



**Terms of Reference for the Recruitment of National consultant for REPLACEMENT OF UN Nurse Assistant on a Roster Basis.**

**TERMS OF REFERENCE    REPLACEMENT UN NURSE**

<b>I. Position Information</b>	
<b>Application type:</b>	<b>External vacancy</b>
<b>Job Title:</b>	<b>REPLACEMENT OF UN Nurse Assistant</b>
<b>Category</b>	<b>MEDICAL Consultant</b>
<b>Duty station</b>	<b>Kigali, Rwanda</b>
<b>Payment (daily)</b>	<b>28,349 Rwf Gross Per day</b>
<b>Type of contract:</b>	<b>Temporary National Individual Contract</b>
<b>Expected starting date:</b>	<b>Short Contracts for Replacement of UN CLINIC Nurse Assistant</b>
<b>Duration</b>	<b>To be précised in the Contract</b>
<b>When Required</b>	<b>To be put on Replacement Roster: Call will be on need basis</b>
<b>Number of Candidates required to be on the Roster</b>	<b>3</b>

**II. Background and objectives**

UNDP on behalf of UN Clinic wishes to put in place a roster of qualified Medical Nurses. Qualified candidates are invited to participate in this call for proposal for the recruitment of the national Consultants as Replacement the UN Clinic Nurse Assistant during his leave or any other period its required.

Under the guidance and direct Supervision of the UN Clinic Physician, the replacement Nurse must accept short contracts and be available at short notice to compliment staffing for the existing UN Clinic whenever required. These conditions are crucial since they also form the basis of candidates to roster for this function. He/she must be familiar with the Rwanda Medical Standards and UN Medical Standard Operating Procedures, directives,

communication procedures and enable staff compliance with risk management measures, ensure the Clinic is functional according to his/her terms of reference.

### III. Objective

Under the guidance and the direct supervision of the UN Physician, **the replacement Nurse Assistant must accept short contracts and be available at short notice to replace the Nurse Assistant whenever required. These conditions are crucial since they also form the basis of candidates to roster for this function.** He/she must assist in providing healthcare services as well as clinical services to UN Staff and provide a report at the end of the assignment. Insure that quality nursing services that contribute to the good physical and mental health of Staff are provided, strengthen the capacity of the UN clinic at the duty station.

### IV. Functions

Nursing assistant help patients of all ages. He / She works under a licensed nurse's supervision, and since they have extensive daily contact with each patient, they play a key role in the lives of their patients and in keeping the nurse up to date on vital information about the patients' conditions. Nurse assistant acts as a liaison between the nurse and the patient.

Nursing assistants provide assistance with such tasks as:

1. Attend the UN Clinic on a full time basis
2. Assist the UN Nurse and the UN Physician in the performance of their duties
3. To perform wound dressing, injection and other basic medical care
4. To receive patients and register them in medgate system and orient them
5. To sterilize surgical materials and materials for wound dressing
6. Assist patient in Bathing and skin care, Mouth and hair care , Making beds, Toileting assistance and catheter care, Bowel and bladder care.
7. Helping patients walk with gait belts, walker, cane and other devices
8. Assisting with range-of-motion exercises
9. Transfer wheelchair-bound patients using safe patient handling devices
10. Turning and positioning bedridden patients regularly
11. Reporting all changes to the nurse
12. To supervise cleaning activities and make sure that medical waste are disposed in an appropriate way.
13. To take vital parameters for patients and rank them to be consulted by the Doctor, according to emergency of their situation.
14. Make sure that clinic visit forms are completd at regular basis
15. Maintain strict confidentiality according to patients medical records and treatment.
16. Make request on time for medical items to be used in his/her everyday work.
17. Assist the UN Nurse in ensuring that the equipemnt for the ambulance is up to date, safe and in a good condition.
18. Receive medical correspondences for the UN Physician
19. Give orientation to patients going in different units of the Clinic.
20. Ensuring that needed materials are available in the UN physician room, the treatment room and the observation room.

## V. Competencies

- Demonstrates commitment to UN Clinic values.
- Knowledge and experience in clinical/occupational nursing
  
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
  
- Demonstrates initiative and willingness to keep abreast with new developments in nursing/medicine and computer skills.
- Ability to use computer and office software packages (Ms Word, Excel, outlook Etc) is required
  
- Demonstrates excellent knowledge of UN regulations and skills in finding solutions to medical issues
  
- Ability to work under pressure and in emergencies or when rapid response is required
  
- Responds positively to critical feedback and differing views.
  
- Planning and Organizing:** Demonstrate ability to establish priorities and to plan, coordinate and monitor own work plan.
- Creativity:** Ability to actively seek to improve services, offer new and different options to solve problems/meet patients needs, promote and persuade others to consider new ideas.
- Communication:** Proven and efficient communication skills in English and French (Oral and written). And ability to write in clear and concise manner.
- Teamwork:** Ability to establish and maintain effective working relationships with peers and clients in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender.

## VI. Qualifications/Requirements

- Be a Rwandan by nationality or possess a valid permit to live and work in Rwanda
- Nursing assistants must complete a state-approved education program in which they learn the basic principles of nursing and complete supervised clinical practice. These programs are found in high schools, community colleges, vocational and technical schools, hospitals and nursing homes.
- In addition, nursing assistants typically complete a brief period of supervised on-the-job training to learn about their specific employer's policies and procedures.
- A registered nurse generally teaches the classes. The length of training depends on the program. The classes offer the basics of what to expect with the job; however, this is a career in which skill levels and confidence dramatically improve once the nursing assistant becomes involved in the daily routine of actual caregiving. Recognized additional training in primary health care and midwifery is desirable
- National Registration and license is an added value
- Minimum 5 years of continuous clinical experience in nursing or nursing assistance.

## VII. Duration of the contract

The assignment is expected to take on call basis.

## VIII. Institutional arrangement

Will work under the guidance and the direct supervision of the UN Clinic Physician.

## IX. Duty station

The assignment is both home and field (Kigali) based.

## X. Payment modality

The consultant will be paid 100% upon completion of the assignment and the amount of payment will be indicated in the contract or the Purchase Order.

## XI. Application procedures

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

- ✓ Personal CV or P11, indicating education background/professional qualifications, all past experience, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- ✓ Brief description of why the individual considers him/herself as the most suitable for the assignment, indicate your deployment availability time. (Time it requires you to be called upon and report on duty in number of days) on how they will approach and complete the assignment;

No financial Proposal is required. The payment will be gross payment as they are not considered UN staff.

## XII. Selection criteria

**Selection criteria. Candidates who score above 70 points will qualify to be on the roster.**

No	Requirements	Max Scores
1	A DIPLOMA in Nursing	20
2	Copy of a Valid License to work as the nurse in Rwanda	20
3	At least five years progressive experience and practice in general medicine, and internal medicine.	20
4	Availability on call	40
	1-8 hours (25 points)	
	After one day (1) day (10 points)	
	More than one day (5 score points)	
	Total scores	100

N.B: UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equality encouraged to apply.