

# RE-ADVERTISED POSITIONS – FIJI SUN 02 JANUARY 2020

## MOHMS 371/2020



### Ministry of Health & Medical Services

#### Role Description

##### Corporate Information

<b>Role:</b>	Sub Divisional Nurse Manager - MCH
<b>Level:</b>	Band H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50
<b>Location:</b>	Lautoka Health Centre
<b>Unit/Division:</b>	Nursing / Western Division
<b>Reports to:</b>	Sub Divisional Medical Officer
<b>Subordinates:</b>	MCH Nurses/ Family Planning Nurse, IMCI Nurses and District Nurses.

##### The Position

To plan, organize and conduct nursing services relating to Maternal Child Health, Family Planning, Domiciliary or Home Care, Health Education, Environmental Health, Control of Communicable and Non-Communicable Diseases and Health Promotion in the define area.

##### Key Responsibilities

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

1. Supervise, direct and assist team leaders, community health nurses and maternal child health clinic nurses ensuring the effective implementation of health programs and in-service training programs as per unit plan.
2. Monitor coverage of Child Health Attendance, IMCI, Breastfeeding, Family Planning and Expanded program of Immunization.
3. Responsible and accountable for daily operations to achieve best practices and organizational objectives, prioritizing quality and safety.
4. Provide advice about vaccinating against preventable diseases in cooperation with the Expanded Program for Immunization in Fiji.
5. Supervise the effective management of cold chain, vaccines, consumables, stationery and stores.
6. Assist in the formulation of the Nursing Business Plan and sub-divisional business plan to enhance service delivery.
7. Facilitate orientation programs and clinical learning for registered nurses, nurses on transfer, nursing & medical students, community health workers, peer educators and rehabilitation assistants.
8. Monitor work performance and conduct annual performance assessment of staff;
9. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

##### Key Performance Indicator

Performance will be measured through the following indicators:

1. All Maternal & Child Health nursing plans are delivered within agreed timeframes, and compliant with relevant processes, legislation and policies.
2. Quality public health reports including community health worker reports are provided, and outcomes are actioned in a timely and effective manner.
3. Minimal stock outs of all items (drugs, vaccines and consumables) are maintained at the sub-divisional level.

4. Staff work performance is assessed in a consistent and timely manner in accordance with the Civil Service Performance Management Framework.
5. Active participation in the corporate activities of the ministry as and when required.

### **The Person**

In addition to a Degree in Nursing or Public Health Nursing or equivalent, with a valid practicing license from the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required for the candidate to undertake this role:

### **Knowledge and Experience**

1. At least 5 years' experience at Maternal & Child health Clinic or similar
2. Proven nursing experience to manage a staff at a district, sub-divisional or divisional level.
3. Knowledge of modern trends in disease patterns, re-emerging diseases and their treatment and contemporary issues in community health nursing
4. Knowledge and understanding of the primary health care and health promotion concepts with certification in IMCI, NCD Toolkit, Pap Smear, Mental Health, Family Health and EPI.
5. Experience in inventory management.
6. Proven experience in infection control management and OHS at the work place.

### **Skills and Abilities**

1. Demonstrated capacity and experience in working in collaboration with other teams and provide leadership to nursing teams in response to natural disasters or public health outbreaks.
2. Capacity to utilise computer programs to support the operations of the sub-division.
3. Good communication (written and verbal) and presentation skills.
4. Ability to teach, coach, mentor the subordinates to ensure the continuous professional development of nurses.
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the ministry.

### **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.

# MOHMS 372/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information:

Position Title:	Registered Nurse
Salary Band:	Band F
Salary:	\$22,528.74 -\$28,883.00 per annum
Location:	Health Centre/Sub-Divisional Hospitals/Hospitals
Duration:	5 years
Unit/Division:	Nursing
Reports to:	Team Leaders/Sub Divisional Nurse Manager
Subordinates:	Nurse Intern/Community Health Worker

### POSITION PURPOSE

The position is to promote clients' wellbeing by providing high quality nursing care in a variety of settings and in accordance with stipulated legislations, regulations, policies and standards.

### KEY RESPONSIBILITIES

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

1. Provides quality nursing care that is timely through the use of the nursing process within the scope of practice.
2. Monitors clients and refer for further care or to specialized services in a timely manner
3. Maintains continuity among nursing teams by documenting and communicating actions, irregularities, and continuing needs.
4. Protects clients and employees by adhering to infection-control policies and protocols; medication administration and storage procedures; controlled substance regulations; notifiable diseases/outbreaks; client confidence; and the public service code of conduct.
5. Manages and maintains nursing supplies and inventory.
6. Actively contribute to all corporate functions of the Ministry.

### KEY PERFORMANCE INDICATORS

1. Timely provision of well-structured care to individuals, families, or community clients.
2. Clients are monitored and referred for further care or to specialized services in a timely manner.
3. Continuity of care of clients is maintained at all times by proper documentation and reporting.
4. Clients are well protected at all times while under the care of the nurse.
5. Nursing supplies are promptly managed and inventory well maintained within specified times.
6. Actively contribute to all corporate requirements of the Ministry.

### PERSON SPECIFICATION

In addition to a Bachelor's Degree in Nursing or equivalent, valid annual practicing license and registration as a general nurse with the Fiji Nursing Council; the following knowledge, experience, skills, and abilities are required to successfully undertake this role;

### Knowledge and Experience

1. Experience in nursing at a major hospital, community health or similar nursing environment.
2. Sound knowledge of basic nursing principles and clinical practices
3. Good knowledge of the Nursing Act (2011), Scope of Practice, FNC Code of Ethics and Conduct, Public Service Code of Conduct, Occupational Health & Safety Act and relevant legislations.

## **Skills and Abilities**

1. Exceptional clinical nursing skills with the ability to care for patients using structured approaches within the scope of practice for registered nurses
2. Ability to plan and manage the supply of pharmaceutical and consumables.
3. Ability to maintain confidentiality of patient or client information
4. Exceptional communication skills both written and verbal
5. Exceptional customer service skills
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

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