

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

**Ministry:** Ministry of Health and Medical Services

**1. Position Title:**

Allied ophthalmic personnel – OPD/OT

**2. Salary Level:** 10-9

**3. Division:** : Eye department

**4. Reports To:** DHS/DDHS

**5. Direct Reports:** Ophthalmology HOD

**6. Primary Objective of the Position:**

Clinical health professional for Eye out patient and Operating theatre

**7. Position Overview**

**9. Financial:**

10 Legal:

11. Internal Stakeholders:

12. External Stakeholders:

To be referred to Manager:

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**13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)**

▪ **KDP/KPA:**

▪ **MOP Outcome:**

▪ **Divisional/Departmental/Unit Plan:**

**Major Activities/Duties**

**Performance Measures/Outcomes**

**Key Result Area/Major Responsibilities**

**Key Area 1.**

Provide clinical services at eye clinic; Visual acuity, Vitals measurement if needed, Change of eye dressing, Slit lamb examination, Ophthalmoscopy

Increase daily Eye OPD data

*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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<b>Key Area 2</b>	(direct and indirect). Assessment, treat eye cases and refer to ophthalmologist for further management needed.	Refraction rate per year
<b>Key Area 3</b>	Do refraction independently on their own unless need further ophthalmologist review Operating theatre: Assist in the preoperational assessment- Vitals measurement, biometry, prepare consumables, instruments, and equipment needed for operation. assist during operation.	Eye Operation per year
<b>Key Area 4</b>	Must participate in school visit, community outreach and outer island eye outreach for refraction, cataract screening and other eye care outreach program.	Increase outreach program and access to eye health
<b>Key Area 5</b>	Report monthly data for outreach, OT, Refraction during monthly meeting.	Monthly data reporting
<b>Key Area 6</b>	Assist in the doctors review clinic	Increase Doctors clinic
<b>Key Area 7</b>	Assist in the monitoring, maintenance and reporting of clinical pharmaceutical supplies, OT consumables, eye equipment and other office ware.	Increase quality eye care services

**10. Key Challenges**

**11. Selection Criteria**

**11.1 PQR (Position Qualification Requirement):**

**Education:**  
Diploma in Nursing

**Experience:**

- Advantage if have experience in managing or coordinating health programs or other programs
- Familiar with main hospital and primary health setting

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Job Training: N/A

Prerequisite: N/A

**11.2 Key Attributes (Personal Qualities):**

- 1. Knowledge:**
  - Good knowledge of management ,
  - basic ophthalmic knowledge and epidemiology of eye disease,
  - understands primary eye care
- 2. Skills:**
  - management and leadership skills
  - Proven excellent coordination skills.
  - Proficient in English
  - Report writing skills
  - Communications skills – both verbal and in writing.
  - Planning, budgeting and monitoring skills
  - Excellent facilitation skills
  - Competent IT skills (Microsoft Office)
  - Excellent project management skills
- 3. Attributes:**
  - Communicating and influencing
  - Planning and organizing
  - Team working
  - Delivery and implementation
  - Flexibility to travel in country and abroad as required
  - Enthusiastic to complete the task

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11.3

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