

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
MOHMS 617/2018	Specialist Nurse Eye Care – CWM Hospital [10 Post]	\$28,605.45 - \$38,140.60
MOHMS 618/2018	Specialist Nurse Eye Care – Lautoka Hospital [5 Posts]	\$28,605.45 - \$38,140.60
MOHMS 619/2018	Specialist Nurse Eye Care – Labasa Hospital [3 Post]	\$28,605.45 - \$38,140.60
MOHMS 620/2018	Specialist Nurse Eye Care – Navua Health Centre [ 1 Post]	\$28,605.45 - \$38,140.60
MOHMS	Specialist Nurse Eye Care – Sigatoka	\$28,605.45 - \$38,140.60

621/2018	Hospital [1 Post]	
MOHMS 622/2018	Specialist Nurse ICU – CWM Hospital [ 15 Posts]	\$28,605.45 - \$38,140.60
MOHMS 623/2018	Specialist Nurse ICU – Lautoka Hospital [15 Posts]	\$28,605.45 - \$38,140.60
MOHMS 624/2018	Specialist Nurse ICU – Labasa Hospital [10 Posts]	\$28,605.45 - \$38,140.60
MOHMS 625/2018	Specialist Nurse Emergency Department – CWM Hospital [17 Post]	\$28,605.45 - \$38,140.60
MOHMS 626/2018	Specialist Nurse Emergency Department – Lautoka Hospital [15 Post]	\$28,605.45 - \$38,140.60
MOHMS 627/2018	Specialist Nurse Emergency Department – Labasa Hospital [10 Post]	\$28,605.45 - \$38,140.60
MOHMS 628/2018	Specialist Nurse Emergency Department – Valelevu Health Centre	\$28,605.45 - \$38,140.60
MOHMS 629/2018	Specialist Nurse Emergency Department – Navua Health Centre	\$28,605.45 - \$38,140.60
MOHMS 630/2018	Specialist Nurse Emergency Department - Nausori Health Centre	\$28,605.45 - \$38,140.60
MOHMS 631/2018	Specialist Nurse Emergency Department – Nadi Hospital	\$28,605.45 - \$38,140.60
MOHMS 632/2018	Specialist Nurse Emergency Department – Sigatoka Hospital	\$28,605.45 - \$38,140.60
MOHMS 633/2018	Specialist Nurse Mental Health – CWM Hospital [ 8 posts]	\$28,605.45 - \$38,140.60
MOHMS 634/2018	Specialist Nurse Mental Health – Lautoka Hospital [5 post]	\$28,605.45 - \$38,140.60
MOHMS 635/2018	Specialist Nurse Mental Health - Labasa Hospital [ 5 posts]	\$28,605.45 - \$38,140.60
MOHMS 636/2018	Specialist Nurse Mental Health – Suva Health Office [2 Post]	\$28,605.45 - \$38,140.60
MOHMS 637/2018	Specialist Nurse Mental Health - Nausori Health Centre	\$28,605.45 - \$38,140.60
MOHMS 638/2018	Specialist Nurse Mental Health - Korovou Health Centre	\$28,605.45 - \$38,140.60

MOHMS 639/2018	Specialist Nurse Mental Health – Vunidawa Health Centre	\$28,605.45 - \$38,140.60
MOHMS 640/2018	Specialist Nurse Mental Health – Rakiraki Health Centre	\$28,605.45 - \$38,140.60
MOHMS 641/2018	Specialist Nurse Mental Health – Ba Health Centre	\$28,605.45 - \$38,140.60
MOHMS 642/2018	Specialist Nurse Mental Health – Lautoka Hub/Hope Centre	\$28,605.45 - \$38,140.60
MOHMS 643/2018	Specialist Nurse Mental Health – Nadi Health Centre	\$28,605.45 - \$38,140.60
MOHMS 644/2018	Specialist Nurse Mental Health – Sigatoka Health Centre	\$28,605.45 - \$38,140.60
MOHMS 645/2018	Specialist Nurse Mental Health - Vunisea Health Centre	\$28,605.45 - \$38,140.60
MOHMS 646/2018	Specialist Nurse Mental Health – Lakeba Health Centre	\$28,605.45 - \$38,140.60
MOHMS 647/2018	Specialist Nurse Mental Health – Labasa Health Centre	\$28,605.45 - \$38,140.60
MOHMS 648/2018	Specialist Nurse Mental Health – Nabouwalu Health Centre	\$28,605.45 - \$38,140.60
MOHMS 649/2018	Specialist Nurse Mental Health - Waiyevo Health Centre	\$28,605.45 - \$38,140.60
MOHMS 650/2018	Specialist Nurse Mental Health – St Giles Hospital [ 17 Posts]	\$28,605.45 - \$38,140.60
MOHMS 651/2018	Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – CWM Hospital [5 post]	\$28,605.45 - \$38,140.60
MOHMS 652/2018	Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Lautoka Hospital [2 post]	\$28,605.45 - \$38,140.60
MOHMS 653/2018	Specialist Nurse Integrated Management of Childhood Illnesses – Labasa Hospital [ 2 posts]	\$28,605.45 - \$38,140.60
MOHMS 654/2018	Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Valelevu Health Centre	\$28,605.45 - \$38,140.60
MOHMS	Specialist Nurse Integrated	\$28,605.45 - \$38,140.60

655/2018	Management of Childhood Illnesses (IMCI) – Makoi Health Centre	
MOHMS 656/2018	Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Raiwaqa Health Centre	\$28,605.45 - \$38,140.60
MOHMS 657/2018	Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Samabula Health Centre	\$28,605.45 - \$38,140.60
MOHMS 658/2018	Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Lami Health Centre	\$28,605.45 - \$38,140.60
MOHMS 659/2018	Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Suva Health Office	\$28,605.45 - \$38,140.60
MOHMS 660/2018	Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Nuffield Health Centre	\$28,605.45 - \$38,140.60
MOHMS 661/2018	Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Navua Health Centre	\$28,605.45 - \$38,140.60
MOHMS 662/2018	Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Korovisilou Health Centre	\$28,605.45 - \$38,140.60
MOHMS 663/2018	Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Namuamua Health Centre	\$28,605.45 - \$38,140.60
MOHMS 664/2018	Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Beqa Health Centre	\$28,605.45 - \$38,140.60
MOHMS 665/2018	Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) Nausori Health Centre	\$28,605.45 - \$38,140.60
MOHMS 666/2018	Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Naulu Health Centre	\$28,605.45 - \$38,140.60
MOHMS	Specialist Nurse Integrated	\$28,605.45 - \$38,140.60

667/2018	Management of Childhood Illnesses (IMCI) –Wainibokasi Health Centre	
MOHMS 668/2018	Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Korovou Health Centre	\$28,605.45 - \$38,140.60
MOHMS 669/2018	Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Lodon Health Centre	\$28,605.45 - \$38,140.60
MOHMS 670/2018	Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Vunidawa Health Centre	\$28,605.45 - \$38,140.60
MOHMS 671/2018	Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Rakiraki Health Centre	\$28,605.45 - \$38,140.60
MOHMS 672/2018	Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Tavua Hospital	\$28,605.45 - \$38,140.60
MOHMS 673/2018	Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Ba Hospital	\$28,605.45 - \$38,140.60
MOHMS 674/2018	Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Ba Health Centre	\$28,605.45 - \$38,140.60
MOHMS 675/2018	Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Lautoka Health Centre [2 Posts]	\$28,605.45 - \$38,140.60
MOHMS 676/2018	Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Viseisei Health Centre	\$28,605.45 - \$38,140.60
MOHMS 677/2018	Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Nadi Hospital [2 Post]	\$28,605.45 - \$38,140.60
MOHMS 678/2018	Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Nadi Health Centre	\$28,605.45 - \$38,140.60

MOHMS 679/2018	Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Namaka Health Centre	\$28,605.45 - \$38,140.60
MOHMS 680/2018	Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Sigatoka Health Centre	\$28,605.45 - \$38,140.60
MOHMS 681/2018	Specialist Nurse Integrated Management of Childhood Illnesses – Levuka Hospital	\$28,605.45 - \$38,140.60
MOHMS 682/2018	Specialist Nurse Integrated Management of Childhood Illnesses – Levuka Health Centre	\$28,605.45 - \$38,140.60
MOHMS 683/2018	Specialist Nurse Integrated Management of Childhood Illnesses – Kadavu Health Centre	\$28,605.45 - \$38,140.60
MOHMS 684/2018	Specialist Nurse Integrated Management of Childhood Illnesses – Lakeba Hospital	\$28,605.45 - \$38,140.60
MOHMS 685/2018	Specialist Nurse Integrated Management of Childhood Illnesses – Lomaloma Hospital	\$28,605.45 - \$38,140.60
MOHMS 686/2018	Specialist Nurse Integrated Management of Childhood Illnesses – Rotuma Hospital	\$28,605.45 - \$38,140.60
MOHMS 687/2018	Specialist Nurse Integrated Management of Childhood Illnesses – Savusavu Hospital [ 2 Posts]	\$28,605.45 - \$38,140.60
MOHMS 688/2018	Specialist Nurse Integrated Management of Childhood Illnesses – Labasa Health Centre	\$28,605.45 - \$38,140.60
MOHMS 689/2018	Specialist Nurse Integrated Management of Childhood Illnesses – Nasea Health Centre	\$28,605.45 - \$38,140.60
MOHMS 690/2018	Specialist Nurse Integrated Management of Childhood Illnesses – Nabouwalu Hospital	\$28,605.45 - \$38,140.60
MOHMS 691/2018	Specialist Nurse Integrated Management of Childhood Illnesses –	\$28,605.45 - \$38,140.60

	Lekutu Health Centre	
MOHMS 692/2018	Specialist Nurse Integrated Management of Childhood Illnesses – Waiyevo Hospital [ 2 post]	\$28,605.45 - \$38,140.60
MOHMS 693/2018	Specialist Nurse Foot Care CWM Hospital [5 posts]	\$28,605.45 - \$38,140.60
MOHMS 694/2018	Specialist Nurse Foot Care – Lautoka Hospital [5 Posts]	\$28,605.45 - \$38,140.60
MOHMS 695/2018	Specialist Nurse Foot Care – Labasa Hospital [5 Posts]	\$28,605.45 - \$38,140.60
MOHMS 696/2018	Specialist Nurse Foot Care – Samabula Health Centre	\$28,605.45 - \$38,140.60
MOHMS 697/2018	Specialist Nurse Foot Care Nuffield Health Centre	\$28,605.45 - \$38,140.60
MOHMS 698/2018	Specialist Nurse Foot Care –Navua Health Centre	\$28,605.45 - \$38,140.60
MOHMS 699/2018	Specialist Nurse Foot Care – Nausori Health Centre	\$28,605.45 - \$38,140.60
MOHMS 700/2018	Specialist Nurse Foot Care – Naulu Health Centre	\$28,605.45 - \$38,140.60
MOHMS 701/2018	Specialist Nurse Foot Care – Wainibokasi Health Centre	\$28,605.45 - \$38,140.60
MOHMS 702/2018	Specialist Nurse Foot Care – Korovou Health Centre	\$28,605.45 - \$38,140.60
MOHMS 703/2018	Specialist Nurse Foot Care – Vunidawa Health Centre	\$28,605.45 - \$38,140.60
MOHMS 704/2018	Specialist Nurse Foot Care – Rakiraki Hospital	\$28,605.45 - \$38,140.60
MOHMS 705/2018	Specialist Nurse Foot Care – Tavua Hospital	\$28,605.45 - \$38,140.60
MOHMS 706/2018	Specialist Nurse Foot Care – Ba Hospital	\$28,605.45 - \$38,140.60
MOHMS 707/2018	Specialist Nurse Foot Care – Ba Health Centre	\$28,605.45 - \$38,140.60
MOHMS 708/2018	Specialist Nurse Foot Care - Lautoka Health Centre	\$28,605.45 - \$38,140.60
MOHMS	Specialist Nurse Foot Care – Nadi	\$28,605.45 - \$38,140.60

709/2018	Hospital	
MOHMS 710/2018	Specialist Nurse Foot Care – Sigatoka Hospital	\$28,605.45 - \$38,140.60
MOHMS 711/2018	Specialist Nurse Foot Care – Levuka Hospital	\$28,605.45 - \$38,140.60
MOHMS 712/2018	Specialist Nurse Foot Care – Vunisea Hospital	\$28,605.45 - \$38,140.60
MOHMS 713/2018	Specialist Nurse Foot Care – Lakeba Hospital	\$28,605.45 - \$38,140.60
MOHMS 714/2018	Specialist Nurse Foot Care – Rotuma Hospital	\$28,605.45 - \$38,140.60
MOHMS 715/2018	Specialist Nurse Foot Care – Savusavu Hospital	\$28,605.45 - \$38,140.60
MOHMS 716/2018	Specialist Nurse Foot Care – Labasa Diabetic Hub [ 2 Posts]	\$28,605.45 - \$38,140.60
MOHMS 717/2018	Specialist Nurse Foot Care – Nabouwalu Hospital	\$28,605.45 - \$38,140.60
MOHMS 718/2018	Specialist Nurse Foot Care – Waiyevo Hospital	\$28,605.45 - \$38,140.60
MOHMS 719/2018	Specialist Nurse CCU/Cath Lab – CWM Hospital [14 posts]	\$28,605.45 - \$38,140.60
MOHMS 720/2018	Specialist Nurse CCU/Cath Lab – Lautoka Hospital [7 post]	\$28,605.45 - \$38,140.60
MOHMS 721/2018	Specialist Nurse CCU/Cath Lab – Labasa Hospital [6 Posts]	\$28,605.45 - \$38,140.60
MOHMS 722/2018	Specialist Nurse Operation Theatre CWM Hospital [20 Posts]	\$28,605.45 - \$38,140.60
MOHMS 723/2018	Specialist Nurse Operation Theatre Lautoka Hospital [12 Posts]	\$28,605.45 - \$38,140.60
MOHMS 724/2018	Specialist Nurse Operation Theatre – Labasa Hospital [10 Posts]	\$28,605.45 - \$38,140.60
MOHMS 725/2018	Specialist Nurse PEADS – CWM Hospital [20 Posts]	\$28,605.45 - \$38,140.60
MOHMS 726/2018	Specialist Nurse PEADS Lautoka Hospitals [14 Posts]	\$28,605.45 - \$38,140.60
MOHMS 727/2018	Specialist Nurse Palliative CWM Hospital	\$28,605.45 - \$38,140.60

MOHMS 728/2018	Specialist Nurse Oncology – CWM Hospital [12 Posts]	\$28,605.45 - \$38,140.60
MOHMS 729/2018	Specialist Nurse Oncology – Lautoka Hospital [4 Posts]	\$28,605.45 - \$38,140.60
MOHMS 730/2018	Specialist Nurse Oncology Labasa Hospital [4 Posts]	\$28,605.45 - \$38,140.60
MOHMS 731/2018	Specialist Nurse Reproductive Health – Lautoka Hospital	\$28,605.45 - \$38,140.60
MOHMS 732/2018	Specialist Nurse Reproductive Health – Valelevu Health Centre	\$28,605.45 - \$38,140.60
MOHMS 733/2018	Specialist Nurse Reproductive Health – Women Wellness/STI Hub [2 Posts]	\$28,605.45 - \$38,140.60
MOHMS 734/2018	Specialist Nurse Reproductive Health – Navua Health Centre	\$28,605.45 - \$38,140.60
MOHMS 735/2018	Specialist Nurse Reproductive Health – Nausori Health Centre	\$28,605.45 - \$38,140.60
MOHMS 736/2018	Specialist Nurse Reproductive Health – Naulu Health Centre	\$28,605.45 - \$38,140.60
MOHMS 737/2018	Specialist Nurse Reproductive Health – Korovou Health Centre	\$28,605.45 - \$38,140.60
MOHMS 738/2018	Specialist Nurse Reproductive Health – Vunidawa Health Centre	\$28,605.45 - \$38,140.60
MOHMS 739/2018	Specialist Nurse Reproductive Health – Rakiraki Health Centre	\$28,605.45 - \$38,140.60
MOHMS 740/2018	Specialist Nurse Reproductive Health – Ba Health Centre	\$28,605.45 - \$38,140.60
MOHMS 741/2018	Specialist Nurse Reproductive Health – Lautoka Health Centre	\$28,605.45 - \$38,140.60
MOHMS 742/2018	Specialist Nurse Reproductive Health – Nadi Health Centre	\$28,605.45 - \$38,140.60
MOHMS 743/2018	Specialist Nurse Reproductive Health – Sigatoka Health Centre	\$28,605.45 - \$38,140.60
MOHMS 744/2018	Specialist Nurse Reproductive Health – Levuka Health Centre	\$28,605.45 - \$38,140.60
MOHMS 745/2018	Specialist Nurse Reproductive Health – Vunisea Health Centre	\$28,605.45 - \$38,140.60
MOHMS	Specialist Nurse Reproductive Health	\$28,605.45 - \$38,140.60

746/2018	– Lakeba Health Centre	
MOHMS 747/2018	Specialist Nurse Reproductive Health – Lomaloma Health Centre	\$28,605.45 - \$38,140.60
MOHMS 748/2018	Specialist Nurse Reproductive Health – Rotuma Health Centre	\$28,605.45 - \$38,140.60
MOHMS 749/2018	Specialist Nurse Dialysis – CWM Hospital [6 Post]	\$28,605.45 - \$38,140.60
MOHMS 750/2018	Specialist Nurse Dialysis – Lautoka Hospital [2 Posts]	\$28,605.45 - \$38,140.60
MOHMS 751/2018	Specialist Nurse Infection Control – CWM Hospital [4 Posts]	\$28,605.45 - \$38,140.60
MOHMS 752/2018	Specialist Nurse Infection Control – Lautoka Hospital [2 Posts]	\$28,605.45 - \$38,140.60
MOHMS 753/2018	Specialist Nurse Infection Control - Labasa Hospital [ 2 Posts]	\$28,605.45 - \$38,140.60
MOHMS 754/2018	Specialist Nurse Infection Control – Valelevu Health Centre	\$28,605.45 - \$38,140.60
MOHMS 755/2018	Specialist Nurse Infection Control – Navua Health Centre	\$28,605.45 - \$38,140.60
MOHMS 756/2018	Specialist Nurse Infection Control - Nausori Health Centre	\$28,605.45 - \$38,140.60
MOHMS 757/2018	Specialist Nurse Infection Control - Ba Hospital	\$28,605.45 - \$38,140.60
MOHMS 758/2018	Specialist Nurse Infection Control – Nadi Hospital	\$28,605.45 - \$38,140.60
MOHMS 759/2018	Specialist Nurse Infection Control - Sigatoka Hospital	\$28,605.45 - \$38,140.60
MOHMS 760/2018	Specialist Nurse Infection Control – Savusavu Hospital	\$28,605.45 - \$38,140.60
MOHMS 761/2018	Specialist Nurse Infection Control – Labasa Health Centre	\$28,605.45 - \$38,140.60
MOHMS 762/2018	Specialist Nurse Infection Control – Nabouwalu Health Centre	\$28,605.45 - \$38,140.60
MOHMS 763/2018	Specialist Nurse Infection Control – Waiyevo Hospital	\$28,605.45 - \$38,140.60
MOHMS 764/2018	Specialist Nurse Infection Control – Tamavua Hospital [2 Posts]	\$28,605.45 - \$38,140.60

MOHMS 765/2018	Specialist Nurse Infection Control – St Giles Hospital [2 Posts]	\$28,605.45 - \$38,140.60
MOHMS 766/2018	Specialist Nurse TB/ Skin – Tamavua Hospital [4 Posts]	\$28,605.45 - \$38,140.60
MOHMS 767/2018	Specialist Nurse Endoscopy – CWM Hospital [4 Posts]	\$28,605.45 - \$38,140.60
MOHMS 768/2018	Biomedical Attendant, Lautoka Hospital	\$4.60 - \$5.90
MOHMS 769/2018	Clerical Officer, Vunidawa Hospital	\$12,081.69 - \$15,489.35
MOHMS 770/2018	Clerical Officer [Accounts], CWM Hospital	\$12,081.69 - \$15,489.35
MOHMS 771/2018	Executive Officer, Ba Mission Hospital	\$19,041.75 - \$24,412.50
MOHMS 772/2018	Executive Officer, Asset Management Unit, CWM Hospital	\$19,041.75 - \$24,412.50
MOHMS 773/2018	Driver, Fiji Centre for Communicable Disease Control, Head Office	\$5.37 - \$6.89
MOHMS 774/2018	Cook, Tamavua Twomey Hospital [1 Post]	\$5.37 - \$6.89
MOHMS 775/2018	Hospital Attendant, Tamavua Twomey Hospital [5 Posts]	\$5.37 - \$6.89
MOHMS 776/2018	Cleaner, Levuka Hospital [Re-advertised]	\$4.60 - \$5.90
MOHMS 777/2018	Electrician, Central Division [Readvertised]	\$7.50 - \$9.61
MOHMS 778/2018	Plumber, Central Division [Readvertised]	\$7.50 - \$9.61
MOHMS 779/2018	Trade Assistant A, Central Division [Readvertised]	\$7.50 - \$9.61
MOHMS 780/2018	Handyman II, Central Division [Readvertised]	\$5.37 - \$6.89

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

[www.health.gov.fj](http://www.health.gov.fj) or Ministry of Health and Medical Services Facebook account.

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

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

Re-advertisement positions – Applicants who had already applied, need not to re-apply for the position.

Applications for the position must be received **by 4.00pm on Friday 22<sup>nd</sup> June 2018** and addressed to:

**1. Applications by post:**

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

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

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

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

**LATE APPLICATIONS WILL NOT BE CONSIDERED.**

**WITHDRAWAL OF VACANCIES**

Vac No.	Post	Reason for withdrawal
MOHMS 122/2018	Clerical Officer, Vunidawa Hospital	JD Changed
MOHMS 128/2018	Clerical Officer, Accounts, CWM Hospital	JD changed
MOHMS	Cleaner, Levuka Hospital	No job description on

167/2018		advertisement
MOHMS 552/2018	Electrician, Central Division	Wrong Band advertised
MOHMS 553/2018	Plumber, Central Division	Wrong Band advertised
MOHMS 554/2018	Trade Assistant A, Central Division	Wrong Band advertised
MOHMS 555/2018	Handyman II, Central Division	Wrong Band advertised
MOHMS 273/2017	Executive Officer, Ba Mission Hospital	JD changed
MOHMS 272/2017	Executive Officer Asset Management Unit, CWM Hospital	JD changed

### JOB DESCRIPTION

**MOHMS 617/2018 Specialist Nurse Eye Care – CWM Hospital [10 Post]**

**MOHMS 618/2018 Specialist Nurse Eye Care – Lautoka Hospital [5 Posts]**

**MOHMS 619/2018 Specialist Nurse Eye Care – Labasa Hospital [3 Post]**

**MOHMS 620/2018 Specialist Nurse Eye Care – Navua Health Centre [ 1 Post]**

**MOHMS 621/2018 Specialist Nurse Eye Care – Sigatoka Hospital [1 Post]**

<b>Role:</b>	Eye Care Nurse
<b>Salary Band</b>	G
<b>Location:</b>	Eye Care Setting
<b>Unit/Division:</b>	Divisional & Subdivisional Hospital
<b>Reports to:</b>	Team Leader /Nurse Unit Manager
<b>Subordinates:</b>	Patients ,Relatives ,Eye Technicians ,Ward Assistant ,Cleaners,Clerk ,Student Nurses ,Medical Students

### The Purpose of this Position

The position serves to provide effective and efficient delivery of eye nursing care to all patients needing eye care within eye health setting, incorporating advanced nursing knowledge and skills with a patient-centred and public health approach to provide and promote holistic eye care, preventing eye problems and to assess, diagnose and manage people's eye health needs.

### Key Responsibilities /duties.

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

1. Provide proper assessment of clients in compliance to the eye care nurses scope of practice, nursing standards and clinical practice guidelines.
2. To deliver safe and direct nursing care and health promotion through facilitating specialized eye care in collaboration with health care team and respond appropriately during eye emergencies
3. Coordinate the provision of safe clinical practices ensuring that it is in compliance with national nursing policies, facilities internal protocols, work health & safety policy and infection control guidelines promoting safe work environment through regular audits and reporting in the eye care settings and acts on daily basis.
4. To ensure the resources are utilized wisely including time to achieve agreed goals for eye service delivery, taking full accountability for his/her own actions and self-development.
5. To conduct and participate in continuous professional development activities to improve the eye care services.
6. Work with staffs and mentors eye care provided by staff and learners and contribute to the development of eye care policies
7. Effectively ensures accurate documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Provision of quality Eye Care services delivery and professional decisions that complies with operational and business plans of the eye unit.
2. Stipulates safe practices in compliance and adherence with eye care nurses scope of practice, and other relevant hospital policies and practice guidelines.
3. Meet Individual goals as required for self-development including ongoing contribution to eye care nursing sustainability in a timely and efficient manner.
4. Ensure proper documentation and recording of eye care nursing for reporting, data collection and analyzing for improvement of eye care services.

### The Person

In addition to being a registered nurse with a valid practicing licence with the Fiji Council of Nursing, a Diploma of Nursing with Postgraduate qualification in Eye Care, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### Knowledge and Experience

1. 3 years minimum experience in Eye care nursing in eye care setting.
2. Proven experience and comprehensive understanding of the eye care nurses scope of practice, Fiji Nursing Decree 2011, Hospital policies & guidelines, nursing standards
3. Has sound knowledge of good customer relations.

### Specific Skills and Abilities

1. Demonstrates good/sound clinical judgment and decision-making and problem solving skills

2. Demonstrates the ability to effectively work in a team in resource constraint environment.
3. Ability to work under minimum supervision. An assertive self-starter
4. Ability to demonstrate excellent communication skills (verbal & written)
5. Ability to practice ethically within the framework of the Eye care nurses Scope of Practice
4. Ability to demonstrate excellent Customer care skills and Well-developed interpersonal skills
6. Demonstrates commitment and accountability in the execution of delegated responsibilities
7. Ability to mentor subordinates and support continuous profession development for the eye care nurses.
8. Service oriented approach, with a commitment to support the operational/corporate environment of the organization

### **MOHMS 622/2018 Specialist Nurse ICU – CWM Hospital [ 15 Posts]**

### **MOHMS 623/2018 Specialist Nurse ICU – Lautoka Hospital [15 Posts]**

### **MOHMS 624/2018 Specialist Nurse ICU – Labasa Hospital [10 Posts]**

Role:	Intensive Care Unit (ICU) Specialist Nurse
Level:	Band G
Salary range:	\$28,605.45
Location:	ICU
Unit/Division:	Nursing
Reports to:	Nurse Unit Manager ICU
Subordinates:	Registered Nurses, Ward assistants, orderlies and housekeeping staff.



## **POSITION PURPOSE**

The registered Intensive Care Nurse is accountable for providing professional intensive nursing care within divisional hospitals, and working in partnership with key stakeholders.

## **KEY RESPONSIBILITIES**

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

1. Meticulous assessment of clients in conformity to the Scope of Practice for Intensive Care Nursing, the Fiji Nursing standards, Fiji Nursing Policies, National & institutional policies & guidelines and clinical procedural guidelines
2. Provide quality interpretation and documentation on assessment findings using the acquired knowledge and skills to plan nursing care for acute clients and support immediate families.
3. Implement nursing care plans and specialist team orders ensuring that it conforms to National nursing policies, facilities internal protocols and infection control guidelines.
4. Making sound clinical nursing decisions in the provision of client care. Advocate for patients to specialist teams and families.
5. Nurse and monitor high risk and critical patients; ensure timely escalation to experts regarding any clinical issues beyond their competency
6. Mentoring Registered Nurses, Medical Interns, junior staff during the provision of care to client needing Intensive Nursing care.
7. 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. Full compliance and adherence to professional intensive nursing practices, compliant with the legislative framework and agreed scope and timeframes of the nursing service deliverables and plans.
2. Provision of efficient, effective and timely advice and professional decisions, specialist nursing plans, and safe nursing practices that comply with the operational and business plans of the hospital.
3. Develops and reviews individual work plans and, participates in the annual performance appraisal to provide evidence of annual re-license, and own knowledge base/scope of competence.
4. Ensures that documentation is clear, concise and thorough manner to maintain standards of care through documentation in both manual and online medical records.

## **THE PERSON**

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

## **KNOWLEDGE AND EXPERIENCE**

1. 3 years of Intensive Care Nursing experience
2. Has sound knowledge and competence on how to set and operate a respiratory ventilator and haemodialysis machine.
3. Knowledge and experience in Cardiac arrhythmias, Mega Code or advanced life support, and Infection Prevention and Control.
4. Knowledge in extensive haemodialysis
5. Understanding of the applicable relevant legislation, policies and procedures

## **SKILLS AND ABILITIES**

1. Demonstrated effective coordination and organisational skills.
2. Well-developed interpersonal and communication skills with proven the ability to work as part of a team.

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

**MOHMS 625/2018 Specialist Nurse Emergency Department – CWM Hospital [17 Post]**

**MOHMS 626/2018 Specialist Nurse Emergency Department – Lautoka Hospital [15 Post]**

**MOHMS 627/2018 Specialist Nurse Emergency Department – Labasa Hospital [10 Post]**

**MOHMS 628/2018 Specialist Nurse Emergency Department – Valelevu Health Centre**

**MOHMS 629/2018 Specialist Nurse Emergency Department – Navua Health Centre**

**MOHMS 630/2018 Specialist Nurse Emergency Department - Nausori Health Centre**

**MOHMS 631/2018 Specialist Nurse Emergency Department – Nadi Hospital**

**MOHMS 632/2018 Specialist Nurse Emergency Department – Sigatoka Hospital**

Role:	Specialist Nurse Emergency Department (ED)
Level:	Band G
Salary range:	\$28,605.45
Location:	Emergency Department (ED), Colonial War Memorial

	Hospital (CWMH)
Unit/Division:	Nursing
Reports to:	Nurse Unit Manager (NUM) Emergency Department
Subordinates:	Registered Nurses, Enrolled Nurse, Ward assistants, orderlies and housekeeping staff.

**Position Purpose**

To provide clinical leadership and service delivery to facilitate patient flow through the Emergency Department on a day to day basis. This involves patient assessment and treatment is conducted in a timely and efficient manner. The specialist nurse collaborates with the ED team 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 Emergency Department to improve patient flow, triage performance and reduce access block;
2. To support the team leader and 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 and team leader 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. Actively monitor all high risk and critical patients and ensure timely treatment and escalation to experts regarding any clinical issues beyond their competency.
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. Ensures documentation and updates of Patient Information System (PATIS) 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. Adherence to decision making framework and ensures compliance with nursing practice guidelines, policies, procedures and evidence based practice are adhered.

#### **THE PERSON**

In addition to a Diploma of Nursing, with a valid practicing licence and being a 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 years active Emergency Nursing experience
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has completed the following workshops with sound knowledge and competence on the following:
  - Advanced Cardiac life support or basic life support training or Mega code;

- IV Cannulation, Triage
  - SIREN or MIMMS or Trauma Training.
4. Sound knowledge of the use of patient care equipment's (defibrillators, cardiac monitors, infusion pumps).
  5. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.

#### **Skills and Abilities**

1. Demonstrate ability to handle emergency situations in an effective and professional manner including the ability to undertake physical assessments within nursing scope of practice.
2. Must have good communication skills and to possess a good command of spoken and written English.
3. 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.
4. Ability to work with minimum supervision and with efficient time management skills.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

**MOHMS 633/2018 Specialist Nurse Mental Health – CWM Hospital [ 8 posts]**

**MOHMS 634/2018 Specialist Nurse Mental Health – Lautoka Hospital [5 post]**

**MOHMS 635/2018 Specialist Nurse Mental Health - Labasa Hospital [ 5 posts]**

**MOHMS 636/2018 Specialist Nurse Mental Health – Suva Health Office [2 Post]**

**MOHMS 637/2018 Specialist Nurse Mental Health - Nausori Health Centre**

**MOHMS 638/2018 Specialist Nurse Mental Health - Korovou Health Centre**

**MOHMS 639/2018 Specialist Nurse Mental Health – Vunidawa Health Centre**

**MOHMS 640/2018 Specialist Nurse Mental Health – Rakiraki Health Centre**

**MOHMS 641/2018 Specialist Nurse Mental Health – Ba Health Centre**

**MOHMS 642/2018 Specialist Nurse Mental Health – Lautoka Hub/Hope Centre**

**MOHMS 643/2018 Specialist Nurse Mental Health – Nadi Health Centre**

**MOHMS 644/2018 Specialist Nurse Mental Health – Sigatoka Health Centre**

**MOHMS 645/2018 Specialist Nurse Mental Health - Vunisea Health Centre**

**MOHMS 646/2018 Specialist Nurse Mental Health – Lakeba Health Centre**

**MOHMS 647/2018 Specialist Nurse Mental Health – Labasa Health Centre**

**MOHMS 648/2018 Specialist Nurse Mental Health – Nabouwalu Health Centre**

**MOHMS 649/2018 Specialist Nurse Mental Health - Waiyevo Health Centre**

**MOHMS 650/2018 Specialist Nurse Mental Health – St Giles Hospital [ 17 Posts]**

Role:	Specialist Nurse Mental Health
Level:	Band G
Salary range:	\$28,605.45
Location:	Stress Wards – Divisional hospitals, St. Giles
Unit/Division:	Nursing
Reports to:	Nurse Unit Manager (NUM)
Subordinates:	Enrolled nurses, Ward assistants, orderlies and housekeeping staff.

#### **POSITION PURPOSE**

Mental Health nurses are responsible for planning and providing nursing care to people who are suffering from mental illness. These nurses work in collaboration with the Psychiatric Team.

#### **KEY RESPONSIBILITIES**

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

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

#### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Full compliance to the legislative framework and agreed scope of practice including the mental health decree, through the appropriate assessment and provision of treatment mentally ill patients.
2. Ensures that documentation is clear, concise and thorough manner to maintain standards of care through documentation in both manual and online medical records.

3. Ensures policies and procedural guideline/competency are followed by strengthening mental health services through audit and implementation of recommendations from the audit.
4. Develops and reviews individual work plans and, participates in the annual performance appraisal to provide evidence of annual re-license, and own knowledge base/scope of competence.

#### **PERSON SPECIFICATION**

In addition to Diploma of Nursing Post Graduate Qualification in Mental Health, being registered with the Fiji Nursing Council with a valid Practicing licence, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. 5 years of active experience in Mental health.
2. Sound knowledge and experience in mental health status assessment and care planning.
3. Sound knowledge of the mental health decree, the Nursing Decree, OHS and mental health policies and guidelines that govern the Nurses' practice and code of ethics.

#### **Skills and Abilities**

1. Demonstrated well developed written and verbal communication skills
2. Demonstrated proven coordination and organisational skills with ability to work as part of a team.
3. Ability to perform a mental status assessment and triage and analyse mental health status
4. Ability to work with minimum supervision and with efficient time management skills;
5. Ability to Provide care for a patient requiring intra/inter – hospital transport
6. Ability to advocate for clients and families

**MOHMS 651/2018 Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – CWM Hospital [5 post]**

**MOHMS 652/2018 Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Lautoka Hospital [2 post]**  
**MOHMS 653/2018 Specialist Nurse Integrated Management of Childhood Illnesses – Labasa Hospital [ 2 posts]**  
**MOHMS 654/2018 Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Valelevu Health Centre**  
**MOHMS 655/2018S pecialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Makoi Health Centre**  
**MOHMS 656/2018 pecialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Raiwaga Health Centre**  
**MOHMS 657/2018 Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Samabula Health Centre**  
**MOHMS 658/2018 Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) –Lami Health Centre**  
**MOHMS 659/2018 Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Suva Health Office**  
**MOHMS 660/2018 Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Nuffield Health Centre**  
**MOHMS 661/2018 Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Navua Health Centre**  
**MOHMS 662/2018 Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Korovisilou Health Centre**  
**MOHMS 663/2018 Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Namuamua Health Centre**  
**MOHMS 664/2018 Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Beqa Health Centre**  
**MOHMS 665/2018 Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) Nausori Health Centre**  
**MOHMS 666/2018 Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Naulu Health Centre**  
**MOHMS 667/2018 Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) –Wainibokasi Health Centre**  
**MOHMS 668/2018 Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Korovou Health Centre**

**MOHMS 669/2018 Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Lodon Health Centre**

**MOHMS 670/2018 Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Vunidawa Health Centre**

**MOHMS 671/2018 Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Rakiraki Health Centre**

**MOHMS 672/2018 Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Tavua Hospital**

**MOHMS 673/2018 Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Ba Hospital**

**MOHMS 674/2018 Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Ba Health Centre**

**MOHMS 675/2018 Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Lautoka Health Centre [2 Posts]**

**MOHMS 676/2018 Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Viseisei Health Centre**

**MOHMS 677/2018 Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Nadi Hospital [2 Post]**

**MOHMS 678/2018 Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Nadi Health Centre**

**MOHMS 679/2018 Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Namaka Health Centre**

**MOHMS 680/2018 Specialist Nurse Integrated Management of Childhood Illnesses (IMCI) – Sigatoka Health Centre**

**MOHMS 681/2018 Specialist Nurse Integrated Management of Childhood Illnesses – Levuka Hospital**

**MOHMS 682/2018 Specialist Nurse Integrated Management of Childhood Illnesses – Levuka Health Centre**

**MOHMS 683/2018 Specialist Nurse Integrated Management of Childhood Illnesses – Kadavu Health Centre**

**MOHMS 684/2018 Specialist Nurse Integrated Management of Childhood Illnesses – Lakeba Hospital**

**MOHMS 685/2018 Specialist Nurse Integrated Management of Childhood Illnesses – Lomaloma Hospital**

**MOHMS 686/2018 Specialist Nurse Integrated Management of Childhood Illnesses – Rotuma Hospital**

**MOHMS 687/2018 Specialist Nurse Integrated Management of Childhood Illnesses – Savusavu Hospital [ 2 Posts]**

**MOHMS 688/2018 Specialist Nurse Integrated Management of Childhood Illnesses – Labasa Health Centre**

**MOHMS 689/2018 Specialist Nurse Integrated Management of Childhood Illnesses – Nasea Health Centre**

**MOHMS 690/2018 Specialist Nurse Integrated Management of Childhood Illnesses – Nabouwalu Hospital**

**MOHMS 691/2018 Specialist Nurse Integrated Management of Childhood Illnesses – Lekutu Health Centre**

**MOHMS 692/2018 Specialist Nurse Integrated Management of Childhood Illnesses – Waiyevo Hospital [ 2 post]**

Role:	Integrated Management of Childhood Illnesses (IMCI) Specialist Nurse
Level:	Band G
Salary range:	\$28,605.45
Location:	General Outpatients - Divisional, Subdivisional
Unit/Division:	Nursing
Reports to:	Nurse Unit Manager (NUM)
Subordinates:	Enrolled nurses, Ward assistants, orderlies and housekeeping staff.

#### **POSITION PURPOSE**

This position facilitates the IMCI program for children under five that present to the Out-patient Department. IMCI nurses work in partnership with Medical Officer's and focuses on the wellbeing of the whole child. It aims to reduce death, illness and disabilities.

#### **KEY RESPONSIBILITIES**

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

1. Provides meticulous assessment of clients in conformity to the IMCI guideline, the Fiji Nursing standards, Fiji Nursing Policies, National & institutional policies & guidelines and clinical procedural guidelines.
2. Executes treatment plans as per guidelines ensuring adherence to the IMCI guidelines, National nursing policies, facilities internal protocols and infection control guidelines.
3. Makes sound clinical nursing decisions in the provision of client care. Advocate for patients to specialist teams and families
4. Ensures timely escalation to experts regarding any clinical issues beyond their competency
5. Mentors registered nurses, medical Interns, junior staff during the provision of care to client needing IMCI care.
6. To educate parents and caregivers on the importance of immunizations, and providing health education on the continuity of care at home while upholding patient confidentiality.
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. Full compliance to the legislative framework and agreed scope of practice including the IMCI standard treatment guidelines, through the appropriate assessment and provision of treatment to sick children under 5 years.
2. Ensures that documentation is clear, concise and thorough manner to maintain standards of care through documentation in both manual and online medical records.
3. Ensures policies and procedural guideline/competency are followed by strengthening IMCI services in Health Facilities through audit and implementation of recommendations from the audit.
4. Develops and reviews individual work plans and, participates in the annual performance appraisal to provide evidence of annual re-license, and own knowledge base/scope of competence.

#### PERSON SPECIFICATION

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

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

#### KNOWLEDGE AND EXPERIENCE

1. 3 years of being certified and competent in actively conducting IMCI
2. Sound knowledge of the national IMCI policy, the Nursing Decree, OHS policies, guidelines and regulations that govern the Nurses' practice and code of ethics.

#### SKILLS AND ABILITIES

1. Performs a physical health assessment according to IMCI guideline.
2. Demonstrated ability using clinical IMCI skills in patient assessment and care planning.
3. Demonstrated well developed written and verbal communication.
4. Demonstrated proven coordination and organisational skills with ability to work as part of a team.
5. Ability to triage, assess and treat children under 5 years
6. Ability to work with minimum supervision and with efficient time management skills;
7. Ability to discuss and refer clients when in doubt.
8. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

**MOHMS 693/2018 Specialist Nurse Foot Care CWM Hospital [5 posts]**

**MOHMS 694/2018 Specialist Nurse Foot Care – Lautoka Hospital [5 Posts]**

**MOHMS 695/2018 Specialist Nurse Foot Care – Labasa Hospital [5 Posts]**

**MOHMS 696/2018 Specialist Nurse Foot Care – Samabula Health Centre**

**MOHMS 697/2018 Specialist Nurse Foot Care Nuffield Health Centre**

**MOHMS 698/2018 Specialist Nurse Foot Care –Navua Health Centre**

**MOHMS 699/2018 Specialist Nurse Foot Care – Nausori Health Centre**

**MOHMS 700/2018 Specialist Nurse Foot Care – Naulu Health Centre**

**MOHMS 701/2018 Specialist Nurse Foot Care – Wainibokasi Health Centre**

**MOHMS 702/2018 Specialist Nurse Foot Care – Korovou Health Centre**

**MOHMS 703/2018 Specialist Nurse Foot Care – Vunidawa Health Centre**

**MOHMS 704/2018 Specialist Nurse Foot Care – Rakiraki Hospital**

**MOHMS 705/2018 Specialist Nurse Foot Care – Tavua Hospital**

**MOHMS 706/2018 Specialist Nurse Foot Care – Ba Hospital**

**MOHMS 707/2018 Specialist Nurse Foot Care – Ba Health Centre**

**MOHMS 708/2018 Specialist Nurse Foot Care - Lautoka Health Centre**

**MOHMS 709/2018 Specialist Nurse Foot Care – Nadi Hospital**

**MOHMS 710/2018 Specialist Nurse Foot Care – Sigatoka Hospital**

**MOHMS 711/2018 Specialist Nurse Foot Care – Levuka Hospital**

**MOHMS 712/2018 Specialist Nurse Foot Care – Vunisea Hospital**

**MOHMS 713/2018 Specialist Nurse Foot Care – Lakeba Hospital**

**MOHMS 714/2018 Specialist Nurse Foot Care – Rotuma Hospital**

**MOHMS 715/2018 Specialist Nurse Foot Care – Savusavu Hospital**

**MOHMS 716/2018 Specialist Nurse Foot Care – Labasa Diabetic Hub [ 2 Posts]**

**MOHMS 717/2018 Specialist Nurse Foot Care – Nabouwalu Hospital**

**MOHMS 718/2018 Specialist Nurse Foot Care – Waiyevo Hospital**

Role:	Foot Care Specialist Nurse
Level:	Band G
Salary range:	\$28,605.45
Location:	Divisional, Subdivisional
Unit/Division:	Nursing
Reports to:	Nurse Unit Manager (NUM)
Subordinates:	Enrolled nurses, Ward assistants, orderlies and housekeeping staff.

#### POSITION PURPOSE

A Foot Care Nurse works in partnership with the Podiatric and Orthopaedic team to clients requiring Foot care in Diabetic Hub centres and divisional hospitals.

#### KEY DUTIES

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

1. Practices within a framework of professional accountability and responsibility by meticulous assessment of clients in conformity to the competency of foot Care, the Fiji Nursing standards, Fiji Nursing Policies, Infection control National & institutional policies & guidelines and clinical procedural guideline
2. Holistic approaches to care using the integration of knowledge and skills to plan and execute care for acute and chronic foot care clients collaborating with their immediate significant relatives
3. Making sound clinical nursing decisions in the timely escalation of client care regarding clinical issues beyond their competency.
4. Mentoring Registered Nurses, Medical Interns, junior staff during the provision of care to client needing Emergency Nursing care.
5. Maintain accurate documentation on client's folder at all levels of care inclusive of the Patient Information system.
6. Any other corporate responsibility delegated to assist the cost centre meet timelines.

#### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Full compliance to the legislative framework and agreed scope of practice including standard operating procedures of foot care treatment guidelines, through the appropriate assessment and provision to clients.



2. Ensures that documentation is clear, concise and thorough manner to maintain standards of care through documentation in both manual and online medical records.
3. Ensures policies and procedural guideline/competency are followed by strengthening foot care services in Health Facilities through audit and implementation of recommendations from the audit.
4. Develops and reviews individual work plans and, participates in the annual performance appraisal to provide evidence of annual re-license, and own knowledge base/scope of competence.

### THE PERSON

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

#### Knowledge and Experience

1. Sound knowledge of the national Non communicable policy, the Nursing Decree, OHS policies, guidelines and regulations that govern the Nurses' practice and code of ethics.
3. Understanding Infection prevention and control policies / procedures.

#### Skills and Abilities

1. 3 years of being certified and competent in actively providing foot care services at the diabetic centre hub centres or foot care clinics.
2. Demonstrated ability to undertake foot care assessments assessment and care planning.
3. Ability to performs physical and foot care assessments according standard guideline and implement care plan.
4. Demonstrated well developed written and verbal communication skills
5. Demonstrated Proven coordination and organisational skills with ability to work as part of a small team.
6. Ability to work with minimum supervision and with efficient time management skills;
7. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

**MOHMS 719/2018 Specialist Nurse CCU/Cath Lab – CWM Hospital [14 posts]**

**MOHMS 720/2018 Specialist Nurse CCU/Cath Lab – Lautoka Hospital [7 post]**

**MOHMS 721/2018 Specialist Nurse CCU/Cath Lab – Labasa Hospital [6 Posts]**

<b>Role:</b>	Cardiac Catheterization Laboratory and Coronary Care Unit Nurse
<b>Level:</b>	Band G
<b>Salary range:</b>	\$28, 605.45
<b>Location:</b>	East Wing, CWMH
<b>Unit/Division:</b>	Nursing / Colonial War Memorial Hospital
<b>Reports to:</b>	Nurse Unit Manager (NUMS) - Cardiac Catheterization Laboratory
<b>Liaises with:</b>	NUMs, Deputy Director Nursing, Cardiologist, Cath Lab Technician, Accounts Clerk
<b>Subordinates:</b>	Registered Nurses, Nurse Assistants

#### The Purpose of This Position

The Cardiac Catheterization Laboratory Nurse is a health care professional that, through the utilization of specialized equipment and under the direction of a qualified physician, assists the Interventional Cardiologist to perform catheterization as well as vascular and interventional procedures on patients resulting in accurate diagnosis and/or optimal treatment of congenital or acquired heart disease while maintaining maximum patient safety and comfort.

The CCU Nurse provides safe, effective patient care using professional knowledge and skills in accordance with the CCU policies and protocols and be responsible in the planning of an effective nursing care plan for the critical patient in the unit.

#### Key Responsibilities

1. Implements planned nursing care as per approved plans, policies and guidelines to achieve planned outcomes within the expected competence for all patients.

2. Ensures team work and open communication approach with all families, patients and staff members by offering information, advice, and assistance in a positive, courteous, and cooperative manner.
3. Adheres to all infection control policies and procedures and provides instructions to co-workers as needed. Understands the consequences associated with failing to follow those procedures.
4. Demonstrates an understanding of the implications of common lab results as they apply to the patient and ensures that laboratory specimens are obtained as ordered, and confers with physician about abnormal findings.
5. Ensures documentation of all acute cardiac nursing care plans and treatments to contribute to the maintenance of an environment which promotes patient safety, security and personal integrity.
6. Supports and participates in evidence programs to evaluate and improve the quality of nursing care and patient outcome.
7. Willingness to perform any other duties delegated within your work areas by the immediate supervisors.

#### Key Performance Indicators

1. Full compliance and adherence to professional cardiac nursing practices, compliant with the legislative framework and agreed scope and timeframes of the nursing service deliverables and plans.
2. Provision of efficient, effective and timely advice and professional decisions, specialist nursing plans, and safe nursing practices that comply with the operational and business plans of the hospital.
3. Effective and timely management, professional development, and regular monitoring of staff performance and expected outcomes, and attendance to enable business continuity, and delivery of quality services.
4. Efficient and timely management of resources, budgetary allocations, and assets that support meeting hospital work plans, department objectives and budget restraints; including ongoing contribution to intensive nursing care sustainability.

#### THE PERSON

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

#### Knowledge and Experience

1. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
2. Has sound knowledge and competence in:
  - a. Advanced Cardiac life support and basic life support training and cardiac arrhythmias;
  - b. the use of patient care equipment's (defibrillators, cardiac monitors, infusion pumps etc.).
  - c. Mega Code and IV Cannulation
3. Experience in working as an effective team leader.
4. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.

#### Skills and Abilities

1. 3 years cardiac and or CATH LAB Nursing experience
2. Demonstrate ability to handle emergency situations and make professional and timely clinical judgement in an effective and professional manner including the ability to undertake physical assessments within nursing scope of practice.
3. 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.
4. Ability to work with minimum supervision and with efficient time management skills.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.
6. Must have good communication skills and to possess a good command of spoken and written English.

**MOHMS 722/2018 Specialist Nurse Operation Theatre CWM Hospital [20 Posts]**

**MOHMS 723/2018 Specialist Nurse Operation Theatre Lautoka Hospital [12 Posts]**

## **MOHMS 724/2018 Specialist Nurse Operation Theatre – Labasa Hospital**

### **[10 Posts]**

Role:	Operating Theatre (OT) Specialist Nurse
Level:	Band G
Salary range:	\$28,605.45
Location:	Divisional Hospitals Operating Theatre
Unit/Division:	Nursing
Reports to:	Nurse Unit Manager OT
Subordinates:	Registered Nurses, Ward assistants, orderlies and housekeeping staff.

### **POSITION PURPOSE**

Operating Theatre Nurses work alongside surgeons and anaesthetists to provide care in the phases: preoperative (pre-assessment), anaesthetics, surgical phase and recovery phase.

### **KEY RESPONSIBILITIES**

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

Working with relevant staff and service providers, in accordance with legislative requirements:

8. Meticulous assessment of clients in conformity to the Standard operating theatre procedures, Infection Control Guidelines, the Fiji Nursing standards, Fiji Nursing Policies, National & institutional policies & guidelines and clinical procedural guidelines
9. Provide quality interpretation on assessment findings using the acquired knowledge and skills to plan nursing care for acute clients and support immediate families.
10. Execute nursing care plans and specialist team orders ensuring that it conforms to National nursing policies, facilities internal protocols and infection control guidelines.
11. Making sound clinical nursing decisions in the provision of client care. Advocate for patients to specialist teams and families.
12. Nurse and monitor high risk and critical patients; ensure timely escalation to experts regarding any clinical issues beyond their competency

13. Mentoring Registered Nurses, junior staff during the provision of care to client needing Peri operative care.
14. Maintain accurate documentation on client's folder at all levels of care inclusive of the Patient Information system.

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

5. Full compliance and adherence to standard operating procedures in the operating room and compliant with the legislative framework and agreed scope and timeframes of the nursing service deliverables and plans.
6. Mentor, educate and provide clinical leadership to nurses and students within the theatre environment.
7. Develops and reviews individual work plans and, participates in the annual performance appraisal to provide evidence of annual re-license, and updates own knowledge base/scope of competence.
8. Ensures that documentation is clear, concise and thorough manner to maintain standards of care through documentation in both manual and online medical records.

### **PERSON SPECIFICATION**

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

### **Knowledge and Experience**

1. 3 years of active theatre Nursing experience.
2. Has sound knowledge and competence on the following:
  - Perioperative practice care bundles and surgical care safety list.
  - Competent to scrub in major cases
3. Sound knowledge of Infection Prevention and Control in the operating theatre environment.
4. Understanding of the Constitutions and relevant
5. Sound knowledge and experience in using Computer

### Skills and Abilities

1. Must have good communication skills and to possess a good command of spoken and written English.
2. 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

### MOHMS 725/2018 Specialist Nurse PEADS – CWM Hospital [20 Posts]

### MOHMS 726/2018 Specialist Nurse PEADS Lautoka Hospitals [14 Posts]

Role:	Paediatric Nurse <b>Specialist Nurse</b> (Includes Neonatal and Paediatric Intensive Care)
Level:	Band G
Salary range:	\$28,605.45
Location:	Neonatal and Paediatric Intensive Care Units at Divisional Hospitals
Unit/Division:	Nursing
Reports to:	Nurse Unit Manager (NUM)
Subordinates:	Enrolled nurses, Ward assistants, orderlies and housekeeping staff.

### POSITION PURPOSE

The registered Paediatric Care Nurse is recognised as an expert paediatric nurse who is highly skilled and competent in the provision of Intensive nursing care to either Neonates or Paediatric patients in the Neonatal and Paediatric Intensive Care Units (NICU, PICU).

### KEY RESPONSIBILITIES

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

1. Meticulous assessment of clients in conformity to the Paediatric /Neonatal Intensive Care Nursing, the Fiji Nursing standards, Fiji Nursing Policies, National & institutional policies & guidelines and clinical procedural guidelines.
2. Provides quality interpretation on assessment findings using the acquired knowledge and skills to plan nursing care for acute clients and support immediate families.
3. Execute nursing care plans and specialist team orders ensuring that it conforms to National nursing policies, facilities internal protocols and infection control guidelines.
4. Making sound clinical nursing decisions in the provision of client care. Advocate for patients to specialist teams and families.
5. Monitor's high risk and critical patients; ensure timely escalation to experts regarding any clinical issues beyond their competency.
6. Mentors registered nurses and junior staff during the provision of care to client needing Paediatric /Neonatal Nursing care.
7. Maintain accurate documentation on client's folder at all levels of care inclusive of the Patient Information system.

### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Full compliance to the legislative framework and agreed scope of practice including the Paediatric /Neonatal standard treatment guidelines and mentors, educates and provides clinical leadership within the specialist & general nursing team.
2. Ensures that documentation is clear, concise and thorough manner to maintain standards of care through documentation in both manual and online medical records.
3. Ensures policies and procedural guideline/competency are implemented through audit and implementation of recommendations from the audit.
4. Develops and reviews individual work plans and, participates in the annual performance appraisal to provide evidence of annual re-license, and own knowledge base/scope of competence.

### THE PERSON

In addition to a Diploma of Nursing, being a 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. 3 years working experience in either the NICU or PICU
2. Have undertaken the Paediatric Life Support or Paediatric Intensive care in house training course for PICU and Neonatal Life Support training for NICU.
3. Have attended the INFANT and completed the blue book course.
4. Sound knowledge of the Nursing Decree and nursing scope of practice, OHS policies and the Nurses' code of ethics.
5. Sound knowledge of the use of patient care equipment's (defibrillators, cardiac monitors, infusion pumps).

### 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. Ability to work with minimum supervision and with efficient time management skills;
3. Must have good communication skills and to possess a good command of spoken and written English.
4. 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
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

### MOHMS 727/2018 Specialist Nurse Palliative CWM Hospital

<b>ROLE</b>	Palliative Nurse
<b>LEVEL-SALARY</b>	G
<b>SALARY RANGE</b>	\$28,605.45

<b>LOCATION</b>	Oncology Unit <b>Colonial War Memorial Hospital</b>
<b>UNIT/ DIVISION</b>	Nursing
<b>REPORTS TO</b>	Team Leader Oncology Unit
<b>SUBORDINATES</b>	Student Nurses, ward assistants, orderlies

### OVERVIEW OF THE SPECIFIC AREA

The Palliative Nurse is based within the Oncology unit that coordinates follow-up of patients and provides intravenous chemotherapy treatment for patients with cancer. However, the palliative nurse provides care to patients in their home environment.

### POSITION PURPOSE

A palliative nurse provides treatment and counsel to patients who are dying of incurable illnesses. Nurses work with physicians and other medical professionals to provide treatment, and care for individuals with progressive terminal conditions.

### KEY RESPONSIBILITIES

1. To undertake complex and sensitive holistic care assessments and plan, implement and evaluate care upon patient referrals
2. To attend and contribute to family and / or multidisciplinary meetings to discuss and develop palliative care plans that are culturally appropriate and relevant documentation is established for all identified patients in consultation with other care professionals.
3. To improve access to medication through the support and implementation of Nonmedical prescribing.
4. To be in collaboration with the multidisciplinary team, with regards to admissions and discharges of patients
5. To support other providers to become knowledgeable and competent to deliver high standards of care through education, advice and role modelling
6. To identify areas for improvement and development working with stakeholders to establish formal palliative care networks and liaison links across the continuum of care.
7. Engage in and undertake research, audits and quality initiatives in nursing and in collaboration with other disciplines in the field of specialist palliative care.

### KEY PERFORMANCE INDICATORS

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

### THE PERSONAL

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

### KNOWLEDGE AND EXPERIENCE

1. 5 years' experience as specialist palliative care
2. Developed understanding of and passion for quality improvement in all aspects of your own nursing practice and focus
3. Demonstrated ability to provide expert specialist palliative care and education to individuals, their family's and staff.
4. Knowledge, understanding and respect of the palliative patients

### Skills and Abilities

1. Have sound, practical experience in a specialist palliative care setting including advanced nursing assessment skills
2. proven strong interpersonal skills and good communication skills
3. Proven ability to lead and take people with them on the change journey
4. Proven ability to problem solve, mediate and resolve issues with an outcome focus
5. Proven ability to make difficult decisions

**MOHMS 728/2018 Specialist Nurse Oncology – CWM Hospital [12 Posts]**

**MOHMS 729/2018 Specialist Nurse Oncology – Lautoka Hospital [4 Posts]**

### MOHMS 730/2018 Specialist Nurse Oncology Labasa Hospital [4 Posts]

<b>Role:</b>	Specialist Oncology Registered Nurse ( <b>Pediatrics and Adults</b> )
<b>Level:</b>	G
<b>Salary range:</b>	28, 605.45
<b>Location:</b>	Divisional Hospitals Oncology
<b>Unit/Division:</b>	nursing
<b>Reports to:</b>	Nurse Unit Manager Oncology
<b>Subordinates:</b>	Enrolled Nurse, Ward Assistant

### The Purpose of this Position

The purpose of this position is to provide chemotherapy to oncology patients. Prior to chemotherapy, the nurse carries out an assessment of the patient and to ensure that the patient is safe while undergoing chemotherapy treatment.

### Key Responsibilities/duties

1. Implements planned nursing care as per approved plans, policies and guidelines to achieve planned outcomes within the expected competence for patients undergoing Chemotherapy.
2. Ensures team work and open communication approach with all families, patients and staff members by offering information, advice, and assistance in a positive, courteous, and cooperative manner.
3. Adheres to all infection control policies and procedures and provides instructions to co-workers as needed. Understands the consequences associated with failing to follow those procedures.
4. Demonstrates an understanding of the implications of common lab results as they apply to the patient and ensures that laboratory specimens are obtained as ordered, and confers with physician about abnormal findings.
5. Ensures documentation of all chemotherapy nursing care plans and treatments to contribute to the maintenance of an environment which promotes patient safety, security and personal integrity.

6. Supports and participates in evidence programs to evaluate and improve the quality of nursing care and patient outcome.
7. Willingness to perform any other duties delegated within your work areas by the immediate supervisors.

#### **Key Performance Indicators**

5. Full compliance to the legislative framework and agreed scope of practice including oncology standard procedures guidelines, through the appropriate assessment and provision of treatment to cancer patients.
6. Ensures that timely counseling and family conferences is carried out and documentation is clear, concise and thorough manner to maintain standards of care through documentation in both manual and online medical records.
7. Ensures policies and procedural guideline/competency are followed by strengthening oncology services through audit and implementation of recommendations from the audit.
8. Develops and reviews individual work plans and, participates in the annual performance appraisal to provide evidence of annual re-license, and own knowledge base/scope of competence.

#### **THE PERSON**

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

#### **Knowledge and Experience**

1. 3 years current experience working in Oncology unit
2. Sound knowledge of standard treatment guidelines on various chemotherapies, and regulations that govern the Nurses' practice and code of ethics
3. Understanding of the applicable legislation or policies / procedures

#### **Skills and Abilities**

1. Demonstrated ability using clinical skills in patient assessment and care planning.
2. Ability to work with minimum supervision and with efficient time management skills;
3. Demonstrate ability to handle family conflict situations in an effective and professional manner and in performing chemotherapy treatment.
4. Has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of training nurses on chemotherapy care.
5. Demonstrated ability to effectively work within a team
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

**MOHMS 731/2018 Specialist Nurse Reproductive Health – Lautoka Hospital**

**MOHMS 732/2018 Specialist Nurse Reproductive Health – Valelevu Health Centre**

**MOHMS 733/2018 Specialist Nurse Reproductive Health – Women Wellness/STI Hub [2 Posts]**

**MOHMS 734/2018 Specialist Nurse Reproductive Health – Navua Health Centre**

**MOHMS 735/2018 Specialist Nurse Reproductive Health – Nausori Health Centre**

**MOHMS 736/2018 Specialist Nurse Reproductive Health – Naulu Health Centre**

**MOHMS 737/2018 Specialist Nurse Reproductive Health – Korovou Health Centre**

**MOHMS 738/2018 Specialist Nurse Reproductive Health – Vunidawa Health Centre**

**MOHMS 739/2018 Specialist Nurse Reproductive Health – Rakiraki Health Centre**  
**MOHMS 740/2018 Specialist Nurse Reproductive Health – Ba Health Centre**  
**MOHMS 741/2018 Specialist Nurse Reproductive Health – Lautoka Health Centre**  
**MOHMS 742/2018 Specialist Nurse Reproductive Health – Nadi Health Centre**  
**MOHMS 743/2018 Specialist Nurse Reproductive Health – Sigatoka Health Centre**  
**MOHMS 744/2018 Specialist Nurse Reproductive Health – Levuka Health Centre**  
**MOHMS 745/2018 Specialist Nurse Reproductive Health – Vunisea Health Centre**  
**MOHMS 746/2018 Specialist Nurse Reproductive Health – Lakeba Health Centre**  
**MOHMS 747/2018 Specialist Nurse Reproductive Health – Lomaloma Health Centre**  
**MOHMS 748/2018 Specialist Nurse Reproductive Health – Rotuma Health Centre**

Role:	Reproductive Health Specialist Nurse
Level:	Band G
Salary range:	\$28,605.45
Location:	Subdivisional
Unit/Division:	Nursing
Reports to:	Nurse Unit Manager (NUM)
Subordinates:	Enrolled nurses, Ward assistants, orderlies and housekeeping staff.

#### **POSITION PURPOSE**

The reproductive health nurse provides reproductive health care services to women and families in the community and works in partnership with the Medical Officers.

#### **KEY DUTIES**

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

1. Meticulous assessment of clients in conformity to the prescribed reproductive health guideline, the Fiji Nursing standards, Fiji Nursing Policies, National & institutional policies & guidelines and clinical procedural guidelines
2. Provide quality interpretation on assessment findings using the acquired knowledge and skills to plan appropriate support to clients and families.
3. Execute plans and specialist team orders in collaboration with clients ensuring that it conforms to National Reproductive Health policies, facilities internal protocols and infection control guidelines.
4. Making sound clinical nursing decisions in the provision of client care. Advocate for patients to specialist teams and families.
5. Assist high risk and critical clients; ensure timely escalation to experts regarding any clinical or administrative issues beyond their competency
6. Mentoring Registered Nurses, junior staff during the provision of care to client needing Health care.
7. Maintain accurate documentation on client's folder at all levels of care inclusive of the Patient Information system.

#### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Full compliance to the legislative framework and agreed scope of practice including Reproductive Health care roles and responsibilities and can work within a multidisciplinary teams. Accepts responsibility and accountability for own practice.
2. Ensures that documentation is clear, concise and thorough manner to maintain standards of care through documentation in both manual and online medical records.



3. Ensures policies and procedural guideline/competency are followed by strengthening Reproductive Health care services in the community.
4. Develops and reviews individual work plans and, participates in the annual performance appraisal to provide evidence of annual re-license, and own knowledge base/scope of competence.

### THE PERSON

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

### KNOWLEDGE AND EXPERIENCE

1. 3 years active experience working in a Reproductive Health Clinic.
2. Understanding of the applicable legislations or policies/ procedures.
3. Has sound knowledge and experience on the following:
  - a. Voluntary Confidential Counselling and testing (VCCT) and syndromic management of Sexually Transmitted Diseases.
  - b. Competence in Jadelle insertion and removal.
  - c. Competence in performing Visual Inspection with Acetic Acid(VIA)
  - d. Competence in performing pap smears.
  - e. Competence in providing family planning counselling and promotion of suitable methods for women

### Skills and Abilities

1. Demonstrated well developed written and verbal communication,
2. Demonstrate Proven coordination and organisational skills with ability to teach and work as part of a small team.
3. Ability to perform a physical assessment and interpret diagnostic test results
4. Demonstrated ability to provide counselling and advise on men's reproductive health
5. Must maintain strict confidentiality with reference to all matters

### MOHMS 749/2018 Specialist Nurse Dialysis – CWM Hospital [6 Post]

### MOHMS 750/2018 Specialist Nurse Dialysis – Lautoka Hospital [2 Posts]

Role:	Dialysis Specialist Nurse
Level:	Band G
Salary range:	\$28,605.45
Location:	ICU
Unit/Division:	Nursing
Reports to:	Nurse Unit Manager ICU
Subordinates:	Registered Nurses, Ward assistants, orderlies and housekeeping staff.

### POSITION PURPOSE

The Dialysis Nurse provides nursing care to patients suffering from kidney failure and is on dialysis treatment, which involves filtering excess fluids, minerals, creatinine, urea, and other wastes from the body.

### KEY DUTIES

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

1. Meticulous assessment of clients in conformity to the Dialysis Guidelines, the Fiji Nursing standards, Fiji Nursing Policies, National & institutional policies & guidelines and clinical procedural guidelines.
2. Provide quality interpretation on assessment findings using the acquired knowledge and skills to plan nursing care for acute clients and support immediate families.
3. Execute nursing care plans and specialist team orders ensuring that it conforms to National nursing policies, facilities internal protocols and infection control guidelines.
4. Making sound clinical nursing decisions in the provision of client care. Advocate for patients to specialist teams and families.
5. Nurse and monitor high risk and critical patients; ensure timely escalation to experts regarding any clinical issues beyond their competency

6. Mentoring Registered Nurses, Medical Interns, junior staff during the provision of care to client needing Intensive Nursing care.
7. Maintain accurate documentation on client's folder at all levels of care inclusive of the Patient Information system.

### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Full compliance and adherence to standard dialysis nursing procedures, compliant with the legislative framework and agreed scope and timeframes of the nursing service deliverables and plans.
2. Ensure timely provision of efficient, effective and timely, specialist nursing plans, and safe nursing practices that comply with the operational and business plans of the hospital.
3. Develops and reviews individual work plans and, participates in the annual performance appraisal to provide evidence of annual re-license, and own knowledge base/scope of competence.
4. Ensures that documentation is clear, concise and thorough manner to maintain standards of care through documentation in both manual and online medical records.

### THE PERSON

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

### Knowledge and Experience

2. at least 3 years of experience in actively working as a dialysis nurse
3. Has sound knowledge and competence on the following:
  - a. Extensive hemodialysis and Intensive care skills and knowledge on how to set and operate a haemodialysis machine.

- b. Mega Code or advanced life support, and Infection Prevention and Control.

4. 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;
5. Demonstrated advanced clinical nursing skills including the ability to undertake physical assessments within nursing scope of practice.
6. Demonstrated well developed written and verbal communication,
7. Demonstrated Proven coordination and organisational skills.
2. Demonstrate ability to handle emergency situations in an effective and professional manner iperforming 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 751/2018 Specialist Nurse Infection Control – CWM Hospital [4 Posts]**

**MOHMS 752/2018 Specialist Nurse Infection Control – Lautoka Hospital[2 Posts]**

**MOHMS 753/2018 Specialist Nurse Infection Control - Labasa Hospital [ 2 Posts]**

**MOHMS 754/2018 Specialist Nurse Infection Control – Valelevu Health Centre**

**MOHMS 755/2018 Specialist Nurse Infection Control – Navua Health Centre**

**MOHMS 756/2018 Specialist Nurse Infection Control - Nausori Health Centre**

**MOHMS 757/2018 Specialist Nurse Infection Control - Ba Hospital**

**MOHMS 758/2018 Specialist Nurse Infection Control – Nadi Hospital**

**MOHMS 759/2018 Specialist Nurse Infection Control - Sigatoka Hospital**

**MOHMS 760/2018 Specialist Nurse Infection Control – Savusavu Hospital**

**MOHMS 761/2018 Specialist Nurse Infection Control – Labasa Health Centre**

**MOHMS 762/2018 Specialist Nurse Infection Control – Nabouwalu Health Centre**

**MOHMS 763/2018 Specialist Nurse Infection Control – Waiyevo Hospital**

**MOHMS 764/2018 Specialist Nurse Infection Control – Tamavua Hospital**

**[2 Posts]**

**MOHMS 765/2018 Specialist Nurse Infection Control –St Giles Hospital [2 Posts]**

<b>ROLE</b>	Infection Prevention and Control Unit (IPC)
<b>LEVEL-SALARY</b>	Band G
<b>SALARY RANGE</b>	\$28,605.45
<b>LOCATION</b>	Divisional Hospitals
<b>UNIT/ DIVISION</b>	Infection Prevention and Control Unit / Nursing
<b>REPORTS TO</b>	Team Leader IPC
<b>SUBORDINATES</b>	Nurses, Enrolled nurses ward nurses, ward assistants, orderlies

**POSITION PURPOSE**

The purpose of this position is to provide hospital wide infection prevention and control programs which includes surveillance, analysis and reporting of healthcare acquired infections, educating staff about Infection Prevention & Control

**KEY RESPONSIBILITIES/ DUTIES**

The position will achieve its purpose through the following:

1. Maintain ongoing surveillance that is compliant with IPC standards and provide support to clinical teams for the identification, control and

investigation of outbreaks in collaboration with the IPC committee and outbreak control group as appropriate.

2. 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.
3. To ensure provision 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.
4. Ensure implementation of all policies and procedures in relation to infection control in line with new developments and changing trends.
5. To ensure that all allocated activities are achieved and annual performance assessments are carried out.
6. 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 delivery of IPC activities and ensure individual work plans are achieved.
4. Maintains professional development of knowledge and skills for management competency or active participation in quality improvement programs.

**PERSON SPECIFICATION:**

In addition to a Diploma of Nursing, being registered and a valid practicing licensed with the Fiji Nursing Council, vocational study on IPC from either the world health organisation 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 of active Infection Prevention and Control (IPC) experience.
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 766/2018 Specialist Nurse TB/ Skin – Tamavua Hospital [4 Posts]**

Role:	Tuberculosis TB Specialist Nurse
Level:	Band G
Salary range:	\$28,605.45
Location:	Toomey Hospital, TB Wards
Unit/Division:	Nursing
Reports to:	Nurse Unit Manager (NUM)
Subordinates:	Enrolled nurses, Ward assistants, orderlies and housekeeping staff.

### **The Position Purpose:**

To effectively provide and implement quality TB nursing care to all patients

and to ensure that all hospitalized patients diagnosed or suspected of TB disease receive continuity of care during the transition from hospital to the outpatient setting without interrupting treatment or essential services

### **Key Responsibilities Area:**

1. Ensure that each patient receives TB care and treatment according to published standards of care and to complete TB treatment within appropriate time frames and within minimal interruption to lifestyle or work.
2. Ensure that transmission of TB within the community is prevented through effective contact investigations and adequate control activities.
3. Ensure that the patient/family/community is educated about TB infection, disease and treatment
4. Providing patients/family education and relatives on the continuity of care at home.
5. Maintain confidentiality in matters related to TB patient's family and client.
6. Collaborate with other health care team to prevent diseases progression and drug resistance.
7. Any other corporate responsibility delegated and to assist the cost center meet timelines and budget.

### **Key Performance Indicator:**

1. To ensure effective and timely provision of TB nursing care and treatment at all levels in accordance with relevant legislations and nursing scopes of practice.
2. Ensures that documentation is timely, clear, concise and thorough manner to maintain standards of care through documentation in both manual and online medical records.
3. Perform therapeutic TB nursing intervention as established by individualized plan of care for the patient and his/her family by administering TB nursing interventions, treatments and medications within legislated parameters, codes and scope of practice.
4. Timely and effective contact investigations and adequate control activities for prevention of TB transmission.

### The Person

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

### Knowledge and Experience

1. 3 years active experience in providing TB nursing care
2. Have sound knowledge on etiology, pathophysiology, transmission, risk factors, sign and symptoms of TB infection and diseases Tuberculosis screening and diagnostic test and findings related to the identification of TB infection or disease
3. Knowledge and experience in infection prevention and control in regards to TB infection transmission.
4. Knowledge on current guidelines for diagnosis, treatment and prevention of TB including management of MDR-TB, Pediatrics TB, surgical of TB and TB/HIV co infection.

### Skills and Abilities

1. Ability to assess, diagnose, plan, implement, monitor and evaluate the care of TB and MDR patients.
2. Conduct directly observed therapy (DOT) and monitor side effects of treatment.
3. Conduct education and counseling to patients contacts and significant others.
4. Ability to collaborate with other health care providers to maintain the continuity of care throughout treatment by working with community based outreach service to track the patient care.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

### MOHMS 767/2018 Specialist Nurse Endoscopy – CWM Hospital [ 4 Posts]

<b>Role:</b>	ENDOSCOPY NURSE
<b>Level:</b>	Band G
<b>Salary range:</b>	\$28, 605.45
<b>Location:</b>	Divisional Hospital Operating Theatre
<b>Unit/Division:</b>	Endoscopy Unit,
<b>Liase with</b>	Nurse Unit Manager Operating Theatre, Theatre Manager, Consultants ,Registrar[surgical, medical],Pharmacy, Hospital stores ,Ward Sisters/nurses and Private Clinic Doctors
<b>Reports to:</b>	Nurse Unit Manager – endoscopy/Operating Theatre
<b>Subordinates:</b>	Ward assistance ,anaesthetic attendant ,orderlies

### The Purpose of this Position

An Endoscopy nurse performs and assists with procedures involving inserting a fiber optic tube with a camera into the bowels to get a view of the lining of the intestines.

### Key Responsibilities/duties

1. Ensures high standard of nursing care to patients attending the endoscopy unit, working as per approved plans, policies and guidelines to achieve planned outcomes within the expected competence for patients undergoing endoscopy procedures.
2. Ensures team work and open communication approach with all families, patients and staff members by offering information, advice, and assistance in a positive, courteous, and cooperative manner.
3. Adheres to all infection control policies and procedures and provides instructions to co-workers as needed. Understands the consequences associated with failing to follow those procedures.
4. Demonstrates an understanding of the care and maintenance of endoscopes and other specialized equipment, ensuring an agreed standard of decontamination at all times including accurate records of traceability of all used endoscopes and associated equipment.
5. Provides technical assistance during diagnostic and therapeutic endoscopic procedures, ensuring safe working practice.

6. Supports and participates in evidence based programs to evaluate and improve the quality of nursing care and patient outcome.
7. Willingness to perform any other duties delegated within your work areas by the immediate supervisors.

#### Key Performance Indicators

1. Ensures effective and timely documentation is clear, concise and thorough manner to maintain standards of care through documentation in both manual and online medical records.
2. Full compliance and adherence to standard operating procedures with endoscopy procedures and with the legislative framework and agreed scope and timeframes of the nursing service deliverables and plans.
3. Develops and reviews individual work plans and, participates in the annual performance appraisal to provide evidence of annual re-license, and own knowledge base/scope of competence.
4. Evidence of ongoing professional development to ensure certified skills are current and participate in quality improvement/evidence based research.

#### PERSON SPECIFICATION

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

#### Knowledge and Experience (essential)

1. 3 years' experience actively working as an endoscopy nurse
2. Have attended the annual Pacific endoscopy training for nurses and is competent.
3. Understanding of the applicable legislation or policies / procedures scope of practice for nurses.
4. Knowledge of Gastro Intestinal diagnosis, treatment and health education.

#### Skills and Abilities

1. Ability to care for patients undergoing endoscopy procedures
2. Ability to effectively work within a team.
3. Analytical ability and problem solving skills in resource-constrained and at time of emergency procedures
4. Ability to assess, plan, implement and evaluate nursing care according to individual needs.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.
6. Must demonstrate well developed written and verbal communication and possess a good command of spoken and written English.

#### MOHMS 768/2018 Biomedical Attendant, Lautoka Hospital MOHMS 768/2018 – Biomedical Attendant, Lautoka Hospital

<b>Role:</b>	Biomedical Attendant
<b>Level:</b>	Band A
<b>Salary range:</b>	\$4.60 - \$5.90
<b>Location:</b>	Lautoka Hospital
<b>Unit/Division:</b>	Biomedical Department
<b>Reports to:</b>	Biomedical Officer In Charge
<b>Subordinates:</b>	Nil

#### The Position

The position under minimum supervision performs a variety of routine tasks associated with the installation, service and calibration of a diverse range of Biomedical Equipment according to Australian Standards.

#### Key Duties

1. Assist in the completion of preventative maintenance for a diverse range of Biomedical Equipment according to prescribed standards and provide reports upon completion.

2. Install, repair and service a diverse range of Biomedical Equipment according to specifications and perform electrical safety test on biomedical instruments „mina specialized test equipment.
3. Maintain all mandatory documentation from receiving, sending, dispatching, reporting and continuously updating of Biomedical Equipment Inventory Database.
4. Provide basic user training of healthcare staff in the use and care of biomedical equipment which includes operation demonstration and maintenance
5. Provide weekly reports on all assigned tasks to biomedical officer in charge.

#### **Key Performance Indicators**

1. Assigned preventative maintenance of biomedical equipment completed and reports submitted to biomedical officer in charge
2. User training provided to healthcare staff and report provided to biomedical officer in charge
3. Weekly reports on all assigned tasks submitted to biomedical officer in charge.

#### **Selection Criteria**

##### **The Person**

In addition to a university qualifications [or equivalent] relevant to Biomedical/Electronics, the following knowledge, experience, skills and abilities are required to successfully undertake the role:

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

1. Have had at least 12 months experience and understanding of electromechanical, electronic and equipment functions, operation and safety
2. Basic computer knowledge is desirable

3. Understanding the implication of new information for both current and future problem solving in technical and operation monitoring
4. Basic knowledge of medical terminology

#### **Skills and Abilities**

1. Ability to read colour codes on wiring, electrical components and work in a sterile environment
2. Ability to comprehend and follow both written and oral instructions
3. Ability to work as and when required [nights, weekends and holidays if necessary]
4. Ability to maintain, update and ensure accuracy of records
5. Demonstrate ability to analyse and resolve problems in a resource constrained environment
6. Demonstrate ability to integrate and understanding of basic Schematics, components functions and circuit operations
7. Ability to work effectively within a team

#### **MOHMS 769/2018 Clerical Officer, Vunidawa Hospital**

<b>Role</b>	Clerical Officer
<b>Salary Band</b>	Band C
<b>Salary range</b>	\$14, 095.31
<b>Location</b>	Vunidawa Hospital
<b>Unit/Division</b>	Corporate Services – SDMO Naitasiri
<b>Reports to</b>	SDMO Naitasiri
<b>Subordinates</b>	GWEs

#### **The Position**

The position is responsible for the facilitation and coordination of administrative work on human resource and finance functions within the sub division.

## **KEY RESPONSIBILITY**

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

1. Provide Human Resources and Finance support and advise to the Sub-Divisional Medical Officer Naitasiri.
2. Ensure that support staff and subordinates are performing and all delegated duties are met.
3. Identify and co-ordinate all maintenance and stores requirements and activities.
4. Organize and arrange all logistic for site visit and meetings with your subordinates.
5. Compile and submit Human Resources and Finance Reports.
6. Activity contribute to the Ministry Corporate requirements, including planning and budgetary and selection activities when required

## **KEY PERFORMANCE INDICATORS:**

1. All agreed Human Resources and Financial support services, functions and advice are delivered within agreed time frame and in accordance with relevant processes, legislations and policies.
2. Effective and Timely Management, Regular monitoring of staff performance and attendance to enable quality service delivery.
3. Effective and Timely Management of maintenance, stores and logistics requirement.
4. All reports are submitted within the agreed time frames and meet the required standard reporting requirements including any recommendations for improvement

## **Selection Criteria**

### **The Person:**

In addition to a pass in Form Seven (7) or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

## **Knowledge and Experience:**

1. At least 3 years of experience in a similar role
2. A good understanding of human resource management functions, managing finance and asset management in accordance with relevant legislations
3. Some experience in supervising a small team of workers
4. An understanding of the Constitution of Republic of Fiji

## **Skills and abilities:**

1. Sound organizing and time management skills.
2. Demonstrated ability to lead and work effectively in a team.
3. Ability to monitor and assess worker's performance
4. Ability to adhere to strict deadlines when tasks are assigned.
5. Good communication and interpersonal skills
6. Excellent customer service skills

## **MOHMS 770/2018 Clerical Officer [Accounts], CWM Hospital**

<b>Role:</b>	Clerical Officer, Accounts
<b>Salary range:</b>	\$12,659 - \$15,489.35
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Accounts
<b>Reports to:</b>	Senior Accounts Officer
<b>Subordinates:</b>	None

## **This Position**

This position deals with timely payments of all purchases (vendor payments for the LPOs).

## **Key Responsibilities**

The position will achieve its purpose through the following:

1. Prepare payment vouchers for all hospital payments for various companies vendors
2. Processing of vouchering in the FMIS system using Accounts Payable Modules



3. Provide an input to implement and ensure compliance with MOH Finance Manual and Finance Instructions.
4. Provide assistance to supervisor and managers ,staff , patients within the Hospital guidelines and procurement regulations
5. Activity contribute to all corporate requirement for the hospital and including planning, budget reporting activities where required
6. Undertake all required activities to ensure that all companies are paid on time

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Liaise with all department and companies on pending invoices for Open payables
2. Maintain and update the companies excel creditors accounts
3. All payment vouchers are process ,certify and sent to HQ accounts for EFT payments and file away copies in all companies files
4. Print and generate report for the weekly meeting

### Selection Criteria

#### The Person

In addition to a pass in Fiji Seventh form Examination or any relevant tertiary qualification, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

#### Knowledge and Experience

1. At least 3 years' experience working in a similar role;
2. Practical, working knowledge of all aspects and functions of accounts management
3. Understanding of the Fijian Constitution (2013) and applicable labour laws of Fiji.
4. Practical knowledge of using any accounting system.

5. Experience working within a customer service delivery environment

### Skills and Abilities

1. Excellent interpersonal, organization skills, customer service skills and both oral & written communications skills
2. Ability to follow guidelines and meet set timeframes with regards to relevant accounting activities;
3. Demonstrated ability to work cooperatively within a team;
4. Demonstrated ability to maintain confidentiality;
5. Ability to utilise computer programs to support the operations of the organisation;
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

### MOHMS 771/2018 Executive Officer, Ba Mission Hospital

<b>Role:</b>	Executive Officer
<b>Level:</b>	Band E
<b>Salary range:</b>	\$19,041.75 - \$24,412.50
<b>Location:</b>	Ba Mission Hospital
<b>Unit/Division:</b>	Corporate/ Western Health Services
<b>Reports to:</b>	SDMO
<b>Subordinates:</b>	Clerical Officer, Typist, GWE's

### The Position

The Executive Officer will provide the highest standard of support services to the Subdivisional Medical team.

### Key Responsibility Areas:

The position will achieve its purpose through the following:

1. Provide Human Resource and Finance Support and advice to the subdivision

2. Ensure that support staffs perform all delegated tasks and are met within the given timeframe.
3. Prepare and submit Human Resource, Finance and General Services reports according to the standard reporting structures and in a timely manner
4. Actively contribute to the ministry's corporate functions and activities.

#### Key Performance Indicator:

Performance will be measured through the following indicators:

1. All agreed administration, finance, human resources and general services are delivered within agreed timeframes are compliant with specific standards
2. All reports are submitted within the agreed timeframes and meet the standard reporting requirements
3. All relevant Health facilities in the Western Health Services are compliant with the Health and Safety at Work Act and its related regulations and policies.
4. Effective and timely supervision of staff activities and performance to ensure Individual Work Plans are met.

#### Selection Criteria

##### The Person

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

##### Knowledge and Experience

1. Proven understanding and experience of administration work or similar
2. Advanced computer literacy, in particular use of Microsoft Applications.

3. Knowledge and Experience in facilitating adherence to the Health and Safety at Work Act and its related regulations and policies
4. Experience in supervising a team.
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

#### Skills and Abilities

1. Demonstrated ability to work and lead a team effectively.
2. Very good Time management skills.
3. Demonstrated ability to multitask, manage conflict and change.
4. Very good communications skills, written and verbal.
5. Ability to maintain confidentiality and neutrality in a sensitive environment.
6. Ability to relate to others.
7. Ability to participate in all Corporate functions.
8. Service oriented approach with a commitment to supporting the operation and corporate environment of the organisation.

**MOHMS 772/2018 Executive Officer, Asset Management Unit, CWM Hospital JOB DESCRIPTION NOT READY – POST WILL BE WITHDRAWN AND READVERTISED AT A LATER DATE**

**MOHMS 773/2018 Driver, Fiji Centre for Communicable Disease Control, Head Office**

<b>Role:</b>	Driver
<b>Level:</b>	Band B
<b>Salary range:</b>	\$5.37
<b>Location:</b>	Tamavua
<b>Unit/Division:</b>	Mataika House, FCCDC
<b>Reports to:</b>	FCCDC Clerical Officer
<b>Subordinates:</b>	Nil

## The Position

The position is jointly responsible for planning and organizing of transport services through liaising with the Clerical Officer with daily running of the vehicle.

## Key Responsibilities

1. Responsible for transporting FCCDC staff and laboratory samples as and when required.
2. Assist the Clerical Officer to ensure vehicle registration and general servicing is updated according to schedule
3. Comply with the Land Transport Regulations
4. Carrying out driving instructions without delay
5. Carry out service on a daily basis to maintain vehicle safety and cleanliness
6. Report any vehicle irregularities to immediate Supervisor
7. Ensure that the vehicle running sheets are recorded on a daily basis with the relevant authorizing signatures
8. Prepare and submit running sheets and fuel receipts and submit timely to the immediate supervisor.

## Key Performance Indicators

Performance will be measured through the following indicators:

1. Full compliance with Land Transport Regulations and Ministry Instruction Policy
2. Vehicles are well maintained, clean and fully operational.
3. All vehicle records are updated and submitted within agreed timeframes.

## Selection Criteria

### The Person

In addition to a Form 6 qualification and a valid Certificate of Defensive Driving Course and Driving License, the following knowledge, experience, skills and abilities are required to successfully undertake the role:

### Knowledge and Experience

1. At least 2-3 years' experience as a driver;

2. Good knowledge on vehicle maintenance, cleanliness and transport rules & regulations;
3. Basic knowledge of Occupational Health and Safety
4. Understanding of Fijian Constitution(2013) and applicable laws of Fiji;

### Skills and Abilities

1. Excellent communication skills both verbal and written
2. Analytical thinking while driving and ability to work with minimum supervision
3. Capable of working according to the given timelines
4. The ability of being initiative in acting quickly and decisively in a crisis to create opportunities or avoid problems
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

## MOHMS 774/2018 Cook, Tamavua Twomey Hospital [1 Post]

<b>POSITION LEVEL</b>	Cook
<b>SALARY BAND</b>	Band B
<b>SALARY RANGE:</b>	\$5.37 - \$6.89
<b>LOCATION:</b>	Tamavua/Twomey Hospital
<b>UNIT/DIVISION:</b>	Kitchen / Central
<b>REPORT TO:</b>	Dietitian
<b>Subordinates:</b>	Nil

### The Positions:

The purpose of this role is to prepare quality and nutritious meals for all patients and only staff who are entitled to meals in accordance with the Meals Circular. The incumbent is also responsible for maintaining a clean and hygienic work environment and maintains safe practices in operating kitchen equipment at all times. The position reports to the Dietitian.

### Key Responsibility Areas

1. Quality and nutritious diets/meals are prepared according to specific dietary requirements
2. Food service operating procedures are followed resulting in less complaints and food wastages

3. Usage of proper cleaning materials and consistency in cleaning is maintained.
4. Meals served are on time and well presented.
5. Appropriate standards are followed at receiving and storage.
6. Maintain proper usage of equipment and report accidents and faulty equipment.

**Key Performance Indicator**

1. Effective preparation of meals which are timely and well presented in compliance to Food Service operations and specific dietary requirements.
2. Adhere to approved standards of stock management, Food Safety & Hygiene and OHS regulations.
3. Ensure proper usage, maintenance and timely reporting of faulty and breakages of kitchen equipment.

**Selection Criteria**

**The Person**

In addition to Form six (6) level qualification and a Certificate in Cookery or equivalent with 4 years' experience working in similar field. The following knowledge, experience, skills and abilities are required to successfully perform the duty of the post.

**Knowledge and Experience**

1. Knowledge of quality food preparation and presentation methods
2. Must have knowledge of food safety and hygiene
3. Experience in cooking in a similar environment
4. Basic knowledge of occupational health and safety in the workplace

**Skills & Abilities**

1. Ability to work effectively within a team
2. Ability to cook both vegetarian and non-vegetarian meals in large quantities and on time
3. Demonstrate a high standard of personal appearance and good personal hygiene
4. Demonstrate ability to work under minimal supervision
5. Effective verbal and written communication skills
6. Effective time management skills

**MOHMS 775/2018 Hospital Attendant, Tamavua Twomey Hospital [5 Posts]**

<b>Position Title:</b>	Hospital Attendant
<b>Salary Band/Range</b>	B
<b>Location:</b>	Tamavua Twomey Hospital
<b>Unit/Division:</b>	Administration – Central Division
<b>Report to:</b>	Executive Officer
<b>Subordinates:</b>	None

**The Position:**

To assist and provide quality patient care at Rehabilitation Hospital at all times.

**Key Responsibilities Area (KRA)**

1. Consistent excellent patient care
2. Assist in the dressing, feeding, manicure and pedicure of patient
3. Reposition and transfer patients from wheelchair to bed and bed to wheelchair
4. Ensure beddings are clean and dry at all times
5. Assisting patients to the physiotherapy session, clinic at CWM Hospitals, Giles Hospital and also when they discharged.
6. Provide basic care and assist patients with daily activities
7. Actively contribute to the Ministries corporate requirements.

**Key Performance Indicator (KPI)**

1. Effectively and timely of bathing , dressing, feeding, manicure and pedicure of patients
2. Effectively and timely repositioning and transfer of patients and assisting when they discharged
3. Patient beddings and linen are clean at all times
4. Participate in all corporate activities of the Ministry in a timely manner when required.

**Selection Criteria**

**The Person**

In addition to a Form 6 level qualification or equivalent and the following knowledge, Experience, Skills and Abilities are required to successfully undertaken the role of this position.

### Knowledge and Experience

1. Knowledge and experience in caring for patients with special needs
2. Knowledge of patient safety and care
3. Basic knowledge of occupational Health and Safety at the work place
4. Understanding of the 2013 constitution

### Skills and Abilities

1. Demonstrate ability to work as a team
2. Effective verbal and written communication skills
3. Ability to plan and organise work on a daily basis
4. Excellent customer service skills.

### MOHMS 776/2018 Cleaner, Levuka Hospital [Re-advertised]

<b>Role:</b>	Cleaner
<b>Level</b>	Government Wage Earner
<b>Salary range:</b>	\$5.37 - \$6.89
<b>Location:</b>	Fiji Pharmaceutical & Biomedical Services Centre
<b>Reports to:</b>	Administrative Officer

### The Position

The position is responsible for maintaining the cleanliness within Levuka Hospital.

### Key Responsibilities

1. Ensure cleanliness of premises
2. Ensure proper and safe usage of appropriate cleaning agents
3. Develop repairs and maintenance works schedule.
4. Ensure effective stock management.
5. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

### Key Performance Indicator

1. Clean and a safe working environment for all
2. Ensure that cleaning and working stock are well maintained
3. Actively participate in all corporate functions

### Selection Criteria

#### The Person

In addition to a Form 6 level qualification and the following knowledge, experience, skills and abilities are required to successfully undertake the role:

### Knowledge and Experience

1. Similar work experience
2. Knowledge and practical usage of basic cleaning procedures, chemicals and equipment
3. Basic knowledge of Occupational Health and Safety at Workplace
4. Knowledge of proper maintenance of working area and safety protocol

### Skills and Abilities

1. Ability to plan and organize work on a daily basis
2. Good verbal and written communication skills
3. Good customer service skills
4. Ability to work effectively in a team

### MOHMS 777/2018 Electrician, Central Division [Readvertised]

<b>Role:</b>	Electrician
<b>Salary Band</b>	Band D
<b>Wages/Annum:</b>	\$7.50 - \$9.61
<b>Location:</b>	Central Health Services Divisional Office
<b>Unit/Division:</b>	General Services/Central Division
<b>Reports to:</b>	Executive Officer – General Services

### The Position

The position is responsible for the effective day to day operations, maintenance and repairs of all Electrical works and fixtures,

equipment's, operating and backup generators in health facilities located in the Central Division.

### **Key Performance Indicators:**

1. Coordinate and plan purchasing of electrical materials in accordance with relevant guidelines.
2. Effective and efficient repairing of electrical and scoping services.
3. Ensure electrical materials are stored appropriately.

### **Key Result Areas:**

1. Coordinate and facilitate the electrical maintenance of all health facilities in terms of its equipment, furnishings, steam operated machine, laundry, lighting fixtures, electrical appliances, generator servicing, and all other electrical issues.
2. Assist in the planning of labor requirement, duration, and material for assigned work, establishing sequences and methods to be used, inspect maintenance and repair work to ensure compliance with specifications, recommend modifications and requirement changes to facilitate completion of assigned tasks.
3. Establish and maintain liaison with administration and professional staff regarding maintenance programs.
4. To ensure preventive maintenance programs is in place and implemented which should include the adherence to OHS rules and regulations.
5. Train and supervision of Trade Assistant and Trainees

### **Selection Criteria**

#### **The Person**

In addition to a Trade Certificate qualification in Electrical OR equivalent, a valid FEA Wireman's License and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the position:

#### **Knowledge and Experience**

1. Acquired knowledge of more than five [5] years of experience in maintenance, repairs and new installations of Electrical equipment's.
2. Knowledge and experience of electrical wiring and repair of electrical steam operated equipment's, Generators and pumps, Laundry machines, wiring installation and electrical fixtures.
3. Knowledge of procurement of materials, preparing and maintaining reports
4. Practical knowledge of Occupational Health and Safety
5. Knowledge of proper maintenance of working area and safety protocol

#### **Skills and Abilities**

1. Ability to detect, analyse and solve Electrical faults and breakdown.
2. Ability to perform physical work and repair of underground electrical cabling and laying of new wiring works.
3. Ability to work under pressure and meet deadlines
4. Ability to communicate effectively in both oral and written communication
5. Demonstrated ability to organise, supervise, assess, plan, schedule maintenance work and costing.
6. Takes a problem-solving approach when faced with challenging or difficult situations.
7. Demonstrates a positive attitude in work assignment and interaction with others

#### **MOHMS 778/2018 Plumber, Central Division [Readvertised]**

<b>Role:</b>	<b>Plumber</b>
<b>Salary Band:</b>	<b>D</b>
<b>Wages/Annum:</b>	<b>\$7.50 - \$9.61</b>
<b>Location:</b>	<b>Central Health Services Divisional Office</b>
<b>Unit/Division:</b>	<b>General Services/Central Division</b>
<b>Reports to:</b>	<b>Executive Officer – General Services</b>

## **The Position**

The position is responsible for the effective day to day operations, maintenance and repairs of all Plumbing works in health facilities located in the Central Division.

### **Key Performance Indicators:**

1. Effective and efficient providing of plumbing work services.
2. Coordinate purchasing of plumbing materials using relevant guidelines.
3. Ensure that plumbing materials are stored appropriately.

### **Key Result Areas:**

1. Maintain repair works for all plumbing related works.
2. Establish and maintain liaison with administration and professional staff regarding plumbing maintenance programs.
3. Plan and organize time, cost and material for assigned work, establishing sequences and methods to be used, inspect maintenance and repair work to ensure compliance with specifications, recommend modifications and requirement changes to facilitate completion of assigned tasks.
4. Maintain the workshop upkeep and proper storage of plumbing materials
5. To ensure preventive plumbing maintenance programs is in place and implemented which should include the adherence to OHS rules and regulations.
6. Train and supervision of Trade Assistant and Trainees

## **Selection Criteria**

### **The Person**

In addition to a Trade Certificate qualification in Plumbing or equivalent and the following Knowledge, Experience, Skills and Abilities to successfully undertake the role of the position

## **Knowledge and Experience**

1. Vast experience in similar role
2. Knowledge of working with tools for plumbing and experience with materials needed for maintenance, repairs and installation
3. Knowledge of Occupational Health & Safety
4. Knowledge of proper maintenance of working area and safety protocol

## **Skills and Abilities**

1. Ability to meet deadlines within a timeframe
2. Ability to communicate effectively both verbal & written and work within a team.
3. Demonstrated ability to plan, organize plumbing work schedule effectively
4. Identifies and utilizes resources effectively and responsibly.
5. Takes a problem-solving approach when faced with challenging or difficult situations

### **MOHMS 779/2018 Trade Assistant A, Central Division [Readvertised]**

<b>Role:</b>	<b>Trade Assistant A</b>
<b>Salary Band</b>	<b>A</b>
<b>Wages/Annum</b>	<b>\$4.60 - \$5.90</b>
<b>Location</b>	<b>Central Health Services Divisional Office</b>
<b>Unit/Division</b>	<b>General Services/Central Division</b>
<b>Reports to:</b>	<b>Executive Officer – General Services</b>

## **The Position**

The position is responsible for the effective day to day operations of the equipment and furnishings in terms of servicing and repairing to the Central Division.

### **Key Performance Indicators:**

1. Coordinate and facilitate servicing of air conditioning, refrigerator and other related equipment.
2. Ensure that workshop maintain cleanliness.
3. Coordinate purchasing of servicing materials in accordance with relevant guidelines.
4. Effective and efficient repairing services is provided as required.

### Key Result Areas:

1. Assist and participate in activities of personnel engaged in the maintenance of equipment and furnishings to include repair and service of Air conditioning, blowers, freezers, coolers and other refrigeration works.
2. Ensuring that the Air Conditioning units, freezers, coolers and other related equipment or machinery is in operational conditional and note down break downs.
3. Ensuring that the establish preventive maintenance program is maintained and liaise with administration and professional staff regarding its schedule
4. Ensure that the OHS Regulations is maintained at all times in the workplace both internal and external.
5. Ensure the working and workshop environment is kept clean and tidy at all times

### Selection Criteria

#### The Person

In addition to a Trade certificate in Air Conditioning and minimum experience of 2 years, the following knowledge, experiences, skills and abilities are required to successfully undertake this role:

#### Knowledge and Experience

1. Work requires broad knowledge of maintenance methods and procedures involved in the maintenance of Air Conditioning units, freezer, coolers etc.

2. Minimum of 2 years of experience in basic general maintenance and repair in RAC
3. Skills and knowledge in electrical works would be an advantage.
4. Basic knowledge of Occupational Health & Safety

### Skills and Abilities

1. Ability to assist in carrying out fault finding techniques as to solve Electrical faults and breakdown.
2. Ability to communicate orally and in written.
3. Identifies and utilizes resources effectively and responsibly.
4. Ability to work in a team

### MOHMS 780/2018 Handyman II, Central Division [Readvertised]

<b>Role:</b>	<b>Handyman II</b>
<b>Salary Band</b>	<b>Band A</b>
<b>Wages/Annum:</b>	<b>\$4.60 - \$5.90</b>
<b>Location:</b>	<b>Central Health Services Divisional Office</b>
<b>Unit/Division:</b>	<b>General Services/Central Division</b>
<b>Reports to:</b>	<b>Executive Officer/General Services</b>

### The Position

The position provides assistance to the carpenter and plumber for their major repairing works within the facilities in the Central Health Division.

### Key Performance Indicators:

1. Ensure that building materials supplied are all received and kept at appropriate places.
2. Ensure that repairing activities are carried out as required.
3. To ensure that all building materials used are kept appropriately after use.

### Key Result Areas:

1. Repair of minor plumbing works.
2. Repair of minor carpentry works



3. Ensure the loading and offloading of building materials.
4. Ensure that building materials are properly stored and recorded.
5. Assist the maintenance team as and when required

## **Selection Criteria**

### **The Person**

In addition to a Form 6 level qualification and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Possess basic experience in Carpentry and plumbing work
2. Possess basic Gardening/landscaping work experience.
3. Knowledge of proper handling and use of carpentry and plumbing tools
4. Understanding of Occupational Health and Safety at the workplace
5. Experience as labourer in a similar working environment

### **Skills and Abilities**

1. Ability to plan and organise work in a timely manner
2. Ability to communicate effectively
3. Ability to maintain consistency in attending to daily routine work
4. Ability to repair and maintain work equipment and tools