



Project ECHO

SAMA Hub - Sudan



SAMA Hub Facilitator

The role of the SAMA Hub Facilitator:

The facilitator will be responsible for the following:

1. Give the initial presentation in all sessions
 - a. About ProjectECHO
 - b. Zoom Etiquette
 - c. About the learning activity
2. Moderate all sessions
3. Create and launch polls in Zoom
4. Communicate with the subject matter experts and manage their presentation's slides
5. Spoke presentations
 - a. Ensure that all presentations are ready ahead of session - in compliance with ProjectECHO standards
6. Attend all the activities in-person (security situation permitting) at SAMA Sudan Office, Alsiteen Street, Riyadh or other sites in Khartoum (location will be agreed prior to starting position)
7. Upload didactic to SAMA Youtube channel and trim it (training will be provided)
8. Post session information (pre- and post-) to facebook and instagram (training will be provided)
9. Cover as Hub Coordinator if the situation requires it (See Hub Coordinator job description)
10. Issue certificates to subject matter experts & spoke presenter after every session

Typical Weekly Schedule - 12 hours per week:

Amount of time	Activity	Location
4 hours	Moderate the learning activity	Sudan office in Alsiteen street
6 hours	Attend the learner presentation training sessions & supervise the spoke presenters	Anywhere as long as can attend zoom session with both camera and audio
2 hours	Meet with SAMA ProjectECHO Team	Anywhere as long as can attend zoom session

SUDANESE AMERICAN MEDICAL ASSOCIATION

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On the job training:

Training Activity	Time burden	Location
Training on using ProjectECHO software - ispark	1 hour	Anywhere as long as can attend zoom session from a laptop to see the screen
Immersion training on ProjectECHO	3 days	Anywhere as long as can attend zoom session from a laptop to see the screen

Endpoints:

- Develop session moderation skills as part of a global activity without the need to travel outside Sudan
- Develop working relationship with Project ECHO team
- Develop communication skills due to working with an international team
- Develop technical skills (using Zoom software and Google business softwares)

Reports to:

- **US Office:** SAMA President, SAMA Treasurer
- **Sudan Office:** SAMA Accountant/IT, Sudan Office Director
- **Course Director**

Essential Criteria:

- Personal Attributes
 - Good IT skills
 - Good communication/timely response to requests from supervisors and learners
 - Good organizational skills and attention to detail
 - Punctuality - Ability to work with a deadline
 - Ability to work effectively as part of a team
 - Ability to accept constructive criticism
 - Ability to initiate and implement activities with minimal supervision
 - Ability to write concisely and clearly in English
 - Pleasant attitude/easy to work with
 - Attests to comply with SAMA's Code of Conduct and Confidentiality policies
- Physical attributes
 - Ability to perform the tasks assigned
 - Ability to come to Sudan office in Alsiteiten Street or designated site as agreed prior to start of position

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Desirable Criteria

- Spoke participant - Learner
- Prior Volunteer Experience with SAMA
- Completed Project ECHO Immersion Training

Approved by:

Sudan Office Director	President and Chair of Board of Trustees
Bushra Ibnauf Sulieman	Nuha Mirghani

Bushra I. Sulieman

Nuha Mirghani

February 26, 2022

February 27, 2022