

MOHMS 228/2021



Ministry of Health & Medical Services  
Role Description

Corporate Information

<b>Role:</b>	Nurse Unit Manager
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,706.31 - \$44,564.50 per annum
<b>Duration:</b>	5 years
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Labour Ward / Nursing
<b>Report to :</b>	Deputy Director of Nursing
<b>Subordinates:</b>	Team Leader Medical/Nursing Interns, Medical/Nurse Trainees and Ward Assistants

The Position

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

Key Responsibilities

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

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

Key Performance Indicators

Performance will be measured through the following indicators:

1. Assist to Ensure that all staff are working effectively within Scope of Practice to provide Midwifery nursing care to all women admitted in labour ward (shift reports written and handover done to the next Shift Charge and Team)
2. Assist to Ensure updated stock takes and ordering of drugs, consumables are completed monthly and also that all equipment is checked weekly (checking of all equipment's, consumable stock and Dangerous Drugs counted and tally per shifts.)

3. Assist to Provide regular supervision, mentoring and assist in ward training sessions/case review at least monthly with staff to ensure that policies, procedures, and guidelines are followed to meet approved standards (also ensure staff are aware of training opportunities and CPD requirements).
4. Assist to demonstrate positive communication and interactions with staff, clients and stakeholders and provide regular updates to the unit matron at least monthly. Provide Midwifery Support to the Central and Eastern Divisional sub divisional maternity unit by obtaining daily early morning round updates of midwifery activities and give feedback at the unit morning daily handover session. (Ensure timely response is provided and referral with evacuation of cases done appropriately.)
5. Ensure that daily ward activity data is collected (accurately) entered in the Ward Birth Register to assist the Sister in Charge in the collating of ward monthly report to inform on ward activities submitted to the unit matron to assist in meeting the targets of unit Business Plan in line of the CWMH Business Plan targets.

### **Person Specification**

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

#### **Knowledge and Experience**

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

#### **Skills and Abilities**

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

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

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

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

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## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Nurse Unit Manager
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,706.31 - \$44,564.50 per annum
<b>Duration:</b>	5 years
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Maternity Clinical Nurse Educator/ Nursing Division
<b>Report to :</b>	Deputy Director of Nursing
<b>Subordinates:</b>	Team Leaders. Registered Nurses, Medical/Nursing Interns, Medical/Nurse Trainees and Ward Assistants

### The Position

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

### Key Responsibilities

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

## **Key Performance Indicators**

Performance will be measured through the following indicators

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

## **Person Specification**

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

### **Knowledge and Experience**

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

### **Skills and Abilities**

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

### **Personal Character and Eligibility**

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

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## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Nurse Unit Manager
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,706.31 - \$44,564.50 per annum
<b>Duration:</b>	5 years
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Eye Department, West Wing/ Nursing Division
<b>Report to :</b>	Deputy Director of Nursing -West Wing
<b>Subordinates:</b>	Team Leaders. Registered Nurses, Medical/Nursing Interns, Medical/Nurse Trainees and Ward Assistants

### The Position

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

### Key Responsibilities

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

1. Provide operational leadership and manage eye care nurses and nurses of the NGO (PEI) and act as a resource to advice, educate and support nurses to provide high quality nursing care to all patients as per business plan, policies, and guidelines within the eye care nursing and general nursing scope of practice.
2. Manage the adherence to Regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Legislation (2011), Nursing Guidelines and Nursing Scope of Practice for Nurses (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.
3. Coordinate efficient and effective management of the eye care nurses and nursing workforce in the Eye Center (CWMH/PEI) to ensure that all allocated activities are met and annual performance assessments are carried out.
4. Facilitate the provision and maintenance of all resources and consumables are met to provide nursing care effectively, and report on productivity, quality and customer service matrix.
5. Provide positive and open communication with all clients/families that visit eye center as with other Ministry and external stakeholders.
6. Actively participates and ensures the staffs participation in continuous professional development
7. Ensures effective records management including the Patient Information System (PATIS) and documentation including nursing care plans are updated as per guideline/policy.
8. Guarantees continuous quality improvement and compliance with approved standards, policies and protocols related to emergency nursing, Infection Prevention and control guidelines, Disciplinary Guideline and other related clinical practice guidelines.
9. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Timely and quality delivery of service that is in compliance and adherence with midwifery nursing practices, and the legislative framework and agreed scope of nursing practice and plans.
2. Patient records on the Patient Information System (PATIS) are updated regularly and quality reports are provided within the agreed timelines.
3. Professional development of staff, and regular monitoring of staff performance and attendance to enable quality service continuity.
4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceeds expectations

### **Person Specification**

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

#### **Knowledge and Experience**

1. Supervisory experience and exposed to any eye or similar work environment
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change

#### **Specific Skills and Abilities**

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

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

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## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Nurse Unit Manager
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,706.31 - \$44,564.50 per annum
<b>Duration:</b>	5 years
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Supervisor West Wing, / Nursing Division
<b>Report to :</b>	Deputy Director of Nursing -West Wing
<b>Subordinates:</b>	Team Leaders, Registered Nurses, Medical/Nursing Interns, Medical/Nurse Trainees and Ward Assistants

### The Position

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

### Key Responsibilities

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

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

### Key Performance Indicators

Performance will be measured through the following indicators

1. Ensure that all staff is working effectively within the scope of practice to provide high standard of health care services to patients.

2. Ensure that all wards coverage in West wing is maintained in all shifts and ensuring adequate stock of consumables is available.
3. Ensure that the staff attendance and overall report of the Units is reported daily to Deputy Director Nursing of West wing.
4. Coordinate ward conflicts in regards to nurse's performance and patient care, in the absence of Nurse Unit Manager and Deputy Director of Nursing.

### **Person Specification**

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

### **Knowledge and Experience**

1. Supervisory experience with exposure to general nursing working environment.
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change

### **Skills and Abilities**

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

### **Personal Character and Eligibility**

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## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Nurse Unit Manager
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,706.31 - \$44,564.50 per annum
<b>Duration:</b>	5 years
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	New Surgical Ward / Nursing Division
<b>Report to :</b>	Deputy Director of Nursing -West Wing
<b>Subordinates:</b>	Team Leaders, Registered Nurses, Medical/Nursing Interns, Medical/Nurse Trainees and Ward Assistants

### The Position

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

### Key Responsibilities

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

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

## **Key Performance Indicators**

Performance will be measured through the following indicators:

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

## **Person Specification**

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

### **Knowledge and Experience**

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

### **Skills and Abilities**

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

### **Personal Character and Eligibility**

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# MOHMS 396/2021



## 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>	Surgical Unit
<b>Division:</b>	Labasa 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**

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# MOHMS 395/2021



## 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>	Surgical Unit
<b>Division:</b>	Labasa 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.

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.



# NEW ADVERTISEMENTS – FIJI SUN 16 APRIL 2022

## MOHMS 122/2022



### 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>	Obstetrics and Gynaecology Unit
<b>Unit/Division:</b>	CWM, Lautoka and Labasa Hospitals
<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.



## 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 B: Base: 59,394.10 + On Call Allowance: 8,909.12 + Environmental Allowance 8,909.12 = F\$77,212.33
<b>Location:</b>	St. Giles Hospital
<b>Duration:</b>	5 years
<b>Unit/Division:</b>	St. Giles Hospital
<b>Reports to:</b>	MS, Consultant, Chief Medical Officer, Principal Medical Officer
<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 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 duties.

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 & Eligibility**

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

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 124/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Medical Officer
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	MOCA A: Base: 47,684.02 + On Call Allowance: 11,921.01 + Environmental Allowance 7,152.60 = F\$66,757.63
<b>Duration:</b>	5 years
<b>Location:</b>	Paediatrics Unit
<b>Unit/Division:</b>	Labasa Hospital
<b>Reports:</b>	MS, Consultant, CMO, PMO, SMO
<b>Subordinates:</b>	Nil

### 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. 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 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 duties.

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 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, 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.

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# MOHMS 125/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Medical Officer
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	MOCA B: Base: 47,684.02 + On Call Allowance: 7,152.60 + Environmental Allowance 7,152.60 = F\$61,989.23
<b>Duration:</b>	5 years
<b>Location:</b>	St. Giles Hospital
<b>Unit/Division:</b>	St. Giles Hospital
<b>Reports:</b>	MS, Consultant, CMO, PMO, SMO
<b>Subordinates:</b>	Nil

### 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. 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 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 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, 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 & Eligibility**

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

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# MOHMS 126/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Nurse Unit Manager
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,706.31 - \$44,564.50 per annum
<b>Duration:</b>	5 years
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Ante Natal Clinic / Nursing
<b>Reports:</b>	Deputy Director of Nursing - Maternity
<b>Subordinates:</b>	Team Leaders, Registered Nurses, Trainee Nurses Ward Assistants, Medical Orderlies

### The Position

The purpose of this position is to manage the staff and resources of the Ante Natal Clinic (ANC) CWMH. Nurse unit managers coordinates all aspects of operating the wards in Ante Natal Clinic from supervising nursing staff to monitoring patient care with proactive approach to caseload to ensure that practitioner skills are matched to clinical needs and also provides clinical and managerial leadership to subordinates ensuring

### Key Responsibilities

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

1. Manage and supervise staff of the Ante Natal Clinic (ANC) on continuity of Low Risk Care for the antenatal
2. Ensure that resources requirements (equipment, drugs, and consumables) are met to provide nursing care effectively.
3. Provide nursing/clinical leadership and guidance to ensure nursing care are delivered as per protocols, policies, guidelines, and that staff work within their scope of practice and meeting nursing standards/competencies.
4. Provide positive and open communication with all clients/families and members of the communities that attend ante natal clinic (ANC), as well as with other Ministry and external stakeholders.
5. Maintain continuous improvement by collecting and providing data and other reports to monitor the services progress against targets, and staff professional development.

### Key Performance Indicators

Performance will be measured through the following indicators

1. Ensure that all staff are working effectively within Scope of Practice to provide ante –natal nursing care to all pregnant mum attending ante natal clinic (ANC) (including: develop and review IWPs, provide APA, develop suitable and appropriate monthly rosters, ensure staff provide evidence of annual re-license, mentor and support staff with regular ward meetings).
2. Ensure updated stock takes and ordering of drugs, consumables are completed monthly and also that all equipment is checked weekly (any damaged equipment tested and sent for repair).

3. Provide regular supervision, mentoring and assist in ward training sessions/case review at least monthly with staff to ensure that policies, procedures, and guidelines are followed to meet approved standards (also ensure staff are aware of training opportunities and CPD requirements).
4. Demonstrate positive communication and interactions with staff, clients and stakeholders and provide regular updates to the unit matron at least monthly.
5. Ensure that daily clinic activity data is collected (accurately) and a monthly report to inform on clinic activities submitted to the unit matron to assist in meeting the targets of unit Business Plan in line of the CWMH Business Plan targets.

### **Person Specification**

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

### **Knowledge and Experience**

1. Supervisory experience with exposure at any maternity unit or similar work environment.
2. Working knowledge of mother craft, management and how these functions are achieved through the nursing activities.
3. To have sound knowledge of Midwifery scope of practice outlined under the Nursing Decree, OHS policies, CWMH nursing policies, guidelines and regulations that govern the Nurses' practice and code of ethics
4. Understand the HIV Decree, Child Welfare Decree and Mental Health Decree.

### **Skills and Abilities**

1. Demonstrated ability to effectively work within a team
2. Must possess sound analytical and problem solving skills in resource-constrained and at time remote environment.
3. Capacity to utilize computer programs in generating reports, correspondence, updating records
4. Has the ability to teach, coach, mentor the subordinates on any new policies, guidelines Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

### **Personal Character & Eligibility**

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

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 127/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Nurse Unit Manager
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,706.31 - \$44,564.50 per annum
<b>Duration:</b>	5 years
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Paying Ward / Nursing
<b>Reports:</b>	Deputy Director of Nursing - East Wing
<b>Subordinates:</b>	Team Leaders, Registered Nurses, Trainee Nurses Ward Assistants, Medical Orderlies

### The Position

This position provides overall management and clinical supervision for nurses in Paying Ward. It promotes efficient clinical leadership, supervision and evaluation of the nursing standards through monitoring of nursing practice and promotes best practices.

### Key Responsibilities

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

1. Provide clinical leadership and manage nurses in Paying Ward and act as a resource person to advice, educate and support nurses as per business plan, policies and guidelines within the nursing scope of practice.
2. Coordinate the efficient and effective management of the ward and nursing workforce so that all allocated activities are achieved and annual performance assessments are carried out in a timely manner
3. Ensure continuous quality improvement and compliance with approved standards, policies and protocols related to infection prevention and control, human resources and other related clinical practice guidelines.
4. Effectively procure and manage resources and the environment of care.
5. Ensure effective records management including regular update of Patient Information System(PATIS) and the documentation of nursing care plans
6. Actively contribute to the Ministry of Health & Medical Services corporate requirements including planning, budgeting and human resources activities.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely and quality deliver of service that is in compliance and adherence with nursing practices and the legislative framework and agreed scope of nursing practice and plans.
2. Patient records on the Patient information System (PATIS) are updated regularly and quality reports are provided within the agreed timelines.
3. Professional development of staff and regular monitoring of staff performance and attendance to enable quality service continuity.

4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceed expectations.

### **Person Specification**

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

### **Knowledge and Experience**

1. At least five (5) years' continuous experience in a similar role in a hospital setting with some supervisory exposure
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Act and the Nurses Code of Conduct.
3. Has sound knowledge and competence on Advance/Basic Life Support, audit tools to measure nursing deliverables and any other knowledge pertaining to medical and surgical nursing.
4. Has broad knowledge and experience on quality improvement systems and their implementation.
5. An understanding of the Constitution of Fiji and other applicable employment legislations and acts.

### **Skills and Abilities**

1. Proven management experience and ability to effectively manage a medical/surgical ward.
2. Demonstrated ability to provide leadership, manage staff performance and work effectively in a team environment to achieve unit goals.
3. Ability to make professional and timely clinical judgement and decisions
4. Excellent report writing skills and the ability to communicate effectively.
5. Capacity to utilize computer programs to support the operations of the unit.
6. Service oriented approach with a commitment to support the corporate environment of the organization.

### **Personal Character & Eligibility**

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

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 128/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Nurse Unit Manager
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,706.31 - \$44,564.50 per annum
<b>Duration:</b>	5 years
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	East Wing Supervisor / Nursing
<b>Reports:</b>	Deputy Director of Nursing - East Wing
<b>Subordinates:</b>	Team Leaders, Registered Nurses, Trainee Nurses Ward Assistants, Medical Orderlies

### The Position

The purpose of this position is to manage staff and resources of the East Wing of CWM Hospital after hour. This position is responsible for after-hours operational management of the inpatient beds and patient flow related functions for the hospital to ensure a safe and effective

### 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. Management of East Wing In-patient beds and coordinate with other wing supervisors, of the CWM Hospital to organize transfers accordingly whether internally or externally.
2. Oversee all East Wing ward rosters after hours and monitoring of staff attendance and performance to ensure provision of quality nursing care.
3. Maintain a safe and clean environment for staff, patients/clients and visitors by ensuring compliance with legislation, policies and protocols including health and safety, healthcare associated infection, risk management and critical incident reporting.
4. Provide overall clinical supervision and guidance for all nurses for different patient condition and supervise documentation and management of care.
5. Ensures effective records management and documentation including nursing care plans are updated as per guideline/policy.
6. Ensures that nursing staff are performing and all delegated activities are met.
7. Coordinate Ambulance services in retrieving and transferring of patients.
8. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Effective and timely management, and regular monitoring of nursing staff performance and attendance to enable the delivery of quality nursing care.
2. All nursing care plans are delivered within agreed timeframes, and compliant with relevant processes, legislation and policies.
3. Quality reports Shift reports are provided, and outcomes are actioned in a timely and effective manner.



4. Manage and maintain an effective and efficient records on the Patient Information System (PATIS) to ensure timely access of documents and reports.
5. Active participation in the corporate activities of the Ministry as and when required.

### **Person Specification**

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

### **Knowledge and Experience**

6. At least 7 years' experience in a similar role in a hospital setting with some supervisory exposure
1. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
2. Has sound knowledge and competence on the Mega Code & Advance Life Support training with experience in acute Medical and Surgical nursing experience.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
4. Must have good communication skills and to possess a good command of spoken and written English.

### **Skills and Abilities**

1. Proven management experience and ability to effectively manage a busy ward with Medical and Surgical illnesses to a professional standard reflecting the MOHMS values.
2. Demonstrated capacity and experience responding effectively to natural disasters and emergencies.
3. Ability to make sound decisions on timely retrieval of cases and the clearing of bed blocks to cater for surges from the peripheries.
4. Potential in utilizing computer programs to support the operations of complex organization;
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

### **Personal Character & Eligibility**

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

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# MOHMS 129/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Nurse Unit Manager
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,706.31 - \$44,564.50 per annum
<b>Duration:</b>	5 years
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Clinical Nurse Educator / Nursing
<b>Reports:</b>	Director of Nursing through Deputy Director of Nursing - East Wing
<b>Subordinates:</b>	Team Leaders, Registered Nurses, Trainee Nurses Ward Assistants, Medical Orderlies

### The Position

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

### Key Responsibilities

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

1. Work with the respective Nurse Unit Managers in order to identify training needs for the unit and implement training plan accordingly by supporting the development of all nursing staff in CWMH
2. Deliver and manage mandatory clinical support to new and existing nurses to improve standards in areas of clinical handover, equipment checking and maintenance, maternal and child health resuscitation and patient safety.
3. Assessment of nurses using clinical competencies and establish audit and quality improvement in areas such infection and prevention control, national nursing standards (NNS), Mega Code and Basic/Advance Life support, Triage and Red flag criteria to recognise and respond to clinical deterioration of patients.
4. Provide progressive reports to the Director of Nursing (DON) on training delivered and staff development, activities, outcomes and other developments along with recommendations for improvements and future programs.
5. Provide high level, positive and open communication with nursing staff at CWMH on training needs and other developmental activities within the Ministry and external stakeholders.
6. Provide continuous improvement and updating of clinical competency records for new Intern/Registered Nurses to support the need of the Hospital (CWMH) and the Fiji Nursing Council.
7. Manage all training resources/equipment of the unit to ensure that key deadlines are met and actively contribute to all clinical requirements of CWMH including planning, budgeting and selection activities (training package) required.
8. Promotes research activities as an integral component of staff development and education programmes

## **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Provide and implement training plan to support staffs need in terms of professional development.
2. Ensure policy and procedures for staff development and training administration, management and evaluation are implemented, monitored and reviewed.
3. Provide reports detailing learning outcomes, audit result and other improvement in CWMH
4. Submit monthly report on provision of regular supervision, mentoring and training of staffs to ensure that policies, procedures and guidelines are followed to meet approved standards (CPD requirements, competencies, in-service and provide monthly audits of existing tools.
5. Demonstrate quality communication skills addressing clinical issues to promote best practices through staff development and education ensuring optimal patients outcome.
6. Update clinical records/log book, CPD points (weekly/monthly), implementation of continuous quality improvement in CWMH through training, supervision and mentoring.

## **Person Specification**

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

### **Knowledge and Experience**

1. At least five (5) years' experience in any role which involves teaching would be desirable.
2. Demonstrate understanding of adult learning principles, policies/procedures and approaches to effective staff training and development.
3. Have a sound knowledge of all Nursing Scope of Practice outlined under the Nursing Act (2011), Unit protocols, nursing policies and guideline.
4. Experience in developing, delivering and evaluating training staff development programs and reporting to management on application of learning outcomes and required improvements.

### **Skills and Abilities**

1. Demonstrated knowledge and application skills required for this position. This includes knowledge and understanding of appropriate legislation, equipment, policies and procedures.
2. Demonstrated ability to lead and develop a diverse team or effectively work within a team.
3. Demonstrated ability to analyse and contribute to solutions to complex problems in a resource constrained environment,
4. Demonstrate quality communication skills on addressing clinical issues, conflict management, resolution and motivating staff at different levels for different background and experience.
5. Excellent communication and interpersonal skills including demonstrated experience in liaising with a wide range of internal and external stakeholders.
6. Through the use of the organisational processes ensure that all administration documentation requirements are initiated and completed within a timely manner.
7. Ability to train and mentor subordinates on any new policies, guidelines and support the continuous professional development of nurses.

### **Personal Character & Eligibility**

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# MOHMS 130/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Nurse Unit Manager
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,706.31 - \$44,564.50 per annum
<b>Duration:</b>	5 years
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Endoscopy Unit / Nursing
<b>Reports:</b>	Director of Nursing through Deputy Director of Nursing - East Wing
<b>Subordinates:</b>	Team Leaders, Registered Nurses, Trainee Nurses, Ward Assistants, Medical Orderlies

### The Position

The purpose of this position is to oversee the smooth running of the unit and to ensure the endoscopy procedures protocol are strictly followed. To manage the staff, specialized equipment's and other resources, to provide planned range of specialized procedures to all patients who are schedules for endoscopy. The service has a focus on all referral patients from Special Out Patient Departments, major hospitals, private Practitioners both elective and emergency cases.

### Key Responsibilities

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

1. Manage and supervise staff of the Endoscopy unit to provide the range of specialized procedures services.
2. Ensure that resources requirements (equipment, drugs, and consumables) are met to provide services effectively.
3. Provide nursing/clinical leadership and guidance to ensure endoscopy services are delivered as per approved plans, policies, guidelines, and that staff work within their scope of practice and meeting nursing standards/competencies.
4. Provide positive and open communication with all clients/families and members of the public who visit this specialized medical field, as well as with other Ministry and external stakeholders.
5. Maintain continuous improvement by collecting and providing data and other reports to monitor the effective of the service progress to achieve its targets, and staff professional development.
6. Ensures and supervise the proper handling of endoscope by the endoscopist [doctors] and only trained doctors can perform the endoscopy.
7. Actively contribute to all cooperate requirements of the Ministry where required.

## **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Ensure that all staff are working effectively within Scope of Practice to provide develop suitable and appropriate monthly rosters, on call Roster. Ensure staff provide evidence of annual re-license, triage of referrals and book patients accordingly, mentor and support staff with regular meetings).
2. Ensure updated stocktake and ordering of drugs, consumables are completed monthly and also that all equipment is checked regularly (any damaged equipment tested and sent for *repair*).
3. Provide regular supervision, mentoring and training sessions/procedure and duties review at least monthly with staff to ensure that policies, procedures, and guidelines are followed to meet approved standards (also ensure staff are aware of training opportunities and CPD requirements).
4. Demonstrate positive communication in all interactions with staff, clients and stakeholders and provide regular updates to the unit nurses, Operating Theatre NUM, Consultant Physician or Surgeon and Anaesthetist when necessary.
5. Ensure data is collected at time of service (accurately) and is reported monthly to inform on number of procedures and emergency intervention done
6. To supervise the maintenance of endoscopic and other specialized equipment's.

## **Person Specification**

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

### **Knowledge and Experience**

1. At least 5 years' experience performing in an area with similar scope of roles and responsibilities
2. Demonstrated ability to work in a similar area with specific technical knowledge for the job (ability to maintain scoping machines and identify faults)
3. Understanding of the applicable legislation or policies / procedures or experience which in this specialised field of practice.
4. Team player and display confidence in the support of overall function and achievement of endoscopy service goal

### **Skills and Abilities**

1. Demonstrated ability to effectively work within a team
2. Must possess sound analytical and problem solving skills in resource-constrained environment
3. Demonstrate the ability to instruct, direct, motivate and evaluate staff.
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.
5. Willing to take responsibility for emergency cases after hours 24/7 (on call)
6. Has the ability to teach train, mentor the subordinates on endoscopy policies and guidelines and support the continuous professional development of nurses

**Personal Character & Eligibility**

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# MOHMS 131/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Team Leader
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60
<b>Duration:</b>	5 years
<b>Location:</b>	St Giles Hospital
<b>Unit/Division:</b>	Nursing / St Giles Hospital
<b>Reports:</b>	Deputy Director of Nursing
<b>Subordinates:</b>	Registered Nurse, Enrolled Nurse, Medical Orderlies & Ward Assistant

### The Position

A supervisor and a leader ensure to deliver the highest standard of patient care which is clinically effective in a manner that respects people dignity, privacy and individually in a safe and highly quality environment. The care has to be in accordance with relevant guidelines, Registered Scope of Nurses practice and national nursing standards. The Team Leader will be the first point of contact for external agencies.

### Key Responsibilities

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

1. Directs, coordinated and supervise health care plans, and the delivery of mental health nursing care in the units.
2. Establish good interpersonal relationships throughout the hospital in all shifts with good communication skills.
3. Provide administrative support to Director of Nursing Services through Deputy Director of Nursing Services, in implementing activities to achieve outcomes.
4. Ensure committed workforce in the units to allow sustain quality mental health service delivery.
5. Ensure that all staff comply with and use of Mental Health Act (2010), Nursing Act (2011) Scope of Practice, Standard Operation Procedure, clinical Practice Guideline, Policies, Protocols, Guidelines, Quality improvement, Infection Prevention and Control and other employment legislations.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely and quality delivery of mental health nursing care and ward activities that is compliance and adherence with Nursing Standard, nurses Scope of Practice, mental Health Act, Standard Operation Procedure (SOP) Clinical Practice Guidelines (CPG), Operational Business Plan and Protocols of the hospital.
2. Monitoring of quality patients record on the Patient Information System (PATIS) /manual submission of reports within the timeframe from all units in all shifts.
3. Support the professional development of nursing staff, supervision, regular monitoring of staff performance to ensure individual work plan are met and attendance.
4. Support timely and efficient management resources and assets of the units to ensure continuity of service delivery.

## **Person Specification**

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

### **Knowledge and Experience**

1. At least 5 years' experience in mental health nursing
2. Proven experience and sound knowledge of the Registered Nurses Scope of Practice, Nursing Act (2010), Nursing Act (2011), PSC Code of Conduct & Values, Nurses Code of Conduct.
3. Have sound knowledge and competence on Psychosocial Assessment mhGap Guidelines, Infection Prevention and Control and other related mental health CPG, SOP, policies and protocols.
4. Demonstrated experience on Quality improvement systems and their implementations.
5. Good understanding of the Constitution of Fiji, Acts and applicable employment legislation in Fiji.

### **Skills and Abilities**

1. Demonstrated ability to unit management experience effectively with minimum supervision.
2. Demonstrated ability to provide management of staff performance and work effectively within a team environment to achieve unit goals.
3. Demonstrated ability to think critically on professional issues and clinical decisions.
4. Demonstrated ability to handle psychiatric emergencies in an effective and professional manner
5. Has the ability to provide excellent report writing and to communicate effectively.
6. Service oriented approach with a commitment to support the operational/corporate environment of the organization.

### **Personal Character & Eligibility**

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