

EXECUTIVE ORDER NO. 309

*Amending Executive Order No. 269 Organizing the Ministry of Health to
Create a Bureau of Nursing within the Ministry of Health*

WHEREAS, Sections 2 and 5 of Article VIII of the Constitution of the Republic of Palau and 2 PNC § 103 provide for a Presidential Cabinet consisting of the Vice President and the Ministers who are appointed by the President with advice and consent of the Senate of the Olbiil Era Kelulau, and

WHEREAS, Section 7 of Article VIII of the Palau Constitution grants the President all the inherent powers and duties of a national chief executive, including, but not limited to enforcing the law of the land; and

WHEREAS, 2 PNC § 102 establishes eight Ministries within the Executive Branch of the Government of the Republic of Palau; and

WHEREAS, 2 PNC § 109 directs the President to provide for the subdivisions of the Ministries and to prescribe their duties, responsibilities and functions by Executive Orders; and

WHEREAS, 2 PNC § 110 empowers the President by Executive Orders to establish offices and agencies within the Executive Branch and to prescribe their duties, responsibilities and functions so as to assist the President, the Vice President and the Ministers in the performance of their duties, responsibilities and functions; and

WHEREAS, a series of Executive Orders have organized the Executive Branch of the Government of the Republic of Palau since the establishment of the Constitutional Government of the Republic of Palau on January 1, 1981; and

WHEREAS, in order to provide clarity and to ensure efficiency and the effective delivery and execution of government services, the President has determined that the Ministry of Health within the Executive Branch of the Government of the Republic of Palau must be reorganized to create a Bureau of Nursing within the Ministry of Health;

NOW, THEREFORE, by virtue of the authority vested in the President by Article VIII of the Constitution of the Republic of Palau and the aforementioned laws, the President orders that Executive Order No. 269, organizing the Ministry of Health, be and is hereby amended as set forth below – all other Executive Orders and Presidential or Administrative Directives organizing the Ministry of Health within the Executive Branch of the National Government of the Republic of Palau being amended or repealed to the extent that such are specifically or by

necessary implication amended or repealed hereby—and hereby organizes the Ministry of Health within the Executive Branch of the National Government of the Republic of Palau as follows:

PART I. MINISTRY OF HEALTH

The Ministry of Health is headed by a Minister. The Ministry shall be responsible for the promotion and protection of the public health through the provision of preventive and curative health services throughout the Republic, through the operation and management of public medical facilities and personnel. The Minister shall provide for the management and administration of technical and support services throughout the Ministry. The Minister shall coordinate the activities of this Ministry with appropriate authorities, boards, commissions and public corporations. The Minister shall be responsible for the performance of the duties and functions of the following offices, bureaus, and divisions.

Section 1. Office of the Minister. The Office of the Minister shall provide support to the entire Ministry. Such support shall include budget and financial management, management of health information systems, human resource development to include nursing, facility development and maintenance, and health planning and development. The Minister shall be given wide latitude in organizing the Ministry staff in deference to the medical and administrative expertise required to efficiently operate the Ministry. These services shall be carried out by the following offices who shall report directly to the Minister.

- A. Office of Human Resource Development. The Office of Human Resource Development shall be headed by a Coordinator. The Office shall be responsible for the recruitment, selection, retention and development of Ministry of Health personnel. The Office shall manage the proposed College of Health and also manage all external continuing professional education both for clinical and administrative staff. The Office shall also manage personnel grievances and risk management.
- B. Office of Budget and Finance. The Office of Budget and Finance shall be headed by the Financial Officer. The Office shall oversee all financial management matters, establish financial management policies and requirements, and monitor the establishment and operation of financial management systems. The Office shall also work closely with the procurement of drugs and medical supplies to assure funding compliance. The Office shall be responsible for managing local, international and U.S. Federal funds.
- C. Health Information Systems Office. The Health Information Systems Office shall be headed by a Manager. The Office shall be charged with managing the Ministry of Health's Information Technology Systems, Web server applications, and online

system. The Office shall also be responsible for maintaining the Ministry's medical records system and shall strongly collaborate with the two Bureaus within the Ministry. The Office shall also manage the medical library.

- D. Office of Facilities, Equipment and Supportive Services. The Office of Facilities, Equipment, and Supportive Services shall be headed by a Manager. The Office shall be responsible for the development and management of all facilities and equipments to include vehicles and boats. The Office shall manage supportive services including security, food and laundry services, cleaning and ground maintenance services. The Office shall also manage the medical supply and equipment inventory and shall provide the administrative support for Medical Referral Program and off-island visiting specialists. The Office shall also assure that the hospital chapel is operational and accessible.
- E. Office of Health Planning and Development. The Office of Health Planning and Development shall be headed by a Coordinator. The Office shall oversee International Health, quality assurance, health indicator monitoring, policy review and regulation, and be the main repository for all reports and publications. The Office shall also coordinate all matters that might require legal expertise to include policy designs, financial or service contracts and others. The Office shall also serve as a secretariat for all travel documents for the Ministry of Health.

Section 2. Bureau of Hospital and Clinical Services. The Bureau of Hospital and Clinical Services shall be headed by a Director. The Bureau shall be responsible for the management and administration of the hospital and the provision of clinical services on a day-to-day basis. Such responsibility shall include programs and activities involving clinical services and nursing services. The Bureau shall oversee all diagnostic and patient care services including laboratory, radiology, rehabilitation and hemodialysis services. The Bureau shall be responsible for the performance of the duties and functions of the following divisions.

- A. Division of Medical Services. The Division of Medical Services shall be headed by a Chief of Staff. The Division shall perform the following duties and functions:
 - (1) Provide appropriate in-patient clinical services involving surgical, medical, pediatric, obstetrical, gynecological and emergency treatment; and
 - (2) Provide appropriate tertiary services, as needed.
- B. Division of Ancillary Services. The Division of Ancillary Services shall be headed by a Chief. The Division shall ensure that adequate laboratory, radiology, rehabilitative and pharmacy services are provided.

Section 3. Bureau of Nursing. The Bureau of Nursing shall be headed by the Chief Nurse. The Bureau shall be responsible for all nursing care. The Bureau shall be responsible for nursing services focused on the detail-oriented medical care of individuals, families, and communities in attaining, maintaining, and recovering optimal health and functioning.

Section 4. Bureau of Public Health. The Bureau of Public Health shall be headed by a Director. The Bureau shall be responsible for the day-to-day management of out-patient/public health programs, activities involving, environmental and sanitation services, primary health care/preventive health programs and dental services and oral health care programs. The Bureau shall be responsible for the performance of the duties and functions of the following divisions.

- A. Division of Environmental Health. The Division of Environmental Health shall be headed by a Chief. The Division shall be responsible for protecting the health of the people of Palau by maintaining and establishing programs, at the national and state level, that improve community hygiene; foster consumer protection; enhance food safety programs; control disease-carrying insects and rodents (Vector Control); prevent lead poisoning; respond to emergency outbreaks of diseases and control exposure to hazardous materials.
- B. Division of Primary and Preventive Health Services. The Division of Primary and Preventive Health Services shall be headed by a Chief. The Division shall perform the following duties and functions:
 - (1) Provide comprehensive primary health care services to all the residents of Palau;
 - (2) Implement, manage and monitor preventive health services to all the residents of Palau; and
 - (3) Decentralize primary and preventive health services, where appropriate.
- C. Division of Oral Health. The Division of Oral Health shall be headed by a Chief. The Division shall perform the following duties and functions:
 - (1) Provide comprehensive clinical dental services to the public;
 - (2) Implement and manage preventive oral health programs; and
 - (3) Implement oral health education and promotion programs.
- D. Division of Behavioral Health. The Division of Behavioral Health, whose vision is “Helping People to Help Themselves,” shall be headed by a Chief. The Division shall perform the following duties and functions:

- (1) Oversee the provision of comprehensive clinical substance abuse and mental health treatment services;
- (2) Oversee substance abuse (alcohol, tobacco and other drugs) and mental illness prevention programs; and
- (3) Detain for evaluation potentially mentally ill persons pursuant to applicable law.

PART II. EFFECTIVE DATE.

This Executive Order shall take effect immediately and shall remain in force and effect until amended or repealed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this 17th day of May, 2012.

/s/

Johnson Toribiong
President
Republic of Palau