

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Health and Medical Services		
2. Position Title: Public Health Consultant	3. Salary Level: L3	4. Division: Public Health Division
5. Reports To: DPH/DHS	6. Direct Reports: DPH/DHS	
7. Primary Objective of the Position: <ul style="list-style-type: none"> • To provide medical advice to the Directors • To provide specialized medical services in their specific disciplines • To lead the specialized program's team • To guide and ensure that medical practices are within the approved guidelines • To make decisions on patients' referrals • To lead the treatment and management of all patients • To provide supervisory and advisory role to the doctors, nurses and other health team members • To overall manage the entire ward(s) and program assigned under them • To work closely with program managers/coordinators to finalize workplans if they are assigned to any public health program • To identify specific medical equipment that is required by the discipline • To develop treatment guidelines and update them to keep the medical practice up to date with evidence-based medicine • To advice the directors on any national issues such as outbreaks, disasters, mass casualties • To perform specialized tasks e.g. operations, at any point in time • To ensure that the wards/programs are run efficiently 		

8. Position Overview	
<p>9. Financial: There's no financial responsibility & accountability to the position unless delegated by supervisors. However, the position is required to undertake approved activities according to the approved budget</p>	<p>10. Legal: No direct legal responsibilities, but the existing NCS, HRD and other policies may be required to be consulted particularly with policy review/development to ensure there's no duplication or clashes</p>
<p>11. Internal Stakeholders: Public Health Specialists (NCDs, CDs, RMNCAH) Program managers/ coordinators/ HODs</p>	<p>12. External Stakeholders: Developmental Partners, NGOs, FBOs</p>

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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<p>Nursing officers Doctors Public Health staff</p> <p>Referred to: DPH/DHS</p>		
<p>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</p> <ul style="list-style-type: none"> ▪ KDP/KPA: 3 Health ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: Support Services 		
<p>Key Result Area/Major Responsibilities</p>	<p>Major Activities/Duties</p>	<p>Performance Measures/Outcomes</p>
<ul style="list-style-type: none"> • Mortality • Patients' satisfaction • Data management • Specialized services outcome • Workplan • Overseas patients' referrals • Malpractice • Staff dissatisfaction • Post operation complications • Program's budget utilization 	<ul style="list-style-type: none"> • Putting in place measures and treatment protocols that will improve mortality • Provision of patients' management that is within the guideline and resulted in good patients' outcome • Perform specialized medical services under the guidelines that could not be performed by general practitioners • Provision of statistical sound data • Put in place efficient and effective work plans • Provisions of evidence based advises on medical referrals overseas 	<ul style="list-style-type: none"> • Mortality rate • Patients' dissatisfaction rate • Complete data rate • Number of specialized operation procedures performed and outcome • Workplan completion on time • Overseas referral advises comparatively to overseas specialist second opinions • Malpractice rate • Number of staff dissatisfaction reports

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	<ul style="list-style-type: none"> • Prevention and limitation of malpractice at all level in the ward(s) • Upholding the teams' positive attitude through good leadership • Provision of safe specialized practices to safe and improve lives • Ensure that efficiency is uphold even at difficult financial situations 	<ul style="list-style-type: none"> • Number of post operation complicated cases • Budget utilization
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10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> • High population with low doctor/ population ratio • Lack of equipment • Shortage of human resource staff • High disease burden within the country • Over stretched health resources • High occupancy rates at our hospital • Poor health seeking behaviours among the people • Poor water, sanitation, hygiene 	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: Medical Doctor Specialized postgraduate diploma or Specialized Master's degree</p> <p>Experience: At least 5 years working as A medical professional on specialized area</p> <p>Prerequisite: nil</p>

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<ul style="list-style-type: none"> • High communicable and non-communicable diseases rates 	<p>11.2 Key Attributes (Personal Qualities):</p> <p>Knowledge</p> <ul style="list-style-type: none"> • Understands well his/her area to focus and work on, and understands the MHMS system <p>Skills:</p> <ul style="list-style-type: none"> ○ Professional and has the capability to manage and coordinate the workload as a team member <p>Attributes</p> <ul style="list-style-type: none"> ○ Efficient, patient and with good leadership
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