

# POOL ADVERTISEMENTS – FIJI SUN 12 MARCH 2022

## MOHMS 84/2022



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Medical Officer
<b>Salary Band:</b>	Band H
<b>Base Salary &amp; Allowances:</b>	MOCA B: Base: 47,684.02 + On Call Allowance: 7,152.60 + Environmental Allowance 7,152.60 = F\$61,989.23 MOCA C: Base: 47,684.02 + On Call Allowance: 2,384.20 + Environmental Allowance 7,152.60 = F\$57,220.82
<b>Duration:</b>	5 years
<b>Location:</b>	As per the need of the Ministry of Health & Medical Services
<b>Unit/Division:</b>	Public Health Facilities
<b>Reports:</b>	HOD, Consultant, Chief Medical Officers, Principal Medical Officers
<b>Subordinates:</b>	Other cadres in the Unit

#### Overview of the Unit

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

#### The Position

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

#### Key Responsibilities

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

1. Implement activities of the Sub –Division by working effectively with the SDMO and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.

3. Participate in peer reviews and implement the monitoring and evaluation of Sub Divisional activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for the implementation of public health programs and activities at operational levels within the Subdivision.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improve clinical governance.
6. Undertake education, research activities and some teaching to train and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

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

### **Person Specification**

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

### **Knowledge and Experience**

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

### **Skills and Abilities**

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

**Selection Criteria**

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

**Personal Character and Eligibility**

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

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

# MOHMS 85/2022



## 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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# NEW ADVERTISEMENTS – FIJI SUN 12 MARCH 2022

## MOHMS 86/2022



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Supervising Pharmacy Technician
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Pharmacy / CWM Hospital
<b>Duration:</b>	5 years
<b>Reports to:</b>	Senior Pharmacist
<b>Subordinates:</b>	Senior Pharmacy Technician, Intern Pharmacist, Pharmacy Assistant, Pharmacy Attendant

#### The Position

The position is responsible for the management & operation of different units within the pharmacy department and ensures the effective and efficient delivery of high quality & progressive pharmacy service and medicine advice to produce optimum patient outcomes.

#### Key Responsibilities

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

1. Manage and supervise the processes of Inpatient Dispensing, Outpatient Dispensing, Extemporaneous Manufacturing and Clinical Pharmacy ensuring adherence to Good Pharmacy Practice Guidelines
2. Oversee and be responsible for the management of medicine stock including stock take, ordering,
3. Stock rotation, stock replenishment and distribution
4. Monitor unit personnel performance and ensuring staff are performing and achieve agreed outcomes
5. Prepare and submit unit reports
6. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, Human
7. Resource activities when required

#### Key Performance Indicators

1. Quality Pharmacy services and advice are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. All essential medicines are available and accessible to patients
3. Quality reports are provided and outcomes are actioned in a timely and effective manner

4. Effective and timely management of staff performance and outcomes, and regular monitoring of attendance to enable the delivery of quality and timely outputs identified in individual work plans that support the Unit Action Plan activities.
5. Active participation in the corporate activities of the Ministry as and when required.

### **Person Specification**

In addition to a Bachelor of Pharmacy degree (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. At least 4 years' experience as a registered pharmacist
2. Current registration with the Fiji Pharmacy Profession Board
3. Sound knowledge and application of all relevant pharmaceutical laws and policies
4. Understanding and application of basic inventory management

### **Skills and Abilities**

1. Demonstrated ability to effectively manage and lead a team
2. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to use computers to support the daily operations
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

### **Personal Character & Eligibility**

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# MOHMS 87/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Superintendent Medical Imaging Technologist
<b>Salary Band:</b>	Band J
<b>Salary Range:</b>	\$51,132.98 - \$65,555.10 per annum
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Radiology Department / CWM Hospital
<b>Duration:</b>	5 years
<b>Reports to:</b>	Consultant Radiologist
<b>Subordinates:</b>	Senior Pharmacy Officer, Supervising Pharmacy Technician, Intern Pharmacist, Pharmacy Assistant, Pharmacy Attendant

### The Position

The purpose of the position is to support the Hospital business plan through good administration of Radiological Human Resource, Equipment and Consumables.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Effectively manage HR and available resources in carrying out effective and efficient services.
2. Ensure radiological practices are compliant with Radiation Safety standard SOPs, guidelines and protocols.
3. Prepare monthly/quarterly report to CWMH management for the analysis of Radiology department performance.
4. Undertake all requires activities in maintaining equipment and consumables.
5. Actively contribute and participate to Ministry and corporate requirements by attending relevant stakeholder meetings and workshops.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. All Human Resource Management and resources are conducted in compliance with protocols and guidelines.
2. Effective and timely management of practices are delivered on a schedule time.
3. Monthly/Quarterly reports outcomes are actioned in a timely and effective manner.
4. All agreed activities in maintaining equipment and consumables meet specific requirements with business objectives aligned with the Ministry through a scheduled timeframe.



## **Person Specification**

In addition to a Bachelor in Medical Imaging Science, (or equivalent) and licensed under the Fiji Radiation Health Board, and Fiji Society of Medical Imaging Technologist, the person should also possess management qualification. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

## **Knowledge and Experience**

1. At least 15 years work experience in Radiology.
2. Sound knowledge of management and human resources policies and guidelines.
3. Sound knowledge in radiological practices, Safety standards, equipment, protocols and guidelines.

## **Skills and Abilities**

1. Demonstrated good leadership skills to manage people of diverse background and work effectively within a team environment.
2. Excellent communication skills and the ability to tactfully deal with employees within the legislative and policy framework.
3. Demonstrate ability to follow guidelines and set timeframes in particular with HR administrative activities.
4. Demonstrate ability to maintain confidentiality. 5. Capacity to utilise computer programs to support the operations of the organization.

## **Personal Character & Eligibility**

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