

**Terms Of Reference (TOR)**

**Agreement for Performance of Work (APW)**

**Research Associate / Technical Assistant on Patient Safety & Hospital Sector at MoNHSR&C**

**Background:**

Hospitals play a central role for care coordination and through integration of primary, secondary, and tertiary healthcare, in both the public and private sectors. They enhance the effectiveness of healthcare delivery through provision of services for acute and chronic conditions, serve as a major source of employment as well as keepers of medical advancements, education, training of workforce, scholarship, and research. However, in most hospitals, medical doctors without formal or in-service management training are appointed as health managers even though they may lack adequate managerial knowledge and skills and the capacity/capability to implement health policies and programs effectively. This leads to operational inefficiencies, wasted resources, systemic abuse, poor patient outcomes and ultimately, the failure of health systems to achieve their goals. As a result, hospitals are unable to provide of safe and high-quality care, function efficiently and are accessible to the most vulnerable segments of the population.

To overcome the challenges, MoNHSR&C in collaboration with WHO has initiated Patient Safety Friendly Hospital Framework (PSFHF) & hospital sector management course are aimed at enhancing the visibility and implementation of patient safety practices in public health facilities. These initiatives provide a framework through which hospitals can deliver safer patient care.

Similarly, MoNHSR&C is working on the development of National Framework on Hospital Sector and Patient Safety, Quality of Care, following multiple stakeholder’s consultation meeting at federal and provincial levels.

In view of above and to keep the span continue of patient safety and hospital sector activities, technical assistant in the firm of a research associate on Patient Safety and Hospital Sector is required to provide support MoNHSR&C for the period of as under.

**Plan timeline:**

Start date: 1st July 2023

End date: 31st October 2023

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**Output 1** Assist MoNHSR&C in the development of National Framework on Patient Safety through a consultative approach.

**Tasks:**

* Draft official letters and preparing agenda of the meetings.
* Liaison with Health System Development WHO Pakistan, for making arrangements of meetings/ workshops etc. organized by the WHO & MoNHSR&C.
* Taking notes and recording minutes/ writing draft reports of the meetings / workshop.
* Accompanying MoNHSR&C technical missions and providing technical support during the mission.

**Deliverable 1.1:** Submit a meeting / workshop report on the development of patient safety & quality of care.

**Output 2:** Facilitate MoNHSR&C on patient safety, quality of care and hospital sector training workshop and hospital assessment activities.

**Tasks:**

* Participate in MoNHSR&C internal meetings, preparing talking points, writing action points and their follow up.
* Follow up of correspondence with WHO, federal and provincial offices and other counterparts for patient safety and hospital sector training workshops.
* Follow up of implementation of various initiatives through correspondence with provincial and district departments of health.
* Supervision and monitoring of various projects through field visits as and when required.

**Deliverable 2.1:** Report on the arrangement of workshops, meetings, events, and training on patient safety, quality of care and hospital sector.

**Deliverable 2.2:** Facilitation report on the support for the process on implementation of of the training workshop.

**Qualification:** Master’s degree in social sciences

**Experience:** At least 02 years in administrative domain in public sector/ development organization preferably in the health sector. Experience in proficient use of Microsoft Office and Google Suite is preferred.

**Additional Requirements**

* Broad knowledge of project management
* Understanding of the situation in Pakistan with regard to Public Health priorities.
* Excellent inter-personal skills and ability to promote consensus and new approaches.
* Very good ability to build and maintain relations and network with authorities and other stakeholders.
* Excellent knowledge of MS office applications.
* Proficiency in reading, writing, and speaking English and local language is required.

**Place of assignment**

Islamabad