MM01101
NURSING ACTIVITY MANAGER

Level 10

Reports to (Hierarchical)
Project Medical Referent PMR-MTL

Reports to (Functional)
Project Medical Referent- MTL-MFP/ Medical Coordinator

Job Family
Medical and Paramedical

Main Purpose
Defining, coordinating and monitoring all care and nursing related activities in the project and ensuring the daily management of the human resources, according t**MSF** nursing protocols, standards and procedures, in order to warrant efficiency , quality and continuity of prescribed care

Accountabilities
- Planning and organizing all nursing related activities (IPD, OPD, maternity, nutrition, etc.) and participating in the definition of annual planning and update of its associated budget in order to efficiently maintain the continuity of the standard quality healthcare. When needed, being responsible for scheduling duty rosters, shifts and on call of nursing staff.
- Coordinating and supervising the implementation of the legal therapeutic protocols, procedures and standards, depending on project objectives (PPTCT, PEP, VCT, IEC, SGBV, MH services, etc.) and providing technical support when needed, to ensure the quality of the nursing care, confidentiality and information traceability, patient surveillance, and the application of the therapeutic and sterilization rules by the health care personnel.
- Supervising the nutritional activities in order to ensure that therapeutic food is provided regularly and that it complies with quality and quantity standards
- Ensuring all administrative procedures and documents (individual patient’s card and registration book, discharge paper, transfer paper, etc.) and existing data management tools are used correctly
- According to **MSF** protocols and in collaboration with the Pharmacist and Medco, supervising the distribution (according to medical prescriptions) and pharmacy activity, preparing new orders when required, supervising expiration terms and consumption patterns, in order to ensure that pharmacy stock levels are permanently updated and above minimum safety point.
- In coordination with the project biomedical service supervising the appropriate use of medical devices and anticipating and communicating future needs.

- In close coordination with the Logistics Manager, supervising laboratory outputs related to nursing activities (blood test) to ensure samples are collected correctly and results are provided on time.
- In close coordination with the HR department, planning and supervising the associated processes (recruitment, training, evaluation, development and communication) of the nursing staff of the project in order to improve staff capabilities and ensure both the sizing and the amount of knowledge required. Training nursing staff on PTE.
- Reporting to the line manager on any relevant information linked to nursing activities and participating in monthly reports

Note: **PPTCT** = Prevention Parent To Child Transmission;**PEP**= Post Exposure Prophylaxis; **VCT** = Voluntary Counselling and Testing;**IEC** = Information, Education and Communication; **SGBV** = Sexually Gender Based Violence; **MH** = Mental Health; **PTE** = Patient Therapeutic Education

Education

Essential nursing diploma for general or specialized health services (Bachelor in science of Nursing Desirable); Specialization or training in tropical medicine would be an asset

Experience

Essential working experience of at least two years in nursing activities related jobs. Desirable working experience in MSF or other NGO’s in developing countries

Language Level Description
B2 Independent User
Vantage or upper intermediate

- Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation.
- Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party.
- Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

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