



# Medical Coordinator/Medical Team Lead – Register

Candidate Information Pack

January 2023

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[uk-med.org](http://uk-med.org)

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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:	Medical Coordinator/Medical Team Lead
Hours:	UK-Med Register role, no guarantee of any work, but if deployed work will be full-time
Duration:	Register members who deploy will be offered fixed-term contracts. The duration will depend on the requirements of the response, but most responses are between 4 and 12 weeks
Pay:	£3,800 - £4,500 per calendar month (extra negotiable)
Location:	Internationally / any of the UK-Med response including Ukraine and or to various other locations.

### Are you an experienced Medical Coordinator/Medical Team Lead skilled in coordinating responses to medical emergencies?

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.

Our responses are staffed from our Register of surge responders. Register members undergo extensive training and vetting in advance, so they can be quickly deployed to where they are most needed. Register members who join a response team are offered a fixed-term contract for the response and paid in line with our globally benchmarked pay scales.

We are seeking several new people to join our teams in Ukraine, to be available to deploy in Medical Coordinator/Medical Team Lead roles, supporting the health needs of internally displaced persons.

Our ideal candidates will be experienced Medical Coordinators/Medical Team Leads who can guide, develop and monitor the overarching implementation of clinical activities on humanitarian responses. UK-Med surges health teams and temporary health facilities into humanitarian contexts anywhere in the world. Our Medical Coordinators/Medical Team Leads need to be able to work with a variety of clinical staff and stakeholders to ensure relevant, technically sound, and high-quality health provision is provided where needed.

You will be capable of providing technical oversight for overall medical responses, including any advisory activities, trainings, and case management, and ensuring all activities are technically sound and of high quality. You will be a skilled manager and technical supervisor, able to get the best out of clinical staff and stakeholders. You will be accountable, with experience in the assessment, implementation and monitoring and evaluation of health activities.

You will be determined, high performing, compassionate and collaborative, as well as being committed to learning and supporting others to learn. Language skills will be an advantage.

We offer excellent learning opportunities and occasional opportunities to work in international humanitarian responses, should you decide to join our Register at a later date.

## How to apply

To apply, please complete the questions and submit your CV through our [Online Jobs Portal](#) as soon as possible.

This vacancy will close as soon as we have received enough strong applications. This is an ongoing recruitment campaign to support our current missions.

*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](http://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

### Our Vision

A world where everyone has the healthcare they need when crises or disasters hit.

### Our Mission

We save lives in emergencies.

When health services are overwhelmed, we get expert health staff to where they're needed fast.

We help communities prepare for future crises.

### We Value:

#### Excellence

We set high standards for ourselves and the organisation. We strive to be outstanding in everything we do.

#### Determination

We have a can-do attitude and thrive on problem solving. No matter what the challenge, we explore all options so if there's a way we'll find it. We don't give up easily.

#### Compassion

We care about people. The health and wellbeing of our patients and our people is central to everything we do.

#### Learning

We believe in knowledge-sharing and giving people the means to develop their capabilities. We value learning and continual growth.

#### Collaboration

Working in partnership with stakeholders, communities and colleagues is key to the success of our work.

We respect the skills, knowledge and experience of those we work with and take care to listen and adapt to changes in need.

# Job Description

<b>Job Title</b>	Medical Coordinator/Medical Team Lead
<b>Duration</b>	Register members who deploy will be offered fixed-term contracts. The duration will depend on the requirements of the response, but most responses are between 4 and 12 weeks.
<b>Hours</b>	UK-Med Register role, no guarantee of any work, but if deployed work will be full-time.
<b>Place of work</b>	Internationally / any of the UK-Med response including Ukraine and or to various other locations.

## Purpose of role

- To provide relevant technical oversight for the overall UK-Med response, including any advisory activities, trainings, and case management, and ensure all activities are technically sound and of high quality.
- Line manage and technically supervise clinical team members, e.g. medical doctors, nurses, IPC staff, etc.
- Be the overall accountable person for the health activities of the deployment including assessment, implementation, monitoring and evaluation.

## Key responsibilities

### Technical

1	Supervise and support effective and safe clinical management of the deployed team and any national colleagues within the allocated facility/ies, while providing mentoring and on-the job supervision where needed of national staff in compliance with any national and WHO clinical guidelines
2	Support the clinical team to be consistent with established best practices and global technical response standards throughout the deployment period and seek support from Technical Lead when required
3	Ensure clinicals team adhere to all protocols, policies and guidelines, as outlined by UK-Med as well as those of the national MoH and WHO
4	Develop and maintain relationships with health actors and stakeholders involved in the response to further improve the activities being delivered and also to establish and referral mechanisms where required
5	Ensure all necessary tools and guidelines are in adherence with WHO and National MoH strategy in all relevant technical areas, are available and being effectively used
6	Ensure that clinical team members are maintaining medical ethics and full patient beneficence in all clinical decisions and act as an arbitrary when issues arise and/or require support of UK-Med HQ



7	Support existing surveillance systems and aim to improve these when necessary in support with the MoH/WHO Country office if necessary and according to context needs
8	Ensure full data collection is in place to inform programming and on-going evaluation of health activities in collaboration with the Technical Lead at HQ
9	Ensure clinical risk management in collaboration with the UK-Med Technical Lead, and make sure all clinical incidents are appropriately documented, investigated and learned from to prevent future incidents
10	Develop, plan, and deliver trainings curriculum on any respective gaps identified, ensuring they align with National Strategy and respecting all local customs and are appropriate for context and resources
11	Support technical recommendations in collaboration with the Technical Lead at HQ for any additional specialised health areas as required, including surveillance, laboratory services, infection prevention and control, etc.
12	Prepare regular technical reports to be shared with internal and external stakeholders as required, including trends, challenges, opportunities, and recommendations
<b>Other</b>	
13	Participate in the preparation of team weekly SitRep
14	Conduct individual team members appraisal reports at the end of a deployment and/or mid-term points
15	Contribute where appropriate to the final deployment report
16	Conduct an EoD debrief with Technical Lead of deployment to share challenges and learning from mission
17	Comply with UK-Med policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures
18	Submit any appropriate contributions to the end of mission report, specifically technical input relating to activities undertaken
19	Ad hoc duties as directed by the Team Lead
<b>Safeguarding</b>	
20	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
21	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion
<b>General duties</b>	
22	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy
23	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism and anti-slavery
24	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts

25	Work within the security framework and subsequent rules and procedures put in place for the deployment depending on the context
26	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med
27	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
28	Other tasks as might be required to ensure effective delivery of UK-Med / READY / projects and programmes of work

# Person Specification

## Medical Coordinator/Medical Team Lead

<b>Qualifications / Professional Memberships</b>		
Q1	Any relevant medical qualifications (eg. Nurse, MD, MPH)	Desirable
<b>Knowledge, Skills and Experience</b>		
S1	Significant experience of working as a Medical Coordinator (expected to be at least 5 years)	Essential
S2	Experience in providing medical coordination support to humanitarian health responses (expected to be at least 2 years)	Essential
S3	Ability to coordinate a response to a medical emergency	Essential
S4	Understanding of best practice and global technical response standards (eg. Sphere, WHO EMT standards, ethics, etc.)	Essential
S5	Experience in managing and supervising clinical team members to achieve high standards of work	Essential
S6	Excellent communication and interpersonal skills; able to communicate complex technical requirements and information in an accessible way	Essential
S7	Experience in preparing project assessments and monitoring and evaluation reports of deployment activities	Essential
S8	Experience of working in difficult contexts and with a range of stakeholders to achieve objectives	Essential
S9	Good understanding of spoken and written language (equivalent to UN Level III) in English	Essential
S10	IT proficiency, including MS Word, MS Excel and Email	Essential
S11	Additional languages particularly French, Spanish or Arabic	Desirable
<b>Personal Attributes</b>		
A1	Personal integrity and the highest standards of personal conduct	Essential
A2	Commitment to high performance, striving for excellence in all aspects of work	Essential
A3	Determined; working hard to get the job done and finding solutions to problems	Essential
A4	Compassionate; putting the health and wellbeing of patients and colleagues at the heart of all actions	Essential

A5	Collaborative; inclusive and respectful in all interactions with others, and an active and skilled communicator	Essential
A6	Committed to learning; continuously developing own skills, supporting the development of others and contributing to continuous improvement	Essential
A7	Able to work independently with limited supervision	Essential
<b>Practical requirements</b>		
P1	Will be practically available frequently enough, for long enough periods to deploy to diverse contexts	Essential
P2	Willingness to commit time to and provide authorisation for vetting procedures, medical clearance, training and development and other readiness activities	Essential
<b>UK-Med Core Humanitarian Competencies</b>		
C1	Understands operating contexts, key stakeholders and practices affecting current and future humanitarian interventions	Essential
C2	Is accountable for own work and uses resources effectively to achieve lasting results	Essential
C3	Develops and maintains collaborative and coordinated relationships with colleagues, stakeholders and staff	Essential
C4	Operates safely and securely in pressured environments	Essential
C5	Adapts to pressure and change to operate effectively within humanitarian context	Essential
C6	Demonstrates humanitarian values and principles, and motivates others to achieve results in complex situations, independent of role, function or seniority	Essential

## Key terms and benefits

<b>Salary:</b>	£3,800 - \$4,500 per calendar month (negotiable).
<b>Working hours:</b>	UK-Med Register role, no guarantee of any work, but if deployed work will be full-time.
<b>Annual Leave:</b>	33 days per year including public holidays (equivalent to 14.5% additional holiday pay if in contexts where holiday cannot be taken).
<b>Safeguarding and sanctions:</b>	<p>To ensure the suitability for the role's work with both adults and children, and/or work within regulated environments (CAA, MRHA) an assessment of suitability for this work will be completed which will include DBS / police checks. For work in some countries or funded by some donors we will also run a comprehensive sanctions / suitable person check.</p> <p>Suitability for this work is a condition of employment.</p>
<b>Health and medical:</b>	<p>Health clearance as 'fit to deploy' by our occupational health provider is an essential requirement for deployment in this role.</p> <p>You must complete course of all required vaccinations to be cleared for deployment.</p>
<b>Professional requirements:</b>	There are no required professional memberships although relevant memberships may be an advantage.
<b>Term of contract:</b>	Register members who deploy will be offered fixed-term contracts. The duration will depend on the requirements of the response, but most responses are between 4 and 12 weeks.

# UK-MED

Building a world  
prepared to help