MM06300P
HEAD NURSE

Level 11

Reports to (Hierarchical)
Project Coordinator / Project Medical Referent/ Hospital Director

Reports to (Functional)
Hospital Director / Project Medical Referent

Job Family
Medical and Paramedical

Main Purpose
Defining, ensuring, monitoring and evaluating all patient care related activities in the hospital by providing effective nursing leadership and management of team according to **MSF** standards and protocols in order to guarantee the continuity and quality of health care in the project

Accountabilities
- Ensuring high quality nursing care, proper functioning of the hospital and the continuity of general medical care provided for patients according to **MSF** Nursing Guidelines, standards and protocols.
- Defining nursing objectives, developing/amending nursing guidelines and protocols and collaborating with the Deputy Head Nurse to achieve training objectives and empowerment of supervisors. Ensuring the respect of patient interest and autonomy and the proper implementation and adherence to **MSF** protocols, standards and procedures.
- Regularly auditing and ensuring the maintenance of and adherence to infection control standards within the health facility. Keeping a safe hospital environment, intervening and alerting the Medical Coordinator in case of security incidents and hygiene concerns in the hospital.
- Supervising the departments and team under his/her responsibility (IPD, Maternity, OT and Hygiene) and following up unit activities with the supervisors. Participating at rounds, attending meetings and facilitating collaborations.
- Planning and supervising, with the support of the HR department, the associated HR processes (recruitment, training/induction, evaluation, potential detection, motivation, development and internal communication) of the nursing staff in the project and other staff under his/her responsibility, in order to ensure having the appropriate team in terms of size, capabilities and skills.
- Ensuring efficient management of the pharmacy (ensuring the weekly orders are done to avoid exceptional orders, managing expired items and regular inventories)
- In coordination with the project biomedical service supervising the appropriate use of medical devices and anticipating and communicating future needs.
- Coordinating with logistics and the Hospital Facilities Manager to ensure that the infrastructure is maintained in good condition, non-food items are tracked and kept and transfer systems in the hospital are organized (e.g. patients and medicines) ensuring appropriate staff and support equipment

- Ensuring proper and timely data collection from supervisors and assists in the analysis of monthly data for inpatient and outpatient departments. Prepares the monthly nursing and hygiene SitReps. Reviewing all nursing incident reports and intervenes when necessary

Education

Nursing diploma

Experience

- Nursing and systems-level experience (either supervisory or managerial).
- Maternal and/or paediatric program experience.
- Experience as a nurse supervisor in MSF
- Experience in both medical and surgical nursing a plus

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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