

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Health and Medical Services		
2. Position Title: Allied Ophthalmic Personnel – OPD/OT	3. Salary Level: 10 - 9	4. Division: Eye Department
5. Reports to: DHS/DDHS	6. Direct Reports: <i>Ophthalmology HOD</i>	
7. Primary Objective of the Position: Clinical Health professional for Eye out patient and operating theatre		

8. Position Overview		
9. Financial:	10. Legal: Medical Act	
11. Internal Stakeholders: To be referred to Manager: •	12. External Stakeholders: To be referred to Manager:	
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Key Area 1	<ul style="list-style-type: none"> • Provide clinical services at eye clinic: visual acuity, vitals measurement if needed, change of eye dressing, slit lamp examination, ophthalmoscopy (direct and indirect). 	Increase daily Eye OPD data

This 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.

Approved by: Dr Erena Kumkei (HOD Eye Department)	Date of Issue:
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	Assessment. Treat eye cases and refer to ophthalmologist for further management needed	
Key Area 2	Do refraction independently on their own unless need further ophthalmologist review	Refraction rate per year
Key Area 3	Operating Theatre: Assist in the preoperational assessment vital measurement, biometry, prepare consumables, instruments, and equipment needed for operation, assist during eye operation.	Eye Operation per year
Key Area 4	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
Key Area 5	Report monthly data for outreach, OT. Refraction during monthly meeting	Monthly data reporting
Key Area 6	Assist in the doctors review clinic	Increase Doctor's clinic
Key Area 7	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
	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: Diploma in Nursing</p>
	<p>11.2 Key Attributes (Personal Qualities):</p> <p>Knowledge</p> <ul style="list-style-type: none"> • Good knowledge of management

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	<ul style="list-style-type: none">• Basic ophthalmic knowledge and epidemiology of eye disease• Understands primary eye care <p>Skills:</p> <ul style="list-style-type: none">• Management and leadership skills• Proven excellent coordination skills• Proficient in English• Report writing skills• Communication skills – both verbal and in writing• Planning, budgeting and monitoring skills• Excellent facilitation skills• Competent IT skills (Microsoft office)• Excellent project management skills <p>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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