

NLSE RESEARCH PROJECT IMPLEMENTATION COORDINATOR

POSITION DETAIL

Job title: NLSE Research Project Implementation Coordinator

Organisation: Lifebox

About us: Global non-profit making surgery and anaesthesia safer worldwide

Reporting to: NLSE-Program Manager

Key relationships: Fellows, mentors, program staff, clinical team, and hospitals

Location: Addis Ababa, Ethiopia

Contract: 4 or 5 months contract until March 2025, with possibility of extending

ABOUT LIFEBOX

Lifebox is a growing and dynamic global health non-profit co-founded by Dr. Atul Gawande and dedicated to saving lives by improving the safety of surgery and anaesthesia around the world. Lifebox works to increase anaesthesia safety, reduce surgical infection rates, and strengthen operating room teamwork through tools, training, and partnerships. Since its founding in 2011, Lifebox has worked in over 116 countries and trained more than 13,000 healthcare providers. Lifebox is registered as a charity in Ethiopia, Liberia, the UK, and the US, with just over 50 staff and affiliated faculty, and an operating budget of nearly \$4M supported by individual donors and foundations. To learn more, see: www.lifebox.org

ABOUT NLSE

The Nurse Leadership and Surgical Excellence (NLSE) program aims to enhance the skills and capabilities of nurses in the perioperative area. This is the second cohort pilot research project to be implemented in Ethiopia and Rwanda, following a successful pilot at three hospitals in Ethiopia. The program emphasizes leadership and communication skills development, quality improvement (QI) initiatives, and evidence-based nursing practices in perioperative surgical nursing care. It offers a unique opportunity for dedicated and motivated nurses to advance their careers. By participating, they will play a crucial role in improving patient outcomes and the quality of perioperative care, ultimately advancing surgical and anesthesia safety within their facilities.

Purpose of the role

The Nurse Leadership and Surgical Excellence (NLSE) Research and Program Assistant will support the quality improvement (QI) research activities of the NLSE program. The role includes coordinating and assisting in the implementation of research projects, supporting quality improvement initiatives, and providing support for the NLSE program.

Key Responsibilities will include:

- Assist in scheduling, documentation, logistics, and communication for fellows and mentors

- Assist mentors and fellows with logbook completion and ensure practical application of training.
- Support data collection, cleaning, analysis, and quality assurance, including DHIS2.
- Maintain communication with fellows, mentors, program staff, clinical team, and hospitals.
- Represent NLSE at meetings and events as needed
- Assist fellows in planning and implementing QI initiatives
- Provide logistical and technical support to fellows
- Assist in tracking key performance indicators (KPIs) for both program and QI initiatives and compile data for reporting.
- Assist in drafting communications, newsletters, and reports.
- Perform other administrative tasks as needed.

PERSON SPECIFICATION

Essential

- Bachelor's degree in nursing with at least 1 year of experience.
- Experience in participating in Nursing QI training and mentorship in perioperative settings.
- Experience in data collection, data cleaning, and data transcription.
- Excellent communication skills, with high fluency in spoken and written English.
- Self-motivated and capable of taking initiative.
- Ability to prioritise multiple tasks and meet deadlines.
- Strong IT skills, especially in Excel, Word, and PowerPoint.
- Flexible and adaptable.
- Committed to the goals and values of the NLSE program, focusing on enhancing perioperative nursing leadership and patient outcomes.
- Ability to work collaboratively within a multidisciplinary team and provide necessary support.

Desirable

- Willingness to travel to healthcare facilities involved in the NLSE program.
- Proficiency in using research software and tools

TIME COMMITMENT

- Full-time 4-5 months commitment, with potential for further extension.

LOCATION

- Addis Ababa, Ethiopia

APPLICATION PROCESS

To apply please email your CV and a cover letter as a single document explaining your motivation and how you are best suited for this position to

opportunities@lifebox.org

Please note the following:

Correspondence will only be entered with candidates who have been short-listed.

Closing date: 31 October 2024

Applications received after the closing date may be considered until the post is filled.

Lifebox is an equal opportunity employer and values diversity