



## JOB DESCRIPTION

Job Title:	<b>Internal Medicine Specialist</b>
Division/Programme and Section/Project:	Clinical Services Programme, Public Health Division
Location	Funafuti, Tuvalu
Reporting to:	Team Leader, Clinical Services Programme
Number of Direct Reports	None
Purpose of Role:	To lead and provide technical assistance in Internal Medicine Clinical Services delivery
Date:	September 2024

### Organisational Context and Organisation Chart

SPC is the principal scientific and technical organisation in the Pacific region, proudly supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. We work for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures. (<https://www.spc.int/>).

The Public Health Division (PHD) employs around 32 staff based in Noumea, New Caledonia and Suva, Fiji. It supports member countries in attaining healthier Pacific Island people and communities by helping in public health surveillance, prevention and control of communicable and non-communicable diseases and support for clinical services. The primary goal for all PHD activities is to promote population health and well-being, prevent disease and injury, restore, and/or maintain health and reduce inequalities in health. The PHD is comprised of three programmes: Surveillance, Preparedness and Response Programme (SPRP), NCD Prevention and Control Programme (NCDPCP) and Clinical Services Programme (CSP).

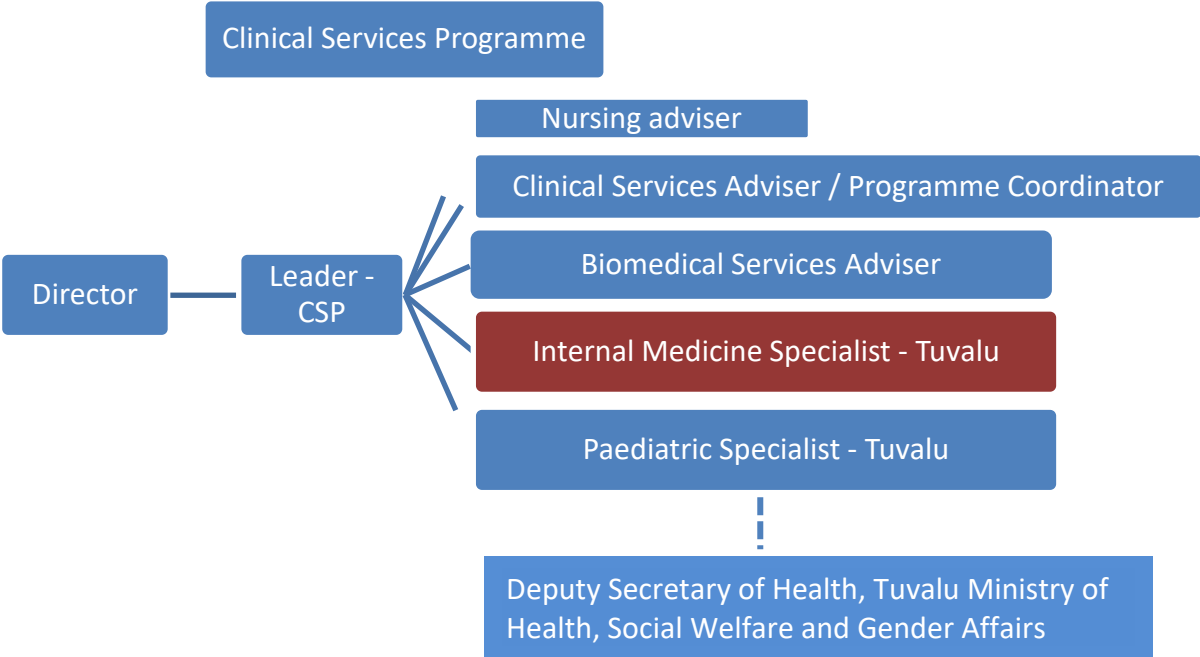
The position is located within the Clinical Services Programme.

This position will be based at the Princess Margaret hospital (PMH), Ministry of Health, Social Welfare and Gender Affairs (MOH), Funafuti, Tuvalu. Since the deployment of medical specialists to Tuvalu in November 2023, there are as yet, no locally qualified surgeons, physicians or paediatricians on the island of Tuvalu with a population of 10,876, a population growth of +0.91% and a GDP of USD 5575 per capita<sup>1</sup>. The SPC clinician workforce 2022 data reported an increase in number of doctors in Tuvalu since 2012, however this is still low with WHO reporting a medical doctor per 10,000 population ratio of 12<sup>2</sup>. There have been efforts to train clinicians in discipline specific areas at Pacific academic institutes such as the Fiji National University, however the new specialist trained graduates tend to opt for work in other Pacific Island countries that provide a better working package rather than return to Tuvalu.

<sup>1</sup> <https://sdd.spc.int/tv>

<sup>2</sup> World Health Organisation Global Health Observatory Data Repository  
<https://apps.who.int/gho/data/view.main.UHCHRHv>

Service provision has been on locum basis especially for surgery; however, the paediatrician and internal medicine specialist have never been filled. Tuvalu is looking to onshore medical specialists to improve care at home and reduce expenditure on offshore medical referrals. This project is aimed at strengthening clinical services delivery through deployment of medical specialists in country. It is envisaged that the deployed specialist will provide mentoring and skills transfer to domestic clinicians during their stay in country.



**Key Result Areas (KRAs):**

The position encompasses the following major functions or Key Result Areas (KRAs):

- Patient Care.
- Primary Care and Public Health Related Activities
- Clinical Governance
- Programme planning and Management

*The requirements in the above Key Result Areas (KRAs) are broadly identified below.*

Jobholder is accountable for	Jobholder is successful when
<b>KRA 1. Improve Patient Care (40%)</b>	
<ul style="list-style-type: none"> <li>• Provide clinical services for medical referrals, in-patient and out-patient assessments, and management of patients requiring specialist medical care.</li> <li>• Deliver medical services within PMH, Tuvalu Ministry of Health and Medical Services (MHMS), working across the health continuum to enhance primary care practices and provide advice to primary care clinicians.</li> <li>• Participate in the Medicine on-call roster, including after hours and weekends, and contribute to the ongoing care of general medicine in-patients.</li> </ul>	<ul style="list-style-type: none"> <li>• There is effective provision of medical referrals, in-patient and out-patient assessments, and management of patients requiring internal medicine specialist care.</li> <li>• There is accomplishment in the delivery of medical services including provision of health continuum to enhance primary care practices and provide advice to primary care clinicians.</li> <li>• There is effective participation in internal medicine on-call roster, including after hours and weekends, and contribute to the ongoing care of in-patients.</li> <li>• Ward consultations for in-patients with other</li> </ul>

<b>Jobholder is accountable for</b>	<b>Jobholder is successful when</b>
<ul style="list-style-type: none"> <li>Conduct routine ward consultations with other medical doctors, nurses, and allied health professionals as necessary, ensuring adherence to Tuvalu MOH guidelines.</li> </ul>	<p>medical doctors, nurses, and allied health professionals is accomplished and as necessary, ensuring adherence to Tuvalu MOH clinical practice guidelines.</p>
<b>KRA 2. Support and Facilitate Primary Care and Public Health Related Activities (20%)</b>	
<ul style="list-style-type: none"> <li>Facilitate and support non communicable diseases (NCDs) prevention and screening programmes at hospital, schools, and communities.</li> <li>Develop/Update NCD management algorithm and standards of practice (SOPs) in hospitals and clinics, including management of diabetes, hypertension, obesity, ischaemic heart diseases, obstructive airway disease, etc.</li> <li>Manage referrals from health clinics, outer islands screening programs.</li> <li>Facilitate and conduct outer island outreach medical visits (aligned to MOH requirements).</li> </ul>	<ul style="list-style-type: none"> <li>NCDs prevention and screening programmes at hospital, schools, and communities are successfully completed.</li> <li>NCD management algorithm SOPs are developed and implemented for hospitals and clinics, including management of diabetes, hypertension, obesity, ischaemic heart diseases, obstructive airway disease, etc.</li> <li>Referrals are managed and treated appropriately</li> <li>Outer islands outreach visits accomplished.</li> </ul>
<b>KRA 3. Clinical Governance (20%)</b>	
<ul style="list-style-type: none"> <li>Develop Clinical Practice Guidelines for Internal Medicine including medical emergencies.</li> <li>Conduct clinical audits with guidance from the local team on priority areas.</li> <li>Participate in and provide input to the hospital's senior management meetings (e.g., Medical Board, Health Advisory Committee, Therapeutic Committee) to address departmental concerns and issues.</li> <li>Contribute to the planning and development of general medicine services to achieve effective, efficient, and integrated care across health services.</li> <li>Implement continuous quality improvement of medical outpatient, inpatient, and special clinic services.</li> </ul>	<ul style="list-style-type: none"> <li>Medical clinical practice guidelines are developed.</li> <li>Clinical audits conducted, analysed and recommendations reported to improve medical case management.</li> <li>Medical services concerns and issues are addressed.</li> <li>Participated and facilitated in planning and development of medical service delivery in Tuvalu.</li> <li>There is improved medical quality of care and service provision.</li> </ul>
<b>KRA 4: Programme planning and management (20%)</b>	
<ul style="list-style-type: none"> <li>Facilitate annual workplan and budget in internal medicine services delivery.</li> <li>Ensure the delivery of high and consistent quality medical services within the Medical Department.</li> <li>Prepare and submit monthly internal medicine reports to Tuvalu MOH and SPC</li> <li>Supervise and mentor clinical staff, including interns, registrars, and nurses in internal medicine service delivery.</li> <li>Conduct refresher courses and provide relevant training for doctors, nurses, and other health professionals.</li> <li>Perform any other tasks as required by in country supervisor and SPC.</li> </ul>	<ul style="list-style-type: none"> <li>Internal medicine annual workplan and budget completed.</li> <li>There is consistent quality internal medicine services delivered in Tuvalu.</li> <li>Monthly internal medicine reports compiled and reported.</li> <li>Clinical staff, including interns, registrars, and nurses are adequately supervised.</li> <li>Refresher courses and relevant training for doctors, nurses, and other health professionals are conducted and reported.</li> <li>Other tasks performed as required by in country supervisor and SPC.</li> </ul>

**Note**

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.

**Work complexity:**

<p><b>Most challenging duties typically undertaken:</b></p> <ul style="list-style-type: none"> <li>• Ability to lead, manage and facilitate in country medical service delivery including internal medicine meetings, audits, offshore referrals, capacity building of local staff.</li> <li>• Ability to provide policy advice and guidance in relation to development and strengthening of internal medicine services for Tuvalu.</li> <li>• Possess strong communication skills for briefings, presentations, training and workshops.</li> <li>• Strong writing and analytical skills for development of reports, conference papers, briefing papers and strategic communications, including annual work planning and budgeting activities.</li> <li>• Developing a good working relationship with in-country counterparts and ensuring participation of countries in internal medicine regional programmes.</li> <li>• Implementing activities as and when required by in country supervisor and SPC – Director PHD, CSP Team Leader.</li> </ul>
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**Functional Relationships & Relationship Skills:**

Key internal and/or external contacts	Nature of the contact most typical
<b>External</b>	
<ul style="list-style-type: none"> <li>• Tuvalu MOH Minister of Health, Secretary of Health, Deputy Secretary of Health</li> <li>• In country internal medicine stakeholders e.g. NGOs, other Ministries, Faith based organisations</li> <li>• PICT MOHs, technical working groups, counterparts and key implementing partners</li> <li>• Regional bodies and technical working groups</li> <li>• General public</li> </ul>	<ul style="list-style-type: none"> <li>• Requesting and providing information, providing training and advice, resolving conflicts, explaining, gaining cooperation</li> <li>• Professional advising, liaising, facilitating, negotiating, feedback, consulting, sharing information, strengthening partnerships</li> <li>• Coordination of communication and activities with relevant bodies/Ministries etc</li> </ul>
<b>Internal</b>	
<ul style="list-style-type: none"> <li>• PHD Director, Principal Adviser, Team Leaders and colleagues</li> <li>• Colleagues and Teams across SPC technical divisions</li> <li>• Crosscutting and taskforce teams</li> <li>• Section’s Managers and staff of the Operations and Management Division, especially in ICT, translation, interpretation and publication services</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitating, giving and receiving information, resolving minor conflicts, advising, explaining, gaining cooperation and cooperating</li> <li>• Coordination</li> </ul>

**Level of Delegation:**

Routine Expenditure Budget: 0 EUR

Budget Sign off Authority without requiring approval from direct supervisor: 50 EUR

## Personal Specification:

*This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

### Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• Master of Medicine (MMed) in Internal Medicine.</li> </ul>	<ul style="list-style-type: none"> <li>• A Masters/fellowship in a clinical or public health discipline</li> </ul>

### Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• At least 10 years of work experience in internal medicine clinical services in the Pacific.</li> <li>• Minimum of 3 years' experience post MMed.</li> <li>• Significant experience in managing and/or leading internal medicine services delivery</li> <li>• Demonstrated extensive work experience in clinical services planning and development.</li> <li>• Demonstrated experience in the development of internal medicine services policies and programmes.</li> <li>• Demonstrated ability to implement a sector-wide response to clinical services issues</li> <li>• Demonstrated excellent understanding of project management principles</li> <li>• Experience working in Pacific Island Countries and Territories (PICTs)</li> <li>• Advanced written and oral communication skills in English</li> <li>• Willingness to travel and conduct internal</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of Pacific cultures</li> <li>• Previous working experience in a developing country, ideally in the Pacific region</li> <li>• Leadership and managerial experience in Clinical Services</li> </ul>

### Key Skills /Attributes / Job Specific Competencies

The position would typically need to have the following levels in relation to the skills/attributes/competencies listed in the table below to be considered 100% 'fully effective'.

Levels	Skills/attributes/competencies
Expert level (i.e., the person needs to be an expert in these skills/attributes/competencies)	<ul style="list-style-type: none"> <li>• Professional skills – developing and implementing appropriate internal medicine Clinical Services programs at different levels (regional, national and community levels)</li> <li>• Assessment of internal medicine Clinical Services programmes and determination of in-country needs</li> <li>• Mentoring skills – effective mentoring to provide technical support to multi-sectoral PICTs stakeholders</li> <li>• Written and spoken English</li> <li>• Developing and evaluating internal medicine Clinical Services policies and programmes</li> <li>• Setting priorities with minimal supervision</li> </ul>

Advanced level (i.e., the person needs to have an advanced level with these skills/attributes/competencies)	<ul style="list-style-type: none"> <li>• Advocacy skills – strong advocacy skills to engage effectively at different level</li> <li>• Ability to promote evidence based best practice for internal medicine Clinical Services</li> <li>• Interpersonal skills – ability to work with a diverse team working in the Pacific region</li> </ul>
Working Knowledge (i.e., the person needs to have a working knowledge with these skills/attributes/competencies)	<ul style="list-style-type: none"> <li>• Project management</li> <li>• Principles of development effectiveness</li> <li>• Development of funding applications and research protocols</li> </ul>
Awareness (i.e., the person needs to be aware in relation to these skills/attributes/competencies)	<ul style="list-style-type: none"> <li>• SPC Regulations and Policies</li> <li>• Goals and mandates of partner agencies and organizations</li> </ul>

### Key Behaviours

All employees are measured against the following **Key Behaviours** as part of Performance Development:

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

### Personal Attributes

- Ability to engage and motivate people
- Clear and effective communicator
- Ability to think creatively and solve problems
- Ability to sum up the situation and make decisions quickly if required
- Able to handle high pressure, high workload environments

### Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.