KEY POPULATIONS ADVOCACY CONSORTIUM-PNG

Job Description

Position Title	Health Care Worker
Employed by	PNG Institute of Medical Research (PNGIMR), Ending AIDS project
Contract Type	Full time, fixed term
Location	Sunset Hub, National Capital District (NCD), PNG
Duration	12 months with possibility of extension
Supervisors	Dr Janet Gare/Pam Toliman, Mr Lesley Bola and Dr Shona Wynd

Background

The PNGIMR and the Kirby Institute in partnership with the National Department of Health (NDoH) and the Key Population Advocacy Consortium (KPAC) are supporting the scale up of HIV prevention services in PNG. In addition to oral HIV pre-exposure prophylaxis (PrEP) that is already available, long-acting injectable lenacapavir (LEN) is a new form of PrEP expected to be introduced in PNG from November 2026. PrEP options are a key component of the national HIV strategy and an essential element of the emergency response plan. KPAC operates the Sunset Hub in NCD which, in addition to HIV, STI, TB and GBV awareness raising with key populations, it provides HIV and syphilis testing and PrEP services through a peer-based community network. It will be a key implementer of LEN. Community-led services are critical

Purpose of the Role

The position holder will provide facility and community-based HIV and syphilis testing to people at risk of HIV, as well as PrEP, including oral PrEP and LEN. As part of this role, the position holder will implement and ensure adherence to the National Consolidated Guidelines for HIV Pre-Exposure Prophylaxis (PrEP), including oral PrEP and Lenacapavir.

The position holder will serve as the clinical lead at the Hub, including via provision of clinical outreach services in the community. This role will be expanded in the near future to include other clinical services once LEN is established.

Key Responsibilities	Performance Indicators

1. Clinical Service Delivery
• HIV and syphilis screening and testing
  ○ Where a client has a reactive HIV result, follow the SOPs for HIV testing and record PrEP (including oral or LEN) exposure history.
  ○ Where syphilis reactive refer for treatment
• Counsel clients on the prevention options available and support safe transition between them as necessary.
• Initiate oral PrEP and provide continuation, adherence counselling and follow-up as necessary
• Administer LEN in line with national guidance and approved standard operating procedures, including:
  ○ Confirm and document a HIV negative result before every LEN initiation and every subsequent injection, and administer LEN only on a confirmed negative result.
  ○ Maintain the injection schedule at 26 weeks plus or minus two weeks.
  ○ Identify, manage and document injection site reactions and other adverse events.
	• Clients initiated on oral PrEP and LEN, and LEN injections administered within the 26 week plus or minus two week window.
	• HIV testing completed and documented before every LEN initiation and every subsequent injection.
	• Clients with a reactive result referred and confirmed linked to treatment.
	• Clients discontinuing LEN offered and documented an alternative prevention method.
	• Adverse events documented and reported through the agreed pathway.
	• STI screening and treatment as necessary
	• TB and GBV screening and referral

Key Responsibilities	Performance Indicators
○ Schedule, record and follow up appointments, working with the peer team on recall and retention. ○ Where a client discontinues LEN or misses the injection window, provide and document an alternative prevention method for the period after the last injection during which drug concentrations decline. • STI screening and treatment as necessary • Screening for TB and referral • Screening for GBV and referral	
2. Clinical Safety, Infection Control and Waste • Operate infection prevention and control at the Hub, including hand hygiene, personal protective equipment, injection safety. • Manage sharps and clinical waste from point of generation to removal through the agreed disposal route. • Maintain the occupational exposure procedure, including immediate management and access to post-exposure prophylaxis, and ensure all Hub staff know how to use it. • Maintain emergency response arrangements, including management of an acute reaction and the route to emergency care. • Report adverse evets following LEN initiation to Supervisors within an hour of being notified or observing the event.	• Sharps and clinical waste removed through the agreed route with no unaccounted containers. • Adverse events reported to Supervisors within an hour of being notified or observing the event.
3. Medicines and Stock • Forecast HIV test kits and PrEP requirements and place AMS requests in time to prevent interruption to commodities. • Accountable for all commodities from AMS including receipt, secure storage, stock records, expiry, reconciliation and reporting of losses. • Store LEN within its labelled temperature range, in the original carton and protected from light until preparation. Monitor and record storage temperature and act on any excursion above the range.	• No stockout of commodities that are available at the AMS. • Storage temperature record complete, with excursions recorded and actioned.
4. Clinical Standards and Procedures • Establish and maintain the standard operating procedures the Hub requires including but not limited to HIV testing for PrEP initiation; storage and stock; sharps and clinical waste; occupational exposure; adverse event reporting; clinical records and confidentiality; referral and linkage to treatment; and missed or late injections. • Orient the peer outreach team to the clinical standards affecting their work and provide the training and job aids to meet them, and confirm each procedure is formally adopted by KPAC.	• Core standard operating procedures agreed and in use.

Key Responsibilities	Performance Indicators
• Monitor adherence, address gaps through support and retraining, and report quarterly to KPAC and the National Department of Health.	
5. Clinical Support to the Peer Outreach Team • Provide clinical orientation and refresher training to Peer Outreach Workers, including safe conduct of finger-prick testing, disposal of used sharps and test devices, and accurate messaging on LEN. • Provide clinical advice to the peer team in the field. • Support the Peer Outreach Co-ordinator in strengthening referral quality. • Contribute clinical content to information and education materials developed with the community.	• Peer Outreach Workers completing the agreed clinical safety orientation.
6. Reporting, Clinical Records and Research • Establish and maintain confidential clinical records for every client receiving a clinical service at the Hub, meeting national standards. • Maintain the registers required for PrEP including adverse events, discontinuation and referral. • Report clinical data into the national registry and ensure Hub data reconciles with Provincial Health Authority and NDoH systems. • Provide weekly, monthly and quarterly data to KPAC, PNGIMR and the Kirby Institute. • Participate in weekly update meetings with KPAC, PNGIMR and the Kirby Institute. • Participate in implementation research undertaken by PNGIMR and the Kirby Institute.	• Clinical data submitted to the national registry on schedule and complete. • Work as part of the wider PNGIMR and Kirby Institute team and contribute to implementation research.
7. Support and mentoring to the Peer Outreach Co-ordinator • Provide clinical oversight and ongoing training and updates for the clinical elements of all outreach activities. • Carry out periodic clinical spot-checks of field screening practice and give the findings to the Co-ordinator, who acts on them through line management. • Hold a regular check-in with the Co-ordinator (weekly unless otherwise agreed) covering clinical issues arising from outreach, referrals into the Hub and forthcoming rosters. • Agree with the Co-ordinator, and keep current, a cover plan setting out what the Health Worker will do when the Co-ordinator is on leave or otherwise absent. • Provide supervision and support for the HIV outreach workers in the absence of the Peer Co-ordinator where necessary. This includes for example, being first point of contact for Peer Outreach Workers; keeping rostered outreach running as planned; escalating safety and safeguarding incidents to the supervisors (KPAC/PNGIMR/Kirby); and making sure	• Clinical spot-checks of field screening completed as planned, with findings given to the Co-ordinator and Supervisor • Cover plan agreed with the Co-ordinator and in date, and regular check-ins held.

Key Responsibilities	Performance Indicators
daily data submissions and supply requests are received and passed on.	
Institutional Requirements	
1. As a PNGIMR Health Worker, ensure that you comply with Child Safeguarding Policy	Ensure PNGIMR clinical work is child safe and does not breach Child Safeguarding Policy.
2. Attendance at work	8 am to 4:30 pm with evening and weekend hours as necessary and agreed to. This will include work alongside peer outreach workers at designated sites in the community.
3. Comply at all times with PNGIMR policies including Child Protection Policy and the Code of Conduct.	Ensure to comply with all policies including Child Protection and Code of Conduct.
4. Comply at all times with PNGIMR's policy and best practice guidelines for occupational health and safety in the workplace.	A safe and healthy work environment at all times.
5. Dressing code and general attitude.	Ensure staff is appropriately dressed and attitude is acceptable within PNGIMR standard.
6. Other duties as and when required by supervisors	Be able to take on extra responsibilities upon request.

Selection Criteria

Essential

- Current registration with the relevant PNG professional body as a nursing officer, health extension officer or equivalent clinical cadre authorised to administer injectable medicines, and in good standing.
- Current certification in HIV testing services and competence with rapid diagnostic testing algorithms.
- Experience in HIV prevention, treatment or sexual health services, including PrEP.
- Demonstrated ability to work respectfully with key populations and a clear commitment to non-discriminatory service.
- Ability to maintain clinical records, registers and stock records without supervision.
- Ability to provide interim cover for a coordination role, including supporting community-based peer workers and working to outreach rosters.
- Willingness to work flexible hours, including agreed evening and weekend sessions.
- Experience of applying clinical standard operating procedures.

Desirable:

- Demonstrated competence in subcutaneous and intramuscular injection and aseptic technique.
- Experience of pharmaceutical stock management
- Experience of community-based or outreach service delivery,