

# NEWLY ADVERTISED POSITIONS FIJI SUN – 5 JUNE 2021

## MOHMS 228/2021



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Nurse Unit Manager
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,706.31 - \$44,564.50 per annum
<b>Location:</b>	Labour Ward, CWM Hospital
<b>Duration:</b>	5 years
<b>Report To:</b>	Nurse Unit Managers Maternity Unit, Team Leaders Maternity Unit, Midwives Labor ward
<b>Subordinates:</b>	Clinical Nursing Sisters, Registered Nurses, Allied Health staffs
	Medical/Nursing Interns, Medical/Nurse Trainees and Ward Assistants

#### Position Purpose

The purpose of the position of NUM Labor Ward is to assist the Sister In Charge oversee the HR management of the Midwifery and Nursing workforce and their practice, that all applicable policies, clinical practice guidelines and standards are met, and to ensure the procurement and supply of necessary resources (equipment, drugs and other consumables) for the Labour ward to provide a Safe and Quality Midwifery and Nursing service to expected Standards.

#### 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. Assist in managing and supervising staff of the Labour ward to provide midwifery care to laboring women and immediate neonatal care to their new born babies.
2. Assist to ensure that resources requirements (equipment, drugs, and consumables) are met to provide nursing care effectively.
3. Assist to provide nursing/clinical leadership and guidance to ensure nursing care are delivered as per protocols, policies, guidelines, and that staff work within their scope of practice and meeting nursing standards/competencies.
4. Assist to provide positive and open communication with all clients/families and members of the communities that are seen in Labour ward as well as with other Ministry and external stakeholders.
5. Assist to maintain continuous improvement by collecting and providing data and other reports to monitor the services progress against targets, and staff professional development.

#### Key Performance Indicators

Performance will be measured through the following indicators

1. Assist to Ensure that all staff are working effectively within Scope of Practice to provide Midwifery nursing care to all women admitted in labour ward (shift reports written and handover done to the next Shift Charge and Team)
2. Assist to Ensure updated stock takes and ordering of drugs, consumables are completed monthly and also that all equipment is checked weekly (checking of all equipment's, consumable stock and Dangerous Drugs counted and tally per shifts.)
3. Assist to Provide regular supervision, mentoring and assist in ward training sessions/case review at least monthly with staff to ensure that policies, procedures, and guidelines are followed to meet approved standards (also ensure staff are aware of training opportunities and CPD requirements).

4. Assist to demonstrate positive communication and interactions with staff, clients and stakeholders and provide regular updates to the unit matron at least monthly. Provide Midwifery Support to the Central and Eastern Divisional sub divisional maternity unit by obtaining daily early morning round updates of midwifery activities and give feedback at the unit morning daily handover session. (Ensure timely response is provided and referral with evacuation of cases done appropriately.)
5. Ensure that daily ward activity data is collected (accurately) **entered in the Ward Birth Register to assist the Sister in Charge** in the collating of ward monthly report to inform on ward activities submitted to the unit matron to assist in meeting the targets of unit Business Plan in line of the CWMH Business Plan targets.

### **Person Specification**

In addition to a Bachelor of Nursing (or equivalent), registered as midwife 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**

1. Supervisory experience with exposure at any maternity unit or similar working environment.
2. -Working knowledge and experience of safe mother craft, management and how these functions are achieved through the nursing activities.
3. Have sound knowledge of Midwifery Scope of Practice outlined under the Nursing Decree-2011, OHS policies, CWMH nursing policies, guidelines and regulations that govern the Nurses' practice and code of ethics.
4. Understand the HIV Decree, Child Welfare Decree, Sexual Offence Unit (SOU) and Mental Health Decree.

### **Skills and Abilities**

1. Demonstrated ability to effectively lead in a team environment
2. Must possess sound analytical and problem solving skills in resource-constrained environment.
3. Has sound computer literate program in compiling and generating reports, correspondence, updating records
4. Has the ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of midwives and nurses.
5. Service oriented approach, with a commitment to supporting the operational/corporate 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.



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Nurse Unit Manager
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,706.31 – \$44,564.50 per annum
<b>Location:</b>	Maternity Intensive Care Unit, CWM Hospital
<b>Duration:</b>	5 years
<b>Report To:</b>	Deputy Director Of Nursing Maternity Unit.
<b>Liases with:</b>	Consultants of the client
<b>Subordinates:</b>	Team Leaders, Registered Midwives, Registered Nurses, Allied Health staffs Medical/Nursing Interns, Medical/Nurse Trainees and Ward Assistants

### Position Purpose

The purpose of this position is to manage the staff and resources of the maternity unit intensive care (MICU) which is the High Dependency Unit (HDU) for post- partum High Risk Cases.

### 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 staff of the Maternity Intensive Care Unit (MICU) to provide postpartum care to high risk Obstetric cases.
2. Ensure that resources requirements (equipment, drugs, and consumables) are met to provide nursing care effectively.
3. Provide nursing/clinical leadership and guidance to ensure nursing care are delivered as per protocols, policies, guidelines, and that staff work within their scope of practice and meeting nursing standards/competencies.
4. Provide positive and open communication with all clients/families and members of the communities that are being admitted to MICU, as well as with other Ministry and external stakeholders.
5. Maintain continuous improvement by collecting and providing data and other reports to monitor the services progress against targets, and staff professional development.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure that all staff are working effectively within Scope of Practice to provide high risk post-partum nursing care to all patient's admitted to MICU (including: develop and review IWPs, provide APA, develop suitable and appropriate monthly rosters, ensure staff provide evidence of annual re-license, mentor and support staff with regular ward meetings).
2. Ensure updated stock takes and ordering of drugs, consumables are completed monthly and also that all equipment is checked weekly (any damaged equipment tested and sent for repair).
3. Provide regular supervision, mentoring and assist in ward training sessions/case review at least monthly with staff to ensure that policies, procedures, and guidelines are followed to meet approved standards (also ensure staff are aware of training opportunities and CPD requirements).
4. Demonstrate positive communication and interactions with staff, clients and stakeholders and provide regular updates to the unit matron at least monthly.

5. Ensure that daily ward activity data is collected (accurately) and a monthly report to inform on ward activities submitted to the unit matron to assist in meeting the targets of unit Business Plan in line of the CWMH Business Plan targets.

### **Person Specification**

In addition to a Bachelor of Nursing (or equivalent) 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**

1. Supervisory experience with exposure to any maternity unit or similar work environment
2. Working knowledge of mother craft, management and how these functions are achieved through the nursing activities.
3. Sound knowledge of Midwifery scope of practice outlined under the Nursing Decree, OHS policies, CWMH nursing policies, guidelines and regulations that govern the Nurses' practice and code of ethics
4. Understand the HIV Decree, Child Welfare Decree, Mental Health Decree, the Fijian Constitution (2013) and all applicable laws of Fiji.

### **Skills and Abilities**

1. Demonstrated ability to lead in a team environment
2. Must possess sound analytical and problem solving skills in resource-constrained and at time remote environment.
3. Capacity to utilize computer programs in generating reports, correspondence, updating records and PATIS ( Patient's Information System)
4. Has the ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of midwives and nurses
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

### **Personal Character and Eligibility.**

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## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Nurse Unit Manager
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Location:</b>	Maternity Clinical Educator, CWM Hospital
<b>Duration:</b>	5 years
<b>Reports to:</b>	DDON Maternity Unit, CWMH
<b>Liases With</b>	Nurse Unit Managers
<b>Subordinates:</b>	T/Leaders, Midwives, RN, Student Nurses, Student Midwives,

### Position Purpose

This position provides professional/clinical development and training while fostering a preceptor/mentor role in formulating and delivering midwifery educational programs, assessment and demonstration of clinical procedures and competencies to meet the education needs of all nurses in the Maternity Unit. It promotes efficient clinical leadership, supervision and evaluation of the nursing standards through monitoring of nursing practice and promotes best practices.

### Key Responsibilities

1. Work with the respective Nurse Unit Managers in order to implement the maternity unit training plan, supporting the development of core midwifery skills and competencies across the unit.
2. Deliver and manage mandatory clinical support to new and existing nurses to improve standards in areas of clinical handover, equipment checking and maintenance, maternal and child health resuscitation and patients safety.
3. Assessment of nurses using clinical competencies and establish audit and quality improvement in areas such as resuscitation equipment checking, Mother Safe Hospital Initiative (MSHI) standards, mother and newborn Red Flags criteria to recognise and respond to clinical deterioration, Breastfeeding and Emergency Obstetric and Neonatal care.
4. Provide effective reports to the matron of the maternity unit on training and staff development, activities, outcomes and midwifery outreach, along with recommendations for improvements and future programs.
5. Provide high level, positive and open communication with the maternity unit health workers, patient and partners, support person and families (ensuring privacy and confidential) other health workers within the Ministry and external stakeholders.
6. Provide continuous improvement and updating of clinical competency records for new nurses/maternity unit staffs to support the need of the Unit, Hospital (CWMH) and the Fiji Nursing Council.
7. Manage all training resources/equipment of the unit to ensure that key deadlines are met and actively contribute to all clinical requirements of the maternity unit including planning, budgeting and selection activities (training package) required.

### Key Performance Indicators

Performance will be measured through the following indicators

1. Provide and implement training plan to support staffs need in terms of professional development.

2. Ensure policy and procedures for staff development and training administration, management and evaluation are implemented, monitored and reviewed.
3. Provide reports detailing learning outcomes, audit result and other improvement Maternity Unit.
4. Submit monthly report on provision of regular supervision, mentoring and training of staffs to ensure that policies, procedures and guidelines are followed to meet approved standards (CPD requirements, competencies, in-service and provide monthly midwifery outreach team report).
5. Demonstrate quality communication skills addressing clinical issues to promote best practices through staff development and education ensuring optimal patients outcome. (
6. Update clinical records/log book, CPD points (weekly/monthly), implementation of continuous quality improvement in the maternity unit through training, supervision and mentoring to monitor and improve maternal and infant health outcomes as per guidelines and protocols, Midwifery and Nurses Scope of Practice and the requirements of the Fiji Nursing Council.

### **Person Specification**

In addition to a Bachelor of Nursing (or equivalent) 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**

1. Supervisory role experience and exposure in any teaching role or similar environment.
2. Demonstrate understanding and experience on adult learning principles, policies/procedures and approaches to effective staff training and development.
3. Have a sound knowledge of Midwifery and Nursing Scope of Practice outlined under the Nursing Act (2011), Unit protocols, nursing policies and guideline.
4. Experience in developing, delivering and evaluating training staff development programs and reporting to management on application of learning outcomes and required improvements.

### **Skills and Abilities**

1. Demonstrated ability to lead and groom an effective team with diverse background
2. Demonstrated ability to analyse and contribute to solutions to complex problems in a resource constrained environment,
3. Possess ability to manage conflict, and motivating staff at different levels and experience.
4. Excellent communication and interpersonal skills
5. Demonstrated ability in liaising with a wide range of internal and external stakeholders.
6. Possess strong organisational skills with ability to complete tasks in a timely manner.
7. Ability to train and mentor subordinates on any new policies, guidelines and support the continuous professional development of nurses.
8. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

### **Personal Character**

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## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Nurse Unit Manager
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Location:</b>	Eye Department, CWM Hospital
<b>Unit/Division:</b>	West Wing/ Nursing Division
<b>Duration:</b>	5 years
<b>Reports to:</b>	Deputy Director of Nursing -West Wing
<b>Subordinates:</b>	Team leader ,Staff Nurses ,Patients ,Relatives ,Eye Technicians ,Ward Assistant ,Cleaners, Clerk ,Student Nurses ,Medical Students

### Position Purpose

The purpose of the position is to provide overall management and operational leadership of Nursing practice to ensure a safe and effective practice environment that supports the management of patients in the Eye center and ensure quality specialized eye nursing care is provided by practicing within philosophy, standards and policies of the Hospitals.

### 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 in the following areas:

1. Provide operational leadership and manage eye care nurses and nurses of the NGO (PEI) and act as a resource to advice, educate and support nurses to provide high quality nursing care to all patients as per business plan, policies, and guidelines within the eye care nursing and general nursing scope of practice.
2. Manage the adherence to Regulations 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 through the Nursing Advisory Committee.
3. Coordinate efficient and effective management of the eye care nurses and nursing workforce in the Eye Center (CWMH/PEI) to ensure that all allocated activities are met and annual performance assessments are carried out.
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. Provide positive and open communication with all clients/families that visit eye center as with other Ministry and external stakeholders.
6. Actively participates and ensures the staffs participation in continuous professional development
7. Ensures effective records management including the Patient Information System (PATIS) and documentation including nursing care plans are updated as per guideline/policy.
8. Guarantees continuous quality improvement and compliance with approved standards, policies and protocols related to emergency nursing, Infection Prevention and control guidelines, Disciplinary Guideline and other related clinical practice guidelines.
9. 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. Timely and quality delivery of service that is in compliance and adherence with midwifery nursing practices, and the legislative framework and agreed scope of nursing practice and plans.
2. Patient records on the Patient Information System (PATIS) are updated regularly and quality reports are provided within the agreed timelines.
3. Professional development of staff, and regular monitoring of staff performance and attendance to enable quality service continuity.
4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceeds expectations

### **Person Specification**

In addition to a Bachelor of Nursing (or equivalent) 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**

1. Supervisory experience and exposed to any eye or similar work environment
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

### **Specific Skills and Abilities**

1. Demonstrate the ability to effectively lead in a team environment.
2. Must possess sound analytical, problem solving skills in resource constrained and time remote environment.
3. Demonstrate the ability to instruct, direct, motivate and evaluate staff.
4. Adopts a critical approach to ophthalmic care through reflection on practice
5. Service oriented approach, with a commitment to supporting the operational/ corporate 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.

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## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role :</b>	Nurse Unit Manager
<b>Salary Band :</b>	Band H
<b>Salary Range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Location:</b>	Children's Ward, CWM Hospital
<b>Unit/Division:</b>	Paediatric Unit, Nursing Division
<b>Duration:</b>	5 years
<b>Reports to:</b>	Nursing Manager and Matron Paediatric Unit
<b>Subordinates:</b>	NU05, NU06, Training Nurse, Medical student, Ward Assistance, Orderlies, Maids,

### Position Purpose

The purpose of the position is to manage the clinical area and to act as a mentor and preceptor teaching and supervising junior nurses, medical student and training nurses to assist matron Paediatric in the overall management and supervision of Children's Ward, through proper planning , coordinating , controlling and evaluating of workers activities through the resources provided to them. To ensure the provision of safe, efficient and safe nursing care to all sick children, parent and relatives by implementing quality customer services.

### Key Responsibility

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

1. Manage Human Resource coverage for 24hrs a day.
2. Coach and monitor Sisters and subordinates to maintain professionalism by following the PSC Code of Conduct, Values and Nurses Code of Ethics.
3. Supervise and assess registered nurses and subordinates with their knowledge, skills and abilities to perform quality nursing care in clinical practice through clinical audits.
4. Counselling of Nurses and subordinates on disciplinary issues and refer accordingly.
5. Identify and Evaluate potentials shown by nurses in areas of development for In-Service training, workshop and attachment to special areas or unit.
6. Conduct/attend meetings as schedule and also submitting quarterly report in a timely manner to Matron.

### Key performance Indicators

Performance will be measured through the following indicators:

1. Plan and draw up Monthly rosters for unit staff and subordinates ensuring skill mix in providing quality and safe nursing care.
2. Ensure that all staff is working effectively within scope of practice through their Individual Work Plan to provide quality and safe nursing care daily.
3. Ensure that policies, procedures, Guidelines are followed to meet approved standards in providing regular supervision, mentoring and training session through auditing annually.

4. Ensure nursing professionalism is maintained through counselling and disciplinary of subordinates as per issues and incident.
5. Ensure that knowledge, skills and ability attained is disseminated through weekly ward Continuous Nurses Education (CNE) and are carried out effectively on a daily basis.
6. Demonstrate positive communication with subordinates and stakeholders through meetings and regular updates as schedule and also submitting quarterly report in timely manner

### **Person Specification**

In addition to a Bachelor of Nursing (or equivalent) 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**

1. Supervisory experience with exposure at Pediatrics or similar work environment.
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

### **Skills and Abilities**

1. Demonstrate ability to effectively lead within the team
2. Must possess sound analytical and problem solving skill in resource constrained situation.
3. Demonstrate the ability to manage, resolve conflict and motivate staff at different level from different background and experience.
4. Ability to use Microsoft Applications and any Health related computer application
5. Demonstrate the ability to instruct, direct, motivate and evaluate staff.
6. Service oriented approach, with commitment to supporting the operational area of the organization.

### **Personal Character and Eligibility**

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## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Nurse Unit Manager
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$ 34,760.31 -\$44,564.50 per annum
<b>Location:</b>	Supervisor West Wing, CWM Hospital
<b>Unit/Division:</b>	Nursing Unit
<b>Duration:</b>	5 years
<b>Reports to:</b>	Deputy Director of Nursing West Wing, CWM Hospital
<b>Subordinates:</b>	Registered nurses, Medical orderlies, trainee nurses, ward assistants and attendant.

### Position Purpose

The purpose of this position is to manage staff and resources of the West Wing of CWM Hospital in the absence of the Unit Manager and the Deputy Director of West Wing, hence, responsible for the operational day to day management of the inpatient beds and patient flow related functions for the hospital to ensure a safe and effective flow of inpatient admission throughout the CWM hospital and aims to balance the access demand.

### 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. Discussion of bed state with other wing supervisors, Bed Manager and Deputy Director of Nursing West Wing for availability of beds at all wards of the West wing of CWM hospital and organizes transfers accordingly whether internally or other sub divisional hospital.
2. Organizing of the ward roster and monitoring of staffs attendance and deployment of appropriate staff if need be to resolve shortage.
3. Participate in clinical discussion with consultants and family conferences on any client need with further collaboration with other health care services and social workers on specific client need as required after hours.
4. Organize handing over sessions with nurses at all wards and updates all patient categories for continues follow up.
5. Providing follow up and guidance for all nurses for different patient condition and supervise documentation and management of care.
6. Participate in workshops and training as directed by Deputy Director of Nursing for West wing.
7. Ensure that all supplies of resources such as stationeries, surgical, consumables and non-consumables are readily available in the ward at all times.

### Key Performance Indicator

Performance will be measured through the following indicators

1. Ensure that all staff is working effectively within the scope of practice to provide high standard of health care services to patients.
2. Ensure that all wards coverage in West wing is maintained in all shifts and ensuring adequate stock of consumables is available.

3. Ensure that the staff attendance and overall report of the Units is reported daily to Deputy Director Nursing of West wing.
4. Coordinate ward conflicts in regards to nurse's performance and patient care, in the absence of Nurse Unit Manager and Deputy Director of Nursing.

### **Person Specification**

In addition to a Bachelor of Nursing (or equivalent) 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**

1. Supervisory experience with exposure to general nursing working environment.
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

### **Skills and Abilities**

1. Demonstrated ability to effectively lead within a team
2. Must possess sound analytical and problem solving skills in resource constraints
3. Ability to use Microsoft Applications and any Health related computer application
4. Demonstrate the ability to instruct, direct, motivate and evaluate staff.
5. Service oriented approach, with commitment to supporting the operational area of the organization

### **Personal Character and Eligibility**

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### Corporate Information

<b>Role:</b>	Nurse Unit Manager
<b>Salary Band:</b>	Band H
<b>Salary range:</b>	\$ 34,760.31 -\$44,564.50 per annum
<b>Location:</b>	New Surgical Ward , CWM Hospital
<b>Unit/Division:</b>	Nursing Unit
<b>Duration:</b>	5 years
<b>Reports to:</b>	Deputy Director of Nursing West Wing, CWM Hospital
<b>Subordinates:</b>	Team Leader, Registered Nurses, trainee nurses, ward assistants and attendant.

### Position Purpose

The purpose of this position is to provide overall management and clinical supervision by developing day-to-day management and long-term planning for patient care. The position also directs and develop staff knowledge in collaborating with physicians and multidisciplinary professional staffs in providing physical and psychological support for patients and their respective and families.

### 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. Provide overall clinical leadership and effectively manage Nursing staff in NSW so as to ensure that high quality nursing care is provided in accordance with existing policies, guidelines, protocols and that it is within the endorsed scope of practice.
2. Coordinate the efficient and effective management of the ward in terms of staffing and resources ensuring that deliverables are met as reflected in the unit's business plan.
3. Facilitate the provision and maintenance of all resources and consumables to enhance clinical practice and also updates record accordingly.
4. Maintain a safe and clean environment for staff, patients and visitors by ensuring compliance to healthcare legislations, infection prevention control (IPC) policies, OHS guidelines, waste management protocols and incident reporting.
5. Management of patients records through PATIS and maintains documentations of patient care services by auditing patient and department records.
6. Maintains patient confidence and protects operations by monitoring confidential information processing.
7. Ensures operation of bio- medical equipment by verifying availability; completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories and evaluating new equipment as per unit's need.
8. Actively contribute to CWMH's and/or MOHMS's requirements including planning, budgeting and other corporate activities

### Key Performance Indicator

Performance will be measured through the following indicators:

1. All Registered Nurses in NSW are practicing effectively within the scope of practice to provide high standard of care to surgical patients.

2. Shifts are sufficiently covered, leaves/absenteeism are well controlled and staff turnover is less with high job satisfaction.
3. Patients and their respective families are satisfied with the level of care given
4. Equipment are checked on regular basis and recommended changes to be made to relevant authorities when the need arises for repair or replacement.
5. Patient record on PATIS are updated regularly and quality reports are generated and provided within the agreed timelines.
6. Continuity of professional development for staff, regular monitoring of performance and attendance to enable quality service delivery.
7. Contributions to corporate requirements met.

### **Person Specification**

In addition to a Bachelor of Nursing (or equivalent) 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**

1. Supervisory experience with exposure to surgical or similar work environment
2. Working knowledge of curative, therapeutic, management and rehabilitative of patients and how this functions is achieved through the nursing activities.
3. Broad knowledge and experience on quality improvement systems and their implementation
4. Understand the applicable legislation or policies/ procedures with regards to the Nursing Act (2011), other Ministry of Health and Medical Services polices, the Constitution of Fiji and other applicable employment legislations and acts.

### **Skills and Abilities**

1. Proven ability to effectively manage a unit
2. Demonstrated the ability to work in a multidisciplinary team, providing good leadership and team work to achieve set goals.
3. Ability to communicate effectively with an excellent report writing skills.
4. Capacity to utilize computer programs to support the operations of the unit.
5. Service oriented approach with the commitment to support the corporate environment of the organization.

### **Personal Character**

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

<b>Role</b>	Nurse Unit Manager
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Location:</b>	Women's Medical Ward, CWM Hospital
<b>Unit/Division:</b>	Nursing Unit
<b>Duration:</b>	5 years
<b>Reports to:</b>	Deputy Director Nursing- West wing
<b>Subordinates</b>	Team Leaders, Registered Nurses, Allied workers, Medical nursing interns, Nursing students

### Position Purpose

The purpose of the position is to identify, implement and promote the vision and mission of the Ministry of Health and clinical services in providing quality patients care services derived from the Nursing Business Plan and Individual Work Plan. To manage, control and coordinate the functional nursing duties i.e. the resources in the ward for the deliverance of the quality nursing care to the patients.

### 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. Supervision and monitoring attendance of team leaders, registered nurses and other allied workers.
2. Accountable for managing of ward inventory stocks and safe working environment for the staffs and patients in the ward.
3. Submit names of registered nurses for workshops to Deputy Director of Nursing – West Wing.
4. Collate and provide quarterly and annual reports of the ward.
5. Ensure that the ward has a training plan in place.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Monthly monitoring and evaluating of registered nurses attendance and punctuality in the daily attendance book.
2. Assess annual performance and provide clinical audits, hence to ensure the safety of nurses, patients and relatives by supervising health housekeeping at ward levels.
3. Ensure of the availability of updated stock, consumables documenting of inventories monthly.
4. Collate and provides monthly, quarterly and annual reports to analyse patients data to determine trends and future forecast of budgeting ward inventory and operational costs at ward level.

### Person Specification

In addition to a Bachelor of Nursing (or equivalent) 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

1. Supervisory experience with exposures to general or similar nursing environment

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

### **Skills and Abilities**

1. Demonstrated ability to effectively work and lead within a team environment
2. Must possess sound analytical and problem solving skills in resource-constrained environment.
3. Ability to use Microsoft Applications and any Health related computer application
4. Demonstrate the ability to instruct, direct, motivate and evaluate staff.
5. Service oriented approach, with a commitment to supporting the operational/corporate 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.

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# MOHMS 236/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Nurse Unit Manager
<b>Salary Band:</b>	Band H
<b>Salary range:</b>	\$ 34,760.31 -\$44,564.50 per annum
<b>Location:</b>	Sukuna Ward, CWM Hospital
<b>Unit/Division:</b>	Nursing Unit
<b>Duration:</b>	5 years
<b>Reports to:</b>	Deputy Director Nursing - West Wing, CWM Hospital
<b>Subordinates:</b>	Registered nurses, Medical orderlies, and Ward assistants, attendant.

### Position Purpose

The purpose of the position is to direct, organize and supervise the work of the nursing staff, medical orderlies and ward assistant that works under my care. Also we coordinate nursing efforts to ensure that effective nursing care is being provided and that quality standards are met.

### Key Responsibility

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. Manage and provide clinical supervision for registered nurses, medical orderlies and ward assistants, to provide quality care to patients admitted in the unit.
2. Provide nursing/clinical leadership and guidance to ensure health services are delivered as per approved plans, policies, guidelines, decrees and that staff work within their scope of practice and meeting nursing standards/ competencies.
3. Provide family conference with patient (admitted in stress ward), patients close relatives and social worker.
4. Provide work schedules, delegate assign tasks and evaluate staff performance as well as counselling those staff that don't provide inadequate patient care.
5. Ensure that the ward is well stock with resources required (medications, consumables).
6. Ensure that all high risk cases admitted in stress management ward are well monitored by nurses and medical orderlies as per protocol.

### Key Performance Indicator

Performance will be measured through the following indicators:

1. Ensure that all staff are working effectively within the scope of practice to provide high standard of health care services to patients and carers. ( including develop and review IWPs, provide APA, develop suitable and appropriate monthly rosters, ensure staff provide evidence of re-license, occupational therapy schedules, mentor and support staff with regular meeting.
2. Ensure updated stock take and consumables are completed on weekly basis and ordering of drugs on daily basis (any damage equipment to be sent to biomedical for repair).
3. Provide regular supervision, mentoring and training session with staff, to ensure that policies, procedures, guidelines, and decree are followed to meet approved standard.( also ensure staff are aware of training opportunities and CPD requirements).
4. Demonstrate positive communication in all interactions with staff, patients (especially stress ward patients) and stakeholders and provide regular updates to Psychiatric team on daily basis/quarterly.
5. Ensure that data's are collected at time of service (accurately) and is reported monthly.

## **Person Specification**

In addition to a Bachelor of Nursing (or equivalent) 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**

1. Supervisory experience and exposure at the medical, stress wards or similar work environment
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.

### **Skills and Abilities**

1. Demonstrated ability to effectively work within a team
2. Must possess sound analytical and problem solving skills in resource constraints
3. Ability to use Microsoft Applications and any Health related computer application
4. Demonstrate the ability to instruct, direct, motivate and evaluate staff.
5. Service oriented approach, with commitment to supporting the operational area 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.

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**Ministry of Health & Medical Services**  
**Role Description**

**Corporate Information**

<b>Role:</b>	Nurse Unit Manager
<b>Salary Band:</b>	Band H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Location:</b>	Operating Theatre, CWM Hospital
<b>Unit/Division:</b>	Nursing Unit/ Surgical Operating
<b>Duration:</b>	5 years
<b>Liases With:</b>	Medical Superintendent, Manager Nursing Services, Fiji Pharmacology Biomedical Services, Bio Med, Heads Of Departments , e.g. Pharmacy, Dental, Dieticians
<b>Reports to:</b>	Wing Matron/Manager Nursing Services
<b>Subordinates:</b>	Team Leaders, Registered Nurse, Trainees Nurses, Ward Assistant, Anaesthetic Attendants, Orderlies, Central Sterile supply department attendants and cleaner servant.

**Position Purpose**

The purpose of this position is to promote efficiency in the leadership, supervision and evaluation of the nursing standard through monitoring of nursing standard, identify, plan, organize, manage and provide sound leadership to the nursing staff, student nurses, and ward assistant, to deliver quality care of patients and to coordinate the functional activities of the nursing duties in the daily management operation of the unit. To manage and control the resources in the unit for the provision of safe, efficient and effective quality care to our surgical patients.

**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. Manage, supervise and organize the daily operational activities of the operating theatre staffs (including: planning on nurses leaves entitlements accordingly to ensure consistency of unit coverage)
2. Ensure that resources requirements (equipment, drugs, and consumables) are met to provide surgical health services effectively.
3. Provide nursing/clinical leadership and guidance to ensure surgical health services are delivered as per approved plans, policies, guidelines, and that staffs work within their scope of practice and meeting nursing standards/competencies.
4. Maintain continuous improvement by collecting and providing data and other reports to monitor the surgical health service progress.
5. Provide counselling session unit meetings to improve quality services and capacity building.

**Key Performance Indicators**

Performance will be measured through the following indicators

1. Ensure that all staffs are working effectively within scope of practice to provide surgical services to those who needs it. (including: develop and review IWPs, provide APA, develop suitable and appropriate monthly rosters, ensure that staffs provide evidence of annual re-licence, allocate and

draft visiting team attachments and outreach schedules, mentor and support staffs with regular meetings.

2. Ensure updated stocktake, ordering of drugs and consumables are timely and are completed monthly, also that all equipment is checked daily (any damaged equipment tested and sent for repair).
3. Provide regular supervision, mentoring and training sessions with staff to ensure that policies, procedures, and guidelines are followed to meet approved standards (also ensure staff are aware of training opportunities and CPD requirements).
4. Collate Monthly, Quarterly and Annual Reports. Analyse patients' Data to determine trends and future forecast of budgeting unit inventory and the operational cost at unit level
5. Ensure counselling of unit staffs are properly carried out, and unit meetings are done on a monthly base to improve quality surgical health service.

### **Person Specification**

In addition to a Bachelor of Nursing (or equivalent) 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**

1. Supervisory experience and exposure to an Operating theatre or similar work environment
2. Proven experience and comprehensive understanding of the operating theatre protocols and procedures and registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has sound knowledge and competence on the Mega code or basic life support training, acute Medical and Surgical nursing experience.
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. Demonstrated the abilities to lead supervise and manage the staff in the administration and human resource functions of the unit.
2. Demonstrate quality communication skill on addressing issues, conflict managements/resolution and motivating staff at different levels from different background
3. Ability to utilize computer programs in generating reports, correspondence, updating records
4. Has the ability to teach, train, mentor the subordinates on any new policies, guidelines and support the continuous professional development of nurses.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

#### **Personal Character and Eligibility**

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## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Nurse Unit Manager
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Location:</b>	Special Outpatient Department, CWM Hospital
<b>Unit/Division:</b>	Nursing Unit
<b>Duration:</b>	5 years
<b>Reports To:</b>	East Wing Deputy Director of Nursing
<b>Liases with:</b>	Consultants, Registrars, NUMs of the Hospital, GPs
<b>Subordinates:</b>	Registered Nurses, student nurses & Ward Assistants

### Position Purpose

The purpose of the position is to provide overall management and clinical supervision of nursing practice (special outpatient) to ensure a safe and effective environment for the delivery of optimal quality nursing care, in accordance with the standard, scope of nursing practice and national nursing standards.

### 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 and manage nurses of the SOPD and act as a resource to advice, 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.
2. Manage the adherence to Regulations 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 through the Nursing Advisory Committee.
3. Effectively manage resources and the environment of care and ensure provision of safe, efficient and effective special outpatient services.
4. Ensures effective records management including the Patient Information System (PATIS) and management of patient's folder.
5. Coordinate efficient and effective management of the unit 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 Intensive care nursing, 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. Maintain compliance and adherence to legislative framework, agreed scope of practice and timeframes of the nursing service deliverables and plans.

2. Manage and maintain an effective and efficient record 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 management, professional development, and regular monitoring of staff performance and expected outcomes, and attendance to enable business continuity, and delivery of quality services.
4. Efficient and timely management of resources, budgetary allocations, and assets that support meeting hospital work plans, department objectives and budget restraints.

### **Person Specification**

In addition to a Bachelor of Nursing (or equivalent) 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. Supervisory experience and exposure to any SOPD or similar work environment
2. Proven experience and comprehensive understanding of the operating theatre protocols and procedures and 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.

#### **Skills and Abilities**

1. Ability to lead in a multidisciplinary team environment
2. Capacity to utilise computer programs to support the operations of complex organisation;
3. Possess strong customer service skills with good command of spoken and written communication skills
4. Has the ability to teach, train, mentor the subordinates on any new policies, guidelines and support the continuous professional development of nurses.
5. Service oriented approach, with a commitment to supporting the operational/corporate 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.

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**Ministry of Health & Medical Services**  
**Role Description**

**Corporate Information**

<b>Role:</b>	Nurse Unit Manager
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Location:</b>	Coronary Care Unit and CATH LAB, CWM Hospital
<b>Unit/Division:</b>	Nursing Unit
<b>Reports to:</b>	East Wing Deputy Director of Nursing
<b>Liases with</b>	Cardiologist, Physicians, NUMs, DDON
<b>Subordinates</b>	Team Leader, Registered Nurses & Ward Assistants

**Position Purpose**

The purpose of the position is to provide overall management and clinical supervision of Nursing Practice to ensure a safe and effective practice environment that supports the management of patient flow through the Coronary Care and CATH LAB units.

**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. Collaboratively works with visiting teams in providing specialized coronary nursing service in conformity to the Scope of Practice, the Fiji Nursing standards, Fiji Nursing Policies, National & institutional policies & guidelines and clinical procedural guidelines.
2. Provides clinical leadership and guidance in the management of the Coronary Care Unit and acts as a resource to advise, educate and support those involved in the care of the patient.
3. Effectively procure and manage resources and the environment of care and augments safe, efficient provision of quality care.
4. Ensures effective records management including the Patient Information System (PATIS) and documentation including nursing care plans are updated as per guideline/policy.
5. Coordinate efficient and effective management of the ward and nursing workforce 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 critical cardiac nursing, 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. Maintain compliance and adherence to professional coronary nursing practices, compliant with the legislative framework and agreed scope and timeframes of the nursing service deliverables and plans.
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 management, professional development, and regular monitoring of staff performance and expected outcomes, and attendance to enable business continuity, and delivery of quality services.
4. Efficient and timely management of resources, budgetary allocations, and assets that support meeting hospital work plans, department objectives and budget restraints; including ongoing contribution to coronary nursing care sustainability.

### **Person Specification**

In addition to a Bachelor of Nursing (or equivalent) 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**

1. Supervisory experience and exposures at any Coronary Care Unit and Cath Lab or similar working environment.
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.

### **Skills and Abilities**

1. Demonstrated ability to provide leadership and work effectively within a team environment
2. Must possess sound analytical and problem solving skills in resource constraints
3. Must have good communication skills and possess a good command of spoken and written English
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

### **Personal Character and Eligibility**

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# MOHMS 240/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Team Leader Public Health
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Location:</b>	Labasa Health Centre
<b>Duration:</b>	5 years
<b>Report To :</b>	Sub Divisional Nursing Manager
<b>Subordinates:</b>	Registered Nurses

### Position Purpose

The role of the position contributes to planning, organizing, staffing directing, controlling, regulating and reporting to ensure that high quality of care is delivered in the Health Centre as required by the Ministry of Health and Medical Services.

### Key Responsibilities

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

1. Leads the process to develop, support, implement, monitor and evaluate the nursing business plans to ensure public health nursing services are provided to meet expected targets and outcomes of the mission and vision of the Division and Ministry of Health & Medical Services.
2. Promote a culture of continuous quality improvement through the use of audit, patient/client feedback and reflection on practice by self and other members of the team.
3. Supervise, monitor, evaluate and assist in planning, coordinating the team activities, management of team member's performances.
4. Organize staff development and deployment.
5. Maintain proper recording and reporting system.
6. Promote and maintain an effective and efficient management of drugs, Vaccine, equipment and stores.
7. Collaborate with community stakeholders and facilitate Outreach programs and support the implementation of health promotion Activities.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure reports are submitted with agreed times frames and meet the standard reporting requirements including analysis of data and any recommendations for improvement
2. Effective and timely management and regular monitoring of team members' performances and attendance to enable business continuity and delivery of quality service.
3. Maintain effective and efficient management of equipment, drugs, vaccines, stores and infrastructure.
4. Ensure 95% coverage of Immunization through effective and efficient EPI program

(Expanded immunization Program with regards to availability and accessibility of safe and potent vaccines).

### **Person Specification**

In addition to a Diploma in Nursing and Post Graduate Certificate in Public Health Nursing or equivalent, registered with a valid annual practicing License with the Fiji Nursing Council, the following knowledge, Experience, skills and abilities are required for the successful performance of the role of the position.

### **Knowledge and Experience**

1. Five (5) years of Public health nursing experiences with advanced nursing assessment skills with the following list of training: IMCII Foot Assessment/ PLSI Blue Book! NCD Toolkit Trained / inventory Management Trained! Pap smear / MH Gap! TB Trained/ Family Health Trained EPI
2. Knowledge of primary health care and health promotion concepts
3. Experience in nursing core competencies in the clinic and Community Health related activities
4. Understanding of need for staff development via training and approaches to effective staff management
5. Experience in supervisory role in a nursing environment or similar
6. Understanding the Nursing Decree 2011 in conjunction with the Fijian constitution 2013.

### **Skills and Abilities**

1. Effective nursing development core competencies skills, delivery and evaluation skills.
2. Demonstrated ability to effectively work within a team;
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Supervisory, Counselling and coaching skills
5. Service oriented approach, with a commitment to supporting the operational nursing services and corporate environment of the MOH & MS organisation.
6. Demonstrated ability to maintain confidentiality within and outside the organization.
7. Demonstrated ability to follow guidelines and meet deadlines, in particularly with regards to Public health program and other human resource administrations activities.

### **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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# MOHMS 241/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Executive Officer
<b>Salary Band:</b>	Band E
<b>Salary Range:</b>	\$19,041.75 - \$24,412.50 per annum
<b>Location:</b>	Keiyasi Health Centre, Navosa
<b>Duration:</b>	3 years
<b>Report To :</b>	MO In charge, SDMO Navosa, DMO Western Health Services
<b>Subordinates:</b>	CO,GWEs – Driver, Cleaners,Cooks,Recorder,Labourer.

### 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 health facility.

### Key Responsibilities

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

1. The position is responsible for providing support in the various human resource functions, which include recruitment, staffing, training and development, performance monitoring and employee counselling.
2. It provides advice and assistance to supervisors and staff. This may include information on training needs and opportunities, job descriptions, performance reviews and personnel policies of the division.
3. The position coordinates the government wage earners recruitment process. Provides advice and support to supervisors and staff selection and ensures that they have accurate and timely information in order to make effective decisions.
4. Monitor daily attendance for health facility office employees
5. Provide advice and recommendations on disciplinary actions
6. Prepare & provide monthly returns (establishment for both Government Wage Earners & Line positions), Quarters return & Absence & late arrival.
7. 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 administration, human resources and general services are delivered within agreed timeframes are compliant with specific standards.
2. All reports are submitted within the agreed timeframes and meet the standard reporting requirements.
3. Effective and timely supervision of staff activities and performance to ensure Individual Work Plans are met.
4. Active participation in corporate activities of the Ministry

### Person Specification

In addition to a diploma in Human Resource Management, Public Administration, Industrial and Employee Relations (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

### **Knowledge and Experience**

1. Proven understanding and experience of administration work or similar
2. Advanced computer literacy, in particular use of Microsoft Applications.
3. Knowledge and Experience in facilitating adherence to the Health and Safety at Work Act and its related regulations and policies
4. Experience in supervising a team.
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

### **Skills and Abilities**

1. Demonstrated ability to effectively work within a team and to meet agreed timelines
2. Highly developed organizational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to utilize computer programs to support the daily operations
4. Service oriented approach with a commitment to supporting the operational/corporate 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.

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## Ministry of Health & Medical Services

### Role Description

#### Corporate Information

<b>Role</b>	Driver
<b>Salary Band</b>	Band B
<b>Salary Range</b>	\$5.37-\$6.89 per hour
<b>Location</b>	Savusavu Hospital
<b>Unit/Division</b>	Transport Unit
<b>Duration:</b>	3 years
<b>Reports to</b>	Administrative Officer/ Transport Officer
<b>Subordinates</b>	Nil

#### The Position

The position ensures provision of all approved requests with reliability and safe driving services to the patients and staff whilst maintaining integrity with a sense of confidentiality and responsibility.

#### Key Responsibilities

The position will achieve its purpose through the following key responsibilities

1. Transport officials in a safe, timely and effective manner whilst on official duty
2. Maintain the vehicle in good working condition
3. Ensure that vehicle documentation, recordings and reports are in order
4. Plan and facilitate all vehicle runs with due economy and according to transport regulations
5. Actively contribute to all corporate requirements of the Ministry.

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. Passengers reach respective destinations safely and with comfort within agreed time of travel
2. Timely submission of vehicle records such as running sheets, maintenance and accidents reports
3. Maintenance and daily cleanliness of vehicle ensuring excellent working condition
4. Active participation in corporate activities of the Ministry

#### Selection Criteria

##### The Person

In addition to the completion of secondary school qualification or similar with a valid driving license classifications 4 & 6 and a valid Defensive Driving Certificate. The following knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### Knowledge and Experience

1. Experience in a similar work environment
2. Good knowledge on vehicle maintenance, cleanliness and transport rules & regulations
3. Basic knowledge of Occupational Health and Safety
4. Understanding of Fijian Constitution (2013) and applicable transportation laws of Fiji;

#### Skills and Abilities

1. Ability to drive safely and comply with instructions
2. Good communication skills both verbal and written
3. Ability to work effectively with a team
4. Ability to plan and manage daily work effectively
5. Good customer service skills with a service-oriented approach and commitment to supporting the operational and corporate 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.

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## MOHMS 243/2021



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role</b>	Driver
<b>Salary Band</b>	Band B
<b>Salary Range</b>	\$5.37-\$6.89 per hour
<b>Location</b>	Central Health Services
<b>Unit/Division</b>	Transport Unit
<b>Duration:</b>	3 years
<b>Reports to</b>	Executive Officer/ Transport Officer
<b>Subordinates</b>	Nil

#### The Position

The position ensures provision of all approved requests with reliability and safe driving services to the patients and staff whilst maintaining integrity with a sense of confidentiality and responsibility.

#### Key Responsibilities

The position will achieve its purpose through the following key responsibilities

1. Transport officials in a safe, timely and effective manner whilst on official duty
2. Maintain the vehicle in good working condition
3. Ensure that vehicle documentation, recordings and reports are in order
4. Plan and facilitate all vehicle runs with due economy and according to transport regulations
5. Actively contribute to all corporate requirements of the Ministry.

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. Passengers reach respective destinations safely and with comfort within agreed time of travel
2. Timely submission of vehicle records such as running sheets, maintenance and accidents reports
3. Maintenance and daily cleanliness of vehicle ensuring excellent working condition
4. Active participation in corporate activities of the Ministry

#### Selection Criteria

##### The Person

In addition to the completion of secondary school qualification or similar with a valid driving license classifications 4 & 6 and a valid Defensive Driving Certificate. The following knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### Knowledge and Experience

1. Experience in a similar work environment
2. Good knowledge on vehicle maintenance, cleanliness and transport rules & regulations
3. Basic knowledge of Occupational Health and Safety
4. Understanding of Fijian Constitution (2013) and applicable transportation laws of Fiji;

#### Skills and Abilities

1. Ability to drive safely and comply with instructions
2. Good communication skills both verbal and written
3. Ability to work effectively with a team
4. Ability to plan and manage daily work effectively
5. Good customer service skills with a service-oriented approach and commitment to supporting the operational and corporate environment of the organization.

**Personal Character and Eligibility**

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## MOHMS 244/2020



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Assistant Carpenter
<b>Salary Band:</b>	Band B
<b>Salary Range:</b>	\$5.37 - \$6.89 per hour
<b>Location:</b>	Labasa Hospital
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Hospital Services/Labasa Hospital
<b>Reports to:</b>	Supervisor Higher Grade, Hospital Services
<b>Subordinates:</b>	Nil

#### Position Purpose

The position is responsible for providing auxiliary plumbing services at Labasa Hospital.

#### Key Responsibility

This position will achieve its purpose through the following key responsibilities;

1. Assist the carpenter in carrying out assigned duties;
2. Maintain and ensure all working tools are available and in good condition;
3. Ensure the timely provision of materials and tools to the carpenter;
4. Carryout general carpentry work;
5. Prepare scope and quotes for any carpentry work required in the hospital
6. Determine sources of carpentry and complete repairs as indicated or according to job sheets received
7. Ensure cleanliness and OHS compliant work environment is maintained at all times;
8. Actively contribute to all corporate functions of the Ministry as and when required.

#### Key Performance Indicators

Performance will be measured through the following indicators.

1. All assigned duties completed on time, aligned to allocated budget and to accepted standards;
2. Completion of carpentry work in an professional manner
3. All Occupational Health and Safety procedures are followed by all staff and compliant with departmental operational and reporting procedures.

#### Selection Criteria

##### The Person

In addition to the completion of Secondary School qualification or similar with a Trade Certificate in Carpentry & Joinery (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

#### Knowledge and Experience

1. Prior 2 years of experience in general carpentry work in the public sector or corporate environment;
2. Working knowledge on the usage of carpentry tools and machines;
3. Demonstrated ability to carry out general carpentry work
4. Conversant with reading and interpreting plans
5. Sound knowledge and understanding of the Fijian Constitution [2013] and applicable laws of Fiji.

#### Skills and Abilities

1. Ability to effectively work within a team;
2. Demonstrated ability to analyze and contribute to solutions when assisting Carpenter in addressing complex carpentry problems.

3. Time management and ability to work with minimal supervision
4. Able to read & interpret designs for repair and maintenance work
5. Service oriented focus approach, with a commitment to supporting the operational / corporate environment of the organization

**Personal Character & 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 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**

<b>Role:</b>	Assistant Electrician
<b>Salary Band:</b>	Band B
<b>Salary Range:</b>	\$5.37-\$6.89 per hour
<b>Location:</b>	Labasa Hospital
<b>Unit/Division:</b>	Hospital Services
<b>Duration:</b>	3 years
<b>Reports to:</b>	Foreman Hospital Services
<b>Subordinates:</b>	Nil

**The Position**

Assist the Electrician for the effective day to day operations, maintenance and repairs of all Electrical works fixtures, equipment's, operation and backup generators in the Hospital.

**Key Responsibilities**

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

1. Assist the Electrician in coordinating and facilitating all the electrical maintenance within the health facility in terms of its equipment, furnishings, steam operated machine, laundry, lighting fixtures, electrical appliances, generator servicing and all other electrical issues.
2. Assist in the planning of labor requirement, duration and material for assigned work, establishing sequences and methods to be used, inspect maintenance and repair work to ensure compliance with specifications, recommend modifications and requirement changes to facilitate completion of assigned tasks.
3. Actively contribute to all corporate functions of the Ministry.

**Key Performance Indicators**

Performance will be measured through the following indicators:

1. All agreed work schedules are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies.
2. Submission of timely reports detailing achievements to management.
3. Participated in corporate activities of the Ministry

**Selection Criteria****The Person**

In addition to a Trade Certificate in Electrical (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

**Knowledge and Experience**

1. At least 3 years of work experience in a similar working environment
2. Basic knowledge in maintenance, repairs and new installations of Electrical equipment
3. Understanding and experience of electrical wiring and repair of electrical steam operated equipment, generators and pumps, laundry machines, wiring installation and electrical fixtures.
4. Knowledge of Occupational Health & Safety Requirements.

**Skills and Abilities**

1. Ability to detect, analyse and solve electrical faults and breakdown.

2. Ability to perform physical work and repair of underground electrical cabling and laying of new wiring works.
3. Good communication skills, analytical skills, customer services skills and time management skills.
4. Demonstrated ability to work independently or as part of a team.
5. Ability to perform well under a strain environment with minimum supervision.
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

**Personal Character & 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 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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## MOHMS 246/2021



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Kitchen Hand
<b>Salary Band:</b>	Band A
<b>Salary Range:</b>	\$4.60-\$5.90 per hour
<b>Location:</b>	Labasa Hospital
<b>Unit/Division:</b>	Foodservice Unit
<b>Duration:</b>	3 years
<b>Reports to:</b>	Senior Dietician
<b>Subordinates:</b>	Nil

#### The Position

The position assists with the timely preparation and delivery of hygienic and quality meals to inpatients.

#### 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 in the following areas:

1. Maintain the order and cleanliness of the kitchen's facilities up to Food safety and Hygiene standards in cleaning all kitchen surfaces, mop and sweep kitchen floors, put away dishes, pots and pans, organize food, clean out freezers, and remove trash.
2. Ensure the sufficient usage of food supplies and ingredients.
3. Assist line cooks in completing food preparation tasks, from organizing the refrigerator and freezer to chopping vegetables, washing fruit, defrosting meat. They may fully prepare dishes that require little to no cooking, such as salads.
4. Maintain the kitchen in ensuring all appliances and cooking equipment are properly used and maintained.
5. Inventory stock takes of supplies and food, ensuring that the kitchen always has accurate stock of everything.

#### Key Performance Indicators

1. Ensure the proper preparation of food as per the required standards of food preparation.
2. Maintain a hygienic work environment by proper cleaning and storage of utensils, equipment's, machine and working tools.
3. Ensure adequate use of all food supplies and ingredients issued for the day in compliance with Food safety and Hygiene guidelines
4. Contribute to the ministry's corporate functions and activities

#### Selection Criteria

##### The Person

In addition to the completion of Form Six Education or equivalent and any other relevant Catering qualification, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

#### Knowledge and Experience

1. At least a year's experience in catering and foodservice or in a similar work environment
2. All round working knowledge in all areas of foodservice
3. Good knowledge of the standard methods and techniques of safe food preparation
4. Basic knowledge of receptive applicable laws of Fiji.

#### Skills and Abilities

1. Ability to assist cook with the preparation of food to cater for special requests.
2. Ability to communicate effectively both verbal and written
3. Ability to work effectively within a team
4. Customer focus approach with commitment to supporting the operational goals of the organization

**Personal Character and Eligibility**

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