

MOHMS 356/2021



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

Particulars of the position

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| Role: | Medical Officer |
| Salary Band: | Band H |
| Base salary & Allowances: | MOCA B: Base: 47,684.02 + On Call Allowance: 7,152.60 + Environmental Allowance 7,152.60 = F\$61,989.23 MOCA C: Base: 47,684.02 + On Call Allowance: 2,384.20 + Environmental Allowance 7,152.60 = F\$57,220.82 |
| Location: | Public Health locations |
| Division: | Public Health |
| Reports to: | DMO, SDMO, PMO, SMO |
| Subordinates: | Other cadres in the Unit |

Overview of the Unit

The Sub Divisional Health Services provides a comprehensive range of public health and primary care services to a population defined in the geographic Medical Area. Public Health Services comprise of activities aimed at improving health and prolonging life of the population through health promotion, disease prevention, rehabilitation and other health interventions. Primary Care Services are mostly clinical primary care outpatient services with special emphasis on preventative care.

The Position

The position supports and assists the Sub-divisional Medical Officer and is responsible for the administration and delivery of high quality primary care services and public health services, including health programs such as Family Health, Non Communicable Diseases, Control of Communicable Diseases, Food and Nutrition, Environmental Health, Oral Health, Health Promotion and Wellness in the subdivision, under the responsibility of the Deputy Secretary for Public Health.

Key Duties

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

1. Implement activities of the Sub –Division by working effectively with the SDMO and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Participate in peer reviews and implement the monitoring and evaluation of Sub Divisional activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for the implementation of public health programs and activities at operational levels within the Subdivision.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improve clinical governance.

6. Undertake education, research activities and some teaching to train and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Implement activities of the Unit/SD according to the plans and working effectively with the Team adhering towards a positive collegiate relationship.
2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

Person Specification

In addition to obtaining an undergraduate medical degree with successfully completed internship and community health service experience, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of evidence-based standards of safe practices in general medicine with interest in the relevant Specialized field of Medicine.
2. Aware of, with some knowledge of, medical and government legislation, policies and medico-legal compliance.
3. Aware of the concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a hospital with limited resources.
5. Experience in resuscitating patients with life-threatening emergencies, participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Good Clinical Skills including procedural skills.
2. Good communication skills.
3. Adequate organizational skills.
4. Able to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to recognize and escalate the care of complex medical problems using evidence based approach with guidance from Specialists.
6. Able to assist in organizing professional development activities (conferences, meetings and workshops) and shows responsibility in personal development and learning new skills.

Selection Criteria

1. Clinically competent with adequate experience in general medicine, having demonstrated interest in the relevant Specialized field of Medicine
2. Effective Officer who can contribute in the unit to maintain patient safety and quality of care.
3. Effective oral and written communicator.
4. Demonstrated ability to collaborate with Stakeholders and Health Advocates.
5. Able to train and support research.
6. A professional who demonstrates the highest values and ethical practice.

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.

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Ministry of Health & Medical Services Role Description

Particulars of the position

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|---|--|
| Role: | Medical Superintendent |
| Salary Band: | Band O |
| Base Salary & Allowance: [MOCA depends on the specialty of the meritorious candidate] | MOCA A: Base Salary: 107,291.10 + On Call Allowance: 26,822.78 + Environmental Allowance 16,093.67 = <u>F\$150,207.54</u> MOCA B: Base Salary: 107,291.10 + On Call Allowance: 16,093.67 + Environmental Allowance 16,093.67 = <u>F\$139,478.43</u> MOCA C: Base Salary: 107,291.10 + On Call Allowance: 5,364.56 + Environmental Allowance 16,093.67 = <u>F\$128,749.32</u> |
| Location: | CWM Hospital, |
| Reports to: | Chief Medical Advisor Permanent Secretary |
| Subordinates: | All staff at the Hospital |

Overview of the Hospital

The Hospital provides a comprehensive range of curative, primary and preventative health services to the residents of the Division. It is the main tertiary referral Centre for Division. In addition, the hospital provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the HOD in the provision of high quality services in the relevant specialized field of Medicine, under the responsibility of the Medical Superintendent, consistent with the values of the Ministry of Health and Medical Services.

Key Responsibilities

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

1. Provide leadership to promote the interest and development of the unit through strategic planning, ensuring cohesion of the overall functions of the unit by working effectively with internal and external stakeholders and maintain positive interpersonal relationships.
2. Undertake clinical responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Lead in peer reviews, monitor and evaluate activities of Unit plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
6. Undertake education, teaching and research activities to train, coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide effective leadership that promotes the interest/development of the Hospital plans and the remodeling plans in the current COVID environment.
2. Monitor and evaluate all activities of the hospital plans to provide effective and efficient services compliant with the relevant legislations, policies, regulations, processes.
3. Ensure that the clinical responsibilities in the hospital or on outreach obtained the best possible outcome and maintained client focus
4. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analysis of data and any recommendations for improvement.

Person Specification

In addition to the following knowledge, experience, skills and abilities, the applicant must have:

A Masters degree in the field of specialty or equivalent qualification **AND** a Registered Specialist by the Fiji Medical Council;

OR

A Masters degree in the field of specialty or equivalent qualification **AND** a Registered Specialist in another country that would be recognized by the Fiji Medical Council.

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe practices in the relevant Specialized field of Medicine and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training with broad clinical experience in the relevant Specialized field of Medicine.
5. Experience working and managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Excellent Clinical Skills including Procedural Skills.
2. Is articulate and able to engage at International and National high level meetings.
3. Strong Organizational Skills.
4. Ability to work within and manage a multidisciplinary team, work under pressure in a resource constrained environment/facility and cope with setbacks.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer expert clinical opinion on a range of problems in the relevant Specialized field of Medicine, taking full and independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Clinical expertise at the level of Consultant in the relevant Specialized field of Medicine.
2. Experienced manager who can supervise a unit to maintain patient safety and quality of care.
3. Articulate presenter at high level meetings.
4. Demonstrated ability to collaborate with stakeholders and Health Advocates.
5. A leader experienced in training, mentoring, coaching and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

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| Role: | Team Leader Public Health |
| Salary Band: | Band G |
| Salary Range: | \$28,605.45 - \$38,140.60 per annum |
| Location: | Namaka Health Centre |
| Unit/Division | Nursing/Western Division |
| Report To : | Sub Divisional Nursing Manager Nadi |
| Subordinates: | Registered Nurses |

The Position

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/duties:

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. Supervise, mentor, train and coach nurses on their roles using the nursing process, referrals and follow-up of individuals, families and communities including upholding of codes of ethics/conduct of both the public service and the Fiji Nursing Council.
3. 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.
4. Supervise, monitor, evaluate and assist in planning, coordinating the team activities, management of team members performances.
5. Organize staff development and deployment.
6. Maintain proper recording and reporting system.
7. Promote and maintain an effective and efficient management of drugs, vaccine, equipment and stores.
8. Collaborate with community stakeholders and facilitate Outreach programs and support the implementation of health promotion activities including immunization.
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. 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 with regards to

availability and accessibility of safe and potent vaccines.

5. Active participation in the corporate activities of the ministry as and when required.

Person Specification

In addition to Bachelor of Nursing and preferably qualification in community/public health with a valid license from the Fiji Nursing Council to practice as a nurse in Fiji, 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 community/public health nursing experiences with advanced nursing assessment skills and other related community/public health nursing training packages like EPI and IMCI.
2. Demonstrated knowledge of primary health care and health promotion concepts
3. Demonstrated knowledge and skills in the use of scope of practice and community health core competencies for nurses.
4. Experience in identifying training needs and facilitate/implement staff development plans.
5. Experience in supervisory role in a nursing environment or similar
6. Proven knowledge of the Nursing Decree 2011, the scope of practice, codes of ethics and conduct for the Fiji Nursing Council and the Public Service and other related legislations. 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. Demonstrated ability to maintain confidentiality within and outside the organization.
6. Demonstrated ability to follow guidelines and meet deadlines, in particularly with regards to Public health program and other human resource administrations activities.
7. Service oriented approach, with a commitment to supporting the operational nursing services and corporate environment of the MOH &MS organization.

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| Role: | Team Leader Public Health |
| Salary Band: | Band G |
| Salary Range: | \$28,605.45 - \$38,140.60 per annum |
| Location: | Lautoka Health Centre |
| Unit/Division | Nursing/Western Division |
| Report To : | Sub Divisional Nursing Manager Lautoka |
| Subordinates: | Registered Nurses |

The Position

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.

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