# SPINCO-UniData Medical referent and Data Steward

Title: SPINCO-UniData Medical referent and Data Steward

Location: MSF Office Brussels

Contract: 50%

Duration: indeterminate-term contract (CDI)

## 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: Ccoordination and Source 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, and ensures that it is available in real time throughout the MSF movement and is accessible together with supporting information via a centralised point.
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 referent is a position at the SPINCO in Brussels, to share the work of the SPINCO medical data steward coordinator. The referent shall maintain the medical standards through collaboration with the working groups, the QA coordinators, the ESC referents and resulting in the final validation by the medical directors, and the yearly publication of the MSF catalogues (7 medical volumes).
With the UniData platform the medical referent is also a data steward in charge of checking the standard and non standard local articles in UniData: for the correct coding (code and labels) as well as the technical sheets.

## III. PLACE IN THE ORGANISATION

The SPINCO medical referent and data steward

- reports jointly to the SPINCO data steward Coordinator and the SPINCO coordinator
- interacts with the medical referents of the three European Supply Centres = ESC's (Quality assurance referents and tactical buyers) and five operational centres = OC's concerning the governance of products stored in UniData to enable field operations
- interacts with the regional supply centres (KSU, Nairobi) and regional intersectional pharmacists concerning the local supply databases
- collaborates with the three quality assurance referents: pharma, medical devices and food for the sourcing and supply of products to the missions
- develop contacts and liaise with the international medical working-contact groups (IWG/ICG) and advise and support them in maintaining their product portfolio
- interacts with the (deputy) medical directors for the yearly standardisation/validation process

## IV. OBJECTIVES

The objective of the position is, under supervision of the SPINCO medical coordinator, to edit and to improve the quality of the MSF medical catalogues (yearly edition) 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 make the product information available and visible for the whole MSF supply chain and improve and maintain the data quality of the products and descriptions in UniData for medical articles. In charge of guaranteeing the quality of the information and the respect of the procedures, the datasteward acts as a facilitator and decision maker taking into account the needs of the different actors of ESC's, OC's and field missions.
The SPINCO medical referent participates actively to specific projects as project owner: Medical Standard Lists, and the implementation of medical local codes for the whole MSF movement in UniData.

## V. SPECIFIC TASKS

*1. UniData Medical Referent role*
*Maintain medical standards for the MSF movement*

- Lead, steer and 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 IWG/ICG and request annual review by them
- Edit any medical lists on requests of a IWG/ICG or OC, propose some improvements or changes
- Define and bring up the issues to the international meetings of the medical WG/CG (18), attend the meetings and plan the subjects on the agenda
- 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

- Ensure all necessary information is collected and do bibliographic research when needed (medical devices: existing norms…) or perform literature review on product clinical relevance and performance
- Coordinate the product technical validation by MSF working groups
- Organise 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.
- Prepare and manage the yearly validation of new, changes or deletions of products by the deputy medical directors of the 5 operational centres

*Publish the MSF catalogues and ensure the coherence*

- Organise the edition work in order to respect the tight deadlines for the yearly publication of the medical volumes (7 different volumes with an average of 500 pages)
- Together with the other medical datastewards, write and disseminate in the yearly summary of changes document for the medical items
- guarantee the coherence between the medical catalogues and the international MSF guidelines by reading the new editions (for external and internal use)
- Define, create and implement the links on the keywords in the catalogues and the guides (web and other digital media)

*SPINCO projects*

- Participates actively to the development of different SPINCO projects: Medical Standard Lists, Local Codes, Amigo. as process owner give input in definition of the scope of the project, discuss the strategies and timeline, participate to the testing (UAT)
- Create all medical local codes for all countries that are used for local purchase of products in the missions, in UniData to improve the quality, maintenance and transparency of the data in liaison with all the downstream tools like UniField, Isystock, Logistix7….

*2. UniData data steward role:*

- Create, 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.
- Create new medical standard and non standard local products in the central database
- Answer and 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 and propose innovations to the UniData team
- Elaborate and process the workflows in UniData

*Article descriptions (reporting to the International Medical Coordinator)-*

- Create, supervise and/or validate that standard descriptions (technical sheets) with the help of the international working/contact group members
- Guide and motivate the OC referents in writing technical sheets for non-standard articles under their responsibility and drive the validation of them
- Follow-up on outstanding questions or feedbacks regarding the descriptions with relevant referents.
- Edit/publish and design the paper an digital versions of the catalogue following a strict planning in order to fit with the different tasks of lay-out and printing done by externals
- with the sections pharmacists (OC) and regional intersectional pharmacists

## VI. PROFILE

***Qualifications***

Para-medical background: nurse or midwife or pharmacist (master degree)

***Work experience***

- At least two years' experience with MSF in the field.
- Thorough knowledge of the MSF catalogues and MSF guidelines
- Work experience in one of the OCs or supply centres
- Being part of an international working/contact group is an asset

***Specific skills***

- Computer skills are essential
- Proficiency in both English and French (reading and writing)
- Notions of Spanish
- Technical writing capacities
- Strong communication and diplomacy skills with the ability of convincing the focal points to reach agreements that allow to move forward
- Energy, tact, flexibility and tenacity to ensure good relationships with the numerous stakeholders
- Self-motivated, responsible and committed, with problem solving abilities, and with ability to work effectively in a team
- Outstanding organisation skills; with the ability and judgement to prioritize appropriately and to follow multiple tasks at any one time, and ensure that the publication tasks are completed with tight deadlines
- Autonomous and taking initiatives with the ability to function as back-up of the other data stewards
- This position requires occasional short trips to other MSF offices and Supply centres within Europe and flexibility to travel and work outside normal business hours and on weekends.
- Experience with quality assurance and procurement is an asset