

# NEW ADVERTISEMENTS – FIJI SUN 21 MAY 2022

## MOHMS 167/2022



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Director of Nursing
<b>Salary Band:</b>	Band K
<b>Salary Range:</b>	\$59,945.18 - \$76,852.80
<b>Duration:</b>	5 years
<b>Location:</b>	Central Health Services
<b>Unit/Division:</b>	Hospital Services
<b>Reports to:</b>	Divisional Medical Officer, Central
<b>Subordinates:</b>	Sub divisional Nurse Unit Managers (NUM) (hospitals and Public Health), Divisional Clinical Nurse Educator (CNE), Nurse Practitioners, nurses and Community Health Workers

#### The Position

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

#### Key Responsibilities

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

1. Leads the process to develop, support, implement and evaluate the central divisions nursing business plan, to ensure nursing services are provided to meet expected targets and outcomes under the mission and vision of the division and the Ministry of Health.
2. Develops, maintains and implements nursing policies and guidelines that conforms to current patient safety standards while maintaining compliance with professional and regulatory standards of the Fiji Nursing Council and the Ministry of Health and Medical Services.
3. Monitor and evaluate the overall performance of the community health nursing services including the Community Health program within the Division.
4. Monitor the nursing workforce through supervisory visits to meet professional expectations of performance including overseeing all aspects of the disciplinary process and performance management of NUMs to ensure delivery of quality nursing services/ outcomes.
5. Ensures effective records management including the Public Health Information System (PHIS) and Patient Information System (PATIS) are updated as per guideline/policy.
6. Guarantees continuous quality improvement and compliance with approved standards, policies and protocols related to public health nursing, Infection Prevention and control guidelines, Disciplinary Guideline and other related clinical practice guidelines.
7. Actively contribute to the Ministry and/or corporate requirements, including planning, budgeting and selection activities where required.

## **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Central division Nursing Business plans are developed, approved and implemented within the agreed timeframes.
2. Timely and effective monitoring of compliance with public health and hospital focused policies and guidelines to meet agreed Ministry standards to enable delivery of safe nursing services.
3. Effective and timely management of workforce activities including recruitments/expressions of interests, posting orders and regular monitoring of senior staff performance to enable delivery of quality services.
4. Effective and timely submission of quarterly and annual reports are reported within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

## **Person Specification**

In addition to being registered nurse with the Fiji Nursing Council and a license to practice. The position holder must have a Bachelor of Nursing with post graduate qualifications in Public Health or Midwifery and management. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role

### **Knowledge and Experience**

1. At least 5 years' experience in managing a medium size workforce relevant to the position and scope of roles and responsibilities in diverse and cross cultural settings.
2. Proven experience and comprehensive understanding of the registered nurses and midwives scopes of practice and the Fiji Nursing Act and Nurses Code of Conduct.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
4. Previous experience in strategic planning and leadership particularly in resource constrained environments.
5. Demonstrated knowledge and experience in responding effectively to natural disasters and public health disease outbreaks and in collaboration with the divisional teams.

### **Skills and Abilities**

1. Demonstrated ability to effectively lead teams to achieve planned outcomes and implement change.
2. Demonstrated high level ability to manage and resolve conflict, to negotiate with influence and promote effective communication and collaboration with all teams.
3. Ability to respond and promote new approved methods and principles and be willing to incorporate them into existing nursing practices.
4. Demonstrated ability to report and utilise health information /evidence-based data, and analyse and draft solutions to complex problems to provide quality health care.

### **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.