

Job description NorCross Health ERU

Job title:	ERU Head Nurse
Country of assignment:	To be determined
Duration of mission:	4 to 6 weeks
Reports to	ERU Team Leader
Responsible for (staff):	ERU inpatient and out-patient care RNs, ERU Surgical OT RNs, Cleaners, Local Health Staff

Summary Statement

A Health Emergency Response Unit (ERU) is a standardized modular package of equipment, medical supplies and pharmaceuticals ready to be deployed on short notice with a team of highly qualified and trained personnel to international emergencies. The Head Nurse (HN), under the direction of the Team Leader, is an active member of the ERU Management Team and will work in collaboration with other Movement Partners, delegates, national staff and volunteers, local health authorities and affected communities as part of a team within the mandate of the RCRC Movement.

The HN, as leader of the Nursing and clinical support services team is ultimately responsible for:

- The management, organization and overall quality of nursing services given to patients in the ERU Hospital
- Being the lead for ensuring the Infection Prevention and Control measures and procedures are in place in the clinic/hospital and that all staff, clinical and non-clinical, are trained and adhere to the regulations
- Overseeing the management of clinical support services (cleaners), in collaboration with the SMO
- Supervising and coordinating the team of both international and local nurses and laboratory technicians who constitute the nursing and clinical support services team
- Implementing National nursing protocols/guidelines and/or similar WHO standards/MSF standards, ensuring their coherence and efficiency
- Contributing to ERU operational planning and implementing the relevant clinical objectives
- Being accountable with other members of the ERU Management team and with the Team Leader to ensure proper functioning of the ERU

Key tasks and responsibilities

These are the keys tasks and responsibilities applicable to the Head Nurse in an ERU.

1. Coordinate the establishment and management of nursing care for both adult and paediatric patients, provided within inpatient and outpatient departments in collaboration with both international and local nursing and medical team members:
 - a. Ensure that all services and departments under his/her responsibility are appropriately staffed, including the implementation of a staff scheduling system that can cover regular services as well as emergencies
 - b. Communicate the referral and/or transfer mechanism for patients requiring specialized care outside the scope of the ERU health care services (as according to WHO EMT standards) to both international and local nursing staff
 - c. Contribute to the establishment of admission criteria in close collaboration with SMO, and ensure these are communicated to local medical and nursing staff
 - d. Manage the flow of patients, overall nursing case load and coordinate admissions, referrals or discharges with SMO
 - e. Promote and maintain internationally-recognized standards of nursing care and hygiene in the hospital; applying National protocols when available and/or World Health Organization (WHO)/MSF suggested protocols in the absence of National protocols
 - f. Oversee the management of clinical support services – cleaners in wards
 - g. Ensure that ERU Health Information System (HIS) is regularly updated and analysis/update provided to Senior Medical Officer and Team Leader daily
 - h. Ensure efficient and appropriate use of available pharmaceuticals by both international and local medical and nursing staff, making necessary adjustments based on drug availability and drug-resistance patterns as well as protocols

- i. Monitor pharmaceutical and medical supplies inventory levels on a daily and weekly basis, providing regular updates to ERU Management team
 - j. Plan and implement relevant teaching/training on above points for both international and local medical staff
 - k. Develop role and responsibility reference (Job Description) for the cleaners and ensure training and supervision according to established IPC procedures
2. Contribute to the elaboration and regular revision of the following emergency plans in close collaboration with the SMO and the ERU Management team:
 - a. Mass Casualty Incident (MCI) hospital triage plan
 - b. Medical evacuation plan for international staff
3. Ensure that established ERU procedures and protocols are diligently implemented by the international and local medical staff, revising as needed based on the context:
 - a. nursing care protocols are adhered to
 - b. referral and/or transfer mechanisms are functioning
 - c. patient documentation is consistently filled out by international and local nursing staff, ensuring that patient records are written clearly and precisely including vital sign monitoring, drug administration, nursing care and any patient education delivered and as well record of complications/unwanted situations related to the care of the patient(s)
 - d. plan and implement relevant teaching/training on above point for both international and local medical staff
4. Contribute to clinical team meetings chaired by SMO
5. Carry out staff appraisals of both the international and local nursing staff
6. Participate in ERU management team meeting, contributing to the overall management of the Health ERU
7. Report on nursing and clinical support service activities, including any relevant qualitative and quantitative data, staffing needs etc. as requested by the TL
8. In case of absence, unavailability or illness of any member of the management team, carry out the tasks normally assigned to that position if requested
9. Support the capacity of the Host National Society (staff and volunteers) and develop any other relevant skills where possible
 - a. Work through the Host National Society and reinforce their leadership role whenever possible, especially vis-a-vis the local authorities
 - b. Identify counterparts for the ERU and ensure that critical information is shared with them in order to inform the decisions made by the Host National Society
 - c. Identify opportunities with the HNS and act as a technical advisor when appropriate

Duties applicable to all staff

Those duties complement the key tasks and responsibilities of each ERU Delegate and are in addition to the specific mandate elaborated in the ERU Deployment Order and/or Terms of Reference:

1. Actively work towards the achievement of the RCRC Movement's goals:
 - a. Save lives, protect livelihoods, and strengthen recovery from disasters and crises
 - b. Enable healthy and safe living
 - c. Promote social inclusion and a culture of non-violence and peace
2. Abide by and work in accordance with the Red Cross/Red Crescent principles:
 - a. To prevent and alleviate human suffering
 - b. To protect life and health and ensure respect for the human being
 - c. Making no discrimination as to nationality, race, religious beliefs, class or political opinions, and giving priority to the most urgent cases of distress
 - d. Not taking sides in hostilities or engaging in controversies of a political, racial, religious or ideological nature
 - e. Not prompted in any manner by desire for gain
 - f. Sharing equal status with other Societies in the Movement and equal responsibilities and duties in helping each other
3. Abide by and work in accordance with the ERU Standard Operating Procedures.
4. Contribute to a positive team environment and service excellence to meet the needs of beneficiaries.
5. Perform any other work-related duties and responsibilities that may be assigned by the line manager.

Lateral relationships

1. Represent the ERU to internal and external stakeholders at various levels as needed and establish and maintain effective working relationships with the following entities:
 - a. Beneficiaries from affected communities and hired staff
 - b. Host National Society counterparts and volunteers
 - c. Red Cross Movement partners, including IFRC, ICRC, PNS, ERU delegates from other deploying NS
 - d. Local health authorities, UN agencies and NGOs, using formal or informal health cluster or similar coordination meetings to maximize efficient health care delivery
2. Ensure effective working relationships with technical and service departments at the regional level and with the Geneva Secretariat:
 - a. CAP Team Health focal point or equivalent IFRC or ICRC Health focal point within operation
 - b. IFRC or ICRC Regional or Zone Emergency health coordinator (or closest equivalent)
 - c. IFRC or ICRC Emergency Health unit

Working Conditions

Field based position. Difficult and demanding working conditions are expected including the following:

- 1) Due to the dynamic nature of an emergency situation and proximity to disaster-affected area, areas of active conflict, issues of access and mobility;
- 2) Very basic living conditions;
- 3) Long hours of work in a demanding context with limited resources;
- 4) Stressful rapidly changing environment with limited information to make decisions.

Personal specifications

	Required	Preferred
General		
In good mental and physical health	X	
Discrete, professional and mature	X	
Strong communication, diplomacy and negotiation skills for work in a multi-cultural, multi-disciplinary context	X	
Strong analytical and organizational skills	X	
Capable of decision-making in conditions of uncertainty	X	
Able to work with limited resources, be innovative and effective in problem solving	X	
Capable of handling extreme stress, change and situations of insecurity	X	
Able to leave for four to six weeks on very short notice	X	
Education/Qualifications		
IMPACT or BTC Course (provided by the Red Cross)	X	
Health ERU Training (provided by the Red Cross)	X	
Registered Nurse or member in good standing of an applicable association order in your country	X	
Management Workshop (Provided by the Red Cross)		
Tropical Medicine Course		X
ATLS or KITS		X
Experience		
Experience of managing & supporting staff	X	
Experience in living or working in a cultural context other than their own	X	
At least one deployment ERU deployment as nurse	X	
Experience in working in low-resource settings	X	
Skills/knowledge		
Clinical management skills of both medical and surgical adult and pediatric patient populations	X	

Can both deliver and supervise nursing care delivered in low-resource settings	X	
Skills in training facilitation, coaching and development of staff and volunteers	X	
Competent in computer use (Windows, Microsoft Office, spreadsheets, word-processing, e-mail)	X	
Valid international driving license (manual gears)	X	
Fluent in English	X	
Working knowledge in French		X
Fluent in a language other than English		X
Competencies for all ERU members		
Movement context, principles and values, National Society Capacity Strengthening, Community engagement and accountability, Protection, gender and inclusion, Collaboration and teamwork.	X	

Hiring manager's name _____

Job title _____

Signature _____

Date _____

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