

**MEQ Intern**

**Monitoring, Evaluation, and Quality Improvement Team**

**Region:** International

**Location:** Haiti

**# of openings:** 1

**Title:** MEQ intern

**Reports to:** Jean-Paul JOSEPH, Patrick ULYSSE and Michelle MORSE

**Location:** St. Marc, Haiti

**Timeframe:** July 2014 to June 2015

**Position Description:**

The Haiti MEQ intern is a volunteer who is a medical student and/or MPH student. Responsibilities would be in supporting the monitoring, evaluation and quality improvement efforts of the Haiti MEQ team. This will be an in-country volunteer position. Roundtrip tickets to the site, transport in country, and room and board will be provided. The MEQI team is happy to write recommendations and letters of support for any individual who is interested in applying for outside funding for this internship.

**Specific Responsibilities**

- HSN/SSPE PMTCT Program

For all PMTCT projects: Maintain communication and coordination between local PMTCT team, ZL Sante Fanm, MEQ teams (Boston and local), and ZL executive leadership

Work with PMTCT providers to:

Maintain complete and accurate data and communication systems in the PMTCT programs at HSN and SSPE (pre and postnatal registers, binders, etc).

Evaluate process periodically for data validity.

Work with PMTCT supervisors to:

Review communication binders, prenatal/PMTCT registers, and postnatal registers for completeness and concordance.

Create reports based on review of program data and analysis of PMTCT outcome measures.

Coordinate and keep minutes for monthly PMTCT program meetings.

Support development of next steps and development of new indicators for continual QI of PMTCT.

Ensure PMTCT services across the hospital have the same quality of care (e.g. between prenatal clinic and family medicine).

- Training

Provide training and weekly accompaniment to data manager at HSN in regards to MEQI process, PTME data process, analysis, and monthly presentations.

Coordinate data manager workplan in concert with local and central MEQI team and Artibonite leadership.

- PTME Implementation at HSN

Accompany PTMCT stakeholders and teams in implementation of PTME at HSN, particularly from technical aspect of program development, implementation, and monitoring and evaluation.

Model and document meetings, decisions, and each aspect of program implementation, to create institutional memory and analyze with above mentioned team members.

Regularly meet with all stakeholders (HIV team, Maternity, Prenatal/Postnatal Care, Pediatrics, Laboratory) to evaluate current systems and use MEQI approach for improvement.

- Provide support to the implementation of ZL's CQIP

Work with ZL MEQ team to:

Enhance the dashboard which intends to track QI activities initiated by the QI committees at the regional level (CQI plan, OA, Training etc...).

Track and provide technical supports to all QI project implemented at the regional level (Specific support on data analysis and data utilization).

Provide technical assistance on the preparation of the abstract and story board for both national and international events.

- MEQI needs at HSN

Keep abreast of key nursing/resident QI projects at HSN and maintain strong communication with local MEQI members, MEQI leadership at ZL, and family medicine residency leadership about status of QI projects.

Accompany each QI team with regular meetings and support in using QI methodology (including support of family medicine residents).

Identify and support new proposals for nursing QI projects at HSN, and coordinate/provide accompaniment and training.

Accompany the creation of materials for all QI projects being presented (posters, powerpoints, abstracts, etc).

Attend monthly morbidity and mortality conferences to keep abreast of current systems issues at the hospital.

Help support MEQI team in data quality issues.

Coordinate and accompany process of QI committee implementation at HSN:

Support needs assessment, development, implementation, and followup of QI committee based on requested tasks from ZL MEQI leadership.

- 4) Health system in the Lower- Artibonite region and other academic activities

Work with regional coordinator to:

Update reference document on the health system in the region.

Participate in the monitoring of the different quality improvement projects implemented at Saint Nicolas Hospital. This should be done in close collaboration with the M&E and the regional coordination team.

Help identify system challenges at HSN, share with leadership, and support development of strategies for improvement of system functions at HSN (e.g. patient flow, documentation flow, etc).

Assist with periodic general program support (translations, PowerPoint presentations, etc) for Saint Marc team.

### **Outputs:**

Annual plan, Monthly planning activities, Monthly report, A final paper (report) summarize achievements and barriers face and a research or QI project successfully implemented and well documented at one of the ZL sites.

### **Qualifications:**

- 1) Graduate or trainee with MD and/or MPH background.
- 2) Basic skills in QI methodology and M&E fundamentals are a plus.
- 3) English mandatory. Either French or Haitian Creole also mandatory.
- 4) Demonstrated possession of excellent interpersonal and organizational skills; written and oral communication skills.
- 5) Facility with word, excel, and PowerPoint.