



**GOVERNMENT OF NIUE
NIUE PUBLIC SERVICE COMMISSION**

Job Description

Job Title : Chief Medical Officer/Surgeon	
Division:	Medical Division
Location:	Department of Health – Niue Fooou Hospital
Reports to :	Director of Health
Approved by Commission: Date: Appointee: Date:	

Vision

Niue Ke Monuina, to build a sustainable future that meets the economic and social needs whiles preserving environmental integrity, social stability and the Niue culture.

Mission

To provide and deliver quality, effective and efficient medical service to the people of Niue.

Summary of this position

The Chief medical Officer is accountable to the Director of Health to;

- Provide and improve clinical leadership for the medical division doctors, laboratory, pharmacy, radiology and sonography and nurses' division.
- Maintain and improve the quality of clinical services for the people of Niue.
- Ensuring optimal development of the clinical and medical capabilities to align with the Health Department's strategic requirements and with the organisation's strategic goals.
- Reshaping of health services clinical policy and protocol developments in line with best practice to meet the required clinical care needs of the population.

JOB FUNCTIONS AND EXPECTATIONS

Strategy and Planning	• Develop and lead clinical governance with a focus on quality and patient safety. • Develop, advocate and implement innovative and forward-looking policies, objectives, plans and activities in accordance with legislative imperatives and agreed organisation values and strategies; • Identifying gaps within clinical strategy and recommending appropriate action;	• Successful development and implementation of strategic plans and objectives that meet the needs of the organisation's medical division. • Participation in the annual accountability documents, including but not limited to the Annual Plan, Strategic Plan and statement of intent; Evidence of appropriate clinical involvement in the planning and management of clinical services.
Clinical advice and resource management	• Work closely with the Director of Health and divisional heads to develop quality clinical systems and processes to support the health services activities.	• Ensure that safe patient care is always maintained and well within expected targets. • Continued development and improvement of clinical standards

	• Take a proactive and integral part in the identification, development and implementation of clinical services for health. • Provide advice on clinical matters pertaining in regard to medico-legal issues. • Work with other divisional heads or clinical governance sector in matters relating to policies affecting clinical practice.	that involve or impact on hospital services; • Clear and relevant policies affecting clinical practice within hospital and community care, through provision of useful and timely clinical advice. • Support monitoring and analysis quality, including oversight to the improvement of evidenced based clinical standards.
Clinical leadership	• Provide clinical leadership to medical staff and encouraging a comprehensive focus of hospital services. • Appropriate organisational representation and participation at appropriate forums.	• Ensure the development and implementation of a framework that enables medical staff to have. ✓ effective internal and external communication; and ✓ cohesive implementation of clinical policies and protocols.
Clinical staff development and review	• Review the performance of medical staff and facilitating staff development and succession at all levels. • Provide a mentoring role to all medical staff. Supportive and encourages the highest level of personal development and performance of team members. • Develop clinical staff in surgical techniques and CME plan for department reflects the need to develop surgical skills.	• Performance reviews are completed annually for all medical staff. • Ensure appropriate career development through all levels of practice. • The management of the medical division in accordance with good employer practices. • Ensure progress is made on improving results in the staff engagement feedback. • Mentoring of local medical staff in surgical procedures as appropriate.
Develop surgical capacity	Provide surgical services as required and surgical logbook maintained.	Quality general surgery undertaken within appropriate medical practices.
Provide a good standard of clinical care at all times	• Be an active member of the clinical team • Actively and fully participate in the on-call roster	• 60% clinical duties and 40% CMO management duties. • Rostered as part of the medical team on call.

Key relationships

Internal	Within Government	External
Director of Health Medical staff Divisional Heads within Health All Staff – Health	Minister for Social Services Niue Public Service Commission Secretary to Government Deputy Secretary to Government	Patients and families - General Public World Health Organisation CMDHB

Person specification

	Essential	Desirable
Education and Qualifications (or equivalent level of learning)	Qualified medical practitioner with a current practising certificate	
Experience	• At least 5 years experience as a vocational registered specialist and extensive knowledge of the health sector • Extensive experience in and knowledge of clinical quality and best practice and their application to the health sector • Demonstrated ability to overview the clinical/operational practice of health medical staff to ensure the needs of both patients and the organisation are addressed appropriately.	• Proven ability to provide professional advice in relation to clinical and operational practices;
Knowledge and skills	• An advanced body of knowledge and expertise in the medical profession • Advance surgical experience and clinical skills	✓ Interpersonal, relationship building and management skills with the capacity to influence others. ✓ Excellent written communication and report writing skills
Personal Qualities	✓ A well develop and experienced senior medical officer and is held in high regard in the medical profession; ✓ Highly experience, balanced outlook that lends itself to fast, pragmatic decisions and actions based on sound judgement. ✓ Excellent interpersonal skills, including ability to work effectively with people at all levels of the organisation. ✓ Applies discretion, sensitivity and integrity always. ✓ Adaptable and flexible to change and maintains a high level of confidentiality at all times.	

ERGONOMIC – OCCUPATIONAL HEALTH AND SAFETY

Regulation 13 of the Niue Public Service Regulations 2004 require the incumbent to familiarize themselves with the Occupational Health and Safety Policy of the Department, and to adhere to these provisions to avoid injury and accidents within the workplace. These including any Emergency Disaster Management Plans and Pandemic Response Plans as maybe established by the school and or Department of Education.

The duties herein will often require the incumbent to spend long hours to complete special projects activities sitting and using office equipment including computers and attending lengthy meetings which will cause physical and mental strain and stress. The use of computers may also cause eyestrain, risk of “**Repetitive Strain Syndrome (RSS)**” leading to occasional headaches and stress.