



Health Referent - Health Management Information System Specialist

Candidate Information Pack

January 2023

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Introduction



This is an exciting time to join UK-Med. We have expanded significantly over the last few years and have an ambitious strategy in place for growth.

The world is experiencing an unprecedented level of humanitarian need. Natural disasters, disease outbreaks and conflict can hit at any time. The people affected are often the poorest and most vulnerable and the health problems they experience post-disaster are long-lasting. We believe that they deserve the highest quality emergency medical aid. We seek to save lives, but also to build resilient health systems so that people can lead healthy lives in the future.

At UK-Med, we work together to:

- **Respond** rapidly to emergencies, delivering the expertise needed to support local health services and save people's lives.
- **Prepare** health staff through training and capacity building, enabling health services to be better prepared for emergencies.
- **Learn** and share learning worldwide through our academic partners, ensuring patients get the best care.

This is a pivotal time in our history to join UK-Med. At the end of February 2022, we received the first of many calls asking for help with the crisis in Ukraine. We now have programmes across Ukraine including surgical support, health clinics, and emergency preparedness training. More than 10,000 people have already received direct support or training from UK-Med as a result.

In June 2022, we were awarded EMT (Emergency Medical Team) status by the World Health Organization. A month later, we were formally appointed to provide EMT services for the UK government. As such we are at the front line of the Foreign, Commonwealth and Development Office's response to humanitarian crisis and can also respond to any crisis, anywhere in the world, under our own banner.

We are very excited about our plans and hope you will join us on this extraordinary journey.

David Wightwick

UK-Med Chief Executive Officer

Advert

Role:	Health Referent – Health Management Information System Specialist
Hours:	Part-time, 20% of full-time (equivalent to 1 day per week)
Remuneration:	up to £175 GBP gross per day (dependent on experience, qualifications, and registrations)
Duration:	Open – ended
Location:	Hybrid working with potential travel to Manchester UK-Med Office and deployment to any of the UK-Med response including Ukraine and or to various field offices

Can you use your health expertise to shape our humanitarian health response?

UK-Med is a frontline medical aid charity. Born of the NHS, we've been working for over 30 years towards a world where everyone has the healthcare they need when crises or disasters hit.

We are seeking a small number of health professionals to join us as part-time Health Referents to build on the health expertise in our core team. Our core Health Team has significant expertise in humanitarian healthcare and has always brought in additional expert support through consultancies when required. Following a period of significant growth, we are looking to bring specific expertise into the core team on an ongoing basis through a group of part-time Health Referents.

Our Health Referents will bring specific technical expertise in a variety of health fields to ensure that UK-Med's programme design and implementation remains in line with current best practice.

As a Health Referent, you will provide clinical / technical health expertise and advice, contributing to our work through:

- Advising and guiding our health teams in humanitarian contexts in their planning and work
- Helping design SoPs, policies, and guidance documents for your field of expertise
- Developing capacity building interventions (e.g. training sessions, online learning packages, coaching) to develop skills of UK-Med personnel and our partners (e.g. Ministry of Health staff, other NGOs)
- Helping to ensure we have the right people working in humanitarian responses by shaping role descriptions, person specifications, selection interview questions and model answers
- Working on programme design and proposal preparation for work linked to your expertise
- Contribution to quality assurance and after-action reviews of health activities

Our ideal candidates will be a highly skilled health professionals with significant experience of humanitarian health responses. You will be flexible enough to respond to urgent requests, and able to deliver against longer-term objectives working independently with minimal guidance.

We offer competitive remuneration and benefits along with a friendly working environment and the opportunity to make a real difference through your work.

How to apply

To apply, please submit a **current CV and a supporting letter** (2 pages) that includes a detailed explanation of your suitability for this post with **specific reference to the essential criteria** in the person specification.

Applications must be submitted through our [online jobs portal](#) no later than **Friday 27th of January 2023**

Applications for work in the UK can only be accepted from people with an existing right to work in the UK.

UK-Med is committed to safeguarding of our personnel and beneficiaries and has a zero-tolerance approach to sexual exploitation and abuse. We conduct thorough vetting before any appointment is confirmed.

UK-Med is committed to the principles of diversity, equality, and inclusion. We strive to provide an inclusive and supportive environment where employees feel respected and supported to be able to fulfil their potential.

About UK-Med

UK-Med (www.uk-med.org)

We train and deploy medical teams and specialists to save lives when epidemics, conflict and natural disasters hit. As disasters grow more frequent, severe and complex there has never been a greater need to respond quickly and effectively. We believe in a world prepared to help.

It started in 1988 with a team of eight Manchester clinicians led by our founder Tony Redmond, when a huge earthquake ripped through Armenia. Teams continued to deploy throughout the 1990's and 2000s, and when Ebola struck West Africa in 2014 UK-Med stepped up. We recruited and trained the one hundred and fifty UK clinicians who worked alongside local medical teams, other NGOs and DFID to bring the outbreak under control.

UK-Med has deployed teams to a range of countries and crises including Cape Verde, China, Gaza, Haiti, Bosnia and Herzegovina, Indonesia, Jordan, Kosovo, Pakistan, the Philippines, Sierra Leone and Bangladesh. Our teams have undertaken a range of work on deployment including general medical care, trauma and surgical care, outbreak response and training of local healthcare staff.

The UK EMT

The UK Emergency Medical Team (UK EMT) provides high quality emergency health care solutions in a range of humanitarian contexts on behalf of the UK Government. The programme is led by the Foreign, Commonwealth and Development Office (FCDO) and works under the guidelines of the WHO Classification and Minimum Standards for Medical Teams in sudden onset disasters. We recruit and train teams of UK-based clinicians, normally released for three weeks at a time by NHS employers. At any time, we have a team of sixty clinicians on call who are ready to respond to disasters anywhere in the world within twenty-four hours.

We can respond following earthquakes, cyclones, hurricanes, disease outbreaks or to other humanitarian contexts. Depending on the needs, we might deploy individual personnel, small clinical or advisory teams, self-sufficient primary care facilities or a field hospital including surgical team and inpatient facilities.

UK-Med Vision, Mission and Values

Vision

People affected by epidemics, conflict and natural disasters receive high-quality emergency medical care.

Mission

To provide high-quality essential health care in response to natural and man-made disasters.

Values:

Excellence – The emergency medical care and training we provide is of the highest standard, recognised by both the World Health Organisation and UK government.

Accountable – Our patients, colleagues, partners and donors are at the core of what we do.

Professional – We work to professional standards and interact in a professional manner.

Collaborative – We work with partners and other medical teams to ensure people affected by disasters receive the best possible care.

Effective – We work where the need is greatest, adapting our actions to the specific context.

Altruistic – Saving lives and alleviating suffering is our drive.

Job Description

Job Title	Health Referent: Health Management Information System Specialist
Reports to	Health Director
Duration	Open – ended
Hours	Part-time, 20% of full-time (equivalent to 1 day per week)
Place of work	Hybrid working with potential travel to Manchester UK-Med Office and deployment to any of the UK-Med response including Ukraine and or to various field offices

Purpose of role

To provide expert knowledge and technical input in health information systems, including all data related activities (data collection, analysis, reporting, monitoring and evaluation processes) to support the monitoring of [organisational and programmatic and epidemiological](#) activities, [inclusive of epidemiological monitoring](#)-(if required), ensuring delivery of appropriate methodology and quality of UK-Med and UK EMT health programmes.

Key responsibilities

Supporting field teams

1	Be an accessible source and able to develop and support on HMIS and data management technical advice to teams working directly on responses (data tools, databases, interface and software technical guidance).
2	To prepare HIMS SoPs, template documents, training plans, presentation slides and other resources for interventions (including clinical SoPs if appropriate) and other tools to support operational activities.

Programme and proposal design and development

3	Support the design, creation, revision and adaptation of data collection tools/templates according to organisational and programmatic indicators, and coordinating the development, implementation and follow up of Standard Operating Procedures (SOPs) for documentation.
4	Develop and support implementation of data quality assurance methods to ensure good performance of the activities and reliability of the information, treating with respect and confidentiality all patient information, in order to ensure quality medical care of UK-Med and UK EMT responses.
5	Contribute to design of health programming, defining relevant elements of health responses and contributing to overall design of health responses, through data collection tools to meet epidemiological needs, in close collaboration with health technical advisors -
6	Support supervision of data filing procedures, ensuring that all epidemiology/data software tools are properly used and are updated regularly, in order to ensure full data traceability and availability.

7	To contribute to setting measurable objectives for information systems for health programming, bringing expert input to the design process.
8	To contribute to proposals and bids, including having technical discussions with representatives of donors, delivery partners, Ministries of Health and WHO, as required, in partnership with the MEAL Manager at HQ-
Quality and standards	
9	To set quality standards including clear definitions of quality measures, monitoring process and timelines for implementation of HMIS systems, at HQ and field level.
10	To monitor and review quality of UK-Med / UK EMT activities and outputs in responses with regard to health information systems area of expertise.
11	Contribute to the annual/regular programmatic evaluation plans, in order to improve early detection of risk factors to better define treatment approaches, preventive practices for field responses and programmatic outputs.
Personnel	
12	To be able to contribute to any role descriptions, person specifications and selection processes for technical health roles in responses (e.g., data managers/clerks).
13	If required and requested, support performance review and provide technical expertise to employee relations cases where technical performance is a factor
Field work – to be offered on occasion	
14	Potential to participate in health assessment teams and advance teams for UK-Med and/or the UK EMT (if required) .
15	To deploy with EMT response teams as required, maintaining any core Health Referent work where possible. (A relevant Terms of Reference will be shared when deployed as a Health Management Information System Specialist)
Safeguarding	
1	To comply with and uphold UK-Med safeguarding policies (including child protection, prevention of sexual exploitation and abuse, bullying and harassment) and all Codes of Conduct.
2	To report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
General duties	
3	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
4	To comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
5	To support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.

6	To comply with all health and safety policies and procedures
7	To undertake training and comply with vetting and health requirements (including CRB / police checks, referencing, health screening and vaccination requirements) appropriate to the role as specified by UK-Med.
8	To treat all people including colleagues, patients and other beneficiaries, volunteers, partner staff and the general public with respect and ensure their dignity in interactions with you and UK-Med.
9	Other tasks as might be required to ensure effective delivery of UK-Med deployments, projects and programmes of work

Person Specification

Health Referent – Health Management Information System Specialist

Qualifications / Professional Memberships		
1	Degree in Medicine or Nursing; Biostatistics	Essential
2	Completion of degree (and/or Masters/PHD) in Epidemiology or Public Health with extensive training in statistics and epidemiology	Essential
3	Specialization or training in tropical diseases	Desirable
4	Current registration to practice, as per original degree	Desirable
5	Additional relevant qualifications (e.g., Field epidemiology, Epidemiology for Infectious diseases, Spatial epidemiology)	Desirable
Knowledge, Skills and Experience		
6	Substantial experience in health information systems set up, implementation and management (i.e., data management tools, data communication channels/platforms, data analysis and reporting, training on data management)	Essential
7	Previous experience in definition and project implementation/expert advice on: patient data priorities, baseline (intake) information for medical records, internal & external reporting, quality-data driven research, data collection quality control and assurance.	Essential
8	At least 2 years of experience in M&E/Data Management	Essential
9	Previous experience in communicable diseases outbreak and/or health services information management is an asset.	Desirable
10	Previous experience of managing, supervising or supporting health teams and programmes, ideally in humanitarian health settings.	Essential
11	Previous experience of health teams and programmes, ideally in humanitarian health settings	Essential
12	Experienced in writing and reviewing effective policies, protocols and standard operating procedures	Essential
13	Knowledge of the WHO Emergency Medical Teams initiative	Desirable
14	Ability to organise work to meet deadlines, including urgent responsive work on demand and at short notice	Essential

15	statistical packages, ex. STATA, SPSS, SAS and /or other platforms (Power BI, EpiData, etc)	Essential
16	Excellent communication skills and able to quickly build trust and rapport with a range of stakeholders	Essential
17	Previous experience in emergency health response, global health development or humanitarian programming	Desirable
18	Experience of contributing to the development and delivery of staff development, training and capacity building	Essential
19	Good understanding of spoken and written language in English	Essential
20	Additional languages particularly French, Spanish, or Arabic	Desirable
Personal Attributes		
21	Flexible and adaptable with the ability to respond to changing situations	Essential
22	Works well with colleagues both internally and externally and takes a collaborative approach	Essential
23	Self-motivated and able to work with minimal supervision.	Essential
24	A creative problem-solver with excellent attention to detail	Essential
25	A good decision-maker, able to take effective, considered and timely decisions by gathering and evaluating relevant information	Essential
26	Works independently within area of responsibility and knows when to involve others	Essential
27	Applies technical and professional expertise to the highest standards	Essential
28	Able to prioritise workload and manage competing deadlines.	Essential
29	Willingness and suitability to deploy into humanitarian emergencies as MEAL focal point in support of programmatic setup and bridge gaps.	Essential
30	Ability to travel nationally and internationally to any of the UK-Med response including Ukraine and / or to various field offices.	Essential
31	Willingness to work some weekends and evenings to contribute programme delivery and organisational priorities.	Essential

Key terms and benefits

Salary:	Up to £175 gross per day dependent on qualifications and experience
Working hours:	Part-time, 20% of full-time (equivalent to 1 day per week)
Deployment:	You may be required to spend time overseas in our international programmes of work. You must be fit to deploy and agree to undertake medical assessments to confirm this fitness.
Safeguarding:	To follow UK-Med safeguarding practices as required within the role.
Professional requirements:	Current registration to practice, as per original degree.
Term of contract:	Open ended

UK-MED

Building a world
prepared to help