

IGA Volunteer Programme



Job title	Patient Coordinator
Purpose	Develop and implement activities to support accomplishment of IGA mission and goals in the 2021-2023 strategy.
Key responsibilities	<p>To support the IGA's strategic imperative of improving Gaucher patients' access to optimal diagnosis, treatment and care:</p> <ul style="list-style-type: none">• Liaise with pharm companies, doctors and patients receiving treatment under compassionate access programmes during new and re-supply treatment processes.• Coordinate and follow-up with patients and doctors to ensure all documents required by pharma companies for the treatment approval and import process are obtained and received by the companies in a timely manner.• Guide the patients/care-givers and doctors in case of any issues during the documentation process.
Location	Online meetings. Possibility of travel to conferences and meetings (mostly EU).
Supervision/mentors	Volunteer coordinator: Vesna Aleksovska Mentor: Suyog Sathe
Length of appointment	One year (2021) with possibility to continue engagement on similar or other activities for the next year.
Time commitment	Average 1 hour a week.
Qualifications	English language (speaking and writing), knowledge of working with Zoom meetings, Webex, e-mail, knowledge of office apps (word, excel, pdf).
Benefits	Training, meeting important people in the Gaucher community, events to thank volunteers, travel grants for important conferences (for accomplished volunteers), opportunities to develop and lead projects. Certificate and reference letter from the IGA to acknowledge contribution.
Support provided	Volunteer handbook, orientation, zoom meetings, travel and accommodation reimbursement, if necessary, for the activity.

