



## **Program Manager – Increasing Access to Services for PLHIV Who Use Drugs in the Philippines**

**Location and working hours:** Makati City, 830am-530pm M-F

**Employment Period:** 6 month contract

### **Overview:**

The Sustained Health Initiatives of the Philippines (SHIP) clinic is a low-cost, private facility in Mandaluyong, Metro Manila, Philippines that provides HIV care to approximately 800 patients. SHIP will be working with amfAR and with expert local partners like NoBox, Inc. to address one of the key challenges in successful care and treatment for HIV: substance use. Substance use is not only associated with higher risk of acquiring HIV, but it also leads to poor adherence to antiretroviral therapy (ART), which in turn is associated with poor treatment outcomes and increased mortality. The combination of substance abuse and HIV/AIDS poses special challenges for medical providers. Integrated care is the best treatment option, but at present, there are no services in the Philippines catering to the needs of PLHIV who use drugs.

The objectives of the project are to create a referral network of service providers for PLHIV who Use Drugs in the Philippines and to build the capacity of health workers providing services related to drug addiction to provide appropriate care to PLHIV.

### **Job Summary:**

The Program Manager is responsible to manage the implementation of the project as outlined in the approved amfAR Global Advocacy Corps (GAC) Award Grant Application. The consultant will work collaboratively with other consultants from SHIP and NoBox to delegate and distribute tasks to accomplish the activities and deliverables outlined below. The Program Manager will meet regularly with Executive Director, Medical Director, and research team to review patient participation, data accuracy and overall project progress.

<b>Grant Activity (from approved GAC application)</b>
<b>ACTIVITY 1 - NETWORK MAPPING (3-4 MONTHS)</b> <i>Provider and PLHIV Surveys:</i> We will distribute online surveys to: Drug addiction service providers; HIV primary care providers; PLHIV groups. The surveys will assess the current context, identify

challenges/barriers to accessing services, and identify potential service providers to join the network.

*In-depth Interviews:* We will conduct one-on-one anonymous interviews with PLHIV who use drugs, and with service providers to assess needs and to document the experiences of seeking care and providing care to PLHIV who use drugs.

*Referral network mapping:* Based on the outcomes of the qualitative and quantitative data collection phases, we will identify the service providers that we will include in the referral network and those who we will include in the training and mentorship program.

#### **ACTIVITY 2 - TRAINING AND MENTORSHIP (6 MONTHS)**

We will conduct a 1 to 2 day workshop with up to 30 participants in each of the 3 regions identified (Manila, Cebu, Mindanao). Holding regional trainings will allow us to introduce providers to one another in order to facilitate integrated care and referral systems. Having separate regional trainings also allows us to tailor the content to the local context and to save on travel costs for participants.

Following the initial workshops, our harm reduction and HIV care technical experts will work with providers in their facilities to observe, mentor, and provide guidance. They will have regular telephone and email check-ins with the referral network members, and we will use social media groups (e.g. Facebook/Viber) to encourage ongoing exchange between network providers. We will send monthly online surveys to the providers in order to collect data on service provision to PLHIV who use drugs and to monitor project outcomes.

#### **ACTIVITY 3 - COMMUNICATIONS CAMPAIGN (6 MONTHS)**

The communications campaign will reach PLHIV online, in social venues, and in health facilities. This activity will occur concurrently with training and mentorship activities.

Based on our project findings and outcomes, we will also prepare policy briefs for our advocates in the Philippine Senate and Congress.

#### **Qualifications:**

Bachelor's degree in related discipline required. Some related experience required.

- Ability to work with populations across ages, sexual orientations, socio-economic circumstances; a person who has worked with and/or is from the MSM community is strongly preferred.
- Experience with research desirable.
- Strong organizational skills.
- Ability to maintain meticulous records.
- A high degree of self-motivation and the ability to function both as a team member and independently.
- Ability to use computers, including word processing, spreadsheets, databases, internet use and e-mail.
- Ability to prioritize workload on a daily and weekly basis.
- Ability to work well with others to solve problems.
- Ability to work under pressure and within deadlines and prioritizes multiple tasks.
- Ability to maintain participant confidentiality.
- Knowledge of medical terminology.
- General knowledge of HIV disease.
- Excellent oral and written communication skills, and organizational skills.

**Gross Compensation:** 16,000-26,000 PHP monthly (depending on experience and qualifications) minus taxes and required deductions.

**Confidentiality:**

We take protecting the confidentiality of our patients very seriously. The person in this role must be aware that pursuant to *Philippine AIDS Prevention and Control Act of 1998 RA 8504 Sec. 30. Medical confidentiality. – All health professionals, medical instructors, workers, employers, recruitment agencies, insurance companies, data encoders, and other custodians of any medical record, file, data, or test results are directed to strictly observe confidentiality in the handling of all medical information, particularly the identity and status of persons with HIV.*

Violation of patient confidentiality can result in imprisonment of up to 4 years , as well as the revocation of professional license and/or business accreditation.

**Apply:**

To apply please send your resume and a cover letter explaining why you are interested in the role and your relevant experience to [coconnor@ship.ph](mailto:coconnor@ship.ph). **Deadline for applications is April 7, 2017.**



## **Short-Term Contract Research Quality Control Manager**

**Location and working hours:** Mandaluyong City, 8am-5pm M-F

**Employment Period:** 6 weeks

### **Overview:**

The Sustained Health Initiatives of the Philippines (SHIP) clinic is a low-cost, private facility in Mandaluyong, Metro Manila, Philippines that provides HIV care to approximately 600 patients. SHIP will conduct a demonstration project of the Connect for Life platform. The platform facilitates access to appropriate care for HIV/AIDS patients via their cell phones through interactive voice response system (IVRS) or through SMS. The goals of the project are to tailor the platform to the needs of SHIP's patient population, assess the feasibility and acceptability of the intervention, and assess patient outcomes through an observational study.

### **Job Summary:**

The Research Quality Control Manager is responsible for overseeing the process of encoding of medical records into an online database as part of the Connect for Life demonstration project at SHIP. This role will require someone with a medical background and ability to interpret patient charts (experience with HIV a big advantage), attention to detail, experience with research data.

### **Duties and Responsibilities:**

- Ensures collection of pertinent data from internal and external sources and monitors compliance with requirements of the clinical trial.
- Maintain and complete protocol specific patient records and Case Report Forms (CRF).
- Maintain confidential records of required source documentation on each assigned research subject on protocol.
- Meet regularly with Executive Director, Medical Director, and research team to review patient participation, data accuracy and overall project progress.
- Other duties as assigned.

**Qualifications:**

Bachelor's degree in related discipline required. Some related experience required.

- Ability to work with populations across ages, sexual orientations, socio-economic circumstances; a person who has worked with and/or is from the MSM community is strongly preferred.
- Experience with clinical research desirable.
- Experience with protocol implementation and patient coordination preferred.
- Experience with completion of data sets (Case Report Forms) desirable.
- Good Clinical Practice certification relevant to human subjects' research and other classes desirable.
- Interpersonal skills to collaborate effectively with Principal Investigator, and other staff members and research participants.
- Strong organizational skills.
- Ability to maintain meticulous records.
- A high degree of self-motivation and the ability to function both as a team member and independently.
- Ability to use computers, including word processing, spreadsheets, databases, internet use and e-mail.
- Ability to prioritize workload on a daily and weekly basis.
- Ability to work well with others to solve problems.
- Ability to work under pressure and within deadlines and prioritizes multiple tasks.
- Ability to maintain participant confidentiality.
- Knowledge of medical terminology.
- General knowledge of HIV disease.
- Excellent oral and written communication skills, and organizational skills.

**Gross Compensation:** 24,000-34,000 PHP monthly (depending on experience and qualifications) minus taxes and required deductions.

**Confidentiality:**

We take protecting the confidentiality of our patients very seriously. The person in this role must be aware that pursuant to *Philippine AIDS Prevention and Control Act of 1998 RA 8504 Sec. 30. Medical confidentiality. – All health professionals, medical instructors, workers, employers, recruitment agencies, insurance companies, data encoders, and other custodians of any medical record, file, data, or test results are directed to strictly observe confidentiality in the handling of all medical information, particularly the identity and status of persons with HIV.*

Violation of patient confidentiality can result in imprisonment of up to 4 years , as well as the revocation of professional license and/or business accreditation.

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## Short-Term Contract Data Encoder

**Location and working hours:** Mandaluyong City, 8am-5pm M-F

**Employment Period:** 6 weeks

### **Overview:**

The Sustained Health Initiatives of the Philippines (SHIP) clinic is a low-cost, private facility in Mandaluyong, Metro Manila, Philippines that provides HIV care to approximately 600 patients. SHIP will conduct a demonstration project of the Connect for Life platform. The platform facilitates access to appropriate care for HIV/AIDS patients via their cell phones through interactive voice response system (IVRS) or through SMS. The goals of the project are to tailor the platform to the needs of SHIP's patient population, assess the feasibility and acceptability of the intervention, and assess patient outcomes through an observational study.

### **Job Summary:**

The Data Encoder is responsible for encoding of medical records into an online database as part of the Connect for Life demonstration project at SHIP. This role will require someone with a medical background and ability to interpret patient charts (experience with HIV a big advantage), attention to detail, experience with research data.

### **Duties and Responsibilities:**

- Encode medical records and research case report forms into the Connect for Life and other data collection systems.
- Maintain confidential records of required source documentation on each assigned research subject on protocol.
- Meet regularly with Executive Director, Medical Director, and research team to review patient participation, data accuracy and overall project progress.
- Other duties as assigned.

### **Qualifications:**

Bachelor's degree in related discipline required. Some related experience required.

- Experience with clinical research desirable.
- Experience with protocol implementation and patient coordination preferred.
- Experience with completion of data sets (Case Report Forms) desirable.
- Good Clinical Practice certification relevant to human subjects' research and other classes desirable.
- Strong organizational skills.
- Ability to maintain meticulous records.
- A high degree of self-motivation and the ability to function both as a team member and independently.
- Ability to use computers, including word processing, spreadsheets, databases, internet use and e-mail.
- Ability to prioritize workload on a daily and weekly basis.
- Ability to work well with others to solve problems.
- Ability to work under pressure and within deadlines and prioritizes multiple tasks.
- Ability to maintain participant confidentiality.
- Knowledge of medical terminology.
- General knowledge of HIV disease.
- Excellent oral and written communication skills, and organizational skills.

**Gross Compensation:** 15,000-20,000 PHP monthly (depending on experience and qualifications) minus taxes and required deductions.

**Confidentiality:**

We take protecting the confidentiality of our patients very seriously. The person in this role must be aware that pursuant to *Philippine AIDS Prevention and Control Act of 1998 RA 8504 Sec. 30. Medical confidentiality. – All health professionals, medical instructors, workers, employers, recruitment agencies, insurance companies, data encoders, and other custodians of any medical record, file, data, or test results are directed to strictly observe confidentiality in the handling of all medical information, particularly the identity and status of persons with HIV.*

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