



## Outreach EMR

### Project Co-ordinator: Project Connect

#### Background

**Outreach EMR** (formerly EMR4DW) is a not for profit, non-sectarian, UK based charity set up in November 2014 and committed to empowering local people to achieve sustainable health care using electronic medical records. Ten Health Centres in Uganda currently use our electronic medical records system.

**Outreach EMR** is working with the **Uganda UK Health Alliance** and **Ministry of Health** to implement a Project (**PROJECT CONNECT**) that will enable transfer medical data directly from rural health centres to the Ugandan Ministry of Health using DHIS2, so that the data can be used by the government and District Health Offices (DHOs). There is overwhelming evidence that instant, accurate data transfer leads to actions that save lives.

#### Our requirements

**We are seeking a project co-ordinator to work on a flexible basis, to carry out the delivery of the project and provide us with a range of project management activities.**

#### Summary of the role:

1. To carry out and manage the delivery of Project Connect in Uganda
2. To work with local Health Centres, some of which will be new users of Outreach EMR's software and ensure that their DHOs have the equipment and training in place to be able to use information to which the government gives them access via DHIS2
3. To evaluate the project's success against agreed criteria.

**Base:** UUKHA office in Kampala and / or Mbale

**Contractual Arrangements:** Consultancy, flexible. The appointment is subject to appraisal and review at 3 monthly intervals.

**Remuneration:** The amount of time required will vary over the 12-month duration of the project. In addition, there may be a start-up phase and a short final completion phase. The consultant will be self-employed, and we anticipate about 200 days' work which can be invoiced at an agreed rate.

The consultant is expected to provide their own IT equipment (e.g., laptop with Windows 10 and suitable software).

Reasonable expenses can be claimed by prior agreement with the Steering Group.

**Reports to:** Project Steering Group comprised of Outreach EMR and UUKHA members.

## **Key Result Areas**

- 1) Develop a comprehensive project plan integrating outputs and critical success factors; identification of, and agreements with, Health Centres and DHOs; IT procurement, installation, and staff training; communications within Uganda and to the Steering Group; reporting and evaluation.
- 2) Establish a Memorandum of Understanding with each Health Centre and DHO.
- 3) Identify IT requirements and manage local procurement, delivery, and installation of IT equipment for the clinics and DHOs. Set up and maintain an asset register.
- 4) Identify training requirements in clinics and DHOs, organise and deliver appropriate staff training (how to roll out and use Outreach EMR's software for new clinics and how to use the Connect functionality for existing clinics).
- 5) Maintain regular, supportive contact with Health Centres and DHOs, working with staff to identify and address issues connected with Project Connect. Participate in system testing and help clinics to identify and solve problems.
- 6) Agree information required, methods and schedules for regular project reporting to Steering Group and prepare agreed reports.
- 7) Monitor progress against the Project Plan, identify variances and recommend remedial action to the Steering Group where appropriate.
- 8) Evaluate the success of data transmission between Health Centres and the government's DHIS2 system (accuracy, timeliness etc). Encourage the use of this timely data to provide enhanced health outcomes for the local communities. Create case studies as examples of how this data transmission is or could be used to improve medical services to local communities and help save lives.
- 9) Social media and publicity: regularly provide updates for the Outreach EMR blog and website.
- 10) Act as an ambassador for Outreach EMR and always behave in accordance with policies and procedures adopted by Outreach EMR and UUKHA.

## Key Relationships and Networks

### Person Specification

Attributes	Essential Criteria	Desirable Criteria	Demonstrated by
<b>Qualification</b>	Degree or equivalent	Post graduate qualification in relevant subject e.g., IT / Project Management	Application
<b>Experience</b>	Evidence of successful planning and delivery of IT project/s	Evidence of successful planning and delivery of major IT projects	Interview / references
	Evidence of working for at least 2 years in health provision and / or IT environment	Extensive experience of working in Health organisations	Interview/ references
	Experience of working with rural communities	Experience of overcoming challenges and achieving results in these situations	Interview/ references
<b>Specialist Knowledge</b>	Basic IT skills, including practical WiFi set up, Word, Excel, MS Project	Advanced IT skills	Application
	Able to demonstrate excellent knowledge of spoken and written English		Application / interview
<b>Aptitudes</b>	Excellent written and verbal communication skills		Application / interview / references
	Excellent facilitation, negotiation, presentation and influencing skills		Interview / references
<b>Disposition</b>	Self-directed		Interview / references
	Team player		Interview / references
<b>Other</b>	Able to travel within Uganda		Interview

Interested persons who meet the minimum requirements should submit their application by email to the;

- 1) UUKHA administrator via [info@uukha.org](mailto:info@uukha.org)
- 2) In copy to the project lead Dr Peter Smith via [peter.smith@outreachemr.org](mailto:peter.smith@outreachemr.org)

Applications should include;

- 1) A cover letter addressed to the Head of Programmes- Uganda UK Health Alliance and duly signed
- 2) A detailed Curriculum Vitae with names of two referees, academic certificates and transcripts attached as one document
- 3) A recent passport photograph.

**Deadline for submission of applications is 5:00 pm on Thursday 7<sup>th</sup> June 2022.**