



## MINISTRY OF CIVIL SERVICE

### POSITION DESCRIPTION

#### Overview of the Ministry

The Ministry of Civil Service was established in 2016 under the civil service reforms to replace the former Public Service Commission Ministry. The role of the Ministry of Civil Service is to broadly support the devolution of Constitutional responsibilities to Ministries while maintaining some central coordination and consistency across the Civil Service. Its focus is to attain a modern and high performing civil service that is responsive to the priorities of the Fijian Government.

#### Particulars of the position

<b>Role:</b>	<b>Chief Medical Officer Medicine</b>
<b>Level:</b>	MD02
<b>Salary range:</b>	\$126,233.38 - \$131,859.38 (MOCA A)
<b>Location:</b>	Lautoka
<b>Division:</b>	Lautoka Hospital
<b>Reports to:</b>	HOD Consultant Physician- Lautoka Hospital
<b>Subordinates:</b>	Principal Medical Officer – Internal Medicine

#### Overview of the Lautoka Hospital

The Lautoka Hospital provides a comprehensive range of curative, primary and preventative health service to the residents of the Western Division and is the main tertiary referral centre for the Division. In addition, the Hospital provides clinical teaching facilities and support for national, regional and international students for undergraduate and postgraduate training of the Fiji National University [FNU] and the University of Fiji [UoF].

#### The Position

The position supports and assists the HOD Consultant Physician in the provision of high quality Internal Medicine services, 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 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 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 coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

### **The Person**

In addition to Masters of Medicine in Internal Medicine or an equivalent postgraduate qualification in Internal Medicine, is a Registered Specialist with 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 practices in Internal 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. Specialised training and clinical experience in Internal 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 Skills including Procedural skills.
2. Excellent communication skills.
3. Strong organisational 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 analyse and solve complex medical problems using an evidence-based approach and offer clinical opinion on a range of problems in Internal Medicine, showing some independent responsibility without direct supervision.
6. Demonstrated ability in organising professional development activities (conferences, meetings and workshops), personal development and learning new skills.

### **Selection Criteria**

1. Clinical expertise at the level of Specialist and should have significant depth of experience in Internal 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 Civil Service must be in sound health and with a clear police record. The normal requirement of being a Fiji Citizen under the age of 55 years can be waived under special circumstances.

The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry of Civil Service is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants.