

## POSITION DESCRIPTION:

### SECTION A: Position Context

Position Title	Tuberculosis Specialist (Nursing and Counselling)
Working Group	Reducing the Impact of Drug-resistant TB (RID-TB) TB Elimination and Implementation Science
Classification	Salary discussed with shortlisted candidates. Airfares, accommodation, visa, medical & travel insurance, mobilisation/demobilisation allowance & other allowances provided.
Location	Daru, Western Province, Papua New Guinea (Travel within PNG and to Melbourne as required)
Effective Date	November 2017

### Purpose:

The TB Specialist (Nursing and Counselling) will work as part of the RID-TB team to design and implement an effective model of care for the detection, treatment and prevention of DS-TB and DR-TB at the facility and community level in Western Province. The position will be responsible for capacity building of provincial TB team staff to deliver high quality patient-centred care for DS-TB and DR-TB, with areas of focus including clinical skills (nursing), patient education and counseling, household contact screening and preventive therapy. The position will work with facility and community-based staff and partners, including World Vision. The position will support the design of systems implementation of protocols, procedures and conduct/support training and on-the-job mentoring.

### Supervision Reporting Relationships:

This positions' supervisor/manager	TB Technical Director, RID-TB Team Leader
Other positions reporting to <u>this</u> position	Provide oversight, direction and support to the RID-TB counsellor, clinical nurse educators and social work mentor.  Receive technical direction and support from the team leader and TB specialists (Care & Treatment and Public Health)

### SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas		
1.	<b>Technical assistance &amp; capacity building</b>	<ul style="list-style-type: none"> <li>Provide support and direction to the hospital and community-based Nursing Officers for their day-to-day clinical mentoring of TB nursing staff responsible for inpatient, ambulatory and outreach care.</li> <li>Liaise with the director of nursing services, DGH training officer, quality nurse manager, World Vision nurse coordinator/s and senior TB medical officer to coordinate structured training for nurses.</li> <li>Support and coordinate the RID-TB hospital and community-based clinical</li> </ul>

Key Responsibility Areas		
		<p>nurse educators and social work mentor to strengthen implementation of relevant aspects of the model of care for DS-TB and DR-TB at the facility and community level.</p> <ul style="list-style-type: none"> <li>• Provide on the job mentoring and structured training for patient education and counselling (PEC) staff.</li> <li>• Coordinate the design and implementation of systems, tools and protocols for high quality PEC.</li> <li>• Work with the TB Specialist (Care and Treatment) to coordinate the design and implementation of case management systems, tools and protocols for patient monitoring, follow-up and retention.</li> <li>• Work with TB Specialist (Public Health) to strengthen the design of Active Case Finding (ACF), contacting screening and delivery of treatment of TB infection (preventive therapy).</li> <li>• Provide support to health system strengthening activities such as clinical governance, data management, supply chain and laboratory systems, as needed.</li> <li>• Provide support to community systems strengthening and/or community engagement as needed.</li> </ul>
2.	<b>Project management, quality improvement &amp; reporting</b>	<ul style="list-style-type: none"> <li>• Responsible for supporting field-based delivery of the RID-TB PEC ANCP project, working with headquarter technical and project management team members.</li> <li>• Design and/or conduct audits, field assessments and reports on areas identified by the RID-TB team.</li> <li>• Support development and implementation of patient information systems and protocols to support the use of patient records/tools.</li> <li>• Support and participate in operational research as needed.</li> <li>• Contribute to the completion of project reporting</li> </ul>
3.	<b>Other</b>	<ul style="list-style-type: none"> <li>• Maintain effective communication, coordination and relationships with relevant project staff, in both PNG and Melbourne</li> <li>• Establish and maintain effective working relationships with donors, implementing agencies and other stakeholders.</li> <li>• Support media or communication material development as requested</li> </ul>
4.	<b>Occupational Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Refer to the "Burnet OHS responsibilities and roles" document for full details on specific OHS obligations and responsibilities of Employees.</li> </ul>

### Occupational Health and Safety

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

### SECTION C: Key Selection Criteria

Qualifications		Essential/ Preferable
	A qualified and registered nurse, midwife or equivalent allied health professional with over 5 years of clinical experience	Essential
	An additional qualification in education, counselling, tropical medicine, international development, public health or global health	Desirable

<b>Experience / Knowledge / Attributes</b>		
1.	Proven knowledge and experience in team management, capacity development / training of staff (preferably in a resource-constrained setting)	Essential
2.	Strong knowledge/skills in TB, patient education & counselling, community-based care and training / capacity building	Essential
3.	Experience in protocol or guideline design, report writing or publications	Essential
4.	Highly adaptable, ability to work in a challenging environment	Essential
5.	Demonstrated analytical, critical appraisal and problem solving skills	Essential
6.	Experience and competency in the use of Microsoft Word, PowerPoint and Excel	Essential
7.	Fluency in English and demonstrated high level communication and interpersonal skills	Essential
8.	Field experience in the clinical and programmatic management of TB/DR-TB in a resource-constrained setting	Desirable
9.	Previous work experience in PNG or the Pacific	Desirable

## Other Requirements

The Burnet Institute is a child safe organisation. The incumbent of this position may be required to undergo a Police Check or Working with Children Check as a condition of their employment.

## SECTION D: Burnet Overview

Burnet Institute is a leading Australian medical research and public health organisation focused on achieving better health for vulnerable communities in Australia and internationally by accelerating the translation of research, discovery and evidence into sustainable health solutions. The Institute is headquartered in Melbourne with programs that operate across Asia, the Pacific and in Africa.

Burnet's culture links innovative discovery-oriented research and implementation research with development and humanitarian action. World-class laboratory and field-based research is integrated into multidisciplinary programs aimed at the prevention, detection and treatment of diseases of global significance. This unique approach allows the Institute to make a tangible and sustainable impact on health in both developed and developing countries.

The Institute has three major thematic programs – Disease Elimination, Behaviours and Health Risk, and Maternal and Child Health, and two expansion programs – Healthy Ageing and Health Security. Staff within these Programs are supported by cross-cutting communities of practice; the disciplines of Life Sciences, Public Health and International Development.

## RID-TB Project Overview

Burnet has a long history of collaborating with donors, Government and other partners in particular areas of need in Papua New Guinea. Since August 2014, Burnet has been a partner in the multi-stakeholder response to the major TB epidemic in Western Province. This epidemic is characterised by the emergence and spread of drug-resistant TB (DR-TB) with Daru as the known hotspot of intense transmission of DR-TB. This is a public health emergency with rates of DR-TB that are arguably the highest documented globally at the district level. At the same time, there is limited capacity nationally, and at the provincial level to deliver and sustain an effective response.

Burnet is contributing to the response as the technical lead in the design of an effective response and in monitoring its implementation. Burnet is utilising a partnership approach with Western Provincial Health Office (PHO), Daru General Hospital and other implementing partners such as World Vision. Burnet implemented Phase I of RID-TB from August 2014 to November 2015, funded by the Australian Aid program via the Department of Foreign Affairs and Trade (DFAT). RID-TB phase IIA (December 2015 – March 2018) aligns Burnet's contribution to the goal and objectives of the Western Province Strategic Plan and South Fly District Implementation Plan. The

successful achievement of the goal and objectives will require adequately resourced contributions from a range of partners. Phase IIA has 5 strategic interventions.

1. Design and support the implementation of a model of patient-centred TB care for Daru (DS-TB and DR-TB) at facility and community level in Daru
2. Identify health systems bottlenecks for TB and design and support the implementation of systems solutions
3. Identify needs, strategies and modalities for community engagement to strengthen the delivery of effective TB care
4. Understand the TB epidemic and the programmatic responses through monitoring, evaluation and operational research
5. Provide technical assessment and guidance for Provincial response planning and implementation

Across all of these areas, Burnet is responsible for building capacity of health workers, program staff, community members, volunteers and other stakeholders in the skills and knowledge they need to deliver the response. Strong collaborative relationships with provincial and national stakeholders from the level of communities to policy makers will remain fundamental to the delivery of technical assistance within the response.

**Further Information:**

For further information, please contact Stephanie Levy (Project Manager, RID-TB)

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