



Medical Services Pacific
Healthy Choices Transform Lives

Medical Services Pacific
MSP Head Office: 355 Waimanu Road, Suva Fiji
MSP Suva Tel: (+679) 450 2906 or 450 2907
MSP Labasa Tel: (+679) 881 1308 or 450 2909
National Child Help Line Fiji Tel: 1325
Web: www.msp.org.fj
Email: info@msp.org.fj

SCHEDULE 1: JOB DESCRIPTION

Role:	Medical Officer
Program:	MSP Fiji
Duration:	1 year
Location:	Suva or Lautoka, with travel in Fiji
Reports to:	Program Manager or Clinic Manager
Languages Required:	English; iTaukei or Hindi

Introduction

Medical Services Pacific (MSP) is a Fijian registered non-government organisation (NGO) established in August 2010 to enable Pacific women, youth and children to have greater access to quality health care services, and to build resilience among vulnerable groups who are coping with emerging environmental, economic and human security challenges.

MSP is a Rights Based **family planning agency** that believes that Human Rights awareness and the empowerment of women go together and that both are critical in ensuring individuals and communities achieve optimal Sexual and Reproductive Health (SRH) services. In Fiji, MSP provides a broad range of health care, counselling and social services, including public awareness and educational programs with a specialized focus on sexual and reproductive health and rights (SRHR). MSP has developed a comprehensive and integrated service for survivors of sexual assault and domestic violence which includes emergency care, and on-going medical, nursing, counselling and legal support.

MSP provides SRHR in relief and development contexts and is inclusive. MSP has specialised health teams that work with high risk and vulnerable groups, e.g. girls, youth, sex workers, vulnerable women, children at risk, sexual assault survivors, LGBTIQs (Lesbian, Gay, Bisexual, Transgender, Intersex and Questioning) and minorities, to promote awareness and increase access to key clinical and social services. MSP is collaborative and a partner of government and works under formal Memorandums of Understanding with the Ministry of Health and Medical Services (MHMS) in support of the National Strategic Plan 2016-2020.

Gender based and Pro-Choice

MSP is a **pro-choice rights-based** international organization dedicated to ensuring individuals have the right to have children by choice (and not by chance). Therefore, MSP's primary focus is family planning, to assist women and girls to plan their futures.

Gender empowerment is key to ensuring women's access to reproductive health care on demand. Women and girls in the Pacific face a range of challenges, and MSP seeks to ensure they have access to quality SRHR services.

The MSP program provides an integrated program response designed to support women and those impacted by gender and sexual violence. MSP seeks to increase information and services for women and girls and boys to reduce and end sexual violence, specifically to:

- **Increase women's access to justice** by providing information and referrals and raising awareness through outreach and public communications around women's rights to prevent Violence Against Women and Girls (VAWG).
- **Provide support services**, including a one stop shop model which provides reproductive health care services, clinical services (including HIV and STI counselling testing and treatment), family planning (including unplanned pregnancy advice, referrals and counselling), and counselling and referrals for trauma and domestic or gender-based violence.
- **Prevent Violence** through community outreach and public education (radio and road shows) and supports policy development that seeks to transform gender norms and end VAWG

Our Strategy

The MSP board has approved the four main objectives and accompanying strategies which together form the framework for the MSP core programs and services in the Pacific. Working with our partners in Fiji and beyond in the Pacific Island region, MSP aims to:

- Strengthen health and social services for women & youth
- Promote human rights, ending Violence against Women and Girls/VAWG & strengthening child protection
- Promote and support healthy environments with a particular emphasis on current and potential future effects of climate change
- Build resilient Pacific Island communities.

MSP employees and volunteers are expected to contribute to these four goals. Your role with MSP is guided by this job description but you will also be expected to contribute to the wider MSP development and business strategy. You will be required to understand and integrate the vision and mission of MSP, and to consider our mission and vision in all that you do.

This job description is a guide and other duties will be included from time to time in support of these objectives.

MSP MOTTO: *Healthy choices transform lives*

ROLE FUNCTIONS

Under the direction of the Program Manager or Clinic Manager, the Medical Officer provides support to the MSP clinical programs including the static clinic (One Stop Shop) and the Mobile Clinical Outreach program. The role provides clinical services including sexual reproductive health care and family planning, maternal health, ante-natal and post-natal care, post-sexual assault (rape) care, pre- and post-abortion care, pap smears/VIA tests, STI treatment and VCT services to target populations. When on Outreach missions, the role reports to the Outreach Team Leader (or relief manager) for day to day coordination around project level outputs unless otherwise agreed. In some instances, particularly in the field, the role reports to the senior medical officer (line manager/medical supervisor), who maybe from MHMS. The role will also undertake general medical duties from time to time for walk in clients and corporate clients. The role maintains confidential client records,

coordinates referrals of specialized cases and ensures the follow up care of patients in partnership with government.

As part of the MSP health team, the role also counsels and refers traumatised survivors of gender based violence and sexual assault, following the MSP Clinic Operations Manual protocols and policies and where they do not cover topics or services, referring to the WHO standards and Fiji Ministry of Health and Medical Services (MHMS) policies and protocols. In relation to all sexual assault cases, the role firstly refers to the MSP Clinic Operations Manual and the MHMS Interagency Guidelines on Intimate Partner Violence 2015. The role presents testimony and evidence in court gathered from sexual assault and GBV clients as per government regulations and MSP's MOU with the Fiji Police Force.

Major Responsibilities

Sexual Reproductive Health and Maternal and Child Health

- Provide clinical sexual and reproductive health services including but not limited to family planning, cancer screening, ante- and post-natal, sexual assault crisis response, and VCT services in Fiji.
- Provide high level pre- and post-abortion and miscarriage care.
- Support clients who have unplanned pregnancy, liaising with counsellor and advising management.
- Be pro-choice in your presentation of optional services for unplanned pregnancy clients.
- Provide family planning services including hormonal implants (insertion and removal), injections, IUD (insertion and removal) etc.
- Provide referrals and counselling for permanent family planning methods (Vasectomy & Tubal Ligation).
- Provide Pap smears/Thin Prep or VIA assessments and treatments (pending MHMS training/certifications).
- Provide non-judgmental care and support to youth and girls.
- Ensure that service delivery is met with quality of care including infection prevention, quality medication and that the procedures are in keeping with the intent and standards of the MSP 'partnership manual'.
- Provide high level ante-natal and post-natal care.
- Maintain a high level of patient confidentiality and discretion.
- Be committed to women's health and able to refer at risk clients.
- Follow up client cases and test results and treatments in a timely manner.
- Liaise on paediatric cases with MHMS representatives as needed.
- Escort and follow up on any referrals to other medical providers or MHMS facilities.

Gender Based Violence and Sexual Assault

- Provide medical care and medical forensics examination for sexual assault clients.
- Provide the sexual assault kit.
- Testify at court for sexual assault survivors' cases.
- Provide ongoing medical care for survivors who are referred from the Fiji Police Sexual Offenses Unit to MSP.
- Provide expert SRH and gynaecology services for survivors.
- Provide Emergency Contraception.
- Provide STI testing.
- Ensure PEP option is explained clearly including any side effects of PEP and that clients are carefully monitored for those side effects.
- Follow MSP protocols and MHMS Interagency Guidelines on Intimate Partner Violence.

- Report and document cases thoroughly and in detail.
- Ensure women receive appropriate information and support to make choices appropriate for their health and mental wellbeing. Be pro-choice in providing all options.
- Provide a high level of pre- and post-abortion and miscarriage care and counselling and ensure protocols are in place for adoption as a valid choice.
- Liaise with MSP counsellor to ensure clients impacted by sexual assault have access to available services and information.

General Medical Care

- Ensure emergency protocols are in place and effective for referral of critical patients.
- Ensure MSP, WHO and MHMS standards of care and protocols for procedures are implemented and adhered to in activities.
- Ensure activities are carried out in accordance with the standards of quality approved by the national government regulatory body.
- Maintain confidential, accurate and thorough documentation and files.
- Be available to coordinate time to support the static clinic as well as work in outreach as workload demands.
- Be flexible in availability (within the agreed work plan).
- Coordinate with outreach team members and zone nurses to plan outreach visits to areas as per the work plan.
- Seek to reduce communicable diseases through education and service provision.
- Seek to reduce NCDs.
- Promote healthy choices (good nutrition, reducing substance abuse, family planning).
- Maintain relevant linkages to technical supervision and training with MHMS.
- Indemnify yourself and MSP from suit pertaining to any consultation, intervention or surgery.
- Maintain registration as Medical Practitioner in Fiji.
- Maintain and update medical skills and knowledge.
- Advise MSP of any innovative new initiatives in women's health care, specifically gynaecology, reproductive health and family planning.

Health Team Member

- Share duties with MSP full time medical staff including Nurses or other Clinical Assistants.
- Support, guide and share the clinic workload with part-time clinic doctors or volunteers (pending their full training).
- Handover clinic and cases professionally, when sharing with another Doctor/Medical Officer.
- Handover stock lists as needed.
- Build the capacity of the MSP medical staff you supervise.
- Support and supervise medical interns or medical volunteers assigned.
- Undertake or facilitate intern attachments with the MHMS as needed and as directed.
- Present service delivery reports on a monthly basis to SMT/M&E.
- Participate and contribute to public health initiatives in partnership with the MHMS.
- Assist manager to provide medical cover for your periods of annual leave and other leaves.
- Ensure activities carried out are in line with MSP strategic plan and mandates.
- Participate in monitoring and evaluation of programme and report monthly as requested.
- Prepare to have flexible shifts and work and after dark service for specialized clients.
- Update Management on changes in medical technology or government regulations or medical protocols in sexual reproductive health care and family planning.
- Ensure medical supplies are ordered regularly to avoid stock outs by alerting management well in advance to re-order.
- Perform other related duties in accordance with instructions from Management.

External Relations and Advocacy

- Represent MSP professionally and maintain necessary registrations.
- Liaise with MHMS partners and build strong referral networks.
- Liaise with Private Medical Sector and build strong referral networks.
- Liaise with government counterparts and other NGO's working in the area of SRH for further service expansion and networking or other opportunities.
- Register and attend national GP meetings.
- Attend external meetings and seminar as representative of MSP as required by the Program Manager or Director.
- Advocate for MSP and SRHR.
- Keep up to date with changes in government policy and regulations regarding RH/FP and feedback to Management and teams.
- Participate in NGO management activities as directed.

QUALIFICATIONS, SKILLS AND EXPERIENCE**The following criteria are essential:**

- Registered Medical Practitioner, with approval to work in Fiji, specializing in Gynaecology, reproductive health or maternal health
- Minimum five (5) years of experience working in women's health, adolescent health, maternity, gynaecology or reproductive health
- Experience in pregnancy counselling
- Strong knowledge and skills on contraceptive methods, e.g. trained to insert IUD's, implants and injectable contraceptives
- Knowledge of pap smears or VIA
- Familiarity with rape kit protocols
- Ability to maintain client confidentiality
- Supportive of MSP values, e.g. pro-choice and universal access, gender equality, human rights, child protection, ending VAWG
- Gender sensitivity with ability to work with men, women and LGBTIQs
- Cross-cultural sensitivity with ability to work with both Fijian and international staff
- Fluency in English
- Strong verbal and written communication skills
- Ability to manage and prioritise a demanding workload
- Ability to work under pressure
- Ability to travel within and outside Fiji
- Strong attention to detail
- Strong interpersonal skills
- Adaptability and flexibility
- Results oriented and innovative
- Ability to work as part of the team and to take direction
- Enthusiastic and self-motivated
- Honest and trustworthy
- Computer skills and experience with word processing, presentation, spreadsheet and database software

The following criteria are preferred:

- Five (5) years of surgical experience
- Experience of Family planning and service management

- Knowledge and experience of permanent sterilization methods such as vasectomy and Tubal Ligation
- Desire to apply strong management skills to achieve social outcomes
- Ability to write in concise, well-organized, grammatically correct, effective and persuasive English

PERIOD OF CONTRACT:

This position is for one (1) year and is subject to annual review.

Renewal of this contract, beyond the agreed term, will be considered in the context of the future needs of MSP Fiji or MSP Pacific program.

Contacts:

General Inquiries and application submissions: info@msp.org.fj