Quality quarterly and annual reports are provided, and outcomes are actioned in a timely and effective manner.
4. Complete compliance with relevant legislative and policy/guideline requirements within the department.

**The Person**

In addition to being registered and holds a valid practicing license with the Fiji Nursing Council. The position holder must have a Bachelor of Nursing with at least 5 years (excluding Internship) of full time Medical nursing experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
2. Has sound knowledge and competence on the following:
  - a. Mega code or basic life support training and cardiac arrhythmias
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
4. Must have good communication skills and to possess a good command of spoken and written English.

### Skills and Abilities

1. Proven management experience and ability to effectively manage a busy Medical ward to a professional standard reflecting the MOHMS values.
2. Demonstrated capacity and experience responding effectively to natural disasters.
3. Capacity to utilise computer programs to support the operations of complex organisation;
4. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

### **MOHMS 281/2018 NURSE UNIT MANAGER –SUPERVISOR WEST WING (CWM HOSPITAL)**

<b>Role:</b>	Nurse Unit Manager- West Wing Supervisor
<b>Salary:</b>	\$34,760.31 - \$44,564.50
<b>Location:</b>	Colonial War Memorial Hospital
<b>Unit/Division:</b>	Nursing
<b>Reports To:</b>	DDON West Wing
<b>Subordinates:</b>	Team Leader, Registered Nurses, Trainee Nurses Ward Assistants, Medical Orderlies

### Position Purpose

The purpose of this position is to manage staff and resources of the West Wing of CWM Hospital after hour. Hence, this position is responsible for after-hours operational 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 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. Management of West Wing In-patient beds and coordinate with other wing supervisors, of the CWM hospital to organize transfers accordingly whether internally or externally.
2. Oversee all West Wing ward rosters after hours and monitoring of staffs attendance and performance to ensure provision of quality nursing care.

3. Maintain a safe and clean environment for staff, patients/clients and visitors by ensuring compliance with legislation, policies and protocols including health and safety, healthcare associated infection, risk management and critical incident reporting.
4. Provide overall clinical supervision and guidance for all nurses for different patient condition and supervise documentation and management of care.
5. Ensures effective records management and documentation including nursing care plans are updated as per guideline/policy.
6. Ensures that nursing staff are performing, and that all delegated activities are met.
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

### Key Performance Indicators

1. Effective and timely management, and regular monitoring of nursing staff performance and attendance to enable the delivery of quality nursing care.
2. All nursing care plans are delivered within agreed timeframes, and compliant with relevant processes, legislation and policies.
3. Quality reports Shift reports are provided, and outcomes are actioned in a timely and effective manner.
4. Manage and maintain effective and efficient records on the Patient Information System (PATIS) to ensure timely access of documents and reports.

### The Person

In addition to being registered and holds a valid practicing license with the Fiji Nursing Council. The position holder must have a Bachelor of Nursing with at least 5 years (excluding Internship) of full time Medical and Surgical practice experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### Knowledge and Experience

1. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.



2. Has sound knowledge and competence on the following:
  - a. Mega code or basic life support training, acute Medical and Surgical nursing experience.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
4. Must have good communication skills and to possess a good command of spoken and written English.

**Skills and Abilities**

1. Proven management experience and ability to effectively manage a busy ward with Medical and Surgical illnesses to a professional standard reflecting the MOHMS values.
2. Demonstrated capacity and experience responding effectively to natural disasters.
3. Capacity to utilize computer programs to support the operations of complex organization;
4. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

**MOHMS 282/2018 TEAM LEADER OPERATION THEATRE LABASA HOSPITAL**

Position Level:	Team Leader – Operation Theatre
Salary Band	Band G
Salary Range:	\$28,605.45 - \$38.140.60
Duty Station:	Labasa Hospital
Reporting Responsibilities:	Unit Manager Operating Theatre
Subordinates:	Registered Nurses : Enrol Nurses : Ward Attendants

**POSITION PURPOSE**

This position provides clinical and administrative support daily in all aspects in the health ministry. To effectively manage the operations of the patient care area for the shift and coordination of nursing activities in the patient care area.

**KEY RESPONSIBILITIES**

The position will achieve its purpose through the following key responsibilities /duties:

1. Provide administrative, clinical support to Unit Manager in planning, organizing and coordinating activities in the department.
2. Supervise all nursing activities and ensure quality duty of care to all clients’ accordance with policies.
3. Monitor all nursing care is implemented and ensures proper documentation.
4. Facilitate collaboration between all staff within the hospital in providing health care to our clients.

**KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Ensure that all staffs are working accordingly within the scope of practice and to provide safe services to the community and review Individual workplans, provide Annual performance assessment, develop monthly roster.
2. Ensure staffs provide evidence of Annual re-license and mentor and support staffs with regular meetings
3. Provide regular supervision ,mentoring and training sessions with regular audits to ensure that policies ,procedures and guidelines are followed to meet the approved standard(also ensure staff are aware of training opportunities and CPD requirements).
4. Ensure all surgical data’s collected in a timely manner and reported monthly for improvement and achievement of sustainable development goal
5. Demonstrate positive communication with all staffs with regular updates on achievement in the unit as a whole.
6. Ensure that required resources (equipment’s, drugs and consumables) inventory is checked weekly and requests submitted monthly and Board of survey completed annually.
7. Monthly, quarterly and annual reports are prepared and submitted using accurate, relevant and timely information and data system as provided
8. Engage in relieving duties for Nurse Unit Managers post

## THE PERSON

In addition to Diploma in Nursing and post graduate qualifications in Management or equivalent, registered and holds a valid Nursing 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. At least 5 years' experience in Operating Theatre.
2. Practical working knowledge on all aspects of Nursing Care and Standard.
3. Understanding of the Nursing Decree.
4. Sound knowledge of Nurses policy and practice.
5. Sound knowledge on health organization service functions and how these functions contribute to the achievement of organization goals.

## SKILLS AND ABILITIES

1. Excellent interpersonal communication skills and the ability to educate staffs on clinical procedures.
2. Demonstrate ability to educate nurses and trainee nurses on managing critical clinical and trauma cases.
3. Demonstrate ability to plan, organize activities and supervise staffs performance on procedures accordance with protocols and guidelines.
4. Service orientated approach with the capacity to support the operational process in Operating Theatre goals and the whole health organization.
5. Demonstrate ability to manage twenty staffs, make monthly roster and daily operational plans.

**MOHMS 283/2018 MIDWIFE – LEVUKA HOSPITAL (4 POSTS)**

**MOHMS 284/2018 MIDWIFE – ROTUMA HOSPITAL**

**MOHMS 285/2018 MIDWIFE – VUNISEA HOSPITAL ( 3 POSTS)**

**MOHMS 286/2018 MIDWIFE – LAKEBA HOSPITAL (3 POSTS)**

**MOHMS 287/2018 MIDWIFE – LAKEBA HEALTH CENTRE**

**MOHMS 288/2018 MIDWIFE – MOALA HEALTH CENTRE (2 POSTS)**

**MOHMS 289/2018 MIDWIFE – TOTOYA NURSING STATION**

**MOHMS 290/2018 MIDWIFE – LOMALOMA HOSPITAL (2 POSTS)**

**MOHMS 291/2018 MIDWIFE – CICIA HEALTH CENTRE**

**MOHMS 292/2018 MIDWIFE – LABASA HOSPITAL (21 POSTS)**

**MOHMS 293/2018 MIDWIFE – LAUTOKA HOSPITAL (19 POSTS)**

**MOHMS 294/2018 MIDWIFE – CWM HOSPITAL (37 POSTS)**

**MOHMS 295/2018 MIDWIFE – CWM/MAKOI HOSPITAL (5 POSTS)**

**MOHMS 296/2018 MIDWIFE – NABOUWALU HOSPITAL (3 POSTS)**

**MOHMS 297/2018 MIDWIFE – TAVEUNI HOSPITAL (6 POSTS)**

**MOHMS 298/2018 MIDWIFE – SAVUSAVU HOSPITAL (5 POSTS)**

**MOHMS 299/2018 MIDWIFE – KOROTASERE HEALTH CENTRE**

**MOHMS 300/2018 MIDWIFE – RABI HEALTH CENTRE**

**MOHMS 301/2018 MIDWIFE – TUKAVESI HEALTH CENTRE**

**MOHMS 302/2018 MIDWIFE – NASEA HEALTH CENTRE**

**MOHMS 303/2018 MIDWIFE – SEAQAQA HEALTH CENTRE**

**MOHMS 304/2018 MIDWIFE – WAINIKORO HEALTH CENTRE**

**MOHMS 305/2018 MIDWIFE – SIGATOKA HOSPITAL (9 POSTS)**

**MOHMS 306/2018 MIDWIFE – NADI HOSPITAL (10 POSTS)**

**MOHMS 307/2018 MIDWIFE – BA HOSPITAL (8 POSTS)**

**MOHMS 308/2018 MIDWIFE – TAVUA HOSPITAL (3 POSTS)**

**MOHMS 309/2018 MIDWIFE – RAKIRAKI HOSPITAL (4 POSTS)**

**MOHMS 310/2018 MIDWIFE – RA MATERNITY UNIT**

**MOHMS 311/2018 MIDWIFE – KOROVOU HOSPITAL (4 POSTS)**

**MOHMS 312/2018 MIDWIFE – NAUSORI MATERNITY UNIT (15 POSTS)**

**MOHMS 313/2018 MIDWIFE – NAVUA HOSPITAL (7 POSTS)**

**MOHMS 314/2018 MIDWIFE – KOROVISIOU HEALTH CENTRE**

**MOHMS 315/2018 MIDWIFE – SAMABULA HEALTH CENTRE**

<b>Role:</b>	Midwife
<b>Band:</b>	G
<b>Salary</b>	\$28,605.45 - \$38,140.60
<b>Location:</b>	Labour Ward Hospital
<b>Unit/Division:</b>	All Divisions & Major Hospitals
<b>Report To:</b>	NUM Labour Ward
<b>Subordinates:</b>	Registered Nurses, Enrolled Nurses, O&G Interns, Student nurses and Ward Assistants

## POSITION PURPOSE

The registered Midwife is recognised as a responsible and accountable professional who works in partnership with women and families to provide



midwifery care and advice during pregnancy, labour, birth, puerperium period and to their newborn.

### **KEY DUTIES**

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

1. Provides proper assessment of clients in conformity to the Midwifery Scope of Practice, Nursing standards and clinical practice guidelines.
2. Provide quality interpretation on assessment findings using the acquired knowledge and skills to plan nursing care for acute clients and support immediate families.
3. Execute nursing care plans and specialist team orders ensuring that it conforms to national nursing policies, facilities internal protocols and infection control guidelines.
4. Making sound clinical nursing decisions in the provision of client care. Advocate for patients to specialist teams and families.
5. Nurse and monitor high risk and critical patients ; ensure timely escalation to experts regarding any clinical issues beyond their competency
6. Mentoring Registered Nurses, Medical Interns, junior staff during the provision of care to client needing Intensive Nursing care.
7. Maintain accurate documentation on client's folder at all levels of care inclusive of the Patient Information system.

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Full compliance and adherence with the midwifery scope of practice and other relevant policies and practice guidelines to ensure safe delivery of quality midwifery services and practices.
2. Provision of efficient, effective and timely advice and professional decisions that comply with the operational and business plans of the unit.
3. Ensures efficient and appropriate responses to obstetric emergencies and timely referrals wherever warranted.

4. Meet Individual goals as stipulated in Individual work plans including ongoing contribution to midwifery nursing care sustainability in a timely and efficient manner.

### **THE PERSON**

In addition to being a registered nurse with the Fiji Nursing Council with a valid practicing license. The post holder must have a Bachelor of Nursing with post graduate qualification in Midwifery certificate/ diploma, a midwifery license and currently practicing midwifery. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. Comprehensive understanding of the registered nurses and midwifery scope of practice, Fiji Nursing Decree, Nurses Code of Conduct and the Child Welfare Decree.
2. Has sound knowledge and competence on the following:
  - a. EmoNC certification, Neonatal Resuscitation, HIV in pregnancy.
3. Has broad knowledge on Infection Prevention and Control, quality improvement systems and clinical risk management.
4. Must have good communication skills and to possess a good command of spoken and written English.

#### **Skills and Abilities**

1. Demonstrates ability to effectively work in a team and shows good leadership skills
2. Demonstrates good/sound clinical judgement and decision-making
3. Ability to work under minimum supervision. An assertive self-starter
4. Excellent communication skills (verbal & written)
5. Ability to practice ethically within the framework of the Midwifery Scope of Practice
6. Demonstrates commitment and accountability in the execution of delegated responsibilities