

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
MOHMS 351/2018	Divisional Health Inspector - Central Division	\$51,132.98 - \$65,555.10
MOHMS 352/2018	Divisional Health Inspector Eastern Division	\$51,132.98 - \$65,555.10
MOHMS 353/2018	Divisional Health Inspector Northern Division	\$51,132.98 - \$65,555.10
MOHMS 354/2018	Senior Technical Officer Laboratory – Lautoka Hospital	\$43,296.63 - \$55,508.50
MOHMS 355/2018	Senior Nurse Clinician. Tamavua Twomey Hospital	\$34,760.31- \$44,564.50

MOHMS 356/2018	Nurse Unit Manager Male Ward – St Giles Hospital	\$34,760.31- \$44,564.50
MOHMS 357/2018	Nurse Unit Manager Female Ward – St Giles Hospital	\$34,760.31- \$44,564.50
MOHMS 358/2018	Clinical Nurse Educator – Lautoka Hospital	\$34,760.31- \$44,564.50
MOHMS 359/2018	Team Leader – Acute Surgical Ward CWM Hospital	\$28,605.45 - \$38,140.60
MOHMS 360/2018	Team Leader - Acute Medical Ward CWM Hospital	\$28,605.45- \$38,140.60
MOHMS 361/2018	Team Leader - Operating Theatre CWM Hospital (2 Posts)	\$28,605.45 - \$38,140.60
MOHMS 362/2018	Team Leader - Burns Unit CWM Hospital	\$28,605.45 - \$38,140.60
MOHMS 363/2018	Team Leader - Post Anaesthetic Recovery Unit (PARU) CWM Hospital	\$28,605.45 - \$38,140.60
MOHMS 364/2018	Team Leader - Emergency Department CWM Hospital	\$28,605.45 - \$38,140.60
MOHMS 365/2018	Team Leader - Central Sterile Supply Department (CSSD), CWM Hospital	\$28,605.45 - \$38,140.60
MOHMS 366/2018	Team Leader - Intensive Care Unit (ICU) CWM Hospital	\$28,605.45 - \$38,140.60
MOHMS 367/2018	Team Leader - Eye Department CWM Hospital	\$28,605.45 - \$38,140.60
MOHMS 368/2018	Team Leader - Infection Prevention and Control Unit (IPC) CWM Hospital	\$28,605.45 - \$38,140.60
MOHMS 369/2018	Team Leader - Oncology Unit CWM Hospital	\$28,605.45 - \$38,140.60
MOHMS 370/2018	Team Leader - Paying Ward, CWM Hospital	\$28,605.45 - \$38,140.60
MOHMS 371/2018	Team Leader - New Surgical Ward, CWM Hospital	\$28,605.45 - \$38,140.60
MOHMS 372/2018	Team Leader - Men's Medical Ward, CWM Hospital	\$28,605.45 - \$38,140.60
MOHMS	Team Leader - National Diabetic	\$28,605.45 - \$38,140.60

373/2018	Centre CWM Hospital	
MOHMS 374/2018	Team Leader - Labour Ward- CWM Hospital (2 Post)	\$28,605.45 - \$38,140.60
MOHMS 375/2018	Team Leader - Antenatal clinic CWM Hospital	\$28,605.45 - \$38,140.60
MOHMS 376/2018	Team Leader - Post Natal Ward CWM Hospital	\$28,605.45 - \$38,140.60
MOHMS 377/2018	Team Leader - Maternity Intensive Care Unit CWM Hospital	\$28,605.45 - \$38,140.60
MOHMS 378/2018	Team Leader - Antenatal Ward CWM Hospital	\$28,605.45 - \$38,140.60
MOHMS 379/2018	Team Leader - Gynae Clinic CWM Hospital	\$28,605.45 - \$38,140.60
MOHMS 380/2018	Team Leader - Lancaster Ward CWM Hospital	\$28,605.45 - \$38,140.60
MOHMS 381/2018	Team Leader - Children's Out Patient Department(CHOP) CWM Hospital	\$28,605.45 - \$38,140.60
MOHMS 382/2018	Team Leader - Children's Ward CWM Hospital (3 positions)	\$28,605.45 - \$38,140.60
MOHMS 383/2018	Team Leader - Neonatal Intensive Care Unit (NICU) CWM Hospital	\$28,605.45 - \$38,140.60
MOHMS 384/2018	Team Leader - Paediatric Intensive Care Unit (PICU)CWM Hospital	\$28,605.45 - \$38,140.60
MOHMS 385/2018	Team Leader - Ba Mission	\$28,605.45 - \$38,140.60
MOHMS 386/2018	Team Leader - Ba Mission	\$28,605.45 - \$38,140.60
MOHMS 387/2018	Team Leader - Nadi Hospital	\$28,605.45 - \$38,140.60
MOHMS 388/2018	Team Leader - Nadi Hospital	\$28,605.45 - \$38,140.60
MOHMS 389/2018	Team Leader - Nadi Hospital	\$28,605.45 - \$38,140.60
MOHMS	Team Leader - Rakiraki Hospital	\$28,605.45 - \$38,140.60

390/2018		
MOHMS 391/2018	Team Leader - Rakiraki Hospital	\$28,605.45 - \$38,140.60
MOHMS 392/2018	Team Leader - Sigatoka Hospital	\$28,605.45 - \$38,140.60
MOHMS 393/2018	Team Leader - Sigatoka Hospital	\$28,605.45 - \$38,140.60
MOHMS 394/2018	Team Leader - Sigatoka Hospital	\$28,605.45 - \$38,140.60
MOHMS 395/2018	Team Leader - Tavua Hospital	\$28,605.45 - \$38,140.60
MOHMS 396/2018	Team Leader Public Health Ba Health Centre	\$28,605.45 - \$38,140.60
MOHMS 397/2018	Team Leader Public Health Lautoka Health Centre	\$28,605.45 - \$38,140.60
MOHMS 398/2018	Team Leader Public Health – Nadi Health Centre	\$28,605.45 - \$38,140.60
MOHMS 399/2018	Team Leader Public Health – Namaka Health Centre	\$28,605.45 - \$38,140.60
MOHMS 400/2018	Team Leader Public Health – Rakiraki Health Centre	\$28,605.45 - \$38,140.60
MOHMS 401/2018	Team Leader Public Health – Sigatoka Health Centre	\$28,605.45 - \$38,140.60
MOHMS 402/2018	Team Leader Public Health – Tavua Health Centre	\$28,605.45 - \$38,140.60
MOHMS 403/2018	Team Leader OPD - St Giles Hospitals	\$28,605.45 - \$38,140.60
MOHMS 404/2018	Team Leader Community Mental Health – St Giles Hospital	\$28,605.45 - \$38,140.60
MOHMS 405/2018	Team Leader Male Ward – St Giles Hospitals	\$28,605.45 - \$38,140.60
MOHMS 406/2018	Team Leader Female Ward – St Giles Hospitals	\$28,605.45 - \$38,140.60
MOHMS 407/2018	Team Leader (Supervisor) – St Giles Hospitals (3 Posts)	\$28,605.45 - \$38,140.60
MOHMS 408/2018	Team Leader – Nausori Maternity	\$28,605.45 - \$38,140.60

MOHMS 409/2018	Team Leader Navua Hospital (2 Post)	\$28,605.45 - \$38,140.60
MOHMS 410/2018	Team Leader Navua Health Centre	\$28,605.45 - \$38,140.60
MOHMS 411/2018	Team Leader – Vunidawa Hospital	\$28,605.45 - \$38,140.60
MOHMS 412/2018	Team Leader – Korovou Hospital [2 Posts]	\$28,605.45 - \$38,140.60
MOHMS 413/2018	Team Leader – Lami Health Centre	\$28,605.45 - \$38,140.60
MOHMS 414/2018	Team Leader – Raiwaqa Health Centre	\$28,605.45 - \$38,140.60
MOHMS 415/2018	Team Leader – Samabula Health Centre	\$28,605.45 - \$38,140.60
MOHMS 416/2018	Team Leader Makoi Health Centre	\$28,605.45 - \$38,140.60
MOHMS 417/2018	Team Leader Nuffield Health Centre	\$28,605.45 - \$38,140.60
MOHMS 418/2018	Team Leader Public Health – Vunidawa Health Centre	\$28,605.45 - \$38,140.60
MOHMS 419/2018	Team Leader Public Health – Suva Health Centre	\$28,605.45 - \$38,140.60
MOHMS 420/2018	Team Leader Public Health – Nausori Health Centre	\$28,605.45 - \$38,140.60
MOHMS 421/2018	Team Leader Public Health – Oxfam Clinic	\$28,605.45 - \$38,140.60
MOHMS 422/2018	Team Leader Public Health – Valelevu Health Centre	\$28,605.45 - \$38,140.60

PROJECT POSITION		
MOHMSP 06/2018	Manager/Officer In charge - Tobacco Control Enforcement Unit	\$43,296.63 - \$55,508.50

Interested applicants should download the job descriptions and applicant information from the Ministry's Website: 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 27th 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

LATE APPLICATIONS WILL NOT BE CONSIDERED.

VACANCY WITHDRAWAL

Vacancy No	Post	Reason
MOHMS 05/2018	Manager/Officer In charge - Tobacco Control Enforcement Unit	Incorrect Salary Band

JOB DESCRIPTIONS

MOHMS 351/2018 DIVISIONAL HEALTH INSPECTOR - CENTRAL DIVISION

MOHMS 352/2018 DIVISIONAL HEALTH INSPECTOR EASTERN DIVISION

MOHMS 353/2018 DIVISIONAL HEALTH INSPECTOR NORTHERN DIVISION

Role:	Senior Health Inspector (4- Divisional Health Inspector)
Level:	Band J
Salary range:	\$51,132.98 – \$65,555.10
Location:	Central, Eastern, Western, Northern
Unit/Division:	Environmental Health
Reports to:	Divisional Medical Officer (West, East, Central, North)/Chief Health Inspector/National Advisor Environmental Health
Subordinates:	Health Inspectors, Senior Assistant Health Inspectors, and Rural Local Authority staffs in the 4 Division

The Position

The position provides strategic advice and oversees the implementation of Environmental Health Services at Central Division which includes national overall planning, management, enforcement, coordination and monitoring of environmental health programs and the 9KRAs in the Central Division. Further to that the position requires effective communication with all people in the workplace, including internal and external customers. Demonstrate effective Team work through appropriate and strong leadership with professionalism upholding MOHMS values and code of conduct.

Key Responsibilities

The roles of the Divisional Health Inspector is:

1. Responsible to the Chief Health Inspector through Divisional Medical Officer for the planning, management, supervision, delivery and control of environmental health services in the Division.
2. Advise Chief Health Inspector on the affairs of the Rural Local Authorities in the Division and facilitate funding from Central Board of Health (CBH) to offices which do not have Local Authorities.(Nadi Airport Health Office)
3. Collaborate with other relevant government agencies and NGO's that have equal interest on Environmental Health in the Division.
4. To contribute to the achievement of the overall goals and objectives of the Ministry as contained in the Divisional BP, ACP and the NSP.
5. Responsible for the periodic inspections of all Sub-divisional Health Offices in relation to attendance, inspections of registers, notebooks, journals, inventories and technical equipment, Rural Local Authority grants, revenue collection, book keeping, staff capacity building and team motivational programs.
6. Responsible for the preparation and submission of quarterly and annual reports to the Divisional Medical Officer and Chief Health Inspector
7. May from time to time deputize, attend or delegate for the Divisional Medical Officer at various council or committee meetings on matters relating to the management and delivery of health service in the division

Administrative.

- Administer, supervise coordinate and facilitate activities of environmental health services in the sub-divisions.
- Responsible for the efficient and effective functioning of environmental health services within the budget allocated.
- Facilitate resources appropriately to achieve set objectives.
- Provide effective leadership and support for the Officers on matters pertaining to their work.
- Monitor and evaluate the overall performance of the environmental health services with the Division.

Key Performance Indicators.

1. All activities and targets in the Annual Corporate Plan and Environmental Health Business Plan are implemented and achieved in a timely manner.
2. Ensure all legal obligations towards enforcement are carried out within the agreed timeline by all Sub divisions.
3. All reports, external correspondence, Business Plan progress are submitted within agreed timeframes, and meet the standard reporting requirements.
4. All public complaints and issues within the division are addressed within the ambit of the Law and in an agreed timeline

Selection Criteria

The Person

In addition to a minimum qualification of a Bachelor in Environmental Health and consistent with the environmental health officer qualification prescribed under the Allied Health Practitioners Decree 2011, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Divisional Health Inspector Central, Eastern and Northern.

Knowledge and Experience

1. At least 10 years' experience at Senior Management level would be desirable.
2. Understanding of legislative/policy approaches and responsibilities designed to protect the environment and public health
3. Understanding the basic sequence in enforcement process and litigation procedures.
4. Knowledge of Sustainable development goals and Healthy Island settings to enhance community health.
5. Knowledge of WASH (Water, Sanitation and Hygiene) implementation in the communities.
6. Experience in working with multiple partners in a constructive way that is beneficial to all parties.

7. Experience in and understanding community mobilization concept of addressing living condition issues and lifestyle as a social responsibility.
8. Experience in post disaster response coordination and basic understanding of Monitoring and Evaluation.

Skills and Abilities

1. Ability to carry out disease outbreak and response.
2. Skills and Ability to investigation cases and instigate prosecution.
3. Ability to write project proposals, prepare reports and business plan.
4. Ability to give technical advice to clients or communities on environmental health issues.
5. Applies technical skills in addressing environmental Health issues with clients/communities.
6. Ability to analyse situations, decision making and initiating actions.
7. Ability to build and motivate team work
8. Good organizational skills and demonstrates commitment.
9. Ability to adapting and respond to changes within the organisation effectively.

MOHMS 354/2018 SENIOR TECHNICAL OFFICER LABORATORY – LAUTOKA HOSPITAL

Position Title:	Senior Technical Officer Laboratory
Position Level:	Salary Band I
Salary range:	\$43,296.63 - \$55,508.50
Location:	Lautoka Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Consultant Pathologist
Liaises with:	Ministry staff, Donor organisation, Suppliers, External Service Providers local and abroad
Subordinates:	Laboratory Supervising Technical Officer, Quality Manager West, Technical officer Higher Grade, Laboratory Attendant

Position Purpose

The purpose of this position is to oversee overall management of Government clinical laboratories in the Western Division.

Key Responsibilities

The position will achieve its purpose through the following:

1. Ensure client confidentiality and good customer service practice while adhering to Standard Operating Procedures (SOP), Laboratory policies and values of Ministry of Health and Medical Services.
2. Drive Western Division laboratories towards Laboratory Quality Management System.
3. Plan, Manage and develop the laboratory services within Western Division and adapt to changing needs and requirements in consultation with Consultant Pathologist and Health Facility Management teams.
4. Identify risks and threats to service delivery, resolve or make necessary recommendation in a timely and holistic manner for good quality service continuity. Ensure continuity, consistency and standardization of laboratory services in Western Division.
5. Identify, quantify and map appropriate resources required for laboratories in Western Division, actively participate in human resource selection and technical evaluation for laboratory equipment, reagents and consumables when required. Ensure best use of resources and time to achieve work outcomes.
6. Provide timely professional advice to customers, donors, stakeholders that are within guidelines and represent interests of MOHMS and contribute to good work outcomes.
7. 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. Complete compliance with relevant MOHMS and laboratory policies, SOP requirements within the department.

2. Ability to monitor and evaluate Western Division Laboratories performance by use of various reports, audit tools and make evidence based decisions and link outputs to objectives.
3. Ability to approach and resolve non-conformances in a holistic manner to maximise the time and resources invested. Ability to conduct root cause analysis and implement corrective action.
4. Effective and timely management and regular monitoring of staff performance and attendance to enable service continuity, and delivery of quality laboratory services.

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. At least 12 years' work experience in Medical Laboratory.
2. Knowledge of relevant policies and available literature specific to responsibilities of this job and understand and receptive to applicable laws of Fiji.
3. Identify and manage resources required to be able to perform assigned duties with due economy and conduct monitoring and evaluation.
4. Working knowledge of Laboratory services in Fiji, Laboratory safety and advocacy.

Skills and Abilities

1. Demonstrate leadership and management capabilities including justified holistic decisions and recommendations with reference from policies, standards and guiding documents.
2. Have attention to detail, perform under pressure, and meet targets and deadlines.
3. Multi-tasking ability with good planning and time management skills, flexibility to be able to work beyond normal hours and standby supervisory duties.

4. Proactive, demonstrate ability to analyse and contribute to solutions to complex problems, monitor and evaluate interventions.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

MOHMS 355/2018 SENIOR NURSE CLINICIAN. TAMAVUA TWOMEY HOSPITAL

Position Level:	Senior Nurse Clinician.
Salary Band/Range:	Band H /\$34,717-\$44,564.50
Location:	Tamavua Twomey Hospital, Princes Road, Suva
Reports to:	Medical Superintendent (MS), Chief Nurse and Midwifery Officer(CNMO)
Subordinates:	NUO4, NUO5, NUO6, NUO7, NUO8
Liaise with:	Medical officer in charge of the three units, EO, other stakeholders.

Position Purpose.

To provide leadership role and strategic directions to all nursing personnel in upholding professionalism that will sustain quality clinical nursing services, human resource management and health system standards as indicated in the facility business plan and accordance with legislative requirements in the Ministry of Health and Medical Services policies.

Key Responsibilities Area (KRA).

1. Responsible to the Medical Superintendent in the development of the business plan for nursing, implementation of activities and timely submission of reports in meetings agreed timelines.
2. Oversee the nursing performance and ensure committed workforce in the nursing clinical areas that sustains quality health service delivery.
3. Monitor and evaluate nursing standard for quality improvement of nursing services.

4. Maintain regular reporting communications directly to the MS of TTH and CNMO on all issues relating to the effective delivery of nursing services to meet agreed nursing standards within the MOHMS.
5. Actively contribute to the Ministry and or/ corporate requirements including, budgeting and selection activities where required.

Key Performance Indicator (KPI).

1. Timely management of the three unit personnel performance, resources and information to enable business continuity and delivery of service.
2. Timely monitoring and Evaluation of nursing standard audit and quality improvement services to enable customer satisfaction
3. Effectively plan, coordinate and promotes nursing research for the continuous in-service development of nurses.
4. Timely Recording and Reporting of reports as per agreed timeline.

The person

In addition a degree in Nursing or equivalent, registered and holds a current practicing license with the Fiji Nursing Council, post graduate qualification in Management or equivalent is an advantage, the following knowledge, experience, skills and abilities are required for the successful performance of the role of the post.

Knowledge and Experience

1. 10 years of experience of continuous nursing practice
2. Proven strong leadership experience in a nursing or similar environment.
3. Good knowledge of nursing policies and related legislations.
4. Experience in managing change.
5. Experience in managing resources in a demanding and constrained environment.
6. Sound knowledge and experience in performance management

Skills and Abilities

1. Ability to think strategically

2. Demonstrate ability to manage staff at different level in the nursing environment
3. Ability to plan, organizes, coordinate, control, and implement work in a timely manner.
4. Demonstrate excellent communication, facilitation and negotiations skills.
5. Ability to provide timely policy and nursing advice to management.

MOHMS 356/2018 NURSE UNIT MANAGER MALE WARD – ST GILES HOSPITAL
MOHMS 357/2018 NURSE UNIT MANAGER FEMALE WARD – ST GILES HOSPITAL

Note: THE ABOVE TWO POSITIONS IS ALREADY FILLED, AS SUCH THE POSITIONS WILL BE WITHDRAWN

MOHMS 358/2018 CLINICAL NURSE EDUCATOR – LAUTOKA HOSPITAL

Role:	Clinical Nurse Educator
Level:	Band H
Salary range:	\$34,760.31 - \$44,564.50
Location:	Lautoka Hospital
Unit/Division:	Nursing / Lautoka Hospital
Reports to:	Manager Nursing Services , Lautoka Hospital
Subordinates:	Training Committee

The Position

The position facilitates the planning, implementation and evaluation of the development/training programs for the Registered Nurses in Lautoka Hospital

It also provides direction and support for the Sister In Charges of the Units/Wards on the planning, implementation and evaluation of the respective training programs.

Coordinates clinical audits and the evaluation of the standards of care and provide appropriate feedbacks for the respective nursing team

- 1) Key Responsibilities Develop and facilitates the implementation of the Lautoka Nursing Division Training Plan
- 2) Assist the Senior Sister in Charge of the respective unit in process of planning, implementation and evaluation of the respective on the job training program.
- 3) Assist the Management team on the development of appropriate guidelines and clinical protocols are available for the staff, in order to ensure that the care provided for the clients are based on professional practices.
- 4) Assist the Nursing Management Team on the development of the Nursing Business Plan for Lautoka Hospital
- 5) Facilitate the collection and analysing of training needs of all Registered Nurses. And coordinate the in-service training programs that would meet the training needs for the members of the team
- 6) Facilitate and report on clinical nursing audits in Lautoka Hospital.
- 7) Facilitate the orientation program for Intern Nursing Officer and Student nurses on rotation to Lautoka Hospital.

The Person

In addition to a Certificate/ Diploma /Degree in Nursing or equivalent, post basic or graduate qualification in Teaching (Teaching certificate) is essential, registered with a valid practising Licence with the Fiji Nursing Council, the following knowledge, experience, skills and abilities is required for the successful performance of this role.

Knowledge and Experience

1. Successful experience in Obstetric clinical sister position is an advantage

2. Must have obtained good performance/behaviour reports over three consecutive years,
3. knowledge on Effective Infection Control
4. Understanding of the Nurses Decree 2010 is essential
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Makes sound judgement calls ensuring institutional and clients’ interests are upheld at all times.
2. Demonstrates strong supervisory attributes
3. Exhibits excellent communication skills
4. Demonstrated ability to effectively work within a team;
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
6. Service oriented approach, with a commitment to supporting the training /operational / corporate environment of the organisation.
7. Manages human resources effectively.
8. Must have demonstrated intellectual capacity, drive, determination and flair in the current position in order to cope with the demand.

MOHMS 359/2018 TEAM LEADER – ACUTE SURGICAL WARD CWM HOSPITAL
MOHMS 360/2018 TEAM LEADER - ACUTE MEDICAL WARD CWM HOSPITAL

Role:	Team Leader Acute Surgical Ward (ASW), Acute Medical Ward (AMW)
Level:	Band G
Salary range:	\$28,605.45 - \$38,140.60
Location:	Colonial War Memorial Hospital (CWMH)
Unit/Division:	Nursing
Reports to:	Nurse Unit Manager (NUM)
Subordinates:	Enrolled Nurse Aid, Nurses

Position Purpose

The purpose of this position is to support the NUM ASW and AMW in providing daily clinical to ensure the delivery of high quality nursing care is provided in accordance with legislative requirements and clinical practice guidelines.

Key Responsibilities/duties

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

1. Assist the NUM to ensure timely ordering and availability of all resources and consumables to provide nursing care effectively including all patient monitoring machines are checked and maintained appropriately to the required service needs.
2. Provide clinical leadership, and act as a resource to advise, educate and support nurses to provide high quality surgical nursing care to all patients as per business plan, policies, and nursing standard guidelines within the nursing scope of practice.
3. Collaborate with the NUM to ensure efficient and effective management of the nursing workforce coverage to ensure that all allocated activities are achieved and staff annual performance assessments are carried out.
4. Work with nursing staff to ensure adherence to the clinical practice guidelines and regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Scope of Practice for Nursing Guidelines (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.
5. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.
6. Supervise and monitor care provided by junior staff and learners and to contribute to the development of surgical policies and ensure accurate documentation and effective communication.

7. Actively contribute to all corporate requirements of the ministry including planning, budgeting and selection activities where required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All nursing care plans and ward activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are met.
3. Effective and timely analysis of Patient Information System (PATIS) and quarterly annual reports: are provided and outcomes are actioned in a timely and effective manner.
4. Ensures consistent nursing practice guidelines, policies, procedures and evidence based practice are adhered;

Person Specification

In addition to a Bachelor of Nursing, being registered nurse with the Fiji Nursing Council with a valid licence. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. 5 years' experience at acute surgical nursing or acute medical nursing
2. Has sound knowledge and competence on the following:
 - a. Extensive surgical nursing care skills and knowledge on pre and post-operative surgical care for ASW and extensive knowledge of cardiac arrhythmias and medical conditions for AMW.
 - b. Mega Code or Advanced Cardiac life support and Infection Prevention and Control.
 - c. knowledge of the use of patient care equipment's (defibrillators, cardiac monitors, infusion pumps etc.).

3. Demonstrated advanced clinical nursing skills including the ability to undertake physical assessments within nursing scope of practice.
4. Demonstrated well developed written and verbal communication, coordination and organisational skills.
5. Computer literate and comprehensive use of the Patient Information System (PATIS).

Skills and Abilities

1. Ability to work with minimum supervision and with efficient time management skills;
2. Demonstrate ability to handle surgical emergency situations in an effective and professional manner.
3. Has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of training nurses.
4. Demonstrate the ability to instruct, developing and implementing effective surgical nursing care plans pre and post operatively.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

MOHMS 361/2018 TEAM LEADER - OPERATING THEATRE CWM HOSPITAL (2 POSTS)

Role:	Team Leader Operating Theatre
Level:	Band G
Salary range:	\$28,605.45 - \$38,140.60
Location:	Operating Theatre (OT), Colonial War Memorial Hospital (CWMH)
Unit/Division:	Nursing
Reports to:	Nurse Unit Manager (NUM) Operating Theatre
Subordinates:	Registered Nurses, Ward assistants, OT orderlies Anaesthetic attendants, Central Sterilization Department (CSSD) attendants, housekeeping staff.

Position Purpose

The purpose of this position is to provide clinical leadership to the registered nurses in the operating theatre and support the NUM of the OT in ensuring the delivery of high quality perioperative nursing care is provided in accordance with legislative requirements and perioperative care standards.

Key Responsibilities/Duties

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 nursing clinical leadership and guidance to ensure surgical health services are delivered as per approved plans, guidelines, and policy and to ensure that all perioperative nurses are working within their scope of nursing practice, standard and competencies.
2. Support the NUM to coordinate efficient and effective management of the OT and nursing workforce to ensure that all allocated activities are achieved and staff annual performance assessments are carried out.
3. Work with nursing staff to ensure adherence to the clinical practice guidelines and regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Scope of Practice for Nursing Guidelines (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.
4. Support the NUM in ensuring timely ordering and availability of all resources and consumables to provide nursing care effectively including all patient monitoring machines are checked and maintained appropriately to the required service needs.
5. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.
6. Supervise and monitor care provided by junior staff and learners including the orientation of medical students, nursing students and new nursing staffs and contribute to the development of

Perioperative policies and ensure accurate documentation and effective communication.

7. Actively contribute to all cooperate requirements of the ministry including planning, budgeting and selection activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All Perioperative care plans and unit activities are updated and implemented within the agreed timeframes.
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 supervision of registered nurses activities and performance appraisals are carried out to ensure individual work plans are achieved.
4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained.

The Person

In addition to a Bachelor of Nursing, being registered with the Fiji Nursing Council with a valid licence, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. 5 years' experience as a theatre nurse
2. Has sound knowledge and competence on the following:
 - a. Perioperative practice care bundles and surgical care safety list
 - b. Nursing Decree, nurses code of conduct, Policies, Guidelines, Institutional Procedures and Protocol
3. Must have good communication skills and to possess a good command of spoken and written English.

4. Computer literate and comprehensive use of the Patient Information System (PATIS).

Skills and Abilities

1. Competent in executing the surgical safety checklist and ability to work with minimum supervision and with efficient time management skills;
2. Competent to scrub in all major cases and has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of training nurses on theatre nursing.
3. Demonstrate ability to handle theatre emergency situations in an effective and professional manner.
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization
5. Demonstrate the capacity to utilise computer program in generating report and correspondence.

MOHMS 362/2018 TEAM LEADER - BURNS UNIT CWM HOSPITAL

Role:	Team Leader
Level:	Band G
Salary range:	\$28,605.45 - \$38,140.60
Location:	BURNS UNIT
Unit/Division:	EAST WING, Colonial War Memorial Hospital (CWMH)
Reports to:	Deputy Director of Nursing East Wing
Subordinates:	Nurses, Enrolled Nurses, Student Nurses, Orderly

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 Burns Unit guidelines, scope of nursing practice and national nursing standards.

Key Responsibilities/duties

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 are:

1. Provide clinical leadership and manage nurses of the Burns unit and act as a resource to advise, educate and support nurses to provide high quality burns 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. Ensure timely ordering and availability of all resources and consumables to provide nursing care effectively including all patient monitoring machines are checked and maintained appropriately to the required service needs of the burns unit.
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 burns care, 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. Timely supervision of registered nurses activities and performance appraisals are carried out to ensure individual work plans and unit activities are updated and implemented within the agreed timeframes.
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. Ensures consistent compliance with burns unit guidelines, policies, procedures and evidence based practice are maintained.
4. Efficient and timely management of consumables and resources, budgetary allocations, and assets that support meeting hospital work plans, department objectives and budget restraints; including ongoing contribution to Intensive nursing care sustainability.

The Person

In addition to a Bachelor of Nursing, being registered nurse with the Fiji Nursing Council with a valid licence, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. 5 years' experience at the Burns unit
2. Has sound knowledge and competence on the following:
 - a. Emergency burns management, Basic Care Life Support Certification and Advanced Life Support Certification.
 - b. Nursing Decree, nurses code of conduct, Policies, Guidelines, Institutional Procedures and Protocol
3. Understand the Ministry of Health Nursing Legislations, Policies, Guidelines, Procedures and Protocols of the Institution.
4. Must have good communication skills and to possess a good command of spoken and written English.
5. Computer literate and comprehensive use of the Patient Information System (PATIS).

Skills and Abilities

1. ability to lead a team with efficient time management skills;
2. Demonstrate ability to handle burns emergency situations in an effective and professional manner.
3. Has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of training nurses on burns care.
4. Demonstrate the ability to instruct, develop and implement effective nursing care plans for immediate post-operative patients.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

MOHMS 363/2018 TEAM LEADER - POST ANAESTHETIC RECOVERY UNIT (PARU) CWM HOSPITAL

Role:	Team Leader
Level:	Band G
Salary range:	\$28,605.45 - \$38,140.60
Location:	Post Anaesthetic Recovery Unit (PARU), Colonial War Memorial Hospital (CWMH)
Unit/Division:	Nursing
Reports to:	Nurse Unit Manager (NUM) Operating Theatre
Subordinates:	Registered Nurses, Ward assistants, OT orderlies Anaesthetic attendants, Central Sterilization Department (CSSD) attendants and housekeeping staff.

Position Purpose

The purpose of this position is to work in partnership with the OT NUM to support nursing care and to ensure the practice of nursing is safe and efficient and standards of care and best practice are maintained. The position holder provides clinical leadership and carries out the daily operational aspects of the PARU.

Key Responsibilities/Duties

1. Provide clinical leadership, manage nurses of the PARU and act as a resource to advise, educate and support nurses to provide high quality perioperative nursing care to all patients as per business plan, policies, and guidelines within the nursing scope of practice.
2. Coordinate efficient and effective management of the PARU and nursing workforce to ensure that all allocated activities are achieved and staff annual performance assessments are carried out.
3. Work with nursing staff to ensure adherence to the clinical practice guidelines and regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Scope of Practice for Nursing Guidelines (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.
4. Ensure timely ordering and availability of all resources and consumables to provide nursing care effectively including all patient monitoring machines are checked and maintained appropriately to the required service needs.
5. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.
6. Supervise and monitor care provided by junior staff and learners and to contribute to the development of PARU policies and ensure accurate documentation and effective communication.
7. Actively contribute to all corporate requirements of the ministry including planning, budgeting and selection activities where required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All post-operative care plans and unit activities are updated and implemented within the agreed timeframes.
2. Manage and maintain an effective and efficient record on the Patient Information System (PATIS) and quality quarterly annual

reports are provided, and outcomes are actioned in a timely and effective manner.

3. Effective and timely supervision of registered nurses activities and performance appraisals are carried out to ensure individual work plans are achieved.
4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained.

The Person

In addition to a Bachelor of Nursing, being registered nurse with the Fiji Nursing Council with a valid licence, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. 5 years of post-operative nursing experience
2. Has sound knowledge and competence on the following:
 - a. Airway management, Basic Care Life Support Certification, Advanced Care Life Support and Paediatric Care Life Support.
 - b. Nursing Decree, nurses code of conduct, Policies, Guidelines, Institutional Procedures and Protocol
3. Must have good communication skills and to possess a good command of spoken and written English.
4. Computer literate and comprehensive use of the Patient Information System (PATIS).

Skills and Abilities

1. Ability to work with minimum supervision and with efficient time management skills;
2. Demonstrate ability to handle PARU emergency situations in an effective and professional manner.
3. Has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of training nurses on PARU care.

4. Demonstrate the ability to instruct, develop and implement effective nursing care plans for immediate post-operative patients.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization
6. Demonstrate the capacity to utilise computer program in generating report and correspondence.

**MOHMS 364/2018 TEAM LEADER - EMERGENCY DEPARTMENT
CWM HOSPITAL**

Role:	Team Leader Emergency Department (ED)
Level:	Band G
Salary range:	\$28,605.45 - \$38,140.60
Location:	Emergency Department (ED), Colonial War Memorial Hospital (CWMH)
Unit/Division:	Nursing
Reports to:	Nurse Unit Manager (NUM) Emergency Department
Subordinates:	Registered Nurses, Ward assistants, orderlies and housekeeping staff.

Position Purpose

To support the NUM in providing clinical leadership and to coordinate service delivery and patient flow through the Emergency Department on a day to day basis. This involves careful communication and coordination of the multidisciplinary team to ensure patient assessment and treatment is conducted in a timely and efficient manner. The team leader collaborates with the Bed Manager to ensure that admitted patients are transferred to inpatient beds as soon as possible.

Key Responsibilities/Duties

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

1. Work as a clinical leader to assist staff in coordinating the management of patients within the ED to improve patient flow, triage performance and reduce access block;

2. To support the NUM in facilitating professional development for all staffs and to identify the training needs, ensuring that mandatory training requirements are met and to ensure that they are competent to provide the service required.
3. Work with the NUM to coordinate efficient and effective management of the ED and nursing workforce coverage to ensure that all allocated activities are achieved and staff performance appraisals are carried out in a timely manner.
4. Assist the NUM to ensure that equipment's in the Emergency Department are regularly maintained and where required, repaired, replaced and supplies ordered on a timely basis.
5. To ensure that all provision of nursing care is documented on a timely basis and records management including the updating of the Patient Information System (PATIS) and nursing care plans accurately reflects the patient experience.
6. Work with nursing staff to ensure adherence to the clinical practice guidelines and regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Scope of Practice for Nursing Guidelines (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.
7. Actively contribute to all corporate requirements of the ministry including planning, budgeting and selection activities where required.

KEY PERFORMANCE INDICATORS

1. Assist NUM on the preparation and analysis of Patient Information System (PATIS) and quarterly, annual reports are provided and outcomes are actioned in a timely and effective manner.
2. Evidence of ongoing professional development and certified skills are current.
3. All nursing care plans and ED activities are updated and implemented within the agreed timeframes.
4. Ensures compliance with nursing practice guidelines, policies, procedures and evidence based practice are adhered.

THE PERSON

In addition to a Bachelor of Nursing, being registered nurse with the Fiji Nursing Council with a valid licence. Experience, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. 5 years' experience as an Emergency Nursing
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has sound knowledge and competence on the following:
 - a. Advanced Cardiac life support and basic life support training and cardiac arrhythmias;
 - b. Sound knowledge of the use of patient care equipment's (defibrillators, cardiac monitors, infusion pumps etc.).
 - c. Triage, Mega Code, IV Cannulation, SIREN, MIMMS and Trauma Training.
4. Experience in working as an effective team leader.
5. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
6. Must have good communication skills and to possess a good command of spoken and written English.

Skills and Abilities

1. Demonstrate ability to handle emergency situations in an effective and professional manner including the ability to undertake physical assessments within nursing scope of practice.
2. Has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of training nurses on Emergency nursing.
3. Ability to work with minimum supervision and with efficient time management skills.

4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.
5. Well-developed problem solving and analytical skills.
6. Flexible, adaptable and embraces change.

MOHMS 365/2018 TEAM LEADER - CENTRAL STERILE SUPPLY DEPARTMENT (CSSD), CWM HOSPITAL

Role:	Team Leader
Level:	Band G
Salary range:	\$28,605.45 - \$38,140.60
Location:	Central Sterile Supply Department (CSSD), Colonial War Memorial Hospital (CWMH)
Unit/Division:	Nursing
Reports to:	Nurse Unit Manager (NUM) operating theatre
Subordinates:	Registered Nurse, Ward assistants, Orderlies, CSSD attendants and cleaner servant

Position Purpose

The purpose of this position is to manage the staff and resources of CSSD and to oversee the overall daily operations of cleaning, decontamination and sterility of equipment's and tray assembly used for hospital diagnostic and treatment purposes, and ensure the provision of sterile trays and equipment's for service delivery.

Key Responsibilities/Duties

1. Overall responsibility for all parts of the sterilization process: decontamination, packing and sterilization and storage of all sterile equipment's.
2. Works in collaboration with Operating Theatre and ward staff to ensure consistency and continuous supply flow between wards and CSSD while practicing excellent customer care service.
3. Responsible for the development and update of CSSD guidelines to ensure consistency with productivity standards and quality

services are in accordance with legislation, professional standards and clinical practice guidelines.

4. Monitor and ensure effective monitoring and documentation of autoclave machines (records of loads) and sterile packs to maintain compliance with Infection prevention and control standards and quality control and assurance are maintained.
5. Manage instrument inventory related tracking and distribution and ensure timely ordering and availability of all raw materials for the processing of surgical sterile trays and packs are adequate and available in a timely manner; ensuring continuity of required service needs.
6. Ensure department maintenance and coordinate efficient and effective management of the CSSD workforce to ensure that all allocated activities are achieved and annual performance assessments are carried out.
7. Actively contributes to the Ministry and corporate requirements ,including planning, budgeting and recruitment selection activities

Key Performance Indicators

Performance will be measured through the following indicators:

1. All CSSD activities are updated and implemented within the agreed timeframes.
2. Maintain compliance and adherence to Infection control standards, compliant with the agreed scope of practice and timeframes of the CSSD service deliverables and plans.
3. Effective and timely supervision of CSSD attendant’s activities including performance appraisals to ensure individual work plans are met.
4. Quarterly reports and outcomes are actioned in are timely and effective manner

Person Specification

In addition to a Bachelor of Nursing, being registered nurse with the Fiji Nursing Council with a valid licence, the following Knowledge,

Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. 5 years of CSSD or perioperative or post-operative recovery nursing experience.
2. Demonstrated experience in managing a small team of
3. Comprehensive Understanding of:
 - a. The sterilization and decontamination production and control processes and Infection Prevention and Control Standards;
 - b. Ministry of Health Nursing Legislations, Policies, Guidelines, Institutional Procedures and Protocols.
4. Strong organization interpersonal skills and a good command of English both written and verbal.
5. Computer literate with a good understanding of the Patient Information System (PATIS).

Skills and Abilities

1. Have efficient time management skills and exercise creativity and maintain a positive attitude;
2. Ability to manage multiple responsibilities and to prioritize scheduling of work.
3. Has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development on sterile supplies.
4. Demonstrate the ability to handle difficult situations involving staff in a professional manner.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization
6. Demonstrate the capacity to utilise computer program in generating report and correspondence

MOHMS 366/2018 TEAM LEADER - INTENSIVE CARE UNIT (ICU) CWM HOSPITAL

Role:	Team Leader
Level:	Band G

Salary range:	\$28,605.45 - \$38,140.60
Location:	Intensive Care Unit (ICU) Colonial War Memorial Hospital (CWMH)
Unit/Division:	Nursing
Reports to:	NUM ICU
Subordinates:	Enrolled Nurse Aid, Nurses

Position Purpose

The purpose of this position is to support the NUM in providing daily clinical leadership in the ICU and ensuring the delivery of high quality nursing care is provided in accordance with legislative requirements and clinical practice guidelines.

Key Responsibilities/duties

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 to nurses and professional practice is provided in accordance with legislation, professional standards and clinical practice guidelines.
2. Assist the NUM in the operational management of the ICU including regular monitoring of staff to support quality nursing care, a competent workforce and a satisfying work environment for staff.
3. Oversee and monitor high risk and critical patients ; ensure timely escalation to experts regarding any clinical issues beyond their competency.
4. Ensures quality interpretation and documentation on assessment findings using the acquired knowledge and skills to oversee and plan nursing care for ICU patients and support immediate families.
5. Effectively implements nursing care plans ensuring that it conforms to National nursing policies, facilities internal protocols and infection prevention and control guidelines.

6. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.
7. Actively contributes to the Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All nursing care plans and ward activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are met.
3. Effective and timely analysis of Patient Information System (PATIS) and quarterly annual reports: are provided and outcomes are actioned in a timely and effective manner.
4. Ensures consistent nursing practice guidelines, policies, procedures and evidence based practice are adhered;

The Person

In addition to a Bachelor of Nursing, registered nurse with the Fiji Nursing Council with a valid licence, 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 (essential)

1. 5 years' experience of Intensive Care Nursing.
2. Has sound knowledge and competence on the following:
 - a. Extensive hemodialysis and Intensive care skills and knowledge on how to set and operate a respiratory ventilator and haemodialysis machine.
 - b. Cardiac arrhythmias, Mega Code or advanced life support, and Infection Prevention and Control.
3. Demonstrated advanced clinical nursing skills including the ability to undertake physical assessments within nursing scope of practice.

4. Demonstrated well developed written and verbal communication, coordination and organisational skills.
5. Well-developed interpersonal and communication skills and the ability to work as part of a small team.
6. Understanding of the applicable legislation or policies / procedures (or experience which demonstrates the ability to rapidly acquire).

Skills and Abilities

1. Ability to work with minimum supervision and with efficient time management skills;
2. Demonstrate ability to handle emergency situations in an effective and professional manner in performing dialysis treatment.
3. Has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of training nurses on dialysis.
4. Demonstrate the ability to instruct, developing and implementing effective nursing care plans to dialysis patients.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

MOHMS 367/2018 TEAM LEADER - EYE DEPARTMENT CWM

HOSPITAL

Role:	Team Leader –Eye Department
Level:	Band G
Salary range:	\$28,605.45 - \$38,140.60
Location:	Colonial War Memorial Hospital (CWMH)
Unit/Division:	West Wing
Reports to:	Nurse Unit Manager (NUM) –Eye Department
Subordinates:	Registered Nurses, Eye Technicians ,Ward Assistant ,Cleaners, Clerk ,Student Nurses , Medical Students
Liaise With	Pacific Eye Institute Staffs and students

The Purpose of this Position

The position provides clinical Supervision of the Eye Department to ensure quality specialised eye nursing care is provided by practicing within philosophy, standards and policies of the Hospitals. The position holder also assists the NUM with daily operations of the Eye care services to ensure that nursing care is provided in a safe, efficient and effective manner to all clients and their families. The words in green may be needs to be deleted and yellow is our edition

Key Responsibilities /duties

1. Provide overall clinical leadership for nurses of the eye department to ensure high quality eye nursing care is provide as per policies, and guidelines within the nursing scope of practice.
2. Assist the NUM in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity to ensure excellent customer care is provided.
3. Work with the NUM to coordinate team activities and support nursing workforce supervision to ensure that all allocated activities are achieved and annual performance assessments are carried out.
4. Work with staff and monitor eye care provided by staff and learners and contribute to the development of eye care policies and ensure accurate documentation and effective communication.
5. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.
6. To ensure that Eye patients are organized for special procedures – indirect ophthalmoscopy for Paediatrics in the eye clinic and special eye surgical procedures in the eye operation theatre.
7. Actively contributes to the Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

Knowledge and Experience

Performance will be measured through the following indicators:

1. All eye department activities are implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are achieved.
3. Effective and timely analysis of quarterly and annual reports: are provided and outcomes are actioned in a timely and effective manner.
4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained;

Person Specification

In addition to a Bachelor of Nursing with Post graduate Diploma in Eye care (PGDEC) and Post graduate certificate in Diabetes eye care (PGCDEC) or Diabetes related courses, being registered nurse with the Fiji Nursing Council with a valid licence. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience (essential)

1. 3 years' experience at post Eye care.
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
4. Demonstrated well developed written and verbal communication, coordination and organisational skills.
5. Well-developed interpersonal skills and the ability to work as part of a team.
6. Sound knowledge of Clinical Supervision, good customer relations and compliance to the hospital administration policies and practice.

Specific Skills and Abilities

1. Ability to work with minimum supervision and with efficient time management skills and to effectively work and supervise eye team at CWMH
2. Demonstrate ability to handle emergency situations in an effective and professional manner in performing specialised eye care procedures.
3. Has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of training nurses on specialised eye care procedures.
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

MOHMS 368/2018 TEAM LEADER - INFECTION PREVENTION AND CONTROL UNIT (IPC) CWM HOSPITAL

Role	Infection Prevention and Control Unit (IPC)
Level-Salary	Team Leader
Salary Range	\$28,605.45 - \$38,140.60
Location	Colonial War Memorial Hospital
Unit/ Division	Infection Prevention and Control Unit / Nursing
Reports To	Deputy Director of Nursing - West Wing
Subordinates	Infection Prevention and Control Nurses, ward nurses, ward assistants, orderlies

POSITION PURPOSE

The purpose of this position is to coordinate hospital wide infection prevention and control programs which includes surveillance, analysis and reporting of healthcare acquired infections, educating staff about Infection Prevention & Control and assisting in the development of health system policies & procedures to ensure IPC Standards meet national requirements.

KEY RESPOSIBILITIES/ DUTIES

The position will achieve its purpose through the following:

1. Ensure annual IPC Program including waste management is developed and implemented in full consultation with the Hospital IPC Committee and provide support to the IPC team.
2. Ensure and maintain ongoing surveillance that is compliant with IPC standards and are monitored by the IPC team including the identification, control and investigation of outbreaks in collaboration with the IPC committee and outbreak control group as appropriate.
3. Ensure provision of IPC education to all disciplines including IPC orientation and maintain ongoing Infection Control education programs for all staff and provide specialist advice to staff in relation to IPC practice.
4. Oversee the implementation of staff health programs in relation to hepatitis B immunizations and any other infectious disease related matter. This also includes management of occupational accidents and exposures involving blood and body substances.
5. Ensure ongoing review and update of all policies and procedures in relation to infection control in line with new developments and changing trends.
6. Coordinate efficient and effective management of the IPC team to ensure that all allocated activities are achieved and annual performance assessments are carried out.
7. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

KEY PERFORMANCE INDICATORS

1. Maintain compliance and adherence to IPC standards and timeframes of the IPC deliverables and plans.
2. Manage and maintain an effective and efficient surveillance program including submission of monthly, quarterly annual reports and outcomes are actioned in a timely and effective manner.
3. Effective and timely supervision of IPC team activities and performance appraisals are carried out to ensure individual work plans are achieved.

4. Maintains professional development of knowledge and skills for management competency or active participation in quality improvement programs.

THE PERSON

In addition to a Bachelor of Nursing, being registered and licensed nurse with the Fiji Nursing Council, A vocational study on Infection Control Care from either the World Health Organization or a recognized provider is essential, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

KNOWLEDGE & EXPERIENCE

1. 3 years' experience in Infections Prevention Control
2. Has sound knowledge and competence on the following:
 - a. Demonstrated knowledge on IPC standards and program implementation
 - b. Basic microbiology and epidemiology principles, statistical presentation and outbreak investigation techniques.
3. Understanding of the applicable legislations, nurses scope of practice, policies and procedures.
4. Understanding of quality improvement systems as it pertains to a hospital setting

SKILLS & ABILITIES

1. Demonstrated ability to provide leadership and work effectively within a team environment to achieve unit goals and develop staff potential.
2. Computer literate with ability to use excel sheets or other programs relevant to area of practice.
3. Ability to work with minimum supervision and with efficient time management skills;
4. Has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of training nurses on IPC.

MOHMS 369/2018 TEAM LEADER - ONCOLOGY UNIT CWM HOSPITAL

Role	Team Leader
Level-Salary	G
Salary Range	\$28,605.45 - \$38,140.60
Location	Oncology Unit Colonial War Memorial Hospital
Unit/ Division	Nursing
Reports To	Deputy Director of Nursing - West Wing
Subordinates	Nurses, ward nurses, ward assistants, orderlies

POSITION PURPOSE

The Team Leader is responsible for directing and overseeing the daily activities of the unit including the provision of clinical leadership and assisting the nursing staff to ensure successful safe delivery of care.

KEY RESPONSIBILITIES

1. Provide overall clinical leadership and resource by assisting, advising and supporting staff to ensure high quality nursing care is provide as per oncology treatment plans and guidelines within the nursing scope of practice.
2. Maintains a safe and clean environment for staff, patients/clients and visitors by ensuring all staff are aware of and comply with healthcare legislation, policies and protocols including health and safety, healthcare associated infection, risk management and critical incident reporting.
3. Ensures effective communication channels between all departments and records management including the Patient Information System (PATIS) and documentation of oncology care plans are updated as per guideline/policy.
4. Facilitate the provision and maintenance of all resources and consumables are met to provide nursing care effectively, and report on productivity, quality and customer service matrix.
5. Coordinate efficient and effective management of the unit and nursing workforce to ensure that all allocated activities are achieved and annual performance assessments are carried out.

6. Participate in strategic and business planning processes related to the cancer Care services and its implementation and evaluation of nursing services, policies and practice.
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 cancer database and Patient Information System (PATIS) to ensure timely access of documents
3. Quality quarterly and annual reports are provided, and oncology services plans are actioned in a timely and effective manner.
4. Complete compliance with relevant legislative and policy/guideline requirements within the department.

PERSONAL SPECIFICATION

In addition to a Bachelor of Nursing, registered and licensed nurse with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. least 5 years of Oncology practise experience
2. Has sound knowledge and competence on the following:
 - a. Demonstrated knowledge on pain management, chemotherapy protocols and program implementation.
 - b. Demonstrated experience in chemotherapy administration and palliative care.
3. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
4. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.

5. Must have strong interpersonal skills and 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 oncology unit to a professional standard reflecting the MOHMS values.
2. Capacity to utilise computer programs to support the operations of complex organisation;
3. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.
4. Ability to understand of the need to be responsive and reasonably adaptable for scheduling purposes, when necessary, due to extenuating circumstances in support of co-workers and department functions.

MOHMS 370/2018 TEAM LEADER - PAYING WARD, CWM HOSPITAL

MOHMS 371/2018 TEAM LEADER - NEW SURGICAL WARD, CWM HOSPITAL

MOHMS 372/2018 TEAM LEADER - MEN'S MEDICAL WARD, CWM HOSPITAL

MOHMS 373/2018 TEAM LEADER - NATIONAL DIABETIC CENTRE CWM HOSPITAL

Role:	Team Leader: Paying Ward, New Surgical Ward, Men's Medical Ward, National Diabetic Centre
Level:	Band G
Salary range:	\$28,605.45 - \$38,140.60
Location:	Colonial War Memorial Hospital (CWMH)
Unit/Division:	West Wing
Reports to:	Nurse Unit Manager (NUM) –Eye Department
Subordinates:	Registered Nurses ,Ward Assistant, Student Nurses
Liase With	NUM and other clinical departments

Position Purposes

The position serves clinical functions of the Unit to assist the Nursing Unit Manager in ensuring that all nursing activities and clinical practice required of nursing staff are competently performed and that nurses

actively deliver safe quality patient care within the scope of nursing practice by the Fiji Nursing Council.

Key Responsibilities

The position will achieve its purpose through the following:

1. Provide clinical leadership to nurses and ensure nursing care is provided in accordance with legislation, professional standards and clinical practice guidelines.
2. Assist the NUM in the operational management of the ward including regular monitoring of staff to support quality nursing care, a competent workforce and a satisfying work environment for staff.
3. Effectively implements nursing care plans ensuring that it confirms to National nursing policies, facilities internal protocols and infection prevention and control guidelines.
4. Effectively ensures documentation and records management including updating of the Patient Information System (PATIS) as per guidelines/policy.
5. Assist the NUM in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity to ensure excellent customer care is provided.
6. Work with the NUM to coordinate team activities and support nursing workforce supervision and coverage to ensure that all allocated activities are achieved and annual performance assessments are carried out.
7. Actively contributes to the Ministry and corporate requirements, including planning, budgeting and recruitment and selection activities.

Key Performance Indicators

1. All nursing care plans and ward activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are met.

3. Preparation and analysis of Patient Information System (PATIS) and quarterly annual reports: are provided and outcomes are actioned in a timely and effective manner.
4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained;

The Person

In addition to a Bachelor of Nursing, being registered nurse with the Fiji Nursing Council with a valid licence, the following Knowledge, Experience, Skills and Abilities are required I to successfully undertake this role.

Knowledge and Experience

1. 5 years of Medical and Surgical nursing experience.
2. Has sound knowledge and competence on the following:
 - a. Extensive medical and surgical nursing care skills including knowledge on pre and post-operative surgical care.
 - b. Mega Code and Infection Prevention and Control.
3. Demonstrated advance clinical nursing skills including the ability to undertake physical assessments within nursing scope of practice.
4. Demonstrated well developed written and verbal communication, coordination and organisational skills.
5. Well-developed interpersonal and communication skills and the ability to work as part of a small team.
6. Understanding of the applicable legislation or policies/ procedures).

Skills and Abilities

1. Ability to work with minimum supervision and with efficient time management skills.
2. Demonstrate ability to handle emergency situations in an effective and professional manner.
3. Has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of the nurses.

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

MOHMS 374/2018 TEAM LEADER - LABOUR WARD-CWM HOSPITAL (2 POST)

MOHMS 375/2018 TEAM LEADER - ANTENATAL CLINIC CWM HOSPITAL

MOHMS 376/2018 TEAM LEADER - POST NATAL WARD CWM HOSPITAL

MOHMS 377/2018 TEAM LEADER - MATERNITY INTENSIVE CARE UNIT CWM HOSPITAL

MOHMS 378/2018 TEAM LEADER - ANTENATAL WARD CWM HOSPITAL

MOHMS 379/2018 TEAM LEADER - GYNAE CLINIC CWM HOSPITAL

MOHMS 380/2018 TEAM LEADER - LANCASTER WARD CWM HOSPITAL

Role:	TEAM LEADER - MATERNITY UNIT – 8 Positions Labour Ward-(x 2 positions), Antenatal clinic, Post Natal Ward, Maternity Intensive Care Unit, Antenatal Ward, Lancaster Clinic, Lancaster Ward
Level:	Band G
Salary Range:	\$28,605.45-\$38,140.60
Location:	Colonial War Memorial Hospital- Maternity Unit
Unit/Division:	Nursing, CWMH
Reports To:	Nurse Unit Manager (Num), Deputy Director Nursing (Ddon)-Maternity Unit
Liaises With	Teamleader-East, Teamleader-West, Teamleader- Paediatric, Nurse Educator-Cwmh
Subordinates:	Registered Nurses, Ward Assistants, Nursing And Medical Students

The Purpose of this Position

The purpose of the team leader is to assist in coordinating directions, instructions and guidance to team members in the maternity unit through communication and updating of team performance in ensuring safe clinical nursing practices that are aligned to the Nurses and Midwives Scope of Practice including policies and guidelines in placed.

Key Responsibilities/duties

1. 2 years of Midwifery and 6 months of acting experience.
2. Supervise and coordinate clinical practice and provide support to midwives, registered nurses, interns, students and ward assistants of the maternity and gynaecology unit to provide high quality nursing care to the women and their newborn admitted into the unit.
3. Work with nursing staff to ensure adherence to the clinical practice guidelines and regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Scope of Practice for Nursing Guidelines (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee,
4. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.
5. Maintain continuous improvement by collecting and providing data and other reports to monitor the health of the mother and newborn, service progress against targets, and staff professional development.
6. Assist the NUM in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity, annual performance assessments including customer service.
7. Provide positive communication in all interactions with staff, mothers, partners and support person and stakeholders and provide regular updates all the time with regular updates to the Sister in Charge.

8. Actively contribute to all cooperate requirements of the ministry including planning, budgeting and selection activities where required.

Key Performance Indicators

1. All nursing care plans and ward activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are met.
3. Assist NUM on the preparation and analysis of Patient Information System (PATIS) and quarterly annual reports: are provided and outcomes are actioned in a timely and effective manner.
4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained;

The Person

In addition to a Bachelor of Nursing, being registered nurse with the Fiji Nursing Council with a valid Midwifery licence. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. 2 years of Midwifery experience
2. Demonstrated ability to work in a similar area with knowledge of mother craft, management and how these functions are achieved through the nursing activities.
3. Understands and has sound knowledge of Midwifery and Nurses scope of practice outlined under the Nursing Decree, CWMH nursing policies, HIV Decree, Child Welfare Decree and Mental Health Decree guidelines and procedures that govern the Nurses' practice and code of ethics.
4. Has sound knowledge and competence on the following:
 - a. Emergency management of Obstetrics and Neonates and Infection Prevention and Control.
5. Well-developed interpersonal and communication skills and the ability to work as part of a small team.

Skills and Abilities

1. Demonstrate quality communication skills on addressing clinical issues, and motivating staff at different levels for different background and experience.
2. Capacity to utilize computer programs in generating reports, correspondence, updating records and PATIS.
3. Service oriented approach with a commitment to implement the Business plan of the organization in the operations and the delivery of an efficient health care system.
4. Has the ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of midwives and nurses.
5. Demonstrate the ability to maintain confidentiality.

MOHMS 381/2018 TEAM LEADER - CHILDREN’S OUT PATIENT

DEPARTMENT(CHOP)

CWM HOSPITAL

MOHMS 382/2018 TEAM LEADER - CHILDREN’S WARD

CWM HOSPITAL (3 POSITIONS)

MOHMS 383/2018 TEAM LEADER - NEONATAL INTENSIVE CARE

UNIT (NICU) CWM HOSPITAL

MOHMS 384/2018 TEAM LEADER - PAEDIATRIC INTENSIVE CARE

UNIT (PICU)CWM HOSPITAL

Role:	Team Leaders: <ul style="list-style-type: none"> • Children’s Out Patient Department(CHOP) • Children’s ward x 3 positions, • Neonatal Intensive Care Unit (NICU) • Paediatric Intensive Care Unit (PICU)
Level:	Band G
Salary range:	\$28,605.45 - \$38,140.60
Location:	Paediatric Department- Colonial War Memorial Hospital (CWMH)
Unit/Division:	Nursing

Reports to:	Nurse Unit Manager (NUM) NICU, PICU, CHOP, Children’s ward
Subordinates:	Enrolled Nurse Aid, Nurse

Position Purpose

The purpose of the team leader position is to support the NUM in providing daily clinical leadership in the respective units and ensuring the delivery of high quality nursing care is provided in accordance with legislative requirements and clinical practice guidelines.

Key Responsibilities/duties

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 for nurses and professional practice is provided in accordance with legislation, professional standards and clinical practice guidelines.
2. Assist the NUM in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity, annual performance assessments including customer service.
3. Supervise and monitor care provided by junior staff and learners and to contribute to the development of relevant policies and ensure accurate documentation and effective communication.
4. Ensures quality interpretation and documentation on assessment findings including escalation of care by using the acquired knowledge and skills to oversee and plan nursing care for Neonates and paediatric patients and support immediate families.
5. Effectively facilitates and implements nursing care plans ensuring that it conforms to national nursing policies, facilities internal protocols and infection prevention and control guidelines.
6. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.

7. Actively supports the NUM to contribute to the Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All neonatal and paediatric care plans and unit activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are achieved.
3. Collaborates with the NUM to deliver effective and timely analysis of Patient Information System (PATIS) and quarterly annual reports: are provided and outcomes are actioned in a timely and effective manner.
4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained;

The Person

In addition to a Bachelor of Nursing, being registered nurse and hold a valid practicing licence with the Fiji Nursing Council, Midwifery licence only applicable to the NICU team leader, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. 5 years of relevant to the position of Paediatric or Neonatal Intensive Care Nursing experience
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree, Nurses Code of Conduct and the Child Welfare Decree.
3. Has sound knowledge and competence on the following:
 - a. Neonatal Resuscitation, Paediatric Intensive care training (essential for PICU), Paediatric Life Support, INFANTS, Breast Feeding and neonates with HIV.

4. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
5. Must have good communication skills and to possess a good command of spoken and written English.

Skills and Abilities

1. Ability to provide clinical leadership in teams and work with minimum supervision and with efficient time management skills;
2. Demonstrate ability to handle neonatal and or paediatric emergency situations in an effective and professional manner.
3. Has the ability to teach, train, mentor junior nurses on any new policies, guidelines and support the continuous professional development of training nurses on neonatal or paediatric care.
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

MOHMS 385/2018 TEAM LEADER - BA MISSION

MOHMS 386/2018 TEAM LEADER - BA MISSION

MOHMS 387/2018 TEAM LEADER - NADI HOSPITAL

MOHMS 388/2018 TEAM LEADER - NADI HOSPITAL

MOHMS 389/2018 TEAM LEADER - NADI HOSPITAL

MOHMS 390/2018 TEAM LEADER - RAKIRAKI HOSPITAL

MOHMS 391/2018 TEAM LEADER - RAKIRAKI HOSPITAL

MOHMS 392/2018 TEAM LEADER - SIGATOKA HOSPITAL

MOHMS 393/2018 TEAM LEADER - SIGATOKA HOSPITAL

MOHMS 394/2018 TEAM LEADER - SIGATOKA HOSPITAL

MOHMS 395/2018 TEAM LEADER - TAVUA HOSPITAL

Role:	Team Leaders: Clinical
Level:	Band G
Salary range:	\$28,605.45 - \$38,140.60
Location:	Western Health Services: Sigatoka Hospital (3), Nadi Hospital (3), Ba Mission Hospital (2), Tavua Hospital (1), Rakiraki Hospital (2)

Unit/Division:	Nursing/ Western Health Services.
Reports to:	Sub Divisional Hospital Nurse Manager
Subordinates:	Registered Nurse, Ward Assistants.

Position Purpose

The purpose of the team leader position is to support the Sub Divisional Hospital Nurse Manager providing daily clinical leadership in the respective units and ensuring the delivery of high quality nursing care is provided in accordance with legislative requirements and clinical practice guidelines.

Key Responsibilities/duties

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 for nurses and professional practice is provided in accordance with legislation, professional standards and clinical practice guidelines.
2. Assist the Sub Divisional Hospital Nurse Manager in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity, annual performance assessments including customer service.
3. Supervise and monitor care provided by junior staff and learners and to contribute to the development of relevant policies and ensure accurate documentation and effective communication.
4. Ensures quality interpretation and documentation on assessment findings including escalation of care by using the acquired knowledge and skills to oversee and plan nursing care for the patients and support for immediate families.
5. Effectively facilitates and implements nursing care plans ensuring that it conforms to national nursing policies, facilities internal protocols and infection prevention and control guidelines.
6. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.

7. Actively supports the Sub Divisional Hospital Nurse manager to contribute to the Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All nursing care plans and unit activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are achieved.
3. Collaborates with the Sub Divisional Hospital Nurse Manager to deliver effective and timely analysis of Patient Information System (PATIS) quarterly and annual reports: are provided and outcomes are actioned in a timely and effective manner.
4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained.

Person Specification

In addition to a Bachelor of Nursing, being registered nurse with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience (essential)

1. 3 to 5 years of clinical experience
2. Proven experience and comprehensive understanding of the registered nurses Scope of Practice, Fiji Nursing Decree, Nurses Code of Conduct and the Child Welfare Decree.
3. Able to supervise and monitor nursing care provided by subordinates through the acquired knowledge and skills that conforms to the relevant nursing policies and guidelines.
4. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
5. Must have good communication skills and to possess a good command of spoken and written English.

Skills and Abilities

1. Ability to provide clinical leadership in teams and work with minimum supervision and with efficient time management skills;
2. Demonstrate ability to actively contribute to ministry requirements
3. Has the ability to teach, train, mentor junior nurses on any new policies and guidelines and to support the continuous professional development of all nurses.
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

MOHMS 396/2018 TEAM LEADER PUBLIC HEALTH BA HEALTH CENTRE

MOHMS 397/2018 TEAM LEADER PUBLIC HEALTH LAUTOKA HEALTH CENTRE

MOHMS 398/2018 TEAM LEADER PUBLIC HEALTH – NADI HEALTH CENTRE

MOHMS 399/2018 TEAM LEADER PUBLIC HEALTH – NAMAKA HEALTH CENTRE

MOHMS 400/2018 TEAM LEADER PUBLIC HEALTH – RAKIRAKI HEALTH CENTRE

MOHMS 401/2018 TEAM LEADER PUBLIC HEALTH – SIGATOKA HEALTH CENTRE

MOHMS 402/2018 TEAM LEADER PUBLIC HEALTH – TAVUA HEALTH CENTRE

Role:	Team Leader Public Health
Salary Band:	G
Salary Step:	\$28,605.45 - \$38,140.60
Location:	Sigatoka Health Centre (1), Nadi Health Centre (1), Namaka Health Centre (1), Ba Health Centre (1), Tavua Health Centre (1), Rakiraki Health Centre (1).

Unit/Division:	Nursing Division, Western Health Services
Reports to:	Divisional Director of Nursing
Subordinates	Registered Nurses, Cleaner Servants.

The Position

The position contributes to planning, delivery and monitoring of the effectiveness of staff performance, development with training and promotional health activities in support of core nursing skills development across the Division and Ministry of Health & Medical Services.

Key Responsibilities

1. Plan, develop, facilitate and coordinate schedules and activities for school health visits, community and outreach programmes.
2. Organize staff deployment and development
3. Assess staff for training and capacity building programmes
4. Controlling, regulating and reporting on staff performances
5. Ensure the implementation of 5'S' concept at health facility and that nursing practice is congruent with relevant legislation, regulation, scope and standards of practice
6. Collate and compile monthly, quarterly, and annual reports and submissions.
7. Awareness on safe motherhood and family health planning to all CBA women, ante natal and post natal mothers.
8. Analysis of data and redesigning work plans to meet the desired requirements or desired goals as according to Business plan.

Key Performance Indicators

1. School Health visits, planned community and outreach programs implemented and targets met.
2. Staff performances assessed and deployment and continuous professional development achieved.
3. Health information data reported, analysed and submitted monthly, quarterly and annually.

- Ensures consistent compliance with the nursing practice guidelines, relevant legislation and regulation and the Scope of Nursing Practice.

The Person:

In addition to Diploma or Degree in Nursing, valid annual practising Licence and registered as a general nurse under the Fiji Nursing Council; Certificate in Public Health Nursing or Midwifery is essential. The following knowledge, experience, skills, and abilities are required to successfully undertake this role;

Knowledge and Experience:

- 3 to 5 years’ experience in Public Health
- Knowledge of modern trends in disease patterns, re-emerging diseases and their treatment and contemporary issues in community health nursing
- Knowledge of primary health care and health promotion concepts
- Experience in supervisory role in a nursing environment or similar
- Knowledge of managing and monitoring staff performance

Skills and Abilities

- Ability to manage and lead in a team environment
- Good communication skills [written & spoken]
- Reliable primary nursing and curative skills
- Supervisory and coaching skills
- Demonstrated good customer focus and a team player

MOHMS 403/2018 TEAM LEADER OPD - ST GILES HOSPITALS

Position	Team Leader – OPD /SOP Department St. Giles Hospital
Level:	Band G
Salary Range:	\$28,605.45 - \$38,140.60
Unit/Division:	Nursing/Central
Reports to:	Senior Sister, DDON, DON
Subordinates:	Registered Nurses, Orderlies, cleaner servants,

Liaisons:	Patients, relatives, doctors ,allied health workers, mental health stakeholders
Supplementary Roles	Standard of Practice supplementary to the position.

The Position

To supervise the clinical functions of the unit and to ensure that all nursing activities and clinical practices of nursing staff are competently performed. The incumbent will also manage the resources of the unit, and to ensure the compliance to the National Nursing Standard and the Mental Health Nursing Protocol are adhered to.

Key Responsibility Areas

The position will achieve its purpose through the following:

- Supervise, coach, mentor and guide nurses who are allocated in their area of work and conducting mental status assessments (MSA), adhere to nursing standards, documentation, and maintain professionalism at all times.
- Liaise with registrars on admission, discharges, transfers and referrals for expert opinions and management.
- Maintain a regular check of drugs, stores, stationaries, update stock and control over usage and replenishment in the unit.
- Mentoring, supervising, guiding nursing trainees and medical students on clinical attachments, and assist other student attaches from other institutions/universities in their project propos
- Attend regular meetings-sisters meetings, senior management meetings, quality improvement, hospital staff meetings, and clinical/multidisciplinary meetings to enhance patient care and staff welfare.
- Submit timely reports monthly as needed- monthly, quarterly, annually.
- Conduct performance appraisals of staff-(APA

Key Performance Indicator

- Enhanced adherence to protocols, guidelines, procedures and policies.

2. Inventory Management.
3. Monthly submission of report to reflect nursing care
4. Enhanced compliance to nursing standard.

The Person

In addition to a Bachelor in Nursing or equivalent, registered and hold a current practicing licence with the Fiji Nursing Council, relevant post graduate qualification is an advantage, the following Knowledge Experience Skills and abilities are required for the successful performance of the role of the post.

Knowledge and Experience

1. At least 5-10 years’ experience working on a broad range of nursing areas.
2. Understands the Nursing Decree, Mental Health Decree, and other relevant decrees to the mental health care of patients and other relevant matters.
3. Understand the nursing Code of Conduct and Code of Ethics in relation to the nursing profession.
4. Understand the guidelines and protocols for nursing mental health clients.

Skills and abilities

1. Excellent communication skills and ability to handle clinical and administration issues tactfully at ward level in compliance to policy framework.
2. Demonstrate counseling skills.
3. Good analytic and critical thinking skills.
4. Coaching and mentoring skills.
5. Ability to effectively handle ward emergencies.

MOHMS 404/2018 TEAM LEADER COMMUNITY MENTAL HEALTH – ST GILES HOSPITAL

Role:	Sister
Level:	Band G
Salary range:	\$28,605.45 - \$38,140.60

Location:	Namosi House, Amy Street, Toorak.
Unit/Division:	Community Mental Health/Central Division
Reports to:	Director of Nursing, St Giles Hospital
Liaises with	Doctors,Nurses,SocialWelfare,Relatives,Occupational Therapist,ExecutiveOfficer,other allied health workers, ward assistants and unit cleaners

The Position

The major focus of the position is to provide Nursing Leadership and direction for Community Mental Health team in the unit as they play a vital role in making intervention accessible, detecting health concerns and preventing problems from occurring or before they become serious.

Key Duties

The position will achieve its purpose through

1. Manage and supervise staff in the Unit to provide range of planned community mental health services activity and programs.
2. Ensure provisions of Nursing leadership and guidance to ensure Mental Health Services are delivered as per plans, policies, guidelines and staffs work within their Scope of Practice and meeting standards/Competencies.
3. Ensure that resources requirements (equipment, drugs and consumables) are met to provide Community Mental Health Services effectively.
4. Ensure monitoring and supervisions of Medical and Nursing students on their learning during clinical attachment.
5. Ensure provisions of feedbacks and updates of activities and programs during meetings.
6. Maintain continuous improvement by collecting and providing data and other reports to monitor the Community Mental Health Services and progress.
7. Conduct performance appraisal of Unit staffs annually.

The Person

In addition to a Bachelor in Nursing, registered and hold a current practicing licence from the Fiji Nursing Council, relevant post graduate qualification is an advantage the following Knowledge Experience Skills and abilities are required for the successful performance of the role of the post.

Knowledge and Experience

1. At least 5-10 years’ experience working on a broad range in nursing area.
2. Understand of the PSC Code of Values and Conduct in Fiji.
3. Understand the Guideline and protocol for nursing Psychiatric clients.
4. Implement the Mission, Vision and Values and the Structure of the MOHMS Organisation.

Skills and Abilities

1. Excellent communication skills and the ability to tactfully deal with staff at unit level in compliance within the policy framework.
2. Ability to follow instructions from the Senior Matron and meet set deadlines.
3. Demonstrated ability to work cooperatively within a team members in the working environment.
4. Demonstrated ability to maintain confidentiality at unit level in their allocated working areas
5. Ability to effectively handle emergencies in the unit so as in the community.

MOHMS 405/2018 TEAM LEADER MALE WARD – ST GILES HOSPITALS
MOHMS 406/2018 TEAM LEADER FEMALE WARD – ST GILES HOSPITALS

Position	Team Leader- Male/Female Unit
Level:	Band G
Salary Range:	\$28,605.45 - \$38,140.60

Location:	St. Giles Hospital, Reservoir Road, Suva.
Unit/Division:	Nursing/Central
Reports to:	NUM, DON
Subordinates:	Registered Nurses, Orderlies/ENs’, cleaner servants,
Liaisons:	Patients, relatives, doctors ,allied health workers, mental health stakeholders
Supplementary Roles	Standard of Practice supplementary to the position.

The Position

To supervise the clinical functions of the unit and to ensure that all nursing activities and clinical practices of nursing staff are competently performed. The incumbent will also manage the resources of the unit, and to ensure the compliance to the National Nursing Standard and the Mental Health Nursing Protocol are adhered to.

Key Result Areas

The position will achieve its purpose through the following:

1. Supervise, coach, mentor and guide nurses in their area of work and reinforce mental status assessments (MSA), nursing standards, documentation, observed with appropriate and safety nursing procedures and maintain professionalism at all times.
2. Liaise with registrars on patient needs from admission, transfers, discharges and referrals for expert opinions and management.
3. Maintain a regular check of Imprest, stores, stationaries, update stock and control over usage and replenishment in the units.
4. Mentoring, supervising, guiding nursing trainees and medical students on clinical attachments, other student attaches from other institutions/universities, and facilitate other visitations to the units.
5. Coordinate patient care with other interdepartmental services- Outpatient, Occupational Therapy, Admission and Discharge

Planning, Community Psychiatric team, Forensic Psychiatric Liaison Unit, Risk

6. Attend regular meetings-sisters meetings, senior management meetings, quality improvement, hospital staff meetings, and clinical/multidisciplinary meetings to enhance patient care and facilitate staff welfare.
7. Submit timely reports monthly as needed- monthly, quarterly, annually.

Key Performance Indicator

1. Enhanced adherence to protocols, guidelines, procedures and policies.
2. Inventory Management.
3. Monthly submission of report to reflect nursing care.
4. Demonstrate positive communication with staffs, clients and stakeholders.

The Person

In addition to a Bachelor in Nursing or equivalent, post graduate certificate in Mental Health, registered and hold a current practicing licence from the Fiji Nursing Council, the following Knowledge Experience Skills and abilities are required for the successful performance of the role of the post.

Knowledge and Experience

1. At least 5-10 years’ experience working on a broad range of nursing areas.
2. Understands the Nursing Decree, Mental Health Decree, and other relevant decrees to the mental health care of patients and other relevant matters.
3. Understand the nursing Code of Conduct, Code of Ethics, and civil service code of conduct.
4. Understand the guidelines and protocols for nursing mental health clients.

Skills and abilities

1. Excellent communication skills and ability to handle clinical issues tactfully at ward level in compliance to policy framework.
2. Demonstrate counseling skills.
3. Good analytic and critical thinking skills.
4. Coaching and mentoring skills.
5. Ability to effectively handle ward emergencies.

MOHMS 407/2018 TEAM LEADER (SUPERVISOR) – ST GILES HOSPITALS (3 POSTS)

Position	Team Leader
Level:	Band G
Salary Range:	\$28,605.45 - \$38,140.60
Location:	St. Giles Hospital, Reservoir Road, Suva.
Unit/Division:	Nursing/Central
Reports to:	Senior Sister, Matron, Senior Matron
Subordinates:	Registered Nurses, Orderlies, cleaner servants,
Liaisons:	Patients, relatives, doctors ,allied health workers, mental health stakeholders
Supplementary Roles	Standard of Practice supplementary to the position.

The Position

To supervise the clinical functions of the unit and to ensure that all nursing activities and clinical practices of nursing staff are competently performed. The incumbent will also manage the resources of the unit, and to ensure the compliance to the National Nursing Standard and the Mental Health Nursing Protocol are adhered to.

Key Responsibilities/Duties

The position will achieve its purpose through the following:

1. Supervise, coach, mentor and guide nurses who are allocated in their area of work and reinforce mental status assessments (MSA), nursing standards, documentation in their clinical roles, duties and maintain professionalism with other cadres at all times.
2. Liaise with registrars on patient needs from admission, transfers, trans in, trans out, discharges and referrals for expert opinions and management.
3. Monitor all necessary equipment's that are used and to ensure their operational status are effective and serviced in a timely manner.
4. Maintain a regular check of drugs, stores, stationaries, update stock and control over usage and replenishment in the units.
5. Supervise and update of Patis on regular basis and when necessary.
6. Ensure appropriate and safety nursing procedures are observed at all times by all nursing personnel's.
7. Collaborate with a variety of disciplinary professionals to determine and provide the best care possible for their patients.

Key Performance Indicator

1. Enhanced adherence to protocols, guidelines, procedures and policies.
2. Inventory Management.
3. Monthly submission of report to reflect nursing care.
4. Demonstrate positive communication with staffs, clients and stakeholders.
5. Enhanced compliance to nursing standard.

The Person

In addition to a Diploma/Bachelors in Nursing or equivalent Registered with the Fiji Nursing Council and holds a current practicing license certificate, post graduate qualification is an advantage, the following knowledge, experience, skills and abilities will be required for the successful performance of the role.

Knowledge and Experience

1. At least 5-10 years' experience working on a broad range of nursing areas.
2. Understands the Nursing Decree, Mental Health Decree, and other relevant decrees to the mental health care of patients and other relevant matters.
3. Understand the nursing Code of Conduct and Code of Ethics in relation to the nursing profession.
4. Understand the guidelines and protocols for nursing mental health clients.

Skills and abilities

1. Excellent communication skills and ability to handle clinical and administration issues tactfully at ward level in compliance to policy framework.
2. Demonstrate counseling skills.
3. Good analytic and critical thinking skills.
4. Coaching and mentoring skills.
5. Ability to effectively handle ward emergencies.

MOHMS 408/2018 TEAM LEADER – NAUSORI MATERNITY

MOHMS 409/2018 TEAM LEADER NAVUA HOSPITAL (2 POST)

Role:	Team Leaders: Clinical
Level:	Band G
Salary range:	\$28,605.45 - \$38,140.60
Location:	Nausori Maternity, Navua Hospital,
Unit/Division:	Nursing/ Central Health Services.
Reports to:	Sub Divisional Hospital Nurse Manager
Subordinates:	Registered Nurse, Ward Assistants.

Position Purpose

The purpose of the team leader position is to support the Sub Divisional Hospital Nurse Manager providing daily clinical leadership in the respective units and ensuring the delivery of high quality nursing care is provided in accordance with legislative requirements and clinical practice guidelines.

Key Responsibilities/duties

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 for nurses and professional practice is provided in accordance with legislation, professional standards and clinical practice guidelines.
2. Assist the Sub Divisional Hospital Nurse Manager in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity, annual performance assessments including customer service.
3. Supervise and monitor care provided by junior staff and learners and to contribute to the development of relevant policies and ensure accurate documentation and effective communication.
4. Ensures quality interpretation and documentation on assessment findings including escalation of care by using the acquired knowledge and skills to oversee and plan nursing care for the patients and support for immediate families.
5. Effectively facilitates and implements nursing care plans ensuring that it conforms to national nursing policies, facilities internal protocols and infection prevention and control guidelines.
6. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.
7. Actively supports the Sub Divisional Hospital Nurse manager to contribute to the Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All nursing care plans and unit activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are achieved.
3. Collaborates with the Sub Divisional Hospital Nurse Manager to deliver effective and timely analysis of Patient Information System

(PATIS) quarterly and annual reports: are provided and outcomes are actioned in a timely and effective manner.

4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained.

The Person

In addition to a Bachelor of Nursing, being registered nurse with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. 3 to 5 years of clinical experience
2. Proven experience and comprehensive understanding of the registered nurses Scope of Practice, Fiji Nursing Decree, Nurses Code of Conduct and the Child Welfare Decree.
3. Able to supervise and monitor nursing care provided by subordinates through the acquired knowledge and skills that conforms to the relevant nursing policies and guidelines.
4. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
5. Must have good communication skills and to possess a good command of spoken and written English.

Skills and Abilities

1. Ability to provide clinical leadership in teams and work with minimum supervision and with efficient time management skills;
2. Demonstrate ability to actively contribute to ministry requirements
3. Has the ability to teach, train, mentor junior nurses on any new policies and guidelines and to support the continuous professional development of all nurses.
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

MOHMS 410/2018 TEAM LEADER NAVUA HEALTH CENTRE

Role:	Team Leader
Level Salary range:	Band G (\$28,605.45 - \$38,140.60)
Location:	Health Centre
Reports to:	Sub-Divisional Health Sister/Medical Officer In charge
Subordinates:	Staff Nurses, Ward Assistant, General wage earner

The Position

The role of the position contributes to planning, organizing, staffing directing, controlling, regulating and reporting to ensure that high quality of care is delivered in the health center as required by the Ministry of Health Medical Services.

Key Duties

1. Supervise, monitor, evaluate and assist in planning, coordinating the team activities, management of team members performances.
2. Organize staff development and deployment
3. Maintain proper recording and reporting system
4. Promote and maintain an effective and efficient management of drugs, equipment and stores.
5. Facilitate and support the implementation of health promotion.
6. Facilitate in active participation and multi sectoral approach.

Key performance indicator

1. Ensure reports are submitted with agreed times frames and meet the standard reporting requirements including analysis of data and any recommendations for improvement
2. Effective and timely management and regular monitoring of team members' performances and attendance to enable business continuity and delivery of quality service.
3. Maintain effective and efficient management of equipment, stores and infrastructure.
4. Effectively facilitate the implementation of health promotion activities through multi sectoral approach.

The Person

In addition to a Diploma or Bachelor in Nursing, Post Graduate Certificate or Diploma in Midwifery, Management, the following knowledge, experience, skills and the Abilities are required for the successful performance of the role of the position.

Knowledge and Experience

1. 5 years clinical experiences in intensive, general and maternity nursing areas
2. Knowledge and experience in Planning, organizing, implementation, regulation, monitoring and evaluation of resources.
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Good nursing leadership and management skills.
2. Effective communication skills.
3. Good organizational and analytical skills.
4. Ability to efficiently handle emergencies and remain calm in stressful situation.
5. Demonstrated ability to effectively work within a team.
6. Service oriented approach, with a commitment to supporting the operational nursing services and corporate environment of the organization
7. Ability to demonstrated intellectual capacity, drive, determination and flair

MOHMS 411/2018 TEAM LEADER – VUNIDAWA HOSPITAL

MOHMS 412/2018 TEAM LEADER – KOROVOU HOSPITAL [2 POSTS]

Role:	Team Leaders: Clinical
Level:	Band G
Salary range:	\$28,605.45 - \$38,140.60
Location:	Vunidawa, Korovou Hospital,
Unit/Division:	Nursing/ Central Health Services.
Reports to:	Sub Divisional Hospital Nurse Manager
Subordinates:	Registered Nurse, Ward Assistants.

Position Purpose

The purpose of the team leader position is to support the Sub Divisional Hospital Nurse Manager providing daily clinical leadership in the respective units and ensuring the delivery of high quality nursing care is provided in accordance with legislative requirements and clinical practice guidelines.

Key Responsibilities/duties

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 for nurses and professional practice is provided in accordance with legislation, professional standards and clinical practice guidelines.
2. Assist the Sub Divisional Hospital Nurse Manager in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity, annual performance assessments including customer service.
3. Supervise and monitor care provided by junior staff and learners and to contribute to the development of relevant policies and ensure accurate documentation and effective communication.
4. Ensures quality interpretation and documentation on assessment findings including escalation of care by using the acquired knowledge and skills to oversee and plan nursing care for the patients and support for immediate families.
5. Effectively facilitates and implements nursing care plans ensuring that it conforms to national nursing policies, facilities internal protocols and infection prevention and control guidelines.
6. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.
7. Actively supports the Sub Divisional Hospital Nurse manager to contribute to the Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All nursing care plans and unit activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are achieved.
3. Collaborates with the Sub Divisional Hospital Nurse Manager to deliver effective and timely analysis of Patient Information System (PATIS) quarterly and annual reports: are provided and outcomes are actioned in a timely and effective manner.
4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained.

Person Specification

In addition to a Bachelor of Nursing, being registered nurse with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. 3 to 5 years of clinical experience
2. Proven experience and comprehensive understanding of the registered nurses Scope of Practice, Fiji Nursing Decree, Nurses Code of Conduct and the Child Welfare Decree.
3. Able to supervise and monitor nursing care provided by subordinates through the acquired knowledge and skills that conforms to the relevant nursing policies and guidelines.
4. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
5. Must have good communication skills and to possess a good command of spoken and written English.

Skills and Abilities

1. Ability to provide clinical leadership in teams and work with minimum supervision and with efficient time management skills;
2. Demonstrate ability to actively contribute to ministry requirements

3. Has the ability to teach, train, mentor junior nurses on any new policies and guidelines and to support the continuous professional development of all nurses.
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

MOHMS 413/2018 TEAM LEADER – LAMI HEALTH CENTRE

MOHMS 414/2018 TEAM LEADER – RAIWAQA HEALTH CENTRE

MOHMS 415/2018 TEAM LEADER – SAMABULA HEALTH CENTRE

MOHMS 416/2018 TEAM LEADER MAKOI HEALTH CENTRE

MOHMS 417/2018 TEAM LEADER NUFFIELD HEALTH CENTRE

Role:	Team Leader
Level Salary range:	Band G (\$28,605.45 - \$38,140.60)
Location:	Health Centre
Reports to:	Sub-Divisional Health Sister/Medical Officer In charge
Subordinates:	Staff Nurses, Ward Assistant, General wage earner

The Position

The role of the position contributes to planning, organizing, staffing directing, controlling, regulating and reporting to ensure that high quality of care is delivered in the health center as required by the Ministry of Health Medical Services.

Key Duties

1. Supervise, monitor, evaluate and assist in planning, coordinating the team activities, management of team members performances.
2. Organize staff development and deployment
3. Maintain proper recording and reporting system
4. Promote and maintain an effective and efficient management of drugs, equipment and stores.
5. Facilitate and support the implementation of health promotion.
6. Facilitate in active participation and multi sectoral approach.

Key performance indicator

1. Ensure reports are submitted with agreed times frames and meet the standard reporting requirements including analysis of data and any recommendations for improvement
2. Effective and timely management and regular monitoring of team members' performances and attendance to enable business continuity and delivery of quality service.
3. Maintain effective and efficient management of equipment, stores and infrastructure.
4. Effectively facilitate the implementation of health promotion activities through multi sectoral approach.

The Person

In addition to a Diploma or Bachelor in Nursing, Post Graduate Certificate or Diploma in Midwifery, Management, the following knowledge, experience, skills and the Abilities are required for the successful performance of the role of the position.

Knowledge and Experience

1. 5 years clinical experiences in intensive, general and maternity nursing areas
2. Knowledge and experience in Planning, organizing, implementation, regulation, monitoring and evaluation of resources.
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Good nursing leadership and management skills.
2. Effective communication skills.
3. Good organizational and analytical skills.
4. Ability to efficiently handle emergencies and remain calm in stressful situation.
5. Demonstrated ability to effectively work within a team.

6. Service oriented approach, with a commitment to supporting the operational nursing services and corporate environment of the organization
7. Ability to demonstrated intellectual capacity, drive, determination and flair

MOHMS 418/2018 TEAM LEADER PUBLIC HEALTH – VUNIDAWA HEALTH CENTRE

MOHMS 419/2018 TEAM LEADER PUBLIC HEALTH – SUVA HEALTH CENTRE

MOHMS 420/2018 TEAM LEADER PUBLIC HEALTH – NAUSORI HEALTH CENTRE

MOHMS 421/2018 TEAM LEADER PUBLIC HEALTH – OXFAM CLINIC

MOHMS 422/2018 TEAM LEADER PUBLIC HEALTH – VALELEVU HEALTH CENTRE

Role	Team Leader School Health
Level	Band G
Salary Range	\$28,605.45 - \$38,140.60
Location	Sub division
Unit/Division	Community Health Nursing / Central
Reports To	Sub Divisional Health Sister
Subordinates	School Health Nurses, Community rehabilitators, Peer Educators, Attached Trainee Nurses

The Purpose of the Position

To oversee the implementation of the MOH&MS policies in regards to School health Program through coordinating and cooperating with other Health disciplines to ensure provision of quality, curative, preventative and promote health care to the children in primary schools within the Sub division.

Key responsible Areas:

1. Planning, organizing and developing a schedule for School health and obtaining temporary registration from Teachers Registration Board on accessing the School System.
2. Supervise, monitor and evaluate the nurse's performance.

3. Collaborate with community stakeholders and facilitate school health and Outreach programs.
4. Ensure the services are delivered within scope of practice, guideline and policies.
5. Maintain proper recording and reporting system.
6. Promote and maintain effective and efficient management of drugs, equipment's and stores.

Key Performance Indicators

1. Develop school health program schedule by end of Dec and ensure that the Fiji Teachers Registration authority license is obtained by end of January in consultation with Ministry of Education.
2. 100% coverage of school visit is achieved and maintained together with 95% immunization coverage for MR2 and 80% coverage for HPV through effective and efficient EPI program (Expanded immunization Program with regards to availability and accessibility of safe and potent vaccines. Liase with auxiliary staffs on ensuring availability of transportation.
3. Collate and compile monthly(i.e. staffs to submit to us on 7th and we submit to SDHS on 15th of every month), quarterly(i.e. 1st quarter-7th October, 2nd quarter- 7th Feb, 3rd quarter -7th may, 4th quarter – 7th August.
4. Ensure update stock take of drugs, consumables and equipment's which includes monthly order of drugs and consumables, weekly checks of equipment's for functional and damaged ones are sent on time for repair.

The Person

In addition to a Diploma or Bachelor in Nursing, Post Graduate Certificate/ Diploma in Public Health Nursing or equivalent, registered with a valid annual practicing License with the Fiji Nursing Council, attended three(3) training from the following list of training: IMCI/ Foot Assessment/ PLS/Blue Book/ NCD Toolkit Trained / inventory Management Trained/ Pap smear / MH Gap/ TB Trained/ Family Health Trained/ EPI trained, the following knowledge, Experience, skills

and abilities are required for the successful performance of the role of the position.

Knowledge and Experience

1. Five (5) years of nursing experiences with advanced nursing assessment skills
2. Knowledge of primary health care and health promotion concepts
2. Experience in supervisory role in a nursing environment or similar
3. Knowledge of managing and monitoring staff performance
4. Proven Intellectual capacity to make decisions on community health nursing issues

Skills and Abilities

1. Ability to manage and lead in a team environment
2. Effective communication skills (Written & Spoken)
3. Reliable primary nursing and curative skills
4. Supervisory, Counseling Skill and coaching skills
5. Demonstrated good customer focus and a team player
6. Basic Computer Skills

MOHMSP 06/2018 MANAGER/OFFICER IN CHARGE - TOBACCO CONTROL ENFORCEMENT UNIT

Role:	Manager/Officer In charge - Tobacco Control Enforcement Unit
Level:	Band I
Salary range:	\$43,296.63 - \$55,508.50
Location:	Level 3, Namosi House, Suva
Unit/Division:	Tobacco Control Enforcement Unit/Central
Reports to:	National Advisor Environmental Health /CHI
Subordinates:	TCEOs and ATCEOs

The Position

The Manager Tobacco Control Position directly reports to the Chief Health Inspector/National Advisor Environmental Health. The work of the Manager is not only confined to a systematic enforcement program but includes a Comprehensive approach, tailoring other effective intervention programs such as cessation, health promotion

and awareness, taxation advocacy and legislation in particular the Tobacco Control Act 2010 and its subsidiary legislation.

Key Responsibilities

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

1. Provide strategic advice on Tobacco Act and Regulation and enforcement to senior management and leadership at HQ, provide advice, directions and guidance to staffs, tobacco industry including importers wholesalers and retailers.
2. Maintain effective administrative of the Tobacco Control Unit under supervision of National advisor Environmental Health, strengthen enforcement partnership, networking and sharing of enforcement experience and information with other National and Regional organizations. Ensure that best practices prevail when enforcing the Law and facilitate review of sections of the Tobacco Control Decree which requires amendments to strengthen enforcement and prosecution procedures.
3. Ensure appropriate licensing and registration mechanism is in place and ensure compliance by all stakeholders with licensing provisions under the Tobacco Control Act 2010. Provide quality customer service, maintain quality of work, and work in a systematic and orderly manner to achieve overall goals of the organization.
4. Develop and monitor Unit Business plan, Unit budget and IWP for the unit officers. Monitor work performance of all Tobacco Control Enforcement Officers and Assistant Tobacco Control Enforcement Officers.
5. Provide appropriate information for Cabinet updates and write up cabinet papers for Hon. MHMS to inform on the Tobacco Control Program.
6. Provide Quarterly Reports on all activities listed under the work plan and ensure timely submission of these reports and update WHO reporting instrument required under the Framework Convention on Tobacco Control.

7. Develop awareness programs, tobacco free settings, training package and formulate training plan for the unit and ensure that Tobacco Control Officers are trained accordingly and provided with appropriate enforcement knowledge and skills.
8. Provide others with clear direction; motives and empowers others; sets appropriate standards of behavior and presents information in a well-structured and logical manner.

Key Performance Indicators

1. Number of collaborations held with other government and non-governmental organization to address the need for prevention and reduction of tobacco use and to ensure that existing laws and policies complement the Tobacco Control Decree 2010.
2. Number of offenders booked and taken to court through effective implementation Tobacco Control Decree 2010,
3. Percentage of activities achieved under operational the units business plans, and the ACP of the MOHMS.
4. Number of Public communication education efforts, through the television, radio and print materials, awareness and action carried out to create supportive environment for tobacco reduction programs.
5. Number of briefs and reports provided to CHI on a regular and at the end of the year on all activities done and outcomes achieved.
6. Percentage of Tobacco stakeholders registered and licenses issued on an annual basis under the Tobacco Control Act and Regulations.

The Person

In addition to a minimum qualification of a University Degree in Environmental Health and consistent with the environmental health officer qualification prescribed under the Allied Health Practitioners Decree 2011, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of a Manager Tobacco Control:

Knowledge and Experience

1. Knowledge and Experience as an Environmental Health officer dealing with vast issues of environmental health and various Legislations that are enforced by the Department to address Communicable and non-communicable diseases.
2. At least 10 years of experience as an EHO or similar in a similar position.
3. Thorough understanding and knowledge of the Tobacco Control Act and Tobacco Control Regulations, Knowledge on taxation, sentencing, Penalties, and Crimes Act and other legislations under the Environmental Health
4. Knowledge and experience in investigation and prosecution procedures, court procedures, protocols, litigation and experience in appearing in court as a prosecutor,
5. Understanding of MOUs and international protocols under WHO FCTC and experience in formulating and amending policies, regulations and reports,
6. Knowledge and experience in writing cabinet papers, development of MOUs and parliamentary questions and answers for the ministry.
7. Experience in community mobilization, media presentations, conducting trainings and report writing.
8. Experience in working with other stakeholder's internal and external customers, Government departments and NGOs who have equal interest in enforcement works.

Skills and Abilities

1. Demonstrate ability to Communicate (oral and written) effectively with all stakeholder in the workplace;
2. Ability to plan, organise, implement and monitor progress of the unit performance;
3. Demonstrate effective leadership skills and team work;
4. Demonstrate ability to maintain confidentiality and neutrality in a sensitive environment;
5. Ability to coordinate or facilitate multiple tasks activities.

6. Excellent written and oral communication skills.
7. Ability of applying technical expertise, drive for results with integrity and Willingness to take on any extra duties delegated by the supervisors.
8. Demonstrates good supervising skills, persuading and influencing, deciding and initiating actions.