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## CALL FOR PROPOSAL – INDIVIDUAL CONSULTANT

**Reference No: AUC/MHSD/C/009**

## TOR FOR ANESTHETIST NURSING OFFICER

### 1. BACKGROUND:

The African Union, established as a unique Pan African continental body, is charged with the responsibility of spear- heading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the Peoples of Africa and African States; as well as developing a new world-wide partnership. Its headquarters is located in Addis Ababa, Ethiopia.

The Medical and Health Services Directorate (MHSD) is one of the Directorates of the African Union Commission (AUC), under the Cabinet of the Deputy Chairperson. It provides medical care to AUC staff members and their Dependents; the AU Member State Diplomatic Corps and their Dependents; and Delegates and Partners attending official AU missions, conferences, meetings and summits. The Directorate also oversees medical coverage plans and insurances for the AUC, AU Organs, AU Regional and Representational Offices.

In achieving its mandate, the Directorate invites expression of interest from the following category of medical professionals who are citizens of AU Member States and are interested in working on a part-time basis at the AU Medical and Health Services Directorate.

### 2. OBJECTIVE OF THE ASSIGNMENT:

As the main objective of the Medical and Health Services Directorate is to provide health care to the growing number of clients, the Directorate has expanded its services to include numerous specialized services, specialty clinics as well as a 24/7 medical coverage. Therefore, the objective of this assignment is to equip these services and clinics with the needed medical, health and related professionals.

### 3. PLACE OF ASSIGNMENT:

The assignment will be at the African Union Medical and Health Services Directorate at the AUC HQ in Addis Ababa, Ethiopia. The assignment will be carried out under the responsibility, supervision and coordination of the Director of Medical and Health Services. The Consultant will report to the Director of Medical and Health Services or his designate.

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| **Job Title:** | **Anesthetist Nursing Officer - Consultant** |
| **Department:** | **Medical and Health Services Directorate** |
| **Supervisor:** | **Director of Medical and Health Services** |
| **Duty Station:** | **African Union Commission, Addis Ababa, Ethiopia**. |

## 4. MAJOR DUTIES AND RESPONSIBILITIES:

Under the supervision of the Director of Medical and Health Services, the **Anesthetist Nursing Officer**, will be responsible for the day-to-day clinical and related duties at the AU Medical and Health Services as follows:

i. Provide safe and accurate daily routine general clinical and specialized nursing care to the MHSD Clients and Patients (inpatient and outpatient). Plan and implement nursing care using good judgment and critical thinking skills based on scientific knowledge.
ii. Undertake a full pre-anesthetic assessment and work up of the patient including history, physical examination, review available results of investigations.
iii. Determine whether a patient is fit enough to undergo endoscopy sedation, MRI sedation or surgery. If fit, agree on an anesthetic plan which will be approved by the treating Physician and communicated to the patient.
iv. Explain in detail the anesthetic procedures to be performed, medications to be used with their potential adverse effects, answer all patients' questions, clarify doubts and reassure the patients. Ensure patient provides informed consent before surgery, which must be documented properly
v. Initiate anesthesia, providing pre-operative care and pain relief to patients using safe anesthetics and analgesics.
vi. Continue anesthesia in the operating theatre and monitor patients while under anesthesia to ensure that they remain in a stable condition at all times during the procedure.
vii. Reverse anesthesia and relieve and manage post-operative pain to support the patient's recovery.
viii. Provide emergency nursing care for the Clients and Patients in the above category and monitor their care.
ix. Work with all specialist doctors (Gastroenterologist, Radiologist, General Surgeon, ENT, Ophthalmologist, Obstetrician and Gynaecologist), Physicians (Internist, Family Physicians, Paediatrician etc) and other medical personnel (including nurses, emergency unit and ambulance personnel on management of patients that requires Anaesthetist's input.

x. Maintain detailed records of activities related to the care of patients, including anesthetist reports and discharge instructions.
xi. Perform all nursing procedures in accordance to MHSD/ WHO/ other international guidelines or protocols: Give injections, medications and vaccinations, draw blood samples for laboratory investigations, suture and dress wounds using sterile techniques, sterilize medical equipment and instruments.

xii. Actively participate in upgrading the AU Medical and Health Services Directorate in respect of Equipment, Diagnostic technologies and Continuous Medical Education.
xiii. Participate in the development and delivery of health promotion, disease prevention and occupational Health and safety programs of the Directorate.
xiv. Maintain highest possible standards of infection prevention and control, provide a safe environment for clients and a conductive working environment for clinical staff.
xv. Prepare and present on daily basis, the shift's report to the PNO and participate in the Nursing lunch time duty roster.
xvi. **Must be able to work on day or night shifts, weekends and Public Holidays at very short notice.**
xvii. Train, Teach and supervise medical staff, clinical attachés or students undergoing training at the MHSD when needed
xviii. Participate in medical coverage for AU Summits as needed

## 5. EDUCATIONAL QUALIFICATIONS:

Ordinary Diploma or Degree in Nursing with documented training or specialization in anesthesiology specialty.

## 6. WORK EXPERIENCE:

At least 5 years of work experience in a clinical Nursing- Anesthesiology unit in a healthcare facility. She or He should currently be practicing in a clinical Nursing role.

Must be a registered Nurse practitioner in his/her home country as at the time of application.

Experience in private practice or work in an International Organization will be an advantage.

## 7. OTHER RELEVANT SKILLS:

i. Must be computer literate and be able to use the Integrated Medical System software (IMRS) or Hospital Information System (HIS).

ii. Must have excellent interpersonal skills, able to work as part of a Team in a multicultural, multiethnic work environment.

iii. Must have good communication skills with clients, patients and their families and colleagues. She/ He should be able to get along well with people and instill confidence in the Clients.

iv. Should display high level of professionalism, ethical behavior, confidentiality, attention to detail, have excellent hand-eye coordination, problem solving, and critical thinking abilities.

v. Should exhibit patience and empathy in his/her work.

vi. Maintain effective working relationships with others, utilizing tact, courtesy, and diplomacy and must be able to work well under pressure.

vii. Must have good negotiation, planning and organizational skills.

viii. Must have good drafting and report writing skills.

ix. Proficiency in one or more of the AU working languages, fluency in another AU language is an added advantage

## 8. EVALUATION AND QUALIFICATION CRITERIA:

For evaluation of the expressions of interest the following criteria will be applied:

a) Academic Qualification and relevant professional training (30 points);
b) Strength of relevant experience related to the Assignment (60 points)
c) Experience in International Organizations (5)
d) Language (5 points)

## 9. PAYMENT ARRANGEMENTS:

All Consultants are called for duty on need basis and payment is effected at the end of every month for the days/hours worked.

## 10. REMUNERATION: Non-negotiable Fixed Rate of USD 60/shift worked

## 11. DURATION OF THE ASSIGNMENT:

Successful applicants will be issued with a 2-year framework contract and will be contacted for assignment as and when a need arises. Applicants should express their readiness to work night shift, weekends and public holidays if the assignment so require.