

NURSING TEAM SUPERVISOR

Position:	Nursing Team Supervisor
Job family:	Medical
Country:	Italy
Project:	Medical Center Catania
Place of work:	Catania
Closing application:	02/05/2017
Start of the contract:	15/05/2017
Duration of the contract:	1 year
Type of contract:	Fixed term work contract (CCNL ANPAS)
Hierarchical referent:	Project Coordinator
Functional referent:	Project Medical Referent

Since 2016 MSF Italy Mission implements different projects:

- In Rome, is active a rehabilitation center for victims of torture;
- In Catania, MSF is opening a 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 will focus on people in need of medical post-acute care with a capacity of maximum 24 beds. A nursing care will be provided 24hrs/7 days week. A medical doctor will be present during day time, and on-call for the remaining hours. Daily ambulatory activities will be performed. A specific area for physiotherapy and rehabilitation will be identified within the structure. A psychosocial and socio/legal orientation service will be present. Hosts will be referred to specialized NGOs for legal/consultation. 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 the taken in 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 the care and service in his/her speciality.
- 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
- Give feedback/ reports to the project medical referent (PMR).

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

Requirements

Education

Nurse degree essential.

Desirable tropical medicine or public health study

Experience

Register Nurse Italian nursing council

Essential 2 years of previous experience as head nurse.

Having worked in MSF or other NGO's and in developing countries is desirable.

Languages

Italian and English essential

Knowledge

Essential computer literacy (word, excel, and internet)

Competencies

- Results.
- Teamwork.
- Flexibility.
- Commitment.
- Stress Management.