



MINISTRY OF HEALTH AND MEDICAL SERVICES

JOB DESCRIPTIONS FOR ADVERTISEMENT IN THE FIJI SUN SATURDAY, 16TH FEBRUARY, 2019

MOHMS 79/2019: CHIEF NURSING AND MIDWIFERY OFFICER

Position Title	Chief Nursing and Midwife Officer
Salary Band:	Band L
Salary Range:	\$67,830.20 - \$86,961.80
Location:	Head Office
Unit/Division:	Nursing
Reports to:	Permanent Secretary for Health & Medical Services
Subordinates:	5

The Position

The position is responsible to the Permanent Secretary for Health and Medical Services for nursing strategic directions, the provision of operational service management mechanisms, development of nursing policies, development of nursing service delivery plans, continuous professional development and supervision, budgetary preparation and review and the overall monitoring and evaluation of the delivery of quality nursing care & services that is aimed to meet the strategic goals and corporate plans of the Ministry of Health and Medical Services.

Key Responsibilities

1. Provide strategic leadership & direction, delegation and supervision to the nursing leadership team and all relevant nursing institutions of the Ministry of Health & Medical Services.
2. Advise and maintain regular reporting communications directly to the Permanent Secretary on all issues relating to the effective delivery of nursing services to meet agreed nursing standards within the MOHMS.
3. Develop and manage overall nursing workforce developments that is aligned with international standards of nursing ratios to ensure competent workforce and respond to population health needs
4. Plans, monitors and co-ordinates the preparation of the nursing budget to maintain delivery of nursing services and achievement of mandatory professional development.
5. Facilitate the review and update of nursing policies; Code of Conduct/Ethics for Nurses in Fiji, Scopes of practice, Nursing Competencies and Standards of practice in MOHMS and the Fiji Nursing Council.
6. Provide leadership and promote and maintain effective relationships between the nursing body and other health professionals and with Divisional/Sub-divisional Heads to achieve health planned outcomes.
7. Maintain and promote relationships and communication with external partners and organisations (particularly WHO, regional and international donors, regional governments, NGOs, educational institutions) to improve nursing services and especially with the Registration authorities of United Kingdom, New Zealand and Australia.

Key Performance Indicators

1. All nursing strategic and business objectives are aligned with the Ministry of Health & Medical Services Strategic Plan is developed, approved and achieved within its endorsed timelines
2. Timely and effective development of relevant national nursing policies, standards and practice guidelines and its compliance is ensured.
3. Timely and effective management and overall monitoring and evaluation of nursing services in conformity with Nursing legislation and other relevant legislations/policies that enables

continuity of quality nursing services and the meeting the operational goals of the Ministry of Health & Medical Services.

4. Effective and timely assessment and review of the overall nursing workforce to meet population health needs and health service needs,

Selection Criteria

The Person

In addition to being registered and/or eligible for registration in Fiji with a valid practicing license, the position holder must have a bachelor degree in Nursing with post graduate Masters Qualification in nursing and or midwifery or other Masters relevant to health from a recognized university, additionally the following Knowledge, Experience, Skills and Abilities are required for the position.

Knowledge and Experience

1. Must have 10 years post registration experience in nursing management, governance strategic planning and resource management.
2. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
3. Demonstrated understanding and ability to work successfully in a cross cultural setting
4. Proven understanding on policy development, and a systematic approach to administration and good knowledge of regulatory processes.
5. A good understanding of the range of nursing standards, professional guideline/policies necessary for the provision of quality patient care and health service in Fiji is desirable.
6. Proven experience and comprehensive understanding of the registered nurses and midwives scopes of practice and the Fiji Nursing Decree and Nurses Code of Conduct.

Skills and Abilities

1. Proven substantial senior management experience and ability to effectively manage a large health workforce to a professional standard reflecting the MOHMS values.
2. Demonstrate ability to translate organisational strategic plan to operational plans and be able to direct, supervise, monitor its implementation process required for the continuous development of the national nursing service.
3. Demonstrated excellent advocacy and negotiation skills to promote organisational objectives in order to achieve effective health services.
4. Demonstrated commitment to maintain professional development to reflect contemporary nursing practice and policy.
5. Strong communication skills, [written and verbal] and a proven capacity to drive change and persuade others on constructive course of actions.

MOHMS 80/2019: SENIOR PHYSIOTHERAPIST

Role:	Senior Physiotherapist
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	CWM Hospital
Unit/Division:	Central Division
Reports To:	The Medical Superintendent, CWM Hospital
Subordinates:	Physiotherapists & Junior Physiotherapist

The Position

The position is responsible for the development, implementation and monitoring of the Physiotherapy Business Plan in accordance with the Ministry's Annual Operational Plan and will recommend and finalize physiotherapy clinical policies to ensure standardized practice. The post will manage and administer the department, identify specialized areas, need for up skilling, and enforce and sustain all policies on technical services.

Key Responsibilities

1. Develop the Business plan and monitor its implementation.
2. Efficiently and effectively administer and manage daily operations of the station.
3. Attend relevant conventions/trainings/meetings and collate with relevant stakeholders to update and improve current Standards of practice.
4. Research avenues for specialized training to effectively improve clinical services.

Key Performance Indicators

1. Effectiveness of implementing the Business Plan and Key duties.
2. Compliance to following policies, procedures or rule for accomplishing tasks.
3. Submit reports within the agreed timeframe.
4. Complete tasks within the agreed timeframe.

Selection Criteria

The Person

In addition to Bachelor of Physiotherapy, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Ten [10] years Physiotherapy technical experience
2. Knowledge in Health promotion
3. Knowledge of the Public service Code of Conduct
- 4 Knowledge of the Hospital and Department administration protocols and plans.
5. Sound knowledge of International conventional physiotherapy practice is an advantage.

Skills and Abilities

1. Well-developed organizational and time management skills, with the ability to, and set priorities to meet critical deadlines
2. Excellent communication skills and ability to work effectively within a team
3. Ability to develop an effective Physiotherapy Business plan to counter relevant priority areas
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

MOHMS 81/2019: SUB DIVISIONAL NURSE UNIT MANAGER, ROTUMA HOSPITAL

Role:	Sub-Divisional Nurse Unit Manager (NUM)
Salary Band:	Salary band H
Salary range:	\$34,706.31 - \$44,564.50
Location:	Rotuma Hospital
Unit/Division	Nursing/Eastern Health Services
Reports to:	Sub Divisional Medical Officer
Subordinates:	NUO5, NUO6

The Position

The position contributes to planning, organizing, staffing directing, controlling, regulating and reporting to ensure that high quality of care is delivered.

Key Responsibilities

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

1. Provide leadership, management and supervision of the General Ward Nursing workforce to deliver quality health care as per nursing business plan, policies, and guidelines and within the Nursing Scope of Practice.
2. Oversee the compliance to Rules and Regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Legislation (2011), Nursing Guidelines and Scope of Practice for Nurses (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.
3. Ensure efficient and effective management of the nursing workforce, and all delegated activities are met.

4. Oversee the full implementation of the Patient Information system (PATIS) and the compilation and submission of General Ward reports, Annual Performance Assessment (APA) and the Annual licensing practice for nurses.
5. Provide timely and expert advice on all general ward nursing workforce matters to senior nursing management.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Key Performance Indicators

1. All nursing services are delivered within agreed timeframes, and compliant with relevant processes, legislation and policies.
2. Effective and timely management, and regular monitoring of nursing staff performance and attendance to enable the delivery of quality nursing services.
3. Agreed clinical audit reports of nursing policies and guidelines are conducted in compliance with the specific requirements, and submitted in accordance with the scheduled timeframe.
4. All quarterly, annual reports including PATIS records are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

Selection Criteria

The Person

In addition to a Diploma in Nursing (or equivalent), Post-graduate qualification in Nursing/Management/Public Health/ Midwifery, registered with the Fiji Nursing Council and holds a valid practising license with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of modern trends in disease patterns, re-emerging diseases, their treatment and contemporary issues in community health nursing.
2. Knowledge on Effective Infection Control.
3. Understanding of the Nurses Decree 2010, is essential.
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

- Makes sound judgement calls ensuring institutional and clients' interest are upheld at all times.
- Demonstrates strong supervisory attributes.
- Exhibits excellent communication skills
- Demonstrated ability to effectively work within a team
- Demonstrated ability to analyse and contribute to solutions do complex problems, in a resource constrained environment
- Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.
- Manages human resources effectively
- Must have demonstrated intellectual capacity, drive, determination and flair in the current position in order to copy with the demand

MOHMS 82/2019: SENIOR NURSE CLINICAL, TAMAVUA TWOMEY HOSPITAL

Role:	Senior Nurse Clinical
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50
Location:	Tamavua Twomey Hospital
Unit/Division:	Nursing
Reports to:	Medical Superintendant Tamavua Twomey Hospital/Chief Nurse Midwifery Officer
Subordinates:	Team Leaders, Enrolled Nurse Aid, Nurses, Medical Orderlies and student nurses

Position Purpose

The purpose of this position is to work in collaboration with the Medical Superintendent of Tamavua Twomey Hospital to provide overall operational leadership and clinical direction in accordance with the hospital business plan and the regulatory requirements of the Ministry of Health and Medical Services.

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. The Senior Nurse Clinical provides strategic direction to the three specialized units of nursing and allied health team made up of orderlies by working with the Team Leaders to ensure cost effective and efficient patient care delivery in partnership with the optimum delivery of human, financial and material resource management by developing, supporting the implementation and evaluating the nursing business plan ensuring it meets the expected targets and outcomes guided by the mission and vision of the Tamavua Twomey Hospital and the Ministry of Health and Medical Services.
2. Develop, maintain and implement nursing policies and guidelines that conforms to current patient safety standards for all the three units of Tamavua Twomey Hospital while maintaining compliance with professional and regulatory standards of the Fiji Nursing Council and the Ministry of Health and Medical Services.
3. Maintain a professional development portfolio with a commitment to ongoing learning and development through implementing, monitoring and reviewing the Tamavua Twomey Hospital nursing training plan, contributes to the national Master In-Service Training Plan, and ensuring compliance with the Fiji Nursing Council legislation for mandatory continuing professional development and the annual re-licensing of nursing officers.
4. Ensure the nursing workforce at Tamavua Twomey Hospital is on par with professional expectations of performance including overseeing all aspect of disciplinary process, take an active role in the management of OHS, Risk Management and Quality initiatives to ensure a safe work environment, injury prevention and the achievement of accreditation, if any.
5. Oversee efficient staffing levels to deliver nursing services required to meet patient demand and expected standards by preparing and reviewing the nursing services component in the overall hospital budget development including the submission for nursing overtime.
6. Actively contribute to the Ministry and/or corporate requirements, including planning, budgeting and selection activities where required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Nursing Business plans are developed, approved and implemented within the agreed timeframes.
2. Timely and effective monitoring of compliance with nurse focussed policies and guidelines to meet agreed Ministry and international standards to enable patient safety and delivery of safe nursing services.
3. Effective and timely management of workforce activities including recruitments/expressions of interests, posting orders and regular monitoring of senior staff performance to enable delivery of quality services.
4. Effective and timely submission of quarterly and annual reports are reported within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

Person Specification

In addition to a Diploma in Nursing with a valid registration and practicing license with the Fiji Nursing Council., the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience (essential)

1. At least 5 years’ experience in managing nurse workforce with diverse and cross cultural settings or similar.
2. Proven experience and comprehensive understanding of the registered nurses and midwives scopes of practice and the Fiji Nursing Decree and Nurses Code of Conduct.
3. Proven experience in strategic planning and leadership particularly in resource constrained environments.
4. Demonstrated experience working effectively to oversee successful inputs and placements with external stakeholders and international visiting medical teams and volunteers.
5. Demonstrated capacity and experience responding effectively to natural disasters and large disease outbreaks in collaboration with the Ministry, other government agencies, and international donors.
6. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.

Skills and Abilities

1. Demonstrated ability to think creatively and innovatively to achieve outcomes and timelines.
2. Capacity to utilise computer programs to support the operations of the organisation.
3. Demonstrated ability to work cooperatively in a team environment
4. Good prioritizing skills with utilization of resources; including human resources, inventory management, financial and technology abilities.
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

MOHMS 83/2019: SENIOR PHARMACY OFFICER

Role:	Senior Pharmacy Officer
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50
Location :	CWMH
Unit/Division:	CWMH
Reports To:	Principal Pharmacist-CWM Hospital
Subordinates:	Supervising Pharmacist, Senior Pharmacy Technician, Intern Pharmacist, Pharmacy Assistant, Pharmacy Attendant

The Position

The Senior Pharmacy Officer assists the Principal Pharmacy Officer in the management, operation and delivery of quality pharmacy service ensuring quality use of medicines and provision of medicine advice to produce optimum health outcomes.

Key Responsibilities

1. Allocate duties and supervise the operations of the Outpatients and Inpatients pharmacy services
2. Coordinate hospital specialized services such as Clinical Pharmacy & Oncology, and the dispensing of special category medicines such as anti-retroviral, restricted antibiotics, anti-TB and other restricted medicines
3. Promote rational use of medicine through continuous pharmacy education and awareness to the pharmacy staff and other health care providers

4. Manage the Medicines Information Unit in the hospital including publication and dissemination of medicine information bulletin and patient information leaflets.
5. Coordinate, monitor and assess in-house training of intern pharmacists and pharmacy students
6. Provide secretariat support to the Divisional Medicines & Therapeutics Committee
7. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, Human Resource activities when required

Key Performance Indicators

1. Quality Pharmacy services are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. Medicine information is provided, readily available, and accessible by members of medical staff and the general public
3. Activities of the Divisional Medicines Therapeutics Committee are implemented within the agreed timeframes
4. Assessments for the Internship Program are completed within the agreed timeframes.

Selection Criteria

The Person

In addition to a Bachelor of Pharmacy degree (or equivalent relevant experience), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 5 years' experience as a registered pharmacist
2. Current registration with the Fiji Pharmacy Profession Board
3. Sound knowledge and application of all relevant pharmaceutical laws and policies

Skills and Abilities

1. Demonstrated ability to effectively manage and lead a team
2. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to use computers to support the daily operations
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

MOHMS 84/219: SUPERVISING PHARMACY TECHNICIAN [9 POSTS]

Role:	Supervising Pharmacy Technician(10)
Salary Band:	Band G
Salary range:	Salary range: \$28,605.45 - \$38,140.60
Location:	CWMH(2) /Lautoka(5) /Labasa(1)/Savusavu(1)
Unit/Division:	Central/Western/Northern
Reports to:	Senior Pharmacy Officer
Subordinates:	Senior Pharmacy Technician, Intern Pharmacist, Pharmacy Assistant, Pharmacy Attendant

The Position

The Supervising Pharmacy Technician is responsible for the management & operation of different units within the pharmacy department and ensures the effective and efficient delivery of high quality & progressive pharmacy service and medicine advice to produce optimum patient outcomes.

Key Responsibilities

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

1. Manage and supervise the processes of Inpatient Dispensing, Outpatient Dispensing, Extemporaneous Manufacturing and Clinical Pharmacy ensuring adherence to Good Pharmacy Practice Guidelines
2. Oversee and be responsible for the management of medicine stock including stock take, ordering, stock rotation, stock replenishment and distribution
3. Monitor unit personnel performance and ensuring staff are performing and achieve agreed outcomes
4. Prepare and submit unit reports
5. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, Human Resource activities when required

Key Performance Indicators

1. Quality Pharmacy services and advice are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. All essential medicines are available and accessible to patients
3. Quality reports are provided and outcomes are actioned in a timely and effective manner
4. Effective and timely management of staff performance and outcomes, and regular monitoring of attendance to enable the delivery of quality and timely outputs identified in individual work plans that support the Unit Action Plan activities.

Selection Criteria

The Person

In addition to a Bachelor of Pharmacy degree (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 4 years' experience as a registered pharmacist
2. Current registration with the Fiji Pharmacy Profession Board
3. Sound knowledge and application of all relevant pharmaceutical laws and policies
4. Understanding and application of basic inventory management

Skills and Abilities

1. Demonstrated ability to effectively manage and lead a team
2. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to use computers to support the daily operations
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

MOHMS 85/2019: TEAM LEADER, CRITICAL CARE UNIT - BURNS

Role:	Team Leader Critical Care Unit - Burns (1)
Salary Band:	Band G
Salary Range:	Salary range: \$28,605.45 - \$38,140.60
Location:	CWM Hospital (1)
Unit/Division:	EAST WING, BURNS UNIT
Reports To:	Deputy Director of Nursing East wing
Subordinates:	Nurses, Enrolled Nurses, Student Nurses, Allied Staff

The Purpose of this Position

The purpose of the position is to serve the clinical function of the unit and to assist the Nurse Unit Manager's in ensuring that all nursing activities and clinical practices of nursing staff are competently performed, thus reflects the mission, vision of the Ministry of Health and Medical

Services hence compliance to the National Nursing Standard and effectively deliver quality patient care within the Scope of Nursing Practice by the Fiji Nursing Council

Key Responsibilities/duties

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

1. Supervise and demonstrate safe clinical practice to nursing staff and interns and student nurses to ensure provision of safe clinical practices under the Ministry of Health guidelines, policies and protocols.
2. Ensure self-continuing professional development through facilitating training for nursing staffs.
3. Ensure the compliance of organizational policies. Example: Infection Control Guideline, Patient belonging policy, etc.
4. Responsible to the Deputy Director of Nursing, East Wing (DDON) in the accountability of the ward management.
5. Ensure that the staffs provide the range of planned burn care in the unit daily including admissions, transfers and discharges (advise patients on home care).
6. Ensure that all nursing staffs in the unit is upgraded with nursing skills and knowledge of burn care such as:
 - Hydrotherapy
 - First aid
 - aseptic dressing techniques
 - fluid resuscitation in burns (Parklands Formula)
 - immediate treatment
 - pre and post-op care
 - skin grafting
 - care of flaps
 - discharge plan
 - care of the ventilated burn patient
 - Emergency management of severe Burns
 - Burn Depth and its characteristics
 - Infection control in burns
7. Check and ensure that resources required (equipment's, drugs and consumables) are met to provide burn wound management more efficiently and effectively.
8. Ensure burn care is delivered as per approved plans, protocols, policies, guidelines, and that staff works within their scope of practice in meeting nursing standards.
9. Supervise and assist new nurses, nursing interns and student nurses in the delivery of burn care daily.
10. Ensure to maintain a good relationship amongst the nursing staffs, patients, family members in terms of wound management at home, dying patients etc.
11. Ensure that all nursing duties are carried out according to Doctors orders.
12. Advise relatives prior to discharge on home management.
13. Ensure proper documentation and nursing care plan are accurately done on a daily basis.
14. Ensure that all nursing staffs have the ability to handle emergency situations in an effective manner.
15. Ensure a safe working environment, to be OHS compliance.
16. Ensure the privacy and confidentiality of patients is maintained for all patients.

Key Performance Indicators

Performance will be measured through the following indicators which are extensions of the above Key responsibilities and identify HOW the post will deliver on those. They should be Specific, Measurable, Attainable, Relevant, and Time bound;

1. Ensure the implementation of quality nursing care while managing burns patients, in compliance with the nursing Scope of practice.
2. To ensure skill mix, amongst nursing staff through the allocation of duties on a daily basis.
3. To evaluate and complete the Annual Performance Assessment (APA) for the nurses through the nurse's clinical competencies.
4. Updating daily entries of nursing activities and compiling monthly, quarterly and annual reports.
5. Complete Annual audits in compliance with the policy and nursing standards.
6. Ensure that equipment's are in operational mode daily and filing reports, requisition vouchers, maintenance and new issues.
7. Ensure that there is stock control in the ward, stock of Inventory, Ordering of Stores (Domestic Stores –checked fortnightly, request is done monthly, Linen Stock-checked daily, and Inventory Count-done annually, Surgical stores – ordered weekly, and are checked daily.
8. Supervise and demonstrate clinical practices to Intern nurses and student nurses.

The Person

In addition to a Diploma in Nursing, being registered and holds a valid practicing license with the Fiji Nursing Council, the following Knowledge, Experience, Skills and abilities is required for the role.

Knowledge and Experience (essential)

1. At least 5 years' experience working in any acute care settings.
2. Understand the Ministry of Health Nursing Legislations, Policies, Guidelines, Procedures and Protocols of the Institution.
3. Possess a good command of English both written and verbal.
4. Computer literate.

Skills and Abilities

1. Strong clinical leadership skills,
2. Good managerial and analytical clinical skills.
3. A caring and sympathetic manner.
4. Ability to efficiently handle emergencies and remain calm in stressful situations.
5. Demonstrate excellent communication skills
6. Ability to work cooperatively amongst team members in the working environment.
7. Demonstrated ability to maintain confidentiality at ward level in their various working areas.
8. Ability to effectively handle ward emergencies.
9. Ability to instruct, direct, motivate and evaluate staff.

MOHMS 85/2019: TEAM LEADER, CRITICAL CARE UNIT [PARU]

Role:	Team Leader Critical care Unit PARU (1)
Salary Band:	Band G
Salary Range:	Salary range: \$28,605.45 - \$38,140.60
Location:	Colonial War Memorial Hospital (CWMH) (1)
Unit/Division:	
Reports To:	Nurse Unit Manager Operating Theatre
Subordinates:	Registered Nurses (NUO6),Ward Assistants, Orderlies, cleaners

The Purpose of this Position

This position reports to NUM Operating Theatre purposely to serve the clinical function of maintaining the standard of immediate post-operative care and management of patients who are physiologically unstable. PARU nurses in the delivery of quality care and intervening to critical situation.

Key Responsibilities/duties

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

1. Responsible for directing, organizing, mentoring and supervising PARU nursing staff needs, mentoring trainee nurses whilst on clinical practice
2. Responsible for the safe keeping of dangerous drug in accordance to dangerous drug policy
3. Ensuring the delivery of high quality post-operative nursing care and an excellent service delivery
4. Effective and efficient management of human resources
5. Promoting a safe work environment in compliance to Infection Control Policy, Occupational Health
6. Commitment to ongoing education and development of PARU nurses

Key Performance Indicators

Performance will be measured through the following indicators which are extensions of the above Key responsibilities and identify HOW the post will deliver on those. They should be Specific, Measurable, Attainable, Relevant, Time bound; For Example:

1. Accountable for the management and coordination of nursing officers in adhering to clinical guidelines/standard operating procedures
2. Aside from managerial responsibilities, perform administrative duties including work schedules for nurses, maintaining adequate supplies and informing staff of new policies/protocol and any changes. Additional responsibilities will include departmental meeting and ongoing communication with ward nurses/sisters', anaesthetists, surgeons and other health care personnel
3. Provide leadership to nursing staff and support and direct professional development of all nursing staff
4. Monitoring the nurses clinical practice ensuring appropriate patient allocation and shift allocation to provide the highest standard in compliance with nursing standard/clinical guidelines to evaluate nurses' performance annually
5. Promoting a work environment in ensuring the patient flow in PARU is timely and appropriate through accessible safe equipment and adequate supplies in PARU.
6. Ensuring that all nursing staff hold a current annual practicing certificate and facilitate staff unit discussions about the expected behaviours and standards of practice
7. Develop leadership skills in staff to effectively manage the unit/junior staff after hours
8. Communicate to a wide range of people using reports and meetings through clear and formal/informal communications at all levels using oral and written communication

The Person

In addition to a Diploma in Nursing, registered and holds a valid practicing license, the following knowledge, experience, skills and abilities is required for the role.

Knowledge and Experience (essential)

1. At least 5 years' experience in any acute care settings.
2. Airway management, Basic Care Life Support Certification, Advanced Care Life Support Certification, Paediatric Care Life Support

- Understand the Ministry of Health Nursing Legislations, Policies, Guidelines, Procedures and Protocols of the Institution.

Skills and Abilities

- Strong clinical leadership skills,
- Good managerial and analytical clinical skills.
- A caring and sympathetic manner.
- Ability to efficiently handle emergencies and remain calm in stressful situations.
- Demonstrate excellent communication skills
- Ability to work cooperatively amongst team members in the working environment.
- Demonstrated ability to maintain confidentiality at ward level in their various working areas.
- Ability to effectively handle ward emergencies.
- Ability to instruct, direct, motivates and evaluates staff.

MOHMS 85/2019: TEAM LEADER, CRITICAL CARE UNIT – ICU [1 POSTS]

Role:	Team Leader – Critical care Unit - ICU
Salary Band:	Band G
Salary Range:	Salary range: \$28,605.45 - \$38,140.60
Location:	Intensive Care Unit (ICU) Colonial War Memorial Hospital (CWMH) [1 Post]
Unit/Division:	Nursing
Reports To:	NUM ICU
Subordinates:	Enrolled Nurse Aid, Nurse

Position Purpose

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

Key Responsibilities/duties

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

- Provide clinical leadership to nurses and professional practice is provided in accordance with legislation, professional standards and clinical practice guidelines.
- Assist the NUM in the operational management of the ICU including regular monitoring of staff to support quality nursing care, a competent workforce and a satisfying work environment for staff.
- Oversee and monitor high risk and critical patients ; ensure timely escalation to experts regarding any clinical issues beyond their competency.
- Ensures quality interpretation and documentation on assessment findings using the acquired knowledge and skills to oversee and plan nursing care for ICU patients and support immediate families.
- Effectively implements nursing care plans ensuring that it conforms to National nursing policies, facilities internal protocols and infection prevention and control guidelines.
- Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.
- Actively contributes to the Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

Key Performance Indicators

Performance will be measured through the following indicators:

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

Person Specification

In addition to a Diploma in Nursing, being a registered nurse with the Fiji Nursing Council with a valid licence, A certificate in the basic ICU course is essential, the following Knowledge, Experience, Skills and abilities are required to successfully undertake this role:

Knowledge and Experience (essential)

1. 5 years of experience in any Intensive Care Unit
2. Has sound knowledge and competence on the following:
 - a. Extensive hemodialysis and Intensive care skills and knowledge on how to set and operate a respiratory ventilator and haemodialysis machine.
 - b. Cardiac arrhythmias, Mega Code or advanced life support, and Infection Prevention and Control.
3. Understanding of the applicable legislation or policies / procedures (or experience which demonstrates the ability to rapidly acquire).

Skills and Abilities

1. Ability to work with minimum supervision and with efficient time management skills;
2. Demonstrate ability to handle emergency situations in an effective and professional manner.
3. Demonstrated advanced clinical nursing skills including the ability to undertake physical assessments within nursing scope of practice.
4. Demonstrated well developed written and verbal communication, coordination and organisational skills.
5. Well-developed interpersonal skills with the ability to work as part of a small team.
6. Has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development.
7. Demonstrate the ability to instruct, developing and implementing effective nursing care plans
8. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

MOHMS 85/2019: TEAM LEADER, CRITICAL CARE UNIT [CCU]

Role:	Team Leader Critical care Unit [CCU] 1 Post
Salary Band:	Band G
Salary Range:	Salary range: \$28,605.45 - \$38,140.60
Location:	Coronary Care Unit
Unit/Division:	Lautoka Hospital
Reports To:	Nurse Unit Manager, Coronary Care Unit, Lautoka Hospital Hospital
Subordinates:	Medical Officers, Consultants, NUM' s, Team Leaders

The Purpose of this Position

The role will support and promote the clinical nursing practice that encourages good patient outcomes. In addition, this role will oversee clinical governance and educational support of the nursing team.

Key Responsibilities/ Duties

The position will achieve its purpose through the following key responsibilities/ duties. Working with relevant staff and service providers;

1. Supervise and monitor nursing clinical performance for Coronary Care Unit nursing team.
2. Promote and maintain infection prevention and control standards, customer service and risk management practices.
3. Provide clinical and educational support to the nursing team.
4. Proper management and utilization of equipment and consumables.
5. Ensure timely patient information system and manual records are updated with patient details correctly entered.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed activities are completed and delivered in compliance with institutional and clinical guidelines within the given timeframe.
2. Adherence to clinical governance processes ensuring client safety at all times.
3. Effective and timely management and regular monitoring of staff clinical performance in the delivery of safe and quality patient care.

PERSON SPECIFICATION

In addition to a Diploma in nursing, registered and holds a valid practicing license with the Fiji Nursing Council, the following knowledge, skills and abilities are required to successfully undertake this role:

Knowledge and Experience (Essential)

1. 5 years of work experience in any Coronary Care Unit.
2. Practical knowledge of Coronary Care Nursing.
3. Sound and effective clinical governance knowledge.
4. Clear understanding of the Fiji Nursing Scope of Practice
5. Understanding of the Nurses Decree 2010 and other related legislation is essential

Skills and Abilities

1. Make sound judgement calls ensuring institutional and clients interest are upheld at all times
2. Demonstrate strong leadership and supervisory attributes
3. Exhibit excellent computer and communication skills.
4. Leadership abilities and the ability to lead through demonstrations and actions.
5. Demonstrate the ability to effectively work within a team.
6. Service oriented approach with a commitment to supporting the operational and corporate environment of the institution.

MOHMS 86/2019: TEAM LEADER, MATERNITY [9 POSTS]

Role:	Team Leader
Salary Band:	Band G

Salary Range:	\$28,605.45-\$38,140.60
Location:	CWM Hospital & Lautoka
Unit/Division:	Labour Ward – CWM (2) , Ltk Hosp (1) ANC CWM (1), Ltk Hosp (1) PNW CWM (1), Ltk Hosp (1) Gynae Clinic CWM (1) MICU CWM (1) Makoi (1)
Reports to:	Nurse Unit Manager, Deputy Director Nursing Maternity Unit
Subordinates:	Team Leader

The Position

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

Key Responsibilities/duties

1. Supervise and coordinate clinical practice and provide support to midwives, registered nurses, interns, students and ward assistants of the maternity and gynaecology unit to provide high quality nursing care to the women and their newborn admitted into the unit.
2. 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,
3. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.
4. Maintain continuous improvement by collecting and providing data and other reports to monitor the health of the mother and newborn, service progress against targets, and staff professional development.
5. Assist the NUM in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity, annual performance assessments including customer service.
6. Provide positive communication in all interactions with staff, mothers, partners and support person and stakeholders and provide regular updates all the time with regular updates to the Sister in Charge.
7. Actively contribute to all cooperate requirements of the ministry including planning, budgeting and selection activities where required.

Key Performance Indicators

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

Selection Criteria

The Person

In addition to being registered nurse with the Fiji Nursing Council with a valid Midwifery licence. The post holder must have a Diploma of Nursing with at least 2 years Midwifery experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

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

Skills and Abilities

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

MOHMS 87/2019: TEAM LEADER, GENERAL NURSING [6 POSTS]

Role:	Team leader general nursing (6 Posts)										
Salary Band:	Band G										
Salary Range:	\$28,605.45-\$38,140.60										
Location:	Colonial War Memorial Hospital (CWMH), Lautoka Hospital										
Unit/Division:	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Paying Ward</td> <td style="text-align: right;">CWM (1)</td> </tr> <tr> <td>New Surgical Ward</td> <td style="text-align: right;">CWM (1)</td> </tr> <tr> <td>Men's Medical Ward</td> <td style="text-align: right;">CWM (1), Ltk Hosp (1)</td> </tr> <tr> <td>Wonen's Surgical/Female Ward</td> <td style="text-align: right;">Ltk Hosp (1)</td> </tr> <tr> <td>Acute Surgical Ward</td> <td style="text-align: right;">CWM Hosp (1)</td> </tr> </table>	Paying Ward	CWM (1)	New Surgical Ward	CWM (1)	Men's Medical Ward	CWM (1), Ltk Hosp (1)	Wonen's Surgical/Female Ward	Ltk Hosp (1)	Acute Surgical Ward	CWM Hosp (1)
Paying Ward	CWM (1)										
New Surgical Ward	CWM (1)										
Men's Medical Ward	CWM (1), Ltk Hosp (1)										
Wonen's Surgical/Female Ward	Ltk Hosp (1)										
Acute Surgical Ward	CWM Hosp (1)										
Reports to:	Nurse Unit Manager (NUM)										
Subordinates:	Registered Nurses ,Ward Assistant, Student Nurses										

Position Purposes

The position serves clinical functions of the Unit to assist the Nursing Unit Manager in ensuring that all nursing activities and clinical practice required of nursing staff are competently performed and that nurses actively deliver safe quality patient care within the scope of nursing practice by the Fiji Nursing Council.

Key Responsibilities

The position will achieve its purpose through the following:

1. Provide clinical leadership to nurses and ensure nursing care is provided in accordance with legislation, professional standards and clinical practice guidelines.

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

Key Performance Indicators

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

The Person specification

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

Knowledge and Experience (essential)

1. 5 years of Medical or Surgical nursing experience
2. Has sound knowledge and competence on the following:
 - a. Extensive medical and surgical nursing care skills including knowledge on pre and post-operative surgical care.
 - b. Mega Code and Infection Prevention and Control.
3. Understanding of the applicable legislation or policies/procedures (or experience which demonstrates the ability to rapidly acquire).

Skills and Abilities

1. Demonstrated advance clinical nursing skills including the ability to undertake physical assessments within nursing scope of practice.
2. Demonstrated well developed written and verbal communication, coordination and organisational skills.
3. Well-developed interpersonal skills and the ability to work as part of a small team.
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.
6. Has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of the nurses.

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

MOHMS 88/2019: TEAM LEADER, PAEDIATRICS [8 POSTS]

Role:	Team Leader Paediatrics
Salary Band:	Band G
Salary Range:	\$28,605.45-\$38,140.60
Location:	CWM Hospital and Lautoka Hospital
Unit/Division:	Children's Ward (Peads) CWM Hosp (2), Ltk Hosp (1) CHOP (Peads) CWM Hosp (1) NICU (Peads) CWM Hosp (1) CHWD (Peads) CWM Hosp(1) PICU (Peads) CWM Hosp (1), Ltk Hosp (1)
Reports to:	NUM, DDON
Subordinates:	Registered Nurses, Ward Assistance, Trainees, Orderlies, Maids, Relatives, Visitors

PURPOSE OF THIS POSITION

The purpose of this position is to monitor and supervise the clinical function of the unit in assisting the Senior Sister by ensuring that all nursing duties/responsibilities are carried out accordingly.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Supervise/Coach/Mentor and guide nurses who are allocated in their clinical area of work and ensure the nursing standards are followed through proper documentation.
2. Liaise with doctors and stakeholders on patient management and care.
3. Proper Inventory count of all equipment and stock updates that is used in the Ward.
4. Counsel Nurses on Professional and ethical issues and coordinate the provision of safe clinical practices through the Scope of Nursing.
5. Generate and file report on the unusual occurrences, ethical issues that arise from the clinical practice.
6. Coordinate family conferences with the medical team on diagnosis, continuity of care, rehabilitation, welfare issues and refer to other professional services.
7. Ensure PATIS and collate Data for clinical practice improvement.

KEY PERFORMNACES INDICATORS

1. Ensure all nursing staff is practicing with safety and effectively in the delivery and documentation of patient care on a daily basis.
2. Attend daily ward rounds and discuss patient management with doctors, parents and relevant stakeholders.
3. Ensure updated stock take and ordering of drugs, consumables are completed weekly and adequate stock is readily available at all times, with inventory count monthly.
4. Ensure that Professional and ethical practices are maintained through counselling of nurses when there is a breach of the code of Conduct/Nursing Practices.
5. Facilitate UOR on clinical and risk management issues as they occur for the improvement of clinical practices.
6. Facilitate family conferences with the medical team on diagnosis, continuity of care, rehabilitation, welfare issues and refer to other professional services.

- Update PATIS on a daily basis and collect data quarterly for the improvement of clinical practices.

THE PERSON

In addition to a Diploma in Nursing and being a 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

- 5 years' experience in Paediatric nursing
- Sound and effective clinical governance knowledge.
- Understand the Nursing Legislations, Policies, Guidelines, Procedures, Protocols and Standard Practices.

SKILLS AND ABILITIES

- Excellent communication skills and the ability to tactfully deal with staff at ward level in compliance within the policy framework..
- Demonstrated ability to work cooperatively within a team environment.
- Ability to handle emergencies and maintain confidentiality of information.
- Ability to effectively handle ward emergencies.

MOHMS 89/2019: TEAM LEADER, EMERGENCY DEPARTMENT [3 POSTS]

Role:	Team Leader Emergency Department
Salary Band:	Band G
Salary Range:	\$28,605.45-\$38,140.60
Location:	Emergency Department
Unit/Division:	CWM Hospital (1), Lautoka Hospital (2)
Reports to:	Nurse Unit Manager (NUM) Emergency Department (ED).
Subordinates:	Staff Nurses, Intern Nurses, Ward Assistants, Orderlies, Cleaner Servants Student Nurses.

The Purpose of this Position

The purpose of the position is to serve the clinical function of the unit and to assist the NUM in ensuring that all nursing activities and clinical practices of nursing staff are competently performed in compliance to the National Nursing Standard and effectively deliver quality patient care within the Scope of Nursing Practice by the Fiji Nursing Council.

Key Responsibilities/duties

- Facilitate with the Doctors and Para medical staff on patient needs regarding admissions, Trans-in, Trans-out, discharges of patients and referrals for expert opinion and management.
- Ensure that all necessary equipment used are in operational mode and serviced in a timely manner.
- Maintain an update consumable stock, replenish and control over usage in the unit.
- Supervise, mentor and coordinate nursing staff and subordinates to ensure provision of safe clinical practices under the Ministry of Health guidelines, policies and protocols.
- Ensure self-continuing professional development through facilitating training for nursing staffs.
- Ensure the compliance of organizational policies. Example: Infection Control Guideline, Patient belonging policy, etc.

Key Performance Indicators

- Assist the NUM ED to re enforce the implementation of quality emergency nursing care at the Emergency department.

2. To ensure skill mix, amongst nursing staff through the allocation of duties on a daily basis.
3. Assist the NUM ED to evaluate and complete the Annual Performance Assessment (APA) for the nurses through the nurse's clinical competencies.
4. Updating daily entries of nursing activities and assist in compiling monthly, quarterly and annual report to NUM ED.
5. Assist the NUM ED to complete Annual audits in compliance with the policy and nursing standards.
6. Ensure that equipment's are in operational mode daily and filing reports, requisition vouchers, maintenance and new issues.
7. Assist the NUM ED with Ward Stock of Inventory, Ordering of Stores(Domestic Stores – checked fortnightly, request is done monthly, Linen Stock-checked daily, and Inventory Count-done annually, Surgical stores – example: syringes, gloves, bandages, micropore plasters,needles, these items are replenished three times a week, and are checked daily.
8. Supervise and demonstrate clinical practices to Intern nurses and student nurses.

The Person

In addition to a Diploma in Nursing, registered and a valid practicing license, with basic and Advanced Care life Support Certification, the following knowledge, experience, skills and abilities is required for the role.

Knowledge and Experience (essential)

1. At least 5 years' experience working in any acute care settings.
2. Understand the Ministry of Health Nursing Legislations, Policies, Guidelines, Procedures Protocols and Standards Practices
3. Sound and effective clinical governance knowledge.
4. Computer literate.

Skills and Abilities

1. Good organizational and analytical clinical skills.
2. Ability to quickly and accurately assess patients' conditions.
3. A caring and sympathetic manner.
4. Possess a good command of English both written and verbal
5. Emotional stability; ability to efficiently handle emergencies and remain calm in stressful situations.
6. Strong leadership skills, flexibility and demonstrate competency in clinical practice.

MOHMS 90/2019: TEAM LEADER, INFECTION CONTROL [2 POST]

Role:	Team Leader Infection Control
Salary Band:	Band G
Salary Range:	Salary range: \$28,605.45 - \$38,140.60
Location:	Colonial War Memorial Hospital (1), Lautoka hospital (1)
Unit/Division:	Infection Prevention and Control Unit / Nursing
Reports to:	Deputy Director of Nursing
Subordinates:	Infection Prevention and Control Nurses, ward nurses, ward assistants, orderlies

POSITION PURPOSE

The purpose of this position is to coordinate hospital wide infection prevention and control programs which includes surveillance, analysis and reporting of healthcare acquired infections, educating staff

about Infection Prevention & Control and assisting in the development of health system policies & procedures to ensure IPC Standards meet national requirements.

KEY RESPONSIBILITIES/ DUTIES

The position will achieve its purpose through the following:

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

KEY PERFORMANCE INDICATORS

1. Maintain compliance and adherence to IPC standards and timeframes of the IPC deliverables and plans.
2. Manage and maintain an effective and efficient surveillance program including submission of monthly, quarterly and annual reports and outcomes are actioned in a timely and effective manner.
3. Effective and timely supervision of IPC team activities and performance appraisals are carried out to ensure individual work plans are achieved.
4. Maintains professional development of knowledge and skills for management competency or active participation in quality improvement programs.

PERSON SPECIFICATION:

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

KNOWLEDGE & EXPERIENCE

1. 3 years of Infection Prevention and Control experience
2. A vocational study on IPC from either the world health organisation or a recognised provider is essential
3. 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.

4. Understanding of the applicable legislations, nurses' scope of practice, policies and procedures.
5. 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 91/2019: TEAM LEADER, EYE [2 POSTS]

Role:	Team leader EYE (2 Post)
Salary Band:	Band G
Salary Range:	Salary range: \$28,605.45 - \$38,140.60
Location:	Colonial War Memorial Hospital (CWMH) (1), Lautoka Hospital (1)
Unit/Division:	West Wing
Reports to:	Nurse Unit Manager (NUM) –Eye Department
Subordinates:	Registered Nurses, Eye Technicians ,Ward Assistant ,Cleaners, Clerk ,Student Nurses , Medical Students
	Pacific Eye Institute Staffs and students

The Purpose of this Position

The position provides clinical Supervision of the Eye Department to ensure maximum quality specialised eye nursing care is provided by practicing within philosophy, standards and policies of the Hospitals.

The position holder also assists the NUM with daily operations of the Eye care services to ensure that eye care services are provided in a safe, efficient and effective manner to all clients and their families.

Key Responsibilities /duties

1. Provide overall clinical leadership for nurses of the eye department to ensure high quality eye nursing care is provide as per policies, and guidelines within the nursing scope of practice.
2. Assist the NUM in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity to ensure excellent customer care is provided.
3. Work with the NUM to coordinate team activities and support nursing workforce supervision to ensure that all allocated activities are achieved and annual performance assessments are carried out.
4. Work with staff and monitor eye care provided by staff and learners and contribute to the development of eye care policies and ensure accurate documentation and effective communication.
5. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.

6. To ensure that Eye patients are organized for special procedures – indirect ophthalmoscopy for Paeds in the eye clinic, intra vitreal injections /OCT and laser treatment in the diabetic eye clinic and special eye surgical procedures in the eye operation theatre .
7. Actively contributes to the Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

Key Performance Indicators

Performance will be measured through the following indicators:

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

Person Specification

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

Knowledge and Experience (essential)

1. Post graduate Diploma in Eye care (PGDEC) or Post graduate certificate in Diabetes eye care (PGCDEC) or Diabetes related courses with 3 years post Eye care (PGDEC) 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 broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
4. Sound knowledge of Clinical Supervision, good customer relations and compliance to the hospital administration policies and practice.

Specific Skills and Abilities

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

MOHMS 92/2019: TEAM LEADER, OPERATION THEATRE [2 POST]

Role:	Team Leader Operation Theatre
Salary Band:	Band G

Salary Range:	Salary range: \$28,605.45 - \$38,140.60
Location:	CWM Hospital (2), Lautoka Hospital (1)
Unit/Division:	Nursing
Reports to:	NUM
Subordinates:	Registered nurses, Attendants

Position Purpose

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

Key Responsibilities/Duties

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

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

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All Perioperative care plans and unit activities are updated and implemented within the agreed timeframes.
2. Manage and maintain an effective and efficient records on the Patient Information System (PATIS) and quality quarterly annual reports are provided, and outcomes are actioned in a timely and effective manner.
3. Effective and timely supervision of registered nurses activities and performance appraisals are carried out to ensure individual work plans are achieved.
4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained.

Person Specification

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

Knowledge and Experience (essential)

1. least 5 years of theatre nursing experience
2. Has sound knowledge and competence on the following:
 - a. Perioperative practice care bundles and surgical care safety list
 - b. Nursing Decree, nurses code of conduct, Policies, Guidelines, Institutional Procedures and Protocol
3. Sound and effective clinical governance knowledge.
4. Computer literate and comprehensive use of the Patient Information System (PATIS).

Skills and Abilities

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

MOHMS 93/2019: TEAM LEADER, TURBECULOUS [1 POST]

Role:	Team Leader Turbeculous (1 Post)
Salary Band:	Band G
Salary Range:	Salary range: \$28,605.45 - \$38,140.60
Location:	TB / Medical
Unit/Division:	Lautoka Hospital
Reports to:	Nurse Unit Manager , TB/ Medical ward , Lautoka Hospital Hospital
Subordinates:	Medical Officers, Consultants, NUM's ,Team Leaders

The Purpose of this Position

The role will support and promote the clinical nursing practice that encourages good patient outcomes. In addition this role will oversee clinical governance and educational support of the nursing team.

Key Responsibilities/ Duties

The position will achieve its purpose through the following key responsibilities/ duties. Working with relevant staff and service providers;

1. Supervise and monitor nursing clinical performance for TB / Medical nursing team.
2. Promote and maintain infection prevention and control standards, customer service and risk management practices.

3. Provide clinical and educational support to the nursing team.
4. Proper management and utilization of equipment and consumables.
5. Ensure timely patient information system and manual records are updated with patient details correctly entered.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed activities are completed and delivered in compliance with institutional and clinical guidelines within the given timeframe.
2. Adherence to clinical governance processes ensuring client safety at all times.
3. Effective and timely management and regular monitoring of staff clinical performance in the delivery of safe and quality patient care.

PERSON SPECIFICATION

In addition to a Diploma in Nursing, registered and have a valid practicing license with the Fiji nursing Council, the following knowledge, skills and abilities are required to successfully undertake this role:

Knowledge and Experience (Essential)

1. 5 years of work experience in any TB/Medical Wards.
2. Practical knowledge of Medical Nursing.
3. Sound and effective clinical governance knowledge.
4. Clear understanding of the Fiji Nursing Scope of Practice
5. Understanding of the Nurses Decree 2010 and other related legislation is essential

Skills and Abilities

1. Make sound judgement calls ensuring institutional and clients interest are upheld at all times
2. Demonstrate strong leadership and supervisory attributes
3. Exhibit excellent computer and communication skills.
4. Leadership abilities and the ability to lead through demonstrations and actions.
5. Demonstrate the ability to effectively work within a team.
6. Service oriented approach with a commitment to supporting the operational and corporate environment of the institution.

MOHMS 94/2019: TEAM LEADER, TRAUMA [1 POST]

Role:	Team leader Trauma (1 Post)
Salary Band:	Band G
Salary Range:	Salary range: \$28,605.45 - \$38,140.60
Location:	Trauma Unit
Unit/Division:	Lautoka Hospital
Reports to:	Nurse Unit Manager , Trauma Lautoka Hospital
Subordinates:	Medical Officers, Consultants, NUM' s ,Team Leaders

The Purpose of this Position

The role will support and promote the clinical nursing practice that encourages good patient outcomes. In addition this role will oversee clinical governance and educational support of the nursing team.

Key Responsibilities/ Duties

The position will achieve its purpose through the following key responsibilities/ duties. Working with relevant staff and service providers;

1. Supervise and monitor nursing clinical performance for Trauma nursing team.
2. Promote and maintain infection prevention and control standards, customer service and risk management practices.
3. Provide clinical and educational support to the nursing team.
4. Proper management and utilization of equipment and consumables.
5. Ensure timely patient information system and manual records are updated with patient details correctly entered.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed activities are completed and delivered in compliance with institutional and clinical guidelines within the given timeframe.
2. Adherence to clinical governance processes ensuring client safety at all times.
3. Effective and timely management and regular monitoring of staff clinical performance in the delivery of safe and quality patient care.

PERSON SPECIFICATION

In addition to a Diploma in Nursing, registered and have a valid practicing license with the Fiji Nursing Council, the following knowledge, skills and abilities are required to successfully undertake this role:

Knowledge and Experience (Essential)

1. 5 years of work experience in any Trauma Unit.
2. Practical knowledge of Trauma Nursing Care.
3. Sound and effective clinical governance knowledge.
4. Clear understanding of the Fiji Nursing Scope of Practice
5. Understanding of the Nurses Decree 2010 and other related legislation is essential

Skills and Abilities

1. Make sound judgement calls ensuring institutional and clients interest are upheld at all times
2. Demonstrate strong clinical leadership and supervisory attributes
3. Exhibit excellent computer and communication skills.
4. Clinical leadership abilities and the ability to lead through demonstrations and actions.
5. Demonstrate the ability to effectively work within a team.
6. Service oriented approach with a commitment to supporting the operational and corporate environment of the institution.

MOHMS 95/2019: TEAM LEADER, ONCOLOGY [1 POST]

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

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

KEY RESPONSIBILITIES

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

KEY PERFORMANCE INDICATORS

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

PERSONAL SPECIFICATION

In addition to a Diploma in Nursing, being registered and holds 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 (essential)

1. 5 years of Oncology practise experience
2. Has sound knowledge and competence on the following:

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

Skills and Abilities

1. Proven management experience and ability to effectively manage a busy oncology unit to a professional standard
2. Capacity to utilise computer programs to support the operations of complex organisation;
3. Must have strong interpersonal skills and good communication skills and to possess a good command of spoken and written English.
4. Ability to understand of the need to be responsive and reasonably adaptable for scheduling purposes, when necessary, due to extenuating circumstances in support of co-workers and department functions.
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation

MOHMS 96/2019: TEAM LEADER, CSSD [1 POST]

Role:	Team Leader CSSD [1 Post]
Salary Band:	Band G
Salary Range:	Salary range: \$28,605.45 - \$38,140.60
Location:	Central Sterile Supply Department (CSSD), Colonial War Memorial Hospital (CWMH)
Unit/Division:	Nursing
Reports to:	Nurse Unit Manager (NUM) operating theatre
Subordinates:	Registered Nurse, Ward assistants, Orderlies, CSSD attendants and cleaner servant

Position Purpose

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

Key Responsibilities/Duties

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

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

Key Performance Indicators

Performance will be measured through the following indicators:

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

Person Specification

In addition a Diploma of Nursing, being registered with the Fiji Nursing Council and a valid licence, The position holder must have with at. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience (essential)

1. At least 5 years of CSSD or perioperative or post-operative recovery nursing experience
2. Comprehensive Understanding of:
 - a. The sterilization and decontamination production and control processes and Infection Prevention and Control Standards;
 - b. Ministry of Health Nursing Legislations, Policies, Guidelines, Institutional Procedures and Protocols.
3. Knowledge of surgical equipment /bundle and procurement process
4. Demonstrated experience in managing a small team
5. Computer literate with a good understanding of the Patient Information System (PATIS).

Skills and Abilities

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

- Demonstrate the capacity to utilise computer program in generating report and correspondence

MOHMS 97/2019: TEAM LEADER, NATIONAL DIABETIC CENTRE [1 POST]

Role:	Team Leader National Diabetic Centre (CWM Hospital)
Salary Band:	Band G
Salary Range:	Salary range: \$28,605.45 - \$38,140.60
Location:	Location: Colonial War Memorial Hospital (CWMH)
Unit/Division:	West Wing
Reports to:	Nurse Unit Manager (NUM) –NEW SURGICAL WARD
Subordinates:	Subordinates: Registered Nurses, Ward Assistant, Student Nurses

Position Purposes

The position serves clinical functions of the Unit to assist the Nursing Unit Manager in ensuring that all nursing activities and clinical practice required of nursing staff are competently performed and that nurses actively deliver safe quality patient care within the scope of nursing practice by the Fiji Nursing Council.

Key Responsibilities

The position will achieve its purpose through the following:

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

Key Performance Indicators

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

The Person:

In addition to a Diploma in Nursing, registered and holds a valid practising license with the Fiji Nursing Council., Holds other certificates for Diabetes Management from a recognised Institution. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. 5 years' experience of Medical and Surgical nursing experience. .
2. Has sound knowledge and competence on the following:
 - a) Extensive medical and surgical nursing care skills including knowledge on pre and post-operative surgical care.
 - b) Mega Code and Infection Prevention and Control. Debridement and suturing Policy
3. Understanding of the applicable legislation, policies/ procedures and the Scope of practice.

Skills and Abilities

1. Ability to work with minimum supervision and with efficient time management skills.
2. Demonstrate ability to handle emergency situations in an effective and professional manner.
3. Has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of the nurses.
4. Demonstrated advance managerial skills including the ability to partake in supervisory roles.
5. Demonstrated well developed written and verbal communication, coordination and organisational skills.
6. . Well-developed interpersonal skills and the ability to work as part of a small team
- 7 Service oriented approach, with a commitment to supporting the operational/corporate environment of the organisation.

MOHMS 98/2019: TEAM LEADER, OUTPATIENT DEPARTMENT [ST GILES HOSPITAL]

Role:	Team Leader Out Patient Departments – St Giles
Salary Band:	Band G
Salary Range:	Salary range: \$28,605.45 - \$38,140.60
Location:	Out-patient Department, St Giles Hospital
Unit/Division:	Nursing, St Giles Hospital
Reports to:	Director of Nursing Services, St Giles Hospital
Subordinates:	Registered Nurses, Enrolled Nurse, Medical Orderlies & Ward Assistant

The Position

The position provides overall management and clinical supervision for nursing practice in Out-patient Department to ensure safe and quality mental health nursing care. The care has to be in accordance with relevant guidelines, scope of nursing practice and national nursing standards.

Key Responsibilities/duties

1. The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:
 1. Support the provision of clinical leadership and manage nursing staff, and act as a resource to advice, educate and support nurses to provide high quality mental health nursing care to all patients as per business plan, policies, and nursing standard guidelines within the Registered Nurses Scope of practice and Mental Health Act.
 2. Coordinate with the Deputy Director of Nursing Services to ensure efficient and effective management of the nursing workforce coverage to ensure that all allocated activities are achieved and staff annual performance assessments are carried out.

3. Support the continuous Quality Improvement and compliance with approved standards, policies and protocols related to mental health nursing, Infection Prevention and Control, human resource, and other related clinical practice guidelines.
4. Support the effective procurement and management of resources requirements such as equipment, drugs and consumables) are met to provide mental health nursing care effectively.
5. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per Nursing Standard.
6. Actively contribute to all corporate requirements of the ministry including planning, budgeting and selection activities where required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely and quality delivery of mental health nursing care and ward activities that is compliance and adherence with Nursing Standard, Nurses Scope of Practice, Mental Health Act, Standard Operation Procedure, Clinical Practice Guidelines, Operational, Business Plan and Protocols of the hospital.
2. Support the regularly monitoring of quality patients record on the Patient Information System (PATIS) /manual submission of reports within the timeframe.
3. Support the professional development of nursing staff, supervision, regular monitoring of staff performance to ensure individual work plan are met and attendance.
4. Support timely and efficient management resources and assets of the units to ensure continuity of service delivery.

Selection Criteria

Person Specification

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

Knowledge and Experience

1. At least 5 years of mental health nursing.
2. Proven experience and sound knowledge of the Registered Nurses Scope of Practice, Nursing Act (2010), Nursing Act (2011), Public Service Code of Conduct & Values, Nurses Code of Conduct.
2. Have sound knowledge and competence on Psychosocial Assessment, MhGap Guidelines, Infection Prevention and Control and other related mental health clinical practices.
3. Demonstrated experience on Quality improvement systems and their implementations.
4. Good understanding of the Constitution of Fiji, Acts, and applicable employment legislations in Fiji

Skills and Abilities

1. Demonstrated ability to manage unit effectively with minimum supervision.
2. Demonstrated ability to manage staff performance and work effectively within a team environment to achieve unit goals.
3. Demonstrated ability to think critically on professional issues and clinical decisions.
4. Demonstrate ability to handle psychiatric emergencies in an effective and professional manner
5. Has the ability to provide excellent report writing and to communicate effectively.

6. Service orientated approach with a commitment to support the operational/corporate environment of the organization.

MOHMS 99/2019: TEAM LEADER, MEN & WOMENS WARD [ST GILES HOSPITAL] – 2 POSTS

Role:	Team Leader Men/ Women Ward St Giles
Salary Band:	Band G
Salary Range:	Salary range: \$28,605.45 - \$38,140.60
Location:	Team Leader Men Ward (1) St Giles Hospital Team Leader Women Ward (1) St Giles Hospital
Unit/Division:	Nursing, St Giles Hospital
Reports to:	Deputy Director of Nursing
Subordinates:	Registered Nurses, Enrolled Nurse, Medical Orderlies & Ward Assistant

The Position

The purpose supports the Nurse Unit Manager in providing overall management and clinical supervision of nursing workforce so as to ensure a safe and effective work environment for the delivery of optimal quality mental health nursing care in Female Ward. The care has to be in accordance with relevant guidelines, scope of nursing practice and national nursing standards.

Key Responsibilities/duties

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

1. Support the provision of clinical leadership and manage nursing staff, and act as a resource to advice, educate and support nurses to provide high quality mental health nursing care to all patients as per business plan, policies, and nursing standard guidelines within the Registered Nurses Scope of practice and Mental Health Act.
2. Coordinate with the Nurse Unit Manager to ensure efficient and effective management of the nursing workforce coverage to ensure that all allocated activities are achieved and staff annual performance assessments are carried out.
3. Support the continuous Quality Improvement and compliance with approved standards, policies and protocols related to mental health nursing, Infection Prevention and Control, human resource, and other related clinical practice guidelines.
4. Support the effective procurement and management of resources requirements such as equipment, drugs and consumables) are met to provide mental health nursing care effectively.
5. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per Nursing Standard.
6. Actively contribute to all corporate requirements of the ministry including planning, budgeting and selection activities where required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely and quality delivery of mental health nursing care and ward activities that is compliance and adherence with Nursing Standard, Nurses Scope of Practice, Mental Health Act, Standard

Operation Procedure, Clinical Practice Guidelines, Operational, Business Plan and Protocols of the hospital.

2. Support the regularly monitoring of quality patients record on the Patient Information System (PATIS) /manual submission of reports within the timeframe.
3. Support the professional development of nursing staff, supervision, regular monitoring of staff performance to ensure individual work plan are met and attendance.
4. Support timely and efficient management resources and assets of the units to ensure continuity of service delivery.

Selection Criteria

The Person

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

Knowledge and Experience

1. At least 5 years of mental health nursing
2. Proven experience and sound knowledge of the Registered Nurses Scope of Practice, Nursing Act (2010), Nursing Act (2011), Public Service Code of Conduct & Values, Nurses Code of Conduct.
3. Have sound knowledge and competence on Psychosocial Assessment, MhGap Guidelines, Infection Prevention and Control and other related mental health clinical practices.
4. Demonstrated experience on Quality improvement systems and their implementations.
5. Good understanding of the Constitution of Fiji, Acts, and applicable employment legislations in Fiji.

Skills and Abilities

1. Demonstrated ability to manage a ward unit effectively with minimum supervision.
2. Demonstrated ability to manage staff performance and work effectively within a team environment to achieve unit goals.
3. Demonstrated ability to think critically on professional issues and clinical decisions.
4. Demonstrate ability to handle psychiatric emergencies in an effective and professional manner
5. . Has the ability to provide excellent report writing and to communicate effectively.
6. Service orientated approach with a commitment to support the operational/corporate environment of the organization.

MOHMS 100/2019: TEAM LEADER, COMMUNITY MENTAL HEALTH [ST GILES HOSPITAL] – 1 POST

Role:	Team Leader Community Mental Health (St Giles)
Salary Band:	Band G
Salary Range:	Salary range: \$28,605.45 - \$38,140.60
Location:	Community Mental Health Unit, Namosi House
Unit/Division:	Nursing, St Giles Hospital
Reports to:	Deputy Director of Nursing
Subordinates:	Registered Nurses, Enrolled Nurse, Medical Orderlies & Ward Assistant

Position Purpose

A Supervisor and a leader ensure to deliver the highest standard of patient care which is clinically effective in a manner that respects people dignity, privacy, and individually in a safe and highly quality environment. The care has to be in accordance with relevant guidelines, Registered Scope of Nurses practice and national nursing standards.

Key Responsibilities

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

1. Directs, coordinates, and supervise community mental health care plans, and the delivery of mental health nursing care in the units through case management and the recovery program.
2. Establish good interpersonal relationships throughout the unit with good communication skills.
3. Provide administrative support to Director of Nursing Services through Deputy Director of Nursing Services, in implementing activities to achieve outcomes.
4. Ensure committed workforce in the unit to allow sustain quality mental health service delivery.
5. Ensure that all staff comply with and use of Mental Health Act (2010), Nursing Act (2011), Scope of Practice, Standard Operation Procedure, Clinical Practice Guideline, Policies, Protocols, Guidelines, Quality improvement, Infection Prevention and Control and other employment legislations.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely and quality delivery of mental health nursing care and unit activities that is compliance and adherence with Nursing Standard, Nurses Scope of Practice, Mental Health Act, Standard Operation Procedure (SOP) Clinical Practice Guidelines (CPG), Operational, Business Plan and Protocols of the hospital.
2. Monitoring of quality patients record on the Patient Information System (PATIS) /manual submission of reports within the timeframe from all case managers and rehabilitation nursing staff.
3. Support the professional development of nursing staff, supervision, regular monitoring of staff performance to ensure individual work plan are met and attendance.
4. Support timely and efficient management resources and assets of the units to ensure continuity of service delivery.

Person Specification

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

Knowledge and Experience

1. At least 5 years of experience in Mental health nursing practice.
2. Proven experience and sound knowledge of the Registered Nurses Scope of Practice, Nursing Act (2010), Nursing Act (2011),PSC Code of Conduct & Values, Nurses Code of Conduct.
3. Have sound knowledge and competence on Psychosocial Assessment, mhGap Guidelines, Infection Prevention and Control and other related mental health CPG, SOP, policies and protocols.
4. Demonstrated experience on Quality improvement systems and their implementations.
5. Good understanding of the Constitution of Fiji, Acts, and applicable employment legislations in Fiji.

Skills and Abilities

1. Demonstrated ability to unit management experience effectively with minimum supervision.
2. Demonstrated ability to provide management of staff performance and work effectively within a team environment to achieve unit goals.

3. Demonstrated ability to think critically on professional issues and clinical decisions.
4. Demonstrate ability to handle psychiatric emergencies in an effective and professional manner in the community and rehabilitation centre.
5. Has the ability to provide excellent report writing and to communicate effectively.
6. Service orientated approach with a commitment to support the operational/corporate environment of the organization.

MOHMS 101/2019: TEAM LEADER, SUPERVISOR [ST GILES HOSPITAL] – 3 POSTS

Role:	Team leader Supervisor St Giles Hospital
Salary Band:	Band G
Salary Range:	Salary range: \$28,605.45 - \$38,140.60
Location:	Supervisors Office, St Giles Hospital
Unit/Division:	Nursing, St Giles Hospital
Reports to:	Deputy Director of Nursing
Subordinates:	Registered Nurses, Enrolled Nurse, Medical Orderlies & Ward Assistant

The Position

A Supervisor and a leader ensure to deliver the highest standard of patient care which is clinically effective in a manner that respects people dignity, privacy, and individually in a safe and highly quality environment. The care has to be in accordance with relevant guidelines, Registered Scope of Nurses practice and national nursing standards. The Team leader will be the first point of contact for external agencies.

Key Responsibilities

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

1. Directs, coordinates, and supervise health care plans, and the delivery of mental health nursing care in the units.
2. Establish good interpersonal relationships throughout the hospital in all shifts with good communication skills.
3. Provide administrative support to Director of Nursing Services through Deputy Director of Nursing Services, in implementing activities to achieve outcomes.
4. Ensure committed workforce in the units to allow sustain quality mental health service delivery.
5. Ensure that all staff comply with and use of Mental Health Act (2010), Nursing Act (2011), Scope of Practice, Standard Operation Procedure, Clinical Practice Guideline, Policies, Protocols, Guidelines, Quality improvement, Infection Prevention and Control and other employment legislations.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely and quality delivery of mental health nursing care and ward activities that is compliance and adherence with Nursing Standard, Nurses Scope of Practice, Mental Health Act, Standard Operation Procedure (SOP) Clinical Practice Guidelines (CPG), Operational, Business Plan and Protocols of the hospital.
2. Monitoring of quality patients record on the Patient Information System (PATIS) /manual submission of reports within the timeframe from all units in all shifts.

3. Support the professional development of nursing staff, supervision, regular monitoring of staff performance to ensure individual work plan are met and attendance.
4. Support timely and efficient management resources and assets of the units to ensure continuity of service delivery.
- 5.

Person Specification

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

Knowledge and Experience

1. At least 5 years of mental health nursing.
2. Proven experience and sound knowledge of the Registered Nurses Scope of Practice, Nursing Act (2010), Nursing Act (2011), Public Service Code of Conduct & Values, Nurses Code of Conduct.
3. Have sound knowledge and competence on Psychosocial Assessment, MhGap Guidelines, Infection Prevention and Control and other related mental health Clinical Practise Guideline, Standard Operations Procedures, policies and protocols.
4. Demonstrated experience on Quality improvement systems and their implementations.
5. Good understanding of the Constitution of Fiji, Acts, and applicable employment legislations in Fiji.

Skills and Abilities

- 1 Demonstrated ability to unit management experience effectively with minimum supervision.
- 2 Demonstrated ability to provide management of staff performance and work effectively within a team environment to achieve unit goals.
- 3 Demonstrated ability to think critically on professional issues and clinical decisions.
- 4 Demonstrate ability to handle psychiatric emergencies in an effective and professional manner
- 5 Has the ability to provide excellent report writing and to communicate effectively.
- 6 Service orientated approach with a commitment to support the operational/corporate environment of the organization.

MOHMS 102/2019: ADMINISTRATIVE OFFICER, CENTRAL & EASTERN HEALTH SERVICES [3 POSTS]

Role:	Administrative Officer
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00
Location:	Central & Eastern Health Services Divisional Office, Tamavua
Unit/Division:	Central & Eastern Health Services
Reports to:	The Divisional Medical Officer, Central Health Services The Divisional Medical Officer, Eastern Health Services
Subordinates:	Executive Officers & Clerical Officers

The Position

To ensure all Project Management and Human Resource support functions with regards to Staff Establishment Management, Recruitment and Selection, Leave (leave abroad/local/leave without/with pay), Exits (Retirements, Resignation, Deem Resignation) including policy advice is provided to all staff of the Ministry in a timely manner.

Key Responsibilities Area (KRA)

1. Provide Human Resource support functions with regards to Staff Establishment Management, Recruitment and Selection, Leave (leave abroad/local/leave without/with pay), Exits (Retirements, Resignation, Deem Resignation) including policy advice is provided to all staff of the Ministry in a timely manner.
2. Ensure Project Management for all health facilities in the Division are achieved in a timely manner
3. Manage the staff performance and attendance.
4. Compile and submit reports with regards to Human Resources and Project Management in a timely manner.
5. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicator (KPI)

1. Provide all Human Resource support functions with regard to Staff Establishment Management, Recruitment and Selection, Leave (leave abroad/local/leave without/with pay), Exits (Retirements, Resignation, Deem Resignation) including policy advice is provided to all staff of the Ministry in a timely manner in accordance with relevant legislations, policies and guidelines.
2. Effective and timely supervision of staff activities and performance to ensure Individual Work Plans are met.
3. All reports are submitted within the agreed timeframes and meet standard reporting requirements.
4. Participation in Corporate Activities

Selection Criteria

The Person

In addition to Degree qualification relevant to Human Resource Management, the Knowledge, Experience, Skills and Abilities below are required to perform the duties of this post:

Knowledge and Experience

1. Proven understanding and experience of at least 4 years in Human Resource Management
2. Sound knowledge in Project Management
3. Experience in managing and supervising performance
4. Experience in the use of Information Technology software such as Microsoft Applications and the Human Resource Information System (HRIS) or similar
5. Understanding Chapter 6 of the Fijian Constitution (2013)

Skills and Abilities

1. Good analytical and problem solving skills with attention to details
2. Time management skills
3. Ability to lead and work within a team
4. Exceptional Communication skills, written and verbal
5. Ability to relate to others
6. Ability to participate in all Corporate functions

MOHMS 103/2019: ACCOUNTS OFFICER, CENTRAL HEALTH SERVICES

Role:	Accounts Officer
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Location:	Central Health Services
Unit/Division:	Central Division
Reports to:	The Divisional Medical Officer, Central Health Services
Subordinates:	Assistant Accounts Officer, Clerical Officers

The Position:

The position incumbent is responsible for the efficient management and operations of the salaries and wages unit of Ministry of Health & Medical services. Ensure commitment and compliance to

good financial practises to enable the efficient and effective processing of salaries and wages for the staffs of Ministry of Health and Medical Services with quality service delivery.

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:

- 7. Ensure timely processing of wages, salaries and other payments in accordance to the financial practises.
- 8. Ensure timely authorization of salaries and wages inputs are updated systematically and edit verifications are uploaded accordingly.
- 9. Oversee the efficient and effective management of wages / salaries section ensuring staffs meeting the deadlines.
- 7. Provide timely and expert advice on all wages and salaries matters to the Senior Management.
- 8. Ensure wages and salaries financial reports and reconciliations are timely submitted to senior managers for decision making.
- 9. Counsel, guide and Develop internal (Wages /Salaries/FNPF) programme to ensure adherence to policies, finance instructions and agreed policies.
- 10. Actively contribute in all corporate activities in the Ministry requirements, including planning, Budgeting and selection activities where required.

Key Performance Indicators:

- 1. The AO is required effectively process salaries and wages payments, process timely payroll updates system.
- 2. To provide timely advise to management on wages and salaries activities to enhance continuous quality improvement and cost efficiency in order to maximize resources.
- 3. Timely & effective management of the unit’s performance to enable business continuity, and delivery of services.

Selection Criteria

Person Specification:

In addition to an Undergraduate degree in Accounting, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

- 1. At least 3 years’ experience working in a Finance Environment
- 2. Sound and Good Working Knowledge of Financial Management requirements.
- 3. Practical knowledge of anti-corruption approaches and methods
- 4. Good experience with supervisory and Leadership Role
- 5. Understanding of the Fijian Constitution (2013) and applicable finance laws of Fiji

Skills and Abilities

- 1. Demonstrated ability to undertake sound financial payment processing including reconciliation of accounts
- 2. Demonstrated ability to carry out set tasks in order to meet set deadlines
- 3. Demonstrated ability to maintain confidentiality
- 4. Ability to provide support and guidance through the appropriate interpretation of relevant guidelines, acts, regulations to the management
- 5. Capacity to utilize computer programs to support the financial operations
- 6. Service oriented approach, with commitment to supporting the operational and corporate environment of the organization.

MOHMS 104/2019: SENIOR PHARMACY TECHNICIAN [22 POSTS]

Role:	Senior Pharmacy Technician (22)
Salary Band:	Band F
Salary Range:	Salary range \$22,528.74 -\$36,103.75
Location:	CWM Hospital(3); Labasa Hospital (1);Lautoka Hospital (6);Makoi HC(1);Nakasi HC(1);Sri Satya Sai

	HC(1);Nuffield(1);Samabula HC (1); Valelevu(2);Raiwaqa HC(1); Nasea HC(1);Savusavu Hospital(1);Taveuni(1);Ba Mission(1)
Unit/Division:	Central/Western/Northern
Reports to:	Supervising Pharmacy Technician
Subordinates:	Pharmacy Assistants

The Position

The position is responsible for the daily operations in the delivery of dispensary services in the Outpatient, Inpatient or Paediatric Pharmacy. The position may also be required to work in Medicine storage and Distribution.

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. Dispensary service, providing medicines and counselling to inpatients, outpatients and external clinics
2. Providing accurate, timely and informative pharmacy services to clients and other health professionals through dispensing and advice provision on the use of prescription and non-prescription medicines
3. Inventory/medicine storage and distribution
4. Developing internal guidelines
5. Staff management and workload allocation and prioritisation
6. Providing mentoring, clinical education, practical support to subordinate and other health professionals.
7. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, and Human Resource activities when required.

Key Performance Indicators

1. Quality Pharmacy services and advice are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. All essential medicines are available and accessible to patients
3. Quality reports are provided and outcomes are actioned in a timely and effective manner

Selection Criteria

The Person

In addition to a Bachelor of Pharmacy or equivalent, the following knowledge, experience, skills and abilities are required to successfully undertake this role.

Knowledge and Experience

- 1-2 years year experience in pharmacy practice including internship.
- Sound knowledge and application of the relevant pharmaceutical laws, policies and guidelines.
- Experience in, and understanding of all aspects of pharmacy practice such as dispensary work, manufacturing, drug storage & distribution.
- Contributed to developing, monitoring and evaluating pharmacy activities.

Skills and Abilities

- Demonstrated ability to effectively work within a team environment
- Must possess sound analytical and problem solving skills in resource-constrained environment.
- Good computer skills
- Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

Role:	Dietician
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50
Location:	Dietician – Seaqaqa Health Centre Dietician – Wainikoro Health Centre Dietician – Labasa Health Centre Dietician – Labasa Hospital [2 posts] Dietician - Ba Mission Hospital Dietician - Rakiraki Hospital Dietician – Suva Health Office
Unit/Division:	Dietetics
Reports to:	Supervising Dietician/Sub-divisional Medical Officer
Subordinates:	None

The Position

The position supports and assists in the provision of quality Dietetics and Nutrition services.

Key Responsibilities

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

Key Performance Indicators

1. Effective patient management, services and programs delivered in compliance with relevant procedures and guidelines
2. Ensure better management of resources with proper documentation
3. Timely submission of reports in accordance with reporting standards
4. Active participation in the corporate activities of the Ministry as and when required

Selection Criteria

The Person

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

Knowledge and Experience

1. Knowledge of Diet Therapy Principles and practices in the management of nutrition related diseases in public health and therapeutic diets and patient care in hospital
2. Knowledge of food service operations, including food preparation, sanitation, and procurement, menu planning principles and practices.
3. Knowledge of government legislation, and food and safety standards, guidelines and policies.

Skills and Abilities

1. Excellent communication skills with the ability to write reports accurately.
2. Good analytical skills with the ability to contribute solutions to dietary problems.
3. Excellent command of information technology software such as Microsoft applications
4. Customer focused approach with commitment to supporting the operational goals of the organization

MOHMS 106/2019: FOREMAN [3 POSTS]

Role:	Foreman
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Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50
Location:	CWM Hospital
Unit/Division:	Hospital Services
Reports to:	Supervisor High Grade
Subordinates:	Leading Hands and Hospital Services staff

The Position

The position is responsible for executing, monitoring, controlling and reporting on the Hospital Services Maintenance work assigned by the Supervisor Higher Grade.

Key Result Areas

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

1. Assign and supervise daily schedules of the Hospital Services Maintenance team work.
2. Oversee the management of the Hospital Services store and arrange for timely procurement of materials.
3. Monitor the implementation of the maintenance and services plan for the Hospital facilities.
4. Report on the physical progress of the maintenance and the minor work in the hospital.
5. Inspect all mechanical plants equipment periodically to determine maintenance and replacement needs.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely completion of work within budget and according to quality, standards and correct specifications.
2. Timely ordering of workshop materials so that there is no lapse in any further repairs when need arises.
3. Timely submission of work progress reports.
4. Full compliance to OHS requirements and policy.
5. Timely submission of weekly maintenance report;

Selection Criteria

The Person

In addition to a Trade certificate in Mechanical Engineering / Construction / Plumbing/ Carpentry (or equivalent) and completion of a front line supervision course, the following Knowledge, Experience, Skills and Abilities are sought to successfully undertake this role:

Knowledge and Experience

1. At least 3 years' experience in the relevant field.
2. Practical knowledge of work estimates, reports and procurements.
3. Working and practical knowledge in general construction works/ mechanical engineering and its statutory requirements.
4. Understanding of the OHS Acts and Regulations.

Skills and Abilities

1. Strong interpersonal and good command of communication skills with service orientated approach
2. Sound possession leadership skills, physical fitness and agility.
3. Demonstrate the ability to repair and carry out maintenance work.
4. Time Management, analytical and problem solving skills.
5. The incumbent must be a team player, able to motivate, train staff and capable of meeting strict deadlines.
6. Ability to work with less supervision and with high level of accuracy.

MOHMS 107/2019: PHARMACY ASSISTANT [23 POSTS]

Role:	Pharmacy Assistant
Salary Band:	Band E
Salary Range:	\$19,041.75-\$30,515.63
Location:	Central(6)-LamiHC,Nausori,Navua,Raiwaqa,Valelevu, Vunidawa

	Western(11) – Ba Mission(2),Ba HC, Nadi Hospital(3), Balevuto HC, Namaka HC, Rakiraki, Sigatoka, Tavua Northern(6) – Seaqaqa(2), Wainikoro HC, Nasea HC,Savusavu , Nabouwalu Hospital
Unit/Division:	Central/Western/Northern
Reports to:	Senior/Supervising Pharmacy Technician
Subordinates:	Nil

The Position

The position is responsible for assisting the Senior Pharmacy Technician in the delivery of pharmacy service to Outpatients and Inpatients including medicine ordering, storage & distribution.

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. Preparation of the dispensary ensuring cleanliness and adherence to Good Pharmacy Practice standards & Good Storage conditions to maintain quality of medicines
2. Replenishment of medicine stock from the Bulk Store to the dispensary
3. Pre-packing, labelling and maintaining a record of pre-packed medicines for the dispensary
4. Distribution of medicines & supplies to the clinics
5. Collection of data for workload analysis
6. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, and Human Resource activities when required.

Key Performance Indicators

1. Quality Pharmacy services and advice are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. All essential medicines are available and accessible to patients
3. Quality reports are provided and outcomes are actioned in a timely and effective manner

Selection Criteria

The Person

In addition to a pass in the Fiji Seventh Form Examination or Year 13 or completion of Foundation Science from a recognised institution or equivalent; the following knowledge, experience, skills and abilities are required to successfully undertake this role.

Knowledge and Experience

1. 3-6 months of experience in a pharmacy set-up or demonstrate ability to acquire the skill quickly on the job
2. Have some knowledge or understanding of Basic inventory management skills

Skills and Abilities

1. Demonstrated ability to effectively work within a team environment
2. Must possess sound analytical and problem solving skills in resource-constrained environment.
3. Good computer skills
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

MOHMS 108/2019: NURSE INTERN [200 POSTS]

Role:	Nurse Intern
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50
Location:	Hospital & Sub Divisional Hospital
Unit/Division:	Nursing
Reports to:	Team Leaders

The Position

The intern nurse works under the supervision of a Registered nurse and is responsible for the delivery of nursing care.

Key Duties

1. Deliver safe nursing care and prescribed treatment under the supervision of a registered nurse, ensuring that it conforms to national nursing policies, hospital protocols and infection prevention and control guidelines.
2. Ensures a safe environment that is comfortable and is therapeutic for patients /families in accordance with Hospital standards.
3. Works within the Hospital Policies, the Nursing General Scope of Practise, the Fiji Nursing Council Policies and national Infection Prevention and Control guidelines.
4. Assist with or institute emergency measures for a sudden, adverse development in patients including provision of assistance with special tests and procedures.
5. Maintains professional development through participation in educational programs, reading current literature, attending in service, meetings & workshops to attain the required 20 CPD points for annual licensing and also the completion of the Intern Log Book.
6. Maintains accurate documentation on client's folder including the updates of the Patient Information System.
7. Actively contribute to all corporate requirements of the Ministry, including selection of activities where required.

Key Performance Indicators

1. Full compliance and adherence to professional nursing practices, compliant with the legislative framework and agreed scope and timeframes including all ward admission's Nursing Care Plans are completed within 24 hours of admission.
2. All prescribed nursing care including administrations of medications on allocated patients must be completed within the shift.
3. All internal ward transfers and discharges must be discharged on the Patient Information System (PATIS) within 24 hours of discharge.
4. All prescribed Intern log book activities are completed within the Internship year.

Selection Criteria**The Person**

In addition to a Degree in Nursing with a Provisional Nursing Registration Licence Certificate, the following knowledge, Experience, skills and abilities is required for the role.

Knowledge and Experience

1. Must have acquired the nursing competencies
2. Must be efficient in English Language
3. Understanding of the Nurses Decree 2011 is essential
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Must have the ability to accurately gather information in a systematic manner in order to determine the nursing needs and assist in the implement individualised nursing care plan using the critical thinking skills to maintain the nursing standard during the assessment, planning , implementing and evaluation of nursing care
2. Must have the ability and skills to advocate for patients' rights and to protect the co- workers and clients personal & medical privacy.
3. Exhibits excellent communication skills(verbal, non-verbal, & written communication skills)

4. Hardworking and energetic; flexible; adapt easily to change of environment and work schedule with a positive attitude that serves customers by meeting their needs with utmost care & courtesy.
5. Maintains critical thinking skills essential to providing competent dignified patient care that contribute to solutions to complex problems, in a resource constrained environment.
6. Demonstrated ability to analyse and Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

MOHMS 109/2019: TYPIST

Role:	Typist
Salary Band:	Band C
Salary Range:	\$12,081.69 - \$15,489.35
Location:	Accounts Section, Head Quarters
Unit/Division:	Human Resource
Reports to:	Principal Accounts Officer
Subordinates:	None

The Position

The position is responsible for providing secretarial support and administration to the environmental health officers.

Key Responsibilities

1. Provide secretarial duties and reports to the wellness centre
2. Typing and updating of communicable disease reports and dispatching mails to respective counterparts
3. Provide and submit monthly absences and late arrival return
4. Filing correspondence
5. Provide any other related duties assigned by Supervisors.

Selection Criteria

The Person

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

Knowledge and Experience

1. Experience as a Typist or in the provision of Secretarial Services
2. Knowledge and experience in using Computer programmes such as Microsoft Office, Word, Excel, Powerpoint, Outlook, Internet Explorer, etc
3. Proven Experience in effective management and maintenance of Records, Correspondence and Filing systems, both manually and electronically.

Skills and Abilities

1. Ability to maintain confidentiality.
2. Must have a high level of interpersonal skills to handle sensitive and confidential situations
3. Good Communication skills (verbal and written)
4. Excellent Customer Service skills
5. Time-Management skills and ability to Multi-Task
6. Ability to have discretion in dealing with confidential information.

Application Process

Applicants are to note the following when applying.

1. You must personally complete the application form and sign the Declaration at the end of the form. The application form can be downloaded from the Ministry of Health Website, <http://www.health.gov.fj/PDFs/Application Form MOHMS FILLABLE 3.pdf>

2. Ensure that your first name, last name and date of birth are the same as those on your identity documents
3. All communication regarding your application will be via email. Ensure that you provide a **valid email address** and that you check this email regularly for communication regarding your application.
4. As part of your application, please submit
 - a. A completed and signed application form;
 - b. Current CV outlining your qualifications and experience;
 - c. For clinical/technical positions only (whenever applicable): a certified copy of your registration and/or valid practicing license; and certified copies of your qualifications.
5. Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.
6. The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as this criteria will be considered in assessing the relative suitability of applicants.

Submission

Applications must be submitted by 4.30pm Monday, February 25th, 2019.

Applicants are encouraged to submit their **application by email** to **recruitment@health.gov.fj**

Or

<p>Applications by Post Permanent Secretary Ministry Of Health & Medical Services P O Box 2223, Gov't Bldg, Suva</p>	<p>Applications Delivered "DROP MOHMS JOB APPLICATION BOX" Reception Desk, Ground Floor, Dinem House, 88 Amy Street, Suva, Fiji</p>
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