

NEW ADVERTISEMENTS – FIJI SUN 20 AUGUST 2022

MOHMS 247/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Statistician
Salary Band:	Band F
Salary range:	\$22,528.74 - \$28,883.00 per annum
Location:	Health Headquarters, Dinem House
Duration:	3 years
Unit/Division:	Health Information Unit
Reports to:	Senior Statistician
Subordinates:	Assistant Statistician Divisional Hospitals, Assistant Statistician Hospital (HQ) and Assistant Statistician Public Health (HQ)

The Position

The position is responsible for data management and analysis under the Health Information Unit and conduct training on Health Information System (HIS).

Key Responsibilities

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

1. Initiate, supervise and monitor operational and quality assurance standards relating to health information systems, including instigating mechanisms to strengthen data quality.
2. Timely and effective facilitation and conduct of training
3. Provide reports to respective supervisors and stakeholders within the agreed time lines and in accordance with reporting standards.
4. Assist in the review of governance documents in the Health Information Unit or pertaining to health information systems.
5. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and administrative activities where required.

Key Performance Indicators

Performance will be measured through the following indicators

1. All data collected and analyzed at the Health Information Unit is in accordance with standard operating procedures and policies within the required time line.
2. Quality assurance improvement processes are implemented within agreed timeframes.
3. Training programs are conducted within the agreed timelines
4. Reports are in accordance with standard reporting structures and submitted by the due date.
5. Contributions to corporate requirements meet or exceeds expectations

Person Specification

In addition to an undergraduate qualification in either Population Studies or Health Information Systems or Statistics (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 3 years' work experience in a similar environment
2. Experience in quality assurance and analysing data statistically to make informed decisions
3. Experience in monitoring and evaluation of projects
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities

1. Demonstrated organizational skills to assist and co-ordinate activities so as to meet tight deadlines
2. Demonstrated ability to work cooperatively and effectively within a team environment
3. Good analytical skills with an attention for detail.
4. Excellent report writing and the ability to communicate effectively
5. Capacity to utilise information systems to support business operations
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

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

Role:	National Manager Patient Safety & Quality
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	Dinem House, Headquarters
Duration:	3 years
Division:	Health System Standards - Clinical Governance & Patient Safety
Reports to:	Permanent Secretary through Chief Medical Advisor
Subordinates:	Hospital Infection Prevention & Control Officers Hospital Clinical Governance/Risk Managers Divisional Infection Prevention & Control / Risk Managers Senior Administrative Officer Registration (Overseas Referrals & Visiting Teams)

The Position

The position ensures the efficient and effective operational and strategic support is provided in a timely manner through a caring sustainable health care system.

Key Responsibilities

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

1. Coordinate development and implementation of Quality, Risk and Patient Safety structures and processes in the Ministry.
2. Manage the development and targeted improvement initiatives with the relevant line managers.
3. Act as a National focal point for all internal, external Clinical Governance and Quality Patient Safety reporting.
4. Act as the National focal point or team leader on Infection Prevention & Control Practices in response to outbreak or pandemics.
5. Review and develop guiding documents to strengthen and support clinical governance and patient safety & quality and roll out staff awareness programmes and other activities to ensure staff engagement in health system strengthening and continuous quality improvement activities.
6. Coordinate the Clinical Governance and Patient Safety & Quality Committees at National Level.
7. Coordinate and support investigations in response to customer feedbacks and advise/report on investigation outcome and implementation of recommendations from complaints and investigations to the Chief Medical Advisor and Permanent Secretary for Health.
8. Ensure there is a robust system in place to manage all complaints received in line with the Ministry Clinical Governance policy (UOR Policy, Customer Complaints Policy, RCA).
9. Responsible for delivering a training plan and assist in training all line managers to understand what is expected of them with regard to Clinical Governance, Patient Safety & Quality.
10. Support the management of clinical risk, clinical incidents and near misses, IP&C, 157 customer feedback including their reporting, monitoring, response and mitigation strategies
11. Actively contribute to all corporate requirements of the Ministry

Key Performance Indicators

Performance will be measured through the following indicators:

1. Clinical Governance & Continuous Quality Improvement activities are implemented effectively in accordance with an agreed annual work plan.
2. Clinical audits carried out to ensure that all clinical policies and guidelines are adhered to.
3. All staffs within the Ministry are trained and familiar with clinical governance policies and continuous quality improvement initiatives.
4. Effective policies and guidelines, audit tools and checklist in the context of CG, PSQ, CQI is in place as part of system strengthening within the Ministry.
5. Timely response to customer feedbacks through thorough investigation using the RCA process with timely submission of recommendations for implementation.
6. Timely monitoring reports and other related reports provided.
7. Participate in all corporate functions as and when required

Person Specification

In addition to a Bachelor's Degree in Human Resource Management, Public Administration, Health or equivalent relevant experience, the following Knowledge, Experience, Skills and Abilities are required to undertake this role:

Knowledge and Experience

1. Significant experience of working in the health services in a post that has involved risk management, incident management and investigations as relevant to this role.
2. Practical knowledge of Clinical Governance, Patient Safety & Quality and 5S-KAIZEN-TQM
3. Broad understanding and experience in the use of concepts and tools used in clinical leadership, audits, research, monitoring and evaluation and clinical governance.
4. Experience in investigating and solving complex problems in response to incident reports and/or customer feedbacks with quality improvements implemented as part of system strengthening.
5. Understand aspects of the Fijian Constitution (2013) and applicable laws in Fiji that relate to health regulations, policies and medico-legal compliance.

Skills and Abilities

1. Excellent communication skills with ability to train, coach and advise health care workers on Clinical Governance and Patient Safety & Quality.
2. Strong organizational skills.
3. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility without direct supervision and can cope with adverse outcomes.
4. Demonstrated ability to establish and maintain network with relevant stakeholders.
5. Demonstrated ability to organize professional development activities (conferences, meetings and workshops) for personal and team members' learning and development.
6. Service oriented approach with a commitment to achieving the corporate objectives 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

Role:	Joiner/Polisher
Salary Band:	Band D
Salary Range:	\$7.50 - \$9.61 per hour
Duration:	3 years
Location:	Labasa Hospital
Unit/Division:	Hospital Services
Reports:	Foreman, Hospital Services
Subordinates:	Nil

The Position

The position is responsible for all joinery services in the hospital.

Key Responsibilities

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

1. Responsible for all joinery works in the hospital and assist Northern Health Services for joinery works required for sub-divisional health facilities
2. Conduct daily ward rounds and submit report within agreed timelines for all joinery works
3. Participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All required joinery works are completed within agreed timelines and complying to standard laws and OHS regulations
2. Daily ward rounds are conducted, defects rectified as soon as possible and report submitted, within agreed timelines
3. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a Trade Certificate in Joinery (or equivalent), the knowledge, Experience, Skills and Abilities required to successfully undertake this role;

Knowledge and Experience

1. 5 years' proven work experience in joinery works.
2. Must have a knowledge of Joinery and Carpentry work
3. Good knowledge of operating machines and tools for joinery works.
4. Knowledge of Occupational Health & Safety in a workplace

Skills and Abilities

1. Good communication skills (both verbal and written)
2. Good time management and analytical skills
3. Ability to work under minimum supervision
4. Ability to complete tasks within time frame.

5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	National Advisor Oral Health
Salary Band:	Band L
Salary Range:	\$67,830.20 - \$86,961.80 per annum
Location:	Health Headquarters, Dinem House
Duration:	5 years
Unit/Division:	Executive Support Unit
Reports to:	Permanent Secretary through Chief Medical Advisor
Subordinates:	Oral Health Promotion Officer Dental Technician Officer Principal Dental Officers Divisional Dental Officers

Overview of the Unit

The Executive Support Unit is situated in the ministry's head office and provides support to the senior executives of the Ministry in the areas of Governance, Communications, Logistics, and High-Level Meetings and International engagements. The unit also provides advisory support in the health delivery and corporate support areas through coordination, facilitation and monitoring of activities as instructed by the senior executives of the Ministry.

The Position

The position is responsible to the Permanent Secretary for Health and Medical Services through the Chief Medical Advisor for policy advice and management of the National Oral Health Services in Fiji. The position support and assists in facilitating endorsed strategies and activities under the Ministry's National Strategic Plan, the Annual Operational Plan and pertinent national guiding documents such as the Health Services Provision Remodeling Framework, and the National Surgical, Obstetrics and Anaesthesia Plan (NSOAP). With the support of the divisional managers, the position assists the Chief Medical Advisor in spearheading the development and endorsement of the National Oral Health Plan, the budgeting and implementation of targeted high priority areas of the plan, and the monitoring, and evaluation of all activities for national oral health services.

Key Responsibilities

1. The position will achieve its purpose through the following key duties.
1. Provide policy advice on all matters pertaining to oral health in Fiji to the Permanent Secretary through the Chief Medical Advisor.
2. Lead in the development and formulation of national Oral Health policies and Oral Health Strategic Plans.
3. Lead and facilitate the planning, monitoring, evaluation and review of oral health programs in the four health divisions, ensuring alignment to endorsed policies and plans, identification of areas for improvement and the implementation of remedial actions through the clinical governance framework approach.
4. Provide advice and support for the procurement and distribution of identified dental equipment, materials, consumables and dental instruments.

5. Lead and facilitate the recruitment and development of an appropriately trained, skilled and motivated oral health workforce
6. Lead and facilitate audits and analysis of service provision and technology development that will guide cost effective future development and enhancement of services.
7. Perform the role and responsibilities of the Deputy Chairperson of the Fiji Dental Council, and liaises regularly with the Council (FDC) on relevant issues with regards to dental staff and the dentistry profession.
8. Support the development and endorsement of the National Surgical, Obstetrics and Anaesthesia Plan (NSOAP) including the establishment of the Collaborative Centre for Safe and Affordable Surgery (CCSASOA) in Fiji through appropriate and timely engagement with stakeholders and partners in a positive collegiate manner.
9. Assist in the preparation of the national budget by providing input for the budgetary requirement of the National Oral Health Services. 10. Participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely provision of policy advice on oral health to the Senior Executive team that is of high quality, factual and accurate.
2. Oral Health Policies and National Oral Health Plans are formulated, endorsed and implemented in a timely manner
3. Endorsed oral health programs are monitored and evaluated with timely identification and addressing of services gaps and areas of improvement
4. Coordination, collaboration and advice on prioritization, selection, procurement and acquisition of identified dental equipment, materials, consumables and dental instruments are done efficiently and cost effectively.
5. Recruitment, training and mentoring of the oral health staff contribute to maintaining an appropriately trained, skilled and motivated workforce
6. Preparation and contribution to divisional and national oral health budget submissions meet recommended quality and timelines.
7. Contributions to planning and development forums and guiding documents are timely and of high quality and accuracy.
8. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to an undergraduate degree in oral health and a Master's Degree or higher in a related field in dentistry, oral health, health management, or health policy (or equivalent), and have valid registration and annual practicing license with Fiji Medical and Dental Council, the following Knowledge, Experience, Skills and Abilities are required to undertake this role:

Knowledge and Experience

1. Strong knowledge base and proven experience in a similar role.
2. High level of understanding of the requirements of dental services delivery in both the clinical and preventative areas.
3. Strong knowledge of evidence-based standards of safe practices in a specialty field in oral health and/or oral health services in general.
4. Broad understanding and experience in the use of concepts and tools used in clinical leadership, audits, research, monitoring and evaluation and clinical governance.
5. Proven experience in oral health policy development, implementation and review.
6. Understand and has implemented policies for human resources management.
7. Understand aspects of the Fijian Constitution (2013) and applicable laws in Fiji that relate to health regulations, policies and medico-legal compliance.

Skills and Abilities

1. Excellent clinical and public health skills including procedural skills.
2. Excellent communication skills with ability to advise Senior Management.
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 analyze and solve complex dental problems using an evidence-based approach and offer clinical opinion on a range of problems in the relevant specialized field of Oral Health, showing some independent responsibility without direct supervision.
6. Demonstrated ability to establish and maintain network with relevant stakeholders.
7. Demonstrated ability to organize professional development activities (conferences, meetings and workshops) for personal and team members' learning and development.
8. Service oriented approach with a commitment to achieving the corporate objectives 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 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 251/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Technical Officer Higher Grade - Histology
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	CWM Hospital
Unit/Division:	Pathology Laboratory / CWM Hospital
Reports to:	Laboratory Superintendent
Liaises with:	Clinical team, Quality Manager, Laboratory Supervising Technical Officer, Laboratory Logistic Coordinator (FPBS)
Subordinates:	Technical Officer, Laboratory Assistant

Overview of the Specific Area

The Histology Laboratory at the Colonial War Memorial Hospital is the only laboratory that provides Histological services to the Central/Eastern Division. It also serves patients that are referred from other hospital and centres in the Central/Eastern division, and some complex cases that are referred from Northern Division and Western Division.

Histology staff requires special skills necessary to process samples of biological tissues. Tissue obtained from the patient is processed using a series of techniques to prepare appropriate very tiny samples of tissues. This is then mounted on slides and the tiny sample of tissue are stained on each slide using chemicals called histology stains that have been carefully selected in order to help the Pathologists who will look at the slides to distinguish between the different types of biological material within the tiny sample on the slide.

The Position

The purpose of this position is for efficient and effective management and deliverance of timely Histology Laboratory services that support the Fiji Health System and Ministry objectives.

Key Responsibilities

The position will achieve its purpose through the following:

1. Undertake all required activities to ensure that all staff are managed, supported to enable them to carry out their responsibilities as designated
2. Responsible for the participation of the section in the External quality assurance programs and ensures corrective action is applied when there are non conformities
3. Develop new and review existing Standard Operating Procedures (SOP), internal policies for Histology Section
4. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
5. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
6. Coordinate the training program, supervision, and assessments of new recruits and students.
7. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Quality results and Histology services are provided, and outcomes are actioned in a timely and effective manner.
2. Timely and effective management and regular monitoring of staff performance to enable continuity of service delivery.
3. All test SOP's; policies are developed, endorsed and implemented within the agreed timeframes, and specific requirements.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.
5. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

Person Specification

In addition to a Bachelor in Medical Laboratory Science or equivalent the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Vast work experience in a Medical Laboratory with similar work experience in Histology technical work;
2. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work;
3. Experience in leading, managing and motivating officers in a team which consists of officers with diverse background;
4. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and SOPs.

Skills and Abilities

1. Excellent communication skills and the ability to tactfully deal with employees within the required legislative and policy framework;
2. Demonstrated organizational skills to assist the department in meeting Turn Around Times;
3. Demonstrated ability to analyse report, solve complex problems and provide effective advice to management;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

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 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 252/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Senior Dental Officer
Salary Band:	Band I
Salary Range:	\$43,296.63 - \$55,508.50 per annum
Duration:	5 years
Location:	CWM Hospital
Unit/Division:	Oral Health / CWM Hospital
Reports to:	Principal Dental Officer
Subordinates:	Dental Officer, Dental Therapist, Dental Hygienist

The Position

To coordinate, deliver, monitor and evaluate all oral health services and activities in accordance in relevant oral health standards, regulations and policies in an efficient and effective manner.

Key Responsibilities

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

1. Provide clinical assessment, diagnosis and treat patients for preventive, conservative, or curative dental services including the identification and referral of oral pathology and complex surgical cases.
2. Prepare, deliver and assess the effectiveness of community outreach programs according to agreed policy and plans.
3. Gather and document relevant data, and prepare and submit required reports within the agreed time lines.
4. Facilitates and Monitors the usage of Standard operating procedures, policies, regulations and standards which impact upon the position, including contemporary Human Resource management requirements and practices, such as workplace health and safety, infection control, equal employment opportunity and anti-discrimination policies.
5. Actively contribute to all corporate requirements and activities of the Ministry where required

Key Performance Indicators

1. Oral health/clinical dental records, programs and activities are provided in accordance with approved dental clinical practice and infection control procedures and guidelines to maintain patient safety and comfort.
2. Clinical Targets are achieved as per Oral Health Business Plan and variations are captured and recorded.
3. Reports are submitted within the agreed time lines and in accordance with reporting standards.
4. Actively contribute to all corporate requirements and activities of the ministry when required.

Person Specification

In addition to a Bachelor of Dental Surgery or equivalent, registered with the Fiji Medical and Dental Council and holds a valid Annual License to Practice as a General Dentist, the following knowledge, experience skills and abilities are required to perform the role of the post.

Knowledge and Experience

1. At least 6 years' experience as a dental officer.
2. Demonstrated knowledge and practice of preventive/community dentistry, paediatric dentistry, orthodontics, conservative dentistry, endodontic, minor oral surgery, prosthetic dentistry, and oral pathology/medicine.
3. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
4. Proven capacity and knowledge of Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dental practice.

Skills and Abilities

1. Demonstrated ability in the use of approved clinical guidelines and evidence base data in clinical assessments, diagnoses and treating patients to expected practice standards.
2. Demonstrated ability to effectively work within and manage a team. Ability to communicate proficiently in English in both verbal and written.
3. Demonstrated ability to communicate effectively including excellent report writing skills with an attention for details.
4. Demonstrated high level ability to manage and resolve conflict, to negotiate with influence and promote effective communication and collaboration with all stakeholders.
5. Demonstrated ability to manage, supervise, mentor, and train staff.
6. Customer focused approach with commitment to supporting the operational goals of the organization.

Personal Character and Eligibility

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MOHMS 253/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Junior Physiotherapist
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Duration:	5 years
Location:	CWM Hospital
Unit/Division:	Physiotherapy / CWM Hospital
Reports to:	Physiotherapist, Senior Physiotherapist
Subordinates:	Nil

The Position

The position is to provide Physiotherapy services in accordance with clinical standards at Health facilities and to contribute to the development and effective function of the Department.

Key Responsibilities

The position will achieve its purpose through the following:

1. Provide safe physiotherapy services in accordance to Standards of Practice.
2. Attend relevant trainings and compile reports.
3. Contribute and promote to a Learning and development environment.
4. Actively participate in the corporate activities of the department, hospital and Ministry.
5. Provide data and complete Unit tasks within the agreed timeframe.
6. Actively participate in the corporate activities of the Ministry

Key Performance Indicators

Performance will be measured through the following indicators:

1. Daily log book entries.
2. Provide Post training reports within the agreed timeframe.
3. Contribute to the learning and development of the Department.
4. Contribute to the Unit and Department activities.
5. Active participation in the corporate activities of the Ministry as and when required

Person Specification

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

Knowledge and Experience

1. Practical working knowledge of Physiotherapy standards of practice and Unit projects.
2. Health promotion knowledge.
3. Knowledge of the Public service Code of Conduct.
4. Knowledge of the Hospital and Department administration protocols and plans.

Skills and Abilities

1. Ability to develop, conduct and evaluate clinical physiotherapy work effectively.
2. Ability to work effectively within a team.
3. Effective communication skills and the ability to tactfully deal with clients.
4. Demonstrate computer literacy skills.
5. Ability to conduct health promotion activities.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility

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MOHMS 254/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Principal Medical Officer
Salary Band:	Band J
Base Salary & Allowances:	MOCA B: Base: 83,254.98 + On Call Allowance: 12,488.25 + Environmental Allowance 12,488.25 = F\$108,231.47
Duration:	5 years
Location:	Savusavu Hospital
Division:	Northern Health Services
Reports to:	DMO Northern Health Services, SDMO Savusvau
Subordinates:	Senior Medical Officers, Medical Officers

Overview of the Unit

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

The Position

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

Key Responsibilities

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

1. Provide leadership and management in the Subdivision to facilitate the implementation of its planned activities by working effectively with the Divisional Medical Officer and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the Sub-divisional 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 the implementation of public health programs and activities at operational levels within the Subdivision.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance, overseeing the provision of medical reports, medico-legal assessments and expert opinion under the guidance of the DMO.

6. Undertake education, teaching and research activities to train coach, 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/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 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 and application of evidence-based standards of safe practices in Public Health including epidemiology, preventative medicine, primary Health care and rehabilitation.
2. Understanding of medical and government legislation, public health and health related policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, public health service management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a secondary health care hospital with limited resources and competent 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 and Public Health Skills including Procedural skills including research.
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 clinical and public health opinion on a range of problems in the subdivision, showing some independent responsibility 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. Advance Public Health and Clinical competence and should have extensive experience in leading a public health team.
2. Experienced officer who can supervise a Subdivision to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. 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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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Principal Medical Officer
Salary Band:	Band J
Base salary & Allowances:	MOCA C: Base: 83,254.98 + On Call Allowance: 4,162.75 + Environmental Allowance 12,488.25 = F\$99,905.98
Duration:	5 years
Location:	Fiji Centre for Disease Control, Tamavua
Division:	Health Protection / Public Health
Reports to:	Head of Health Protection
Subordinates:	SMO, MO and other cadre at Fiji Centre for Disease Control

Overview of the Unit

The Division of Health Protection encompasses the departments of Environmental Health, Health Emergencies and Climate Change, and the Fiji Centre for Disease Control. The Division is responsible for the coordination and implementation of environmental health, health emergencies and climate change and communicable disease programs nationally. The Fiji Centre for Disease Control is responsible for communicable disease programs within the Ministry of Health and Medical Services, which includes establishing and maintaining an effective communicable disease surveillance system, assisting the divisions in outbreak detection and response; provision of reference public health laboratory services; development of relevant guidelines; advising on existing and emerging communicable diseases; and supporting research and training.

The Position

The position supports the Head of Health Protection in the operations of the Division of Health Protection, including the administration and delivery of health protection programs.

Key Responsibilities

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

1. Supports the implementation of health protection programs
2. Provide leadership to the staff of the Fiji CDC to ensure best practice in addressing relevant priority areas of the Ministry of Health and Medical Services (MoHMS) Strategic Plan.
3. Oversee daily operations of the Fiji CDC and the work of the individual units
4. Monitor, evaluate, and report on the achievements and outcomes of individual units
5. Supports the implementation of communicable disease programs, working with the health divisions of the MoHMS.
6. Support professional development across the MoHMS.
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely planning, monitoring and evaluation of relevant staff meetings and individual unit work plans, including submission of Fiji CDC quarterly and annual reports, and the annual business plan.
2. Effective and timely management, and regular monitoring of staff performance and attendance to enable business continuity, and delivery of quality services.
3. Effective implementation of communicable disease programs aimed at reducing the burden of communicable disease, and addressing relevant priority areas in the MoHMS Strategic Plan.
4. Effective implementation of professional development activities across the MoHMS

Person Specification

In addition to a Post Graduate Diploma in public health, epidemiology or equivalent in the specialty, 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. Significant experience in communicable disease surveillance and outbreak response.
2. Sound knowledge of communicable disease epidemiology and the planning and implementation of communicable disease programs in resource limited settings.
3. Experience managing a multidisciplinary team and working with internal and external stakeholders
4. Sound knowledge of MoHMS policies related to communicable diseases and health security.
5. Sound understanding of relevant health legislation, policies and good governance principles.
6. Knowledge of international responsibilities, networks, and agreements relevant to communicable disease and health security.

Skills and Abilities

1. Excellent organizational and management skills
2. Excellent communication, interpersonal, and representational skills
3. Critical thinker with the ability to analyze and solve complex problems through innovation and an evidence-based approach.
4. Ability to conduct and supervise research
5. Ability to analyze data using MS Excel. Ability to use other data analysis/statistical software is an advantage.
6. Service-oriented approach, with a commitment to supporting the operational and corporate environment of the organization
7. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Personal Character and Eligibility

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MOHMS 256/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Clinical Governance Manager (Project)
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Duration:	12 months
Location:	St Giles Hospital, Labasa Hospital
Reports to:	Medical Superintendent
Liaises with:	Directors of Nursing, Hospital Administrators; Heads of Departments, Allied Support Services and the Heads of Clinical Services Department, Manager Patient Safety & Quality Assurance
Subordinates:	Infection Prevention and Control Nurses

The Position

The position is responsible for the leading, coordinating and monitoring all quality assurance activities and ensuring the successful implementation of a Quality Management System.

Key Responsibilities

The purpose of the position will be achieved through the following key responsibilities and duties:

1. Managing the 'Clinical Governance Hub' with responsibility for the organisation's Quality Management System (QMS)
2. Working with management and operational staff to establish standard operating procedures(SOP), Clinical Practice Guidelines and quality standards across the organisation to ensure service quality is consistent with best practice standards at both national and international level
3. Ensuring continuous quality improvement by regularly and routinely measuring performance against standards and reporting outcomes to relevant personnel, ensuring timely, informed decisions can be made in the pursuit of quality improvement.
4. Actively leading and engaging with service users to monitor outcomes and satisfaction with service provision
5. Conducting relevant analysis and distributing statistical information and technical reports to further promote continuous quality improvement in service delivery
6. Ensuring that all staff receive the training necessary to optimize their personal and professional contribution to the organisation's pursuit of continuous quality improvement
7. Providing administrative support to the Clinical Governance Steering Group by having responsibility for the production of meeting agendas and minutes and disseminating all necessary reports and action plans
8. Actively participating in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. The Hospital's Quality Management System (QMS) is established and is explained/described in a Quality Manual.

2. Timely and effective management, and regular monitoring of Quality Officers; Infection Prevention and Customer Services personnel performance to enable business continuity, delivery of services, and achievement of work plan outcomes.
3. The Clinical Governance Business Plan/ Annual Work Plan is developed, approved and implemented within the agreed timeframes.
4. A repository of the organisation's Standard Operating Procedures, Clinical Practice Guidelines, Policies and Procedures is established.
5. Actively participating in the corporate activities of the Ministry.

Person Specification

In addition to being registered a nurse with the Fiji Nursing Council with a valid practicing license, the position holder must have a Bachelor of Nursing with at least 3 years active experience of clinical service. The following Knowledge, Experience, Skills and Abilities are also required to successfully undertake this role:

Knowledge and Experience

1. Good understanding of Quality Assurance in Healthcare (including Clinical Governance)
2. Good knowledge, experience and understanding of the Hospital's clinical environment
3. Experience in programme development and implementation
4. Good understanding and experience in system/process analysis and production of investigative reports, including action plans
5. Experience in data collection and analysis, interpretation and presentation

Skills and Abilities

1. Experience in developing and delivering adult education activities
2. Organizational skills in managing service departments.
3. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
4. Strong communication skills and the ability to effectively consult with others to develop appropriate policy and procedures and to prepare concise, objective reports in relation to complex, sensitive issues;
5. Capacity to utilise computer programs to support the operations of complex organisation;
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

Personal Character and Eligibility

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