Ministry: Ministry of Health and Medical Services

1. **Position Title:** Assistant Statistician and Surveillance Officer	2. **Salary Level:** 18-15	3. **Division:** Health Information Unit

4. **Reports To:** Director of Public Health	5. **Direct Reports:** Senior Health Information Officer

6. Primary Objective of the Position:
- To assist the Health Information Officer in updating all health information and informatics aspects
- To support the other units of the Ministry of Health in implementing the national health programme and activities (MOP) and plan
- To gather, develop and update national health information and statistics
- To monitor outbreaks through surveillance and prepare weekly surveillance reports and situational reports during outbreaks.
- To assist Medical Coders with coding

7. Position Overview

9. **Financial:**	10 Legal: Medical Act

11. Internal Stakeholders:
- Medical Assistant (colleagues)
- Public Health Nurses
- Director of Public Health
- Deputy Director of Public Health
- District Public Health Nursing Officers
- TCH Laboratory
- Environmental Health
- Doctor
- District Principal Nursing Officers

Without referral to manager:
- Monthly data input for MS1

12. External Stakeholders:
- WHO
- SPC
- Office of Te Beretitenti (Disaster Unit)
- MWYSA (GBV Division)
- Police/DVSO
- National Statistics Office
- Civil Registration Office

To be referred to Manager:
- Technical problems and issues that may lead to destruction of database

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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- Weekly surveillance data collection
- Routine work to ensuring health information is available to support other departments program
- Preparing line-list for out breaks
- Updating and Monitoring syndromic surveillance data base
- Analyze and compile data from KHIS and MS1 upon formal signed requests
- Numbering and patient identification procedures for Medical Records
- Filing and retrieval procedures for Medical Records

- Any technical problems on computers and machines
- Activities that may have financial implications
- Reports on Weekly Surveillance
- Situational Reports during outbreak provided
- Report on Outreach Feedback to clinic
- Report received list every end of the month
- Report monthly feedback to clinics
- Release data to the public and for private use
- Assist Medical Coder in Coding as and when needed
- Attend outer islands visits to improve MS1 Data reporting

13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*
- *KDP/KPA: KPA 3. Health*
- *MOP Outcome: 3.1. Reduce population growth, 3.2. Reduced maternal morbidity (including macro and micro nutrient deficiency) and mortality, 3.3. Reduced child morbidity (including malnutrition and childhood injury prevention) and mortality, 3.4. Reduced burden & incidence of communicable diseases (TB, leprosy, lymphatic filariasis, STIs and HIV/AIDs), 3.5. Reduced burden and incidence of other diseases (Non Communicable diseases), 3.6. Improved health services delivery.*
- *Divisional/Departmental/Unit Plan: MHMS*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
To ensure that complete and quality data is available by ensuring efficient compilation, storage, retrieval and distribution of data to potential users.	- To open and date HIU inward mail - To bring up inward mail to Health Information Officer - To record, register and input onto MS1 system inward MS1 and analyze monthly data - To check the quality of data in both MS1 and KHIS before reports are made - Analyze and compile data from KHIS and MS1 upon formal signed requests	- Timely reports on monthly feedback to clinics - Timely report on Received list to DPNOs - Efficient and timely communication to DPNO's regarding the quality of MS1s reported to HIU - Timely monthly bulletin reports - Timely response to required information and data

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		• Number of MHMS staff and the public requesting data
Efficient production of quality information results and outcomes	• To store and provide all forms required for the operation of Hospitals and Clinics where data is needed by HIU • To supply standardized forms regarding KHIS and MS1 to Printing Division and an e-copy given to DPNOs	• All forms are the same for hospitals and for Clinics (MS1 form)
Surveillance Monitoring and Reporting for Outbreaks	• To collect data weekly from clinics on South Tarawa to update the Syndromic Surveillance System • Prepare line-list for out breaks • Monitoring outbreaks before and during the outbreak	• Timely report on Situational Outbreak • Timely report outreach feedback • Timely Weekly Surveillance Reports

10. Key Challenges

- Transport for Surveillance is always an issue as Surveillance Officers should be back by lunch to finish up their report, which is hard when other programs share the same car as they take longer at each clinic.
- Power outage at clinics that e-report to HIU for surveillance
- Takes time for outer island clinics to report on new revised MS1 form
- Outer island mode of MS1 report delivery always change, some reports never get delivered to HIU

11. Selection Criteria

11.1 PQR (Position Qualification Requirement):
Education: Form 6 or Form 5 with 1 year relevant work experience

Experience: 1year relevant work experience

Job Training: Statistics background

Prerequisite: Nil

11.2 Key Attributes (Personal Qualities):
1. **Knowledge**
   o Customer and Personal Service
   o Health Information and Statistics
   o English Language

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	o Computer Microsoft Office, mainly excel and ppt **2. Skills:** o Speaking o Active Listening o Reading Comprehension o Monitoring o Pro active **3. Attributes** o Efficient o Effective o Innovative o Creative o Approachable o Cooperative o Fair o Hardworking and dedicated o Sharing o Interested in meeting people o Able to accept criticisms from supervisors, prescribers, nurses and patients

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