

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

<b>1. Ministry:</b> Ministry of Health and Medical Services		
<b>2. Position Title:</b> Senior Physiotherapist	<b>3. Salary Level:</b> 6-5	<b>4. Division:</b> Tungaru rehabilitation Services (TRS), MHMS
<b>5. Reports To:</b> Director of Hospital Services/ Director of Public Health Services/Permanent Secretary	<b>6. Direct Reports:</b> Chief Physiotherapist	
<b>7. Primary Objective of the Position:</b> To assist the Chief Physiotherapist in managing and supervising Physiotherapy and other rehabilitation services including administration, staff training and clinical case load but also to deputize the role of Chief Physiotherapist when on official leave, training, attending meetings....etc .		

<b>8. Position Overview</b>	
<b>9. Financial:</b> below \$5k	<b>10 Legal:</b> Position should be registered under the medical Medical Act
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• PS plus all other admin officials</li> <li>• DHS/DPHS</li> <li>• DDHS/DDPHS</li> <li>• Doctors</li> <li>• Wards Sisters</li> <li>• Ward Nurses</li> <li>• District Principal Nursing Officers</li> <li>• Deputy Director of Nursing Services</li> <li>• Director of Nursing Services</li> <li>• Health statistics</li> <li>• X-ray Department</li> <li>• Laboratory</li> <li>• Pharmacy</li> </ul>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• Medical Assistants</li> <li>• Public Health Nurses</li> <li>• Ministry of Internal Affairs</li> <li>• Ministry of Education</li> <li>• Ministry of Women, Youth and Social Affairs</li> <li>• Other NGOs</li> </ul>

*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.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------

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

<p>To be referred to doctors and other medical professionals:</p> <ul style="list-style-type: none"> <li>• The post holder should ensure to remind all staff that all clinical cases requiring second opinion from other specialists should comply with the referral policy</li> </ul> <p>To be referred to Director and Administrative officers:</p> <ul style="list-style-type: none"> <li>• All disciplinary cases prior to finally discuss with administrators for further disciplinary action</li> <li>• Any proposal regarding departmental development plus other needs required for operation</li> </ul>	<p>To be referred to Medical Assistants(MAs) or Public Health Nurses:</p> <ul style="list-style-type: none"> <li>• The post holder should ensure to clarify to all clinicians that all discharged cases requiring ongoing rehabilitation programs must have a clinical/referral note prior to returning home</li> </ul>
--	---

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

- **KDP/KPA:**
- **MOP Outcome:**
- **Divisional/Departmental/Unit Plan:**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p><b>Curative:</b></p> <ul style="list-style-type: none"> <li>• <b>Key Area 1:</b> Develop curative health programs including inpatient and outpatient services to expand the scope and quality of the service (MOP objective 3, 4, 5. <i>KPA1,3,4health</i>)</li> <li>• <b>Key Area 2:</b> Support training needs of junior staff and other MHMS staff (MOP objective 3,6.</li> </ul>	<p><b>1. Clinical Work 50%</b> Carrying out a clinical caseload within both curative and public health fields as appropriate</p> <p><b>2. Administrative 25 %</b></p> <ul style="list-style-type: none"> <li>• Assist towards the strategic Planning process</li> <li>• Support appropriate staff allocation to clinical areas to ensure optimum coverage</li> <li>• Responsibility for junior staff appraisal</li> </ul>	<p>1. Will also be responsible in ensuring that rehabilitation service is satisfactory to the public that shall lead to avoidance of complaints</p> <p>2. Will also be gauged in ensuring that all MOP activities are completely implemented annually</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.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------

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

<p><i>KPA1health)</i></p> <ul style="list-style-type: none"> <li>• <b>Key Area 3:</b> Establishment, implementation, monitoring and evaluation of departmental MOPs and budgets with senior management that are responsive to the needs of patients, staff, the MHMS and Government of Kiribati.</li> <li>• <b>Key Area 4:</b> Strengthening partnerships with senior management: within the MHMS, with NGOs, with overseas organisations for training staff and equipping department (MOP outputs 1, 2, 3, 4, 5, 6. <i>KPA1,3,4health</i></li> </ul> <p><b>Public Health:</b></p> <ul style="list-style-type: none"> <li>• <b>Key Area 1:</b> Develop preventative health/ health education and home visit programs throughout Kiribati in partnership with MHMS staff and appropriate NGOs (MOP objective 1, 2, 5. <i>KPA1,3health</i>)</li> <li>• <b>Key Area 2:</b> Support rehabilitation training needs of junior staff, MHMS staff and outer island staff (MOP 3, 6)</li> <li>• <b>Key Area 3:</b> Establishment, implementation, monitoring and evaluation of departmental MOP and budgets with senior</li> </ul>	<p>attendance, performance, annual staff report</p> <ul style="list-style-type: none"> <li>• Active role in developing new/strengthening and consolidating existing areas of practice: analyzing and addressing rehabilitation needs within the MHMS institution and Kiribati community</li> <li>• Active role in the development, monitoring and implementation of clinical standards of practice</li> <li>• Advocate and represent the department</li> <li>• Deputize the role of the chief Physiotherapist when on annual leave, training etc.....</li> </ul> <p><b>3. Training 25 %</b></p> <ul style="list-style-type: none"> <li>• Support staff training and development programs: locally, on line, overseas to ensure equity and to meet needs identified for the service/staff</li> <li>• Assist in the development of training programs and lead workshops for MHMS staff and appropriate NGOs</li> </ul>	<p>3. Completion of all tasks specifically required to be done by him/her as per the target shown in the MOP</p> <p>4. Be decisive in matters that will contribute to departmental development and benefit of the public. For instance, reporting staff that needs to be disciplined when not compliance with public interest</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.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------

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

<p>management that are responsive to the needs of patients, staff, the MHMS and Government of Kiribati.</p> <ul style="list-style-type: none"> <li>• <b>Key Area 4:</b> Strengthening partnerships with senior management: within the MHMS, with NGOs, with overseas organisations for training staff and equipping department (MOP outputs 1, 2, 3, 4, 5, 6. <i>KPA1,3,4health</i>)</li> </ul>		
---	--	--

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> <li>• Developing strategies to ensure optimum benefit for the I- Kiribati from the rehabilitation service</li> <li>• Developing strategies to ensure the training and professional development needs of staff are met</li> <li>• Developing strategies to work in partnership to increase the scope of the service</li> <li>• Be willing to work and help out in times of staff shortage</li> <li>• Be able to make sound decisions in relation to staff matters that may contribute to their development but</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b> <b>Qualifications required:</b></p> <ul style="list-style-type: none"> <li>• Degree/diploma in Physiotherapy with other post graduate certificates in any Health Field and Management courses or equivalent</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Degree/diploma in Physiotherapy OR equivalent plus certified managerial, administrative and/or training qualifications with</li> <li>• at least 5-7 years experience in clinical work and also</li> <li>• at least 3-5 years <b>previous experience in senior management</b></li> </ul>

*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.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------

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

also in times that may require disciplinary action

- Maintaining levels of equipment, componentry and materials to deliver a service from overseas suppliers within a limited budget
- Promoting staff development with a small team and a limited budget
- Be always professional in all dealings

**positions**

- Experience in managing hospital and community based programs, experience in project development and experience in staff development

**Job Training:** Must have completed his/her study in the field of Physiotherapy

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

- Have good Communication skills
- Reliability
- Decision making skills
- Familiar with all device requiring IT
- Developing and managing other
- Be familiar with Financial work especially when to make budget
- Have good Leadership skills
- Process management
- Team working
- Managing change
- Problem solving
- Innovation and creativity

*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.*

**Approved by:**

**Date of Issue:**