

POOL ADVERTISEMENT – FIJI SUN 23 APRIL 2022

MOHMS 132/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Nurse Practitioner
Salary Band:	Band I
Salary Range:	\$43,296.63 - \$55,508.50 per annum
Duration:	5 years
Location:	As per the needs of the Ministry of Health & Medical Services
Unit/Division:	Nursing / All Divisions
Reports:	Sub Divisional Medical Officer / Director of Nursing
Subordinates:	Registered Nurse

The Position

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

Key Responsibilities

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

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

projects/programs, outreaches, screenings, surveys, health education sessions, outbreak and disaster preparedness initiatives.

8. Actively contribute to the corporate requirements of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

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

Person Specification

In addition to Bachelors Degree in Nursing (or equivalent) with a valid license to practice as a nurse practitioner with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required for the successful performance of the role of the position

Knowledge and Experience

1. Demonstrated knowledge of the competencies within the scope of practice of a nurse practitioner
2. Experience relevant to the position and scope of roles and responsibilities.
3. Demonstrated ability working in similar area with sufficient knowledge and skills of advanced primary health care services.
4. Understanding of the applicable legislation or policies / policies and procedures related to the functions, responsibilities of the position, the government and the civil service.

Skills and Abilities

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

Personal Character & 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.

NEW ADVERTISEMENTS – FIJI SUN 23 APRIL 2022

MOHMS 133/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	National Manager Clinical Products
Salary Band:	Band I
Salary Range:	\$43,296.63 - \$55,508.50 per annum
Duration:	3 years
Location:	Fiji Pharmaceutical & Biomedical Services (FPBS)
Unit/Division:	Logistics Management Unit
Reports:	Head of Fiji Pharmaceutical & Biomedical Services
Subordinates:	Nil

The Position

The position is responsible for analyzing utilization trends, evaluating demand and ensuring availability of and accessibility to medical and surgical supplies at all public health facilities in Fiji.

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. Prepare key sections of the Clinical Products Unit and ensure implementation of the Unit activities.
2. Manage the processes of technical evaluation, selection, quantification and distribution of 1000 plus Medical Consumables & Sub Speciality Products (Orthopaedics, Haemodialysis, Neurosurgical, Urology, Laparoscopic, Spinal Implants, Plastic, Cath Lab, Infection Control) including Bedding, Linen, Nurse Uniform & Shoes Procured by FPBS for all public health facilities in Fiji, in consultation with stakeholders within regulatory frameworks and guidelines.
3. Provide technical advice and assistance to the Procurement Unit on Medical Consumables & Surgical Supplies to be purchased.
4. Monitor and report on utilisation through facility audits, stock takes and updating the inventory system to ensure consistent supply of medical & surgical supplies; and to facilitate process improvement inclusive of market research.
5. Facilitate inventory management training to relevant stakeholders and health professionals in relation to the utilisation of supplies to ensure good inventory management practices.
6. Provide secretarial support and advice to the National Clinical Products Committee.
7. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All activities in the Operational Plan / Annual Procurement Plan are delivered within the agreed timeframes, compliant to specific requirements
2. Medical Consumable Tracer Products are available at all health facilities
3. All medical and surgical supplies procured are of acceptable quality standards and are accessible to all
4. Timely and effective management of the unit's performance to enable business continuity and delivery of services

Person Specification

In addition to a Degree /Registered valid license in Nursing (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 5 years experience in general nursing with broader experience in all aspects of nursing practice including inventory management, or demonstrate the ability to quickly acquire the knowledge and skills on the job
2. Sound knowledge and /or understanding of a medical supply chain management system
3. Well-versed or possess an understanding of Clinical Products

Skills and Abilities

1. Highly developed organisational skills and ability to communicate with people at different levels and from different backgrounds
2. Demonstrated ability to effectively work within a team environment
3. Proficient in computer programs to support the daily operations of the organisation
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organisation
5. Skills and Abilities to interpret data to make decisions.

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 134/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Team Leader
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Duration:	5 years
Location:	Sigatoka Hospital
Unit/Division:	Sub Divisional Hospital/Western Division
Reports:	Subdivisional Hospital Nurse Manager Sigatoka Hospital
Subordinates:	Registered Nurses

The Position

The purpose of the team leader position is to provide clinical leadership to registered nurses and ensure that delivery of high quality nursing care is provided in accordance with legislative requirements and clinical practice guidelines.

Key Responsibilities

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

1. Provide clinical leadership to the care and act as a resource to advise, educate and support nurses to provide high quality nursing care to all patients as per business plan, policies, and nursing standard guidelines within the nursing scope of practice.
2. Supervises nurses on the assessment, planning, implementation, evaluation and proper documentation of the care of the individuals that use the hospital services in accordance with the scope of practice for nurses and other related policies/standards.
3. Ensures quality interpretation and documentation on assessment findings including escalation of care by using the acquired knowledge and skills to oversee and plan nursing care for the patients and support for immediate families.
4. Effectively facilitates and implements nursing care plans ensuring that it conforms to national nursing policies, facilities internal protocols and infection prevention and control guidelines.
5. Assist the SDHNM to ensure timely ordering and availability of all resources and consumables to provide nursing care effectively including all patient monitoring machines are checked and maintained appropriately to the required service needs.
6. Collaborate with the SDHNM to ensure efficient and effective management of the nursing workforce coverage to ensure that all allocated activities are achieved, and staff annual performance assessments are carried out.
7. Assist SDHNM in preparing quality reports and maintain timeliness reporting of CMRIS and Nursing hospital reports.
8. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All nursing care plans and unit activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure quality care and individual work plans are achieved.
3. Supports the Sub Divisional Hospital Nurse Manager to deliver effective and timely reporting of monthly CMRIS and Nurses monthly, quarterly and Annual Report: are provided and outcomes are action in a timely and effective manner.
4. Ensures consistent compliance with nursing practice guidelines including Infection prevention and control procedures are maintained.
5. Active participation in the corporate activities of the ministry as and when required.

Person Specification

In addition to Bachelor of Nursing with a valid license from the Fiji Nursing Council to practice as a nurse in Fiji, the following Knowledge, Experience, Skills and Abilities are required for the successful performance of the role of the position:

Knowledge and Experience

1. Proven experience and comprehensive understanding of the registered nurses Scope of Practice, Fiji Nursing Decree, Nurses Code of Conduct and the Child Welfare Decree.
2. Ability to supervise and monitor nursing care provided by subordinates through the acquired knowledge and skills that conforms to the relevant nursing policies and guidelines.
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. Must have good communication skills and possess a good command of spoken and written English.
2. Ability to provide clinical leadership in teams and work with minimum supervision and with efficient time management skills.
3. Has the ability to teach, train, mentor junior nurses on any new policies and guidelines and to support the continuous professional development of all nurses.
4. Ability to work with minimum supervision and with efficient time management skills.
5. Demonstrate ability to handle emergency situations in an effective and professional manner.
6. 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 135/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Medical Orderly
Salary Band:	Band C
Salary Range:	\$12,089.61 - \$15,489.35 per annum
Duration:	5 years
Location:	St Giles Hospital
Unit/Division:	St Giles Hospital / Nursing
Reports:	Nurse Unit Manager
Subordinates:	Nil

The Position

The primary role of the post is to assist in assessing, planning, implement and evaluate nursing interventions of the care delivered to the individuals using approved processes The nursing care may be provided in varying settings; in the hospital, community health facility, communities or homes and in accordance with relevant employment legislations. The position requires respect of the individual's dignity, spiritual and cultural needs and functions effectively as a member of the multidisciplinary team. It is also recognize the need for further education and develop strategies to enhance one's own personal and professional development.

Key Responsibilities

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

1. Provide quality nursing care with activities such as: activities of daily living, taking vital signs, administration of oral antipsychotic drugs, antibiotics, diabetes medication, bed making, escort patients, preparation of equipment, assistance with termination of procedure, taking specimens to laboratory and collecting and delivering o reports within the agreed timeline in accordance to the with National Nursing Standards, Mental Health Act 2010, Scope of Practice Decision –Making framework, Clinical Practice Guideline 2009, and Standard Operating Procedure 2017.
2. Assist Registered Nurses in the management of high risk patients and whenever and wherever practicable.
3. Assess, plan, implement and evaluate nursing interventions of individuals through the application of the Nursing Process and the Mental State Examination.
4. Provide reports to immediate Supervisors in accordance with reporting structures.
5. Maintain and provide a clean and safe environment for clients, workers and the public.
6. Service oriented approach, with a commitment to supporting the operational/corporate environment or the organization.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All quality nursing care are provided within the agreed timeline in accordance to the relevant employment legislations and in compliance with Policies, Protocols, Guidelines and relevant Acts at all times.

2. Reports are provided within the timelines and in accordance to the reporting structures.
3. Participate in quality improvements and their implementations within the agreed timeline in accordance with the Quality Assurance or Improvement policy.
4. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a form six pass or its equivalence training on mental health and/or general nursing and relevant experience, the following Knowledge, Experience, Skills and Abilities are required.

Knowledge and Experience

1. At least one (1) year experience in nursing patients with general and or/mental health problems.
2. Has basic knowledge of nursing care in varying settings like the hospital, community and homes.
3. Proven experience and basic understanding of concepts/principles on the nursing care of patients with mental health problems.
4. Demonstrate knowledge and understanding of the National Nursing Standard, Nursing Act 2011, OHS, and the Scope of Practice including the Decision making framework.
5. Demonstrated knowledge on Mental Health Act 2010, Clinical Practice Guideline 2009, Standard Operating Procedure 2017

Skills and Abilities

1. Demonstrate ability to manage patients with mental health problems and general health.
2. Ability to assess patient using the Nursing process and the Mental State Assessment.
3. Demonstrate ability to work effectively within a team.
4. Ability to maintain confidentiality of patient information.
5. Ability to communicate effectively through written or oral.
6. Service orientated approach with a commitment to achieve corporate objectives.

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 136/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	National Manager Blood & Ambulance Services
Salary Band:	Band I
Salary Range:	\$43,296.63 - \$55,508.50 per annum
Duration:	3 years
Location:	Health Headquarters, Dinem House
Unit/Division:	Executive Support Unit
Reports:	Head of Executive Support Unit
Subordinates:	Divisional Manager Blood Services, Recruitment Officer (Blood Donors), Nurse Blood Services, Clerical Officer, Executive Officers in the division

The Position

The position contributes to planning, organising, delivery and monitoring of the effectiveness of the provision of blood and ambulance services in support of the Ministry of Health & Medical Services plan.

Key Responsibilities

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

1. Assist the Divisional Blood Service Managers in strategizing their recruitment plan in order to minimise blood shortages.
2. Assist the Clerical Officer, Executive Officers in the division for the monitoring of ambulances and water vessels standard and condition for the provision of high quality standard of service.
3. Organise meetings with internal and external partners such as National Ambulance Committees, National Ambulance Providers Forum, and Blood drive organisers committee and also the internal Ministry committees for these two areas.
4. Organise and conduct training to Ministry staff focusing on developments of blood safety and first responder emergency training for ambulance and vessel officers.
5. Responsible for the formulation of guidelines and policy for these two areas and other official documents required by the Ministry in regards to these two areas.
6. Actively participate in the corporate activities of the Ministry.

Key Performance Indicators

1. Business plan is developed, implemented and monitored so as to ensure the efficient and effective management of the Blood & Ambulance Service Department.
2. The Blood & Ambulance Service are delivered in compliance with standard procedures, policies and legislative requirements within the agreed time frame.
3. Reports are in accordance with reporting standards and submitted within the agreed timeframe.
4. Staff performance is managed in accordance with the Performance Management Framework
5. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to Bachelor's Degree in Laboratory Technology, Administration (or equivalent) with the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
2. Experience in designing & conducting training.
3. Requisite clinical knowledge on procedures, guidelines, policies and protocols and high level of competence.
4. Broad knowledge and understanding of national plans and policies and their linkages towards achieving national outcomes.

Skills and Abilities

1. Demonstrated ability to lead and ensure that projects / initiatives are completed
2. Demonstrated flexibility and the ability to work effectively within changing healthcare environment
3. Demonstrated ability to effectively analyse information and make appropriate decision
4. Strong organizational and administrative skills with ability to manage and work in a resource constrained environment.
5. Customer focused approach with commitment to supporting the operational goals 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.