

# Job Description

## Introduction

Established in 1951, IOM is a Related Organization of the United Nations and the leading UN agency in the field of migration. Working closely with governmental, intergovernmental and non-governmental partners, IOM promotes humane and orderly migration for the benefit of all. It saves lives and protects people on the move, drives solutions to displacement, and facilitates pathways for regular migration, while providing services and advice to governments and migrants.

IOM is committed to fostering a respectful, inclusive and supportive workplace where all employees can thrive professionally and feel valued. By creating such an environment, IOM aims to better harness the full potential of migration and strengthen its support to people on the move.

IOM invites candidates from diverse backgrounds to apply and provides reasonable accommodation throughout the recruitment process when required. Learn more about IOM's workplace culture at [IOM workplace culture | International Organization for Migration](#)

## Organizational Department / Unit to which the Consultant is contributing:

MHD

## Responsibilities

Under the overall supervision of the IOM Chief of Mission (CoM) in IOM Cairo for administrative matters, and technical supervision and guidance of the IOM Medical Escorts Team Leader and Chief Migration Health Officer (CMHO) based in IOM Cairo the incumbent will provide medical escort services to the beneficiary(ies) during all phases of their journey under IOM's care, from pre-departure through to handover upon arrival.

The Medical Escort (ME) is expected to carry out his/her duties in accordance with strictest moral, ethical and professional standards and with due respect for gender and socio-cultural differences of the beneficiary(ies). The ME should remain flexible and adaptable in the event of any change in plans, as last-minute cancellations or changes to itineraries can occur.

The ME is responsible for having a valid passport and any applicable visas (the duration of validity of the passport should be at least six months from the end of the escort duty) as well as a valid license to practice medicine in his/her country of residence and shall provide copies of these to IOM before undertaking the medical escort services.

### **Responsibilities:**

#### **Prior to departure:**

1. Verify validity of passport, visa and medical license. Ensure that the copy of medical license is prepared for the trip.
2. Undertake pre-departure preparations consisting of familiarization with the escorted beneficiary(ies) and their medical files, as well as discussion and planning with the IOM medical team in the country of departure or the Regional Office (RO) and with external specialists, as necessary. Remote consultations with the receiving healthcare provider, IOM HQ or specialists in other IOM country offices may be necessary depending on the situation and are particularly important for severe medical cases.<sup>[1]</sup>
3. Ensure that the Medical Information Form (MEDIF) or Medical Information Form for Air Travel (MEDA) has been submitted to the respective airline and their approval received.
4. Examine all aspects of the trip well in advance of departure, such as flight and layover duration, access to medical facilities, and special travel arrangements (e.g. wheelchair, special seating or stretcher, oxygen, ambulance, and others).
5. Become familiarized and sign off on the written Medical Escort Plan (MEP). Ensure that the MEP includes specific instructions and actions to be taken during transit and destination, such as focal persons to be met, communications to be maintained with identified parties, and options in the event of contingencies. The MEP should also specify the frequency and nature of vital signs and other parameters to monitor and document (e.g. oxygen saturation in flight), as well as which interventions to perform and the scope of an interim "fitness to travel" assessment that should be conducted between travel segments, as applicable. If such information is not provided, request clarifications of each point from the IOM case managers.
6. Obtain emergency contact information (for both OPS and MHD staff) for use in transit, at the port of entry (POE) and at the final destination (FD).
7. Check the content of the medical escort's kit, request additional medication or medical equipment as needed. Maintain a written inventory of supplies used during travel to be submitted to the IOM mission upon return.

8. Ensure that several copies of the Medical Escort forms MH06-B and MH06-D are prepared for the trip, and one set of forms MH06-A and MH06-C.
9. Ensure that a mobile phone with international roaming is available and in good order. Keep open communication channels before departure, in transit (if necessary, in-flight) and upon arrival.
10. Introduce him/herself and brief patients and their families on the MEP prior to travel. Patients should be briefed on what to expect from the ME service, including the responsibilities of an IOM ME towards escorted cases (e.g. escorted patients and their families should be aware that the escort is required to remain in close proximity to the escorted case throughout the journey).<sup>[2]</sup>
11. Ensure that the escorted individual(s) is/are fit to travel prior to departure. The ME reserves the right to cancel the escorted individual(s) from a flight after evaluating their clinical condition if they are deemed not fit to travel. The cancellation should be done in coordination with the Medical Escorts Team Leader in IOM Cairo. Immediately notify the relevant MHD and Operations staff of any event that may result in a delay/alteration of the plans.

**In transit:**

12. Introduce him/herself to airplane cabin staff, briefly explain the ME's duties and engage their assistance in case of a medical emergency. Provide medical assistance, as well as non-medical support, to other beneficiaries travelling under the auspices of IOM as needed.
13. Follow the MEP, regularly monitor the health status of escorted beneficiary(ies) and other beneficiaries in need of medical assistance. If necessary, provide emergency interventions in coordination with the airline crew, and if available, ground medical team. Record medical notes, observations and interventions in a comprehensive manner, with appropriate frequency and detail.
14. Perform fitness-to travel check before each travel segment.
15. Stay in close proximity to the beneficiary(ies) throughout the journey. Do not leave the beneficiary(ies) unattended without a legitimate reason and for longer than absolutely necessary. Inform beneficiary(ies) about your whereabouts and expected time of return whenever the absence is necessary.
16. In case of significant deterioration of the beneficiary's condition that results in travel deviation or a need for special reception arrangements, such as unplanned hospitalization, immediately notify IOM staff in the sending and receiving missions and, if applicable, the transit mission. Stay with the patient until released by the IOM

staff in sending or receiving missions, as well as the medical personnel assuming further care of the patient.

**Upon arrival:**

17. At the end of the itinerary, hand over the escorted patients to a responsible entity. If a planned or emergency hospitalization is required immediately upon arrival or during transit, the handover should only be made to clinical staff at the hospital.
18. Ensure that any un-escorted onward travel connections are completely understood by the passenger, accompanying family members, non-medical escorts, or partner agencies.
19. Upon handover of the beneficiary(ies) to the receiving party, fill in the Migrant Handover Notification Form (MH06-D) and get it signed by the receiving party. Provide one copy to the receiving party and retain the other copy. Release the medical records and a copy of the Observation and Intervention Report (MH06-B) to the beneficiary(ies) or his/her guardian.
20. If any special medical equipment, such as a portable oxygen concentrator (POC), was obtained for the beneficiary's use during the movement from the POE to the FD, ensure that it is returned, or booked to return, to the IOM POE or an external service provider, as per instructions received before travel or at the POE.
21. Submit the Migrant Handover Notification Form (MH06-D), the Escort Report Forms (MH06-A and B), the Medical Escort Checklist (MH06-C), the medical escort kit and the mobile phone (if provided by IOM) to IOM Cairo MHP Medical Escort Team within 1 (one) week of return to the duty station, unless agreed otherwise.
22. Perform other duties as may be assigned.

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[1] Severe medical cases include those cases that require immediate admission to the hospital upon arrival, as well as any case with a pre-existing, known disease, disability or defect that has the potential for sudden deterioration during travel, even if this case may be stable in the period prior to departure.

[2] MEs have to ensure that they are seated next to the escorted beneficiary(ies) during the flight.

# Qualifications

## Required Qualifications and Experience

### Education

- University Degree in Medicine or Nursing from an accredited academic institution.
- Valid certification in Advanced Cardiovascular Life Support (ACLS);

### Experience

- Minimum of four years of clinical experience
- Clinical speciality linked to the medical profile of the escorted beneficiary, anaesthesiology, cardiology, neurology, psychiatry, paediatrics, obstetrics, Intensive Care Unit experience is an advantage

### Skills

- Appropriate language skills to be able to communicate with the escorted beneficiary.

### Languages

For this consultancy, Fluency in English and Arabic, Knowledge of French is an advantage

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.