

# Standard Job Description Health ERU – Operating Theatre Nurse

The content in this document is standardized, except for the fields highlighted in orange, which should be completed for the specific deployment

Job title:	Operating Theatre Nurse
Country of assignment:	[To be determined]
Duration of mission:	[To be determined]
Reports to:	ERU Head Nurse
Responsible for (staff):	[To be determined]

## Organizational context and job purpose

A health Emergency Response Unit (ERU) is a standardized modular package of equipment (including, for a clinical ERU, medical equipment, supplies and pharmaceuticals) ready to be deployed on short notice with a team of highly qualified and trained (and licenced where relevant) personnel to international emergencies. The Operating Theatre Nurse will work in collaboration with other Movement Partners, delegates, national staff and volunteers, local health authorities and affected communities as part of a team within the mandate of the International Federation of the Red Cross and Red Crescent Societies (IFRC).

Specifically, the Operating Theatre Nurse will focus on:

- Undertaking professional / technical activities to support the work of the ERU.
- Support and coordinate ERU local staff to undertake professional/technical activities. This could include supervision, mentoring and training.
- Undertake nursing duties in accordance with professional standards of practice to ensure high quality, safe patient care
- Participate in relevant activities depending on the stage of ERU deployment (i.e. inception and set-up of services, handover of activities, etc.)

## Job duties and responsibilities

### Key clinical management responsibilities

- To undertake professional duties under direction of the ERU Head Nurse
- To support the establishment and management of the operating department, in cooperation with the surgeon and anaesthetist.
- To manage the daily operations of the operating theater, including the Operation Theatre patient list, provision of perioperative patient care as circulating and/or scrub nurse, and monitoring use of aseptic technique and of surgical materials/resources throughout
- To implement and/or supervise the re-processing and sterilization of surgical instruments, equipment, and/or other reusable items using ERU protocols to ensure universal precautions are maintained
- To be responsible for the OT equipment, supply and consumables
- To participate in in-patient ward rounds as necessary
- To be on-call and be available for emergencies.
- Work in accordance with guidelines and protocols used within the ERU as directed by the Management Team (i.e. guidelines from: Ministry of Health of the country of deployment, World Health Organization, Médecins Sans Frontières, etc.) and ensure national and international surgical standards are maintained
- To liaise as requested with local health authorities and other health providers.
- To supervise and provide training for local personnel, where appropriate.
- To ensure all documentation meets local legal requirements and that statistical data is collated, using the health information system (HIS), and to incorporate information in regular reports.
- To support the capacity of the host National Society and develop skills where possible.
- Other duties and tasks as assigned by supervisor(s)

### Lateral relationships

- Establish and ensure effective working relationships with the other ERUs and RC partners (ICRC, PNS, other deploying NS).
- Ensure effective working relationships with National Society counterparts, volunteers and leadership.
- Ensure effective working relationships with technical and service departments at regional and Geneva Secretariat level.
- Represent the ERU to internal and external stakeholders at various levels as needed and establish and maintain effective working relationships with the following entities:
  - a. Beneficiaries from affected communities and hired staff
  - b. Local health authorities, UN agencies and NGOs, using formal or informal health cluster or similar coordination meetings to maximize efficient health care delivery.

## Context-specific tasks responsibilities

**[To be determined:** Use this section to provide both, a contextual description of the emergency, and of the corresponding tasks (this will assist in managing expectations of the candidate). Avoid copying the same tasks included in the sections above, and instead focus on details about both the setting and demands for the profile. E.g. Is this a refugee camp setting? Urban area? Will the staff be working with health personnel with limited/advanced qualifications?]

### **Duties applicable to all staff**

Those duties complement the key tasks and responsibilities of each ERU Delegate and are in addition to the specific mandate elaborated in the ERU Deployment Order and Terms of Reference:

- Actively work towards the achievement of the IFRC Secretariat's goals:
  - Save lives, protect livelihoods, and strengthen recovery from disasters and crises
  - Enable healthy and safe living
  - Promote social inclusion and a culture of non-violence and peace
- Abide by and work in accordance with the Red Cross/Red Crescent principles:
  - To prevent and alleviate human suffering
  - To protect life and health and ensure respect for the human being
  - Making no discrimination as to nationality, race, religious beliefs, class or political opinions, and giving priority to the most urgent cases of distress
  - Not taking sides in hostilities or engaging in controversies of a political, racial, religious or ideological nature
  - Not prompted in any manner by desire for gain
  - Sharing equal status with other Societies in the Movement and equal responsibilities and duties in helping each other
- Abide by and work in accordance with the Code of Conduct and ERU Standard Operating Procedures.
- Contribute to a positive team environment and service excellence to meet the needs of affected people.
- Ensure understanding of roles, responsibilities, lateral relationships and accountabilities
- Perform any other work-related duties and responsibilities that may be assigned by the line manager.

### **Working Conditions**

Field based position. Difficult and demanding working conditions are expected including the following:

- Due to the dynamic nature of an emergency and proximity to emergency-affected area, issues of access and mobility;
- Basic living conditions that may include intermittent electricity, Internet and other basic services
- Long hours of work in a demanding context with limited resources.
- Stressful rapidly changing environment with limited information to make decisions.
- Ability to meet the physical requirements of an ERU mission, which may include the set-up, stocking or packing down of a field hospital, the ability to lift up to 25 kgs, and the ability to stand or travel for long periods of time
- In some remote areas access to healthcare could be limited or non-existent
- In some contexts, legal frameworks and institutions to enforce the rule of law are largely undeveloped.

### **Profile (position requirements)**

Experience	Required	Desirable
Demonstrated clinical care experience performing duties in line with the clinical ERU role	X	
Minimum of three years of experience working for humanitarian aid organisation in a developing country		X
Experience in post-anaesthesia care nursing	X	
Experience performing decontamination, packaging and sterilization of surgical equipment	X	
Experience managing and supporting staff	X	
Experience living or working in a cultural context other than their own	X	
Experience working in low-resource settings	X	
Professional experience in tropical nursing, emergency/disaster nursing, outbreak management, rural and remote medicine or other relevant areas		X
Experience working for the Red Cross/Red Crescent movement		X

Education	Required	Desirable
Professional qualification as a registered nurse with advanced certification in peri-operative nursing (scrub, circulating)	X	
Professional certification or post-graduate qualification in emergency/disaster nursing, public health/community health nursing, tropical nursing, humanitarian affairs or other relevant field		X
IMPACT or BTC Course (provided by the Red Cross/Red Crescent)	X	
Basic technical ERU training (health)	X	
ERU management Training (provided by the Red Cross/Red Crescent)	X	
ATLS training or similar		X
Relevant online trainings: IFRC the World of the Red Cross, IFRC Stay Safe, IFRC Child Protection, IFRC 101: Corruption Prevention	X	

Knowledge & Skills	Required	Desirable
Demonstrated ability to coordinate peri-operative and post-anesthesia care services, address patient needs and deliver nursing care in low-resource settings	X	
Demonstrated knowledge of assisting with surgery as scrub nurse	X	
Able to organize and run sterilization services	X	
Able to manage OT schedule in close coordination with surgeon and anesthetist	X	
Able to work with both adult and paediatric patients	X	
Able to leave for four to six weeks on short notice	X	
Fluent in English	X	
Working knowledge of another language than English		X
Fluent in French, Spanish or Arabic		X
Valid international driving license (manual gears)	X	
Competent in computer use (Windows, Microsoft Office, spreadsheets, word-processing, e-mail)	X	
Skills in training facilitation, coaching and development of staff and volunteers	X	

Core Competencies <sup>1</sup>	Tier 1	Tier 2	Tier 3
Movement context, principles and values	✘		
National Society Capacity Strengthening	✘		
Coordination	✘		
Assessment	✘		
Direction setting and quality programme management	✘		
Information management	✘		
Resource management	✘		
Safety and security	✘		
Transition and Recovery	✘		
Community engagement and accountability	✘		
Protection, gender and inclusion	✘		

Environmental sustainability	✘		
Collaboration and teamwork	✘		
Conflict management	✘		
Interpersonal communication		✘	
Cultural awareness		✘	
Judgement and decision making		✘	
Motivating others	✘		
Personal resilience		✘	
Integrity		✘	

Hiring manager's name

Job title

Signature

Date

<sup>1</sup> There are four tiers of competency, each with a set of indicators. Tier definitions as per IFRC's *Core Competency Framework for Surge Personnel* (<https://ifrcgo.org/global-services/assets/docs/SURGE%20CORE%20COMPETENCY%20FRAMEWORK-A4-Final-20191210.pdf>) are:  
**Foundational tier:** Foundational knowledge needed to build a deployable level of competency in this area. **Tier 1:** Displays a practical understanding of effective day-to-day behaviours for this competency and able to function effectively as part of a Red Cross Red Crescent team. **Tier 2:** Displays impact for this competency by providing advice and guidance to others within a defined scope. Translates strategic decision into sectoral direction. **Tier 3:** Models the behaviours and creates an environment which enables these behaviours to be displayed. Operates at a strategic, multi-sectoral level in a response of any magnitude.