

COVID-19 COORDINATOR'S TERMS OF REFERENCE IN THE COVID-19 MEDICAL EVACUATION PROCESS

The COVID-19 Coordinator has overall responsibility for the medical evacuation (MEDEVAC) process of COVID-19 cases at the duty station. The COVID-19 Coordinator serves as the focal point for all COVID-19 MEDEVAC logistics, coordination, technical aspects and administrative questions related to COVID-19 MEDEVACs on a 24/7 basis.

The key functions of this role include:

1. Initiation of a MEDEVAC request:

Upon notification from in-country Head of Entity or a designated Focal Point (hereafter 'Focal Point'¹) / Treating Medical Providers (TMPs)² the COVID-19 Coordinator will:

- Confirm with the Focal Point the eligibility of the patient for a COVID-19 MEDEVAC
- Confirm with the TMP the clinical necessity for a COVID-19 MEDEVAC
- Initiate a MEDEVAC request with the UN MEDEVAC Cell*

*Note that all COVID-19 MEDEVAC requests to the UN MEDEVAC Cell must be routed through the COVID-19 Coordinator.

2. Preparatory activity: Coordination, Communication and Documentation:

- Communicate with referring entities, local and national authorities on matters related to COVID-19 MEDEVACs
- Ensure relevant documents to facilitate evacuation have been completed (e.g. legal authority for non-UN personnel to undergo medical evacuation, such as waivers from liability, as applicable)
- Ensure direct communication between the TMP and the Medical Coordination Unit of the UN MEDEVAC Cell in Geneva
- Support in-country communications between referring Focal Point, TMP, and the patient
- In conjunction with the Focal Point / TMP, provide all documents required by the UN MEDEVAC Cell
- Work with entity Focal Points to ensure the readiness of all required travel documentation, including coordination on the timely request for and acquisition of any required visas.

3. Coordination of MEDEVAC implementation at the country level:

Once the MEDEVAC request has been submitted, the COVID-19 Coordinator will assure that all local SOPs are followed to:

- Provide all additional documentation required to facilitate patient release from the local medical facility and handover to MEDEVAC team, in conjunction with the Focal Point/TMP
- Facilitate the release of patient from local medical facility, and in conjunction with the entity Focal Point / TMP, the transportation of the patient to the MEDEVAC airport
- Obtain and submit to the UN MEDEVAC Cell all pertinent medical summaries and reports from the releasing hospital

The COVID-19 Coordinator should work with entity Focal Points / TMPs to address the above matters to ensure the efficiency of the MEDEVAC process.

4. After action reports:

The COVID-19 Coordinator will, in conjunction with the entity Focal Point, provide a debrief with the UN Country Team (UNCT), as well as after action reports/lessons learnt.

¹ The role of the Focal Point in relation to the COVID-19 MEDEVAC process is more fully outlined in a separate guidance document

² The Treating Medical Provider (TMP) is the medical professional directly responsible for providing care for the COVID-19 patient who is being considered for MEDEVAC. The TMP provides the necessary clinical information to the UN MEDEVAC Cell to validate the need for MEDEVAC, and the fitness of the patient to fly.

5. Regulatory framework

The above responsibilities are to be completed in accordance with relevant UN regulations, rules, policies and procedures, including in particular those pertaining to confidentiality.

6. Access to Resources

In the exercise of their functions COVID-19 Coordinators will rely on the respective personnel and resources of UNCT/UN system organizations, under the agreed-upon arrangements.

7. Checklist

See [here](#) for a MEDEVAC request form checklist highlighting key information and documents required by the UN MEDEVAC Cell.