

# Author-Coordinator Clinical Guidelines

## Job description

**Location:** Any MSF Office (\*)

**Contract:** Fixed-term 9 months (to cover for a maternity leave); part-time 50 %

**Reporting to:** International Guidelines Publication (IGP) Manager

**Starting day:** 16th of January 2022

**Deadline to apply:** 2nd of December 2021

*\* By default, the successful candidate will be offered a contract in the MSF office of their country of residence at the time of application*

## 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 23 sections, 25 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.

## II. CONTEXT AND RATIONALE

Médecins Sans Frontières (MSF) produces medical guidelines for non-specialized staff in the field. The objective of the guidelines is to disseminate adapted medical knowledge to help in analysing and understanding the situation and implementing a quality response rapidly. Based on its experience gathered in its projects, and in the absence of relevant documents from other agencies, MSF has been producing practical medical guidelines for more than 25 years. The International Guidelines Publication (IGP) unit has been established to ensure the quality production of MSF guidelines.

International guidelines include 2 categories:

- Public guidelines: for use within and outside MSF. MSF's public guides are used by other non-governmental organisations and international agencies, thereby contributing to enhancing MSF's profile.
- Internal guidelines: for use by MSF staff only.

There are currently over 20 international guidelines, some of them are produced in several languages (English, French, Spanish, Arabic).

### **III. POSITION WITHIN THE ORGANISATION**

The Medical author-coordinator Clinical guidelines is part of the International Guidelines Publication (IGP) team of MSF International. S/he is under the direct supervision of and reports to the IGP Manager. Collaboration with the IGP team members and the IGP stakeholders, including but not limited to MSF Working Group (WG) leaders and experts, is essential.

### **IV. OBJECTIVES OF THE POSITION/MISSION**

The Medical author-coordinator Clinical guidelines:

- 1) coordinates the development and maintenance of the content quality of MSF Clinical Guidelines. S/he ensures the Clinical Guidelines are scientifically sound and up to date, consistent with other MSF international guidelines, relevant and adapted to MSF operational environment;
- 2) s/he writes relevant chapters for MSF Clinical Guidelines;
- 3) s/he provides input to other MSF international guidelines and tools, as requested.

### **V. MAIN RESPONSIBILITIES**

#### 1. Planning:

- Generate an annual plan of updates in coordination with the IGP manager, the Editor of the Clinical guidelines; the Pharmacist for the Essential drugs, other IGP members and MSF WGs;
- Adjust planning, in coordination with the IGP manager and editor of the Clinical Guidelines, if new evidence or recommendations relevant to the guideline emerge.

#### 2. Writing:

- Conduct proactive literature search, external guidelines review, etc. to support content with up to date scientific evidence, or if lacking, on a consensus of internal and/or external experts;
- Write draft chapters maintaining consistency and in compliance with the Guide to produce MSF guidelines and integrate input from relevant MSF and external experts, as well as references, illustrations, etc.;
- Coordinate closely with the editor of the Clinical Guidelines throughout the writing and revision process e.g. provide regular updates on content changes, consider and integrate feedback;
- Prepare a discussion document for IGP manager and the Medical Director in case of lack of agreement between the different collaborators (Author-coordinator, Editor, Pharmacist and MSF, and external, experts) on a certain topic. Document and integrate the decision taken;

- Finalise the text, considering the feedback of the Editor, Pharmacist, MSF, and external, experts and the Medical Directors, and submit to the editor of the Clinical Guidelines for a final check prior to translation and publication;
- Support translation process by identifying which references are available in French, Arabic and/or Spanish and responding to translator's content questions, where agreed with Editor.

### 3. Coordination:

- Coordinate the input of MSF, and external, experts e.g. regular email communication, attending Working Group meetings when invited;
- Handle Working Group's requests for updates to Clinical Guidelines, and facilitate consensus-seeking and decision-making on content;
- Coordinate with other authors working on international guidelines and managers of existing tools (Spinco etc.) for coherence;
- Create systematic mechanisms for transfer of feedback from MSF, and external, experts to IGP, as directed by IGP manager, in coordination with wider IGP team;
- Discuss the production and strategy with the IGP Manager on a regular basis and with the Medical Director on a yearly basis;
- Disseminate finding of literature research, external guidelines review, etc. to IGP authors and MSF experts;
- Provide input to other MSF international guidelines and tools, as requested and agreed with IGP manager.

### 4. Documentation:

- Collect and store requests for updates of the Clinical Guideline (from WG, IGP editors, field staff, spontaneous contacts);
- Track and ensure references are used and cited correctly;
- Ensure permission received for all illustrations, images and photos that are not from an MSF source;
- Archives documents and references used for the guides, to help answer any future questions related to the guidelines;
- Make use of the IGP CMS system for writing and storage of changes and Sharepoint for documentation.

### 5. Be a proactive IGP team member:

- Proactive participation in monthly meetings and provide regular information on the progress of activities;
- Contribute to the annual IGP plan of action and multi-year plans;
- Participate in the budget forecast, midterm reviews and reporting;
- Participates to the transversal projects of the international guidelines.

## Job requirements

### Qualifications

- Medical Doctor;
- Medical editorial capacity;
- Demonstrated skills in conducting literature review, critically assessing and documenting scientific evidence

### Work experience

- Medical editorial capacity;
- Experience in guidelines production would be an asset;
- Field experience with MSF or other international organisations working in similar contexts.

### Specific skills

- Strong commitment to MSF values;
- Quality driven;
- Eye for detail;
- Problem solving;
- Excellent technical writing skills;
- Excellent English speaking and writing skills, French, Spanish or Arabic language skills is an advantage;
- Strong interpersonal, communication and organisational skills;
- Ability to work collaboratively with different stakeholders (remotely);
- Ability to work and report independently;
- IT literacy.

***Only shortlisted candidates will be contacted.***

***At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our employees. We welcome applications from individuals of all genders, ages, sexual orientations, nationalities, races, religions, beliefs, ability status, and all other diversity characteristics.***

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