***The following provides guidance on development of role profiles. This guidance should be used when completing the template. (Please use font Gill Sans MT size 11)***

|  |
| --- |
| **TITLE:**  Anaesthetic Officer |
| **TEAM/PROGRAMME:** Health and Nutrition | **LOCATION:** Mahama Refugee Camp |
| **GRADE**: 4 | **CONTRACT LENGTH:** Open-ended |
| **CHILD SAFEGUARDING:** Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:** Organize and carry out anesthetic medical activities, according to Save the Children’s policies, national protocols and universal hygiene standards. Work in close collaboration with the surgeon, theatre nurses and other medical staff to ensure the safe patient management pre, during and post-operatively. Increase the knowledge and practical skills of the supporting theatre and medical staff by supporting on the job training and knowledge transfer, in order to ensure the quality of care provided to patients. |
| **SCOPE OF ROLE:** **Reports Directly to:** Clinical lead**Reports indirectly to:** Senior Health and Nutrition Coordinator**Staff reporting to this post:** None**Budget responsibility:** N/A – Responsibility of equipment assigned to him/her in clerical services delivery. |
| **KEY ACCOUNTABILITIES:*** Carry out pre-operative consultations and investigations on all patients undergoing surgery, to evaluate the risks of operating in collaboration with the surgeon.
* Provide the patient with appropriate information, obtain consent and decide on the most apropraite type of anesthetics to be used, in order to ensure the best conditions prior to the surgery.
* Carry-out all anesthesia related activities during surgery to ensure safe, adequate anesthesia and include, though not limited to the following:
* Completion of the WHO Safe Surgical Checklist’.
* Preparing beforehand the drugs, material, and equipment required.
* Administering and maintaining anesthetics following the rules of hygiene and asepsis in force.
* Monitoring patients throughout the intervention and iniatiting any required actions.
* Prepardness for the management of any anesthetic drug or airway complication.
* Ensure the safe transfer of the patient to the recovery room and their full recovery prior to any further transfer to the ward (i.e. the patients return to consciousness etc.).
* Provide regular feedback to the Medical Officer on duty activity in the theater including patients’ condition and progress.
* Advise and support the nurses undertaking postoperative care at both the recovery and ward level, including fluid management, oxygenation monitoring and airway care. Promoting early rehabilitaion (i.e. mobilisation) and maintaining a special focus on the patient’s pain relief during the recovering process.
* Implement and supervise hygiene rules, procedures and the Save the Children protocols in OT/recovery, anesthesia equipment (i.e. decontamination, sterilization, storage conditions, etc.) to ensure the safety and protection of patients and staff.
* Supervise the OT pharmacy (i.e. drugs orders, inventories, expired drugs) and ensure the OT register, consumptions, empty phials of narcotics, ensuring adequate stock is maintained.. Ensure good functioning and maintenance of OT equipment (i.e.suction, ventilation, equipment, etc)
* Organize the tasks of personnel under his/her responsibility, and participate and carry-out other team management activities, in order to ensure that the appropriate team in terms of size, capabilities and skills are on duty.
* Collaborate with and support other departments as required (i.e. responding to any emergency requests, intervening in support of other services when needed, etc.).
* Ensure proper fulfillment of administrative procedures and documents (fill in of patients files, forms, statistics, data base, etc.).
* Undertake regular reporting about results, proceedings and problematic situations and cases (i.e. morbidity and mortality reviews) in order to have updated and correct information about the day-to-day activity in the project and support decision-taking.
* Lead on the planning and budgeting for the anesthetic activities in the health facility.
* Support of other services whenever needed and requested by the management team.
 |
| **BEHAVIOURS (Values in Practice**)**Accountability:*** Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* Widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale.

**Collaboration:*** Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* Values diversity, sees it as a source of competitive strength
* Approachable, good listener, easy to talk to.

**Creativity:*** Develops and encourages new and innovative solutions
* Willing to take disciplined risks.

**Integrity:*** Honest, encourages openness and transparency; demonstrates highest levels of integrity
 |
| **QUALIFICATIONS** * Bachelors degree (A0) in Anesthesia graduated fron recognized university.
* Valid license to practice issued by the professional council in Rwanda.
* 5 years experience in Health facility settings.
 |
| **EXPERIENCE AND SKILLS****Essential*** Technical competent in the use of local, regional and general anesthsia and airway management.
* Can assess and deliver anesthetic activties independently and does not require clinical supervsion.
* Comprehensive knowledge and skills in information technologies, and records keeping in health facilities.
* Strong background in medical or nursing care process, and or health informatics.
* Excellent liaison abilities and good communication skills (French, Kinyarwanda and English preferred).
* Computer knowledge (Microsoft office, M.S Word, MS Excel)
* Training in resuscitation techniques and difficult airway management.
* Attention to detail, analytical and technical abilities, excellent manners, honesty.
* Familiarity with clinic, office or professional medical workplace.
* Computer knowledge (Microsoft office, M.S Word, MS Excel).

**Desireable*** Language skills in Kinyarwanda, English, and French.
* 5 years experience administering anaesthesia in government health facilities
 |
| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by:** Placide Mutabazi | **Date:** 23 August 2021 |
| **JD agreed by:** | **Date:** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |