

# NEW ADVERTISEMENTS – FIJI SUN 04 DECEMBER 2021

## MOHMS 369/2021



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Intern Nurse
<b>Salary Band:</b>	Band E
<b>Salary Range:</b>	\$19,041.75 - \$24,412.50 per annum
<b>Location:</b>	CWM Hospital (40), Lautoka Hospital (26)
<b>Duration:</b>	1 year 6 months
<b>Unit/Division:</b>	Nursing
<b>Reports to:</b>	Team Leaders
<b>Subordinates:</b>	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.

### **Person Specification**

In addition to a Bachelor's 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.

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# MOHMS 370/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

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

### The Position

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

### Key Responsibilities

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

### Key Performance Indicators

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

### Person Specification

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

### Knowledge and Experience

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

**Skills and Abilities**

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

**Personal Character and Eligibility**

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# MOHMS 371/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Head of Nursing & Midwifery
<b>Salary Band:</b>	Band L
<b>Salary Range:</b>	\$67,830.20 - \$86,961.80 per annum
<b>Location:</b>	Headquarters, Dinem House, Suva
<b>Duration:</b>	5 years
<b>Unit/ Division:</b>	Nursing
<b>Reports to:</b>	Permanent Secretary MOHMS
<b>Subordinates:</b>	<ul style="list-style-type: none"><li>• Secretary</li><li>• Nursing Logistics Officer</li><li>• Fiji College of Nursing – Project Officer</li><li>• National Community Health Worker Coordinator</li><li>• Directors of Nursing</li></ul>

### The Position

The position is responsible to the Permanent Secretary for Health and Medical Services for nursing strategic directions, the provision of operational service management mechanisms, development of nursing policies, development of nursing service delivery plans, continuous professional development and supervision, budgetary preparation and review and the overall monitoring and evaluation of the delivery of quality nursing care & services that is aimed to meet the strategic goals and corporate plans of the Ministry of Health and Medical Services.

### Key Responsibilities

1. Provide strategic leadership & direction, delegation and supervision to the nursing leadership team and all relevant nursing institutions of the Ministry of Health & Medical Services.
2. Advise and maintain regular reporting communications directly to the Permanent Secretary on all issues relating to the effective delivery of nursing services to meet agreed nursing standards within the MOHMS.
3. Develop and manage overall nursing workforce developments that is aligned with international standards of nursing ratios to ensure competent workforce and respond to population health needs
4. Plan, monitor and co-ordinate the preparation of the nursing budget to maintain delivery of nursing services and achievement of mandatory professional development.
5. Facilitate the review and update of nursing policies; Code of Conduct/Ethics for Nurses in Fiji, Scopes of practice, Nursing Competencies and Standards of practice in MOHMS and the Fiji Nursing Council.
6. Provide leadership, promote and maintain effective relationships between the nursing body and other health professionals and with Divisional/Sub-divisional Heads to achieve planned health outcomes.

7. Maintain and promote relationships and communication with external partners and organisations (particularly WHO, regional and international donors, regional governments, NGOs, educational institutions) to improve nursing services especially with the Registration authorities of United Kingdom, New Zealand and Australia.
8. Actively contribute to Ministry requirements, including planning, budgeting and corporate Activities.

### **Key Performance Indicators**

1. All nursing strategic and business objectives are developed and achieved in alignment with the Ministry of Health & Medical Services Strategic Plan and expert advice on all nursing service delivery is provided whenever required
2. Relevant national nursing policies, standards, practice guidelines and budget are developed and maintained and its compliance is ensured.
3. Timely and effective management and overall monitoring and evaluation of nursing services in conformity with Nursing legislation and other relevant legislations/policies that enables continuity of quality nursing services and the meeting the operational goals of the Ministry of Health & Medical Services.
4. Relevant nursing research in the nursing fraternity and continuous in-service development is maintained and in alignment with international standards.
5. Effective and timely assessment and review of the overall nursing workforce to meet population health needs and health service needs
6. Active participation in the corporate activities of the Ministry as and when required.

### **Person Specification**

In addition to an advanced university degree, preferably Master Degree in Nursing and/or Midwifery or other relevant qualification, be registered with a valid practicing license and/or be eligible for registration in Fiji, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. Must have 10 years post registration experience in nursing management, governance strategic planning and resource management.
2. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
3. Demonstrated understanding and ability to work successfully in a cross cultural setting
4. Proven understanding on policy development, and a systematic approach to administration and good knowledge of regulatory processes.
5. A good understanding of the range of nursing standards, professional guideline/policies necessary for the provision of quality patient care and health service in Fiji is desirable.
6. Proven experience and comprehensive understanding of the registered nurses and midwives scopes of practice and the Fiji Nursing Decree and Nurses Code of Conduct.

#### **Skills and Abilities**

1. Proven substantial senior management experience and ability to effectively manage a large health workforce to a professional standard reflecting the MOHMS values.

2. Demonstrate ability to translate organisational strategic plan to operational plans and be able to direct, supervise, monitor its implementation process required for the continuous development of the national nursing service.
3. Demonstrated excellent advocacy and negotiation skills to promote organisational objectives in order to achieve effective health services.
4. Demonstrated commitment to maintain professional development to reflect contemporary nursing practice and policy.
5. Strong communication skills, [written and verbal] and a proven capacity to drive change and persuade others on constructive course of actions.

### **Personal Character and Eligibility**

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# MOHMS 372/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Director of Nursing
<b>Salary Band:</b>	Band K
<b>Salary Range:</b>	\$59,945.18- \$76,852.80 per annum
<b>Location:</b>	Northern Health Services
<b>Unit/Division:</b>	Nursing
<b>Duration:</b>	5 Years
<b>Reports to:</b>	Divisional Medical Officer, Northern
<b>Subordinates:</b>	Subdivisional Nurse Unit Managers (NUM) (hospitals and Public Health), Divisional Clinical Nurse Educator (CNE), Nurse Practitioners, Registered Nurses and Community Health Workers

### The Position

To provide leadership and strategic directions to the Nursing Officers who deliver a wide range of community health and clinical nursing services. This position also works to ensure that these services meet agreed nursing competency standards and are delivered according to approved Ministry policies, protocols and scope of practice.

### 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. Lead the process to develop, support, implement and evaluate the Northern divisions nursing business plan, to ensure nursing services are provided to meet expected targets and outcomes under the mission and vision of the division and the Ministry of Health.
2. Develop, maintain and implement nursing policies and guidelines that conforms to current patient safety standards while maintaining compliance with professional and regulatory standards of the Fiji Nursing Council and the Ministry of Health and Medical Services.
3. Monitor and evaluate the overall performance of the community health nursing services including the Community Health program within the Division.
4. Monitor the nursing workforce through supervisory visits to meet professional expectations of performance including overseeing all aspects of the disciplinary process and performance management of Nurse Unit Managers to ensure delivery of quality nursing services.
5. Ensure effective records management including the Public Health Information System (PHIS) and Patient Information System (PATIS) are updated as per guideline/policy.
6. Guarantees continuous quality improvement and compliance with approved standards, policies and protocols related to public health nursing, infection prevention and control guidelines, and other related clinical practice guidelines.

7. Actively contribute to the Ministry corporate requirements, including planning, budgeting, disciplinary and selection activities where required.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Division Nursing Business plans are developed, approved and implemented within the agreed timeframes.
2. Timely and effective monitoring of compliance with public health and hospital focussed policies and guidelines to meet agreed Ministry standards to enable delivery of safe nursing services.
3. Effective and timely management of workforce activities including regular monitoring of senior staff performance, staff discipline and contributions to Ministry corporate activities such as recruitment, posting orders and budgeting activities to enable delivery of quality services.
4. Submission of quarterly and annual reports within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

### **Person Specification**

In addition to being a Fiji registered nurse with a valid practising license, a Bachelor of Nursing degree with a Post Graduate qualification in Leadership/Management and/or other relevant Post Graduate qualifications in Nursing/Public Health, the following knowledge, experience, skills and abilities are required:

### **Knowledge and Experience**

1. At least 5 years' experience in supervisory role and managing a large workforce from diverse backgrounds.
2. Proven experience and comprehensive understanding of the registered nurses and midwives scopes of practice and the Fiji Nursing Act and Nurses Code of Conduct.
3. Has broad knowledge and proven experience on quality improvement systems and the implementation of new systems including managing change for quality improvement.
4. Previous experience in strategic planning and leadership particularly in resource constrained environments.
5. Demonstrated knowledge and experience in responding effectively to natural disasters and public health disease outbreaks.

### **Skills and Abilities**

1. Demonstrated ability to effectively lead teams to achieve planned outcomes and implement change.
2. Demonstrated ability to manage and resolve conflict including negotiation skills with the ability to promote effective communication and collaboration with all teams.
3. Ability to respond and promote new approved methods and principles and be willing to incorporate them into existing nursing practices.
4. Demonstrated ability to report and utilise health information or evidence-based data, and analyse and draft solutions to complex problems to provide quality health care.
5. Service oriented approach with the commitment to supporting the corporate and operational environment of the organization

**Personal Character and Eligibility**

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# MOHMS 373/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Deputy Director of Nursing
<b>Salary Band:</b>	Band I
<b>Salary Range:</b>	\$43,296.63 - \$55,508.50 per annum
<b>Location:</b>	Lautoka Hospital
<b>Duration:</b>	5 years
<b>Unit/Division:</b>	Nursing / Lautoka Hospital
<b>Reports to:</b>	Director of Nursing, Lautoka Hospital
<b>Subordinates:</b>	Nurse Unit Managers, Team Leaders, Registered Nurses, Ward Assistants, Medical Orderlies

### The Position

The Deputy Director of Nursing participates in the Human Resource management of the Nursing workforce and their practice in the General and Specialised Units of Lautoka Hospital, that all applicable policies, clinical practice guidelines and standards are met.

### Key Responsibilities

1. Provide leadership, management and supervision of the General and Specialised Units Nursing workforce to deliver quality health care as per nursing business plan, policies, and guidelines and within the Nursing Scope of Practice.
2. Oversee the compliance to Rules and Regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Legislation (2011), Nursing Guidelines and Scope of Practice for Nurses (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.
3. Ensure efficient and effective management of the nursing workforce of General and Specialised Units are performing, and that all delegated activities are met.
4. Oversee the full implementation of the Patient Information system (PATIS) and the compilation and submission of the General and Specialised Units reports, Annual Performance Assessment (APA) and the Annual licensing practice for nurses.
5. Provide timely and expert advice on all General and Specialised Units nursing workforce matters to senior nursing management.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

### Key Performance Indicators

1. All nursing services are delivered within agreed timeframes, and compliant with relevant processes, legislation and policies.
2. Effective and timely management and regular monitoring of nursing staff performance and attendance to enable the delivery of quality nursing services and effective contribution to all corporate activities of the Ministry.
3. Agreed clinical audit reports of nursing policies and guidelines are conducted in compliance with the specific requirements, and submitted in accordance with the scheduled timeframe.

4. All quarterly, annual reports including PATIS records are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

### **Person Specification**

In addition as a registered nurse with the Fiji Nursing Council. The position holder must have a Bachelor of Nursing with post graduate certificate in management or other post graduate studies relevant to nursing. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

### **Knowledge and Experience**

1. Has strong nursing experience relevant to the position and scope of roles and worked as a Nurse Unit Manager in acute care settings, in any of the 3 divisional hospitals for at least 5 years.
2. Has practical working knowledge on the PSC Code of Conduct and the applicable legislation or policies/procedures with regards to the Nursing Decree (2011), HIV Decree, Child Welfare Decree and Mental Health Decree.
3. Understanding of teams and how to work within a high performing team.

### **Skills and Abilities**

1. Proven management experience and ability to effectively manage a medium size workforce to a professional standard reflecting the MOHMS values.
2. Demonstrated ability to analyses and contribute to solutions to complex problems, in a resource constrained environment.
3. Service oriented approach, with a commitment to supporting the operational / corporate environment and values of the MOHMS
4. Capacity to utilize computer programs to support the operations of the organisation;
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.
6. Demonstrated ability to maintain confidentiality;

### **Personal Character and Eligibility**

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# MOHMS 374/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Nurse Practitioner
<b>Salary Band:</b>	Band I
<b>Salary Range:</b>	\$43,296.63 - \$55,508.50 per annum
<b>Duration:</b>	5 years
<b>Location:</b>	Lodoni Nursing Station, Nausori Health Centre, Suva Health Centre, Naboubuco Nursing Station
<b>Unit/Division:</b>	Nursing/Central Division
<b>Reports to:</b>	Sub Divisional Medical Officer/Director of Nursing Central
<b>Subordinates:</b>	Registered Nurse

### The Position

The purpose of this position is responsible for the effective and efficient delivery of health services and to provide assistance to the supervisor in ensuring that targets in the business plan and the overall organizational objectives are met. It also works in collaboration with other health care professionals within the team to meet the client's needs.

### Key Responsibilities

The position will achieve its purpose through the following key responsibilities/duties; service leadership role, clinical role, professional, and, management roles apart from working with relevant staff and service providers, in accordance with legislative requirements in the following areas:

1. Assists in the management and planning of the daily operation of the health facility to ensure health services are delivered as per approved plans, policies, and guidelines and competently perform within the scopes of practice.
2. Manages individual, family or community health/illness status, maintains good nurse-client relationships, educates and coaches individuals, families and communities to recover from illness, achieve health and wellness.
3. Develops and maintains the nurse practitioner role, directing care, provides leadership in monitoring/ensuring quality of healthcare that is culturally acceptable.
4. Collaborates with the officer-in-charge to ensure that resources requirements (equipment, drugs and consumables) are met to provide community health services effectively.
5. Assists in maintaining continuous improvement in the overall quality of the health care service by the use of collected and analyzed data within the medical area to inform the changes and improvement of the local organizational effectiveness initiatives.
6. Contributes to the workplans, monthly/quarterly/annual reports, non-expendable/consumable maintenance and orders.
7. Prepares/Submits monthly/quarterly/annual reports of; clinical activities reflecting the number of clients seen and managed, number of emergency/specialized referrals; and primary health care activities reflecting and the number of newly diagnosed NCDs, PHC-related community projects/programs, outreaches, screenings, surveys, health education sessions, outbreak and disaster preparedness initiatives.
8. Actively contribute to the corporate requirements of the Ministry.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. All patient management, services and programs effectively and efficiently delivered in compliance with relevant policies, procedures and guidelines.
2. Effective coordination and communication with stakeholders and better coverage in all settings
3. Timely submission of reports within the agreed timeframes and meet the reporting requirements, including any recommendations for improvement.
4. Active participation in the corporate activities of the Ministry as and when required.

### **Person Specification**

In addition to Advance Diploma in Nursing Practice or Degree in Nursing/Post graduate diploma in Nursing with a valid license to practice as a nurse practitioner 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. Demonstrated knowledge of the competencies within the scope of practice of a nurse practitioner
2. Experience relevant to the position and scope of roles and responsibilities.
3. Demonstrated ability working in similar area with sufficient knowledge and skills of advanced primary health care services.
4. Understanding of the applicable legislation or policies / policies and procedures related to the functions, responsibilities of the position, the government and the civil service.

#### **Skills and Abilities**

1. Demonstrate ability to effectively work within a team.
2. Must possess sound analytical and problem solving skills in resource constrained environment.
3. Ability to empower, coach team members, also has good communication and leadership skills.
4. Demonstrate the ability to instruct, direct, motivate and evaluate performance.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

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

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# MOHMS 375/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Team Leader Clinical
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Duration:</b>	5 years
<b>Location:</b>	Nausori Maternity Hospital
<b>Unit/Division:</b>	Nursing / Central Division
<b>Reports to:</b>	Sub Divisional Nursing Manager
<b>Subordinates:</b>	Registered Nurse, Midwives

### The Position

The purpose of the team leader position is to support the Sub Divisional Nursing Manager providing daily clinical leadership in the respective units and ensuring the delivery of high quality nursing care is provided in accordance with legislative requirements and clinical practice guidelines

### Key Responsibilities

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

1. Provide clinical leadership for nurses and professional practice is provided in accordance with legislation, professional standards and clinical practice guidelines.
2. Assist the Sub Divisional Nursing Manager in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity, annual performance assessments including customer service.
3. Supervise and monitor care provided by junior staff and learners and to contribute to the development of relevant policies and ensure accurate documentation and effective communication.
4. Ensures quality interpretation and documentation on assessment findings including escalation of care by using the acquired knowledge and skills to oversee and plan nursing care for the patients and support for immediate families.
5. Effectively facilitates and implements nursing care plans ensuring that it conforms to national nursing policies, facilities internal protocols and infection prevention and control guidelines.
6. Effectively ensures documentation and records management of patients and nursing care plans as per guideline/policy.
7. Actively supports the Sub Divisional Nursing manager to contribute to the Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. All nursing care plans and unit activities are updated and implemented within the agreed timeframes.
2. Effective monitoring of registered nurses activities and performance to ensure individual work plans are achieved.
3. Effective contribution to the delivery of effective monthly CMRIS and Nurses monthly, quarterly and Annual Report and are outcomes are actioned in a timely and manner.

4. Consistent compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained and effective participation on all ministry corporate activities whenever required.

### **Person Specification**

In addition to being a registered nurse with the Fiji Nursing Council with a valid license and possessing a Diploma of Nursing with at least 5 years of hospital nursing experience, holds a Post Graduate Qualification in Midwifery/Public Health with inclusion of the following Knowledge, Experience, Skills and Abilities are required for the successful performance of the role of the position.

### **Knowledge and Experience**

1. Demonstrated ability to work in a similar area with knowledge of management and how these functions are achieved through the nursing activities with 3 to 5 years' experience.
2. Proven experience and comprehensive understanding of the registered nurses Scope of Practice, Fiji Nursing Decree, Nurses Code of Conduct and the Child Welfare Decree.
3. Able to supervise and monitor nursing care provided by subordinates through the acquired knowledge and skills that conforms to the relevant nursing policies and guidelines.
4. Has broad knowledge on quality improvement systems, infection control and experience in the implementation of new systems and introduction of significant change.

### **Skills and Abilities**

1. Ability to provide clinical leadership in teams and work with minimum supervision and with efficient time management skills;
2. Demonstrate ability to actively contribute to ministry requirements
3. Has the ability to teach, train, mentor junior nurses on any new policies and guidelines and to support the continuous professional development of all nurses.
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization
5. Must have good communication skills and to possess a good command of spoken and written English.

### **Personal Character and Eligibility**

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# MOHMS 376/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Sub Divisional Manager Nursing
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Duration:</b>	5 years
<b>Location:</b>	Navua Hospital
<b>Unit/Division:</b>	Nursing / Central Division
<b>Reports to:</b>	Sub Divisional Medical Officer /Director of Nursing Central
<b>Subordinates:</b>	Team Leader, Registered Nurses, Registered Midwives, Ward Assistant, House Keeping Staffs

### 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.

### Key Responsibilities

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

1. Leads the team to deliver the nursing care within the Nursing Scope of Practice standards of clinical competency and ensure that service is of highest quality for the safety and satisfaction of the clients.
2. Ensures efficient and effective management of the nursing workforce, and all delegated activities.
3. Advises and reports to senior nursing and general administrative teams on general resource needs including staffing to achieve standard levels of care.
4. Oversee the full implementation of the Patient Information system (PATIS) and the compilation and submission of General Ward reports, Annual Performance Assessment (APA) and the Annual licensing practice for nurses.
5. Oversee the compliance to Rules and Regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Act (2011), Nursing Guidelines and Scope of Practice for Nurses (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

### Key Performance Indicators

1. Timely and effective nursing care through high percentages of nursing standards during regular audits, low levels of unusual occurrence reports (UORs) and high client/patient satisfaction scores.
2. Sustained high levels of staff satisfaction, managed staff-conflicts, knowledge & skills acquisition of staff, optimal staff-to-patient ratios and shift coverage, and timely submission/execution of delegated activities.
3. Timely submissions of quality quarterly, annual reports including PATIS records, resource and staff needs that meet standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

4. Relevant legislations, rules, regulations, scopes, policies are maintained, staff compliance are ensured and effective contribution to any corporate activities of the Ministry whenever required.

### **Person Specification**

In addition to being registered nurse with the Fiji Nursing Council with a valid practicing license, the position holder must have a Bachelor in Nursing or Bachelor in Public Health Nursing with qualifications in Nursing/ Management/ Public Health/ Midwifery, the following knowledge, experience, skills and abilities are required for the position

### **Knowledge and Experience**

1. At least seven (7) years of experience in clinical general nursing and/or experience at the level of the team leader (TL) in a hospital setting for at least 3 years.
2. Proven knowledge of modern trends in disease patterns, re-emerging diseases and their treatment and contemporary issues in general/community health nursing.
3. Sound knowledge on Infection Control and Quality Improvement systems and their implementations.
4. Proven experience and sound knowledge of the Scope of Practice for Registered Nurses/Midwives, Nursing Act 2011, policies of the Fiji Nursing Council, Civil Service Code of Conduct and Code of Ethics & Conduct for Nurses.

### **Skills and Abilities**

1. Demonstrated ability to effectively manage a sub-divisional hospital, human resource and work performance with minimum supervision.
2. Demonstrated ability to think critically on professional issues and clinical decisions.
3. Ability to work with the multidisciplinary team
4. Good communications skills with the ability to write concise and accurate reports.
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.

### **Personal Character and Eligibility**

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age of 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.

# MOHMS 377/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Clerical Officer – Accounts
<b>Salary Band:</b>	Band C
<b>Salary Range:</b>	\$12,081.69 - \$15,489.35 per annum
<b>Duration:</b>	3 years
<b>Location:</b>	Central Health Services, Tamavua
<b>Unit/Division:</b>	Accounts Unit, Central Health Services, Tamavua
<b>Reports to:</b>	Accounts Officer
<b>Subordinates:</b>	Nil

### The Position

The primary role of the post is to provide effective financial support services, generate & maintain record of commitment and expenditure reports, posting of monthly journal vouchers into Financial Management Information System in a timely manner.

### Key Responsibilities

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

1. Ensure the timely processing of payment vouchers in accordance with financial regulations in a timely manner.
2. Regularly update general ledger and ensure posting are accurate.
3. Conduct reconciliation of Drawing Account on a regular basis.
4. Participate in the corporate activities of the Ministry.

### Key Performance Indicators

1. Efficient and timely processing of payments in accordance with Finance regulations
2. Timely and correct posting of journals
3. Reports submitted in accordance with reporting standards by the due date
4. Active participation in the corporate activities of the Ministry as and when required.

### Person Specification

In addition to the completion of Secondary School Education level or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### Knowledge and Experience

1. Proven experience in similar work environment
2. Practical, working knowledge of an accounting information system
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

### Skills and Abilities

1. Demonstrated ability to plan, organize work schedule effectively;

2. Ability to communicate effectively and work within a team in order to meet strict deadlines.
3. Good analytical skills with an attention for detail and accuracy of data.
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.

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.

# MOHMS 378/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Clerical Officer
<b>Salary Band:</b>	Band C
<b>Salary Range:</b>	\$12,081.69 - \$15,489.35 per annum
<b>Duration:</b>	3 years
<b>Location:</b>	Korovou Hospital
<b>Unit/Division:</b>	Central Health Services, Tamavua
<b>Reports to:</b>	Sub Divisional Medical Officer, Korovou
<b>Subordinates:</b>	Government Wage Earners (GWE's)

### The Position

The position is responsible for the implementation of all Financial, General Services and HR issues within the subdivision.

### Key Responsibilities

1. Provide Human Resource and Finance Support and advice to the subdivision
2. Ensure that support staffs perform all delegated tasks and are met within the given timeframe.
3. Monitor all HR and Admin issues within the Sub Divisions.
  - a. Updating Personal Files according to their leave,
  - b. Submit Absence and Late Arrival returns for the Sub Divisions
  - c. Updating of Monthly reports on Quarters, Vehicle, License Books, Establishment/ Government Wage Earners (GWE) Returns.
  - d. Entering of Timesheets of GWE's & Overtime of Staffs.
4. Ensure the availability of fuels, stores stationeries and rations are in stock.
5. Issuing of Local Purchase Orders (LPO's) upon the Sub Divisional Medical Officer's endorsement to local suppliers and following up on Invoices for payments and submitting of unpaid LPO returns
6. Updating of Commitment & Expenditure Ledgers and process payments for bills (Telecom/ FEA/ Water/ Local Suppliers/ Fuel) and any other services provided in the Sub Division.
7. Prepare Bank Lodgment & daily entering of Cash Analysis daily for timely submission to HQ, issuing of Requisition upon request. 8. Actively contribute to the ministry's corporate functions and activities.

### Key Performance Indicators

Performance will be measured through the following:

1. All agreed administration, finance, 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. All relevant Health facilities in the subdivision are compliant with the Health and Safety at Work Act and its related regulations and policies.

4. Effective and timely supervision of staff activities and performance to ensure Individual Work Plans are met.
5. Active participation in the corporate activities of the Ministry as and when required.

### **Person Specification**

In addition to a Form 7 Pass or equivalent, the officer must have the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

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

### **Skills and Abilities**

1. Demonstrate high level of accuracy and attention to detail;
2. Demonstrated ability to work as a team and to follow instructions and meet targets and timelines;
3. Demonstrated ability to communicate effectively with good listening skills;
4. Ability to analyze situation and act accordingly to provide best practical outcome;
5. Ability to maintain confidentiality and neutrality, in a sensitive environment;
5. Demonstrate ability and efficiency to achieve customer expectations.
6. 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 379/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Clerical Officer
<b>Salary Band:</b>	Band C
<b>Salary Range:</b>	\$12,081.69 - \$15,489.35 per annum
<b>Duration:</b>	3 years
<b>Location:</b>	Dinem House, Headquarters
<b>Unit/Division:</b>	Workforce Learning and Development Unit / Human Resources
<b>Reports to:</b>	Senior Administrative Officer
<b>Subordinates:</b>	Nil

### The Position

To ensure all Human Resource support functions with regard to Workforce Learning and Development Unit and other areas of human resources management are provided in a timely manner

### Key Responsibilities

1. Provide Workforce Learning and Development support functions in a timely manner.
2. Assist with compiling and updating Learning and Development activities in a timely manner.
3. Provide HR assistance to the other units in the department.
4. Actively contribute to all corporate functions of the Ministry.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. All Human Resource support functions with regard to Workforce, Learning and Development is provided in a timely manner in accordance with relevant legislations, policies and guidelines.
2. All assigned responsibilities that cover the administration of learning and development functions are met within the agreed timeframes.
3. Participation in Corporate activities as and when required.

### Person Specification

In addition to a relevant qualification in Human Resource, Business Management, Public Administration, (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to perform the duties of this post:

### Knowledge and Experience

1. An understanding of human resources practices at the work place with some experience is desirable.
2. Experience in the use of Microsoft applications in particular MS Word and MS Excel.
3. An understanding of the Constitution of Fiji, the Employment Relations Act and all applicable work related regulations

**Skills and Abilities**

1. Good Time management skills and to meet tight deadlines
2. Ability to work within a team and contribute to the success of the team
3. Good records management and communication skills, both written and verbal with an attention for detail when communicating internally and with stakeholders.
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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# MOHMS 380/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Consultant
<b>Salary Band:</b>	Band M
<b>Base salary &amp; Allowances:</b>	MOCA A: Base: 103,445.90 + On Call Allowance: 25,861.47 + Environmental Allowance 15,516.88 = F\$144,824.20
<b>Duration:</b>	5 years
<b>Location:</b>	Cardiology Unit
<b>Division:</b>	CWM Hospital
<b>Reports to:</b>	HOD/Consultant or Medical Superintendent
<b>Subordinates:</b>	Chief Medical Officer, PMO, SMO & MO

### 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 Internal Medicine/Cardiology or Medical Superintendent 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 responsibilities.

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 to promote the interest and development of the unit according to the plans agreed to with the Medical Superintendent.
2. Undertake clinical responsibilities in the hospital or on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate all activities of Unit plans 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 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**

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 381/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Chief Medical Officer
<b>Salary Band:</b>	Band L
<b>Base salary &amp; Allowances:</b>	MOCA A: Base: 100,006.07 + On Call Allowance: 25,001.52 + Environmental Allowance 15,000.91 = F\$140,008.50
<b>Duration:</b>	5 years
<b>Location:</b>	Obstetrics and Gynaecology (O&G) Unit
<b>Division:</b>	CWM Hospital
<b>Reports to:</b>	HOD/Consultant or Consultant or Medical Superintendent
<b>Subordinates:</b>	Principal Medical Officers within the Unit

### 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 the 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 Consultant HOD in the provision of high quality services in the relevant specialized field of Medicine, under the responsibility either 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 responsibilities.

1. Provide assistance or leadership and management 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 the HOD 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. Facilitate peer reviews, monitor and evaluate Unit activities and implement corrective measures to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD.
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 assistance to promote the interest and development of the Unit using the plans agreed to by the MS and HOD for clinical specialty.
2. Undertake clinical responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas of Unit plans 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 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; **OR** If not registered as a Specialist, the Applicant must have a Masters degree in the field of specialty or equivalent qualification and be confirmed as qualifying to be recognized as a Specialist 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 and clinical experience in the relevant specialized field of Medicine.
5. Experience working in a level two hospital, 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 and Public Health Skills including Procedural skills.
2. Excellent communication skills.
3. Strong organizational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer clinical opinion on a range of problems in the relevant Specialized field of Medicine, showing some 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 and Public Health expertise at the level of Specialist and should have significant depth of experience in the relevant Specialized field of Medicine.
2. Effective manager who can supervise a unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.

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**

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 382/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Chief Medical Officer
<b>Salary Band:</b>	Band L
<b>Base salary &amp; Allowances:</b>	MOCA A: Base: 100,006.07 + On Call Allowance: 25,001.52 + Environmental Allowance 15,000.91 = F\$140,008.50
<b>Duration:</b>	5 years
<b>Location:</b>	Obstetrics and Gynaecology (O&G) Unit
<b>Division:</b>	Labasa Hospital
<b>Reports to:</b>	HOD/Consultant or Consultant or Medical Superintendent
<b>Subordinates:</b>	Principal Medical Officers within the Unit

### 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 the 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 Consultant HOD in the provision of high quality services in the relevant specialized field of Medicine, under the responsibility either 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 responsibilities.

1. Provide assistance or leadership and management 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 the HOD 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. Facilitate peer reviews, monitor and evaluate Unit activities and implement corrective measures to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD.
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 assistance to promote the interest and development of the Unit using the plans agreed to by the MS and HOD for clinical specialty.
2. Undertake clinical responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas of Unit plans 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 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; **OR** If not registered as a Specialist, the Applicant must have a Masters degree in the field of specialty or equivalent qualification and be confirmed as qualifying to be recognized as a Specialist 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 and clinical experience in the relevant specialized field of
5. Medicine.
6. Experience working in a level two hospital, managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
7. 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 and Public Health Skills including Procedural skills.
2. Excellent communication skills.
3. Strong organizational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer clinical opinion on a range of problems in the relevant Specialized field of Medicine, showing some 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 and Public Health expertise at the level of Specialist and should have significant depth of experience in the relevant Specialized field of Medicine.
2. Effective manager who can supervise a unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.

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**

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 383/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Principal Medical Officer
<b>Salary Band:</b>	Band J
<b>Base salary &amp; Allowances:</b>	MOCA A: Base: 83,254.98 + On Call Allowance: 20,813.75 + Environmental Allowance 12,488.25 = F\$116,556.97
<b>Duration:</b>	5 years
<b>Location:</b>	Internal Medicine Unit
<b>Division:</b>	CWM Hospital
<b>Reports to:</b>	HOD/Consultant, Chief Medical Officer
<b>Subordinates:</b>	Senior Medical Officers & Medical Officers within the Unit

### Overview of the Unit

The Unit provides a comprehensive range of curative, primary and preventative health services to the residents of the Division or Sub division. The hospital can either be the main tertiary referral Centre for the Division or the main district hospital in the sub division. In addition, the unit 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 Consultant 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 Civil Service and the Ministry of Health and Medical Services.

### Key Responsibilities

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

1. Provide assistance to facilitate the implementation of activities of the Unit by working effectively with the HOD 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, monitor and evaluate Unit activities and implement 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 under the guidance and directive of the HOD.
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, 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 assistance to facilitate the implementation of activities of the Unit/SD according to the plans, working effectively with the Team and adheres towards a positive collegiate relationship.
2. Undertake clinical 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 a Post Graduate Diploma in the field of specialty or equivalent and pursuing or completed Masters in the specialty, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Adequate knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Understand 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 and can assist in teaching and training staff.
5. 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. Good Clinical Skills including Procedural skills.
2. Excellent communication skills.
3. Strong organizational skills.
4. Ability 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 assist in solving complex medical problems using evidence-based approach and offer a clinical opinion on a range of problems in the relevant specialized field of Medicine with guidance from Specialists.
6. Able to organize professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

### **Selection Criteria**

1. Advance Clinical competence in the relevant specialized field of Medicine and should have extensive experience in the Specialty.
2. Experienced officer who can contribute in the unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Demonstrated ability to collaborate with Stakeholders and Health Advocates.
5. A Leader experienced in training, mentoring and supporting 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.

# MOHMS 384/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Principal Medical Officer
<b>Salary Band:</b>	Band J
<b>Base salary &amp; Allowances:</b>	MOCA A: Base: 83,254.98 + On Call Allowance: 20,813.75 + Environmental Allowance 12,488.25 = F\$116,556.97
<b>Duration:</b>	5 years
<b>Location:</b>	Internal Medicine Unit
<b>Division:</b>	Lautoka Hospital
<b>Reports to:</b>	HOD/Consultant, Chief Medical Officer
<b>Subordinates:</b>	Senior Medical Officers & Medical Officers within the Unit

### Overview of the Unit

The Unit provides a comprehensive range of curative, primary and preventative health services to the residents of the Division or Sub division. The hospital can either be the main tertiary referral Centre for the Division or the main district hospital in the sub division. In addition, the unit 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 Consultant 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 Civil Service and the Ministry of Health and Medical Services.

### Key Responsibilities

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

1. Provide assistance to facilitate the implementation of activities of the Unit by working effectively with the HOD 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, monitor and evaluate Unit activities and implement 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 under the guidance and directive of the HOD.
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, 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 assistance to facilitate the implementation of activities of the Unit/SD according to the plans, working effectively with the Team and adheres towards a positive collegiate relationship.
2. Undertake clinical 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 a Post Graduate Diploma in the field of specialty or equivalent and pursuing or completed Masters in the specialty, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. Adequate knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Understand 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 and can assist in teaching and training staff.
5. 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. Good Clinical Skills including Procedural skills.
2. Excellent communication skills.
3. Strong organizational skills.
4. Ability 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 assist in solving complex medical problems using evidence-based approach and offer a clinical opinion on a range of problems in the relevant specialized field of Medicine with guidance from Specialists.
6. Able to organize professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

#### **Selection Criteria**

1. Advance Clinical competence in the relevant specialized field of Medicine and should have extensive experience in the Specialty.
2. Experienced officer who can contribute in the unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Demonstrated ability to collaborate with Stakeholders and Health Advocates.
5. A Leader experienced in training, mentoring and supporting 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.

# MOHMS 385/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Principal Medical Officer
<b>Salary Band:</b>	Band J
<b>Base salary &amp; Allowances:</b>	MOCA A: Base: 83,254.98 + On Call Allowance: 20,813.75 + Environmental Allowance 12,488.25 = F\$116,556.97
<b>Duration:</b>	5 years
<b>Location:</b>	Paediatrics Unit
<b>Division:</b>	CWM Hospital
<b>Reports to:</b>	HOD/Consultant, Chief Medical Officer
<b>Subordinates:</b>	Senior Medical Officers & Medical Officers within the Unit

### Overview of the Unit

The Unit provides a comprehensive range of curative, primary and preventative health services to the residents of the Division or Sub division. The hospital can either be the main tertiary referral Centre for the Division or the main district hospital in the sub division. In addition, the unit 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 Consultant 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 Civil Service and the Ministry of Health and Medical Services.

### Key Responsibilities

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

1. Provide assistance to facilitate the implementation of activities of the Unit by working effectively with the HOD 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, monitor and evaluate Unit activities and implement 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 under the guidance and directive of the HOD.
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, 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 assistance to facilitate the implementation of activities of the Unit/SD according to the plans, working effectively with the Team and adheres towards a positive collegiate relationship.
2. Undertake clinical 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 a Post Graduate Diploma in the field of specialty or equivalent and pursuing or completed Masters in the specialty, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Adequate knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Understand 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 and can assist in teaching and training staff.
5. 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. Good Clinical Skills including Procedural skills.
2. Excellent communication skills.
3. Strong organizational skills.
4. Ability 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 assist in solving complex medical problems using evidence-based approach and offer a clinical opinion on a range of problems in the relevant specialized field of Medicine with guidance from Specialists.
6. Able to organize professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

### **Selection Criteria**

1. Advance Clinical competence in the relevant specialized field of Medicine and should have extensive experience in the Specialty.
2. Experienced officer who can contribute in the unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Demonstrated ability to collaborate with Stakeholders and Health Advocates.
5. A Leader experienced in training, mentoring and supporting 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.

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# MOHMS 386/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Senior Medical Officer
<b>Salary Band:</b>	Band I
<b>Base salary &amp; Allowances:</b>	MOCA A: Base: 59,394.10 + On Call Allowance: 14,848.53 + Environmental Allowance 8,909.12 = F\$83,151.74
<b>Duration:</b>	5 years
<b>Location:</b>	Internal Medicine Unit
<b>Division:</b>	CWM Hospital
<b>Reports to:</b>	HOD, Consultant, Chief Medical Officers, Principal Medical Officers
<b>Subordinates:</b>	Medical Officers

### Overview of the Unit

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 the Division and some Pacific Island Countries. In addition, the Hospital provides the main clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training) in Fiji and the Pacific Region.

### The Position

The position supports and assists the Consultant 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 Civil Service and the Ministry of Health and Medical Services.

### Key Responsibilities

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

1. Implement activities of the Unit by working effectively with the HOD 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 unit activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & some medico-legal assessments under the guidance and directive of the HOD
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improve clinical governance.
6. Undertake education, teaching and research activities 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 a Postgraduate Diploma qualification or equivalent in the field of specialty, 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 the relevant specialized field of Medicine and general medicine.
2. Awareness with some knowledge of medical and government legislation, policies and medico-legal compliance.
3. Understand 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. Good 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. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills

### **Selection Criteria**

1. Intermediate Clinical competence in the relevant specialized field of Medicine and should have sound experience in the said specialized field of Medicine.
2. Effective Officer who can contribute in the unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Demonstrated ability to collaborate with Stakeholders and Health Advocates.
5. Ability in training and supporting 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.

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# MOHMS 387/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Senior Medical Officer
<b>Salary Band:</b>	Band I
<b>Base salary &amp; Allowances:</b>	MOCA A: Base: 59,394.10 + On Call Allowance: 14,848.53 + Environmental Allowance 8,909.12 = F\$83,151.74
<b>Duration:</b>	5 years
<b>Location:</b>	Anaesthesia Unit
<b>Division:</b>	CWM Hospital, Lautoka Hospital & Labasa Hospital
<b>Reports to:</b>	HOD, Consultant, Chief Medical Officers, Principal Medical Officers
<b>Subordinates:</b>	Medical Officers

### 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 the Division and some Pacific Island Countries. In addition, the Hospital provides the main clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training) in Fiji and the Pacific Region.

### The Position

The position supports and assists the Consultant 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 Civil Service and the Ministry of Health and Medical Services.

### Key Responsibilities

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

1. Implement activities of the Unit by working effectively with the HOD 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 unit activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & some medico-legal assessments under the guidance and directive of the HOD
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improve clinical governance.
6. Undertake education, teaching and research activities 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 a Postgraduate Diploma qualification or equivalent in the field of specialty, 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 the relevant specialized field of Medicine and general medicine.
2. Awareness with some knowledge of medical and government legislation, policies and medico-legal compliance.
3. Understand 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. Good 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. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills

### **Selection Criteria**

1. Intermediate Clinical competence in the relevant specialized field of Medicine and should have sound experience in the said specialized field of Medicine.
2. Effective Officer who can contribute in the unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Demonstrated ability to collaborate with Stakeholders and Health Advocates.
5. Ability in training and supporting 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.

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