



Peace Corps Togo

Pre-Service Training Nurse Statement of Work

TYPE OF CONTRACT: Temporary assignments contract periods range from a few days throughout the year to several months during May – September.

BASIC FUNCTION

Under the guidance and clinical oversight of the Peace Corps Medical Officer (PCMO) and the supervision of the Training Manager at PST sites, the Pre-Service Training Nurse (PSTN) is responsible for providing basic clinical support and care to Peace Corps Trainees/Volunteers. Care includes, but is not limited to, assessing and reporting symptoms to the PCMO, providing treatment or coordinating treatment with local providers as directed, giving vaccinations, and distributing medicine to Peace Corps Trainees/Volunteers (PCT/Vs) under PCMO oversight. The PSTN performs a variety of clinical and administrative duties at the Training Center and in training communities in support of the Peace Corps Health Unit in Lomé.

MAJOR DUTIES AND RESPONSIBILITIES

PST Nurse responsibilities are coordinated directly with the PCMO(s).

Clinical Support:

40%

Observes and identifies PCTs who may have concerning health issues and reports observations to the PCMO on a regular basis. Accompanies PCTs to the Pagala Health Center for evaluation and care by local medical personnel. Performs clinical duties at the PST Training Center or PST communities such as taking vital signs, dressing wounds, performing laboratory tests, and other basic care. Provides basic general care and mental health support to PCTs as needed. Administers immunizations to PCTs. Travels to sites of sick PCTs to check on them if needed and reports findings to PCMO. Advises host families and the Pagala training site cook on dietary needs of sick PCTs.

Administrative Duties:

20%

Reporting: Follows-up on outstanding consultant and laboratory reports, ensuring this information is relayed to the PCMO for review.

Medical Supply Duties: Ensures an adequate supply of disposable materials, maintains internal medical inventory, and keeps PCMO informed.

Dispatching of Medical Supplies: Prepares envelopes and packages (including laboratory samples and medical supplies) for PCTs in PST communities (and other destinations) and forwards them to the appropriate administrative staff member(s) for delivery.

Health Sessions at PST: Assists PCMOs in facilitating PST Health Training sessions.

Maintenance of the Pagala Training Center Health Unit: Responsible for Pagala Training Site Health Unit maintenance, organization, and supplies inventory.

Trainee/Volunteer Support and Management: 30%

Medical Examination and Procedures: PSTN serves as chaperone for PCMO during medical examinations and procedures.

Mental Health Support: Provides basic general care and mental health support to PCTs as needed.

Trainee Assessment - Documents performance of Trainees in the Trainee Assessment Portfolio (TAP) related to how Trainees manage stress and coping strategies used as well as how they demonstrate behaviors that contribute to their personal health and wellbeing (and that of other Trainees) during training. Provides advice and consultation as necessary.

Supports other staff in ensuring Trainee/Volunteer adherence to Peace Corps policies and standards of conduct. Documents cases of inappropriate behavior and briefs the TM, and PCMOs on a need to know basis.

Trauma-informed support – Understands the physical, social, and emotional impact of trauma on Volunteers and provides victim-centered support.

Other 10%

- During PST, carries the Peace Corps Training Medical Duty Phone to keep in contact with Trainees, host families, community collaborators, training staff, Peace Corps Volunteer Trainers, and Peace Corps Medical Officers.
- Informs TM about useful information related to homestay, language acquisition progress, and life in the PST communities.
- Assists and supports PCTs in language practice and answers culturally-related questions.
- Attends training staff meetings when indicated.
- Other tasks as may be assigned by the supervisor.

QUALIFICATIONS

Education:

- Post-secondary education in a health field, specifically a nurse (Infirmier) or as Physician Assistant (Assistant Medical) is preferred.

Prior Work Experience:

- At least three years of work experience in medical practice.
- Experience working successfully within the Togolese health system.

Language Proficiency:

- Level 3 written and spoken **French**.
- Level 3 written and spoken **English**.

Skills and Abilities:

- Ability to adhere to confidentiality regarding PCTs medical issues.
- Ability to live and work in a rural area with limited infrastructure and comfort required.
- Experience with an American organization and/or American culture desirable.
- Good computer skills in MS Office (Word, Excel, Power Point, and Outlook) is desirable.
- Counseling skills are highly desirable.
- Excellent interpersonal skills.
- Good conflict resolution skills in a cross-cultural setting are desirable.

POSITION ELEMENTS

Supervision received

Position is supervised by the Training Manager at the Training Center. The PSTN will work under the guidance and clinical oversight of the Peace Corps Medical Officers (PCMOs) or their backups.

Physical condition

The duties and responsibilities of the PSTN are executed at the Training Center in Pagala and from PST communities around Pagala and for the duration of the PST part of the contract except for cases of bona fide emergency, or predetermine periods indicated in the Training Calendar. Any other absence from the Training Center must have prior written authorization from the Training Manager. The Contractor shall be paid for his/her effective days of work.

Subsequent to PST, work is also completed occasionally in the Peace Corps Health Unit o in Lomé. Travel outside of the PST site(s) may be required approximately 5% of the contract time.

Core Leadership Responsibilities

The Contractor is expected to carry out all tasks in accordance with “Core Leadership” responsibilities (see attached).

Safety and Security

Participates in the Training provided by PCMOs and Safety and Security Manager (SSM) with respect to Trainee/Volunteer safety and security. Maintains communication with PCMOs, TM and gives periodic feedback, including information about Trainee safety and security in PST communities. Provides safety and security support to Trainees within host families and communities. Observe and identify PCTs who may have concerning health issues and report to the PCMOs in timely fashion for safety and security reason. Monitors Trainee/Volunteer compliance with Peace Corps policies, especially related to safety and security, and in consultation with TM and PCMOs discusses corrective action as necessary. Is knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles. Complies with Peace Corps code of ethics, privacy and confidentiality policies.

Supervisory responsibilities

No Supervisor responsibility is required.

Occasional Money Holder

The PSC may be requested by the PCMO to courier a limited amount to purchase orders from drugstores in the PST community, as directed by the Contracting Officer.

APPROVED:

Supervisor

X

Blandine Samani-Zozo
Training Manager

X

David Rothschild
Director of Management and Operations