

## Government of Tuvalu – Job Description



<b>Position Title:</b>	Medical Officer (Doctor)	
<b>Band and Salary:</b>	H1 – H3	\$16,448 - \$33,287
<b>Ministry and Department:</b>	Ministry of Health, Social Welfare and Gender Affairs	Curative Service
<b>Location:</b>	Funafuti	
<b>Reports to:</b>	Medical Superintendent	

### **JOB PURPOSE:**

To provide competent patient-centred care that addresses health needs and promotes wellness. Such care is based on latest evidence and guidelines, and meets legislative requirements.

### **KEY RESPONSIBILITIES:**

1. Provide good quality standards clinical care for all patients.
2. Maintain good medical practice and professionalism
3. Establish and maintain teamwork and cooperation with the multidisciplinary team i.e. superiors, nursing, paramedics, ancillary staff, community and other health service providers (e.g. TuFHA & Tuvalu Red Cross) to ensure maximum benefit from coordinated care.
4. Carry out any other responsibilities as may be assigned from time to time and at the discretion of the Medical Superintendent (MS) and/or Director of Health (DOH).

### **MAIN DUTIES AND OUTCOMES:**

- 1.1 Perform under the close supervision and/or in the presence of a Senior MO — medical examinations, investigations and interpretation of results, diagnosis, and treatment of patients.
- 1.2 Carry out special clinic duties for NCD, Cardiac, antenatal care, medical examinations for the general public (for the purpose of travel, migration, education, employment or where requested by the judiciary and/or the law after thorough discussion with a Specialist, MS and/or DOH).
- 1.3 Attend and conduct regular grand ward rounds and ward work according to schedule.
- 1.4 Work according to duty roster and provide cover to ensure patient's needs are met.
- 1.5 Assist outer island nurses on patient consultations, management and referrals to PMH, including emergencies medivac from outer islands and out of Tuvalu.
- 1.6 Consult and refer patients to appropriate health specialists abroad.

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2.1 To keep abreast of new developments, skills, technology, and current literature in order to initiate and respond to changes in the work environment through Continuing Medical Education (CME), clinical audit, research, attendance at relevant conferences, etc.

2.2 Stay current with national health strategic plans, regulations and policies, general administrative orders, and public service commission rules.

2.3 Practice medicine and provide services respectfully with regards to the needs of patients, cultural beliefs, and the Ministry of Health's vision, mission and values.

2.4 Report events or untoward incidents as per professional standards and civil service policy.

2.5 Respond openly and follow up patients' complaints, feedback, and discharge summary in a timely manner.

2.6. Utilise computerize patient information system and proper documentation of patient's health records.

3.1 Work with support health staff in outbreak surveillance and containment of any outbreaks.

3.2 Assist visiting medical specialist teams to PMH and the community.

3.3 Attend and participate in Medical Board's weekly meeting for referrals.

3.4 Participate in PMH internal committee meetings.

3.5 Participate in community health promotion activities (e.g. quarterly outreach health tours to outer islands, radio program's, world health day celebrations, TuFHA and TRC, etc).

### **MANDATORY REQUIREMENTS:**

Bachelor of Medicine and Bachelor of Surgery (MBBS), Medical Doctor (MD), Doctor of Medicine, from an accredited and recognized medical institution (must be registered or eligible for registration)

AND

Completion of internship essentials (from an accredited and/or recognized medical institution).

### **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*

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### **IMPORTANT NOTICE**

#### **Applicants through their applications MUST:**

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.

*It is expected that officers recognize 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.*