



Terms of Reference International Occupational Therapy Volunteer

Project:	Interdisciplinary rehabilitation services supporting children with intellectual and developmental disabilities to thrive (I-Thrive)
Position:	Clinical Supervisor
Work place:	Quang Nam Regional General Hospital, Quang Nam Traditional Medicine Hospital, and 9 district health centers (DHCs) in Quang Nam Province, Vietnam.
Length of position:	9 months.
Start date:	Tentatively from January 4, 2021.
Working hour per week:	40 hours.

BACKGROUND

Medical Committee Netherlands - Vietnam (MCNV) is a Netherland-based NGO founded in 1968 based on friendship and solidarity of Vietnamese and Dutch. Since then, all activities of MCNV are forwarding to the support to develop the programs, projects and the emergency aid in health care of the Vietnamese. During last 20 years MCNV has been supporting People with Disabilities focusing on Rehabilitation Service and Inclusion.

To contribute to filling the gaps of rehabilitation services and system at both provincial and district levels, MCNV has been implementing I-Thrive Project in Thua Thien Hue and Quang Nam Provinces. Within this project, MCNV support Hue University of Medicine and Pharmacy (UMP) to provide a 12-month course on Occupational Therapy (OT). MCNV is looking for a volunteer to provide coaching on OT clinical practice for health staffs (called OT practitioners hereafter) in daily working in their hospitals after completing the 12-month course.

SCOPE OF WORK

1. Objectives

- To provide OT clinical coaching to OT practitioners at 2 Provincial Hospitals, and 9 DHCs in Quang Nam Province, Vietnam (11 health facilities in total).
- To support OT practitioners and rehabilitation specialist in setting up OT working condition at Rehab unit in their health facility.

2. The OT volunteer's specific tasks

The volunteer's tasks may include, but not limited to:

- **Preparation:**

- Work with MCVN and the trainers of 12-month OT course at Hue UMP to develop coaching methodology and tools, which are relevant to the subjects provided in OT course at Hue UMP (e.g. Acquired Brain Injuries, Spinal Cord Injuries, Traumatic Injuries of the upper limb, Cerebral Palsy, Intellectual Disabilities & Down's Syndrome, Autism Disorder Syndrome).
The tools are expected to cover objectives, coaching contents, clinical supervisor form, student assessment form, patient record, etc.
- Prepare coaching materials as needed. The materials may include lectures, assessment forms, references for the students; in both face-to-face and online methods.

- **Field work:**

- Conduct OT clinical coaching for 12 students at the Quang Nam Regional General Hospital (2 staff), Quang Nam Traditional Medicine Hospital (1 staff), and 9 DHCs in Quang Nam Province (1 staff at each facility).
Coaching duration: 4 weeks per facility including 3 weeks at sites and 1-week online coaching. 9 months for 12 health staff at 11 facilities in total. Tentative schedule is attached as Annex 1.
- Conduct assessment for the student(s) at each health facility.
- Provide assessment result sheet and report to MCNV after finishing coaching at each health facility. Template of the report is attached as Annex 2 (to be attached to the contract)
- Provided MCNV the final report after finishing coaching at all targeted health facilities.

Requirement:

- Work closely with MCVN staff and interpreter during coaching time.
- Comply with MCNV's Child Protection Policy and Code of Conduct at all times. MCNV's Child Protection Policy and Code of Conduct is attached as Annex 3 (to be attached to the contract).

3. Expected deliverables

- An approved coaching plan
- 12 assessment result sheets for 12 students
- 11 reports on coaching completion at 11 health facilities
- A final report on coaching completion for Quang Nam Province.

Pre-requisite qualification: Bachelor/Master in Occupational Therapy.

Desirable parameters:

- 3 years of working in clinical OT area in the hospital.
- Strong written and oral English communication skills.

- Strong interpersonal skills and ability to build relationships in a challenging multicultural environment.

Benefits covered by MCVN:

- Living cost: 500 USD per month.
- In-country travels to the coaching sites.
- Accommodation at the coaching sites.

A CV detailing professional experience, relevant qualifications should be provided to thuy.tranthu@mcnv.vn by **September 30, 2020**.

ANNEX 1
Coaching schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4-Jan-21	5-Jan-21	6-Jan-21	7-Jan-21	8-Jan-21	9-Jan-21	10-Jan-21
Quang Nam Regional General Hospital - Dien Ban District						
11-Jan-21	12-Jan-21	13-Jan-21	14-Jan-21	15-Jan-21	16-Jan-21	17-Jan-21
Quang Nam Regional General Hospital						
18-Jan-21	19-Jan-21	20-Jan-21	21-Jan-21	22-Jan-21	23-Jan-21	24-Jan-21
Quang Nam Regional General Hospital						
25-Jan-21	26-Jan-21	27-Jan-21	28-Jan-21	29-Jan-21	30-Jan-21	31-Jan-21
Quang Nam Regional General Hospital						
1-Feb-21	2-Feb-21	3-Feb-21	4-Feb-21	5-Feb-21	6-Feb-21	7-Feb-21
Off						
8-Feb-21	9-Feb-21	10-Feb-21	11-Feb-21	12-Feb-21	13-Feb-21	14-Feb-21
Off				Lunar New Year		
15-Feb-21	16-Feb-21	17-Feb-21	18-Feb-21	19-Feb-21	20-Feb-21	21-Feb-21
Off						
22-Feb-21	23-Feb-21	24-Feb-21	25-Feb-21	26-Feb-21	27-Feb-21	28-Feb-21
Duy Xuyen DHC						
1-Mar-21	2-Mar-21	3-Mar-21	4-Mar-21	5-Mar-21	6-Mar-21	7-Mar-21
Duy Xuyen DHC						
8-Mar-21	9-Mar-21	10-Mar-21	11-Mar-21	12-Mar-21	13-Mar-21	14-Mar-21
Duy Xuyen DHC						
15-Mar-21	16-Mar-21	17-Mar-21	18-Mar-21	19-Mar-21	20-Mar-21	21-Mar-21
Que Son DHC						
22-Mar-21	23-Mar-21	24-Mar-21	25-Mar-21	26-Mar-21	27-Mar-21	28-Mar-21
Que Son DHC						
29-Mar-21	30-Mar-21	31-Mar-21	1-Apr-21	2-Apr-21	3-Apr-21	4-Apr-21
Que Son DHC						

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5-Apr-21	6-Apr-21	7-Apr-21	8-Apr-21	9-Apr-21	10-Apr-21	11-Apr-21
Thang Binh DHC						
12-Apr-21	13-Apr-21	14-Apr-21	15-Apr-21	16-Apr-21	17-Apr-21	18-Apr-21
Thang Binh DHC						
19-Apr-21	20-Apr-21	21-Apr-21	22-Apr-21	23-Apr-21	24-Apr-21	25-Apr-21
Thang Binh DHC		National holiday	Thang Binh DHC			
26-Apr-21	27-Apr-21	28-Apr-21	29-Apr-21	30-Apr-21	1-May-21	2-May-21
Nui Thanh DHC				National holiday		
3-May-21	4-May-21	5-May-21	6-May-21	7-May-21	8-May-21	9-May-21
National holiday	Nui Thanh DHC					
10-May-21	11-May-21	12-May-21	13-May-21	14-May-21	15-May-21	16-May-21
Nui Thanh DHC						
17-May-21	18-May-21	19-May-21	20-May-21	21-May-21	22-May-21	23-May-21
Phu Ninh DHC						
24-May-21	25-May-21	26-May-21	27-May-21	28-May-21	29-May-21	30-May-21
Phu Ninh DHC						
31-May-21	1-Jun-21	2-Jun-21	3-Jun-21	4-Jun-21	5-Jun-21	6-Jun-21
Phu Ninh DHC						
7-Jun-21	8-Jun-21	9-Jun-21	10-Jun-21	11-Jun-21	12-Jun-21	13-Jun-21
Nam Tra My DHC						
14-Jun-21	15-Jun-21	16-Jun-21	17-Jun-21	18-Jun-21	19-Jun-21	20-Jun-21
Nam Tra My DHC						
21-Jun-21	22-Jun-21	23-Jun-21	24-Jun-21	25-Jun-21	26-Jun-21	27-Jun-21
Nam Tra My DHC						
28-Jun-21	29-Jun-21	30-Jun-21	1-Jul-21	2-Jul-21	3-Jul-21	4-Jul-21
Hiep Duc DHC						
5-Jul-21	6-Jul-21	7-Jul-21	8-Jul-21	9-Jul-21	10-Jul-21	11-Jul-21
Hiep Duc DHC						

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12-Jul-21	13-Jul-21	14-Jul-21	15-Jul-21	16-Jul-21	17-Jul-21	18-Jul-21
Hiep Duc DHC						
19-Jul-21	20-Jul-21	21-Jul-21	22-Jul-21	23-Jul-21	24-Jul-21	25-Jul-21
Dong Giang DHC						
26-Jul-21	27-Jul-21	28-Jul-21	29-Jul-21	30-Jul-21	31-Jul-21	1-Aug-21
Dong Giang DHC						
2-Aug-21	3-Aug-21	4-Aug-21	5-Aug-21	6-Aug-21	7-Aug-21	8-Aug-21
Dong Giang DHC						
9-Aug-21	10-Aug-21	11-Aug-21	12-Aug-21	13-Aug-21	14-Aug-21	15-Aug-21
Nong Son DHC						
16-Aug-21	17-Aug-21	18-Aug-21	19-Aug-21	20-Aug-21	21-Aug-21	22-Aug-21
Nong Son DHC						
23-Aug-21	24-Aug-21	25-Aug-21	26-Aug-21	27-Aug-21	28-Aug-21	29-Aug-21
Nong Son DHC						
30-Aug-21	31-Aug-21	1-Sep-21	2-Sep-21	3-Sep-21	4-Sep-21	5-Sep-21
Quang Nam Traditional Medicine Hospital (Tam Ky City)			National holiday	Quang Nam Traditional Medicine Hospital		
6-Sep-21	7-Sep-21	8-Sep-21	9-Sep-21	10-Sep-21	11-Sep-21	12-Sep-21
Quang Nam Traditional Medicine Hospital						
13-Sep-21	14-Sep-21	15-Sep-21	16-Sep-21	17-Sep-21	18-Sep-21	19-Sep-21
Quang Nam Traditional Medicine Hospital						
20-Sep-21	21-Sep-21	22-Sep-21	23-Sep-21	24-Sep-21	25-Sep-21	26-Sep-21
Report writing						