

CCC Programme Coordinator: Job Specification

Summary

This document outlines the principal responsibilities and goals of the RCPCH – Global Links team in Sierra Leone

Core objective(s) of the programme (2019-2021)

- To embed sustainability of two health care training packages in Sierra Leone at Central, Regional and District levels by building a ‘hub-and-spoke’ network of mentoring and support between Regional and District Hospitals, led by a national faculty of trainer/mentors
- To build a ‘Quality of Care’ network using ETAT+ as ‘pathfinder’ protocol, enabling District and Regional Hospitals to share challenges and solutions in critical care.
- To ensure continuation of quality assurance, and monitoring and evaluation as critical components of the national quality improvement process

Organisation of the Programme

Two new grants from DFID/IRC and JOAC for 2019-2021 will help to embed the sustainability of our key programmes in Sierra Leone at Central, Regional and District levels.

RCPCH - Global Links are looking to provide support to programme in Sierra Leone that will support national priorities in enhancing paediatric care, improving child survival, and strengthening the role of nurses as a cost-efficient way of maximising their potential as clinicians alongside doctors and medical officers.

Plans for 2019-21 include:

Support the government commitment to ETAT+ and new strategic commitment to advance national paediatric training,

A network of regional and district hospitals with strong relationships with who are keen to develop and extend further the neonatal and paediatric skills of their clinicians.

Develop pilot group of Sierra Leonean ETAT+ trainers, with particular emphasis on development of a new cadre of Sierra Leonean Nurse-Mentors – with the potential to expand this group

The programme proposed to go further in improving the quality of care for children and continue to bring down rates of mortality in hospitals across Sierra Leone.

The proposed programme would aim to achieve three key objectives over three years:

Objective 1: Embed and extend the national Sierra Leone Emergency Triage Assessment and Treatment Plus (ETAT+) capability

Building a sustainable infrastructure through which ETAT may become an integral part of Sierra Leone's national medical education system.

To support and embed 'ETAT+ Implementation Groups' (EIG) at regional and district hospitals, led by Sierra Leonean doctor(s), able to continuously develop, implement, assess and revise a 'Hospital Paediatric Improvement Plan' (HPIP)

To support regular communication between government hospitals comparing performance on child health quality of care and outcome indicators, building a 'learning network' of secondary care facilities

To strengthen linkage between government hospitals and Community Health Centres, through inclusion of CHOs and other relevant cadres in hospital-based paediatric and neonatal training opportunities

To support hospital M&E officers to develop hospital health management information systems, incorporating regular accurate indicators of hospital-based quality of care and mortality

To support development of regional hospitals (4) as centres of excellence in national ETAT+ and Quality of Care

Objective 2: Design and deliver a new training and mentoring programme to complement ETAT+, entitled 'Caring for the Critically-Ill Child' (CCC)

Whilst ETAT+ covers the initial phase of a child's admission to hospital, there are key aspects of the ongoing care of the sickest children that it does not encompass. For nursing staff to be able to deliver the highest quality of care to the sickest children, especially those referred to regional hospitals, there is a practical need and opportunity to design and deliver a course of training and practical mentoring – which complements ETAT+ – entitled 'Caring for the Critically-Ill Child' (CCC) Where ETAT+ improves emergency clinical skills to enhance immediate care when the child arrives at hospital, CCC aims to improve longer-term clinical skills – with a particular focus on nurses and continuing professional development – to manage severely-ill children after they have been admitted to hospital, up to the point at which they are discharged to go home.

Objective 3: Support Ministry of Health and Sanitation to embed ETAT+ and CCC in national nurse training

True sustainability will only emerge when Sierra Leone trainers are able take ownership of ETAT+ and CCC training, leading and delivering training to new generations of doctors, clinical officers and nurses over coming decades. And that ownership depends on strengthening practical capabilities of Sierra Leonean doctors and nurses to become trainers and mentors for ETAT+ and CCC in their own right, as well as, where appropriate, feeding ETAT+ and CCC components into the wider process of developing paediatric specialisation in the country.

Global Links would aim to support partners in the larger policy and institutional processes of strengthening curriculum and teaching for specialist paediatric care, for doctors and nurses.

RCPCH/ Global Links – Sierra Leone CCC Programme Coordinator, Role

The CCC Programme Coordinator role will be recruited initially on a 12-month consultancy basis with possible extension if agreed on both sides. The role would allow for 28 days annual leave.

Based in Freetown, the CCC Programme Coordinator will ensure support to the Country lead in the delivery of national CCC programme to ensure it is efficiently and effectively delivered, in line with operational timeline and financial (budget) plan; the CCC Programme Coordinator will make every effort to ensure that the programmes reach their intended outcomes in delivering on-going implementation at all participating hospitals, including training, mentoring, monitoring and evaluation.

Programme implementation & liaison

- Lead on the implementation of the CCC project activities, with support from the Country Lead and UK Programme Manager
- Liaise regularly with the Operations team of the RCPCH and work closely with SL MoHS Child Health team and with other development partners.
- Ensure close collaboration within the in-country programme team in planning, implementing and reporting as well as communicating the CCC programme to other stakeholders.
- Support the delivery of programme reporting for RCPCH as requested by the Jersey Overseas Aid Commission and MoHS Child Health teams.
- Liaise with ODCH management and regional hubs to support the ongoing implementation of the nurse training programme, and of CCC (and ETAT+) processes at all participating hospitals.
- Liaise with CCC Mentors and Instructors at tertiary, regional and district facility level on activity planning, data collection and qualitative implementation
- Perform other related duties as required to ensure the effectiveness of the CCC programme, including supporting or facilitating training and supporting national update meetings.

Volunteer support

- Work with the Logistics coordinator in managing logistical and administrative support for the UK GL volunteers
- Support Sierra Leone CCC Nurse-Mentors in their posts throughout the programme period.
- Coordinate delivery (and/or deliver) in-country induction for CCC UK volunteers arriving in SL.
- Provide oversight to UK volunteers working in SL, including regular in-person visits to project sites.
- Provide regular contact, clinical and practical operational advice and support for UK volunteers working in SL to support them in delivering sustainable progress at regional and district hospital levels.
- Support to develop and update health and safety plans and relevant policies and procedures, in accordance with best practices and ensure their implementation;
- Provide advice and counsel to volunteers on matters relating to safety and security

Monitoring and Evaluation of CCC Programme

- Where relevant support the development/application of monitoring and evaluation tools.
- Along with key staff support monitoring visits to regional and district hospital sites prepare update reports to present to the Project Board and other key stakeholders.

- Motivate regional teams to provide timely and robust data for reporting purposes.
- Ensure close collaboration and communication between the different stakeholders, including the WHO, MoHS and RCPCH and dissemination of information on monitoring, evaluation and learning.
- Ensure confidentiality of all data.
- Support the M&E Officer in the update of health facility based assessments for facilities implementing CCC activities

Financial Management

- Assist the Global Links finance manager by providing budgets for key project activities, assisting with procurement requirements.
- Support the process of writing and agreeing budgets as and when necessary
- Provide in-country support to the country lead.
- Support audit compliance with financial support documents and adequate documentation of project activities

The CCC Programme Coordinator should have the ability to travel on a regular basis to all selected regional and district hospital sites and may therefore need to spend a time away from their base in Freetown.

The CCC Programme Coordinator will report to the Global Links Country lead and liaise regularly with the RCPCH UK Programme Manager.

Person Specifications

Person Specification	Essential	Desirable
QUALIFICATIONS	<p>A recognised professional degree in any health related degree, or development degree, or international/global health, or program management.</p> <p>A minimum of 2 years post-qualification experience.</p>	<p>Certificate or Diploma in or significant experience in program management.</p>
EXPERIENCE	<p>Experience in delivering and managing programs, including donor reporting, with proven results.</p> <p>Previous experience of working in Low or Middle-Income Countries.</p>	<p>Experience of workforce development and systems strengthening.</p> <p>Experience in the charity sector and/or in impoverished, post-conflict, or other challenging environments.</p> <p>More than 6 months' work experience within Sub-Saharan Africa.</p>

		<p>Experience of writing donor reports.</p> <p>Demonstrated Project Management skills – leadership, communication, planning, time management, budget and risk management, negotiation skills and technical expertise.</p> <p>Experience of working strategically with Hospital Management, Regulating Bodies and Departments.</p>
KNOWLEDGE	<p>Knowledge of healthcare systems, medical quality management (Quality Improvement/Quality Assurance) and risk management.</p> <p>Demonstrated ability to assess needs, design and implement programmes and evaluate results.</p> <p>Confidence in working with senior staff from partner organisations including the Government.</p> <p>Understanding of safeguarding reporting systems</p>	<p>Knowledge of relevant evidence-based approaches to improving maternal, neonatal, and child health, and of national and international strategies and frameworks in these areas.</p> <p>A keen grasp of the role played by an organisation like RCPCH-Global Links in the context of global health and development.</p>
SKILLS	<p>Ability to self-motivate and work autonomously within the scope of the role with minimal supervision.</p> <p>Excellent interpersonal skills, verbal communication skills, and demonstrated ability to work collaboratively cross-culturally.</p> <p>Excellent computer skills in Excel, Word and PowerPoint.</p> <p>Ability to work well under pressure and deliver to deadlines whilst maintaining an excellent level of written work.</p>	<p>Demonstrated financial skills: budget monitoring and financial reporting.</p>
VALUES	<p>Passionate about improving health standards and a keen interest in Health</p>	

	<p>System Strengthening.</p> <p>Ability to work effectively with others in a cross-cultural environment, as a leader and influencer.</p> <p>Absolute commitment to teaching and learning and skills improvement of others.</p> <p>A team player who shows enthusiasm for partnership and improved child mortality and morbidity in Sierra Leone.</p>
OTHER	<p>Fluent written and spoken English. Fluency in Krio and/or other local languages desirable.</p> <p>Willingness to accept basic living and working conditions.</p> <p>Commitment to the goals and principles of RCPCH-Global Links.</p>

General Policies Procedures and Practices

In addition to the key job responsibilities detailed in this job specification all employees and volunteers at RCPCH-Global Links are expected to comply with the general duties outlined below and detailed in full in our policies.

Safeguarding

RCPCH-Global Links is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Applicants for this position should be aware that if successful, they will be requested to complete a Disclosure and Barring Service (DBS) checks, or equivalent in countries other than the UK. The RCPCH-Global Links complies fully with the DBS Code of Practice.

Data Protection

RCPCH-Global Links complies with the General Data Protection Regulation (GDPR).

Equality and Diversity

RCPCH-Global Links is committed to a comprehensive policy of Equal Opportunities in volunteering and employment in which individuals are selected and treated on the basis of their relevant merits and abilities and are given equal opportunities within the organisation. It is the RCPCH-Global Links'

policy as an employer to treat all people equally irrespective of race, ethnic origin, nationality, sex, marital or parental status, sexual orientation, creed, disability, age or political belief.

Working Conditions

RCPCH-Global Links operates in tertiary and primary healthcare facilities in one of the world's poorest countries. Consequently, working conditions can be challenging, including many things we take for granted in other working environments, such as running water, power, communications, staff competency and regular supplies of essential medicines and equipment – many of these things are not a given in the environments where we work. Whilst every reasonable effort is made to ensure a safe working environment, this is a challenging context, much of which is out of our control. RCPCH-Global Links places a strong emphasis on staff health and well-being and strives to ensure staff comfort at all times.

Job Revision

This job description should be viewed as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances.

Salary/Benefits

This is a funded volunteer position. The full remuneration package will be discussed with shortlisted candidates.

Additional Benefits

Depending on the experience and skills of the appointed CCC Programme Coordinator, additional training may be provided as appropriate. This may include data management, communications, report writing, monitoring and evaluation. The CCC Programme Coordinator will also be included as an author in all reports and publications to which they make a contribution.

The CCC Programme Coordinator will gain from the experience of working with organisations at both the national and international level including the Ministry of Health and Sanitation, JOAC and the RCPCH.

APPLICATION PROCESS

The closing date for applications is **20th September 2020** – we encourage potential applicants to submit as soon as possible.

To apply for this position please send your Cover Letter, CV and contact details of 2 referees in one email to **jobsgloballinks@gmail.com** using the following subject title: *Application – Programme Coordinator*

Please include the following in your cover letter (2 pages maximum):

- a. Reasons for applying to this position
- b. Overview of key experience related to this post
- c. Your country of residence and nationality
- d. Date you are able to commence and duration of availability

Please note: CVs should be no more than 4 pages long. Please do not send any additional documentation at this stage. *Referees will not be contacted without your prior consent.*

For any queries relating to the position, please email **jobsgloballinks@gmail.com**