

GLOBAL PROGRAMS for Research & Training

Affiliate of the University of California, San Francisco

Continuous Quality Improvement (CQI) Officers (2)

Report to: HIV Recency Project Manager
Location: Kampala, Uganda & Western Uganda
Period: **July 1, 2019 to September 29, 2019** *(subject to renewal based on availability of funds)*

The Company

The University of California San Francisco (UCSF) through its affiliate international NGO Global Programs for Research and Training (GP) is engaged in a project in Uganda, funded by the U.S. Centers for Disease Control and Prevention (CDC), to provide technical assistance to the Ministry of Health and its partners, including METS, Uganda Virology Research Institute (UVRI), and multiple comprehensive IPs, to roll out the use of a Rapid Test for Recency Infection (RTRI) for surveillance in Uganda.

The Position

Global Programs for Research & Training seeks candidates with experience in Continuous Quality Improvement (CQI), to work on the RTRI initiative. The purpose of this activity is to provide important surveillance information on new infections with an aim of guiding HIV prevention efforts and informing the scale-up of recency testing in Uganda. Furthermore, it will assess the feasibility of integrating recency testing into routine HIV testing services.

CQI Officers will lead continuous quality improvement activities for the HIV Recency project, including coordinating supervision visits to facilities to ensure that the recency tests are being administered properly, informed consent is obtained, and that all documentation is completed correctly. The incumbents will report to the HIV Recency Project Coordinator, while working closely with the MoH and other Recency team members.

Roles and Responsibilities:

Project tools and related materials:

- Assist in the development of project tools and other related materials
- Lead development of CQI tools and other related materials

Support for trainings:

- Assist with training on the Recency protocol and operations, including training of trainers (TOT) and stepdown trainings

Site supervision:

- Conduct and coordinate routine visits to facilities to provide supportive supervision and quality monitoring, and collect data on the implementation of project activities
- Review documentation at facilities to identify any challenges with the procedures or adverse situations
- Collaborate with facility staff to plan, implement, and monitor action plans, in order to improve project activities and enhance service delivery

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Collection and management of data:

- Coordinate all aspects of collection, analysis and visualization of CQI data
- Work with MOH to oversee the quality of data collection and manage data with secure backup

Collaboration with MOH and other partners

- Work with the MOH and other partners to ensure that staff at each site adhere to approved ethical procedures in protocol (informed consent, data collection, storage, security and backup, biological specimen collection, storage shipping and safety)
- Work with the MOH point of contact and other partners to ensure that the technical requirements of the project are met and monitor participant recruitment, sample collection and transport and quality of data

Other duties:

- Be open to new tasks throughout the project period and available to respond to unexpected logistical and other needs that may arise.
- Assist with the scale-up and full implementation of recency testing in Uganda.

The Person

Minimum requirements

- Minimum experience of 2 years (post-graduation) in laboratory or health-care field
- Experience with Continuous Quality Improvement (CQI)
- Strong organizational and management skills
- Good interpersonal and communication skills
- Ability to work independently with minimal supervision
- Ability to travel to sites throughout Uganda
- Ability to work in shifts (including nights and weekends), if necessary
- Availability for duration of the project

Competency requirements

- **Time management:** The competency to organize/plan/manage time and to adequately allocate to and divide time between various tasks / aspects of the work.
- **Integrity:** The capacity to show consideration and concern; to be honest; to earn the respect of others; to adhere to broad ethical rules and guidelines; to be trustworthy, responsible and reliable.
- **People skills:** Ability to work with people from different backgrounds and cultures.
- **Excellence orientation:** Displaying pride in and deriving personal satisfaction from achieving results, commitment to uncompromising standards of excellent and continuous improvement and determination or self-discipline in completing what has been started.
- **Planning & organising:** The ability to properly articulate, arrange and prioritise work schedules to meet the demands of a specific project.
- **Teamwork & cooperation:** Express positive expectations of others in terms of their abilities, contributions, etc.

Interested?

We offer an attractive package commensurate with qualifications and experience. The closing date is **12 July 2019**. Email your cv and application letter to info.uganda@ucglobalprograms.org. **Only electronic CV's will be accepted.**