SPINCO-UniData Medical officer and Data Steward

Location: MSF Office Brussels
Contract: 50%
Duration: indeterminate-term contract (CDI)
Starting date: January 2020
Deadline for applications: 1st of December

I. MSF INTERNATIONAL

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organisation that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusion and natural disasters. MSF offers assistance to people based only on need and irrespective of race, religion, gender or political affiliation.

MSF International is the legal entity that binds MSF's 21 sections, 24 associations and other offices together. Based in Geneva, MSF International provides coordination, information and support to the MSF Movement, as well as implements international projects and initiatives as requested. MSF International also provides administrative support to the MSF Access Campaign.

II. CONTEXT AND RATIONALE

The International Technical Coordination ITC was originally created to maintain consistency in the choice of medical and non-medical articles between MSF sections in order to improve MSF interventions, while taking into account field realities. Proposed and developed by the logistics and medical departments, it was officially recognised at International level in 1994 and integrated into MSF International in 2006. In 2019 the international technical coordination becomes SPINCO: Source and coordination of Product INformation .

SPINCO is the driver for effective collaboration across the movement to deliver a central source of trusted product information that enable continuous process improvements.

SPINCO contributes towards MSF's social mission by enabling improvements to field operations through the provision of product information to all layers in the organisation. This enables product quality and visibility for better quality of care, enables assortment management, improves supply chain performance and increases overall interoperability whilst reducing duplications of effort.
SPINCO improves the quality of product information by developing and enforcing information governance rules, definitions and processes. This is done in close cooperation with multiple stakeholders in the domains of Operations, Medical, Logistics and Supply.
SPINCO manages the master data system UniData, implemented in 2016. UniData provides a single source of truth for the product information[1], and ensures that it is available in real time throughout the MSF movement and is accessible together with supporting information via a centralised point.

[1] Local codes not yet integrated

SPINCO provides expertise through product knowledge, services and tools that enable technical integration between the ITC systems & tools that manage the information and the MSF systems & tools used in assortment management, supply chain management and other processes for which information managed in ITC systems is needed.

The position of the SPINCO medical officer is a position at the SPINCO in Brussels, to support the work of the SPINCO medical data steward coordinator. The officer should help to maintain the medical standards through contacts with the working groups, the QA coordinators, the ESC referents and resulting by the final validation by the medical directors.
With the UniData platform the medical officer is also a data steward in charge of checking the non standard articles in UniData: for the correct coding (code and labels) as well as the technical sheet.

III. PLACE IN THE ORGANISATION

The SPINCO medical assistant reports directly to the SPINCO data steward Coordinator.

IV. OBJECTIVES

The objective of the position is to help the SPINCO medical referent to edit and to improve the quality of the medical catalogues with the follow-up of the creation of new standard articles, starting from the request form up to the publication of the technical sheet in the catalogue.
The second objective is to maintain the data quality of the articles and descriptions in UniData for standard and non standard articles. SPINCO is responsible for the creation and description of the codification rules as well as the application of those rules standard articles, and also non standard articles in UniData.

V. SPECIFIC TASKS

UniData data steward role:

- Formalize, enforce and improve rules for the creation of medical articles, codes, labels and descriptions according the data governance system, with the input of ESC data-owners.
- Follow-up on outstanding questions/feedbacks regarding medical articles with the relevant referents and adapt the codes, labels and/or codification rules when needed.
- Be the contact point for ESC data-owners and OC working group members for any request of code creation or extraction of information from UniData.
- Check and validate the medical article creations in UniData following the codification rules
- Review and check the quality of the medical Master Data on a regular basis, check if the medical information abides to the specified rules. Assure that corrections in codes, labels and other attributes are made when needed to guarantee uniformity.
- Contribute to improvements in UniData.
- Elaborate and process the workflows in UniData

Article descriptions (reporting to the International Medical Coordinator):

- Ensure that standard descriptions (technical sheets) are created, validated and maintained by the international working/contact group members
- Motivate the OC referents to write technical sheets for non- standard articles under their responsibility.
- Follow-up on outstanding questions or feedbacks regarding the descriptions with relevant referents.
- Edit and check the paper an digital versions of the catalogue

Maintain medical standards

- Follow-up all requests for new articles, changes or deletions (from field, from procurement centers, from WG….) in UniData
- Identify the articles assortment under the responsibility of the WG and request annual review

- Organize the communication between medical supports of all MSF sections by permanent exchanges, and dispatch the requests/proposals to IWG/ICG and/or relevant contacts
- Assist and bring up the issues to the international meetings of the medical WG/CG (18)
- Ensure all necessary information is collected (promote the use of the standard document for request) and do some bibliographic research (medical devices: existing norms…)
- Organize the meetings with medical material/ biomedical / laboratory product meeting groups: inform procurement units and technicians about proposals of IWG/ICG groups to compile the technical information and supply possibilities. Stimulate the collaboration between MSF procurement centers on researching agreements on medical articles.
- Edit any medical lists on requests of a WG, contact group or OC
- Assisting the medical coordinator in writing and dispatching the yearly summary of changes for the medical items

Coherence of the medical catalogues

- Guarantee the coherence between the medical catalogues and some MSF guidelines – particularly "Essential drugs" and "The clinical guideline"…, by following the new editions (for external and internal use)
- Check the links on the keywords in the catalogues and the guides (web and other digital media)

VI. PROFILE

Qualifications

Para-medical background: nurse or midwife or pharmacist

Work experience

- At least 6 months experience with MSF in the field.
- Knowledge of the MSF catalogues and guidelines
- Work experience in one of the OCs or supply centres is an asset.

Specific skills

- Computer skills are essential
- Fluent in both English and French (reading and writing)
- Technical writing capacities
- Strong communication (diplomacy) and organizational skills

Apply here

Only shortlisted candidates will be contacted

MSF is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals with disabilities are equally encouraged to apply.