



Scope of Work



Country: **Tanzania**
Host site: **Regional Hospital Laboratories**
Partner organization: **Ministry of Health and Social Welfare and Boulder
Community Hospital (Colorado)**
Assignment title: **Lab Mentor**
Length of assignment: **3 - 12 months**

OVERVIEW OF VOLUNTEER ASSIGNMENT

The American International Health Alliance (AIHA) manages the HIV/AIDS Twinning Center, a program funded by the US President's Emergency Plan for AIDS Relief (PEPFAR) and designed to strengthen human and organizational capacity to provide quality HIV/AIDS prevention, care, and treatment services through volunteer-driven activities. In Tanzania, AIHA currently supports five twinning partnerships on: nursing; social work; laboratory science; palliative care; and substance abuse, as well as the Volunteer Healthcare Corps, a component of the Twinning Center that facilitates placement of highly qualified professionals in long-term volunteer assignments with organizations and institutions, including care and treatment centers, that are receiving US government support.

Working with the US Centers for Disease Control and Prevention (CDC) and Tanzania's Ministry of Health and Social Welfare (MOHSW), the Twinning Center established in October 2006 a partnership linking Boulder Community Hospital (BCH) in Colorado and five Zonal Laboratory Schools spanning Tanzania with the objective of strengthening clinical laboratory capacity in the country. In July 2007, CDC, MOHSW, and the Twinning Center shifted partnership priorities to focus on developing the HIV/AIDS expertise and capacity of the country's regional hospital laboratories through professional mentoring.

In-country placement site: Regional Hospital Laboratory

MOHSW/CDC selected the following laboratories for capacity building support from AIHA and 10 Regional Laboratories were assessed on BCH's first professional exchange visit from October 28-November 9, 2007. Five laboratories were identified for "fast tract" support from Lab Mentors (indicated with ***)

Eastern Zone

1. Mwananyamala Hospital Laboratory – Dar es Salaam
2. Amana Hospital Laboratory – Dar es Salaam
3. Temeke Hospital Laboratory – Dar es Salaam***
4. Tumbi Special (Regional) Hospital Laboratory – Pwani

Northern Zone

1. Bombo Regional Hospital Laboratory – Tanga
2. Dodoma General Hospital Laboratory – Dodoma***
3. Singida Regional Hospital Laboratory – Singida***

Lake Zone

1. Sekoutoure Regional Hospital Laboratory – Mwanza***
2. Musoma Regional Hospital – Mara***

Zanzibar

1. Chake-Chake Hospital Laboratory, Pemba - Zanzibar

Length of the assignment: 3 - 12 months

Name and title of supervisor: Regional Hospital Medical Officer In-Charges

Name and title of counterparts: Regional Lab In-Charges

Volunteer qualifications:*Required:*

- Minimum of 5-10 years of laboratory management experience and/or related field
- Medical laboratory technologist, pathologist, or laboratory scientist with a Masters Degree in laboratory science or other related medical laboratory experience strongly preferred
- Strong knowledge of and expertise in QMS monitoring activities, such as accreditation requirement preparation
- Knowledge of international laboratory standards will be an added advantage
- Experience in application of necessary documents pertaining to laboratory quality assurance, particularly ISO 15189
- Experience in providing training or teaching laboratory science.
- Ability to assist with project development and accept other assignments as designated by BCH senior technical advisor, Tanzania Ministry of Health officers, and CDC task leaders

Preferred:

- Strong oral and written communication skills
- International experience, particularly in resource-limited countries
- Flexible and ready to adapt to, and effectively manage, changing priorities
- Excellent problem-solving skills and critical thinking abilities
- Culturally sensitive
- General good health

OBJECTIVE OF THE VOLUNTEER ASSIGNMENT

Objective: To improve HIV/AIDS diagnostic services available at Tanzania's regional hospital laboratories by increasing the knowledge and understanding of key components of quality diagnostic services among regional laboratory personnel

ACTIVITIES OF THE VOLUNTEER ASSIGNMENT

The responsibilities of a lab mentor will include:

- Coordinate, support, and continuously assess and monitor the development of a quality assurance system in each assigned medical laboratory facility
- Assist the site-defined Quality Manager's efforts to meet requirements for organization, document control and management, development of training manuals, and competency assessments required to fully implement an intact and operational Quality Management System
- Orient, educate and train regional hospital laboratory personnel regarding the principles and practices of quality management and other related topics
- Participate in the Planning, monitoring and evaluation of the program implemented by BCH, Tanzania Ministry of Health and Social Welfare (MOHSW), and the CDC.
- Attend in-country meetings and workshops as needed and requested by program leaders.
- Participate in planning future activities relevant to continuous provision of technical assistance as needed by laboratories in Tanzania.
- Assist in the development of training modules for Tanzanian laboratory personnel as needed

EXPECTED OUTCOMES OF THE VOLUNTEER ASSIGNMENT

Deliverables:

- Monthly reports to host site and AIHA's HIV/AIDS Twinning Center tracking experiences, successes, and challenges
- Plan for adaptation and report on implementation of SOPs with a detailed workplan for the duration of placement
- A monitoring and evaluation strategy to assess the impact of mentoring activities over the duration of the assignment
- Reports on all activities pertaining to the assigned tasks
- Evaluation report of the short- and long-term effectiveness of the program / final report

RESPONSIBILITIES OF PARTICIPATING STAKEHOLDERS

Volunteer:

- Complete the scope of work in the timeframe outlined
- Complete organizational assessment within the first two weeks of assignment
- Complete monthly monitoring and evaluation reports
- Submit a post-assignment final report and participate in an exit interview
- Interact with clients, community members and local staff in a manner that is consistent with social, cultural, and traditional norms and values
- Adhere to the AIHA Volunteer Code of Conduct

Partner organization/host site:

- Provide resources necessary for the volunteer to carry out assignment successfully
- Identify a placement site for the volunteer to ensure sustainability of volunteer activities
- Submit performance assessment reports on the volunteer to the Twinning Center

AIHA Twinning Center:

- Conduct pre-assignment orientation and training for volunteer and placement site staff
- Provide volunteer with safe housing, monthly allowances, medical evacuation coverage, and travel-related costs to and from placement site
- Provide ongoing support of volunteer as needed