



Uganda Cancer Institute

JOB ADVERT: EXTERNAL ADVERT 1/2020

Uganda Cancer Institute (UCI) in collaboration with American Cancer Society (ACS) is implementing the UCI Patient Navigation Program at UCI with grants from ACS, with the aim of improving the quality of patients' care at UCI using three types of navigation; Physical Navigation, Clinical Navigation and Resource Navigation. To reach this goal, the Program intends to provide patient navigation services to cancer patients at UCI; improve patients' knowledge on their diagnosis, treatment, self-care and services provided at UCI; improve the overall patient's satisfaction of the care at UCI; improve UCI staff knowledge, attitudes and practices towards the use of compassionate, patient-centered cancer care; and increase the number of cancer patients completing their prescribed cancer treatment at UCI.

Applications are invited from suitably qualified individuals to fill the underlisted positions under the UCI Patient Navigation Program at UCI on contract basis.

Application should be hand written and addressed to the Executive Director Uganda Cancer Institute. The date line for receipt of application is **Monday 3rd February, 2020**. Detailed job descriptions and specifications for the advertised posts can be accessed on UCI web site www.uci.or.ug

| SNo | POST | SALARY SCALE | TOTAL NUMBER OF VACANCIES |
|------------|----------------------------------|---------------------|----------------------------------|
| 1. | Senior Assistant Nursing officer | U4 | 1 |
| 2. | Resource Navigator | U4 | 1 |
| 3. | Assistant Nursing officer | U5 | 6 |
| 4. | Lead Physical Navigator | U5 | 1 |
| 5. | Administrator | U5 | 1 |
| 6. | Data Assistant | U5 | 1 |
| 7. | Physical Navigator | U7 | 4 |



Uganda Cancer Institute

JOB DESCRIPTIONS AND PERSONS SPECIFICATIONS FOR ADVERTISED POSITIONS UNDER UCI PATIENT NAVIGATION PROGRAM-EXTERNAL ADVERT 1/2020

| UCI Patient Navigation Program | | |
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| 1 | Post: | Senior Assistant Nursing Officer, Navigation (Lead Clinical Navigator) |
| | Salary scale: | U4 (SC) |
| | Type of appointment | One-year renewable contract |
| | Number of openings | 1 |
| | Reports to: | Program Manager, Patient Navigation |
| | Responsible for: | Clinical Navigators |
| | Qualification | <ul style="list-style-type: none"> • Bachelor of Nursing from a recognized Institution • Must have a post graduate diploma in Administration or Health Services Management • Must be registered with Uganda Nurses and Midwives Council • Must have annual practicing license • Training in palliative care or counselling is added advantage |
| | Experience | At least 3 years' working experience in provision of cancer related services |
| | Key competencies required for the post | <ul style="list-style-type: none"> • Accountability • Assertiveness and Self confidence • Effective communication • Concern for quality and standards • Ethics and Integrity • Flexibility • Innovativeness • Computer literate • Management/leadership skills • Team work and team building |

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| <p>Key duties of the post/key results area</p> | <ul style="list-style-type: none"> • Supervises and appraises clinical navigators • Meets with and plans the work of clinical navigators – their duties and schedules • Coordinates and ensures day to day clinical navigation activities are carried out as scheduled • Compiling Clinical Navigation reports and submit to the Program Manager; ensuring accuracy, completeness and timeliness • Work closely with PN Program Manager to review data and progress of the clinical navigation team and supports continuous education for the navigators • Organizes and leads the clinical navigation unit meetings • Ensures good relationship within the clinical navigation team and with other PN teams. • liaises closely with navigation teams, the Medical Officers & Medical Social Workers and data assistant • Attend the UCI morbidity and mortality meetings • Participates in development of patient navigation tools and materials • Deputize the PN program manager in his absence. • Ensures clinical navigation team maintains accurate records and data reporting • Maintains discipline within the clinical navigation unit team • Participate in navigation team multi-disciplinary meetings • Identifies resources needed for clinical navigation unit • Receive, triage patient and take brief history of the illness and vital signs (weight and height) and prepare the patient to be clerked by the doctor. • Assess patients for pain and appropriately support patients to manage pain in consultation with the doctor. • Maintain accurate patient records and forwards the information for entry in to data system by data assistant • Conduct rapid psychosocial and nutritional needs assessment of patients and promptly refer those with identified needs to the Medical Social Worker and nutritionist and others respectively. • Provides information about the services provided at UCI, orientates patients when and how to access them. • Acts as interpreters in case of language barrier between the patient and other staff. • Give information and health education to patients and provide them with cancer education materials for patients and caregivers (CEMPC) • Provide counselling to cancer patients and attendants after they receive news of their diagnosis. • Develop patients care plan which are individualized. • Educate patients to allow treatment adherence and self-care. • Facilitate appointment scheduling as per care plan. • Provides patients with patients held file and ensure they are reviewed and updated at each visit |
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| | | <ul style="list-style-type: none"> • Ensures revisit encounters with the patients are carried out and documented in relevant forms • Provide and maintain communication between the primary care givers in the family and the cancer treatment team of health care givers. • Conducts follow up of patients through phone calls and or physically to establish their status and help identify if they are experiencing any barriers to treatment and discuss intervention measures. • Prompt reporting on tasks performed and compilation of weekly, monthly and quarterly reports. • Participate in training and annual surveys and other research activities. • Performs any other duties as assigned |
| | Job Purpose | Supervise other clinical navigators and provide clinical navigation services in areas of assessing patients/caregivers needs, providing tailored cancer information and health education, coordinating care for patients, conducting follow up of patients and prompt reporting on tasks performed. |
| 2 | Post: | Assistant Nursing Officer, Navigation (Clinical Navigator) |
| | Salary scale: | U5 (SC) |
| | Type of appointment | One-year renewable contract |
| | Number of openings | 6 |
| | Reports to: | Nursing Officer, Navigation (Lead Clinical Navigator) |
| | Qualification | <ul style="list-style-type: none"> • Must have a Diploma in Nursing or Comprehensive Nursing from a recognized Institution • Must be registered with Uganda Nurses and Midwives Council • Must have annual practicing license • Training in palliative care or counselling is additional advantage. |
| | Experience | Experience in cancer care or palliative care of counselling is an added advantage |
| | Key competencies required for the post | <ul style="list-style-type: none"> • Accountability • Assertiveness and Self confidence • Effective communication • Concern for quality and standards • Ethics and Integrity and confidentiality • Flexibility • Innovativeness • Patient centred care |
| | Key duties of the post/key results area | <ul style="list-style-type: none"> • Receive, triage patient and take brief history of the illness and vital signs (weight and height) and prepare the patient to be clerked by the doctor. • Assess patients for pain and appropriately support patients to manage pain in consultation with the doctor. • Maintain accurate patient records and forwards the information for entry in to data system by data assistant • Conduct rapid psychosocial and nutritional needs assessment of patients and promptly refer those with identified needs to the Medical Social |

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| | | <p>Worker and nutritionist and others respectively.</p> <ul style="list-style-type: none"> • Provides information about the services provided at UCI, orientates patients when and how to access them. • Acts as interpreters in case of language barrier between the patient and other staff. • Give information and health education to patients and provide them with cancer education materials for patients and caregivers (CEMPC) • Provide counselling to cancer patients and attendants after they receive news of their diagnosis. • Develop patients care plan which are individualized. • Educate patients to allow treatment adherence and self-care. • Facilitate appointment scheduling as per care plan. • Provides patients with patients held file and ensure they are reviewed and updated at each visit • Ensures revisit encounters with the patients are carried out and documented in relevant forms • Provide and maintain communication between the primary care givers in the family and the cancer treatment team of health care givers. • Conducts follow up of patients through phone calls and or physically to establish their status and help identify if they are experiencing any barriers to treatment and discuss intervention measures. • Prompt reporting on tasks performed and compilation of weekly, monthly and quarterly reports. • Participate in training and annual surveys and other research activities. • Performs any other duties as assigned |
| | Job Purpose | Provide clinical navigation services in areas of assessing patients/caregivers needs, providing tailored cancer information and health education, coordinating care for patients, conducting follow up of patients, prompt reporting on tasks performed and maintaining accurate patient records |
| 3 | Post: | Lead Physical Navigator |
| | Salary scale: | U5 |
| | Type of appointment | One-year renewable contract |
| | Number of openings | 1 |
| | Reports to: | Program Manager, Patient Navigation |
| | Responsible: | Physical navigators |
| | Qualification | <ul style="list-style-type: none"> • Diploma in public relations or related field from a recognized institution |
| | Experience | Experience of customer care and/or supervision is an added advantage |

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| | <p>Key competencies required for the post</p> | <ul style="list-style-type: none"> • Accountability • Assertiveness and Self confidence • Effective communication • Concern for quality and standards • Ethics and Integrity and confidentiality • Flexibility • Innovativeness • Computer literate • Ability to speak at least 3 languages • Team work and team building |
| | <p>Key duties of the post/key results area</p> | <ul style="list-style-type: none"> • Supervises Physical navigators • Meets with and plans work of Physical navigators – their duties and schedules • Coordinates and ensures day to day Physical navigation activities are carried out as scheduled • Compiling Physical Navigation reports and ensuring accuracy, completeness and timeliness • Work closely with PN Program Manager to review data and progress of the Physical navigation team and supports continuous education for the navigators • Organizes and leads the Physical navigation unit meetings • Ensures good relationship within the physical navigation team and with other PN teams. • liaises closely with navigation teams, the Medical Officers & Medical Social Workers and data assistant • Attend the UCI morbidity and mortality meetings • Participates in development of patient navigation tools and materials • Ensures physical navigation team maintains accurate records and data reporting • Participate in navigation team multi-disciplinary meetings • Identifies resources needed for physical navigation unit • Participate in training and annual surveys and other research activities. • Shares physical navigator data with data assistant • Acts as a liaison with stakeholders (other navigators) to allow seamless care for patients. • Provides physical/ geographic navigation to patients and their caregivers at UCI • Assists in guiding and directing patients to the various service points at UCI • Provide information that facilitates patients’ movement within the hospital. • Provides physical assistance to the needy patients • When needed, calls for emergency assistance • Assists in restraining violent patients |

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| | <ul style="list-style-type: none"> • Participate in scheduled meetings • Maintain accurate records • Participate in trainings, annual surveys and research • Performs any other duties assigned to them by the Project Manager/ supervisor |
| Job Purpose | Supervise and coordinates the physical navigation team as well as provide physical navigation to patients. |
| Post | Physical Navigator |
| Salary scale: | U7 |
| Type of appointment | One-year renewable contract |
| Number of openings | 4 |
| Reports to: | Lead Clinical Navigator |
| Qualification | O' Level certificate with at least credits in English language, mathematics and three science subjects. |
| Experience | No experience required |
| Key competencies required for the post | <ul style="list-style-type: none"> • Assertiveness and Self confidence • Effective communication • Ethics and Integrity • Flexibility • Innovativeness • Ability to speak at least three languages |
| Key duties of the post/key results area | <ul style="list-style-type: none"> • Provides physical/ geographic navigation to patients and their caregivers at UCI • Provide information that facilitates patients' movement within the hospital. • Assists in guiding and directing patients to the various service points at UCI • Provides physical assistance to the needy patients • When needed, calls for emergency assistance • Assists in restraining violent patients • Acts as a liaison with stakeholders (other navigators) to allow seamless care for patients. |
| Job Purpose | Provide physical navigation to patients. |
| Post | Administrator, Patient Navigation |
| Salary scale: | U5 |
| Type of appointment | One-year renewable contract |
| Number of openings | 1 |
| Reports to: | Program Manager, Patient Navigation |
| Qualification | Diploma in Business Administration from a recognized Institution or related field |
| Experience | Two years' experience of administration |
| Key competencies | <ul style="list-style-type: none"> • Accountability |

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| | required for the post | <ul style="list-style-type: none"> • Assertiveness and Self confidence • Communicating effectively • Concern for quality and standards • Ethics and Integrity and Confidentiality • Flexibility • Innovativeness • Computer literacy |
| | Key duties of the post/key results area | <ul style="list-style-type: none"> • Follows up financial requisitions with finance department and other related departments to ensure timely disbursements of funds. • Ensure compliance, proper and timely accountability of funds disbursed for program activities. • Liaise with the program manager and grants officer to provide monthly feedback on the status of the account from the finance department • Liaises between the program manager and the procurement department to ensure resource are procured in time • Monitors status of procurement process and keeps the Program Manager updated on the same • Works with the navigation teams to identify and compile their needs i.e. supply needs • Supports the teams to ensure timely reporting on program activities. • Liaises with the program manager and navigation leads to prepare meeting schedules, sends meeting notification, organizes for venues and refreshment/meals as appropriate, and takes minutes of agreed meetings • Liaise with the program manager to organize training venues, materials and meals; distributes training invitation notices and write training reports. • Leases with Hospital administrator and finance team to support administration as needed i.e. compliance with UCI • Supports the Program Manager in monitoring progress against the workplan • Any other duties as assigned |
| | Job Purpose | Responsible for day to day running of UCI patient navigation office, follow up of financial requisition, procurement, program reports; and organizing trainings among others. |
| | Post | Data Assistant, Patient Navigation |
| | Salary scale: | U5 |
| | Type of appointment | One-year renewable contract |
| | Number of openings | 1 |
| | Reports to: | Program Manager, Patient Navigation |
| | Qualification | <ul style="list-style-type: none"> • Diploma in ICT related area from a recognized Institution • Training in Software or data analysis tools is a must |
| | Experience | Two years' experience in data entry and analysis |

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| | Key competencies required for the post | <ul style="list-style-type: none"> • Computer literacy • Data entry and analysis • Assertiveness and Self confidence • Effective communication • Concern for quality and standards • Ethics and Integrity and confidentiality • Flexibility • Innovativeness |
| | Key duties of the post/key results area | <ul style="list-style-type: none"> • Data Entry for all routine data generated by all navigators • Identifies gap in information/data i.e. accuracy, completeness legibility and feedbacks to the navigation teams • Contribute to the maintenance of data analysis tools and processes • Assist in the compilation and generation of weekly, monthly and quarterly data and other progress reports • Ensure that all entered hard copy data are properly labeled and archived/stored in a systematic manner to facilitate easy retrieval when necessary. • Interpret Data, assist in analyze results using statistical techniques and provide ongoing reports • Assist in carrying out program annual survey and in report writing • Works closely with the navigation team and gives regular updates on the data • Participates in the scheduled meeting • liaises closely with the biostatistician and data team at UCI • Participate in trainings, annual surveys and research • Performs any other duties assigned to them by the Project Manager/ supervisor |
| | Job Purpose | Responsible for daily data entry, analysis and reporting, and support data collection as needed. |
| | Post | Resource Navigator |
| | Salary scale: | U4(SC) |
| | Type of appointment | One-year renewable contract |
| | Number of openings | 1 |
| | Reports to: | Program Manager, Patient Navigation |
| | Qualification | Degree in Social Work and Social Administration Additional training in project planning and management will be an added advantage. |
| | Experience | At least three years' experience in networking, community development and developing partnerships with public, private and not for profit sectors; and raising resources whether in kind support or referral points for support with a reputable Institution. |
| | Key competencies required for the post | <ul style="list-style-type: none"> • Accountability • Assertiveness and Self confidence • Effective communication |

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| | | <ul style="list-style-type: none"> • Concern for quality and standards • Ethics and Integrity and confidentiality • Flexibility • Innovativeness • Computer literacy |
| | <p>Key duties of the post/key results area</p> | <ul style="list-style-type: none"> • Network and develop partnerships with public, private and not for profit sectors, and raise resources whether in kind support or referral points for support cancer patients with psychosocial needs. • Develop and maintain up to date resources directory • Liaise with inventory management officer, public relations, hospital administrator and MSW to ensure that UCI policy on donations is updated and implemented to the best interest of patients with Psychosocial and other needs. • Set up resource referral system for cancer patients. • Liaise with MSW to ensure patients with psychosocial needs are matched with and linked to appropriate resources to meet their needs. • Works with MSW to follow up cancer patients linked to resources have actually received support. • In collaboration with Medical Social Workers and monitors matching of patient unmet needs with appropriate services and referrals and support services • In collaboration with Medical Social Workers and monitors the linking of patent to local or community support groups • Document and report on resources navigation activities weekly, monthly, quarterly and yearly. • Participate in the navigation meetings • Maintain accurate records • Participate in trainings, annual surveys and research • Performs any other duties assigned to them by the Project Manager/ supervisor |
| | <p>Job Purpose</p> | <p>Mobilize and monitors resources to meet the psychosocial and other needs of cancer patients.</p> |