

NEW ADVERTISEMENTS –01/06/2024
MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION
MOHMS VACANCY 137/2024

Particulars of the position

Role:	Chief Medical Officer
Salary Band:	Band L
Base salary & Allowances:	MOCA A: Base: 100,006.07 + On Call Allowance: 25,001.52 + Environmental Allowance 15,000.91 = <u>F\$140,008.50</u>
Location:	Obstetrics and Gynaecology (O&G) Unit
Division:	Labasa Hospital
Reports to:	HOD/Consultant or Consultant or Medical Superintendent
Subordinates:	Principal Medical Officers within the Unit

Overview of the Unit

The Hospital provides a comprehensive range of curative, primary and preventative health services to the residents of the Division. It is the main tertiary referral centre for the Division. In addition, the hospital provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

Position Purpose

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 either the Medical Superintendent, consistent with the values of the Ministry of Health and Medical Services.

Key Duties

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

1. Provide assistance or leadership and management to promote the interest and development of the Unit through strategic planning, ensuring cohesion of the overall functions 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. Facilitate peer reviews, monitor and evaluate Unit activities and implement corrective measures 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 minimizing 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 coach, 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 promote the interest and development of the Unit using the plans agreed to by the MS and HOD for clinical specialty.
2. Undertake clinical responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas of Unit 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

Person Specification

In addition to the following knowledge, experience, skills and abilities, the applicant must have: A Master's degree in the field of specialty or equivalent qualification AND a Registered Specialist by the Fiji Medical Council; **OR** A Master's degree in the field of specialty or equivalent qualification AND a Registered Specialist in another country that would be recognized by the Fiji Medical Council; **OR** If not registered as a Specialist, the Applicant must have a Master's degree in the field of specialty or equivalent qualification and be confirmed as qualifying to be recognized as a Specialist by the Fiji Medical Council.

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general 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 and clinical experience in the relevant specialized field of Medicine.
5. Experience working in a level two hospital, managing a clinical Unit 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 and Public Health 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 analyze and solve complex medical problems using an evidence-based approach and offer clinical opinion on a range of problems in the relevant Specialized field of Medicine, showing some 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 and Public Health expertise at the level of Specialist and should have significant depth of experience in the relevant Specialized field of Medicine.
2. Effective manager who can supervise a 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, 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. 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.

MOHMS VACANCY 138/2024

Particulars of the position

Role:	Senior Medical Officer
Salary Band:	Band I
Base salary & Allowances:	MOCA B: Base: 59,394.10 + On Call Allowance: 8,909.12 + Environmental Allowance 8,909.12 = F\$77,212.33
Location:	Nausori Health Centre
Division:	Central Health Services
Reports to:	Principal Medical Officer/SDMO
Subordinates:	Medical Officer

Overview of the Unit

The Hospital provides a comprehensive range of public health and primary care services to a population defined in the geographic Medical Area. Public Health Services comprise of activities aimed at improving health and prolonging life of the population through health promotion, disease prevention, rehabilitation and other health interventions. Primary Care Services are mostly clinical primary care outpatient services with special emphasis on preventative care.

Position Purpose

The position supports and assists the Sub-divisional Medical Officer and is responsible for the administration and delivery of high quality primary care services and public health services, including health programs such as Family Health, Non Communicable Diseases, Control of Communicable Diseases, Food and Nutrition, Environmental Health, Oral Health, Health Promotion and Wellness in the subdivision, under the responsibility of the Deputy Secretary for Public Health.

Key Duties

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

1. Implement activities of the Sub –Division by working effectively with the SDMO 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 and implement the monitoring and evaluation of Sub Divisional activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for the implementation of public health programs and activities at operational levels within the Subdivision.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance, overseeing the provision of medical reports, medico-legal assessments and expert opinion under the guidance and directive of the SDMO and DMO.
6. 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.

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

In addition to a Postgraduate Diploma qualification or equivalent in the field of specialty, the following knowledge experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge and application of evidence-based standards of safe practices in Public Health including epidemiology, preventative medicine, primary Health care and rehabilitation.
2. Awareness with some understanding of medical and government legislation, public health and health related policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, public health service management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a secondary health care hospital with limited resources and competent 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 and Public Health Skills including Procedural skills including research.
2. Good communication skills.
3. Good 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 clinical and public health opinion on a range of problems in the subdivision, showing some independent responsibility with guidance from SDMO and Specialists.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Intermediate Public Health and Clinical competence and should have extensive experience in leading a public health team.
2. Effective officer who can supervise a 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. Able to train, mentor and support 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.

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