MT04200
TB DOTS MONITORING OFFICER

Level 4

Reports to (Hierarchical)
Nurse Activity Supervisor / Nurse Activity Manager / Head Nurse

Reports to (Functional)
Nurse Activity Supervisor / Nurse Activity Manager / Head Nurse

Job Family
Medical and Paramedical

Main Purpose
Supervising and monitoring the DOTS corners activities in the mission according to **MSF** protocols, security measures and hygiene standards in order to support the **MSF** medical team in the ambulatory aspect of TB care

Accountabilities
- Supervising and monitoring the outpatient treatment management and care and ensuring that DOTs corner are properly functioning according to protocols. Maintaining regular contact with patients, ensuring continuity of TB treatment and that any patient starting in ambulatory program is under protocol and corresponding documentation. Maintaining patient confidentiality at all times and ensuring that all contacts of the patients have been identified, recorded and properly assessed by the doctor
- In close cooperation with adherence counselors,e, ensuring the maximum adherence of patients to prescribed TB treatment regimen under ambulatory care and the strict compliance of prescribed treatment, checking if the drugs are taken, conducting periodical home checks to ensure proper drug consumption and no misuse of DOTS. Monitoring side effects including weight increase/decrease and adjustments of dosage accordingly and discussing the medical care plan and ongoing treatment changes with patient and family
- Conducting default tracing and keeping regular contact with problematic patients, discussing the issues with TB counselors, health educators and keeping the supervisor informed on case to case basis.Actively and actively and constructively participating within team meetings.
- Working in close collaboration with the data processing officers, ensuring **MSF** TB data is recorded properly and accurately in all required TB forms and helping and facilitating MOH in doing same. Checking if the monitoring forms are filled properly and ensuring all other relevant information and results are recorded timely and correctly, informing the supervisor on any problems. Collecting and providing statistics for monthly reports, as requested by the supervisor
- Supervising and monitoring the monthly drug consumption reports and requests, ensuring and following up supply of drugs, including quantities, expiration dates and storage conditions. Together with the MOH and Nurses, being responsible for drugs reports and requests in the TB cabinets and DOTs corner. Collecting monthly drug report s and submitting it to the supervisor
- Training and coaching the MOH workers / nurses about TB DOTS basics, universal precautions and infection control measures and conducting on the spot trainings during

supervisory visits, if necessary. Conducting refresher trainings together with the TB nurse, ambulatory TB doctor, health educators on other relevant topics like TB, universal precautions and infection control measures, among others
- Assisting in the IEC activities to maximize TB awareness and adherence. Providing health education fro ambulatory TB patients if needed and contacting health educators if more in depth education is needed
- Reporting on activities to the supervisor on monthly basis and giving daily feebacks as needed. Actively participating in OPD TB meetings and discussions an collaboration and communicating with the other members of **MSF** TB team and sharing information and experience with involvement of MoH health care workers and other issues
- Performing tasks as delegated by the supervisor

Education
- Preferably a nurse and/or any para-medical related courses graduate
- Basic counseling skills an asset

Experience
- Experience and/or interest in public health issues and specifically IEC/BCC activities
- Experience in health teaching, an asset

Languages
Local language essential, mission working language desirable

Knowledge
Essential computer literacy (word, excel and internet)

Competencies
- Results and Quality Orientation **L1**
- Teamwork and Cooperation **L1**
- Behavioural Flexibility **L1**
- Commitment to MSF Principles **L1**
- Stress Management **L2**

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