

Call for Expression of Interest;

Organization or Agency:	International Organization for Migration (IOM)
Position Title:	Medical Escort - Doctor
Organizational Unit:	Migration Health Division
Duty Station:	Erbil - Iraq
Type of Contract:	Escort Contract
Grade:	N/A
Duration of Appointment:	Three (3) months with possibility of extension
Closing Date:	21 st August 2023
Reference Code:	EOI2023/IRQ/198

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged, as well as the internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, the internal candidates are considered as first-tier candidates.

Context and Core Functions / Responsibilities

Under the overall supervision of the Deputy Chief of Mission, and direct supervision of the Chief Migration Health Officer (HAP), the successful candidate will perform the following duties.

Core Functions / Responsibilities

Prior to departure:

1. Verify validity of passport, visa and medical license. Ensure that the copy of medical license is prepared for the trip.
2. Undertake pre-departure preparations consisting of familiarization with the escorted beneficiary(ies) and their medical files, as well as discussion and planning with the IOM medical team in the country of departure or the Regional Office (RO) and with external specialists, as necessary. Remote consultations with the receiving healthcare provider, IOM HQ or specialists in other IOM country offices may be necessary depending on the situation and are particularly important for severe medical cases.
3. Ensure that the Medical Information Form (MEDIF) or Medical Information Form for Air Travel (MEDA) has been submitted to the respective airline and their approval received.
4. Examine all aspects of the trip well in advance of departure, such as flight and layover duration, access to medical facilities, and special travel arrangements (e.g. wheelchair, special seating or stretcher, oxygen, ambulance, and others).
5. Become familiarized and sign off on the written Medical Escort Plan (MEP). Ensure that the MEP includes specific instructions and actions to be taken during transit and destination, such as focal persons to be met, communications to be maintained with identified parties, and options in the event of contingencies. The MEP should also specify the frequency and nature of vital signs and other parameters to monitor and document (e.g. oxygen saturation in flight), as well as which interventions to perform and the scope of an interim "fitness to travel" assessment that should be conducted between travel segments, as applicable. If such information is not provided, request clarifications of each point from the IOM case managers.
6. Obtain emergency contact information (for both OPS and MHD staff) for use in transit, at the port of entry (POE) and at the final destination (FD).

7. Check the content of the medical escort's kit, request additional medication or medical equipment as needed. Maintain a written inventory of supplies used during travel to be submitted to the IOM mission upon return.
8. Ensure that several copies of the Medical Escort forms MH06-B and MH06-D are prepared for the trip, and one set of forms MH06-A and MH06-C.
9. Ensure that a mobile phone with international roaming is available and in good order. Keep open communication channels before departure, in transit (if necessary, in-flight) and upon arrival.
10. Introduce him/herself and brief patients and their families on the MEP prior to travel. Patients should be briefed on what to expect from the ME service, including the responsibilities of an IOM ME towards escorted cases (e.g. escorted patients and their families should be aware that the escort is required to remain in close proximity to the escorted case throughout the journey).
11. Ensure that the escorted individual(s) is/are fit to travel prior to departure. The ME reserves the right to cancel the escorted individual(s) from a flight after evaluating their clinical condition if they are deemed not fit to travel. The cancellation should be done in coordination with the physician in IOM Jordan or the relevant RO, if there is no MHD presence in the mission. Immediately notify the relevant MHD and Operations staff of any event that may result in a delay/alteration of the plans.

In transit:

12. Introduce him/herself to airplane cabin staff, briefly explain the ME's duties and engage their assistance in case of a medical emergency. Provide medical assistance, as well as non-medical support, to other beneficiaries travelling under the auspices of IOM as needed.
13. Follow the MEP, regularly monitor the health status of escorted beneficiary(ies) and other beneficiaries in need of medical assistance. If necessary, provide emergency interventions in coordination with the airline crew, and if available, ground medical team. Record medical notes, observations and interventions in a comprehensive manner, with appropriate frequency and detail.
14. Perform fitness-to travel check before each travel segment.
15. Stay in close proximity to the beneficiary(ies) throughout the journey. Do not leave the beneficiary(ies) unattended without a legitimate reason and for longer than absolutely necessary. Inform beneficiary(ies) about your whereabouts and expected time of return whenever the absence is necessary.
16. In case of significant deterioration of the beneficiary's condition that results in travel deviation or a need for special reception arrangements, such as unplanned hospitalization, immediately notify IOM staff in the sending and receiving missions and, if applicable, the transit mission. Stay with the patient until released by the IOM staff in sending or receiving missions, as well as the medical personnel assuming further care of the patient.

Upon arrival:

17. At the end of the itinerary, hand over the escorted patients to a responsible entity. If a planned or emergency hospitalization is required immediately upon arrival or during transit, the handover should only be made to clinical staff at the hospital.
18. Ensure that any un-escorted onward travel connections are completely understood by the passenger, accompanying family members, non-medical escorts, or partner agencies.
19. Upon handover of the beneficiary(ies) to the receiving party, fill in the Migrant Handover Notification Form (MH06-D) and get it signed by the receiving party. Provide one copy to the receiving party and retain the other copy. Release the medical records and a copy of the Observation and Intervention Report (MH06-B) to the beneficiary(ies) or his/her guardian.
20. If any special medical equipment, such as a portable oxygen concentrator (POC), was obtained for the beneficiary's use during the movement from the POE to the FD, ensure that it is returned, or booked to return, to the IOM POE or an external service provider, as per instructions received before travel or at the POE.
21. Submit the Migrant Handover Notification Form (MH06-D), the Escort Report Forms (MH06-A and B), the Medical Escort Checklist (MH06-C), the medical escort kit and the mobile phone (if provided by IOM) to IOM Jordan within 1 (one) week of return to the duty station, unless agreed otherwise.
22. Perform other duties as may be assigned.

Required Qualifications and Experience:

Education

- University Degree in Medicine from an accredited academic university or institute.

Experience

- Minimum of four years of clinical experience.
- Valid certification in Advanced Cardiovascular Life Support (ACLS).
- Clinical specialty linked to the medical profile of the escorted beneficiary (advantage if: Emergency Medicine, Internal Medicine, Pediatrics, Neurology, Psychiatry, Anesthesiology, Cardiology or Pulmonology)
- Having a Valid Visa/Passport to USA, Canada, Australia, UK or Schengen (advantage)

Languages

- Fluency in Kurdish & English language is required.
- Fluency or working knowledge of Arabic language is an advantage.

Competencies

The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

Integrity and transparency: Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

Professionalism: Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioural indicators – Level 1

Teamwork: Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

Delivering results: Produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.

Managing and sharing knowledge: Continuously seeks to learn, share knowledge and innovate.

Accountability: Takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

MANAGERIAL COMPETENCIES - Behavioral indicators – N/A

Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.

Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.

Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.

Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.

Humility: Leads with humility and shows openness to acknowledging own shortcomings.

IOM IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse

IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).

How to apply:

While this vacancy is open to both Internals and Externals, priority shall be given to qualified Internal applicants.

Interested candidates are invited to submit their applications via a link:

<https://iraqdatacenter.iom.int/Vacancy/Apply/EOI2023IRQ198>

For an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From: 07.08.2023 to 21.08.2023