

## Terms of Reference Speech and Language Therapy Volunteer

<b>Project:</b>	Interdisciplinary rehabilitation services supporting children with intellectual and developmental disabilities to thrive (I-Thrive)
<b>Position:</b>	Clinical Supervisor
<b>Work place:</b>	Thua Thien Hue Rehabilitation Hospital, and 8 district health centers (DHCs) in Thua Thien Hue Province, Vietnam.
<b>Length of position:</b>	5 months.
<b>Start date:</b>	Tentatively from February 22, 2021.
<b>Working hour per week:</b>	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 1 provincial hospital, and 8 DHCs in Thua Thien Hue Province, Vietnam (9 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 9 practitioners at Thua Thien Hue Rehabilitation Hospital, and 8 DHCs in Thua Thien Hue Province (1 staff at each facility).
  - Coaching duration: 4 weeks per facility including 2-week on-site and 2-week on-line coaching. It is about 5 months for 9 SALT practitioners at 9 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 labor contract.

**3. Expected deliverables**

- An approved coaching plan.
- 9 reports on coaching completion at 9 health facilities.
- A final report on coaching completion in Thua Thien Hue 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](mailto:thuy.tranthu@mcnv.vn) by **December 25, 2020**. Only short list will be contacted.

### SALT Coaching schedule in Thua Thien Hue Province

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
22-Mar-21	23-Feb-21	24-Feb-21	25-Feb-21	26-Feb-21	27-Feb-21	28-Feb-21
Hue City HC: on-line assignment						
1-Mar-21	2-Mar-21	3-Mar-21	4-Mar-21	5-Mar-21	6-Mar-21	7-Mar-21
Hue City HC: on-line assignment						
8-Mar-21	9-Mar-21	10-Mar-21	11-Mar-21	12-Mar-21	13-Mar-21	14-Mar-21
Hue City HC: on-site Thua Thien Hue Rehabilitation Hospital: on-line						
15-Mar-21	16-Mar-21	17-Mar-21	18-Mar-21	19-Mar-21	20-Mar-21	21-Mar-21
Hue City HC: on-site Thua Thien Hue Rehabilitation Hospital: on-line						
22-Mar-21	23-Mar-21	24-Mar-21	25-Mar-21	26-Mar-21	27-Mar-21	28-Mar-21
Thua Thien Hue Rehabilitation Hospital: on-site Huong Thuy DHC: on-line						
29-Mar-21	30-Mar-21	31-Mar-21	1-Apr-21	2-Apr-21	3-Apr-21	4-Apr-21
Thua Thien Hue Rehabilitation Hospital: on-site Huong Thuy DHC: on-line						
5-Apr-21	6-Apr-21	7-Apr-21	8-Apr-21	9-Apr-21	10-Apr-21	11-Apr-21
Huong Thuy DHC: on-site Huong Tra DHC: on-line						
12-Apr-21	13-Apr-21	14-Apr-21	15-Apr-21	16-Apr-21	17-Apr-21	18-Apr-21
Huong Thuy DHC: on-site Huong Tra DHC: on-line						
19-Apr-21	20-Apr-21	21-Apr-21	22-Apr-21	23-Apr-21	24-Apr-21	25-Apr-21
Huong Tra DHC: on-site Phu Vang DHC: on-line		<b>National holiday</b>	Huong Tra DHC: on-site Phu Vang DHC: on-line			
26-Apr-21	27-Apr-21	28-Apr-21	29-Apr-21	30-Apr-21	1-May-21	2-May-21
Huong Tra DHC: on-site Phu Vang DHC: on-line				<b>National holiday</b>		
3-May-21	4-May-21	5-May-21	6-May-21	7-May-21	8-May-21	9-May-21
<b>National holiday</b>	Phu Vang DHC: on-site Phu Loc DHC: on-line					
10-May-21	11-May-21	12-May-21	13-May-21	14-May-21	15-May-21	16-May-21
Phu Vang DHC: on-site Phu Loc DHC: on-line						
17-May-21	18-May-21	19-May-21	20-May-21	21-May-21	22-May-21	23-May-21
Phu Loc DHC: on-site Nam Dong DHC: on-line						

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
24-May-21	25-May-21	26-May-21	27-May-21	28-May-21	29-May-21	30-May-21
Phu Loc DHC: on-site Nam Dong DHC: on-line						
31-May-21	1-Jun-21	2-Jun-21	3-Jun-21	4-Jun-21	5-Jun-21	6-Jun-21
Nam Dong DHC: on-site A Luoi DHC: on-line						
7-Jun-21	8-Jun-21	9-Jun-21	10-Jun-21	11-Jun-21	12-Jun-21	13-Jun-21
Nam Dong DHC: on-site A Luoi DHC: on-line						
14-Jun-21	15-Jun-21	16-Jun-21	17-Jun-21	18-Jun-21	19-Jun-21	20-Jun-21
A Luoi DHC: on-site Phong Dien DHC: on-line						
21-Jun-21	22-Jun-21	23-Jun-21	24-Jun-21	25-Jun-21	26-Jun-21	27-Jun-21
A Luoi DHC: on-site Phong Dien DHC: on-line						
28-Jun-21	29-Jun-21	30-Jun-21	1-Jul-21	2-Jul-21	3-Jul-21	4-Jul-21
Phong Dien DHC: on-site						
5-Jul-21	6-Jul-21	7-Jul-21	8-Jul-21	9-Jul-21	10-Jul-21	11-Jul-21
Phong Dien DHC: on-site						
12-Jul-21	13-Jul-21	14-Jul-21	15-Jul-21	16-Jul-21	17-Jul-21	18-Jul-21
Report Writing						