

Terms of Reference Speech and Language Therapy Volunteer

Project:	Interdisciplinary rehabilitation services supporting children with intellectual and developmental disabilities to thrive (I-Thrive)
Position:	Clinical Supervisor
Work place:	Quang Nam Regional General Hospital, Quang Nam Traditional Medicine Hospital, and 9 district health centers (DHCs) in Quang Nam Province, Vietnam.
Length of position:	6 months.
Start date:	Tentatively from February 22, 2021.
Working hour per week:	40 hours.

BACKGROUND

Medical Committee Netherlands - Vietnam (MCNV) is a Netherland-based NGO founded in 1968 based on friendship and solidarity of Vietnamese and Dutch. Since then, all activities of MCNV are forwarding to the support to develop the programs, projects and the emergency aid in health care of the Vietnamese. During last 20 years MCNV has been supporting People with Disabilities focusing on Rehabilitation Service and Inclusion.

To contribute to filling the gaps of rehabilitation service and system at both provincial and district levels, MCNV has been implementing I-Thrive Project in Thua Thien Hue and Quang Nam Provinces. Within this project, MCNV support Da Nang University of Medical Technology and Pharmacy to provide a 12-month course on Speech and Language Therapy (SALT). MCNV is looking for a volunteer to provide coaching on SALT clinical practice for health staffs who finish this training course (called SALT practitioners hereafter) in daily working in the targeted health facilities after completing the SALT training course.

SCOPE OF WORK

1. Objectives

To provide SALT clinical coaching to SALT practitioners at 2 provincial hospitals, and 9 DHCs in Quang Nam Province, Vietnam (11 health facilities in total).

2. The SALT volunteer's specific tasks

The volunteer's tasks may include, but not limited to:

- **Preparation:**

- Work with MCVN to develop coaching methodology and tools, which are relevant to the subjects provided in the 12-month SALT course.
The tools are expected to cover objectives, coaching contents, clinical supervisor form, etc.
- Prepare coaching materials as needed. The materials may include lectures, clinical supervisor forms, references for the SALT practitioners; in both on-site and on-line methods.
- **Field work:**
 - Conduct SALT clinical coaching for 12 practitioners at Quang Nam Regional General Hospital (2 staff), Quang Nam Traditional Medicine Hospital (1 staff), and 9 DHCs in Quang Nam Province (1 staff at each facility).
 - Coaching duration: 4 weeks per facility including 2-week on-site and 2-week online coaching. It is 6 months for 12 SALT practitioners at 11 facilities in total. Tentative coaching schedule is attached.
- **Reporting:**
 - Provide report to MCNV after finishing coaching at each health facility. Template of the report will be attached to the labor contract.
 - Provide MCNV the final report after finishing coaching at all targeted health facilities.

Requirement:

- Work closely with MCVN staff during coaching time.
- Comply with MCNV's Child Protection Policy and Code of Conduct at all times. MCNV's Child Protection Policy and Code of Conduct will be attached to the labour contract.

3. Expected deliverables

- An approved coaching plan.
- 12 reports on coaching completion at 11 health facilities.
- A final report on coaching completion in Quang Nam Province.

Desirable parameters:

- SALT certificate education.
- Strong interpersonal skills and ability to build relationships in a challenging multicultural environment.

Benefits covered by MCVN:

- Living cost: could be negotiable according to the volunteer's experience.
- Insurance as required by Vietnam Law.
- In-country travels to the coaching sites.
- Accommodation at the coaching sites.

A CV detailing professional experience, relevant qualifications should be provided to thuy.tranthu@mcnv.vn by **December 25, 2020**. Only short list will be contacted.

ANNEX 1

SALT Coaching schedule in Quang Nam Province

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
22-Feb-21	23-Feb-21	24-Feb-21	25-Feb-21	26-Feb-21	27-Feb-21	28-Feb-21
Duy Xuyen DHC: on-line assignment						
1-Mar-21	2-Mar-21	3-Mar-21	4-Mar-21	5-Mar-21	6-Mar-21	7-Mar-21
Duy Xuyen DHC: on-line assignment						
8-Mar-21	9-Mar-21	10-Mar-21	11-Mar-21	12-Mar-21	13-Mar-21	14-Mar-21
Duy Xuyen DHC: on-site Que Son DHC: on-line assignment						
15-Mar-21	16-Mar-21	17-Mar-21	18-Mar-21	19-Mar-21	20-Mar-21	21-Mar-21
Duy Xuyen DHC: on-site Que Son DHC: on-line assignment						
22-Mar-21	23-Mar-21	24-Mar-21	25-Mar-21	26-Mar-21	27-Mar-21	28-Mar-21
Que Son DHC: on-site Thang Binh DHC: on-line assignment						
29-Mar-21	30-Mar-21	31-Mar-21	1-Apr-21	2-Apr-21	3-Apr-21	4-Apr-21
Que Son DHC: on-site Thang Binh DHC: on-line assignment						
5-Apr-21	6-Apr-21	7-Apr-21	8-Apr-21	9-Apr-21	10-Apr-21	11-Apr-21
Thang Binh DHC: on-site Quang Nam Traditional Medicine Hospital (QNTMH): on-line assignment						
12-Apr-21	13-Apr-21	14-Apr-21	15-Apr-21	16-Apr-21	17-Apr-21	18-Apr-21
Thang Binh DHC: on-site QNTMH: on-line assignment						
19-Apr-21	20-Apr-21	21-Apr-21	22-Apr-21	23-Apr-21	24-Apr-21	25-Apr-21
QNTMH: on-site Nui Thanh DHC: on-line assignment		National holiday	QNTMH: on-site Nui Thanh DHC: on-line assignment			
26-Apr-21	27-Apr-21	28-Apr-21	29-Apr-21	30-Apr-21	1-May-21	2-May-21
QNTMH: on-site Nui Thanh DHC: on-line assignment				National holiday		
3-May-21	4-May-21	5-May-21	6-May-21	7-May-21	8-May-21	9-May-21
National holiday	Nui Thanh DHC: on-site Phu Ninh DHC: on-line assignment					
10-May-21	11-May-21	12-May-21	13-May-21	14-May-21	15-May-21	16-May-21
Nui Thanh DHC: on-site Phu Ninh DHC: on-line assignment						

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
17-May-21	18-May-21	19-May-21	20-May-21	21-May-21	22-May-21	23-May-21
Phu Ninh DHC: on-site Nam Tra My DHC: on-line assignment						
24-May-21	25-May-21	26-May-21	27-May-21	28-May-21	29-May-21	30-May-21
Phu Ninh DHC: on-site Nam Tra My DHC: on-line assignment						
31-May-21	1-Jun-21	2-Jun-21	3-Jun-21	4-Jun-21	5-Jun-21	6-Jun-21
Nam Tra My DHC: on-site Hiep Duc DHC: on-line assignment						
7-Jun-21	8-Jun-21	9-Jun-21	10-Jun-21	11-Jun-21	12-Jun-21	13-Jun-21
Nam Tra My DHC: on-site Hiep Duc DHC: on-line assignment						
14-Jun-21	15-Jun-21	16-Jun-21	17-Jun-21	18-Jun-21	19-Jun-21	20-Jun-21
Hiep Duc DHC: on-site Nong Son DHC: on-line assignment						
21-Jun-21	22-Jun-21	23-Jun-21	24-Jun-21	25-Jun-21	26-Jun-21	27-Jun-21
Hiep Duc DHC: on-site Nong Son DHC: on-line assignment						
28-Jun-21	29-Jun-21	30-Jun-21	1-Jul-21	2-Jul-21	3-Jul-21	4-Jul-21
Nong Son DHC: on-site Dong Giang DHC: on-line assignment						
5-Jul-21	6-Jul-21	7-Jul-21	8-Jul-21	9-Jul-21	10-Jul-21	11-Jul-21
Nong Son DHC: on-site Dong Giang DHC: on-line assignment						
12-Jul-21	13-Jul-21	14-Jul-21	15-Jul-21	16-Jul-21	17-Jul-21	18-Jul-21
Dong Giang DHC: on-site Quang Nam Regional General Hospital: on-line assignment						
19-Jul-21	20-Jul-21	21-Jul-21	22-Jul-21	23-Jul-21	24-Jul-21	25-Jul-21
Dong Giang DHC: on-site Quang Nam Regional General Hospital: on-line assignment						
26-Jul-21	27-Jul-21	28-Jul-21	29-Jul-21	30-Jul-21	31-Jul-21	1-Aug-21
Quang Nam Regional General Hospital: on-site						
2-Aug-21	3-Aug-21	4-Aug-21	5-Aug-21	6-Aug-21	7-Aug-21	8-Aug-21
Quang Nam Regional General Hospital: on-site						
9-Aug-21	10-Aug-21	11-Aug-21	12-Aug-21	13-Aug-21	14-Aug-21	15-Aug-21
Report writing						