



IFMSA

International Federation of
Medical Students' Associations

TERMS OF REFERENCE FOR INTERNSHIPS AT THE WHO DEPARTMENT OF ESSENTIAL MEDICINES AND HEALTH PRODUCTS

Location: Geneva, Switzerland

Duration: 3 months

Expected Date of Joining: Interns can be allocated for the above duration within the following periods: **June 2018 to August 2018 or September to November 2018**

BACKGROUND

The International Federation of Medical Students Associations (IFMSA) was founded in 1951 as an organization of the medical students, for the medical students, and by the medical students. For more than 60 years, IFMSA was led and run by medical students worldwide. The Federation has not only been a dynamic platform of opportunities for the future physicians but has also served as their voice at the international level.

IFMSA is the world's oldest and largest independent organization representing associations of medical students internationally. It currently maintains 130 National Member Organizations from more than 120 countries across six continents with over one million students represented worldwide. IFMSA is recognized as a non-governmental organization within the United Nations system and the World Health Organization and as well, it works with the World Medical Association.

THE WHO DEPARTMENT OF ESSENTIAL MEDICINES AND HEALTH PRODUCTS

The WHO Essential Medicines and Health Products (EMP) Department works with countries to promote affordable access to quality, safe and effective medicines, vaccines, diagnostics and other medical devices.

Built on three main pillars – access, innovation and regulation – EMP promotes policies and technical capacities in low-resourced health systems, develops international standards for the manufacturing and regulation of health products and provides guidance for health systems everywhere to deliver them safely and cost-effectively.

OBJECTIVES

This internship request is for bright, enthusiastic and hardworking interns to join the Medicines Safety Team within the WHO Department of Essential Medicines and Health Products **for a 3 month period between June and August 2018 or September and November 2018** and support their work. The objectives of this internship are to assist the Medicines Safety group lead:



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1. In preparations for scientific sessions at the 41 st Annual Meeting of Representatives of National Pharmacovigilance Centres participating in the WHO Programme for International Drug Monitoring (PIDM)
2. On work related to the pharmacovigilance and other normative Tool Kits
3. To collect and collate latest information on Pharmaceuticals whose Consumption and/or Sale have been Banned, Withdrawn, Severely Restricted or not Approved by Governments.
4. On tasks related to the work of the WHO Advisory Committee on Safety of Medicinal Products

REQUIREMENTS

- This Internship opportunity is open to medical students who belong to IFMSA National Member Organizations.
- Such a Medical Student:
 - Should be aged between 20 to 34 years old
 - Must be enrolled in a course of study (graduate or post-graduate) at a university or equivalent institution towards the completion of a formal qualification, or
 - Must have excellent oral and written skills in English (a necessary requirement)
 - Should have good understanding of the field of NCDs
 - Should have the ability to produce results within deadlines and work well under pressure, be flexible and independent and possess problem solving skills
 - Should be proficient in Microsoft Word, Excel, PowerPoint, and social media
 - Must possess a passport of a WHO Member State.
 - Desirable: basic knowledge of graphic design and experience in using social media and developing advocacy campaigns
- Interested students should submit a Letter of Motivation (no more than 2 pages) explaining why he/she is interested in this internship, a detailed CV (no more than 2 pages), and an Enrolment Letter from their University, along with a Membership Certification from their national member organization of IFMSA. Recommendation letters from references are not needed. These documents form their application.

OPERATIONAL GUIDELINES

- Interns shall be selected based on their application by the WHO and will be particularly concerned with the work of the department they have chosen and all the expectations thereto
- A minimum duration of 3 months' internship is desirable and up to a maximum of 24 weeks.
- Starting and ending dates of internships will be agreed upon between selected applicants and the WHO
- WHO internships are not paid. Travel costs, travel arrangements (including visas), and living accommodations are the responsibility of the intern or their

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sponsoring institution. As per our agreement with CIOMS, selected interns can receive a financial support up to 1,500 CHF per month for a 3 months period. Please refer to the agreement between CIOMS and IFMSA for more information

- Persons related to a WHO staff member, e., son/daughter, brother/sister are not eligible for an internship.
- Interns may participate only once in the WHO Internship Programme.
- Interns do not have the status of WHO staff members and shall not represent the Organization in any official capacity.
- WHO Interns are not eligible for appointment to any position within WHO for a period of three months following the end of their internship. Any employment with WHO at that point in time shall be subject to established recruitment and selection procedures.

RESPONSIBILITIES AND ROLES OF THE IFMSA INTERN

The IFMSA Intern will be charged with the following roles and responsibilities:

- Follow the appropriate application procedures and adhere to strict guidelines of the Internship program as stipulated in the Terms of Reference
- Should be flexible; independent; possess problem solving skills; have an interest in volunteer work; appreciate and respect other cultures, languages and social norms; possess a great deal of social networking skills and initiative.
- Upon arrival in WHO, the Intern should adhere strictly to the laws, rules and regulations surrounding the Internship program, work within the confines of his allotted community and pay particular attention to any restrictions whatsoever
- Submit a detailed report at the end of the Internship period to IFMSA detailing experiences, challenges, projects initiated as well as outcomes of the internship
- Interns must be freed for any other duties in IFMSA or other entities during their internship.
- Submit a detailed report at the end of the internship period to CIOMS and IFMSA detailing the experiences, challenges, projects initiated as well as outcomes of the internship.

COMMUNICATION

The main focal point involved in this Internship program for medical students from IFMSA is the Liaison Officer to the World Health Organization (lwho@ifmsa.org)

The main focal point involved in this Internship program for medical students from CIOMS is the Secretary-General (ragol@cioms.ch)

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