

Consultant Position Description

BACKGROUND

The Centers for Disease Control and Prevention has awarded the ASCP a cooperative agreement to support laboratory training and quality improvement for diagnosis and laboratory monitoring of HIV/AIDS patients in resource-limited countries that are part of the President's Emergency Program for AIDS Relief (PEPFAR).

ASCP has developed training materials in the areas of Hematology, Chemistry, CD4 testing, Phlebotomy, Basic Laboratory Operations, and Laboratory Management. ASCP is also collaborating with universities based in the United States to develop curriculum for Medical Technology programs in Tanzania, Ethiopia and Rwanda.

Ultimately the work of the ASCP Institute will serve to enhance the quality of laboratory testing services and improve the effectiveness of HIV/AIDS prevention, care and treatment services and interventions. Funds have been committed to provide training in Cote D'Ivoire, Ethiopia, Guyana, Haiti, Kenya, Lesotho, Namibia, Nigeria, Rwanda, South Africa, Swaziland, Tanzania, and Zambia through August of 2008.

POSITION REQUIREMENTS

- Consultant must be a current ASCP member
- Certified Pathologist (MD), PhD or Medical Technologist
- At least 5 years experience in Clinical Laboratory Management, MT/ MLT educator, or Lab Continuing Education Instructor
- Expertise in Hematology, Clinical Chemistry, CD4 Testing, Laboratory Management
- Experience evaluating lab infrastructure
- Strategic Planning Skills
- Gap Analysis experience
- Strong communication skills
- Diplomatic skills; ability to persuade and influence stakeholders
- Be comfortable managing ambiguity/ changing priorities
- Excellent problem-solving skills
- Culturally sensitive
- Sense of humor
- General good health

CONSULTANT OPPORUNITIES

As a consultant for the ASCP Institute, individuals are asked to participate in any or all of the following activities based on their experience, interest, and availability. Some opportunities may require domestic or international travel.

Work Groups

Consultants who are asked to serve on a Work Group are chosen based on their expertise in any of the following areas:

- Hematology
- Clinical Chemistry
- CD4 Testing
- Phlebotomy
- Basic Laboratory Operations
- Laboratory Management
- Pre-Service Curriculum Development
- French Translation
- Program Monitoring and Evaluation

Work Groups serve as a resource for the development and/ or revision of specific training-based curriculum. Members may be asked to develop new material, revise existing training packages, translate materials into another language, or create tools to evaluate the effectiveness of any ASCP training or program.

Work Group members may be asked to assist training that requires international travel. Some domestic travel within the United States may be required for collaborative projects.

Assessments

ASCP conducts an initial assessment of each country. An ASCP consultant and staff member meet with a country's key stakeholders and in-country partners to build relationships and assess the needs of the laboratory infrastructure, become familiar with instrumentation, perform site visits and create a scope of work and plan for activities for the following year. Assessments also provide an opportunity to customize ASCP's training curriculum to meet the needs of each country. International travel is a requirement. Assessments typically occur over 5 days and include additional travel time of 2-3 days.

Trainings

Trainings are conducted in country in the areas of Clinical Chemistry, Hematology, CD4 Testing, Phlebotomy, Basic Lab Operations and Laboratory Management. International travel is a requirement. Trainings last from 3 business days to 10 business days with additional travel time of 2-4 days.

Training in Clinical Chemistry, Hematology, CD4 Testing, and Phlebotomy include didactic and hands-on training on the equipment. Consultants present the material through power-point based lectures, case studies, demonstration and group discussion. The hands-on portion is usually conducted by trainers from equipment

vendors in country. Often, Chemistry, Hematology, and CD4 trainings will be conducted together over a period of 8-10 business days.

Training in Laboratory Management and the Basic Laboratory Operations Training are task-based and include didactic lecture as well as group activities, case studies, and group discussion. BLOT is conducted over three days. Lab Management is conducted over a period of 5 to 10 days based on the needs of the country. Often these trainings will be taught back to back.

Trainings may contain a “Teach-Back” component which allows participants to teach the material they have learned back to their peers and to receive feedback and suggestions from the ASCP consultants.

After the ASCP training, participants “Roll-Out” the training by teaching it to their peers in other regions and labs. One or two ASCP consultants observe these “Roll-Out” trainings to offer guidance and answer questions.

Technical Assistance

The scope of work for a Technical Assistance (TA) is determined by each country. In the past, TA’s have included projects such as creating and implementing a Quality Assurance plan at a reference laboratory, mentoring at the management or bench level at various labs, implementing new curriculum at the university program level, and designing a strategic plan for a country’s laboratory infrastructure.

Technical Assistance requires international travel and time in country of 4 weeks to 6 months. Consultants participating in a TA are compensated for their time and expenses during their consultancy. Technical Assistances are performed by an individual consultant with remote ASCP staff support.

Pre-Service Curriculum Development Program

Consultants who are asked to serve as part of the Pre-Service Curriculum Development Program are current or recent faculty members with relationships to US-based university programs. Pre-Service requires extensive experience teaching and developing curriculum for any of the following areas:

- Clinical Chemistry
- Hematology
- CD4 Testing
- Histology
- Parasitology
- Microbiology
- Bacteriology
- Immunology
- Mycology

The Pre-Service Curriculum Development Program is a 24-month program designed to enhance the existing curriculum for Medical Technology programs in resource limited countries. The majority of the Pre-Service work occurs domestically through consultants from each discipline collaborating online and by conference call to create new curriculum and teaching methods. Consultants who work on the Pre-Service program may be asked to travel domestically.

International travel opportunities exist in the form of an initial one-week “Curriculum Review Workshop” that occurs in country. Pre-Service team members from each discipline meet with in-country faculty to perform a GAP analysis of the current curriculum and to define the needs of the program.

Six months later a one- week “Curriculum Finalization Workshop” takes place to present the newly developed curriculum and demonstrate new teaching methods for the material.

In the final eighteen months of the program, opportunities exist for long-term “Mentoring Technical Assistance” in which ASCP consultants assist in implementing the new curriculum at various schools for a period of 4 weeks up to 6 months.

COVERED COSTS

International Travel

ASCP agrees to pay for the following items for ASCP consultants involved in projects requiring international travel:

- Round-trip Airfare Ticket
- Lodging for the length of the consultancy
- All meals
- Travel-Required Immunizations and Medications
- Travel Insurance
- Incidentals related to travel

Consultants receive a cash advance of \$500 for each week to be worked in country. Consultants are expected to complete an Expense Report and provide receipts for all purchases above \$25.00 USD.

Domestic Travel

ASCP agrees to pay for the following items for ASCP consultants involved in curriculum development or training development projects that require domestic travel:

- Round-trip Airfare Ticket
- Lodging
- Business Lunches/ Dinners