

NEWLY ADVERTISED POSITIONS - FIJI SUN 4 JULY 2020

MOHMS 252/2020



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Director of Nursing Western
Salary Band:	Band K
Salary Range:	\$59,945.18- \$76,852.80
Location:	Western Health Services
Unit/Division:	Nursing
Duration	5 Years
Reports to:	Divisional Medical Officer, West
Subordinates:	Subdivisional Nurse Unit Managers (NUM) (hospitals and Public Health), Divisional Clinical Nurse Educator (CNE), Nurse Practitioners, nurses and Community Health Workers

Position Purpose

To provide leadership and strategic directions to the Nursing Officers who deliver a wide range of community health and clinical nursing services. This position also works to ensure that these services meet agreed nursing competency standards and are delivered according to approved MOHM policies, protocols and scope of practice.

Key Responsibilities

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. Lead the process to develop, support, implement and evaluate the western divisions nursing business plan, to ensure nursing services are provided to meet expected targets and outcomes under the mission and vision of the division and the Ministry of Health.
2. Develop, maintain and implement nursing policies and guidelines that conforms to current patient safety standards while maintaining compliance with professional and regulatory standards of the Fiji Nursing Council and the Ministry of Health and Medical Services.
3. Monitor and evaluate the overall performance of the community health nursing services including the Community Health program within the Division.
4. Monitor the nursing workforce through supervisory visits to meet professional expectations of performance including overseeing all aspects of the disciplinary process and performance management of Nurse Unit Managers to ensure delivery of quality nursing services.
5. Ensure effective records management including the Public Health Information System (PHIS) and Patient Information System (PATIS) are updated as per guideline/policy.
6. Guarantees continuous quality improvement and compliance with approved standards, policies and protocols related to public health nursing, infection prevention and control guidelines, and other related clinical practice guidelines.
7. Actively contribute to the Ministry corporate requirements, including planning, budgeting, disciplinary and selection activities where required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Western division Nursing Business plans are developed, approved and implemented within the agreed timeframes.

2. Timely and effective monitoring of compliance with public health and hospital focussed policies and guidelines to meet agreed Ministry standards to enable delivery of safe nursing services.
3. Effective and timely management of workforce activities including recruitment, expressions of interest, 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 submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.
5. Active participation of the corporate activities of the Ministry as and when required.

Person Specification

In addition to being a Fiji registered nurse with a valid practising license, a Bachelor of Nursing degree with a Post Graduate qualification in Leadership/Management and/or other relevant Post Graduate qualifications in Nursing/Public Health, the following knowledge, experience, skills and abilities are required:

Knowledge and Experience

1. At least 5 years' experience in supervisory role and managing a large workforce from diverse backgrounds.
2. Proven experience and comprehensive understanding of the registered nurses and midwives scopes of practice and the Fiji Nursing Act and Nurses Code of Conduct.
3. Has broad knowledge and proven experience on quality improvement systems and the implementation of new systems including managing change for quality improvement.
4. Previous experience in strategic planning and leadership particularly in resource constrained environments.
5. Demonstrated knowledge and experience in responding effectively to natural disasters and public health disease outbreaks.

Skills and Abilities

1. Demonstrated ability to effectively lead teams to achieve planned outcomes and implement change.
2. Demonstrated ability to manage and resolve conflict including negotiation skills with the ability to promote effective communication and collaboration with all teams.
3. Ability to respond and promote new approved methods and principles and be willing to
4. incorporate them into existing nursing practices.
5. Demonstrated ability to report and utilise health information or evidence-based data, and analyse and draft solutions to complex problems to provide quality health care.
6. Service oriented approach with the commitment to supporting the corporate and operational environment of the organization

Personal Character and Eligibility

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 of 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.

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 these criteria will be considered in assessing the relative suitability of applicants.