



*Republic of the Marshall Islands*  
**MINISTRY OF HEALTH**  
**P.O. Box 16**  
**Majuro, Marshall Islands 96960**  
Phone: (692) 625-5660/5661 \* Fax: (692) 625 3432 \*



### **JOB DESCRIPTION**

<b>Position Title</b>	<b>Nurse – Infection Prevention and Control Specialist</b>
<b>Position Type</b>	Short-term, Technical Consultant/Contractor
<b>Ministry and Division</b>	Ministry of Health and Human Services, Bureau of Majuro Health Care Services, Majuro Hospital
<b>Location</b>	Delap Village, Majuro Atoll
<b>Contract Period</b>	12 months; possible extension for up to another 12 months pending need, work performance and funding availability
<b>Immediate Supervisor</b>	Dr. Rodney Catilo, Infection Prevention and Control Chair, Majuro Hospital
<b>Contracting Agency</b>	Pacific Island Health Officers' Association (PIHOA) on behalf of RMI MOHHS
<b>Salary/Compensation</b>	Negotiable based on academic qualifications and experience pertinent to the stated job responsibilities

**JOB PURPOSE:** The Nurse IPCS, as a short-term, technical consultant/contractor, will support the planning, coordination and implementation of the Republic of the Marshall Islands' (RMI) Ministry of Health and Human Services (MOHHS) COVID-19 Preparedness and Response Plan, with specific focus on strengthening systems, policies, protocols and capacities for effective and timely infection control to reduce COVID-19 transmission risk in all healthcare facilities.

**KEY RESPONSIBILITIES:** Under the direction and supervision of the designated RMI MOHHS Supervisor, the Nurse IPCS will be responsible for:

1. At the commencement of the contract period, collate and review all existing RMI MOHHS IPC policies, guidelines and protocols. If required after the review, refine and/or develop new policies, guidelines and protocols, including policies, protocols and tools for the planning and implementation of baseline and periodic standardized infection prevention and control (IPC) audits (assessments) of all healthcare facilities, health worker practices and IPC administrative controls aligned to RMI MOHHS IPC standards and guidelines;
2. At the start of contract, coordinate and conduct baseline audit of all healthcare facilities, healthcare worker IPC practices and IPC administrative controls against RMI MOHHS' IPC standards and guidelines, including review of current and historical medical, lab and other records for healthcare facility acquired infections and other IPC data markers of concern. Continue to coordinate and conduct these audits at regularly scheduled intervals throughout the contract period with formal audit reports to be submitted to the designated RMI MOHHS Supervisor;
3. Plan and conduct routine (daily) monitoring and troubleshooting of IPC practices by all healthcare staff and administrative controls for compliance and status of agreed corrective actions. This includes formally documenting and reporting all instances of non-compliance and progress of corrective actions to the designated RMI MOHHS Supervisor;
4. Under the direction of the designated RMI MOHHS Supervisor and in consultation with key RMI MOHHS staff and relevant technical partners, develop and implement an IPC training plan and schedule for all RMI MOHHS health workers, including routine refresher trainings;
5. On a weekly basis, analyze and compile summary report (or dashboard) of the results of all IPC baseline/period assessments and monitoring activities to inform on-going planning, implementation and

evaluation of IPC and IPC strengthening-related activities. When requested, may also be required to support the designated RMI MOHHS Supervisor to report results and recommendations directly to the RMI MOHHS' Senior Leadership Team (SLT);

6. Monitor and coordinate with RMI MOHHS Medical Supply Office, Housekeeping and Biomedical Technicians to ensure personal protective equipment/gear (PPE) and sanitation and hygiene supply stocks are maintained at optimal supply levels to ensure effective and timely IPC at all times, including proper and safe storage and sanitation of all medical equipment and supplies; and
7. Any other duties as assigned by the designated RMI MOHHS Supervisor in line with the core duties and responsibilities of this position.

**Key Deliverables:**

1. Strengthened RMI MOHHS IPC systems, policies, protocols and staff capacities for the timely and accurate detection, response and mitigation of the spread of COVID-19 and other infectious diseases amongst healthcare workers and patients in all healthcare facilities;
2. 100% of RMI MOHHS staff fully trained in IPC – IPC standards general to all healthcare staff and IPC standards specific to various public health and clinical service delivery areas/units;
3. Established and maintained system and schedule of regularly implemented IPC audits and routine, daily monitoring of all healthcare facilities, staff practices and administrative controls for quality, comprehensive and timely IPC application in all service unit settings;
4. Established and maintained system and schedule of monitoring and alert response thresholds/triggers for healthcare facility-acquired infections;
5. Established and maintained system and schedule of compiling, analyzing and reporting of key IPC performance measures, including documentation and reporting of all instances of non-compliance and status of corrective actions; and
6. All IPC practices and interventions well-resourced and supported due to adequate and well-maintained PPE and sanitation supply stocks and all medical equipment properly maintained and sanitized.

**DESIRABLE REQUIREMENTS:**

**Qualification:**

1. Minimum of a Bachelor's of Science (BS) degree in Nursing from an accredited tertiary institution, with strong preference for individuals with IPC specialization; Master's in Nursing preferred
2. Current IPC Certificate from recognized certification body
3. Valid CPR (Cardiopulmonary Resuscitation) Certificate from recognized certification body

**Skills:**

1. Minimum of 5 years working experience in the field in IPC, with strong preference for IPC experience in limited-resource settings
2. Demonstrated advanced knowledge of IPC and healthcare-associated infections and infectious diseases, particularly in tropical settings
3. Demonstrated experience and ability to detect and manage infectious disease risks in diverse healthcare settings and to develop appropriate policies, procedures and mitigation strategies to detect and respond to high risk events/situations to reduce and/or eliminate infectious disease spread amongst healthcare workers and patients
4. Must have demonstrated high level of interpersonal skills and the ability to facilitate effective communication amongst all level of staff, patients and outside organizations
5. Must have excellent computer and English speaking/writing skills given the intensity for timely and effective communication and reporting requirements of the position
6. Must have excellent observational skills, attention to detail and able to demonstrate high-level critical-thinking and effective decision-making

7. Must be self-motivated, disciplined and able to operate with limited supervision
8. Must demonstrate compassion, patience and ability to adapt to less-than-ideal and intense working conditions;
9. Demonstrated ability to work collaboratively with other healthcare professionals and external technical partners in a team-based environment
10. Must have valid passport to be able to travel domestically and internationally
11. When requested, must be able to submit to a Background Check for verification of good standing

**Other Requirements:**

1. If relevant to the position, must be able to be able to submit for a Certificate or License of Professional Practice from the RMI MOHHS' Medical Certification and Licensure Board prior to contract execution. This Certificate/License of Practice must be maintained in good standing throughout the contract performance period. Failure to do so may result in immediate termination.

**Other Information/Benefits:**

- In addition to a competitive negotiated, flat-rate monthly base compensation, the successful candidate will be provided up to, but not exceeding, USD 1,500 in monthly housing allowance paid directly to the owner upon receipt of executed rental (housing) contract. Any rental expenses beyond USD 1,500 will be at the expense of the candidate.
- The candidate will be eligible for certain reimbursable expenses upon submission of proper receipt and payment documentation, including up to but not exceeding, USD 40 per month in local transportation (fuel, taxi, or car rental) expenses, and up to but not exceeding USD 200 per month in local communication expenses (internet/cell cards or wifi/mifi installation and usage fees). Any expenses incurred beyond these ceilings will be at the expense of the candidate.
- All other office and program supplies needed to conduct required work will be provided by PIHOA and the RMI MOHHS, including, but not limited to a laptop and relevant software subscriptions and laptop accessories and general office supplies (PIHOA) and office space (RMI MOHHS).
- All international travel expenses between candidate's home base and duty station will be fully covered by PIHOA using the most economically and direct travel routes (coach class), including any required transit accommodation and related expenses (ground transportation to/from airport and transit hotel) and transit daily subsistence allowance per PIHOA's Travel Policy, at start and conclusion of contracted performance period. Any accompanied luggage/cargo, or excess weight expenses and travel insurance fees may be eligible for reimbursement upon submission of proper expenses receipts from the airline and travel insurance provider. Any local, domestic travel required in the conduct of work within the RMI will be covered by the RMI MOHHS. All other travels not associated with contracted work will be at the expense of the candidate.
- Aside from what is stated above, no other benefits will be provided by PIHOA or the RMI MOHHS. Any medical or other insurance expenses, local and home base taxes will be the responsibility of the candidate. PIHOA, however, will maintain some funds under its sub-contract with the RMI MOHHS to support any, upfront expenses for emergency, medical evacuation, in the event such will be needed.
- At this time and until further notice, all successful candidates will have to undergo pre-departure and arrival quarantine and COVID-19 testing at designated RMI government quarantine facilities in Fiji or Hawaii, and on Majuro, RMI. All pre-departure and arrival quarantine-related expenses will be covered by PIHOA and the RMI Government.

Approved by:

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MOHHS Secretary of Health

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Date



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### **JOB DESCRIPTION**

<b>Position Title</b>	<b>Nurse – Infection Prevention and Control Specialist (IPCS)</b>
<b>Position Type</b>	Short-term, Technical Consultant/Contractor
<b>Ministry and Division</b>	Ministry of Health and Human Services, Kwajelein Atoll Health Care Services, Ebeye Hospital
<b>Location</b>	Ebeye Island, Kwajelein Atoll
<b>Contract Period</b>	12 months; possible extension for up to another 12 months pending need, work performance and funding availability
<b>Immediate Supervisor</b>	Dr. Joaquin Jaka Nasa, Chief of Staff
<b>Contracting Agency</b>	Pacific Island Health Officers' Association (PIHOA) on behalf of the RMI MOHHS
<b>Salary/Compensation</b>	Negotiable based on academic qualifications and experience pertinent to the stated job responsibilities; paid in monthly installments (USD)

**JOB PURPOSE:** The Nurse IPCS, as a short-term, technical consultant/contractor, will support the planning, coordination and implementation of the Republic of the Marshall Islands' (RMI) Ministry of Health and Human Services (MOHHS) COVID-19 Preparedness and Response Plan, with specific focus on strengthening systems, policies, protocols and capacities for effective and timely infection control to reduce COVID-19 transmission risk in all healthcare facilities.

**KEY RESPONSIBILITIES:** Under the direction and supervision of the designated RMI MOHHS Supervisor, the Nurse IPCS will be responsible for:

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4. Under the direction of the designated RMI MOHHS Supervisor and in consultation with key RMI MOHHS staff and relevant technical partners, develop and implement an IPC training plan and schedule for all RMI MOHHS health workers, including routine refresher trainings;
5. On a weekly basis, analyze and compile summary report (or dashboard) of the results of all IPC baseline/period assessments and monitoring activities to inform on-going planning, implementation and

evaluation of IPC and IPC strengthening-related activities. When requested, may also be required to support the designated RMI MOHHS Supervisor to report results and recommendations directly to the RMI MOHHS' Senior Leadership Team (SLT);

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7. Any other duties as assigned by the designated RMI MOHHS Supervisor in line with the core duties and responsibilities of this position.

**Key Deliverables:**

1. Strengthened RMI MOHHS IPC systems, policies, protocols and staff capacities for the timely and accurate detection, response and mitigation of the spread of COVID-19 and other infectious diseases amongst healthcare workers and patients in all healthcare facilities;
2. 100% of RMI MOHHS staff fully trained in IPC – IPC standards general to all healthcare staff and IPC standards specific to various public health and clinical service delivery areas/units;
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4. Established and maintained system and schedule of monitoring and alert response thresholds/triggers for healthcare facility-acquired infections;
5. Established and maintained system and schedule of compiling, analyzing and reporting of key IPC performance measures, including documentation and reporting of all instances of non-compliance and status of corrective actions; and
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**DESIRABLE REQUIREMENTS:**

**Qualification:**

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8. Must demonstrate compassion, patience and ability to adapt to less-than-ideal and intense working conditions;
9. Demonstrated ability to work collaboratively with other healthcare professionals and external technical partners in a team-based environment
10. Must have valid passport to be able to travel domestically and internationally
11. When requested, must be able to submit a Police Report of good standing

**Other Requirements:**

1. Where relevant to the position, must be able to pass and receive Certificate or License of Practice from the RMI MOHHS' Medical Certification and Licensure Board prior to contract execution. This Certificate/License of Practice must be maintained in good standing throughout the contract performance period. Failure to do so may result in immediate termination.

**Other Information/Benefits:**

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\_\_\_\_\_  
MOHHS Secretary of Health

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Date