



MINISTRY OF HEALTH & MEDICAL SERVICES

ROLE DESCRIPTION

Particulars of the position

Role:	Principal Medical Officer
Salary Band:	Band J
Base salary & Allowances:	MOCA C: Base: 92,612.84 + On Call Allowance: 4,630.64 + Environmental Allowance 13,891.93 = <u>F\$111,135.41</u>
Location:	Dermatology Unit
Division:	Tamavua Twomey Hospital
Reports to:	Consultant, CMO
Subordinates:	Senior Medical Officer/Medical Officers within the Unit

Overview of the Unit

Tamavua Twomey Hospital is the national referral hospital for specialized Dermatology, Tuberculosis and Rehabilitation Medicine responsible for overseeing promotion, prevention, curative and rehabilitation activities. It is also a National Training Centre.

The Position

The position supports and assists the Consultant HOD in the provision of high quality services in the relevant Specialized field of Medicine, under the responsibility of the Medical Superintendent, consistent with the values of the Ministry of Civil Service and the Ministry of Health and Medical Services.

Key Duties

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

1. Provide assistance to facilitate the implementation of activities of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the 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 medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD.
5. Identifying and minimising risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.

6. Undertake education, teaching and research activities to train, 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.

The Person

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 of evidence-based standards of safe practices in the relevant Specialised field of Medicine and medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a hospital with limited resources and can assist 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 Skills including Procedural skills.
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 a clinical opinion on a range of problems in the relevant Specialized field of Medicine with guidance from Specialists.

6. Able to organize professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

Selection Criteria

1. Advance Clinical competence in the relevant Specialized field of Medicine and should have extensive experience in the Specialty.
2. Experienced officer who can contribute in the unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Demonstrated 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

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.