

## MSF-FRANCE INTERNAL AND EXTERNAL RECRUITMENT

MSF is an international, independent medical humanitarian organization that provides medical assistance to people affected by conflict, epidemics, disasters, or exclusion from healthcare. MSF teams are made up of professionals working in health and medical care, logistics, administration, communications, skilled trades – all bound together by the MSF charter and serving people in need. MSF actions are guided by medical ethics and the principles of impartiality, independence, and neutrality. [www.msf.org](http://www.msf.org)

To support its Coordination Finance department and medical operations in Syria, MSF France is seeking a:

### FEMALE Staff Health Doctor

Type of contract: **Part time (every morning 5 days/week – non-negotiable)**  
Duration: **4 months Service Agreement, renewable**  
**Atmeh, Burn Hospital, and surroundings areas (Ad Dana/Tal**  
Place of Work: **Karama)**  
Need: **1**  
Start Date: **ASAP**

**WOMEN ARE STRONGLY ENCOURAGED TO APPLY**

### MAIN PURPOSE

Provide outpatient and/or inpatient medical care to patients/beneficiaries according to adapted and updated medical knowledge, **MSF** protocols, values and universal hygiene standards to improve the patients/beneficiaries health conditions.

Provide basic curative and preventive health care to MSFF national staff in Atmeh (including their direct families as mentioned in the MSF National Staff Health Policy).

Reports to the Medical Focal Point in charge of his supervision.

Represent, as a MSF team member, the values and principles of the organization.

### ACCOUNTABILITIES

- Apply medical knowledge and skills to diagnose and prevention. Carry out outpatient and inpatient consultations, prescribing the necessary treatment respecting MSF protocols.
- Keep the patient and/or his/her family informed about the illness and provide appropriate explanations about the treatment to follow, checking they have understood.
- Follow up the evolution of the hospitalized/IDP patients, through daily visits , consultations and examinations, prescribing the necessary treatment following MSF protocols, deciding whether they can be discharged or transferred to other departments – in collaboration with other doctors- and informing their family about the patient's evolution.

- Check and control the rational distribution of medicines and equipment under his/her responsibility and take care the quality, disinfection and sterilization of the medical material. Assure general compliance with standing hygiene standards.
- Participate in the collection and analysis of epidemiological data, checking its validity and informing the line manager or project coordinator about any problem or complication of the patients illness, medical error and monitors the proper functioning of the department, equipment or material.
- Ensure ongoing training of the medical/paramedical multidisciplinary team in order to optimize the quality of care.
- Knows and ensures all MSF medical protocols are followed and implemented, checking universal precautions are followed at all times and reducing bio-hazard risks and improving infection control. Ensures professional confidentiality is respected.
- Manage the team under his/her direct responsibility according to MSF HR policies and procedures, supervising their performance, organizing and scheduling shifts and rotations, directly participating in emergencies and on calls if necessary.

## SPECIFIC ACCOUNTABILITIES

- Responsible for management of health clinic for staff and eligible dependents
- Respecting the MSF Idleb Staff Health policy and all associated HR procedures.
- Respecting patient confidentiality at all times.
- For non emergency cases- for the sake of confidentiality: Patients not to be sent to ER for vitals to be taken by nursing team if they can safely be done in the private staff health office by the staff health doctor.
- Providing confidential diagnosis, treatment, and management of acute and chronic medical conditions of staff and eligible dependents, as well as the coordination of care with other healthcare providers
- Respecting working hours of the staff health clinic and responsible for sharing the staff health clinic hours with the team and ensuring all respect the clinic hours.
- Ensuring that sick leave is not granted without following proper HR guidelines.
- Maintaining clear records per MSF staff health policy.
- Responsible for preparing all associated paperwork related to each patient file.
- Preparing monthly sit rep for staff health per MSF guidelines.
- Maintaining files in locked Archive.
- Submitting all receipts (those which fall within MSF health policy) for validation.
- Conduct curative and preventive consultations, ensuring that the names of the patients correspond to the list of beneficiaries validated in the National Staff Health Policy.
- Advice on potential health risks and promotes healthy habits.
- Reinforce rules of hygiene and universal precautions as per MSF protocols.
- Indicate lab or imaginary tests when needed for an appropriate diagnosis process.
- Prescribe treatment in a rational manner, only when necessary and in accordance with MSF protocols, referring to the active principle or generic drug as much as possible.
- Discuss diagnosis with Medical Focal Point when necessary.
- Transfer patients to a referral structure or specialized care if deemed necessary.

- Conduct follow-up consultations of staff and relatives suffering from chronic conditions, after the initial diagnosis and therapeutic orientation done by a specialist.
- Consult and assess the risk in case of blood exposure accident and indicate the post exposure prophylaxis as needed.
- Verify regularly the immunization status of health workers, children and pregnant women and keep record of those in need.
- Help organizing specific immunization sessions, in coordination with the MFP and the MedRef.
- Conduct a medical check-up before the hiring of a new worker and determine if s/he is apt to perform the function for which he has been recruited.
- Organize, in coordination with the MFP and the expatriate MedRef, a regular ophthalmological check-up for all drivers once a year.
- Make proposals to the Medical Focal Point for improvement of working conditions.
- Keep the consultation room tidy and organized and clean the medical material and equipment.
- Fill out the register of consultation and provide timely and accurate data on a weekly basis.
- Register the daily consumption of drugs and consumables in a tally sheet and do the weekly inventory.
- Check of external prescriptions for reimbursement in case of non-availability in the staff health pharmacy.
- Consolidate the reimbursement of medical expenses on a weekly basis and hand them over to the Medical Focal Point
- Is in regular contact with local doctors to get feedback about clinical evolution and the necessary follow-up for MSFF patients.
- Provide feedback about the quality of external health care provided to MSFF staff in Atmeh.
- Prepare pharmacy order on a routine basis according to pharmacy chronogram
- Produce a monthly activity report and send it to Medical Focal Point (a guiding template will be provided: number of consultations discriminated by under and above 5 years, main pathologies, drug consumption and the various problems encountered).

## REQUIREMENTS

**Education:** Fully Licensed Medical Doctor. Desirable diploma in Tropical Medicine.

**Experience:** 2 years' experience MINIMUM as a Medical Doctor or in clinical work (can be within medical training). Desirable in tropical medicine, or post- registration experience in Pediatrics, Public Health, A&E, infectious diseases, general practice, general medicine or minor surgery.

**Languages:** Mission language essential (Arabic and English)

**Knowledge:** Essential computer literacy (word, excel)

**Competencies:**

- People management
- Commitment
- Flexibility
- Results.
- Teamwork.

## HOW TO APPLY

Apply by filling in the required information and attaching an updated CV and cover letter (in English only), along with your most relevant diploma for the position at the link below:

<https://forms.gle/21E7StDApeEuPoqR6>

**CLOSING DATE MARCH 7<sup>TH</sup> - 5:00 P.M**



**MSF IS AN EQUAL OPPORTUNITY EMPLOYER: WE DO NOT CHARGE A FEE FOR ANY APPLICATIONS RECEIVED.  
ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**



**CANDIDATES WITH FIRST- OR SECOND-DEGREE FAMILY TIES WITH CURRENT EMPLOYEES MUST NOT APPLY.**