

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

Ministry: Ministry of Health and Medical Services

1. Position Title: Senior allied ophthalmic personnel – OPD/OT	2. Salary Level: 8-7	3. Division: : Eye department
4. Reports To: DHS/DDHS	5. Direct Reports: Ophthalmology HOD	
6. Primary Objective of the Position: Manage and clinical health professional for Eye out patient and Operating theatre		

7. Position Overview		
9. Financial:	10 Legal:	
11. Internal Stakeholders: To be referred to Manager:	12. External Stakeholders: To be referred to Manager	
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Key Area 1. -	Manage the eye clinic outpatient and operating theatre. Manage clinic staffs and patient flow	Eye OPD and OT organized booking with proper patient referral pathway

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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Key Area 2	Look after the medical stock of the clinic and operating theatre needs	Maintenance of good medical supplies for ophthalmic care
Key Area 3	Supervise the allied ophthalmic personnel within section	Annual staff performance appraisal
Key Area 4	Work and rotated amongst other allied ophthalmic personnel during clinical hours	
Key Area 5	Manage outreach program for surgical screening and refraction in South Tarawa and Betio, and Makin Is to Abemama Is (Northern and Central Division) working closely with national eye coordinator and HOD-ophthalmology	Increase accessibility to eye health
Key Area 6	Perform visual acuity, eye examination using slit lamp, ophthalmoscopy, and indirect ophthalmoscopy. Manage and treat common cases and refer cases needed an ophthalmologist review.	Increase appropriate eye referrals

10. Key Challenges

11. Selection Criteria

11.1 PQR (Position Qualification Requirement):

Education:

1. Nursing background with basic ophthalmic background Certificate of Nursing/Bachelor of Nursing with any eye background i.e PGDEC or PGCEC

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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<p>Job Training: N/A</p> <p>Prerequisite: N/A</p> <p>11.2Key Attributes (Personal Qualities):</p> <p>1. Knowledge:</p> <ul style="list-style-type: none"> • Good knowledge of management , • basic ophthalmic knowledge and epidemiology of eye disease, • understands primary eye care <p>2. Skills:</p> <ul style="list-style-type: none"> • 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 <p>3. Attributes:</p> <ul style="list-style-type: none"> • 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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