

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Health and Medical Services		
2. Position Title: Deputy Director of Hospital Services	3. Salary Level: 4	4. Division: Hospital Services
5. Reports To: Director of Hospital Services	6. Direct Reports: Permanent Secretary	
7. Primary Objective of the Position: The DDHS fundamental purpose is to assist DHS to work within resources allocated to it to improve, promote and protect the health of the whole population of Kiribati		
8. Position Overview		
9. Financial:	10. Legal: Medical Services Act 1996 and NCS, Hospital polices.	
11. Internal Stakeholders: • Doctors • KITP staff • Hospital nurses • Paramedical staff • Technical Support Staff • Administration To be referred to Manager: • Department annual work plan • Project Document for department’s reforms • Referral system reforms • Treatment protocol review and development • Department’s audit report • Medical Interns’ midblock and en of block assessment report.	12. External Stakeholders: • FNU • KITP Governance Committee members • WHO • Visiting teams	

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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	• Assist in seeing to it that staff comply with SOP • Assist in dealing with complaints related to local referrals • Assist in final say on local referrals after consultation with doctors and medical assistants concerned	•
Education and trainings	• Assist in demonstrating active participation in and promotion of medical education and training • Assist in fostering the development of learning resources and appropriate education strategies for all doctors, including doctors in training • Assist in overseeing the development of clinical leadership succession planning for the services • Actively participate in professional development and learning opportunities	•

10. Key Challenges	11. Selection Criteria
• Budget constraints • The post holder is required to work extra hours • Stressful	11.1 PQR (Position Qualification Requirement): Education: Postgraduate qualification in any Clinical area with 5 years' experience in clinical and leadership/administrative roles

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• To deal with difficult external and internal customers	11.2 Key Attributes (Personal Qualities): • Patient and compassionate • Knowledgeable in computing • Supportive and tolerant • Ability to communicate effectively • Good organizational and management skills • Ability to work with multidisciplinary team • Good leadership skills • Enthusiastic and able to work under pressure • Highly credible clinical skills • Superior analytical and reasoning skills • Demonstrated ability to manage organizational change • Demonstrated high level communication skills including interpersonal, negotiation, cultural sensitivity/responsiveness, representation, consultation, liaison
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13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan)

- KDP/KPA: KPA 3. HEALTH
- MOP Outcome: 3.6. Improved health services delivery
- Divisional/Departmental/Unit Plan: Kitchen, MHMS

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Medical Matters	• Assist DHS in collaboration with the Permanent Secretary, provide clinical leadership in consultation with service partners, government organizations, professional groups, NGOs, consumer/community groups to ensure health services are appropriate, integrated and responsive to community needs • May represent the hospital nationally as required including health forums, media comment and providing advice to PS on matters pertaining to medical issues including complaints • Assist in facilitating and supporting clinical risk management approaches that ensure accountability for clinical practice and safety within a clinical governance framework • Assist in managing sentinel events and associated activities as appropriate from a clinical perspective • Assist in implementing patient safety and quality initiatives and drive work practice initiatives to achieve integrated patient care • Assist in ensuring that medical practices meets relevant clinical standards and accreditation requirements • Assist in ensuring regular site visits at both health centres and coach and support direct reports on clinical, medical and business issues from these centres • Assist in fostering collaborative working relationships and professional behaviours • Assist in ensuring legislative requirements are met in relation to medical practice and medical registration	•

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	• Assist in ensuring management systems are in place for professional issues concerning all doctors • Assist in managing medical workforce planning and ensure that annual reviews are completed for all senior medical staff • Assist in providing advice and inputs into business cases being developed by direct reports • Assist in overseeing and approving sabbatical applications • Assist in ensuring safety for self and others • Assist in ensuring that advice or assistance is sought before clinicians commence an unfamiliar work practice	•
Chairperson of the Medical Counsel, Medical Board and Medical Advisory Committee	• May lead or participate in key forums including medical counsel, medical board and medical advisory committee if DHS is out of office or on official trips	•
Recruitment	• Assist in overseeing a robust recruitment and selection process for senior medical staff • Assist in ensuring medical appointees are subject to an objective and transparent credentialing process that is regularly evaluated • Assist in ensuring that orientation/induction for senior and junior medical staff is carried out	•
Financial	• Assist in managing allocated budget effectively • Assist in maintaining a close watching brief of the budgets and the financial implications of resource decisions • Accountability for all dimensions of medical performance including operational, financial, and professional • Assist in leading and supporting initiatives aimed at achieving efficiency gains	•
Local Referrals	• Assist in overseeing procedure of local referrals.	•

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