

GUIDANCE: ENTITY FOCAL POINT TERMS OF REFERENCE IN THE COVID-19 MEDICAL EVACUATION PROCESS AT COUNTRY LEVEL

This document is intended to provide guidance to support the effective function of the COVID-19 MEDEVAC mechanism by outlining the responsibilities of entity Focal Points for COVID-19, particularly in relation to the [COVID-19 Coordinator](#). It is acknowledged that Focal Points may already have clear roles and responsibilities in relation to a non-COVID-19 MEDEVAC, however this document relates only to those specific to COVID-19 MEDEVAC.

A designated Focal Point (Head of entity or a nominee designated by them) for COVID-19 MEDEVACs should be identified by each entity covered under the MEDEVAC Framework.

Within each entity, the Focal Point for COVID-19 has a key role in the COVID-19 MEDEVAC process at a country level. The Focal Point serves as the intermediary between entity personnel and their eligible dependents, the COVID-19 Coordinator and any other required Point of Contact¹, and also engages with the Treating Medical Provider (TMP)². This will be on a 24/7 basis as required.

The key functions of this role include:

1. Monitoring and tracking instances of COVID-19

- Ensure that the COVID-19 Coordinator, and any other Point of Contact required, is updated promptly on confirmed and possible COVID-19 cases among entity personnel and eligible dependents.
- Liaise with the patient or the patient's family and provide them with relevant reference information regarding COVID-19.
- Confirm with the COVID-19 and the TMP the eligibility of COVID-19 patients for possible MEDEVAC, noting that MEDEVAC would be considered only when deemed clinically necessary.

2. Coordinating with the COVID-19 Coordinator to initiate a MEDEVAC request

- In conjunction with the TMP and any other required Point of Contact, alert the COVID-19 Coordinator to any request for a COVID-19 MEDEVAC, noting that MEDEVACs can take up to 72 hours to implement.
- Ensure that all requests for COVID-19 MEDEVAC are directed from the entity Focal Point in conjunction with the TMP to the COVID-19 Coordinator.
- Ensure the COVID-19 Coordinator has access to all necessary medical and supporting documents required for a MEDEVAC.
- In line with entity rules and regulations, address all necessary COVID-19 MEDEVAC-related administrative and human resources issues associated with the patient and any eligible non-medical escort. This includes coordinating with the COVID-19 Coordinator to ensure the readiness of all required travel documentations, including coordination on the timely request for and acquisition of any required visas.
- Work with the COVID-19 Coordinator to support the transportation of the patient from their location to any designated point of MEDEVAC departure.

¹ Additional Points of Contact may include the Head of Entity where the Focal Point role has been delegated, and any other persons identified as per any specific arrangements at the Country level, in line with confidentiality requirements

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.

3. Communicating, Liaison and Support

- Liaise regularly with the COVID-19 Coordinator, the TMP, and the patient or the patient's family throughout the process.
- Post-MEDEVAC, ensure the patient's status is monitored by the referring entity in the MEDEVAC location, and update any other Point of Contact in the duty station as required.
- Participate in any required debriefing or after action review following the MEDEVAC, in conjunction with the COVID-19 Coordinator.

4. Regulatory framework

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

The Focal Point should work with the COVID-19 Coordinator, any other required Point of Contact and the TMP to address the above matters to ensure the efficiency of the MEDEVAC process.