



MEDECINS SANS FRONTIERES is a non-governmental organization for humanitarian aid. Today we work in more than 60 countries where our volunteers bring their aid to populations in distress, to victims of aggression and war, regardless of religion, beliefs or politics. MSF Operational Centre of Brussels is looking for a:

NURSING ACTIVITY MANAGER

Operational Context

Médecins Sans Frontières (MSF) has started its activities in Italy in 1999 when realized that the same persons cured and assisted in countries at thousands of kilometers of distance were the same encountered in precarious conditions and needs once in Italy. The activities developed during these last years have aimed to give medical and psychological assistance to migrant people, even undocumented, present in Italy.

Currently MSF Italy Mission implements different projects:

- In Rome, a rehabilitation center for victims of torture (SoT);
- **In Catania, MSF is opening a post-acute care center for migrants;**
- In Trapani, psycho social support and transcultural psychotherapy for asylum seekers;
- In Italy, psychological first aid (PFA) 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 psycho-social and socio/legal orientation service is present. When needed, external expertise consultant will be used for specific health service (psychiatric, psychiatrist etc...).

Purpose of the post

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.

Main objectives

- 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 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 local legislation 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

Context Specific 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).
- If needed, drives MSF cars, accompanying the beneficiaries to local hospitals or health centers
- Being flexible enough to adhere to project activities and needs, which might change over the implementation of the project.

Requirements:

Education

Nurse degree essential.
Desirable tropical medicine or public health study
Registered to the Italian Nursing Council

Experience

- Essential 2 years of previous experience as head nurse.
- Previous MSF experience is an added value
- Having worked in MSF or other NGO's in developing countries is desirable

- Competencies**
- Results
 - Teamwork
 - Flexibility
 - Commitment
 - Stress management

Knowledge Essential computer literacy (word, excel and internet)

Languages Italian and English essential, French is desirable

Conditions

- 1 year fixed-term contract
- Salary according to MSF-OCB Field salary scale.
- Closing date: **30th March**
- Expected starting date: **ASAP**
- Place of work: Catania
- Project: Post-acute care center for migrants
- Only internal applicants will be taken into consideration

How to apply?

Application (CV and cover letter in english) to be sent to

msfocb-catania-admin@brussels.msf.org

Please note that only short-listed candidates will be contacted.