

MINISTRY OF HEALTH AND MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

Role:	Registered Nurse (Project)
Salary Band:	Band F
Salary Range:	\$27,072.04 - \$31,534.46 per annum
Duration:	Until 31/07/2026
Location:	Central Division, Eastern Division, Northern Division, Western Division
Unit/Division:	National SRH, HIV, STI and BBV Unit
Reports to:	Head of HIV/SRH Unit
Subordinates:	Nil

Position Purpose

The position is to promote clients' wellbeing by providing high quality nursing care in a variety of settings and in accordance with stipulated legislations, regulations, policies and standards.

Key Responsibilities

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

1. Provide quality nursing care that is timely through the use of the nursing process within the scope of practice.
2. Monitor clients and refer for further care or to specialized services in a timely manner
3. Maintain continuity among nursing teams by documenting and communicating actions, irregularities, and continuing needs.
4. Protect clients and employees by adhering to infection-control policies and protocols; medication administration and storage procedures; controlled substance regulations; notifiable diseases/outbreaks; client confidence; and the public service code of conduct.
5. Manage and maintain nursing supplies and inventory.
6. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely provision of well-structured care to individuals, families, or community clients with proper documentation and reporting
2. Clients are monitored, protected and referred for further care or to specialized services in a timely manner.
3. Nursing supplies are promptly managed and inventory well maintained within specified times.
4. Actively contribute to all corporate requirements of the Ministry.

Person Specification

In addition to a Bachelor's Degree in Nursing or equivalent, valid annual practicing license and registration as a general nurse with the Fiji Nursing Council, the following knowledge, experience, skills, and abilities are required to successfully undertake this role

Knowledge and Experience

1. At least 18 months experience in nursing at a major hospital, community health or similar nursing environment.
2. Sound knowledge of basic nursing principles and clinical practices
3. Good knowledge of the Nursing Act (2011), Occupational Health & Safety Act and relevant legislations.

Skills and Abilities

1. Exceptional clinical nursing skills with the ability to care for patients using structured approaches within the scope of practice for registered nurses
2. Ability to plan and manage the supply of pharmaceutical and consumables.
3. Ability to maintain confidentiality of patient or client information.
4. Exceptional communication skills both written and verbal.
5. Exceptional customer service skills.
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 under age of 60, in sound health, with a clear police record. **The normal requirement of being a Fiji Citizen can be waived under special circumstances.** 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.