

Title:	NURSING ACTIVITY MANAGER
Generic Function:	
Code:	MS01902
Level:	10 (E)

Position in the Organization

Reports to (Hierarchical):	Project Coordinator
Reports to (Functional):	Project Medical Referent
Job Family:	Medical
Start of the contract :	ASAP
Duration contract	1 year

Italy Mission

Since 2016 MSF Italy Mission implements different projects:

- In Rome, is active a rehabilitation center for victims of torture;
- In Catania, MSF opened a residential post-acute care center for migrants;
- In the Mediterranean Sea, search and rescue operations;
- In Trapani, psycho social support and transcultural psychotherapy for asylum seekers;
- in Italy, psychological first aid for traumatic boat landings;

In Catania the center focuses on people in need of medical post-acute care with a capacity of maximum 24 beds. A nursing care is provided 24hrs/7 days week. A medical doctor is present during day time, and on-call for the remaining hours. Daily ambulatory activities will be performed. A psychosocial and socio/legal orientation service is present. When needed, external expertise consultant will be used for specific health service (psychiatric, physiatrist etc...).

Main Purpose

Plan, organize, and evaluate the activities concerning his/her field of action (Nursery, assistant nursery, laboratory) and the team associated, according to **MSF** values, policies and protocols and universal health standards, in order to warrant the quality and continuity of the health care and the development of the plan of action.

Accountabilities

- Responsible in collaboration with the PMR of taking care of the person in the clinic (from admission to discharge)
- Responsible of the implementation of the whole nursing process in the structure (assessment, nursing diagnosis planning, implementation, evaluation)
- Carry out the functions and tasks associated to his/her specialty, i.e. perform as a nurse whenever needed, in

order to optimize the resources, contributing with his/her knowledge and experience.

- Implement all the protocols and hygiene procedures, and supervise his/her team follow the same standards, in order to warrant the quality of care and service in his/her specialty.
- Supervise, organize and coordinate the activities of his/her team (week's schedule, annual leave, absences, etc.), evaluate their performance and define and ensure the needs for training of staff, in order to ensure the coverage of the human resources needs and maintain high standards of quality.
- Carry out and/or supervise the (decentralized) pharmacy and medical equipment management (drugs orders, follow-up of the stock, storage conditions, inventories, follow-up of expired drugs and their destruction, drugs consumption, etc.) in the clinic , in order to satisfy the needs of material with efficiency and effectiveness.
- Carry-out and/or coordinate administrative (exit-paper, transfer-paper, etc.), information and data collection (patient files, forms, statistics, etc.) tasks, and elaborate regular reporting, in order to have updated and reliable information about the day-to-day activity in the project, output/ outcome and support decision-taking.
- Participate with the rest of the medical team to the recruitment of paramedical staff
- Participate for the medical data collection, analysis and reporting to the Medical Coordination in the capital in order to ensure a proper monitoring of the program
 - Give feedback/ reports to the project medical referent (PMR).

Requirements

Education	Nurse degree essential.
	Desirable tropical medicine or public health study
Experience	Registered to the Italian Nursing Council
	Essential 2 years of previous experience as head nurse.
	Previous MSF experience as a requirement
	Having worked in MSF or other NGO's in developing countries is desirable
Languages	Italian and English essential, French is desirable
Knowledge	Essential computer literacy (word, excel and internet)
Competencies	<ul style="list-style-type: none"> • Results • Teamwork • Flexibility • Commitment • Stress management

This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

Employee Name/ Surname	
Place and date:	



Signature of the employee:

(To be signed in two copies, one for the employee and one for the employer)

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.
Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**