



## Health Services Department

### BHC-Light Clinical Coordinator– Job Description

Job description	
<b>Job Title</b>	Clinical Coordinator
<b>Classification Level</b>	Grade 7
<b>Organizational Unit</b>	Health Services Department
<b>Place of Work</b>	Nepal Red Cross Society Headquarters- Kathmandu
<b>Immediate Supervisor's Title</b>	Health Department Head
<b>Lateral relation</b>	CRC Technical Coordinator and BHC-Light Programme Coordinator
<b>Supervision</b>	All BHC-Light clinical volunteers and clinical staff

### Background

In response to the April earthquake 2015, the Nepal Red Cross Society (NRCS) supported by Partner National Societies (PNS) provided emergency health services through the deployment of Emergency Response Unit (ERU) to various earthquake affected areas. Following the response, the ERUs were handed over to NRCS during early recovery phase.

Through the response, NRCS has gained experience and knowledge in providing emergency health and care through the ERU modality. And with the support from the Canadian Red Cross Society (CRCS) and with the desire to respond in future to health emergencies by bringing urgent care to an area of need in timely way, the NRCS has launched a two year project "Basic Health Care Light". The purpose of the project is to provide rapidly-deployable, emergency health service in response to water-borne disease outbreaks offering response interventions and basic health care across Nepal.

### Job purpose

The Clinical Coordinator in coordination with the Programme Coordinator provides general oversight and leadership to the BHC-Light project. He/she is responsible for planning, developing and managing the clinical service component of the BHC-light. This includes but is not limited to the development of human resources, clinical documentation, training and orientation, policy and procedures and advising on the development of scope for the BHC-light clinical services. He/She will be responsible to ensure that clinical services are executed against evidenced-based practice and will ensure accountability structures for clinical practice including tracking licensing and registration of all clinical staff and following up with adverse outcome events. The clinical coordinator will oversee the roster development for BHC-light clinical staff and ensure that relevant profiles required for deployment are recruited, trained, and orientated in adequate numbers from within NRCS and from partner institutions. He/She will be responsible for reporting on all clinical activities to partners, the MoH and NRCS.

This position is required to deploy with the BHC-Light and will be the Medical Coordinator for the BHC-Light for the duration of any deployment.

The position holder directly reports to the Health Services Department Head and maintains lateral relation with the Programme Coordinator and CRC Technical Coordinator.

### **Job duties and responsibilities**

The responsibilities of this role are:

- Coordinate the clinical care and services provided through the BHC-Light
- Act as the lead for the development of the clinical roster
- Build and sustain partnerships with relevant medical, nursing and paramedical associations and institutions as it relates to the BHC-Light
- Develop systems of accountability for clinical care services and health care providers working in the BHC-Light, including but not limited to the development of a malpractice framework and case review.
- Develop policy and procedure documents for clinical services in the BHC-Light
- Develop, review, and revise all clinical documentation in the BHC-Light
- Oversee, develop and conduct the clinical orientation for all health professionals on the BHC-Light roster in accordance with national protocols for medical and surgical care
- Develop data collection tools and the health information system for the BHC-Light

#### During Deployment:

- Assume responsibility as the team leader
- Compose and lead the team of clinical health care professionals during a deployment of the BHC-Light
- In collaboration with local authorities, maintain or revise the referral mechanism with existing and functional health facilities
- Contribute to the management of emergency situations as part of the Health ERU management team
- Ensure health information system data is collected and reported in a timely manner to the MoH and NRCS
- Act as a spokesperson for the ERU medical and nursing team with the local health authorities.
- Represent the BHC-Light to :
- improve information sharing, health care service coverage and operational decision-making between the health authorities, and ultimately remain accountable to beneficiaries and their needs
- disseminate and report back on relevant information the NRCS Health Services department, including but not limited to community resources available for physical rehabilitation, long term mental health treatment, child protection, victims of violence, or other services not available within the BHC-Light
- work towards the strengthening of the health care system and its recovery after an emergency, including contribution and elaboration to potential transition and exit scenarios

#### **Duties applicable to all staff**

1. Actively work towards the achievement of the Nepal Red Cross Society 7<sup>th</sup> Development Plan and Recovery Framework.

2. Abide by and work in accordance with the Red Cross and Red Crescent principles, Code of Conduct for Disaster Response, NRCS Safer Access Framework and Code of Conduct, IFRCs Quality and Accountability Framework and HAP Framework.

## Position Requirements

<b>Education</b>	<b>Required</b>	<b>Preferred</b>
Bachelor's degree in Nursing ( BSN, BScN) or MBBS qualified physician bearing valid registration with the Nepal Nursing Council or the Nepal Medical Council	X	
Additional degree or qualification in project management, health services management, public health or epidemiology		X
<b>Experience</b>	<b>Required</b>	<b>Preferred</b>
Minimum of 3 years of relevant clinical experience	X	
Demonstrated experience in coordinating clinical service in remote and rural contexts	X	
Demonstrated experience in leading a health team to achieve organizational mandates	X	
Minimum of 3 years of experience in supervising or managing >5 clinical staff	X	
Experience working within the MoH		X
Demonstrated experience in developing clinical policy and procedure documents		X
Previous experience in developing clinical documentation		X
Previous experience in planning, developing and evaluating clinical/health care delivery services	X	
Previous experience in capacity-building initiatives and project-start-ups		X
Previous experience in health project management		X
Previous experience working with and/or responding to disease outbreaks	X	
Previous experience working in the Red Cross Red Crescent Movement		X
<b>Knowledge and Skills</b>	<b>Required</b>	<b>Preferred</b>
Excellent written and verbal communication skills	X	
Demonstrated ability to function independently and manage own workplan and deliverables	X	

Excellent computer skills (Windows, Word, Excel)	X	
Ability to present in front of large audiences and facilitation of discussion	X	
Proven ability to quickly analyze situations, and provide solution-oriented approaches to program advancement	X	
Knowledge of the health context in rural Nepal	X	
Willingness to travel to outbreak affected areas	X	
In-depth knowledge of inpatient clinical services, outpatient services and public health		
<b>Languages</b>	<b>Required</b>	<b>Preferred</b>
Good command of spoken and written English	X	
Excellent command of Nepali	X	