

NEW ADVERTISEMENTS – FIJI SUN 10 JULY 2021

MOHMS 248/2021



Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	Intern Nurse
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Location:	CWM Hospital (70), Lautoka Hospital (60), Labasa Hospital (42)
Duration:	1 year 6 months
Unit/Division:	Nursing
Reports to:	Team Leaders
Subordinates:	Nil

The Position

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

Key Responsibilities

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

1. Deliver safe nursing care and prescribed treatment under the supervision of a Registered Nurse, ensuring that it conforms to national nursing policies, hospital protocols and infection prevention and control guidelines.
2. Ensure a safe environment that is comfortable and is therapeutic for patients and their family in accordance with hospital standards.
3. Work within the hospital policies, the Nursing General Scope of Practice, the Fiji Nursing Council Policies and National Infection Prevention and Control guidelines.
4. Assist with or institute emergency measures for a sudden, adverse development in patients including provision of assistance with special tests and procedures.
5. Maintain professional development through participation in educational programs, reading current literature, attending in service trainings, meeting and workshops to attain the required 20 CPD points for annual licensing including the completion of the Intern Log Book.
6. Maintain accurate documentation of patients' folder including the updates of the Patient Information System.
7. Actively contribute to all corporate requirements of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Full compliance and adherence to professional nursing practices, compliance with legislative framework and agreed scope and timeframes including all ward admissions, Nursing Care Plans are completed within 24 hours of patient admission.
2. All prescribed nursing care including administrations of medications on allocated patients must be completed within the shift.

3. All internal ward transfers and discharges must be updated on the Patient Information System (PATIS) within 24 hours of discharge.
4. All prescribed Intern Log Book activities are completed within the Internship year.

Selection Criteria

The Person

In addition to a Bachelors Degree in Nursing with a Provisional Nursing Registration License Certificate, the following Knowledge, Experience, Skills and Abilities are required for the role.

Knowledge and Experience

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

Skills and Abilities

1. Must have the ability to accurately gather information in a systematic manner in order to determine the nursing needs and assist in the implementation of individualized nursing care plan using the critical thinking skills to maintain the nursing standard during the assessment, planning, implementing and evaluation of nursing care.
2. Must have the ability and skills to advocate for patients' rights and to protect co-workers and patients personal and medical privacy.
3. Exhibit excellent communication skills (verbal, non-verbal & written communication skills).
4. Hardworking and energetic; flexible; adapt easily to change of environment and work schedule with a positive attitude that serves customers by meeting their needs with utmost care & courtesy.
5. Maintain critical thinking skills essential to providing competent dignified patient care that contributes to solution to complex problems, in a resource constrained environment.
6. Demonstrated ability to analyse and service oriented approach, with a commitment to supporting the operational/corporate needs 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 for the job, as these criteria will be considered in assessing the relative suitability of applicants.

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Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	Nurse Unit Manager (1 position)
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	Labour Ward, Lautoka Hospital
Duration:	5 years
Reports to	Deputy Director of Nursing Maternity Unit
Liases with:	Consultants of the Client
Subordinates:	Team Leaders, Registered Midwives, Registered Nurses, Allied Health staffs Medical/Nursing Interns, Medical/Nurse Trainee and Ward Assistants.

The Position

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 services 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 Indicator

Performance will be measured through the following indicators:

1. Ensure that all staff are working effectively within the Scope of Practice to provide nursing care to all patients admitted in Labour Ward including shift reports written and hand over done to the next Shift Charge and Team

2. Ensure updated stock takes and ordering of drugs, consumables are completed monthly and also that all equipment is checked weekly (checking of all equipment, consumable stock and any dangerous drugs counted and tally per shift, 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), entered in the Ward Birth Register to assist the Sister in Charge in the collating of ward monthly report to inform on ward activities is submitted to the DDON Maternity Unit in meeting the targets highlighted in the Business Plan.

Selection Criteria

The Person

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 to any maternity 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, Lautoka 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. Demonstrate ability to lead in a team environment
2. Must possess sound analytical and problem solving skills in resource-constrained environment and at times remote environment.
3. Capacity to utilize computer programs in generating reports, correspondence, updating patient 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

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Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	Nurse Unit Manager (1 position)
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	Children's Ward Lautoka Hospital
Duration:	5 years
Reports to:	Director of Nursing Lautoka Hospital
Subordinates:	Team Leaders, Registered Nurses, Training Nurse, Medical Students, Ward Assistance, Orderlies, Maids

The Position

The purpose of this 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 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's, parent and relatives by implementing quality customer services.

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. Manage Human Resource coverage for 24hrs a day.
2. Coach and monitor subordinates in order to maintain professionalism by following the PSC Code of Conduct, Values and Nurses Code of Ethics.
3. Supervise and assess registered nurses and subordinated 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 and attend meeting as scheduled and provide feedback accordingly
7. Submit reports to Supervisor in a timely manner with evidence to support clinical practice.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Plan and draw up Monthly roster for unit staff and subordinates ensuing 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.

Selection Criteria

The Person

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. Understand the HIV Decree, Child Welfare Decree, Mental Health Decree, the Fijian Constitution (2013) and all applicable laws of Fiji.
4. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of signification change.

Skills and Abilities

1. Demonstrate ability to lead in a team environment
2. Must possess sound analytical and problem solving skills 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

Role:	Nurse Unit Manager (2 positions)
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	Maternity Intensive Care Unit, Lautoka Hospital
Duration:	5 years
Reports to:	Deputy Director of Nursing Maternity Unit
Liases with:	Consultants of the Client
Subordinates:	Team Leaders, Registered Midwives, Registered Nurses, Allied Health staffs Medical/Nursing Interns, Medical/Nurse Trainee and Ward Assistants.

The Position

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 mothers.

Key Responsibilities

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and services 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 that 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 works 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 other reports to monitor the services progress against target, and staffs professional development.

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 risk postpartum nursing care to all patients 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 session/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 is submitted to the DDON Maternity Unit reflecting the activities highlighted in the Business Plan.

Selection Criteria

The Person

In addition to a Bachelor of Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council, a Post Graduate Certificate/Diploma in Midwifery is necessary in addition to the following Knowledge, Experience, Skills and Abilities which is required to successfully undertake this role:

Knowledge and Experience

1. Supervisory experience with exposure to any maternity 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, Lautoka 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. Demonstrate 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 (Patients 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

Role:	Nurse Unit Manager (2 positions)
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	General Shift Supervisor, Lautoka Hospital
Duration:	5 years
Reports to	Deputy Director of Nursing
Liases with:	Consultants of the Client
Subordinates:	Team Leaders, Registered Midwives, Registered Nurses, Allied Health staffs Medical/Nursing Interns, Medical/Nurse Trainee and Ward Assistants.

The Position

The purpose of this position is to manage the staff and resources of the nursing department after hours. Hence this position is responsible for after hours operational management of the in-patient beds and patient flow related functions for the hospital to ensure a safe and effective flow of inpatient admissions throughout the hospital and aims to the access demand.

Key Responsibilities

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

1. Manage of in-patient beds and coordinates with other ward supervisors to organize transfers accordingly, whether internally or externally.
2. Oversee all ward roster after hours and monitor staff attendance and performance to ensure provision of quality nursing care.
3. Maintain a safe and clean working environment for staff, patients/clients and visitors by ensuring compliance with legislations, policies and protocols including health and safety, health care associated infection, risk management and critical incident reporting.
4. Provide overall clinical supervision and guidance for all nurses for different patient conditions and supervise documentation and management of care.
5. Ensure effective records management and documentation including nursing care plans is updated as per guideline/policy.
6. Ensure that nursing staff are performing, and that all delegated activities are met.
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

Key Performance Indicator

Performance will be measured through the following indicators:

1. Timely and quality delivery of service that is in compliance and adherence with nursing practices, 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. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

Selection Criteria

The Person

In addition to a Bachelor of Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council, in addition to the following Knowledge, Experience, Skills and Abilities which is required to successfully undertake this role:

Knowledge and Experience

1. At least 5 years experience of general ward shift supervision
2. Proven experience and comprehensive understanding of the 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.
4. Medical and Surgical nursing experience and accident and emergency experience.
5. Has broad knowledge and experience on quality improvement systems and their implementation.
6. An understanding of the Constitution of Fiji (2013) and applicable laws of Fiji.

Skills and Abilities

1. Must have the ability to accurately gather information in a systematic manner in order to determine the nursing needs and assist in the implementation of individualized nursing care plan using the critical thinking skills to maintain the nursing standard during the assessment, planning, implementation and evaluation of nursing care.
2. Must have the ability and skills to advocate for patients' rights, protect co-workers and clients personal and medical privacy.
3. Exhibits excellent communication skills (verbal, non-verbal and written)
4. Hardworking and energetic, flexible, adapt easily to changes of environment and work schedule with a positive attitude that serves customers by meeting their needs with utmost care and courtesy.
5. Maintain critical thinking skills essential to providing competent dignified patient care that contribute to solutions to complex problems, in a resource constrained environment.
6. Demonstrated ability to analyse and service oriented approach with a commitment to supporting the operational / corporate environment of the organization.

Personal Character and Eligibility

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Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	Nurse Unit Manager (1 position)
Salary Band:	Band H
Salary Range:	\$34,760.74 -\$44564.50 per annum
Location:	Neo-Natal Intensive Care Unit (NICU), Lautoka Hospital
Duration:	5 years
Unit/Division:	Paediatrics Unit / Lautoka Hospital
Reports to:	Deputy Director of Nursing Maternity, Lautoka Hospital
Subordinates:	Clinical Sister NICU, Midwives, Registered Nurses, Ward Assistants

The Position

The position is responsible to the Deputy Director of Nursing Maternity for the leadership and management roles of her subordinates. She is also responsible to the consultant Paediatrics and the team for the safe effective delivery of the care of the pre- term and as well as sick newborns. They need extensive maternity clinical experience, administrative experience, and training in both nursing and management. They also need strong communication skills, diplomacy and the ability to take leadership of any situation.

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. Develop the Neonatal Intensive Care Unit's Business plan that is in line with the Lautoka Hospital Maternity Unit Business Plan.
2. Facilitates the performance agreement with the individual member of the Team ensuring the members of the Team understand their Job description. They are aware of the scope of practice and legal/ethical obligations towards the client, colleague and the profession.
3. Develop the staff schedule in accordance with the Guidelines and Financial Instructions facilitating the efficient employment of the available resources for delivery of patient care activities Plan and execute shift (staff) deployment internally ensuring staffing of clients are related to client acuity levels.
4. Conduct clinical meetings with the members of the Team regularly.
5. Provide the relevant administrative support for the team in order to perform the functions of maintaining the standards of nursing.
6. Document and provide feedback relevant data/information pertaining to staff-welfare and performance, client demand on the services and resource Utilization.
7. Facilitate monitoring of staffs' performance and work behaviour as in accordance to clinical protocols, guidelines, policies, and regulations that are guiding the delivery healthcare.
8. Provide supervision, guidance and support for the registered Nurse and Trainees on the delivery of clinical nursing care for the clients, thus ensuring that such activities are conducted according to the standards, procedures, guidelines and policies

9. Monitor the performance of the staff and maintain records of achievements, progress and under-achievements in order to identify learning gaps for service improvement and training. Ensure proper and meticulous documentation at all time
10. Update patient information system

Key Performance Indicators

Performance will be measured with the following indicators:

1. Ensure that all staff are working effectively within the Scope of Practice to provide intensive neo-natal care to all neo-nates admitted to NICU (including: develop and review IWPs, performance assessment, 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 session/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 is submitted to the DDON Maternity Unit reflecting the activities highlighted in the Business Plan.

Selection Criteria

The Person

In addition to a Bachelor of Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council, a Post Graduate Certificate/Diploma in Midwifery is necessary in addition to the following Knowledge, Experience, Skills and Abilities which is required to successfully undertake this role:

Knowledge and Experience

1. Supervisory experience with exposure to any maternity 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, Lautoka 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. Demonstrate 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 any health related 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

Role:	Sub Divisional Manager Nursing Macuata
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	Labasa Health Center
Duration:	5 years
Unit/Division:	Nursing / Northern Division
Reports to:	Sub Divisional Medical Officer /Director of Nursing Northern
Subordinates:	Nurse Practitioners, Team Leader, Community Health Nurses, Community Health Workers

The Position

The purpose of the Sub-Divisional Manager Nursing is to provide nursing leadership and direction for the community health nursing team in the sub-division through strategic management. The incumbent ensures delivery of quality curative, promotive and protective nursing services at the Labasa Health Center.

Key Responsibilities

The position will achieve its purpose through the following:

1. Overall supervision of registered nurses on the provision of quality nursing care as per the legislations, codes of ethics and conduct, and scopes of practice.
2. Participate in the development of the Unit Business Plan and develop a Unit Nursing Business Plan.
3. Work in collaboration with Medical Officer in Charge of the Health Centre on policy issues for nursing practice and monitor the delivery of nursing services to ensure the practice is congruent with relevant legislation, policies, regulation, guidelines, scope and standard practice.
4. Coordinate and assist with in-service training for all nurses in the subdivision and support career plans and capacity building, including community health worker training program.
5. Support and oversee/supervise effective management of resources such as cold chain equipment, vaccines, drugs, consumables, stationaries and stores in the health center.
6. Monitor accuracy, quality, relevancy and timely documentation and submission of Public Health Information (PHIS) reports from all nurses and community health workers and collate, compile and submit quarterly and Annual Sub Divisional Hospital and Community Health nursing reports to the Sub-Divisional Medical Officer and the Director of Nursing Northern Division.
7. Conduct Annual Performance assessments for all nursing staffs and manage other human resource activities such as leave applications, transfers, postings, staffing needs and disciplinary issues.
8. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

Key Performance Indicator

1. Effective and timely management and regular monitoring of nursing staff performance and attendance to enable the delivery of quality of nursing care within their scopes of practice and legislative requirements.
2. All community nursing plans are delivered within agreed timeframes and compliant with relevant processes, legislation and policies.
3. Quality public health reports including community health worker reports are provided and outcomes are actioned in a timely and effective manner.
4. Minimal stock outs of all items (drugs, vaccines and consumables) through proper stock management processes.
5. Active participation in the corporate activities of the ministry as and when required.

Selection Criteria

The Person

In addition to being registered and licensed with the Fiji Nursing Council, a Bachelor in Nursing or Public Health Nursing qualification with a minimum of 10 years' experience in community/ public health nursing, the following knowledge, experience, skills and abilities are required for the candidate to undertake this role:

Knowledge and Experience

1. Demonstrated knowledge on the legislations, scopes of practice, and government's codes of conduct, FNC code of ethics and conduct, and relevant policies.
2. Proven knowledge and experience in basic management of resources within a unit/team.
3. Knowledge and understanding of the primary health care and health promotion concepts, modern trends in diseases, emerging and re-emerging diseases and their treatment and contemporary issues in community health nursing.
4. Demonstrate knowledge and experience in core nursing responsibilities in community and public health settings.

Skills and Abilities

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

Personal Character and Eligibility

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