

<b>1. Ministry:</b> Ministry of Health and Medical Services		
<b>2. Position Title:</b> Assistant Referral Officer	<b>3. Salary Level:</b> L12	<b>4. Division:</b> Curative
<b>5. Reports To:</b> Secretary	<b>6. Direct Reports:</b> Referral Officer	
<b>7. Primary Objective of the Position:</b> -Provide administrative and secretarial support for specialized clinical services that includes offshore referrals -To coordinate and facilitate specialized clinical services delivery and offshore referrals		

<b>8. Position Overview</b>	
9. Financial: \$ 10244 (starting annually)	10. Legal: Workmen compensation act,
11. Internal Stakeholders: <ul style="list-style-type: none"> <li>• Doctors, Nurses</li> <li>• Admin &amp; Account staff</li> <li>• MOH Patients</li> <li>• KITP staff</li> <li>• Referral Board members</li> </ul> To be referred to Manager: <ul style="list-style-type: none"> <li>• Authorization from Director, Senior Doctors and Secretaries for matters relating to the improvement of the overseas referral system, logistics and routine administration regarding referral patients</li> </ul>	12. External Stakeholders: <ul style="list-style-type: none"> <li>• Gov't Ministries</li> <li>• State own enterprises</li> </ul>
<b>13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan)</b>	
<ul style="list-style-type: none"> <li>▪ <b>KDP/KPA: KPA 3. HEALTH</b></li> <li>▪ <b>MOP Outcome: 3.6. Improved health services delivery</b></li> </ul>	

*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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<ul style="list-style-type: none"> <li>Divisional/Departmental/Unit Plan: Support Service, MHMS</li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ul style="list-style-type: none"> <li>To assist referral officer with and provide administrative /secretarial support for specialized clinical services structures (ORTAC, KSCSC &amp; the Medical council)</li> </ul>	<ul style="list-style-type: none"> <li>Assist with clinical service providers (e.g RACS, Health specialist limited, Medical</li> </ul>	<ul style="list-style-type: none"> <li>As required and when needed</li> </ul>
<ul style="list-style-type: none"> <li>Overseas referrals</li> </ul>	<ul style="list-style-type: none"> <li>Assist with writing and keeping record of minutes of referral meetings</li> <li>Assist with Coordinating and facilitating airline medical forms, and assist with the management of referrals of patients for treatment offshore</li> <li>Assist with carrying out proper travel arrangement that include flight</li> <li>Assist with booking passport procession, and payment of patients money</li> <li>Assist with coordinating check in of referrals at the airport</li> <li>Assist with updating the database on patients referred overseas detailing waiting time in the referral process, cost of referral, as well as the outcome of the referral treatment</li> <li>Assist with conducting counselling and pre-departure orientation meeting to patients before travelling</li> </ul>	<ul style="list-style-type: none"> <li>Requires good management and organizational skills</li> <li>Tasks to be completed on time</li> <li>Data and result of key activities set out</li> <li>Monthly output on offshore</li> </ul>

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	<ul style="list-style-type: none"> <li>• Keep track of referred patient and replenish pocket money in a timely manner</li> <li>• Profice update report on patients upon request</li> <li>• Prepare and organize all documents required for patients referral in a timely manner</li> </ul>	
<ul style="list-style-type: none"> <li>• Secretarial Support for SCS Structures</li> </ul>	<ul style="list-style-type: none"> <li>• Provide secretarial support for all specialized clinical service meetings (ORTAC, KSCSC, Kiribati Medical &amp; Dental Council</li> <li>• Document and management meetings minutes (filed and copies circulated to members)</li> <li>• Secretarial support to the chair of the Kiribati Medical and Dental Council to ensure proper recruitment criteria are being followed, ensure proper registration of members of visiting teams and necessary disciplinary actions are carried out for any proven malpractice Negligence</li> </ul>	<ul style="list-style-type: none"> <li>• Provision for number of written minutes for KSCSC should equal the number of visiting teams</li> <li>• Number of ORTAC meetings should be equaled to the number of written minutes</li> </ul>
<ul style="list-style-type: none"> <li>• Visiting teams</li> </ul>	<ul style="list-style-type: none"> <li>• Assist with liaising with the service providers to obtain the required documents for the procession of entry visa, temporary work permit, and appropriate registration</li> <li>• Assist with maintaining close communication with service providers, informing service providers of identified needs and ensure that planned services provisions is consistent with clinical needs-to be deleted</li> <li>• Assist with meeting the visiting team at the airport</li> </ul>	<ul style="list-style-type: none"> <li>• Number of briefing and debriefing meeting</li> <li>• Number of medical and nursing council meetings conducted for the registration if the team</li> <li>• Number of meetings of the KSCSC Database on patients seen by the visiting team is updated</li> </ul>

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	<ul style="list-style-type: none"> <li>• Assist with organizing the briefing and debriefing meeting of the visiting team with the MHMS team</li> <li>• Assist with the visiting teams urgent needs</li> <li>• Assist with Liaising with service providers on scheduling and coordination of visiting teams</li> <li>• Assist with maintaining a schedule for all vising teams to Kiribati and provide regular updates on these to KSCSC and SMC</li> <li>• Assist with ensuring services agreements are signed by both parties before visits are made</li> <li>• Assist with the preparation for visiting teams through the use of agreed readiness check-list</li> <li>• Assist with facilitating assessment of the services provided by visiting teams by keeping and update record of all consultations and procedures done by the visiting team</li> </ul>	
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10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> <li>• Provision for on-standby for emergency cases for referral patients</li> <li>• Able to be available for emergency calls for referral patients</li> <li>• To be able to do counselling for critical and emotional patients</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement): Bachelor degree in Management or any Science related field</b>  <b>Education:</b> Diploma in Management programs</p> <p><b>Experience:</b></p> <p><b>Job Training:</b> Any job training</p>

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	<p><b>Prerequisite:</b></p> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Customer and Personal Service, English, Technical knowledge</li> <li>• Knowledge in driving with a valid driving license</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Speaking, Active listening, Reading Comprehension</li> <li>• Complex Problem solving</li> <li>• Time management</li> <li>• Repairing- machines or systems using needed tools</li> <li>• Equipment maintenance</li> </ul> <p><b>Attributes</b></p> <ul style="list-style-type: none"> <li>• Efficient, effective, Innovative</li> <li>• Creative</li> <li>• Approachable, Fair, Cooperative, hardworking, sharing</li> </ul>
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