

OBJECTIVE ONE:	SAFE MOTHERHOOD
TERMS OF REFERENCE	
Position Title:	Technical Support Officer (TSO) –Post Miscarriage Services to support the Safe Motherhood program and, Audit of CHN Workload
FHSSP Background:	<p>Australia provides significant bilateral support to Fiji, as well as supporting a number of regional health programs. Australia's aid program in Fiji continues to focus on providing support to the health and education sectors and to support the people of Fiji by maintaining programs that improve their livelihoods. Consistent with Australian whole of government engagement in Fiji, the Aid Program has been recalibrated to focus on mitigating the social and economic impacts on vulnerable groups affected by political instability and the global recession.</p> <p>The Goal of the Fiji Health Sector Support Program is to remain engaged in the Fiji health sector by contributing to the Fiji Ministry of Health's efforts to achieve its higher level strategic objectives in relation to infant mortality (MDG4), maternal mortality (MDG 5) and the prevention and management of diabetes as outlined in the MoH Strategic Plan.</p> <p>The Program Objectives are:</p> <ol style="list-style-type: none"> 1. To institutionalise a safe motherhood program at decentralised levels throughout Fiji 2. To strengthen infant immunisation and care and the management of childhood illnesses and thus institutionalise a "healthy child" program throughout Fiji 3. To improve prevention and management of diabetes and hypertension at decentralised levels 4. To revitalize an effective network of village/community health workers as the first point of contact with the health system for people at community level 5. To strengthen key components of the health system to support decentralized service delivery (including Health information, Monitoring & Evaluation, Strategic and Operational Planning, Supervision, Operational Research) <p>The identification of the Program Goal and Objectives was conducted in close consultation with the Ministry of Health, through a series of participatory meetings at both central and divisional levels. The MoH has confirmed that achievement of these program objectives will directly support the achievement of three of the seven Health Outcomes² identified in the MoH's Strategic Plan 2007-2011, namely</p> <ul style="list-style-type: none"> • Reduced Burden of Non-Communicable Diseases; • Improved Maternal Health and Reduced Maternal Morbidity and Mortality; • Improved Child Health and Reduced Child Morbidity and Mortality. <p>Furthermore, the MoH clearly indicated that the program of support proposed under this design is closely aligned with their evolving strategic priorities for the coming five years.</p> <p>The Fiji Health Sector Support Program is funded by the Australian Government Aid Program, and is managed by Brisbane-based company JTA International.</p>

Values:	<p>JTA International (JTA) has been established with a clear vision to draw the best of international health professionals together in an environment which encourages intellectual stimulation, ideas and knowledge sharing to the betterment of health in developing countries. Through this team of health professionals, JTA aims to provide excellent project management, health consulting, teaching and to contribute to knowledge generation in health and development.</p> <p>Individuals contracted to JTA must demonstrate a high level of integrity, and a commitment to JTA's values of:</p> <ul style="list-style-type: none"> • We embrace challenges; • We are accountable for our commitments; • We are self-reflecting, questioning and strive for personal and professional excellence; • Honesty, integrity and respect for others underpin all our actions; and • We are working for a better world. <p>The FHSSP Team has also developed a specific set of values. These values are:</p> <ul style="list-style-type: none"> • Commitment to work and organization • Respect and sensitivity to diversity and interpersonal skills • Integrity and high standards of personal conduct • Open communication • Flexibility and Responsiveness • Resilience
Objectives:	<p>A. To take lead role in mobilizing stakeholders within the MOH in the process of establishing Post Miscarriage Services; and</p> <p>B. To conduct an audit and review of existing functions of Zone and District Nurses Workload.</p>
Scope:	<p>Core:</p> <p>A. The TSO will facilitate the establishment of a "steering committee" to oversee work plan with the view to:</p> <ul style="list-style-type: none"> • Setting up of Post Miscarriage Service. • Develop a National Training Package for SDH doctors to provide post miscarriage service. • Purchase essential equipment [Manual Vacuum Aspirators] for each of the 5 sub division. • Support the delivery of the training package. <p>Specific:</p> <ul style="list-style-type: none"> • Facilitate appointment of committee and support meetings of the committee. • Maintain copies of minutes of meeting and action recommendations accordingly. • Develop, audit, organize, design and print National Training Package on PAS for Doctors. • Support endorsement of Training Package. • Process purchase of equipment.

	<ul style="list-style-type: none"> Facilitate delivery of equipment to identified subdivisions [Nausori Maternity, Levuka, Savusavu, Nadi and Ba] <p>Core</p> <p>B.</p> <p>Audit and review of the existing functions of Zone and District Nurses and make appropriate recommendations on the way forward for this cadre of nurses and the services it provides.</p> <p>Specific:</p> <ul style="list-style-type: none"> Audit existing zone and district nursing services. Access and review current Position description of zone and district nurses. Review the roles and functions of zone and district nurses at different settings. Review of health facilities where zone and district nurseing activities are accessed and delivered. Review information and data management in zone and district nurse settings. Review support mechanisms for zone and district nurses [HR, equipment, working conditions etc] Consult with sub divisional and divisional teams on the bway forward for zone and district nursing. Consult DSPH and DMOs as per above. Compile baseline results/findings of audit and revies. Recommend the way forward for zone and district nursing.
<p>Key deliverables:</p>	<p>A.</p> <p>The availability of adequate and appropriate facilities and equipment for safe motherhood in health and maternity institutions ensures that the health system has the capacity to respond directly to obstetric and newborn complications. Having a clear picture of the existing gaps of specific signal functions facilitates will require effective planning to further develop the necessary strategies required to strengthen these facilities. In order to address this, the safe motherhood TSO, working closely with key MoH personnel, will be required to:</p> <ul style="list-style-type: none"> Set up post miscarriage Services within the MOH Develop a National Training Package for SDH Doctors to provide post miscarriage services. Purchase 5 manual vacuum aspirators for Nausori Maternity Unit, Savusavu SDH, Nadi, Ba and Levuka SDHs. Communicate and update weekly to TF safe motherhood and NA Family Health on progress. <p>B.</p> <p>Zone and district nursing has been the major implementation arm and mechanism of PH service in the country. It exists in 104 nursing stations and 77 health centers throughout the country. The PD s of these officers entails a diverse function that includes both primary health care/service and public health programs. This means that the incumbent is expected to deliver core nursing functions as in MCH, FP, school visits along with other responsibilities</p>

	<p>that are program oriented as in NCD and CD.</p> <p>Data collection and information management is also part of the responsibility package with risk management, infection control and training activities.</p> <ul style="list-style-type: none"> • Audit existing Zone and District Nursing Services. • Access and review Position Description of Zone Nurses and District Nurses. • Review roles and functions of ZN/DN • Review health facilities where ZN/DN nursing services are accessed and delivered. • Review information and data management in ZN/DN nursing settings. • Review support mechanisms to Zone Nurses and District Nurses.
Duration and phasing:	<p>Six months January to June 2012</p> <p>Located at the CWM Maternity Unit in Suva and will also include consultations at different institutional sites in the sub division.</p>
Specification:	<ul style="list-style-type: none"> • Health background favourably considered. • Can read and interpret reports. • Communication abilities with internal and external stakeholders. Meets deadline. • Basic computer skills essential.
Reporting requirements:	<p>The TSO PAS will provide a quarterly/specific technical/exit report to the Program Director.</p> <p>In addition, the TSO PAS will, as appropriate, provide input to quarterly FHSSP activity reports and a final completion report, in accordance with the following standards:</p> <ul style="list-style-type: none"> • Meets the highest standards of quality, including report content, format, spelling and grammar; • Addresses all the activities listed in the above Objectives and Scope; • Is prepared in accordance with the FHSSP Guidelines for Reporting; and • Is provided in electronic format in Microsoft Word. <p>The required reports must be provided to the Technical Facilitator Safe Motherhood at the agreed times. Technical feedback on the report will be given at this stage. Following agreement the reports will then be submitted to the FHSSP Program Director. If appropriate, following the Program Director's approval the report will be submitted to the Permanent Secretary for Health. Following endorsement of the PSH, the report will be submitted to the Program Coordinating Committee. Only after the approval of the Program Coordinating Committee will the report said to be final.</p>

TERMS OF REFERENCE	
Position Title:	Technical Support Officer (TSO) – Continued Development of Safe Motherhood Protocols and Guidelines
FHSSP Background:	<p>Australia provides significant bilateral support to Fiji, as well as supporting a number of regional health programs. Australia's aid program in Fiji continues to focus on providing support to the health and education sectors and to support the people of Fiji by maintaining programs that improve their livelihoods. Consistent with Australian whole of government engagement in Fiji, the Aid Program has been recalibrated to focus on mitigating the social and economic impacts on vulnerable groups affected by political instability and the global recession.</p> <p>The Goal of the Fiji Health Sector Support Program is to remain engaged in the Fiji health sector by contributing to the Fiji Ministry of Health's efforts to achieve its higher level strategic objectives in relation to infant mortality (MDG4), maternal mortality (MDG 5) and the prevention and management of diabetes as outlined in the MoH Strategic Plan.</p> <p>The Program Objectives are:</p> <ol style="list-style-type: none"> 1. To institutionalise a safe motherhood program at decentralised levels throughout Fiji 2. To strengthen infant immunisation and care and the management of childhood illnesses and thus institutionalise a "healthy child" program throughout Fiji 3. To improve prevention and management of diabetes and hypertension at decentralised levels 4. To revitalize an effective network of village/community health workers as the first point of contact with the health system for people at community level 5. To strengthen key components of the health system to support decentralized service delivery (including Health information, Monitoring & Evaluation, Strategic and Operational Planning, Supervision, Operational Research) <p>The identification of the Program Goal and Objectives was conducted in close consultation with the Ministry of Health, through a series of participatory meetings at both central and divisional levels. The MoH has confirmed that achievement of these program objectives will directly support the achievement of three of the seven Health Outcomes² identified in the MoH's Strategic Plan 2007-2011, namely</p> <ul style="list-style-type: none"> • Reduced Burden of Non-Communicable Diseases; • Improved Maternal Health and Reduced Maternal Morbidity and Mortality; • Improved Child Health and Reduced Child Morbidity and Mortality. <p>Furthermore, the MoH clearly indicated that the program of support proposed under this design is closely aligned with their evolving strategic priorities for the coming five years.</p> <p>The Fiji Health Sector Support Program is funded by the Australian Government Aid Program, and is managed by Brisbane-based company JTA International.</p>
Values:	JTA International (JTA) has been established with a clear vision to draw the best of international health professionals together in an environment which encourages intellectual stimulation, ideas and knowledge sharing to the betterment of health in developing countries. Through this team of health

	<p>professionals, JTA aims to provide excellent project management, health consulting, teaching and to contribute to knowledge generation in health and development.</p> <p>Individuals contracted to JTA must demonstrate a high level of integrity, and a commitment to JTA's values of:</p> <ul style="list-style-type: none"> • We embrace challenges; • We are accountable for our commitments; • We are self reflecting, questioning and strive for personal and professional excellence; • Honesty, integrity and respect for others underpin all our actions; and • We are working for a better world. <p>The FHSSP Team has also developed a specific set of values. These values are:</p> <ul style="list-style-type: none"> • Commitment to work and organization • Respect and sensitivity to diversity and interpersonal skills • Integrity and high standards of personal conduct • Open communication • Flexibility and Responsiveness • Resilience
Objectives:	To compile, audit, review, design and print in an appropriate format the National Clinical Practice Guidelines and Protocols for Obstetrics & Gynaecology.
Scope:	<p>Core: The TSO will develop, and process for endorsement to implement the clinical practice guidelines and protocols for Obstetrics and Gynaecology.</p> <p>Specific: The TSO will:</p> <ul style="list-style-type: none"> • Work closely with the CSN [Obs.] Chair and members. • Review and design format of manual. • Develop plan for consultation and consensus. • Ensure wide consultation in the endorsement of final draft. • Oversee the printing of the manuals in the agreed format. • Facilitate launch, distribution and awareness. • Maintain distribution lists, contact list of CSN Obs stakeholders.
Key deliverables:	<p>The development of clinical practice protocols and guidelines is important to improve the quality of client care and ultimately client outcomes at the same time maximizing safety and minimizing harm to clients.</p> <p>Working with key MoH personnel and training providers, the safe motherhood TSO will be required to:</p> <ul style="list-style-type: none"> • Compile and design in a draft format the national CPG for Obstetric and gynaecology. • Consult/ advise CSN [Obstetric] to endorse format. • Facilitate wide consultation with stakeholders to endorse contents of final draft. • Facilitate endorsement by NHEC • Oversee printing, launch, distribution and awareness of the CPGs. • Communicate weekly and update TF Safe motherhood and NA Family Health on progress of assignment. <p>At the end of the assignment, the safe motherhood TSO will submit:</p> <ul style="list-style-type: none"> • First edition of the National CPGs for Obstetrics and Gynaecology.

Duration and phasing:	<p>Four months January to April 2012</p> <p>Located at the CWM Hospital, Suva and will also include consultations at different sub divisional hospital sites in the divisions.</p>
Specification:	<ul style="list-style-type: none"> • A Registered Nurse and Midwife with at least ten years of experience in clinical midwifery practice. • Communication abilities with internal and external stakeholders. Meets deadline. • Basic computer skills essential.
Reporting requirements:	<p>The TSO CPG Obs & Gynae. will provide a monthly/specific technical/exit report to the Program Director.</p> <p>In addition, the TSO CPG Obs. & Gynae. will, as appropriate, provide input to quarterly FHSSP activity reports and a final completion report, in accordance with the following standards:</p> <ul style="list-style-type: none"> • Meets the highest standards of quality, including report content, format, spelling and grammar; • Addresses all the activities listed in the above Objectives and Scope; • Is prepared in accordance with the FHSSP Guidelines for Reporting; and • Is provided in electronic format in Microsoft Word. <p>The required reports must be provided to the Technical Facilitator Safe Motherhood at the agreed times. Technical feedback on the report will be given at this stage. Following agreement the reports will then be submitted to the FHSSP Program Director. If appropriate, following the Program Director's approval the report will be submitted to the Permanent Secretary for Health. Following endorsement of the PSH, the report will be submitted to the Program Coordinating Committee. Only after the approval of the Program Coordinating Committee will the report said to be final.</p>

OBJECTIVE TWO:	HEALTHY CHILD PROGRAM
TERMS OF REFERENCE	
Position Title:	Technical Support Staff, Infant Child Health Northern Division
FHSP Background:	<p>Australia provides significant bilateral support to Fiji, as well as supporting a number of regional health programs. Australia's aid program in Fiji continues to focus on providing support to the health and education sectors and to support the people of Fiji by maintaining programs that improve their livelihoods. Consistent with Australian whole of government engagement in Fiji, the Aid Program has been recalibrated to focus on mitigating the social and economic impacts on vulnerable groups affected by political instability and the global recession.</p> <p>The Goal of the Fiji Health Sector Support Program is to remain engaged in the Fiji health sector by contributing to the Fiji Ministry of Health's efforts to achieve its higher level strategic objectives in relation to infant mortality (MDG4), maternal mortality (MDG 5) and the prevention and management of diabetes as outlined in the MoH Strategic Plan.</p> <p>The Program Objectives are:</p> <ol style="list-style-type: none"> 1. To institutionalise a safe motherhood program at decentralised levels throughout Fiji 2. To strengthen infant immunisation and care and the management of childhood illnesses and thus institutionalise a "healthy child" program throughout Fiji 3. To improve prevention and management of diabetes and hypertension at decentralised levels 4. To revitalize an effective network of village/community health workers as the first point of contact with the health system for people at community level 5. To strengthen key components of the health system to support decentralized service delivery (including Health information, Monitoring & Evaluation, Strategic and Operational Planning, Supervision, Operational Research) <p>The identification of the Program Goal and Objectives was conducted in close consultation with the Ministry of Health, through a series of participatory meetings at both central and divisional levels. The MoH has confirmed that achievement of these program objectives will directly support the achievement of three of the seven Health Outcomes² identified in the MoH's Strategic Plan 2007-2011, namely</p> <ul style="list-style-type: none"> • Reduced Burden of Non-Communicable Diseases; • Improved Maternal Health and Reduced Maternal Morbidity and Mortality; • Improved Child Health and Reduced Child Morbidity and Mortality. <p>Furthermore, the MoH clearly indicated that the program of support proposed under this design is closely aligned with their evolving strategic priorities for the coming five years.</p>
Objectives:	<p>The objectives of the Technical Support Officer are ;</p> <p>To support the Technical facilitator child health achieve to overall strategic objective of institutionalizing a 'healthy child' program throughout Fiji by;</p> <ul style="list-style-type: none"> • ensuring systems in place to maintain Expanded Program of Immunisation (EPI) rates greater than 90%

	<ul style="list-style-type: none"> • Expand and/or reinforce the Integrated Management of Childhood Illnesses (IMCI) training program • Capacity building and training of health care professionals to ensure whole of spectrum of continuum of care • Ensuring child health to be more focused on reducing peri-natal mortality. <p>When workloads allow TSO will support other FHSSP activities as required.</p>
Scope:	<p>With support and supervision of the TF Infant & Child Health;</p> <p>The TSO will be responsible for the coordination of activities in the Northern Division including;</p> <ul style="list-style-type: none"> • Development of proposals and submission of acquittals for EPI week, the various training programs and workshops planned for 2012; • Identify the appropriate persons to addend the various training courses in conjunction with DMO, DHS and paediatric department; • Support the TSO in the introduction of new vaccines in 2012 and the implementation of the revised MCH card; • To support the MoH & FHSSP in the roll out of the Demographic Health Survey; • Support TF child health in the equipment procurement and training required for the new equipment in 2012; • Collate EPI coverage rates for 2011 & monitor divisional EPI coverage in 2012; • Develop a divisional EPI reporting system to be handed over to DHS in 2013. • Support other FHSSP activities as requested by the Director FHSSP or TF Child Health; • Submit quarterly reports and any others that may be requested.
Duration and phasing:	The Technical Support Staff, Infant Child Health will commence on 9 th January 2012 and will be completed by 31 December 2012
Specification:	Registered Nurses In Fiji
Reporting requirements:	<p>The Technical Support Staff, Infant Child Health will provide a monthly/specific technical/exit report to the Program Director.</p> <p>In addition, the TS will, as appropriate, provide input to quarterly FHSSP activity reports and a final completion report, in accordance with the following standards:</p> <ul style="list-style-type: none"> • Meets the highest standards of quality, including report content, format, spelling and grammar; • Addresses all the activities listed in the above Objectives and Scope; • Is prepared in accordance with the FHSSP Guidelines for Reporting; and • Is provided in electronic format in Microsoft Word. <p>The required reports must be provided to the TF Child health at the agreed times. Technical feedback on the report will be given at this stage. Following agreement the reports will then be submitted to the FHSSP Program Director. If appropriate, following the Program Director's approval the report will be submitted to the Permanent Secretary for Health. Following endorsement of the PSH, the report will be submitted to the Program Coordinating Committee. Only after the approval of the Program Coordinating Committee will the report said to be final.</p>

TERMS OF REFERENCE	
Position Title:	Technical Support Staff, Infant Child Health Central & Eastern Division
FHSSP Background:	<p>Australia provides significant bilateral support to Fiji, as well as supporting a number of regional health programs. Australia's aid program in Fiji continues to focus on providing support to the health and education sectors and to support the people of Fiji by maintaining programs that improve their livelihoods. Consistent with Australian whole of government engagement in Fiji, the Aid Program has been recalibrated to focus on mitigating the social and economic impacts on vulnerable groups affected by political instability and the global recession.</p> <p>The Goal of the Fiji Health Sector Support Program is to remain engaged in the Fiji health sector by contributing to the Fiji Ministry of Health's efforts to achieve its higher level strategic objectives in relation to infant mortality (MDG4), maternal mortality (MDG 5) and the prevention and management of diabetes as outlined in the MoH Strategic Plan.</p> <p>The Program Objectives are:</p> <ol style="list-style-type: none"> 1. To institutionalise a safe motherhood program at decentralised levels throughout Fiji 2. To strengthen infant immunisation and care and the management of childhood illnesses and thus institutionalise a "healthy child" program throughout Fiji 3. To improve prevention and management of diabetes and hypertension at decentralised levels 4. To revitalize an effective network of village/community health workers as the first point of contact with the health system for people at community level 5. To strengthen key components of the health system to support decentralized service delivery (including Health information, Monitoring & Evaluation, Strategic and Operational Planning, Supervision, Operational Research) <p>The identification of the Program Goal and Objectives was conducted in close consultation with the Ministry of Health, through a series of participatory meetings at both central and divisional levels. The MoH has confirmed that achievement of these program objectives will directly support the achievement of three of the seven Health Outcomes² identified in the MoH's Strategic Plan 2007-2011, namely</p> <ul style="list-style-type: none"> • Reduced Burden of Non-Communicable Diseases; • Improved Maternal Health and Reduced Maternal Morbidity and Mortality; • Improved Child Health and Reduced Child Morbidity and Mortality. <p>Furthermore, the MoH clearly indicated that the program of support proposed under this design is closely aligned with their evolving strategic priorities for the coming five years.</p>
Objectives:	<p>The objectives of the Technical Support Officer are ;</p> <p>To support the Technical facilitator child health achieve to overall strategic objective of institutionalizing a 'healthy child' program throughout Fiji by;</p> <ul style="list-style-type: none"> • ensuring systems in place to maintain Expanded Program of Immunisation (EPI) rates greater than 90% • Expand and/or reinforce the Integrated Management of Childhood Illnesses (IMCI) training program • Capacity building and training of health care professionals to ensure

	<p>whole of spectrum of continuum of care</p> <ul style="list-style-type: none"> Ensuring child health to be more focused on reducing peri-natal mortality. <p>When workloads allow TSO will support other FHSSP activities as required.</p>
Scope:	<p>With support and supervision of the TF Infant & Child Health;</p> <p>The TSO will be responsible for the coordination of activities in the Central & Eastern Division including;</p> <ul style="list-style-type: none"> Development of proposals and submission of acquittals for EPI week, the various training programs and workshops planned for 2012; Identify the appropriate persons to addend the various training courses in conjunction with DMO, DHS and paediatric department; Support the TSO in the introduction of new vaccines in 2012 and the implementation of the revised MCH card; To support the MoH & FHSSP in the roll out of the Demographic Health Survey; Support TF child health in the equipment procurement and training required for the new equipment in 2012; Collate EPI coverage rates for 2011 & monitor divisional EPI coverage in 2012; Develop a divisional EPI reporting system to be handed over to DHS in 2013. Support other FHSSP activities as requested by the Director FHSSP or TF Child Health; Submit quarterly reports and any others that may be requested.
Duration and phasing:	The Technical Support Staff, Infant Child Health will commence on 9 th January 2012 and will be completed by 31 December 2012
Specification:	Registered Nurses In Fiji
Reporting requirements:	<p>The Technical Support Staff, Infant Child Health will provide a monthly/specific technical/exit report to the Program Director.</p> <p>In addition, the TS will, as appropriate, provide input to quarterly FHSSP activity reports and a final completion report, in accordance with the following standards:</p> <ul style="list-style-type: none"> Meets the highest standards of quality, including report content, format, spelling and grammar; Addresses all the activities listed in the above Objectives and Scope; Is prepared in accordance with the FHSSP Guidelines for Reporting; and Is provided in electronic format in Microsoft Word. <p>The required reports must be provided to the TF Child health at the agreed times. Technical feedback on the report will be given at this stage. Following agreement the reports will then be submitted to the FHSSP Program Director. If appropriate, following the Program Director's approval the report will be submitted to the Permanent Secretary for Health. Following endorsement of the PSH, the report will be submitted to the Program Coordinating Committee. Only after the approval of the Program Coordinating Committee will the report said to be final.</p>

TERMS OF REFERENCE	
Position Title:	Technical Support Staff, Infant Child Health Western Division
FHSSP Background:	<p>Australia provides significant bilateral support to Fiji, as well as supporting a number of regional health programs. Australia's aid program in Fiji continues to focus on providing support to the health and education sectors and to support the people of Fiji by maintaining programs that improve their livelihoods. Consistent with Australian whole of government engagement in Fiji, the Aid Program has been recalibrated to focus on mitigating the social and economic impacts on vulnerable groups affected by political instability and the global recession.</p> <p>The Goal of the Fiji Health Sector Support Program is to remain engaged in the Fiji health sector by contributing to the Fiji Ministry of Health's efforts to achieve its higher level strategic objectives in relation to infant mortality (MDG4), maternal mortality (MDG 5) and the prevention and management of diabetes as outlined in the MoH Strategic Plan.</p> <p>The Program Objectives are:</p> <ol style="list-style-type: none"> 1. To institutionalise a safe motherhood program at decentralised levels throughout Fiji 2. To strengthen infant immunisation and care and the management of childhood illnesses and thus institutionalise a "healthy child" program throughout Fiji 3. To improve prevention and management of diabetes and hypertension at decentralised levels 4. To revitalize an effective network of village/community health workers as the first point of contact with the health system for people at community level 5. To strengthen key components of the health system to support decentralized service delivery (including Health information, Monitoring & Evaluation, Strategic and Operational Planning, Supervision, Operational Research) <p>The identification of the Program Goal and Objectives was conducted in close consultation with the Ministry of Health, through a series of participatory meetings at both central and divisional levels. The MoH has confirmed that achievement of these program objectives will directly support the achievement of three of the seven Health Outcomes² identified in the MoH's Strategic Plan 2007-2011, namely</p> <ul style="list-style-type: none"> • Reduced Burden of Non-Communicable Diseases; • Improved Maternal Health and Reduced Maternal Morbidity and Mortality; • Improved Child Health and Reduced Child Morbidity and Mortality. <p>Furthermore, the MoH clearly indicated that the program of support proposed under this design is closely aligned with their evolving strategic priorities for the coming five years.</p>
Objectives:	<p>The objectives of the Technical Support Officer are ;</p> <p>To support the Technical facilitator child health achieve to overall strategic objective of institutionalizing a 'healthy child' program throughout Fiji by;</p> <ul style="list-style-type: none"> • ensuring systems in place to maintain Expanded Program of Immunisation (EPI) rates greater than 90%

	<ul style="list-style-type: none"> • Expand and/or reinforce the Integrated Management of Childhood Illnesses (IMCI) training program • Capacity building and training of health care professionals to ensure whole of spectrum of continuum of care • Ensuring child health to be more focused on reducing peri-natal mortality. <p>When workloads allow TSO will support other FHSSP activities as required.</p>
Scope:	<p>With support and supervision of the TF Infant & Child Health;</p> <p>The TSO will be responsible for the coordination of activities in the Western Division including;</p> <ul style="list-style-type: none"> • Development of proposals and submission of acquittals for EPI week, the various training programs and workshops planned for 2012; • Identify the appropriate persons to addend the various training courses in conjunction with DMO, DHS and paediatric department; • Support the TSO in the introduction of new vaccines in 2012 and the implementation of the revised MCH card; • To support the MoH & FHSSP in the roll out of the Demographic Health Survey; • Support TF child health in the equipment procurement and training required for the new equipment in 2012; • Collate EPI coverage rates for 2011 & monitor divisional EPI coverage in 2012; • Develop a divisional EPI reporting system to be handed over to DHS in 2013. • Support other FHSSP activities as requested by the Director FHSSP or TF Child Health; • Submit quarterly reports and any others that may be requested.
Duration and phasing:	The Technical Support Staff, Infant Child Health will commence on 9 th January 2012 and will be completed by 31 December 2012
Specification:	Registered Nurses In Fiji
Reporting requirements:	<p>The Technical Support Staff, Infant Child Health will provide a monthly/specific technical/exit report to the Program Director.</p> <p>In addition, the TS will, as appropriate, provide input to quarterly FHSSP activity reports and a final completion report, in accordance with the following standards:</p> <ul style="list-style-type: none"> • Meets the highest standards of quality, including report content, format, spelling and grammar; • Addresses all the activities listed in the above Objectives and Scope; • Is prepared in accordance with the FHSSP Guidelines for Reporting; and • Is provided in electronic format in Microsoft Word. <p>The required reports must be provided to the TF Child health at the agreed times. Technical feedback on the report will be given at this stage. Following agreement the reports will then be submitted to the FHSSP Program Director. If appropriate, following the Program Director's approval the report will be submitted to the Permanent Secretary for Health. Following endorsement of the PSH, the report will be submitted to the Program Coordinating Committee. Only after the approval of the Program Coordinating Committee will the report said to be final.</p>

OBJECTIVE THREE:	DIABETES
TERMS OF REFERENCE	
POSITION TITLE:	Technical Support Officers for Auditing and Monitoring quality NCD services at decentralized levels
LOCATION:	DMOs Offices or NCD HUBs (3 Officers)
DURATION OF ENGAGEMENT:	1 year
REPORTING TO:	FHSSP Technical Facilitator Diabetes Prevention and Management & NA NCD, Ministry of Health (MoH)
RATIONALE FOR ROLE	<p>Continued auditing of existing systems and processes in place for screening and early intervention for prevention of Diabetes and associated NCDs is critical to the provision of quality preventive health services at most decentralised health facilities.</p> <p>The MoH NCD (including Diabetes) screening program needs to be responsive to the needs of the clients as well as the practitioners and the audits will contribute to contribute to better planning of SDH SOPDs in receiving referrals and providing support for Diabetes Management, Screening for complications of Diabetes, NCD prevention and risk factor management.</p> <p>Upgrading the knowledge and skills of health professionals at various levels in the MOH will ensure quality, timely and effective management of Diabetes, hypertension and other NCDs as well as controlling the risk factors and complications for NCDs.</p> <p>Monitoring for upgrades including timely availability of equipment, medical consumables, training, resource materials and handing-over during turnover of staff will ensure continuity and sustainability of quality services.</p>
DUTY STATEMENT:	<p>The Technical Support Officers –TSOs (3) will work with key MoH personnel to review the distribution of NCD Tool Kits; audit the contents of the NCD Tool Kits and assess the training needs of the health care workers in the decentralised health facilities. In addition, they will conduct an assessment of the needs at SD Hospital level for upgrading Diabetes and NCD management and outreach services.</p> <p>The TSOs will also monitor progress and collect data on activities (supported by FHSSP) for upgrading services at the health facility level.</p>
SPECIFIC RESPONSIBILITIES:	<p>Working closely with key MoH personnel (NA NCD, Divisional and Sub-divisional Heads and other MoH staff), the Technical Support Officers will be required to:</p> <ul style="list-style-type: none"> • Review the distribution/availability of the NCD Tool Kits in the subdivisions, health centers & Nursing stations. • Audit the contents of the NCD Tool Kits to ensure that all the equipment/consumables in the list is present and in working order. • Compile a list of missing/damaged/lost equipment that needs to be replaced. • Concurrently assess the gaps in processes, procedures and tools needed for NCD screening in the community. • Assess the training and capacity building needs of the service providers • Assess other resource needs for SDH and health centers for upgrading Diabetes management services including screening for complications. • Monitoring progress (including collection of data) on upgrades to diabetes and hypertension management services

	<ul style="list-style-type: none"> • Perform any other duties for the Program as directed by the Technical Facilitator and/or the Director FHSSP.
PERFORMANCE OUTCOMES:	<ul style="list-style-type: none"> • Distribution and audit of NCD Tool Kits documented per facility. • Gaps in processes and procedures identified per facility. • Assessment conducted of SD Hospitals and Health Centres for upgrades (space, equipment, furniture, consumables, Training needs) and documented per facility. • Monthly reporting on progress with upgrading of Diabetes & hypertension Services • Assisting with collection of data for reporting on Program deliverables
REPORTING:	<ul style="list-style-type: none"> • Consult/update/communicate weekly with TF Diabetes Prevention and Management and NA NCD • Submit updates on a monthly basis • Submit formal summary reports quarterly • Final report at the end of the assignment. <p>The completion report will meet the following standards:</p> <ul style="list-style-type: none"> • Meets the highest standards of quality, including report content, format, spelling and grammar; • Addresses all the activities listed in the above Duty Statement and Specific Responsibilities; • Is prepared in accordance with the Guidelines for Reporting; and • Is provided in electronic format in Microsoft Word.

OBJECTIVE FOUR:	COMMUNITY HEALTH WORKER NETWORK
TERMS OF REFERENCE	
Position Title:	Technical Support Officer (TSO) - Review of Village and CHW Training Curriculum and Package.
FHSSP Background:	<p>Australia provides significant bilateral support to Fiji, as well as supporting a number of regional health programs. Australia's aid program in Fiji continues to focus on providing support to the health and education sectors and to support the people of Fiji by maintaining programs that improve their livelihoods. Consistent with Australian whole of government engagement in Fiji, the Aid Program has been recalibrated to focus on mitigating the social and economic impacts on vulnerable groups affected by political instability and the global recession.</p> <p>The Goal of the Fiji Health Sector Support Program is to remain engaged in the Fiji health sector by contributing to the Fiji Ministry of Health's efforts to achieve its higher level strategic objectives in relation to infant mortality (MDG4), maternal mortality (MDG 5) and the prevention and management of diabetes as outlined in the MoH Strategic Plan.</p> <p>The Program Objectives are:</p> <ol style="list-style-type: none"> 6. To institutionalise a safe motherhood program at decentralised levels throughout Fiji 7. To strengthen infant immunisation and care and the management of childhood illnesses and thus institutionalise a "healthy child" program throughout Fiji 8. To improve prevention and management of diabetes and hypertension at decentralised levels 9. To revitalize an effective network of village/community health workers as the first point of contact with the health system for people at community level 10. To strengthen key components of the health system to support decentralized service delivery (including Health information, Monitoring & Evaluation, Strategic and Operational Planning, Supervision, Operational Research) <p>The identification of the Program Goal and Objectives was conducted in close consultation with the Ministry of Health, through a series of participatory meetings at both central and divisional levels. The MoH has confirmed that achievement of these program objectives will directly support the achievement of three of the seven Health Outcomes² identified in the MoH's Strategic Plan 2007-2011, namely</p> <ul style="list-style-type: none"> • Reduced Burden of Non-Communicable Diseases; • Improved Maternal Health and Reduced Maternal Morbidity and Mortality; • Improved Child Health and Reduced Child Morbidity and Mortality. <p>Furthermore, the MoH clearly indicated that the program of support proposed under this design is closely aligned with their evolving strategic priorities for the coming five years.</p> <p>The Fiji Health Sector Support Program is funded by the Australian Government Aid Program, and is managed by Brisbane-based company JTA International.</p>
Values:	JTA International (JTA) has been established with a clear vision to draw the best of international health professionals together in an environment which encourages intellectual stimulation, ideas and knowledge sharing to the

	<p>betterment of health in developing countries. Through this team of health professionals, JTA aims to provide excellent project management, health consulting, and teaching and to contribute to knowledge generation in health and development.</p> <p>Individuals contracted to JTA must demonstrate a high level of integrity, and a commitment to JTA's values of:</p> <ul style="list-style-type: none"> • We embrace challenges; • We are accountable for our commitments; • We are self-reflecting, questioning and strive for personal and professional excellence; • Honesty, integrity and respect for others underpin all our actions; and • We are working for a better world. <p>The FHSSP Team has also developed a specific set of values. These values are:</p> <ul style="list-style-type: none"> • Commitment to work and organization • Respect and sensitivity to diversity and interpersonal skills • Integrity and high standards of personal conduct • Open communication • Flexibility and Responsiveness • Resilience
Objectives:	<p>To support the development, completion, distribution and awareness of an appropriate training package including IEC materials that incorporates all primary health care aspects of the program objectives such as safe motherhood, child health, prevention and management of diabetes in the community.</p>
Scope:	<p>The incumbent will work closely with the MoH CHW Training Package Review Committee to:</p> <ul style="list-style-type: none"> • Collate work of the review committee and design format for the manual and other training needs identified by the committee. • Develop a plan of consultation and consensus for the project with relevant stakeholders at National, Specialist areas, and Divisional level. • Oversee the printing of the entire training package. • Oversee the distribution of the training materials. • Conduct awareness training in the use of the training package at Divisional and Sub Divisional level.
Key deliverables:	<p>The concept of maintaining wellness and control of illness needed to be addressed through the revitalized approach to the CHW program. The revised CHW training package is aimed at addressing the program objectives of Safe Motherhood, Child Health, prevention and management of Diabetes at all community settings and in particular the challenged area like urban and peri-urban communities. Working with the CHW Review Committee, the TSO for the revision of the CHW Training package will be required to:</p> <ul style="list-style-type: none"> • Complete and design the CHW training manual including the development of IEC materials. • Facilitate endorsement of final draft of Training Package through series of consultation with relevant stakeholders at National and Divisional level.

	<ul style="list-style-type: none"> • Ensure that training manual and IEC materials have been printed. • Organize and facilitate training on use of training manual at National and Divisional level. • Community Health Worker Trainer (TOT) for every Divisions • Produce a completion report.
Duration and phasing:	<p>TSO is expected to work for a period of 5 months.</p> <ul style="list-style-type: none"> • 1st draft to be completed in 6 weeks. • 1st round of consultation and consensus – 1 week • 2nd draft in 2 weeks. • 2nd round of consultation and consensus meeting – 1 week • Printing 2 weeks. • National awareness/training on use of manual and distribution of training material – 2 months.
Specification:	<p>The incumbent shall be a health professional with experiences in primary health care working with community health workers. Must have some experience in research work especially in the field of health. Must be computer literate and is familiar with the process of consultation with various internal and external stakeholders. Must be able to meet deadline and produce a completion report that is of a high standard.</p>
Reporting requirements:	<p>TSO will provide a monthly update report to the TF, Primary Health Care and a full completion report at the end of the consultancy outlining all the activities in the Scope of work.</p> <p>In addition, the incumbent will, as appropriate, provide input to quarterly FHSSP activity reports and a final completion report, in accordance with the following standards:</p> <ul style="list-style-type: none"> • Meets the highest standards of quality, including report content, format, spelling and grammar; • Addresses all the activities listed in the above Objectives and Scope; • Is prepared in accordance with the FHSSP Guidelines for Reporting; and • Is provided in electronic format in Microsoft Word. <p>Following agreement the reports will then be submitted to the FHSSP Program Director. If appropriate, following the Program Director's approval the report will be submitted to the Permanent Secretary for Health. Following endorsement of the PSH, the report will be submitted to the Program Coordinating Committee. Only after the approval of the Program Coordinating Committee will the report said to be final.</p>

OBJECTIVE FIVE:	TARGETED SYSTEMS STRENGTHENING
TERMS OF REFERENCE	
Position Title:	Technical Support Officer (TSO) - Clinical Services & Monitoring
FHSSP Background:	<p>Australia provides significant bilateral support to Fiji, as well as supporting a number of regional health programs. Australia's aid program in Fiji continues to focus on providing support to the health and education sectors and to support the people of Fiji by maintaining programs that improve their livelihoods. Consistent with Australian whole of government engagement in Fiji, the Aid Program has been recalibrated to focus on mitigating the social and economic impacts on vulnerable groups affected by political instability and the global recession.</p> <p>The Goal of the Fiji Health Sector Support Program is to remain engaged in the Fiji health sector by contributing to the Fiji Ministry of Health's efforts to achieve its higher level strategic objectives in relation to infant mortality (MDG4), maternal mortality (MDG 5) and the prevention and management of diabetes as outlined in the MoH Strategic Plan.</p> <p>The Program Objectives are:</p> <ol style="list-style-type: none"> 1. To institutionalise a safe motherhood program at decentralised levels throughout Fiji 2. To strengthen infant immunisation and care and the management of childhood illnesses and thus institutionalise a "healthy child" program throughout Fiji 3. To improve prevention and management of diabetes and hypertension at decentralised levels 4. To revitalize an effective network of village/community health workers as the first point of contact with the health system for people at community level 5. To strengthen key components of the health system to support decentralized service delivery (including Health information, Monitoring & Evaluation, Strategic and Operational Planning, Supervision, Operational Research) <p>The identification of the Program Goal and Objectives was conducted in close consultation with the Ministry of Health, through a series of participatory meetings at both central and divisional levels. The MoH has confirmed that achievement of these program objectives will directly support the achievement of three of the seven Health Outcomes² identified in the MoH's Strategic Plan 2007-2011, namely</p> <ul style="list-style-type: none"> • Reduced Burden of Non-Communicable Diseases; • Improved Maternal Health and Reduced Maternal Morbidity and Mortality; • Improved Child Health and Reduced Child Morbidity and Mortality. <p>Furthermore, the MoH clearly indicated that the program of support proposed under this design is closely aligned with their evolving strategic priorities for the coming five years.</p> <p>The Fiji Health Sector Support Program is funded by the Australian Government Aid Program, and is managed by Brisbane-based company JTA International.</p>
Values:	JTA International (JTA) has been established with a clear vision to draw the

	<p>best of international health professionals together in an environment which encourages intellectual stimulation, ideas and knowledge sharing to the betterment of health in developing countries. Through this team of health professionals, JTA aims to provide excellent project management, health consulting, and teaching to contribute to knowledge generation in health and development.</p> <p>Individuals contracted to JTA must demonstrate a high level of integrity, and a commitment to JTA's values of:</p> <ul style="list-style-type: none"> • We embrace challenges; • We are accountable for our commitments; • We are self reflecting, questioning and strive for personal and professional excellence; • Honesty, integrity and respect for others underpin all our actions; and • We are working for a better world. <p>The FHSSP Team has also developed a specific set of values. These values are:</p> <ul style="list-style-type: none"> • Commitment to work and organization • Respect and sensitivity to diversity and interpersonal skills • Integrity and high standards of personal conduct • Open communication • Flexibility and Responsiveness • Resilience
Objectives:	The TSO Clinical Services & Monitoring supports the DSHS office in the implementation and operational management of related elements of the Hospital & Clinical Services program. The support by TSO is particularly focused on Clinical Services Networks/CPG coordination, including Monitoring
Scope:	<ul style="list-style-type: none"> • Support implementation of and the maintenance of quality project management, reporting systems and procedures for Clinical Services activities; • In coordination of all training activities, workshops, meetings and conferences provide support to the DSHS; • Provide support to the Hospital Services (CS) unit in Corporate Planning, Business Planning, quarterly and annual Reporting. • Provide administrative and logistics support to the activities of the Clinical Services Plan Implementation (CSPI). • Provide coordination support to the activities of the Clinical Services Networks (CSN). • Provide support for capacity building and training in Clinical Services under the direction of DSHS. • Assist in arranging for the In – Service Training of all Clinical Services and allied health worker. • Assist with monitoring of information needed for FHSSP reporting • Other duties related to the Hospital Services Division that the DSHS will require from time to time.
Key deliverables:	<ul style="list-style-type: none"> • Report on CSN Workshops held during the year. • Report on Clinical Services Plan Implementation and CPGs developed. • Developed plan for medical and allied staff exchange between Divisional Hospitals & in service training for Clinical services and allied health work.
Duration and phasing:	January – Dec 2012
Specification:	<ul style="list-style-type: none"> • A degree in appropriate field.

	<ul style="list-style-type: none"> • Preferably with a health background with a minimum of 5 years work experience. • Well versed with clinical services in Fiji's Health System. • Computer literate particularly, Microsoft Office Application (Word, Excel & Outlook) • Strong consultation, communication and interpersonal skills with ability to communicate at all levels • Good administration skills.
Reporting requirements:	<p>TSO will provide a quarterly report to DSHS and DPD- FHSSP and an exit report to the Program Director.</p> <p>In addition, TSO will, as appropriate, provide input to quarterly FHSSP activity reports and a final completion report, in accordance with the following standards:</p> <ul style="list-style-type: none"> • Meets the highest standards of quality, including report content, format, spelling and grammar; • Addresses all the activities listed in the above Objectives and Scope; • Is prepared in accordance with the FHSSP Guidelines for Reporting; and • Is provided in electronic format in Microsoft Word.