

Ministry of Health

Human Resource Section

Newsletter July 2020

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“Team Work Makes the Dream Work”



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**My Tonga, Your Tonga, Our
Tonga**

Fighting Covid-19



: Ministry of Health,

1st floor Administration Office

Malo e lelei & Welcome

Welcome to another month of “Making a Difference” with your very own Human Resource Admin! To all MOH staff, it has been a while since distributing, rather than pondering on our lateness, we would like to extend our warm welcome and humble services of supplying what’s going on in MOH :D

Malo ‘aupito from the team to our CEO, Dr ‘Akau’ola, on providing us with “COVID19 – a Time of Challenges and Opportunities for MOH”, soft reminders to all staff of MOH, the importance of using challenges as opportunities for great achievements and advancements during this pandemic

This edition will attempt to keep you all updated on staff news and reminders for MOH for the year 2020

Hope you enjoy!

PS- We do welcome if you would like to put in anything monthly

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REMARKS FROM THE DEPUTY DIRECTOR OF HUMAN RESOURCE



As we embarked on the new financial year 2020/2021, the HR Section were privileged with a 3 days retreat. The first 2 days (14th and 15th of July) were intense due to developing of HR work-plan, then presented to CEO on the final day (17th July).

The HR retreat discussed the need to find out the Human Resource Section's main roles and responsibilities by reflecting on its existence within the Ministry of Health. This leads to developing of the Human Resource Section's Strategic Vision, Mission Statement, and Core Values for all Human Resources of the Ministry of Health.

Human Resource Strategic Vision:

“A Thriving Workforce”

The idea of the vision is derived from how “*Siale Tonga*” plants grow. Siale Tonga can grow on its own without constant care. Wherever it is planted, it will still survive regardless the condition of unhealthy soil, little to no sunshine, over watered by the rain, the Siale Tonga will still grow. BUT with that said, if cared for, with healthy soil, right amount of sunshine, adequate humidity in the right environment siale tonga will vigorously blossom with glossier leaves. The same idea is expected from our Ministry. With the right support and right attitude, the Ministry of Health will be a leading example for the rest of the Ministries.

For the workforce to thrive, the HR services must be shaped to provide timely services for the workforce's needs in making sure that the right staff is available to deliver at the right time with the right skills and knowledge at the right place with the right attitude also with the right performance measures at work.

Human Resource Mission Statement:

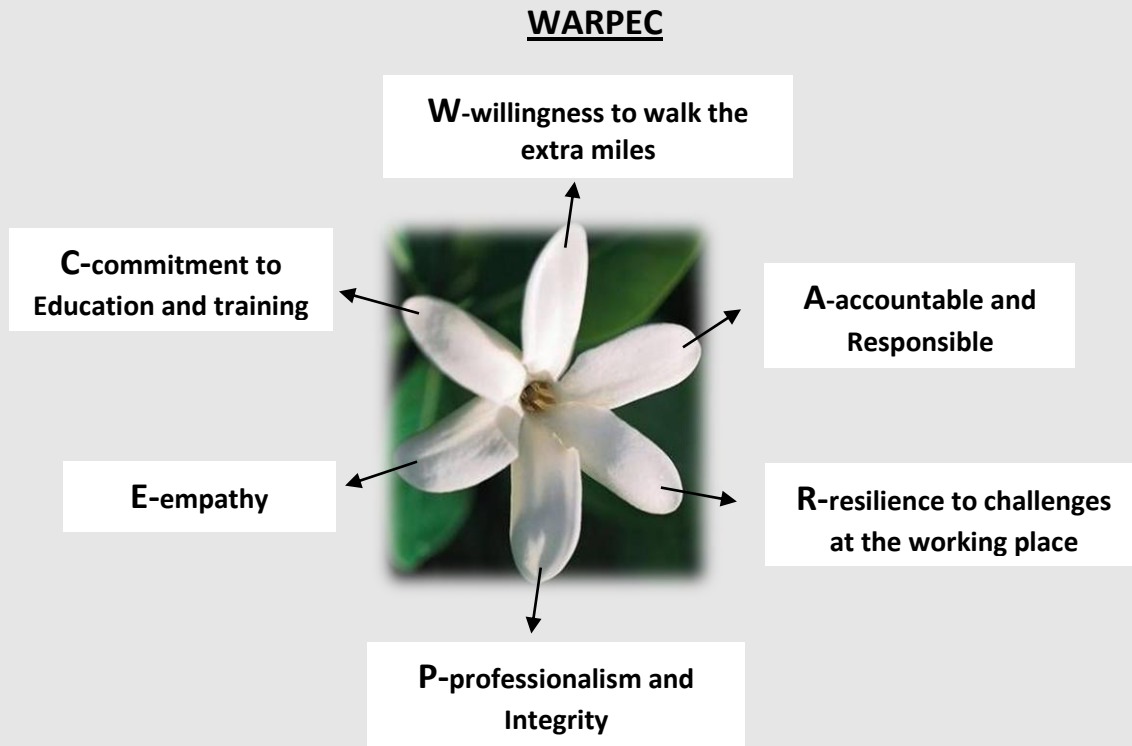
In order for the workforce to thrive, certain Human Resource Management issues must be addressed as stated with the following Human Resource Mission statement.

“To promote customer satisfaction, cohesive workforce, standard of work performance, continuous professional development, Safe working environment and shaping an equitable & inclusive culture that drives diversity, excellence, innovation in all health care delivery for the people of Tonga” .

To accomplish the Human Resource Mission Statement, the Health Workforce must be inspired by the vision of a **Thriving Workforce**.

Core Values:

With the above mentioned, Core Values of a Thriving Workforce were derived to represent the six petals of the siale tonga:



A Thriving Workforce characterized by willing to walk the extra miles. Consistently walking the extra miles will lead to the fountain of **Innovations and Excellence**. Willingness to walk the extra miles stretch the horizon of our thinking; Walking the extra miles stretching the boundaries of protocols; procedures and Guidelines with evidence base practice hence thriving to the best.

A Thriving Workforce always accountable and responsible at all calls twenty-four hours of the day and always feels that they are responsible no matter how hard the challenges at the working place. Being accountable and responsible for the service, fosters positive working environment at the working place. Staff will be insisting in helping each other to assist customers to get what they want.

A Thriving Workforce is resilience to challenges at the working place. Education and training is like applying fertilizers for plants to thrive. Without Education and Training, the workforce will deteriorate and develop malaise because they are equipped with innovation and excellence, to withstand the challenges such as customer needs; changes of the working guidelines, policies and procedures in place; changes of the working environment and increasing demand on the service. Thriving workforce has the ability to withstand the challenges face and able to sustain the best health care delivery at all time.

A Thriving workforce emphasizes Professionalism and Integrity. The workforce manages to appear professionally from proper uniforms worn; communication with customers manifest respect, humility,

love and trustworthy. Ability to model the mission of the Ministry in promoting good health for Tonga, by embracing healthy mindset in all actions and committed to “Walk the Talk”.

A Thriving Workforce always empathize with other’s needs and wants. Wearing others shoes allows better reflection of our practice. In doing so good listening skills and ability to put others first then thyself is the hallmark of good customer service.

A Thriving Workforce committed to ongoing education and training. Education and training is like applying fertilizers to plants in order to thrive. Failure to provide the right Education and Training can cause the development of malaise or failure to thrive, which will lead to a deteriorating workforce that possess low standard of performance, poor customer services and low staff morale. Education and training will focus on contextualizing health care delivery with the available resources of the Ministry, while ensuring ongoing sustainable quality services.

Malo ‘aupito,



Mrs. Salote W. Puloka

Deputy Director for Human Resources & Workforce Development

1. APPOINTMENTS

Congratulations to our new appointees and a very warm welcome to the Ministry of Health!

<u>STAFF NAMES</u>	<u>POSITION TITLE</u>
Ms 'Ofa Kemoe'anga Tai	Assistant Procurement Officer
Ms.'Uluaki Ma 'o e Mo'ui 'I Vailahi Havea	Staff Nurse Diplomate
Ms Lolomani Nancy Tupou	Health Information Technology

2. PROMOTIONS

Congratulations to these hard-working and well-deserved officers!

<u>STAFF NAMES</u>	<u>NEW POSITIONS</u>
Mrs Lingisiva Lavaka	Human Resource Officer (Leave)
Dr Mefi Tafa	Dental Officer
1. Mr Sione Siakumi Tu'iniua 2. Mr Ma'u Kakala Tu'ineau	Assistant Pharmacist Grade I
Ms Sela 'Ailini Fekita- Ki-Muli Fukofuka	Human Resource Officer (File)

Working Events for July 2020:

Human Resource Section Planning Week for Financial Year 2020/2021



DDHR: Salote Puloka



Training and Development: Muna Fuka and Siulolovao Lea



PMS: Asinate Taukeiaho, Belinda Halatanu, 'Ilaisaane Samiu, Moli Kiola



Admin: Sulieti Topui and 'Ofa Takai



Leave: Lisita Hafoka and Lingisiva Lavaka



Recruitment: Keylani Savieti, Maryann Schaumkel and Vaisio'ata Nisa



The HR staff cleaning at Mu'a Hospital for Isolation. It started off with a dirty, dusty and energetic night and ended with a squeaky clean and exhausted one. Well done HR! The HR staff demonstrating their first petal of the WARPEC siale, 'walking the extra mile'



HR staff thanking the St. Joseph Business School Girls for their will to learn and gain work experience with MOH. Once again, the WARPEC is shown, HR is 'committed to supporting education and development'



HR Team finally harvesting their vegetables. Planted in June, eaten in July. Healthy, Organic and yummy greens. Step out of your comfort zone and try growing your own food, you will not regret it. HR is never tired of being a role model of their WARPEC siale, here we show Accountability and Responsibility. We are held accountable to our own choices in what we eat and we choose the healthy lifestyle. HR keeping it fresh always



CEO of MOH receiving special prize given to the HR team of MOH for their Covid-19 Short Video Competition from Simione Sefanaia, Chairman of PSC. A box filled with goodies!

6) Important Dates & Gentle Reminders

6.1) Leave

- Marriage Certificates of those who are married for the official changing and forward using of married surname. This is to ensure that the staff list is correct and for salary to be sent to the correct person. If names are not correct, then you are working for free and are making our jobs harder.

6.2) PMS:

Update progress of MOH PMS EFY Final Assessment during the month of July

The HR and PMS Team provided a REVIEW GUIDE on activities for PMS EFY Assessment to Managers, Supervisor, Heads of Division and Heads of Section.

The month of July 2020 was an eventful month for the PMS Unit. A few of the activities including the following:

1. PMS Training for supervisor
2. Employee self-rating completed
3. Supervisor rating of employee performance completed
4. Joint Rating completed
5. PMS Form completed submitted to HR Officer for quality check
6. HODs Internal Moderation Team Meeting

Few other PMS reminders

1. MOH Internal Quality Check
2. MOH Deadline for the PMS Final Assessment
 - 15th August 2020
3. MOH CEO/HODs – Executive Internal Moderation Committee Meeting
 - 18th August 2020
4. Deadline for the MOH PMS Final Assessment to PSC Office
 - 21st August 2020

7) Policy Tips for the Month:

Here is your dosage of policies to keep us productive, law abiding but most importantly employed ;)

1. STUDY LEAVE WHILE ON PROBATION

Can an employee be eligible for study leave while on probation?

NO. An employee on probation shall not be eligible for study leave until they have completed their probationary period and have been confirmed to their current post.

As provided for under the Public Service Policy and Instructions 2010, Section 1C.9

2. COVID-19 SPECIAL LEAVE INSTRUCTIONS

What happen to employees who are stuck overseas due to travel bans?

Effective as from 1st July 2020:

1. An employee who was or is on leave without pay will continue on a leave without pay basis.
2. An employee who was or is on paid leave will use up all their remaining leave first, followed by casual leaves. Once leave are used up, employee shall continue on paid leave and receive only 50% of salary.
3. The Ministry may allocate work for these employees to conduct virtually, as necessary.
4. These employees are prioritized for repatriation to Tonga.

As provided for under the amendment to Section 7 of Part IV via Cabinet Decision No. 824

3(A). SOCIAL MEDIA GUIDELINE

Can an employee access their personal social media platforms during working hours?

NO. An employee must not use a government electronic device nor their own personal electronic device to access their personal social media platforms, while they are signed in at work. It is deemed as conducting personal non-approved activities outside their JD.

As provided for under the
Social Media Guideline for
Tonga's Public Service, V01

3(B). SOCIAL MEDIA GUIDELINE

What does the policy say about employees posting/comment on their personal social media accounts?

1. An employee represents the Public Service, therefore they must be cautious with what they post so it does not disrepute the public service.
2. These includes posts/comments that are bullying, disrespectful, sexist, threatening, aggressive, harassing, or hateful about their work, colleagues or employer.
3. Employees must not make posts or comments that supports, criticizes or adds information to any political side.

As provided for under the
Social Media Guideline for
Tonga's Public Service, V01

8) Random and Fun Corner

Motivational Quote for today...

“All our dreams can come true, if we have the courage to pursue them.” – Walt Disney

Fun Fact for the Day:

Halley's comet will next appear in the night sky in the year 2062. It orbits the sun every 75-76 years, so this is the time between appearances. Halley's comet was recorded by Edmund Halley in 1682. It was seen again in 1758, 1835, 1910, and 1986

Quick, Healthy and Yummy Recipe:

INGREDIENTS

- 3 tbsp. butter, divided
- 2 tbsp. extra-virgin olive oil, divided
- 4 (4-oz.) mahi-mahi fillets
- Kosher salt
- Freshly ground black pepper
- 1 lb. asparagus
- 3 cloves garlic, minced
- 1/4 tsp. crushed red pepper flakes
- 1 lemon, sliced
- Zest and juice of 1 lemon
- 1 tbsp. freshly chopped parsley, plus more for garnish



DIRECTIONS

1. In a large skillet over medium heat, melt 1 tablespoon each of butter and olive oil. Add mahi-mahi and season with salt and pepper. Cook until golden, 4 to 5 minutes per side. Transfer to a plate.
2. To skillet, add remaining 1 tablespoon oil. Add asparagus and cook until tender, 2 to 4 minutes. Season with salt and pepper and transfer to a plate.
3. To skillet, add remaining 2 tablespoons butter. Once melted, add garlic and red pepper flakes and cook until fragrant, 1 minute, then stir in lemon, zest, juice, and parsley. Remove from heat, then return mahi-mahi and asparagus to skillet and spoon over sauce.
4. Garnish with more parsley before serving.

Exercising Tip:

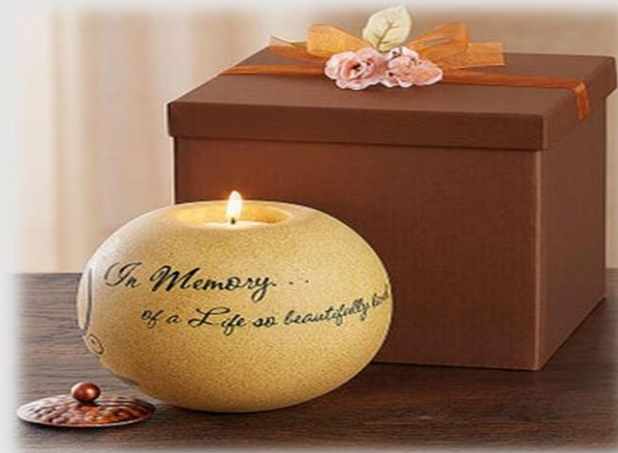
Try slow stretches and go through the motions of your sport or activity before starting. Cool down with slow stretching. **Warm up and cool down.** Try slow stretches and go through the motions of your sport or activity before starting. Cool down with slow stretching.

9) Best Wishes:

Best wishes and many, many more days to come your way, for all Staff of the Ministry whose birthdays are within the month of July, God bless you always and guide you. Happy, Joyous birthday to you!!!

**10) Deepest Condolences:**

Let us not forget our dear co-workers who have lost a loved one during past months and this month July 2020. We offer you our love and prayers that you find peace and May the Lord be with you during this time.



Special Tribute to Tauga Mahe

*Male Orderly, Ngu Hospital Vava'u
31 years of service to the Ministry of Health*

In July the Ministry of Health said their last good byes to Tauga. The funeral was held at Multi-Purpose Hall with the Minister of Health, CEO of Health and other MOH staff attended to show their respect to Tauga. Tauga served the Ministry well and for a generous amount of years. During his funeral ceremony, his character of dedication and always saying 'yes' to whoever asked him to do a task was highlighted. You will be missed, Tauga. May you rest in peace.



WHO TO CALL REGARDING HR NEEDS:

Deputy Director HR & Workforce Development	Salote Puloka	<u>1486</u>
Minister's Office	Sesi Lausi'i	<u>1430</u>
CEO's Office	'Ofa Takai	<u>1438</u>
Main Administration Division - <i>Training & Development</i>	Siulolovao Lea & Muna Fuka	<u>1486</u>
Main Administration Division - <i>Leave Unit</i>	Aspasia Vaea & Lingsiva Lavaka	<u>1440</u>
Main Administration Division - <i>Recruitment Unit</i>	Maryann Schaumkel & Vaisio'ata Nisa	<u>1422</u>
Main Administration Division - <i>Daily Paid, Staff Profile, Exit</i>	Keylani Savieti & Lesieli Ngahe	<u>1440</u>
Main Administration Division - <i>File Room</i>	Sela Fukofuka & Toakase Tonga	<u>1422</u>
Main Administration Division - <i>PMS Unit</i>	Moli Kiola, 'Asinate Taukei'aho, Saane Samiu	<u>1417</u>
Public Health Division	Patinia Patelisio & Seilini Finau	<u>1318</u>
Public Health/Reproductive Nurses	Siutaisa Faupula	<u>1500</u>
Community Health	Talita Misa	<u>1514</u>
QSINAH	Mele Siutiti & 'Ana Falesiva	<u>1342</u>
Rehabilitation	Talita Moimoi	<u>1496</u>
Dental	Belinda Halatanu	<u>1477</u>
Eye Clinic	Selai Niutoni	<u>1357</u>
Diabetic Clinic	'Ana Liava'a	<u>1466</u>
Clinical/Medical HR	Sulieti Topui, Lisita Hafoka, Moe Veikoso	<u>1401</u>
Clinical Nurses	Fe'iloaki Akoteu	<u>1389/1388</u>
Radiology	'Uheina Latu	<u>1492/1493</u>
Laboratory	Telesia 'Apikotoa	<u>1323</u>
Non-Clinical	Hatasou Taulanga, Mani Tulikihakau, Tina Taufa	<u>1464</u>
Mental Health	'Eseta Taufa & Mele'ofa Tamale	<u>1452</u>
Pharmacy/Medical Store	'Emeline Kaufusi	<u>24553</u>
Ngu Hospital, Vava'u	Pelenatita Siasau & 'Ilaisaane Folauhola	<u>70204/8743274/7708795</u>
Niu'ui Hospital, Ha'apai	Latu Fangupo	<u>60203/7780170</u>
Niu'eiki Hospital, 'Eua	Ma'u Soakai	<u>50111/7737268</u>
Likamonu Hospital, NTT	Lilo Kohinoa	<u>7585578</u>

Malo aupito and 'ofa atu.