

## **TERMS OF REFERENCE**

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|---------------------------|---|
| <b>Role:</b>              | Programme Coordinator (Consultancy)   |
| <b>Location:</b>          | Ivory Coast   |
| <b>Reporting to:</b>      | West and Francophone Africa Programme Manager   |
| <b>Key relationships:</b> | Lifebox programme team; external stakeholders and partners; clinical team; communications & development staff; Global CEO and COO |
| <b>Duration:</b>          | 1 year  |
| <b>Time commitment:</b>   | Minimum 3 days per week   |

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### **ABOUT LIFEBOX**

Lifebox ([www.lifebox.org](http://www.lifebox.org)) is a global nonprofit dedicated to improving surgical safety in low and middle-income countries. We are registered in the USA, UK and Ethiopia. Founded in 2011 by the authors of the WHO Surgical Safety Checklist, Lifebox works to ensure that surgical teams around the world have the tools and training needed to provide the safest care possible for their patients. Our work focuses on three core areas of work: anaesthesia safety, reducing surgical site infections, and improving teamwork in the operating room.

Surgical site infections (SSIs) are the most common cause of hospital acquired infections in low and middle income countries (LMICs), with affected patients having a twofold increase in mortality and a five-fold increase in readmission after discharge compared to high income countries. Many infections are preventable when proper precautions are taken and established standards followed.

The World Health Organization (WHO) developed the Surgical Safety Checklist to decrease errors and adverse events and improve teamwork and communication amongst the surgical team. The Checklist identifies a set of perioperative safety standards, and with active and effective use, has been proven to cut infections and deaths following surgery in half. The Checklist is now part of standard surgical practice throughout the world, however in many settings successful compliance remains low. Lifebox's Clean Cut® program is designed to improve key perioperative infection prevention practices to reduce the incidence of SSIs and create an environment conducive to the successful use of the Checklist.

Lifebox has distributed over 8,500 pulse oximeters in the West and Francophone Africa Region, accompanied by oximetry workshops from 2010. In late 2020, the Clean Cut program was launched in the countries of Madagascar and Liberia with excellent preliminary results.

We are seeking to further develop and implement our Clean Cut program in the Ivory Coast, in partnership with Smile Train. As part of the Smile Train-Lifebox Safe Surgery and Anesthesia

Initiative, we will adapt and pilot the Clean Cut program at three Smile Train partner facilities (two in Ethiopia and one in Ivory Coast) via the entry point of cleft surgery, over a period of 12 months. This program will support surgical and anaesthesia teams in their processes and teamwork, and to build the resilience of surgical systems.

**Objective: to coordinate and manage the implementation of Clean Cut for Cleft in the Ivory Coast**

Responsibilities will include:

1. In close collaboration with the global Lifebox programmes and clinical team, coordinate and manage the implementation of the Clean Cut™ programme at the selected facilities. This will include:
  - a. Coordinate the IBR validation process
  - b. Identify hospital teams at each site
  - c. Plan and organise programme set-up and launch
  - d. Plan, organise and document all meetings, workshops and trainings
  - e. Ensure that activities and deliverables are on-track and troubleshoot; escalate where concerns arise
2. Represent Lifebox to develop and maintain positive relationships with key internal and external stakeholders, including partners, relevant professional societies, and Ministries of Health
3. Manage and monitor a budget, ensuring that expenditure is fully documented and in-line with local regulations and requirements
4. Other tasks as agreed with the Lifebox Programmes and Global Clinical Director

**PERSON SPECIFICATION**

**Essential**

- Postgraduate degree in public health or related medical field (or significant relevant experience)
- Demonstrable knowledge and understanding of global surgery
- Ability to build relationships and networks within surgical, anaesthesia and nursing communities in Ivory Coast, regionally and globally
- Demonstrable experience of program management
- Ability to effectively manage and prioritise multiple work streams, and to work independently and proactively
- Ability to manage budgets and meet deliverables and deadlines
- Excellent written and spoken French, fluency in English is desirable but not essential

**Desirable**

- Clinical experience
- Experience of delivering coaching/training
- Research experience

**TO APPLY**

Please send a CV and cover letter to [bella.lima@lifebox.org](mailto:bella.lima@lifebox.org), stating:

- How you meet the person specification
- Your availability
- Remuneration expectations (daily rate)

Interviews will be held via Zoom ASAP