

OPEN ADVERTISEMENTS – FIJI SUN 08 OCTOBER 2022

MOHMS 288/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Dental Therapist
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Duration:	5 years
Location:	As per the needs of the Ministry of Health and Medical Services
Unit/Division:	Dental Department
Reports to:	Dental Officer, Principal Medical Officer
Subordinates:	Nil

The Position

The position is to provide Oral Health care services to patients in the clinic, special schools, Prisons, Senior Citizen Home and communities. The incumbent is expected to perform Preventive, Conservative and Curative services as per Dental Therapist scope of Practice.

Key Responsibilities

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

1. To provide clinical dental assessment, diagnosis and provide treatments to patients needing preventive, conservative and curative care and may refer oral pathology and complex surgical cases to the Oral Surgery Department as per clinical practice and infection control guidelines;
2. Work as an effective and professional member of the oral health team.
3. Prepare and deliver Oral Health Promotion Community outreach programs in special institutions, schools and the general community.
4. Participate in monitoring and evaluation activities of all oral health programs implemented.
5. Participate in collection and reporting of Monthly data reports.
6. Actively participate in the corporate activities of the Ministry.
7. Plan and prepare proposals to request program funding and comply with Nutrition Services meeting and attendance standards.
8. Actively participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Clinical and Outreach Programs Targets are achieved as per the Oral Health Business Plan and in accordance with approved MOHMS dental clinical practice and infection control procedures and guidelines to maintain patient safety and comfort.
2. Specific oral health programs are delivered (including oral examination, education, prevention and treatment provided to Antenatal Clinics, Maternal Child Health Clinics, Schools, Prisons, and Special Needs patients) as per CWM oral health business plan;
3. Satisfactory outcomes achieved across a range of measures including: biannual clinical audit of oral health services; Patient satisfaction survey;
4. Maintain clinic and resources stores (equipment, materials and consumables) to agreed standard to provide expected services (check stores weekly and submit request monthly).

5. Provide relevant and timely submission of data and reports on the type and number of standard and specialised services provided to monitor demand and service output (from the dental clinic and outreach/community, schools, prisons or specialist health clinics).
6. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a Diploma of Dental Therapy or Bachelor in Oral Health or equivalent, registered with the Fiji Dental Council and holds a valid Annual License, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Is registered with the Fiji Dental Council and holds a valid Annual License to Practice as a Dental Practitioner.
2. A minimum qualification of Certificate/ Diploma of Dental Therapy (essential), or Bachelor in Oral Health or equivalent from a recognised Institution (becoming industry standard).
3. Post graduate qualification in relevant field such as public health (desirable).
4. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
5. Familiar with relevant dental prosthetic Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dental technology practice.
6. Maintain privacy and confidentiality of all patient or staff information and data.
7. Demonstrate effective and professional level communications in all interactions with clients, families, co-workers and other stakeholders.

Skills and Abilities

1. Demonstrate accountability for all actions and use approved clinical practice guidelines and evidence-base data in providing dental therapy services.
2. Demonstrate technical competence in line with the recognised scope of practice for dental therapists and effective capacity to carry out oral health promotion activities and programs.
3. Work effectively, cooperatively and meet agreed targets, as a member of the oral health team and to the expected standards reflecting the MOHMS values.
4. Demonstrate ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.
5. Ability to identify and refer any Risk Management Issues;
6. Service oriented approach with the commitment to supporting the 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 08 OCTOBER 2022

MOHMS 277/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Team Leader Clinical
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Location:	CWM Hospital
Duration:	5 years
Unit/Division:	Acute Surgical Ward / Nursing
Reports to:	Nurse Unit Manager, Acute Surgical Ward
Subordinates:	Registered Nurses, OT Orderlies, Anesthetic Attendant, Ward Assistants, Central Sterilization Department (CSSD) Attendants Housekeeping Staff

The Position

The purpose of this position is to provide clinical leadership in the department and support the Nurse Unit Manager in ensuring the delivery of high quality perioperative nursing care in accordance with legislative requirements and perioperative care standards.

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. Provide nursing clinical leadership and guidance to ensure surgical health services are delivered as per approved plans, guidelines, and policy and to ensure that all perioperative nurses are working within their scope of nursing practice, standard and competencies.
2. Support the NUM to coordinate efficient and effective management of the OT and nursing workforce to ensure that all allocated activities are achieved and staff annual performance assessments are carried out.
3. 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.
4. Support the NUM in ensuring 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.
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 including the orientation of medical students, nursing students and new nursing staffs and contribute to the development of Perioperative policies and ensure accurate documentation and effective communication.

7. Actively contribute to all cooperate 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 Perioperative care plans and unit activities are updated and implemented within the agreed timeframes.
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 supervision of registered nurses activities and performance appraisals are carried out to ensure individual work plans are achieved.
4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained.
5. Actively participate in corporate activities of the Ministry as and when required.

Person Specification

In addition to Bachelor of Nursing with at least 5 years of Surgical nursing experience or equivalent, 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. Has sound knowledge and competence on the following:
 - a. Perioperative practice care bundles and surgical care safety list
 - b. Nursing Decree, nurses code of conduct, Policies, Guidelines, Institutional Procedures and Protocol.
2. Must have good communication skills and to possess a good command of spoken and written English.
3. Computer literate and comprehensive use of the Patient Information System (PATIS).

Skills and Abilities

1. Competent in executing the surgical safety checklist and ability to work with minimum supervision and with efficient time management skills;
2. Competent to scrub in all major cases and has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of training nurses on theatre nursing.
3. Demonstrate ability to handle theatre emergency situations in an effective and professional manner.
4. Demonstrate the capacity to utilise computer program in generating report and correspondence.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Team Leader Clinical
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Location:	CWM Hospital
Duration:	5 years
Unit/Division:	Emergency Department / Nursing
Reports to:	Nurse Unit Manager, Emergency Department
Subordinates:	Registered Nurses, Orderlies, Ward Assistants, Nursing and Medical Students

The Position

The purpose of this position is to provide clinical leadership in the department and support the Nurse Unit Manager in ensuring the delivery of high quality nursing care in accordance with legislative requirements and patient care standards.

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. Provide nursing clinical leadership and guidance to ensure health services are delivered as per approved plans, guidelines, and policy and to ensure that all nurses are working within their scope of nursing practice, standard and competencies.
2. Support the NUM to coordinate efficient and effective management of nursing workforce to ensure that all allocated activities are achieved and staff annual performance assessments are carried out.
3. 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.
4. Support the NUM in ensuring 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.
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 including the orientation of medical students, nursing students and new nursing staffs and contribute to the development of policies and ensure accurate documentation and effective communication.
7. Actively contribute to all cooperate 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 care plans and unit activities are updated and implemented within the agreed timeframes.
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 supervision of registered nurses activities and performance appraisals are carried out to ensure individual work plans are achieved.
4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained.
5. Actively participate in corporate activities of the Ministry as and when required.

Person Specification

In addition to Bachelor of Nursing with at least 5 years of emergency nursing experience or acute care setting, 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. Has sound knowledge of Nursing Decree, nurses code of conduct, Policies, Guidelines, Institutional Procedures and Protocol.
2. Basic and Advanced Care Life Support Certification.
3. Experience in effectively leading and working within a team.
4. Proven communication skills and to possess a good command of spoken and written English.
5. Computer literate and comprehensive use of a Patient Information System.

Skills and Abilities

1. Ability to work with minimum supervision with efficient time management skills;
2. Ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of nurses.
3. Demonstrate ability to handle emergency situations in an effective and professional manner.
4. Demonstrated ability to effectively work within a team.
5. Demonstrate the capacity to utilise computer program in generating report and correspondence.
6. Demonstrate the ability to instruct, developing and implementing effective nursing care plans to medical patients.
7. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

Personal Character and Eligibility

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Key Performance Indicators

Performance will be measured through the following indicators:

1. All CSSD activities are updated and implemented within the agreed timeframes.
2. Maintain compliance and adherence to Infection control standards, compliant with the agreed scope of practice and timeframes of the CSSD service deliverables and plans.
3. Effective and timely supervision of subordinates activities and performance appraisals are carried out to ensure individual work plans are achieved.
4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained.
5. Quarterly reports and outcomes are actioned in a timely and effective manner
6. Actively participate in corporate activities of the Ministry as and when required.

Person Specification

In addition to Bachelor of Nursing with at least 5 years of Central Sterilization Department (CSSD) or perioperative or post-operative recovery nursing experience or equivalent, 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. Has sound knowledge and competence on the following:
 - a. The sterilization and decontamination production and control processes and Infection Prevention and Control Standards;
 - b. Nursing Decree, nurses code of conduct, Policies, Guidelines, Procedures and Protocol.
2. Must have good communication skills and to possess a good command of spoken and written English.
3. Computer literate and comprehensive use of a Patient Information System.

Skills and Abilities

1. Competent in executing the surgical safety checklist and ability to work with minimum supervision and with efficient time management skills;
2. Demonstrated ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of nurses.
3. Demonstrated ability to handle difficult situations in an effective and professional manner.
4. Demonstrate the capacity to utilise computer program in generating report and correspondence.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

Personal Character and Eligibility

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4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained;
5. Actively participate in corporate activities of the Ministry as and when required.

Person Specification

In addition to Bachelor of Nursing with at least 5 years of Medical and Surgical nursing experience or equivalent, 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. Has sound knowledge and competence on the following:
 - a. Extensive medical and surgical nursing care skills including knowledge on pre and post-operative surgical care.
 - b. Mega Code and Infection Prevention and Control.
2. Demonstrated advance clinical nursing skills including the ability to undertake physical assessments within nursing scope of practice.
3. Demonstrated well developed written and verbal communication, coordination and organisational skills.
4. Well-developed interpersonal and communication skills and the ability to work as part of a small team.
5. Understanding of the applicable legislation or policies/procedures (or experience which demonstrates the ability to rapidly acquire).

Skills and Abilities

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

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Team Leader Clinical
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Location:	CWM Hospital
Duration:	5 years
Unit/Division:	National Diabetic Centre and Men's Medical Ward / Nursing
Reports to:	Nurse Unit Manager, National Diabetic Centre and Men's Medical Ward
Subordinates:	Registered Nurses, Orderlies, Ward Assistants, Nursing and Medical Students

The Position

The purpose of this position is to provide clinical leadership in the department and support the Nurse Unit Manager (NUM) in ensuring the delivery of high quality nursing care in accordance with legislative requirements and patient care standards.

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. Provide clinical leadership to nurses and ensure nursing care is provided in accordance with legislation, professional standards and clinical practice guidelines.
2. Assist the NUM in the operational management of the ward including regular monitoring of staff to support quality nursing care, a competent workforce and a satisfying work environment for staff.
3. Effectively implements nursing care plans ensuring that it confirms to National nursing policies, facilities internal protocols and infection prevention and control guidelines.
4. Effectively ensures documentation and records management including updating of the Patient Information System (PATIS) as per guidelines/policy.
5. Assist the NUM in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity to ensure excellent customer care is provided.
6. Work with the NUM to coordinate team activities and support nursing workforce supervision and coverage to ensure that all allocated activities are achieved and annual performance assessments are carried out.
7. Actively contributes to the Ministry and corporate requirements, including planning, budgeting and recruitment selection activities

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. Preparation and 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 compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained;
5. Actively participate in corporate activities of the Ministry as and when required.

Person Specification

In addition to Bachelor of Nursing with at least 5 years of Medical and Surgical nursing experience or equivalent, 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. Has sound knowledge and competence on the following:
 - a. Extensive medical and surgical nursing care skills including knowledge on pre and post-operative surgical care.
 - b. Mega Code and Infection Prevention and Control.
2. Demonstrated advance clinical nursing skills including the ability to undertake physical assessments within nursing scope of practice.
3. Demonstrated well developed written and verbal communication, coordination and organisational skills.
4. Well-developed interpersonal and communication skills and the ability to work as part of a small team.
5. Understanding of the applicable legislation or policies/procedures (or experience which demonstrates the ability to rapidly acquire).

Skills and Abilities

1. Ability to work with minimum supervision and with efficient time management skills;
2. Demonstrated ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of nurses.
3. Demonstrated ability to handle difficult situations in an effective and professional manner.
4. Demonstrate the capacity to utilise computer program in generating report and correspondence.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment 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.

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.

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. Assist NUM with preparation and 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 compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained;
5. Actively participate in corporate activities of the Ministry as and when required.

Person Specification

In addition to Bachelor of Nursing with a valid Midwifery license and at least 2 years of Midwifery experience or equivalent, 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. Experience in working in a similar area with knowledge of mother craft, management and how these functions are achieved through the nursing activities.
2. Understanding and sound knowledge of Midwifery and Nurses scope of practice outlined under the Nursing Decree, CWMH nursing policies, HIV Decree, Child Welfare Decree and Mental Health Decree guidelines and procedures that govern the Nurses' practice and code of ethics.
3. Has sound knowledge and competence on the following:
 - a. Emergency management of Obstetrics and Neonates
 - b. Infection Prevention Control practices in caring for mothers and new born
4. Well-developed interpersonal and communication skills and the ability to work as part of a small team.

Skills and Abilities

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

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Nurse Unit Manager
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	CWM Hospital
Duration:	5 years
Unit/Division:	Emergency Department / Nursing
Reports to:	Deputy Director of Nursing (DDON), East Wing
Subordinates:	Team Leaders, Registered Nurses, Orderlies, Ward Assistants, Nursing and Medical Students

The Position

The purpose of this position is to overall management and clinical supervision of nursing practice to ensure a safe and effective environment for the delivery of optimal quality nursing care, in accordance with the standard of the emergency department (ED) clinical guidelines, legislative requirements and patient care standards.

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. Collaboratively works with ED and other clinical teams to provide specialized ED nursing care in conformity to the Scope of Practice, the Fiji Nursing standards, Fiji Nursing Policies , National & institutional policies & guidelines and clinical procedural guidelines.
2. Provide clinical leadership, manage nurses of the ED 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 guidelines within the nursing scope of practice.
3. Effectively procure and manage resources and the environment to ensure provision of safe efficient and effective ED services
4. Ensures effective records management including the Patient Information System (PATIS) and documentation including nursing care plans are updated as per guideline/policy.
5. Coordinate efficient and effective management of the ward and nursing workforce to ensure that all allocated activities are achieved and annual performance assessments are carried out.
6. Ensure continuous quality improvement and compliance with approved standards, policies and protocols related to critical cardiac nursing, Infection Prevention and control guidelines, Disciplinary Guideline and other related clinical practice guidelines.
7. Actively contributes to the Ministry and corporate requirements, including planning, budgeting and recruitment selection activities

Key Performance Indicators

Performance will be measured through the following indicators:

1. Maintain compliance and adherence to professional ED care nursing 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, department objectives and budget restraints; including ongoing contribution to ED nursing care sustainability.

Person Specification

In addition to Bachelor of Nursing with at least 5 years of emergency care nursing experience or equivalent, 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 Act and the Nurses Code of Conduct.
2. Has sound knowledge and competence on the following:
 - a. Cardiac arrhythmias, Mega Code or advanced life support, and Infection Prevention and Control.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
4. Proven communication skills and possess a good command of spoken and written English.

Skills and Abilities

1. Proven ward management experience and ability to effectively manage a busy Emergency department to a professional standard reflecting the MOHMS values.
2. Demonstrate the ability to handle emergency in the unit with good decision making skills.
3. Capacity to utilise computer programs to support the operations of complex organisation;
4. Ability to make professional and timely clinical judgement and decisions to support quality nursing outcomes and can teach and mentor subordinates on any new policies, guidelines and support the continuous professional development of nurses.
5. Demonstrated ability to provide leadership and work effectively within a team environment to achieve unit goals.
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

Personal Character and Eligibility

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MOHMS 284/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Nurse Unit Manager
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	CWM Hospital
Duration:	5 years
Unit/Division:	West Wing / Nursing
Reports to:	Deputy Director of Nursing (DDON), West Wing
Subordinates:	Team Leaders, Registered Nurses, Orderlies, Ward Assistants, Nursing and Medical Students

The Position

The purpose of this position is to overall management and clinical supervision of nursing practice to ensure a safe and effective environment for the delivery of optimal quality nursing care, in accordance with the standard of the department clinical guidelines, legislative requirements and patient care standards. The position manages staff and resources of the West Wing of CWM Hospital in the absence of Deputy Director of West Wing, hence, responsible for the operational day to day management of the inpatient beds and patient flow related functions for the hospital to ensure a safe and effective flow of inpatient admission throughout the CWM hospital and aims to balance the access demand

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. Discussion of bed state with other wing supervisors, Bed Manager and Deputy Director of Nursing West Wing for availability of beds at all wards of the West wing of CWM hospital and organizes transfers accordingly whether internally or other sub divisional hospital.
2. Organizing of the ward roster and monitoring of staff attendance and deployment of appropriate staff if need be to resolve shortage.
3. Participate in clinical discussion with consultants and family conferences on any client need with further collaboration with other health care services and social workers on specific client need as required after hours.
4. Organize handing over sessions with nurses at all wards and updates all patient categories for continues follow up.
5. Providing follow up and guidance for all nurses for different patient condition and supervise documentation and management of care.
6. Participate in workshops and training as directed by Deputy Director of Nursing for West wing.
7. Ensure that all supplies of resources such as stationeries, surgical, consumables and non-consumables are readily available in the ward at all times.
8. Actively contributes to the Ministry and corporate requirements, including planning, budgeting and recruitment selection activities

Key Performance Indicators

Performance will be measured through the following indicators:

1. Maintain compliance and adherence to professional care nursing 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, department objectives and budget restraints; including ongoing contribution to nursing care sustainability.

Person Specification

In addition to Bachelor of Nursing or equivalent, 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. Worked as a Nurse for at least 10 years and has acted on any leadership position for at least 4 years.
2. Possess a good command of English in both oral and written.
3. Understanding of and experience in the application of legislation or policies/ procedures with regards to the Nursing Decree (2011).
4. Working knowledge of curative, therapeutic, management and rehabilitative of patients and how this functions is achieved through the nursing activities.

Skills and Abilities

1. Proven ward management experience and ability to effectively manage a busy department to a professional standard
2. Demonstrate the ability to handle emergency in the unit with good decision making skills.
3. Capacity to utilise computer programs to support the operations of complex organisation;
4. Ability to make professional and timely clinical judgement and decisions to support quality nursing outcomes and can teach and mentor subordinates on any new policies, guidelines and support the continuous professional development of nurses.
5. Demonstrated ability to provide leadership and work effectively within a team environment to achieve unit goals.
6. Service oriented approach, with a commitment to supporting the operational/corporate environment 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:	Nurse Unit Manager
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	CWM Hospital
Duration:	5 years
Unit/Division:	Paediatrics Unit/ Nursing
Reports to:	Deputy Director of Nursing (DDON), Paediatrics
Subordinates:	Team Leaders, Registered Nurses, Orderlies, Ward Assistants, Nursing and Medical Students

The Position

The purpose of this position is to overall management and clinical supervision of nursing practice to ensure a safe and effective environment for the delivery of optimal quality nursing care, in accordance with the standard of the Paediatrics department clinical guidelines, legislative requirements and patient care standards.

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. Supervise, monitor and control all wards, in-patients and unestablished staff for the overall management of the Pediatrics Unit.
2. Accountable and responsible for the functional and operational management of the Pediatrics Unit after hours and weekends.
3. To coordinate a systemic delivery of effective quality care in a manner consistent with Health Policies and Nursing Procedures by the Nursing staff and ward assistants in all the Pediatrics wards.
4. Provide clinical leadership, manage nurses of the manage department 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 guidelines within the nursing scope of practice.
5. Effectively procure and manage resources and the environment to ensure provision of safe efficient and effective paediatric services
6. Ensures effective records management including the Patient Information System (PATIS) and documentation including nursing care plans are updated as per guideline/policy.
7. Coordinate efficient and effective management of the ward and nursing workforce to ensure that all allocated activities are achieved and annual performance assessments are carried out.
8. Ensure continuous quality improvement and compliance with approved standards, policies and protocols related to critical cardiac nursing, Infection Prevention and control guidelines, Disciplinary Guideline and other related clinical practice guidelines.
9. To coordinate retrievals and evacuate very sick children from referral centers.
10. Actively contributes to the Ministry and corporate requirements, including planning, budgeting and recruitment selection activities

Key Performance Indicators

Performance will be measured through the following indicators:

1. Maintain compliance and adherence to professional care nursing 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, department objectives and budget restraints; including ongoing contribution to nursing care sustainability.

Person Specification

In addition to Bachelor of Nursing with at least 5 years of paediatric care nursing experience or equivalent, 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. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
2. Proven communication skills and possess a good command of spoken and written English.
3. Understanding of and experience in the application of legislation or policies/ procedures with regards to the Nursing Decree (2011).
4. Working knowledge of curative, therapeutic, management and rehabilitative of patients and how this functions is achieved through the nursing activities.

Skills and Abilities

1. Proven ward management experience and ability to effectively manage a busy department to a professional standard
2. Demonstrate the ability to handle emergency in the unit with good decision making skills.
3. Capacity to utilise computer programs to support the operations of complex organisation;
4. Ability to make professional and timely clinical judgement and decisions to support quality nursing outcomes and can teach and mentor subordinates on any new policies, guidelines and support the continuous professional development of nurses.
5. Demonstrated ability to provide leadership and work effectively within a team environment to achieve unit goals.
6. Service oriented approach, with a commitment to supporting the operational/corporate environment 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:	Principal Supplies Officer
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	Fiji Pharmaceutical & Biomedical Services (FPBS)
Duration:	3 years
Unit/Division:	Procurement Unit, FPBS
Reports to:	Head of Fiji Pharmaceutical & Biomedical Services Centre
Subordinates:	Senior Supplies Officer, Supplies Officer, Stores Officer I, Storeman II, Packers

The Position

The position is responsible for the management and operations of the Procurement Unit and maintenance of an effective and efficient procurement system ensuring availability of medicines and similar health commodities.

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. Oversee the efficient planning, and implementation and monitoring of the Procurement Unit Action Plan and the Annual Procurement Plan
2. Provide professional leadership to all staff and be responsible for their development and support.
3. Ensure that staff are performing and all delegated activities and work plan outcomes are met
4. Ensure reporting to the Director FPBSC on a daily basis
5. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, and Human Resource activities when required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All activities within the Unit Action plan and Procurement Plan are achieved and delivered within agreed timeframes, and compliant with all relevant processes, legislations and policies
2. Learning and Development plan is implemented within the agreed timeframes and the learning outcomes are achieved.
3. Effective and timely management of staff performance and outcomes, and regular monitoring of attendance to enable the delivery of quality and timely outputs identified in individual work plans that support the Unit Action Plan activities.
4. Quality reports are provided and outcomes are actioned in a timely and effective manner

Person Specification

In addition to a Bachelor's degree in Accounting/Business/Finance/Management or equivalent; the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role

Knowledge and Experience

1. At least 4 years' experience working in a procurement and supply chain management system, managing inventory and conducting mass procurement for a medium - large organisation
2. Knowledge and understanding of the Tender Process, Contract management and supplier performance management
3. Sound knowledge and application of all relevant finance and procurement laws of Fiji.

Skills and Abilities

1. Demonstrated ability to effectively manage and lead a team
2. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to use computer programs to support the daily operations
4. Demonstrated ability to carry out negotiation with suppliers on contractual terms and conditions.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Supervisor Medical Imaging Technologist
Salary Band:	Band I
Salary Range:	\$43,296.63 - \$50,512.74 per annum
Location:	CWM Hospital
Duration:	5 years
Unit/Division:	Radiology Department / CWM Hospital
Reports to:	Consultant Radiology
Subordinates:	Technical Officer Higher Grade

The Position

The purpose of the position is to support the Radiological clinical and administrative activities and programs to ensure effective and efficient service delivery, and support the achievement of outcomes aligned with the Ministry Plans.

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. Manage, coordinate and monitor staff distribution and performance in preparation of work plans and on call rosters.
2. Ensure safety practices are carried out following standard operating procedures, protocols and guidelines.
3. Actively monitor and manage consumables for continuity of practice and delivery of quality services.
4. Actively contribute to Ministry and Corporate requirements by attending meetings, workshops and professional development.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Effective and timely management and monitoring of staff performance and attendance to ensure delivery of quality services outlined in work plans.
2. Ensure effective and efficient radiology procedures provided are compliant with protocols and guidelines, within agreed timeframes and schedules and/or service standards.
3. Efficient and timely management of all consumables, resources, equipment, assets that support meeting work plans and department objectives.
4. All working areas, equipment, and work practices are compliant with Occupational Health and Safety procedures, standards and guidelines

Person Specification

In addition to a Bachelor in Medical Imaging Science (or equivalent), registered and licensed under the Fiji Radiation Health Board, and Fiji Society of Medical Imaging Technologist with an understanding of management, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 10 years work experience in Radiology
2. Sound knowledge or understanding of the different modalities of technical protocols and practice principles
3. Sound knowledge and application of all relevant legislations/laws of Fiji.

Skills and Abilities

1. Demonstrated leadership skills to effectively manage and sustain a high performance work and team culture
2. Demonstrated organizational and communication skills to be able to interact with a diverse range of people
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Capacity to utilise computer programs to support the operations of complex organization
5. Service oriented approach, with a commitment to supporting the institutional and department business plan.

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Bio Medical Technical Officer
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Location:	CWM Hospital
Duration:	5 years
Unit/Division:	Bio Medical Department / CWM Hospital
Reports to:	Senior Bio Medical Engineer
Subordinates:	Nil

The Position

The purpose of the Biomedical Technical Officer is to work under no supervision, modify, develop tests, evaluate, construct, install and maintain complex biomedical electronic measurement and control instruments. To perform routine specialized tasks involved in the maintenance, servicing, troubleshooting and calibration of all Biomedical Equipment. May also direct, coordinate, and evaluate the work of lower level technicians.

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. Responsible for ensuring that any biomedical equipment required for service delivery is made available to the health facilities through constant and regular monitoring. All needs of biomedical equipment by the health facilities need to be captured and requested for purchase promptly.
2. Attend to any breakdowns and ensure that all faults are rectified promptly and also perform a variety of complex and specialized tasks associated with the routine preventative maintenance, installation, service and calibration of a diverse range of biomedical equipment according to Australian Standards [AS3551].
3. Ensure that users of equipment are educated, trained and advised on theory of operation, physiological principles and safe clinical application of biomedical equipment.
4. Provide weekly and monthly reports and updates to the Senior Biomedical Engineer.
5. Actively contribute to the corporate requirements of the Ministry when required

Key Performance Indicators

Performance will be measured through the following indicators:

1. Quarterly audits performed and biomedical equipment inventory is updated for all the health facilities in all divisions.
2. Annual preventative maintenance is carried out for all the health facilities
3. User Training is performed on a monthly basis for all biomedical equipment.
4. Monthly report on equipment availability is submitted to National Biomedical Coordinator through Senior Biomedical Engineer.
5. Actively contribute to the corporate requirements of the Ministry when required

Person Specification

In addition to University qualifications (or equivalent) relevant to Biomedical/ Electronics the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of a Biomedical Engineer.

Knowledge and Experience

1. At least 3-5 years work experience in the field relevant to Electronics/ Biomedical Engineering
2. Substantial knowledge of electronic circuitry and electronics troubleshooting.
3. Understanding of the OHS regulations and safety procedures;
4. Working knowledge of physiology, anatomy and medical terminology.
5. Substantial knowledge of email, database management, spreadsheet and word processor applications.
6. Experience in, and understanding instruction of all aspects of all Biomedical Engineering Services both written and oral.

Skills and Abilities

1. Ability to establish and maintain working relationships with co-workers, clinical and medical staff and the general public.
2. Ability to interpret schematics, wiring diagrams and illustrated parts drawings of biomedical equipment. Also knowledge of physiology, anatomy and medical terminology.
3. Ability to maintain confidential information.
4. Must possess sound analytical and problem solving skills in a resource constraint environment.
5. Ability to lead a department, unit or group also to instruct, direct, motivate and evaluate employees
6. Ability to work efficiently in any given time frame

Personal Character and Eligibility

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