

NEW ADVERTISEMENT – FIJI SUN AND FIJI TIMES 9TH DECEMBER, 2023

MOHMS 318/2023



MINISTRY OF HEALTH & MEDICAL SERVICES
ROLE DESCRIPTION

Role:	Medical Intern
Salary Band:	Band G Step 4
Salary and Allowances:	\$38,140.60 + MOCA (On Call Allowance: 1,907.03 + Environmental Allowance 5,721.09) = F\$45,768.72 per annum
Location:	CWM Hospital, Labasa Hospital, Lautoka Hospital
Duration:	2 years plus 6 months to facilitate General Registration
Unit/Division:	Major Hospitals
Reports to:	Medical Superintendents, Head of Departments, Consultants, Chief Medical Officers, Principal Medical Officers, Senior Medical Officers
Subordinates:	None

Position Purpose

The position supports and assists the Head of the Department in the provision of high quality health services under the responsibility of the Medical Superintendent, consistent with the values of the Ministry of Health and Medical Services.

Key Responsibilities

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

1. Implement activities of the unit as directed by the supervisor and the Head of Department while maintaining a positive collegiate relationship.
2. Undertake clinical responsibilities as assigned by the supervisor through active involvement in patient care, patient retrieval, patient referral, liaising with other units and referring health facilities, while maintaining appropriate records and confidentiality, and ensuring adherence to approved guidelines and best practice standards, to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Undertake public health responsibilities as assigned by the supervisor through active participation in activities of primary health care, health promotion and health education, screening, patient retrieval, patient referral, and community visitation while maintaining appropriate records and confidentiality, and ensuring adherence to approved standard operating procedures, guidelines and best practice standards.
4. Participate in monitoring and evaluation of unit activities and support implementation of corrective measures to provide effective and efficient services.

5. Engage in clinical governance by attending training sessions and actively implementing endorsed activities in risk minimization, incident reporting, infection prevention and control, quality improvement, patient safety, customer service, and waste management.
6. Active engagement in planned education and learning activities consolidating knowledge and building up experience in health care service.
7. Active engagement in health information and digital health through daily participation in inputting of patient data into PATIS, completion of electronic patient discharge report, accessing electronic investigation reports for laboratory and radiology services, and disease surveillance information systems.
8. Active engagement in performance assessment processes as planned by the supervisor to ensure progress and successful completion of the program is achieved.
9. Actively contribute to all corporate requirements of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Implement activities of the Unit/SD according to the plans and working effectively with the Team adhering 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

Has obtained an undergraduate medical degree recognized by the Fiji Medical Council, and exhibit the following knowledge, experience, skills and abilities:

Knowledge and Experience

1. Aware and some knowledge of evidence-based standards of safe practices in general medicine.
2. Aware of medical policies and medico-legal compliance.
3. Aware of the concepts/tools used in audits and monitoring and evaluation.
4. Aware of symptoms and signs of a deteriorating patient and a very sick patient, who need immediate interventions.
5. Aware of processes and procedures for resuscitating patients with life-threatening emergencies, participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Good communication skills.
2. Some clinical skills including procedural skills.
3. Able to work as a member of a team and with a high workload.
4. Able to work under pressure and for long hours.
5. Able to manage time and take responsibility for personal development and learning new skills.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization with high level of Customer Satisfaction.

Selection Criteria

SC1 Undergraduate degree from FMC approved medical school

SC2 Effective oral and written communicator.

SC3 Can contribute to maintain patient safety and quality of care.

SC4 Ability to work in a team with high workload and long hours.

SC5 Has no adverse conduct or ethical behaviour as a medical trainee.

SC6 Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization with high level of Customer Satisfaction.

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 60, 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