

NEWLY ADVERTISED POSITIONS - FIJI SUN 27 JUNE 2020

MOHMS 246/2020



Ministry of Health & Medical Services Role Description

Corporate Information

Position Title:	Laboratory Assistant
Salary Band:	Band D
Salary Range:	\$14,428.13 - \$18,497.60 per annum
Location:	Fiji Centre for Disease Control (Fiji CDC), Tamavua
Duration:	5 years
Unit/Division:	National Public Health Laboratory
Reports to:	Laboratory Manager
Subordinates:	None

Position Purpose

The position provides quality public health laboratory services for diagnostic, reference testing and support surveillance for priority communicable diseases in Fiji and the Pacific region

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. Coordinate all laboratory processes aligned with standard operating and quality control procedures.
2. Assist with laboratory inventory, establish a preventative maintenance schedule for equipment, computerised records system, and support in quantifying reagent and consumable stock for procurement.
3. Assist with the ongoing management of the Laboratory Quality Management System.
4. Actively contribute to the Ministry and corporate requirements by attending relevant meetings, workshops and professional development.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All sample testing processes are conducted meeting required standards, and submitted within the agreed timeframe and schedule.
2. All laboratory equipment is maintained within the agreed maintenance schedule.
3. All inventory control measures are in place and met to ensure timely and efficient delivery of services.
4. Deliverance of completeness and timeliness of monthly Vaccine Preventable Disease reports to External stakeholders.
5. Active participation in the corporate activities of the ministry as and when required.

Person Specification

In addition to a Certificate in Medical Laboratory Technology or equivalent, the following Knowledge, Experience, Skills and Abilities required to successfully undertaking this role:

Knowledge and Experience

1. Sound understanding of laboratory practices, processes and procedures.

2. Knowledge in the general safety within the laboratory , effective personal protective equipment use, complies to and advocates laboratory policies and Standard Operating Procedures;
3. Understanding of teams and how to work effectively within a team environment.

Skills and Abilities

1. Good communication skills and the ability to effectively consult with others.
2. Demonstrated ability to analyse data on types of samples received.
3. Capacity to utilise computer programs to support the operations of an organisation.
4. Have the ability to work with minimum supervision.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

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.

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Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	Team Leader
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38, 140.60 per annum
Location:	Levuka Hospital
Duration:	5 years
Unit/Division:	Sub Divisional Hospital
Reports to:	Nurse Unit Manager
Subordinates:	Registered Nurses

Position Purpose

The purpose of the team leader position is to provide clinical leadership to registered nurses and ensure that delivery of high quality nursing care is provided in accordance with legislative requirements and clinical practice guidelines.

Key Responsibilities

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

1. Provide clinical leadership to nurses and act as a resource to advise, educate and support nurses to provide high quality surgical nursing care to all patients as per business plan, policies, and nursing standard guidelines within the nursing scope of practice.
2. Assist the Sub-Divisional Nurse Manager (SDNM) to ensure timely ordering and availability of all resources and consumables to provide nursing care effectively including all patient monitoring machines are checked and maintained appropriately to the required service needs.
3. Collaborate with the SDNM to ensure efficient and effective management of the nursing workforce coverage to ensure that all allocated activities are achieved, and staff annual performance assessments are carried out.
4. Ensures quality interpretation and documentation on assessment findings including escalation of care by using the acquired knowledge and skills to oversee and plan nursing care for the patients and support for immediate families.
5. Effectively facilitates and implements nursing care plans ensuring that it conforms to national nursing policies, facilities internal protocols and infection prevention and control guidelines.
6. Assist SDHNM in preparing quality reports and maintain timeliness reporting of CMRIS and Nursing hospital reports.
7. Actively supports the SDNM to contribute to the Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

Key Performance Indicators

Performance will be measured through the following indicators:

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

3. Supports the Sub Divisional Hospital Nurse Manager to deliver effective and timely reporting of monthly CMRIS and Nurses monthly, quarterly and Annual Report: are provided and outcomes are action in a timely and effective manner.
4. Ensures consistent compliance with nursing practice guidelines including Infection prevention and control procedures are maintained.

Person Specification

In addition to being a registered nurse with the Fiji Nursing Council with a valid licence and possessing a Diploma of Nursing with at least 5 years of hospital nursing experience, the following Knowledge, Experience, Skills and Abilities are required for the successful performance of the role of the position:

Knowledge and Experience

1. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.
2. Proven experience and comprehensive understanding of the registered nurses Scope of Practice, Fiji Nursing Decree, Nurses Code of Conduct and the Child Welfare Decree.
3. Able to supervise and monitor nursing care provided by subordinates through the acquired knowledge and skills that conforms to the relevant nursing policies and guidelines.
4. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.

Skills and Abilities

1. Must have good communication skills and possess a good command of spoken and written English.
2. Ability to provide clinical leadership in teams and work with minimum supervision and with efficient time management skills.
3. Has the ability to teach, train, mentor junior nurses on any new policies and guidelines and to support the continuous professional development of all nurses.
4. 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.

Personal Character and Eligibility.

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Ministry of Health & Medical Services
Role Description

Corporate Information

Role;	Team Leader
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Location:	Navua Hospital
Duration:	5 years
Unit/Division:	Sub Divisional Hospital
Reports to:	Nurse Unit Manager
Subordinates:	Registered Nurses

Position Purpose

The purpose of the team leader position is to provide clinical leadership to registered nurses and ensure that delivery of high quality nursing care is provided in accordance with legislative requirements and clinical practice guidelines.

Key Responsibilities

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

1. Provide clinical leadership to nurses and act as a resource to advice, educate and support nurses to provide high quality surgical nursing care to all patients as per business plan, policies, and nursing standard guidelines within the nursing scope of practice.
2. Assist the Sub-Divisional Nurse Manager (SDNM) to ensure timely ordering and availability of all resources and consumables to provide nursing care effectively including all patient monitoring machines are checked and maintained appropriately to the required service needs.
3. Collaborate with the SDNM to ensure efficient and effective management of the nursing workforce coverage to ensure that all allocated activities are achieved, and staff annual performance assessments are carried out.
4. Ensures quality interpretation and documentation on assessment findings including escalation of care by using the acquired knowledge and skills to oversee and plan nursing care for the patients and support for immediate families.
5. Effectively facilitates and implements nursing care plans ensuring that it conforms to national nursing policies, facilities internal protocols and infection prevention and control guidelines.
6. Assist SDHNM in preparing quality reports and maintain timeliness reporting of CMRIS and Nursing hospital reports.
7. Actively supports the SDNM to contribute to the Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

Key Performance Indicators

Performance will be measured through the following indicators:

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

reporting of monthly CMRIS and Nurses monthly, quarterly and Annual Report: are provided and outcomes are action in a timely and effective manner.

4. Ensures consistent compliance with nursing practice guidelines including Infection prevention and control procedures are maintained.

Person Specification

In addition to being a registered nurse with the Fiji Nursing Council with a valid licence and possessing a Diploma of Nursing with at least 5 years of hospital nursing experience, the following Knowledge, Experience, Skills and Abilities are required for the successful performance of the role of the position:

Knowledge and Experience

1. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.
2. Proven experience and comprehensive understanding of the registered nurses Scope of Practice, Fiji Nursing Decree, Nurses Code of Conduct and the Child Welfare Decree.
3. Able to supervise and monitor nursing care provided by subordinates through the acquired knowledge and skills that conforms to the relevant nursing policies and guidelines.
4. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.

Skills and Abilities

1. Must have good communication skills and possess a good command of spoken and written English.
2. Ability to provide clinical leadership in teams and work with minimum supervision and with efficient time management skills.
3. Has the ability to teach, train, mentor junior nurses on any new policies and guidelines and to support the continuous professional development of all nurses.
4. 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.

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.

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Sub Divisional Nursing Manager
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	Sigatoka Hospital
Unit/Division:	Nursing / Western Division
Duration:	5 years
Reports To:	Sub-Divisional Health Sister/Sub Divisional Medical Officer Nadroga/Navosa
Subordinates:	Team Leader A&E/ Mat Unit/ General Ward, Registered Nurses, Ward Assistant, House Keeping Staffs

Position Purpose

The position manages the nursing workforce of the sub-divisional Hospital and their practice and ensures that all applicable policies, clinical practice guidelines and standards are met. The incumbent also ensures the supply of necessary resources (equipment and other consumables) is available for the provision of safe and quality nursing care for all patients.

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. Contribute to the Divisional Nursing Business Plan and ensure effective implementation of the hospital plan including continuous monitoring and evaluation of planned activities to meet the targets of the Department and Sub Division.
2. Monitor accuracy, quality, relevancy and timely submission of CMRIS and Hospital reports to enhance decision making, planning and prioritizing nursing activities.
3. Provide clinical leadership, manage nurses of the hospital and act as a resource to advise, educate and support nurses to provide high quality nursing care to all patients as per business plan, policies, and guidelines within the nursing scope of practice.
4. Manage the adherence to policies/guidelines of the Ministry of Health and Medical Services, Public Service Commission, Nursing Legislation (2011), Nursing Guidelines and Nursing Scope of Practice for Nurses (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure.
5. Coordinate efficient and effective management of the ward and nursing workforce coverage to ensure that all allocated activities are achieved and annual performance assessments are carried out.
6. Guarantees continuous quality improvement and compliance with approved standards, policies and protocols related to Infection Prevention and control guidelines, Disciplinary Guideline and other related clinical practice guidelines.
7. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All nursing services are delivered within agreed timeframes, and compliant with relevant processes, legislation and policies including Infection prevention and control.
2. All monthly, 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.
3. Effective and timely management, and regular monitoring of staff performance and attendance to enable business continuity, and delivery of quality nursing services.
4. Efficient and timely management of resources, budgetary allocations, and assets that support meeting hospital work plans including ongoing contribution to nursing care sustainability.

Person Specification

In addition to a Post Graduate Certificate or Diploma in both Public Health and Midwifery or equivalent. A valid annual practicing License and registered as a general nurse or midwifery under the Fiji Nursing Council and the following knowledge, experience, skills, and abilities are required to successfully undertake this role.

Knowledge and Experience

1. Practical knowledge on the following:
 - a. EmoNC certification, Neonatal Resuscitation, basic life support
 - b. Quality improvement systems and experience in the implementation of new guidelines and introduction of significant change.
2. Has a sound knowledge of Registered nurse and midwifery scope of practice, the nursing decree that govern the nurse's practice and code of conduct.
3. Understanding of the Fijian Constitution (2013), HIV decree, child welfare decree and mental health decree.

Skills and Abilities

1. Demonstrated ability to effectively work within a team delegating tasks and responsibilities in promoting teamwork to achieve goals and deliverables
2. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
3. Service oriented approach, with a commitment to supporting the operational nursing services and corporate environment of the MOH &MS organisation.
4. Demonstrate the abilities to lead, supervise and manage the nursing staff in the administration and human resource functions of the unit
5. Good communication(written spoken) and demonstrated ability to maintain confidentiality;
6. Ability to follow guidelines and meet set timeframes, in particular with regard to human resource administrative activities;
7. Demonstrate the ability to resolve conflicts and motivate staff at different levels and from background and experiences
8. Demonstrate ability to use computer programmes

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Executive Officer
Salary Band:	Band E
Salary Range:	\$19,041.75-\$24,412.50 per annum
Location:	General Services
Unit/Division:	Western Health Services
Duration:	3 years
Reports To:	Senior Administrative Officer, Western Health Services
Subordinates:	Clerical Officer

Position Purpose

The position is responsible for looking after the maintenance of health facilities and quarters, transport, maintenance and telecommunication repairs and maintenance. It looks after the overall function of the unit and supervises government wage earners at the divisional office.

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. Ensure all activities with regards to all forms of maintenance are provided in a timely and accurate manner and reports are updated accordingly.
2. Facilitate timely deployment of staff within the General Service unit for maintenance work, oversee the use of vehicles and ensure returns are updated accordingly.
3. Supervise and manage staff performance of subordinates.
4. Address issues concerning the general services operation of the Divisional and Sub Divisional Offices.
5. Facilitate Board of Survey and provide updates as and when needed.
6. Assist Sub-Divisional officers for daily operation and address issues concerning mortuary, aircon units, vehicle breakdowns, compressors, generators etc.
7. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All maintenance work, board of survey and transportation activities are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies.
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. Participate in Corporate activities of the Ministry.

Person Specification

In addition to relevant tertiary qualification in Human Resource, Management & Public Administration, or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post.

Knowledge and Experience

1. Understanding and experience of at least 2 years of human resource management; human resource policies; with some supervisory experience
2. Working knowledge of facilitation of board of survey and experience in monitoring and arranging of maintenance work
3. Experience in working within a team from diverse backgrounds and communicate with people at all levels
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities

1. Demonstrated verbal and written communications and ability to maintain confidentiality
2. Demonstrated ability to manage demanding workload and meet tight deadlines to achieve results
3. Attention to details and high level organisational, analytical and problem solving skills
4. Demonstrated ability in writing reports
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Midwife
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Location:	CWM Hospital - 13 posts Labasa Hospital - 4 posts Lautoka Hospital - 11 posts Nausori Maternity - 3 posts Navua Hospital - 2 posts Vunidawa Hospital - 1 post Rotuma Hospital - 1 post Nabouwalu Hospital - 1 post Savusavu Hospital - 3 post Taveuni Hospital - 2 posts Rakiraki Hospital - 2 posts
Duration:	5 years
Report to :	Nurse Unit Manager and/or Sub Divisional Nurse Manager
Subordinates:	Registered Nurses, Enrolled Nurses, O&G Interns, Students Nurses and Ward Assistants

Position Purpose

The registered Midwife is recognised as a responsible and accountable professional who works in partnership with women and families to give the necessary supportive care and advice during pregnancy, labour, birth, puerperium period and to their newborn.

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. Provides proper assessment of clients in conformity to the Midwifery Scope of Practice, Nursing standards and clinical practice guidelines.
2. Provides quality interpretation on assessment findings using the acquired knowledge and skills to plan nursing care for acute clients and support immediate families.
3. Executes nursing care plans and specialist team orders ensuring that it conforms to national nursing policies, facilities internal protocols and infection control guidelines.
4. Makes sound clinical nursing decisions in the provision of client care. Advocate for patients to specialist teams and families.
5. Nurses and monitors high risk and critical patients; ensure timely escalation to experts regarding any clinical issues beyond their competency
6. Facilitates learning and mentors Registered and nurses in training, Medical Interns, junior staff during the provision of care to client needing Intensive Nursing care.
7. Maintains accurate documentation on client's folder at all levels of care inclusive of the Patient Information system.
8. Participate in the corporate activities of the Ministry including planning, budgeting, performance assessment, recruitment and discipline.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Prompt and timely assessments of clients from the time of initial contact.
2. Consistently making accurate midwifery and nursing diagnoses based on assessment and that are linked to effective care plans.
3. Timely execution of nursing and midwifery care plans within the policies, protocols and guidelines and meeting the intended objectives/outcomes.
4. Effective, timely interventions and positive outcomes based on decision making in both normal and high risk/critical clients.
5. Active participation in facilitating learning and mentoring of nurses and other junior staff and those in training.
6. Maintains accurate and well-structured documentation of nursing and midwifery care, other activities and relevant information.
7. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to being a Fiji registered midwife with a valid practising license, and either an undergraduate or postgraduate qualification in Midwifery, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Comprehensive knowledge and understanding of the registered nurses and midwifery scope of practice, Fiji Nursing Act, Nurses Code of Conduct and the Child Welfare Act.
2. Has sound knowledge and competence on obstetric and neonatal emergencies, and neonatal resuscitation.
3. Practical knowledge and experience on Risk management, Infection Control and Prevention.
4. Excellent knowledge of operational plans and goals of midwifery services

Skills and Abilities

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

Personal Character and Eligibility

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