



*Republic of the Marshall Islands*

**MINISTRY OF HEALTH**

**P.O. Box 16**

**Majuro, Marshall Islands 96960**

**Phone: (692) 625-5660/5661 \* Fax: (692) 625 3432 \***



**JOB DESCRIPTION**

<b>Position Title</b>	<b>Internist</b>
<b>Position Type</b>	Short-term, Technical Consultant/Contractor
<b>Ministry and Division</b>	Ministry of Health and Human Services, Bureau of Majuro Health Care Services, Majuro Hospital
<b>Location</b>	Delap Village, Majuro Atoll
<b>Contract Period</b>	12 months; possible extension for up to another 12 months pending need, work performance and funding availability
<b>Immediate Supervisor</b>	Dr. Robert Maddison, Chief of Staff, Majuro Hospital
<b>Contracting Agency</b>	Pacific Island Health Officers' Association (PIHOA) on behalf of RMI MOHHS
<b>Salary/Compensation</b>	Negotiable based on academic qualifications and experience pertinent to the stated job responsibilities

**JOB PURPOSE:** The Internist, as a short-term, technical consultant/contractor, will support the planning, coordination and implementation of the Republic of the Marshall Islands' (RMI) Ministry of Health and Human Services (MOHHS) COVID-19 Preparedness and Response Plan, with specific focus on strengthening systems, policies, protocols and capacities for effective and timely detection and surveillance of COVID-19 transmission across the RMI.

**KEY RESPONSIBILITIES:** Under the direction and supervision of the designated RMI MOHHS Supervisor, the Internist will:

1. Assess confirmed or suspected patients for COVID-19-related complications and support the attending physician and other care team members to discuss and implement appropriate treatment plan(s). If there are no confirmed or suspected COVID-19 patients, provide support to all other patients as directed by the Chief of Medical Staff. Care settings include in-patient and out-patient services, COVID-19 isolation and quarantine sites, including manning the Emergency Room on call and brief medical deployments to outer-island healthcare dispensaries on as-needed basis;
2. Assist the attending physician to plan and perform routine diagnostic and other examination procedures to monitor patient progress, including entering patient information into medical charts and other health information system/processes;
3. On request, assist the Chief of Medical Staff to compile information and report on overall clinical management issues to the RMI MOHHS Senior Leadership Team (SLT);
4. Assist the Chief of Medical Staff to review and update clinical assessment, diagnosis and care guidelines, as needed;
5. As directed by the Chief of Medical Staff, provide medical training and mentorship to local clinical and other care team counterparts;
6. Work with the Infection Prevention and Control (IPC) team to ensure full compliance in all patient care interactions to assure patient and care team safety;
7. Coordinate and work with the BioMed, Medical Supply, and Pharmacy teams to monitor and ensure all required medical equipment, supplies and pharmaceuticals are operational/maintained/calibrated, inventoried, monitored and ordered in a timely manner to assure timely and optimal patient care;

8. On request, assist the RMI MOHHS Supervisor/Chief of Medical Staff to compile and present information to the RMI MOHHS' COVID-19 Response Task Force and National Emergency Operations Center to inform on-going COVID-19 preparedness and planning efforts; and
9. Perform other duties as assigned by the RMI MOHHS Secretary of Health and designated RMI MOHHS Supervisor appropriate to the general terms of this position.

**Key Deliverables:**

1. Number of COVID-19 and other priority patients that are effectively supported and treated in a safe, timely and quality manner;
2. Key RMI MOHHS and government stakeholders are kept informed of critical clinical management (medical surge preparedness and response) information and status to support overall effective and timely COVID-19 preparedness and response.

**DESIRABLE REQUIREMENTS:**

**Qualifications:**

1. Medical degree from an accredited tertiary institution, with specialization in internal medicine;
2. Current Medical License from a recognized medical licensing body; and
3. Valid Cardiopulmonary Resuscitation (CPR) and/or Advanced Life Support (ALS) certification.

**Skills:**

1. Minimum of 5 or more years of working experience as a practicing and licensed Internist, with strong preference for working experience in limited-resource and tropical settings;
2. Demonstrated knowledge and practical experience in carrying out the duties and responsibilities of an Internist as indicated in the Key Responsibilities section above;
3. Have no evidence of malpractice, or other performance and competency issues, from prior employers;
4. Must have demonstrated high level of interpersonal skills and ability to facilitate effective and compassionate communication with patients, healthcare staff and RMI MOHHS leadership;
5. Must have intermediate to advanced computer skills, including familiarity with MS Office applications such as Word, Excel and Powerpoint; familiarity with electronic hospital information systems is a plus
6. Must have advanced English-speaking and English writing skills given the job requirements for timely and effective communication and reporting;
7. Must have excellent observational skills, attention to detail and able to demonstrate high-level critical-thinking and effective decision-making to resolve problems as they arise;
8. Must be self-motivated, disciplined and able to operate with limited supervision;
9. Must demonstrate compassion, patience and ability to adapt to less-than-ideal and intense working conditions, including working with patients with little or no English-speaking skills and diverse cultural/ideology beliefs and practices;
10. Demonstrated ability to work collaboratively with other healthcare professionals in a team-based environment;
11. Must have valid passport to be able to travel domestically and internationally; and
12. When requested, must be able to submit a Police Report of good standing.

**Other Requirements:**

1. Where relevant to the position, must be able to pass and receive Certificate or License of Practice from the RMI MOHHS' Medical Certification and Licensure Board prior to contract execution. This Certificate/License of Practice must be maintained in good standing throughout the contract performance period. Failure to do so may result in immediate termination.

**Other Information/Benefits:**

- In addition to a competitive negotiated, flat-rate monthly base compensation, the successful candidate will be provided up to, but not exceeding, USD 1,500 in monthly housing allowance paid directly to the owner upon receipt of executed rental (housing) contract. Any rental expenses beyond USD 1,500 will be at the expense of the candidate.
- The candidate will be eligible for certain reimbursable expenses upon submission of proper receipt and payment documentation, including up to but not exceeding, USD 40 per month in local transportation (fuel, taxi, or car rental) expenses, and up to but not exceeding USD 200 per month in local communication expenses (internet/cell cards or wifi/mifi installation and usage fees). Any expenses incurred beyond these ceilings will be at the expense of the candidate.
- All other office and program supplies needed to conduct required work will be provided by PIHOA and the RMI MOHHS, including, but not limited to a laptop and relevant software subscriptions and laptop accessories and general office supplies (PIHOA) and office space (RMI MOHHS).
- All international travel expenses between candidate's home base and duty station will be fully covered by PIHOA using the most economically and direct travel routes (coach class), including any required transit accommodation and related expenses (ground transportation to/from airport and transit hotel) and transit daily subsistence allowance per PIHOA's Travel Policy, at start and conclusion of contracted performance period. Any accompanied luggage/cargo, or excess weight expenses and travel insurance fees may be eligible for reimbursement upon submission of proper expenses receipts from the airline and travel insurance provider. Any local, domestic travel required in the conduct of work within the RMI will be covered by the RMI MOHHS. All other travels not associated with contracted work will be at the expense of the candidate.
- Aside from what is stated above, no other benefits will be provided by PIHOA or the RMI MOHHS. Any medical or other insurance expenses, local and home base taxes will be the responsibility of the candidate. PIHOA, however, will maintain some funds under its sub-contract with the RMI MOHHS to support any, upfront expenses for emergency, medical evacuation, in the event such will be needed.
- At this time and until further notice, all successful candidates will have to undergo pre-departure and arrival quarantine and COVID-19 testing at designated quarantine facilities in Fiji or Hawaii, and on arrival, in designated quarantine sites in the RMI. All pre-departure and arrival quarantine-related expenses will be covered by PIHOA and the RMI Government.

Approved by:

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 MOHHS Secretary of Health

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 Date