

Job Description – ORTHOPEDIC SURGEON

Orthopedic surgeon supervises and coordinates the orthopedic surgical service: emergency room, orthopedic out-patient consultation, operating department, hospitalisation, dressing room, references. He is responsible to provide the best surgical care to the orthopedic patient.

1. Care to the patient

- In collaboration with the anaesthetist (nurse or doctor), provide the best emergency surgical care and elective surgery.
- Assure duty roll with national surgeons or national doctor with surgical skills.

2. Management and organisation of the Surgical Service

2.1. *At hospitalization ward and operating department level*

- Introduction and supervision of MSF guidelines and protocols for surgical procedures (emergent and elective) and follow-up.
- In collaboration with the nurse and the anaesthetist, introduction of management tools: registers, post-operative observation sheets, data collection, surgical/anaesthetic patient file, Operating Department register, patient file, etc.
- In collaboration with the nurse and the anaesthetist, evaluation and standardization of medical needs (material and equipment, introduction of new drugs), and with the logistician the needs in water and sanitation.
- Organization with the anaesthetist of the operating program, and follow up of post operative patients in the hospitalisation ward..
- In collaboration with the expatriate nurse, supervise the application of surgical rules regarding preparation and work of the Operating Department.

2.2. *At emergency room level*

- Introduction and supervision of protocols for the surgical cases referrals.
- Introduction with the medical doctor, the midwife and the responsible nurse of necessary standard MSF tools(registers, reference sheets, patient follow-up, data collection, etc.).
- Participate and organise with the medical doctor, the midwife and the responsible nurse of the needs in HR, orthopedic material, orthopedic equipment and drugs at service level and the emergency trunk (ambulances).

2.3. *At out-patient level*

Organisation with the responsible medical doctor the surgical consultations for elective referral cases from the out-patient orthopedic department.

3. Recruitment, training and evaluation of national staff

- Evaluation of needs in surgical training for the national doctors and nurses.
- Training, after evaluation of needs, the national doctors (with surgical capacities).
- Support/collaborate with the responsible nurse during the training of the national nurses in pre/per/post operative care (recognition of complication signs in post-Op, etc.).

- Training of the emergency teams and of the out-patient department in triage and in first aid activities.
- Training on extension and plaster (PoP) procedures to nurses.
- Participation in the staff regular evaluations of the services he/she is in charge and fit the trainings to the needs and priorities.

4. Implementation of quality tools

- Use of standard MSF protocols.
- Supervision and control of surgical instruments, drugs and material. Supervision of the sterilization procedures.
- Implementation and supervision of the use of the data collection system:
 - Operating department register (that can be follow up by the OT nurse).
 - Filling of the data in the digital MSF standard tool for data collection in collaboration with the anaesthetist.
- Internal investigation for each surgical death

5. Reporting

- Collection and analysis of the stats with the medical responsible (evaluation of care quality).
- Monthly report to the medical responsible: handing the digital data tool and a written report.
- End of mission report.

6. Other activities

- Organise meetings with his/her teams to discuss about problems related to the service organisation.
- Participate in team meetings (expatriates and with all the staff).
- Participate in the elaboration of the annual action plan.