

NEW ADVERTISEMENT – FIJI SUN 30 APRIL 2022

MOHMS 137/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Sub Divisional Manager Nursing
Salary Band:	Band H
Salary Range:	\$34,760.31- \$44,564.50 per annum
Duration:	5 years
Location:	Nabouwalu Hospital
Unit/Division:	Nursing / Northern
Reports:	Sub Divisional Medical Officer Bua/ Director of Nursing Northern
Subordinates:	Team Leaders, Registered Nurses

The Position

The position supervisors nursing staff, proactively monitors patient care caseloads and ensures all aspects of the hospital activities are conducted in a timely manner and in accordance with standard operating procedures and protocols. Additionally the position provides clinical and managerial leadership to subordinates and ensures that practitioner skills are matched to clinical health needs through the provision of learning and development opportunities in accordance with all applicable policies, clinical guidelines, protocols and nursing standards.

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. Provide clinical leadership and guidance to ensure clinical services are delivered as per approved plan, policies, guidelines and staff work within their scope of practice and meeting nursing standards or competencies.
2. Coordinate efficient and effective management of the hospital and nursing workforce to ensure that all allocated activities are achieved and annual performance assessments are carried out.
3. Ensure that resources requirements of the hospital (equipment, drugs, and consumables) are met to provide clinical nursing care effectively, and to ensure that the work place is in compliance with OHS at the Workplace Act.
4. Ensures effective documentation of patient nursing care plans and proper patient records management including the daily update of the Patient Information System (PATIS).
5. Contributes to continuous quality improvement through appropriate learning and development opportunities related to critical cardiac nursing, Infection Prevention and control, and other related clinical practice guidelines.
6. Provides reports in accordance with reporting standards and within the agreed timelines.

7. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities, performance management and discipline.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Maintain compliance and adherence to professional nursing care practices, compliant with the legislative framework and agreed scope of practice and timeframes of the nursing service deliverables and plans.
2. Manage and maintain an effective and efficient records on the Patient Information System (PATIS) and quality quarterly annual reports are provided, and outcomes are actioned in a timely and effective manner.
3. Effective and timely management, professional development, and regular monitoring of staff performance and expected outcomes, and attendance to enable business continuity, and delivery of quality services.
4. Efficient and timely management of resources, budgetary allocations, and assets that support meeting hospital work plans, and department objectives.
5. Active participation in the corporate functions of the Ministry as and when required which must be documented accordingly.

Person Specification

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

Knowledge and Experience

1. At least five (5) years' experience working in the area of clinical nursing and comprehensive understanding of the registered Nurses Scope of Practice, Fiji Nursing Decree and the Nurses Code of Conduct.
2. Demonstrated competence in clinical and public health nursing practice in accordance with the Public Health Act
3. Proven experience in a supervisory or management level including the supervising and assessing the work performance of a team and its members.
4. Knowledge and understanding of relevant employment related legislations such as OHS Act, Public Health Act, and the Registered Nurses Scope of Practice, Child Welfare Decree, etc.

Skills and Abilities

1. Demonstrated ability to make sound decisions on patient care based on clinical knowledge and experience.
2. Ability to think creatively and innovatively and implement management role and oversee patient care to achieve outcomes within timelines.
3. Demonstrated ability to manage and assess employee performance and provide feedback in a timely manner
4. Exceptional communication skills both written and verbal
5. Proficient in the use computers and Microsoft and other IT applications to enhance work productivity.
6. Demonstrated ability to lead and work cooperatively in a team environment
6. Ability to prioritize work and to make prudent use of human and capital resources available.
7. 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.

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 138/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Team Leader
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$34,707.95 per annum
Duration:	5 years
Location:	Nabouwalu Hospital
Unit/Division:	Nursing / Northern
Reports:	Nurse Unit Manager (NUM)
Subordinates:	Registered Nurses, Ward Attendants, GWEs

The Position

The purpose of this position is to support the Nurse Unit Manager in providing daily clinical to ensure the delivery of high quality nursing care is provided in accordance with legislative requirements and clinical practice guidelines.

Key Responsibilities

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

1. Assist the NUM 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.
2. Provide clinical leadership, and act as a resource to advise, educate and support nurses to provide high quality surgical nursing care to all patients as per business plan, policies, and nursing standard guidelines within the nursing scope of practice.
3. Collaborate with the NUM 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.
4. Work with nursing staff to ensure adherence to the clinical practice guidelines and regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Scope of Practice for Nursing Guidelines (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.
5. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.
6. Supervise and monitor care provided by junior staff and learners and to contribute to the development of surgical policies and ensure accurate documentation and effective communication.
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 nursing care plans and ward activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are met.
3. Effective and timely analysis of Patient Information System (PATIS) and quarterly annual reports: are provided and outcomes are actioned in a timely and effective manner.
4. Ensures consistent nursing practice guidelines, policies, procedures and evidence based practice are adhered

Person Specification

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

Knowledge and Experience

1. At least five (5) years' experience working in the area of acute hospital nursing 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 following:
 - a. Extensive acute nursing care skills and knowledge
 - b. Mega Code or Advanced Cardiac life support and Infection Prevention and Control.
 - c. Knowledge of the use of patient care equipment's (defibrillators, cardiac monitors, infusion pumps etc.).
3. Demonstrated advanced clinical nursing skills including the ability to undertake physical assessments within nursing scope of practice.
4. Demonstrated well developed written and verbal communication, coordination and organisational skills.
5. Computer literate and comprehensive use of the Patient Information System (PATIS).

Skills and Abilities

1. Ability to work with minimum supervision and with efficient time management skills;
2. Demonstrate ability to handle emergency situations in an effective and professional manner.
3. Has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of training nurses.
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

Personal Character & Eligibility

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