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**Annex 3: Examples of RRT members job profile/description**

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| **RRT members job profile/description** |
| 1. **General requirements for all RRT members**     **Educational qualifications**:   * Essential: Suitable qualification for the member's expected role e.g., Epidemiology, Infection prevention and control, Laboratory, etc. * Desirable: Bachelor’s degree or higher qualification.     **Experiences**:   * Essential: 1 year or more experience in the expected role * Desirable: 1 year or more field deployment experience is preferred     **Health conditions**:   * Does not suffer from uncontrolled medical conditions that could limit work needs. * Vaccinated against common communicable diseases. * Further vaccinations may be required later according to the changing circumstances.     **Age:**   * Minimum and maximum age for RRT members may be indicated into the job profile, based on country needs and preferences.     **Soft skills:**   * Teamwork * Respecting and promoting individual and cultural differences * Communication * Producing results * Ensuring the effective use of resources * Creating an empowering and motivating environment     **Languages:**   * Essential: Excellent oral and written level of country language * Desired: Knowledge of another local language would be an asset      1. **Specific skills required by profile**  * The required skills vary according to each country context as well as the nature of the occurring emergencies. * Additional roles should be considered according to the type of emergencies faced by the country (i.e., water, sanitation and hygiene (WASH) experts for cholera outbreaks, veterinarians for zoonosis diseases, etc.). * Suggested skills for essential RRT members:      * 1. **Team Leader**  |  |  |  | | --- | --- | --- | | **Suggested qualifications** | **Responsibilities** | **Deliverables** | | * Experience in emergency response. * Trained on team leadership and management in the field. * Skills in outbreak investigation. | * Coordinating response activities with key stakeholders and other actors in the field * Coordinating team members activities * Evaluating whether appropriate data are being collected and indicators met * Reporting to headquarters on the team’s activities, challenges, current and expected needs | * Team plans/priorities * RRT situation report * List of locations to be visited with assigned RRT members and list of accomplished visits. |     *Note: Team leader could be a dual role.*   * 1. **Epidemiologist/surveillance officer**  |  |  |  | | --- | --- | --- | | **Suggested qualifications** | **Responsibilities** | **Deliverables** | | * Trained in epidemiology including basic data management and emergency surveillance * Familiar with the surveillance system at the national and sub-national levels, the agreed upon standardized case definition, and the standardized tools (including electronic databases, if any) and line list, contact tracing forms, etc. * Ideally, have experience in risk assessment and outbreaks investigation, including statistical tools of risk assessment and familiarity with basic epidemiological studies, that may be required to be conducted. * Aware of border health and point of entry regulations | * Reviewing data collected (e.g., line lists) in the field and at healthcare facilities * Evaluating and improving (as needed) compliance with standardized case definitions and tools * Identifying at-risk groups, demographics, etc. * Working with and increasing the capacity of local epidemiologists or disease surveillance officers to review and analyze data * Generating hypotheses about the origin of the emergency to guide con trol measures * Test the hypothesis by conducting epidemiological study | * Case definitions. * Questionnaire/data collection form. * Line listing form. * Contact tracing form. * Evidence based communication on cause of the outbreak and major risk factors |      * 1. **Case Management expert**  |  |  |  | | --- | --- | --- | | **Suggested qualifications** | **Responsibilities** | **Deliverables** | | * Clinician, e.g., doctor or nurse * Experience in acute/critical patient treatment, healthcare facility setup and flow * Proper use of personal protective equipment (PPE) * Knowledge of infection prevention and control (IPC) principles * Experience with outbreak investigations | * Initial clinical management of patients * Provision of necessary materials for healthcare facility functioning * Increasing capacity of healthcare workers to treat patients | * List of required medications and tools for case management. * Report on adherence to standardized treatment and case management * List of healthcare facilities in need of supplies/equipment * Case reports |  * 1. **Infection prevention and control expert**  |  |  |  | | --- | --- | --- | | **Suggested qualifications** | **Responsibilities** | **Deliverables** | | * Expertise in IPC * Experience with outbreak investigations * Familiarity with IPC in community setting | * Ensuring the proper use of PPE and utilizing IPC principles by healthcare workers and community members, including safe waste management. | * Developed and implemented IPC policies and SOP contents * IPC assessments conducted and work plan developed * Structural controls established (e.g., triage setup, registration area, respiratory waiting area) * IPC focal person and team in place * Trained HCWs * Signage placed in strategic areas * List of required PPEs * List of disinfectants and waste disposal equipment. |  * 1. **Risk communication/Community engagement/social mobilization expert**  |  |  |  | | --- | --- | --- | | **Suggested qualifications** | **Responsibilities** | **Deliverables** | | * Aware of the local community and understands its customs and various beliefs that can affect health or outbreak response activities. * Familiar with the myths, rumors, and stigma associated with the most important diseases according to the country's context. * Familiarity with basics of public health ethics * Understand the national and subnational leadership structures to engage the appropriate stakeholders. * Knowledge in audience analysis strategies * Knowledge on crisis and emergency risk communication. * Knowledge on health education outreach activities | * Identify rumors and misconceptions that exist in the community * Identify barriers to acceptance of prevention and control measures, including vaccine resistance * Increase knowledge of disease in the community and encourage engagement in controlling the emergency | * Map of areas targeted with social mobilization campaigns * Lists of community leaders and networks * Messaging tailored for different audiences and information needs Knowledge, attitudes, and perceptions (KAP) surveys or other community feedback mechanisms * Communication surveillance reports from formal and/or informal channels * Communication plan Risk Communication checklist for both scenarios: * o No COVID-19 cases identified * o COVID-19 cases already identified * Daily/weekly/monthly talking points * Risk communication skills training * 24/7 local hotline plan including script for staff |      * 1. **Laboratory expert**  |  |  |  | | --- | --- | --- | | **Suggested qualifications** | **Responsibilities** | **Deliverables** | | * Understand laboratory sample collection, transport needs, and testing procedures, including preferred samples and preferred time of collection vis a vis course of the disease, battery of tests for diagnosis and monitoring. * Able to teach and demonstrate these techniques. * Knowledge of national and sub-national laboratory capacity and locations. * Knowledge on biosafety and biosecurity. | * Evaluate the process of sample collection, transport, and testing * Teach sample collection, transport, and proper testing * Evaluate laboratory capacity to test for the appropriate pathogens, including Quality Assurance and Reference laboratory linkage | * Report of:   -Total samples  -Positive samples  -Types of tests   * Laboratory sample tracking form * List of network of laboratories with specific services available from each, hierarchy of referral and standardized turnaround time for each test * Laboratory specimen data report to submitter (e.g., healthcare facility, HCWs, case-patients, etc.) * Testing capacity report * List of soon to be needed kits and equipment. |      * 1. **Logistics expert**  |  |  |  | | --- | --- | --- | | **Suggested qualifications** | **Responsibilities** | **Deliverables** | | * Trained in logistics and supply chains. | * Coordinate the team transportation and travel accommodations * Provide logistical support for transportation of samples to laboratories. * Procurement planning within the scope of local and remote resource management * Map out locations of equipment and supplies and manage the stock for the response * Coordinate the security of the team in the field. | * Required equipment available, including communication material and stock maintained * RRT members transportation * Shipment of samples to the laboratory * Administrative processes and financial management |   *Note: Depending on availability of human resources, the logistics expert could be in the field or support the team from the headquarters.* |