



MINISTRY OF HEALTH & MEDICAL SERVICES

ROLE DESCRIPTION

Particulars of the position

Role:	Medical Superintendent
Salary Band:	Band N
Base Salary & Allowance:	MOCA B: Base Salary: 119,235.30 + On Call Allowance: 5,967.77 + Environmental Allowance 17,885.30 = <u>F\$143,082.36</u>
Duration:	Permanent Appointment until the Retirement Age of 60years
Location:	St. Giles Hospital
Reports to:	Chief Medical Advisor/Consultant Permanent Secretary
Subordinates:	All staff

Overview of the Hospital

St Giles Hospital is the national referral hospital for specialized mental health services responsible for overseeing promotion, prevention, curative and rehabilitation activities for mental health. It is also a National Training Centre.

The Position

The position is responsible for the overall development and management of Mental Health Services nationally. In addition, the position oversees the general management of all health facilities including the delivery of planned services in the hospital within agreed budgetary parameters compliant with standards of services developed by the Ministry of Health and Medical Services according to values of the Ministry.

Key Duties

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

1. Provide leadership to promote the interest and development of the Mental Health Services through strategic planning, ensuring cohesion of the overall functions of the services by working effectively with internal and external stakeholders and maintain positive interpersonal relationships.
2. Lead in reviews, monitor and evaluate activities of Hospital plans to ensure corrective measures are undertaken to provide effective and efficient services.
3. Responsible for provision of expert opinion, medical reports & medico-legal assessments.
4. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
5. Undertake education, teaching and research activities to train, coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.
6. Undertake no more than 20% of clinical responsibilities 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.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide effective leadership to promote the interest and development of the Hospital/Divisional plans agreed to with PSHMS.
2. Undertake clinical/PH responsibilities in the hospital/Division or on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate all activities of the hospital plans 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 relevant postgraduate qualifications in Psychiatry and a Registered Specialist in Psychiatry from respective Institution (Association and/or College) which is recognized by the Fiji Medical Council, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe Psychiatry practices and Medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training with broad clinical experience in Mental Health.
5. Experience working and managing a hospital with limited resources and confident and competent in teaching and training staff.
6. 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. Excellent Clinical Skills and Procedural skills.
2. Is articulate and able to engage at International and National high level meetings/negotiations.
3. Strong Organizational and Administrative Skills.
4. Ability to work within and manage a multidisciplinary team, work under pressure in a resource constrained environment/facility and cope with setbacks.
5. Able to analyze and solve complex problems using an evidence-based approach and offer expert opinion on a range of problems taking full and independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Clinical expertise at the level of Consultant Psychiatrist.
2. Experienced manager who can supervise a hospital to maintain patient safety and quality of care.
3. Articulate presenter at high level meetings.
4. Demonstrated ability to collaborate with stakeholders and Health Advocates.

5. A leader experienced in training, mentoring, coaching 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. **The normal requirement of being a Fiji Citizen under the age of 55 years 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.