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**TERMS OF REFERENCE**

**PMTCT NURSE**

**HIV/STI/Tb Unit**

**MINISTRY OF HEALTH**

**JOB PURPOSE**

* To report social, biographic and clinical data relating to HIV, Syphilis and related diseases from Perinatal and/or Pediatric and/or Adolescent clients;
* To monitor the elimination of mother to child transmission of HIV and congenital syphilis in Kingston.

**OBJECTIVE**

* To ensure that the eMTCT guidelines (Option B+) as stipulated by WHO for HIV& Syphilis positive mothers are being met at the respective Treatment Sites so as to prevent the risk of transmission to the unborn child.

**LOCATION**

* The officer will be stationed at the Spanish Town Hospital, St. Catherine, Jamaica

**RESPONSIBILITIES & DUTIES**

* Responsibility for compliance with the eMTCT protocols, good clinical and applicable regulations
* Assist the relevant medical officer in coordinating the evaluation and treatment of clients
* Facilitate periodic monitoring and/or Quality Control visits/audits
* Ensure proper storage and security of eMTCT data
* Contact and follow up patients, their families and other groups via telephone
* Interview and educate clients within the programme, while maintaining strictest confidentiality
* Assist in performing testing (e.g., Rapid HIV and syphilis testing) for clients
* Conduct post-test counseling with clients
* Conduct physical examination of perinatal, pediatric and adolescent clients in clinics and wards
* Identify clinical signs and symptoms of HIV/AIDS, Syphilis and related diseases and conduct necessary referral
* Assist the specialist medical officer in conducting initial assessments of all newly referred HIV positive and/or Syphilis reactive pregnant women in high-risk clinic
* Counsel women and adolescents regarding HIV and Syphilis, HIV and Syphilis testing, implications for their pregnancy, and the challenges of living with HIV
* Assist with implementing SOPs for the treatment and prophylaxis of pregnant women and POC testing on the Labor ward
* Monitor stocks of rapid test kits for HIV/Syphilis, HAART/ Penicillin
* Educate women regarding the benefits of antiretroviral prophylaxis and Syphilis treatment
* Assist the physician in assessing and preparing patients for HIV and Syphilis treatment and/or prophylaxis against HIV, syphilis and opportunistic infections
* Monitor clinical status and adherence to antiretroviral prophylaxis and Syphilis treatment, and provide continuing counseling and support during regular follow-up visits to the high-risk antenatal clinics
* Assess and assist in addressing potential barriers to adherence to antiretroviral therapy and Syphilis treatment
* Monitor syphilis treatment and post treatment testing during pregnancy and/or postpartum
* Ensure that treatment for HIV and Syphilis is provided as per protocol.
* Ensure that other treatment is provided as indicated for complications of HIV, Syphilis or pregnancy.
* Teach the principles of pill-swallowing to pediatric subjects
* Perform intensive follow-up to support and educate families, while monitoring adherence to clinic visits, investigations, medications, and viral response, as appropriate
* Enter key clinical data, biographic and demographic information into the programme data system
* Initiate efforts to find and counsel women who are delinquent for appointments, utilizing as needed, the services of local Contact Investigators and CHAs assigned to the HIV/STI/TB Programme
* See, whenever possible, women with HIV and Syphilis who are in labour, or postpartum
* Provide HIV exposed infants with antiretroviral prophylaxis and nutritional support in collaboration with the specialist medical officer and nutritionists
* Obtain blood for HIV virologic diagnosis by PCR/DBS at 4-6 weeks and 3 months after the first test.
* Obtain blood for confirmatory serologic testing at 18 months and send to NPHL with necessary follow up
* Provide Syphilis exposed infants with appropriate follow up until 18 months of age so as to ensure no clinical manifestations of Syphilis
* Assist in training of staff at antenatal clinics, labour and delivery ward, and postpartum areas in HIV and Syphilis testing, prevention of mother-to-child transmission, care of the HIV positive and/or Syphilis reactive woman, and referral of children, adolescents and pregnant women.
* Teach all staff the duty of respecting patient confidentiality and providing compassionate care to the HIV positive woman
* Measure body weight, height, fundal height and other measurements, as appropriate.
* Attend and actively participate in relevant committee and team meetings
* Travel to conferences and participates in other educational activities, as assigned (e.g.. at the Ministry of Health, Regional Health Authorities, UWI)
* Any other job related duties to pediatric, perinatal and adolescent HIV/AIDS & Syphilis which may be assigned

**KEY OUTPUTS**

* Evaluation and Treatment of clients coordinated within the required timeframe
* Monthly, quarterly, and annual pMTCT reports submitted by stipulated deadlines
* Detailed Summary Report of the HIV Positive Child submitted
* Data System updated with visits and key clinical, biographic and demographic information

**REPORTING RELATIONSHIP**

* Overall supervision will be provided by the SMO
* The Officer shall report indirectly to the Paediatric HOD, STH
* Indirectly reports to the St. Catherine MO(H)
* Indirectly reports to the Regional HIV/STI/Tb Coordinator

**OTHER RESPONSIBILITIES**

* Performs other related functions assigned

**COLLABORATING RELATIONSHIPS**

* Paediatricians
* Obstetricians
* Social workers,
* Pharmacist,
* Psychologist,
* Case Manager,
* Adherence Councilors
* Physicians,
* Administrative Assistants,
* Data Manager,
* Other PMTCT nurses,
* Staff in Antenatal and Paediatric Clinics, Labor Wards, Postnatal Wards, Emergency Room, Medical Records, Labs, Center for HIV/AIDS Research Education and Services (CHARES), Family Health Unit, Ministry of Health (MoH), Regional Health Authorities inclusive of their care facilities, the Project Coordination Unit of the HIV/STI/Tb Unit MoH, and other related organizations.

**QUALIFICATIONS AND EXPERIENCE**

* Bachelors Degree in Nursing
* Registered Nurse (RN) with the Nursing Council of Jamaica
* Certified Nurse mid-wife or Certified Nurse in HIV/AIDS care with at least three (3) years’ experience in general nursing
* Previous experience in counseling, phlebotomy, research, or public health nursing is an asset.

**REQUIRED SKILLS AND SPECIALIZED TECHNIQUES**

* Be knowledgeable of Jamaica’s HIV response and the eMTCT Initiative
* Proficiency in Microsoft Office & Google Docs
* Excellent oral and written communication skills
* Knowledge in Infection Control Guidelines and practices
* Basic knowledge of Occupational Health and Safety

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

* + Exposure to highly confidential and sensitive information
  + Strict confidentiality must be maintained at all times
  + May be required to work beyond normal working hours in order to meet deadlines
  + Is required to work in conditions where strict guidelines are provided on disposal of used equipment; sterility of equipment for sample collection and wearing protective clothing (*e.g.,* gowns, gloves and masks).