MM06800P
DEPUTY HEAD NURSE

Level 10

Reports to (Hierarchical)
Head Nurse

Reports to (Functional)
Head Nurse

Job Family
Medical and Paramedical

Main Purpose
Supporting the Head Nurse through delegated tasks and responsibilities and ensuring the provision of quality patient care by providing clinical supervision and training in the competencies related to their practice according to **MSF** Health standards and protocols in order to guarantee the security, continuity and quality of health care in the project. Fully assuming the Head Nurse responsibilities in case of absence

Accountabilities
- Providing support in the clinical supervision and training (e.g. triage, workflow, stock keeping, effective assistance and own regular ward rounds, proper documentation, adherence to MSF policies and protocols, health education, support to staff during procedures, etc.) based on identified needs.
- Managing the Nurse Supervisors when Head Nurse/Nursing Activity Manager is absent.
- Collaborating closely with the team in order to provide continuous quality of care in the projects, upholding and respecting the charter of MSF and ensuring that patient interest and autonomy are respected at all times.
- Covering weekend duties according to need and supporting weekend supervisors to provide appropriate supervision for all wards. Attending ward meetings and the weekly medical and expat meetings
- Providing support in ensuring appropriate infection prevention and control in the hospital.
- Providing support in maintaining an efficient ward administration i.e. good follow up of the bed status, patients' movements, ward registers, filling of patients
- Providing support in checking, reviewing or providing new training on staff safety and hygiene e.g. standard infection control precautions, procedures in case of accidental blood exposure, waste disposal system, etc.

- Providing support in managing the pharmacy (ensuring the weekly orders are done , managing expired items and regular inventories) In close coordination with the project biomedical service supervising the appropriate use of medical devices and anticipating and communicating future needs.
- Collaborating with logistics and the Hospital Facilities Manager in ensuring that the infrastructure is maintained in good condition, non-food items are tracked and kept and transfer systems in the hospital are organized.
- Supporting the supervisors in the associated HR processes for their team under their responsibility (recruitment, training/induction, evaluation, potential detection, coaching, development and communication) and in planning and organizing their work (rosters, replacement for absences, etc.) and in writing incident reports, disciplinary proceedings as appropriate
- Providing support in ensuring proper and timely collection and registration of data for inpatient and outpatient departments and participating in monthly reporting according to management guidelines

Education
Nursing diploma

Experience
- Nursing and systems-level experience (either supervisory or managerial)
- Maternal and/or paediatric program experience
- Experience as a nurse supervisor in MSF
- Experience in both medical and surgical nursing considered a plus

Languages
Essential mission language, local language desirable

Knowledge
- Computer literate (Word, excel, internet)
- Excellent writing and communications skills at influencing level

Competencies
- People Management and Development **L2**
- Commitment to MSF principles **L2**
- Behavioural Flexibility **L3**
- Results and Quality Orientation **L3**
- Teamwork and Cooperation **L3**

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