

Government of Tuvalu – Job Description



Position Title:	Medical Superintendent	
Band and Salary:	H1-H3	\$16,448-\$33,287
Ministry and Department:	Ministry of Health	Curative Services
Location:	Princess Margaret Hospital, Funafuti	
Reports to:	Director of Health	

JOB PURPOSE:

To plan, direct and coordinate clinical health services focusing on improving quality of patient care and high quality of clinical services in primary and secondary medical care.

KEY RESPONSIBILITIES:

1. Provide operational strategic planning for curative services.
2. Provide leadership role in clinical governance, patient safety and quality management.
3. Develop and maintain high quality clinical services.
4. Provide professional advice and ensure that all operations adhere to relevant health laws.
5. Facilitate appropriate supervision of training junior doctors, nurses and paramedics.
6. Any other responsibilities given by the Director of Health from time to time.

MAIN DUTIES AND OUTCOMES:

- 1.1. Conduct and administer clinical operational plans for departments.
- 1.2. Develop and implement organizational policies and procedures for clinical services.
- 1.3. Coordinate and implement various annual national health activities and programmes.
- 2.1. Attend outpatients, conduct daily ward rounds and inspection of the hospital and recommend building or equipment modifications to ensure emergency readiness and compliance to access, safety, infection control and sanitation regulations.
- 2.2. Establish work schedules and assignments for staff according to workload, space and equipment availability.
- 2.3. Prepare quarterly activity reports to inform management of the status and implementation plans of programmes, services and quality initiatives.
- 3.1. Maintain awareness of advances in medicine, treatment equipment, data processing technology, government regulations, and financing options.
- 3.2. Coordinate the quality assurance programme including medical audits and clinical record keepings.

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- 3.3. Monitor the use of diagnostic services, inpatient beds, facilities, and staff to ensure effective use of resources and assess the need for additional staff, equipment and services.
- 4.1. Implement and monitor compliance of all legal changes affecting the healthcare.
- 4.2. Maintaining order and discipline within the clinical departments including safety and security and taking up appropriate measures.
- 4.3. Participate and coordinate clinical hospital committees.
- 5.1. Direct, supervise and evaluate work activities of health personnel under clinical services.
- 5.2. Provide ongoing feedback on work performance and attendance of staff, through; regular meetings, constructive feedback, development and input into the performance appraisal process.
- 5.3. Develop instructional materials and conduct in-service educational programmes.
- 5.4. Intra- and inter-departmental coordination of work activities and programmes.
- 6.1. Develop or expand and implement medical programmes or health services that promote research and rehabilitation.

MANDATORY REQUIREMENTS:

Bachelor of Medicine and Bachelor of Surgery (MBBS) (must be registered or eligible for registration)

At least 5 years working experience in a management role on medical and hospital administration.

DESIRABLE REQUIREMENTS:

Excellent written and oral communication skills (Tuvaluan and English)
High-level attention to detail and accuracy
Sound Microsoft Office and computer skills
Ability to liaise with a range of stakeholders
Sound time management skills

NOTE:

It is expected that officers recognise the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.