

OPEN ADVERTISEMENTS – FIJI SUN 22 OCTOBER 2022

MOHMS 290/2022



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:	As per the needs of the Ministry of Health and Medical Services
Unit/Division:	Physiotherapy
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

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 22 OCTOBER 2022

MOHMS 291/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Senior Dental Officer (Prosthetic)
Salary Band:	Band I
Salary Range:	\$43,296.63 – \$55,508.50 per annum
Duration:	5 years
Location:	CWM Hospital
Unit/Division:	Dental Department/CWM Hospital
Reports to:	Principal Dental Officer
Liases with	Hospital Corporate and Executive Staffs, Clinicians, Nursing cadres, Hospital Support Staffs, GWE's, Social Welfare Officers, Divisional Dental Officers, Principal Dental Officers, Senior & Supervising Dental Technician and other key stake holders.
Subordinates:	Senior Dental Officers, Dental Officers, Dental Therapist, Instructor Dental Therapists, Dental Hygienists, Dental Technicians, Supervising Dental Technician and other Stakeholders

Overview of the Specific Area

The CWMH Dental Clinic is committed to provide high quality and efficient oral health care services to a population catchment of approximately 400,000 people within the Central/Eastern Division. The Institution is duty bounded to accommodate all national and regional referrals [national referral centre] CWM Hospital and also a training health facility for local and overseas under/postgraduate students.

Position Purpose

The Senior Dental Officer Prosthetic is responsible for the Clinical and Technical Management of the Suva Dental Prosthetic Clinic and Laboratory Unit through good *leadership* to 8 dental prosthetic staffs, Trainees and attachees involved in a daily service provision. The position ensures that the implementation and achievement of Prosthetic Clinical and Technical Components of Departments Business Plan are carried out effectively and efficiently to the people of the Central and Eastern Division.

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 high Quality Clinical/Technical Prosthetic Skills and Consultations at all times.
2. Ensure safe practice and sound Prosthetic Services are provided in accordance with existing legislations by taking responsibility for patients' management within the context of *good clinical governance* and patients safety
3. Undertakes Prosthetic supervision to Prosthetic Staffs, Trainees & Attachees by providing daily/regular, appropriate feedback to Principal Dental Officer on the followings; daily attendance

of clinical staffs, conditions/status of operating area, equipment's, instruments, consumables and revenues

4. Undertakes assessment of dental Prosthetic staff, trainees and attachees using the dedicated workplace-based assessment tools approved by service provider.
5. Responsible for managing and assisting in the development of human resources under the position authority, good custodians of other Prosthetic assets and continuous improvement of processors and systems at work place
6. Provide formal/non-formal Prosthetic clinical/Technical and related reports/data in a timely manner to requestors through the Principal Dental Officers Office.
7. Provides final Prosthetic clinical/Technical decisions prior to intra and inter hospital and non-hospital referrals regarding continuum of best available patient care.
8. Active participation in all corporate functions of the Ministry.

Key Performance Indicators

1. High level of Prosthetic Clinical services and clinical targets are provided/met within agreed timeframes and in accordance with the relevant legislation, policies and guidelines.
2. Timely assessment of subordinate's performances and performance conversation is conducted in accordance with the performance management framework.
3. Clinical capacity building for oral health staff is carried out as planned and staff/customer complaints are resolved in a timely manner.
4. All reports are submitted within the agreed timeframes, and meet the required standard, including analytical trends, analyses of data and any recommendations for improvement.
5. Active participation in all corporate functions of the Ministry

Person Specification

In addition to a Bachelor in Dental Surgery [BDS] (or equivalent) from a recognized Institution and Registered as a Dental Practitioner with a valid practicing license from the Fiji Dental Council, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least 6 years' experience as Dental Officer in a hospital settings.
2. Demonstrate accountability for all actions and use evidence-base data in prosthetic clinical and technical assessments to perform to expected practical standards and in accordance with relevant guidelines and legislations.
3. Demonstrate experience in leading and working effectively within a team environment while upholding high professional standard.

Skills and Abilities

1. Demonstrate ability to provide and conduct effective prosthetic services.
2. Demonstrate ability to effectively manage human resource, equipment's, instruments dental materials and consumables.
3. Demonstrate ability to develop and provide support, mentor, train and supervise oral health staff and other members of the health team including attachees.
4. Demonstrate ability to communicate respectively, effectively and positively with superiors, colleagues, supervisors, other health professionals, patients and family members
5. Demonstrate ability to analyse and contribute solutions to complex problems, especially in a resource constrained environment.
6. Possess the skills to write comprehensive and analytical professional reports.

Personal Character & Eligibility

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RE-ADVERTISEMENTS – FIJI SUN 22 OCTOBER 2022

MOHMS 248/2022



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
Duration:	3 years
Location:	Dinem House, Headquarters
Unit/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 polices 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

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