

Screens patients' contacts for the purpose of contact tracing; conducts interviews as well as pre and post HIV test counseling; provides risk reduction education for TB and HIV to participants to decrease infection rate.

Makes regular site visits to health facilities in various locations, including communicable diseases clinics or patients' homes to observe, assess, and identify solutions for overcoming challenges. Ensures clinic nurses collect blood and other infectious clinical specimens from patients according to established procedures to prevent medical transmission of HIV.

Assures that data forms for the Ministry's Health Information System, especially concerning HIV/AIDS and TB/HIV, are filled out appropriately and submitted in a timely manner.

Submits reports, documentation and ensures protocols are followed; summarizes activities and findings periodically to supervisor in written and oral form

Performs other duties as assigned.

5%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Completion of an associate degree program or equivalent program (minimum 2 years) in a school of professional nursing approved by the legally designated agency in host country.

b. Prior Work Experience:

Three years clinical experience with progressive responsibility that includes direct patient care and coordinating clinical programs.

c. Post Entry Training:

None.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level III English (Good Working Knowledge) Speaking/Reading/Writing. Level II Setswana (Good Working Knowledge) Speaking

e. Job Knowledge:

Job holder must possess professional knowledge of a wide range of nursing concepts, principles, and practices to perform highly specialized nursing assignments as well as knowledge of anatomy, physiology, pathology, and pharmacology. A thorough knowledge of TB/HIV clinical issues and relevant testing and treatment guidelines. Understanding of the basics of collecting data for research initiatives.

f. Skills and Abilities

Good clinical and communication skills and ability to provide technical and appropriate support in a constructive manner. Possess problem-solving skills. Ability to discuss TB/HIV-related clinical content issues with patients of all levels. Ability to complete training in Microsoft Outlook, Excel, ART surveillance requirements, PEPFAR reporting requirements. Must possess or be able to obtain registration as a professional nurse in Botswana. Must have good analytical skills.

16. POSITION ELEMENTS

a. Supervision Received:

Direct supervision from Supervisory Nurse

b. Supervision Exercised:

None

c. Available Guidelines:

Counseling and testing guidelines, CDC and Botswana Ministry of Health published policies and procedures. U.S. Embassy employment policies and guidelines.

d. Exercise of Judgment:

Decides the best means to achieve work objectives. Shows initiative to identify problems and suggest ideas to respond to needs.

e. Authority to Make Commitments:

None.

f. Nature, Level and Purpose of Contacts:

Communicates with officials at health facilities as well as at the district and regional management level. Makes contact with other relevant sectors, concerning activities related to Research project.

g. Time Expected to Reach Full Performance Level: Six months