அறிவிப்பு - Notification
பொது சுகாதாரம் மற்றும் நோய் தடுப்பு மருந்து துறை
மாவட்ட நலவாழ்வு சங்கம் (District Health Society), கோயம்புத்தூர் மாவட்டம்

பார்வை 1. G.O.MS.No: 486-H&FW (EAP II-I) Dept, Dt : 16.11.2020.

2. G.O.MS.No: 299-H&FW (EAP II-2 Dept, Dt: 22.06.2021.

3. G.O.MS.No: 65- LABOUR AND   EMPLOYMENT (12)Dept, Dt: 30.05.2019.

4. Mission Director NHM Chennai : R.No6771/E/SHS/12, Dt: 15.11.2013..

5 Mission Director, NHM , State Health Society Chennai, R.No 6298/SHS/2017/A4 Dt:25.10.2021.

6. Mission Director, NHM , State Health Society Chennai, R.No 7404/P9/NHM/2016/ Dt:16.11.2021

தேசிய சுகாதார திட்டத்தின் கீழ் கோயமுத்தூர் மாவட்டத்தில் உள்ள துணை இயக்குநர் சுகாதாரப் பணிகள் , துணை இயக்குநர் குடும்ப   நலத் துறை, இணை இயக்குநர் மருத்துவம் மற்றும் ஊரக நலப் பணிகள் மற்றும் அரசு ஆரம்ப சுகாதார நிலையம் பெரியபோது, ஆனைமலை வட்டாரம் ஆகிய அலுவலகங்களில் செயல்படுத்தப் பட்டு வரும் பல்வேறு திட்டங்களின் கீழ் ஒப்பளிக்கப்பட்ட கீழ்கண்ட பதவிகளுக்கு ஒப்பந்த அடிப்படையில் பணிபுரிவதற்கு தகுதி வாய்ந்த நபர்களிடமிருந்து விண்ணப்பங்கள் 16.12.2021 அன்று மாலை 5.00 மணிக்குள் வரவேற்கப்படுகின்றன.

S. No	Name of the Post	No. Of Post	Educational Qualification	Monthly Salary (On Contract Basis)	Age
1	District Quality Consultant for Coimbatore District	1	**Basic Degree** : Dental / AYUSH/Nursing/Social Science/Life Science graduates WITH **Post Graduation** : Master Degree in Hospital Administration (MHA)/ Public Health(MPH) / Health Management (MHM)(Fulltime or equivalent)- with 2 years experiences in Health administration. Desirable training/ experience on NABH/ISO 9001:2008/Six Sigma/ Lean/Kaizen would be preferred. Previous work experience in the field of health quality would be an added advantage.	Rs. 40,000/-	Preferably Less than 45 years
2	IT-Coordinator (LIMS) for Coimbatore District	1	MCA / BE/B. Tech with 1-year experience in the relevant field	Rs. 21,000/-	23-35 years
3	Block Account Assistant, Anaimalai Block	1	B.com Degree and Computer Knowledge with Tally	Rs. 12,000/-	23-35 years
4	Labour Mobile Medical Unit Driver	1	Heavy Licence & 2 years experience	Rs. 9,000/-	20-35 years
5	Labour Mobile Medical Unit Attender cum Cleaner	1	8th Pass	Rs. 6,500/-	20-35 years

நிபந்தனைகள்:-

1. இந்தப் பதவிகள் முற்றிலும் தற்காலிகமானது.

2.எந்த ஒரு காலத்திலும் பணி நிரந்தரம் செய்யப்பட மாட்டாது.

3. பணியில் சேருவதற்கான சுய விருப்ப ஒப்புதல் கடிதம் (Under Taking) அளிக்க வேண்டும்.

விண்ணப்பம் அனுப்ப வேண்டிய முகவரி:-

உறுப்பினர் செயலாளர்/ துணை இயக்குநர் சுகாதாரப்பணிகள்

மாவட்ட நல்வாழ்வு சங்கம் (District Health Society)

துணை இயக்குநர் சுகாதாரப்பணிகள் அலுவலகம், 219, ரேஸ் கோர்ஸ் ரோடு, கோயமுத்தூர்-641 018.

குறிப்பு:-

1. விண்ணப்பங்கள் நேரிலோ/விரைவு தபால் (Speed Post)/மின்னஞ்சல் மூலமாகவோ வரவேற்கப்படுகின்றன.

2. விண்ணப்ப படிவங்கள் அருகிலுள்ள மாவட்ட துணை இயக்குநர் சுகாதாரப்பணிகள் அலுவலகத்தில் பெற்றுக்கொள்ளலாம் கோவை மாவட்ட இணையதள முகவரி https://coimbatore.nic.in -லிருந்து பதிவிறக்கம் செய்து கொள்ளலாம்

3. மின்னஞ்சல் முகவரி (E-mail.ID) nhmcbe2016@gmail.com

உறுப்பினர் செயலாளர்
துணை இயக்குநர் சுகாதாரப்பணிகள்
மாவட்ட நலவாழ்வு சங்கம்
கோயமுத்தூர் மாவட்டம்

மாவட்ட ஆட்சித் தலைவர் / தலைவர்
மாவட்ட நலவாழ்வு சங்கம்
கோயமுத்தூர்

APPLICATION FORM

National Health Mission – Tamil Nadu

Application for the post of

District Health Society _____ District

Passport size photo

1	Applicant's Name / விண்ணப்பதாரர் பெயர்	
2	Father's Name / தந்தை பெயர்	
3	DOB (DD/MM/YY) / பிறந்த தேதி	
4	Age /வயது	
5	Educational Qualification / கல்வித் தகுதி	
6	Current Residential address / தற்போதைய வீட்டு முகவரி	
7	Permanent Address / நிரந்தர முகவரி	
8	Aadhar Card Number / ஆதார் எண்	
9	Phone Number / தொலைபேசி எண்	
10	Email ID (If Available) / மின்னஞ்சல் முகவரி	

பின்பக்கம் அறிவுறுத்தப்பட்டுள்ள விபரங்கள் அடிப்படையில் தேவையான சான்றுகளை இத்துடன் சமர்ப்பித்துள்ளேன்.

Place/இடம்:
Date/தேதி:

Applicant's Signature
விண்ணப்பதாரர் கையொப்பம்

The list of self-attested document photocopies to be attached along with the filled application form:

1. Two recent passport size color photographs

2. Evidence of Date of Birth (Birth Certificate/SSLC / HSC Certificate)

3. Evidence of Educational qualification and marks

4. **Necessary Council Registration Certificate**

5. Evidence for Tamil eligibility (10th or 12th standard marks)

6. Proof of residency:

    a. Nativity Certificate issued by the Revenue Department

    b. Voter ID

    c. Panchayat/ Municipality/Corporation/Tax receipt

    d. Aadhar card

    e. Ration card

7. Certificate of character and conduct issued by a Group A or Group B Officer working in Government. The Certificate should be a recent one issued within 3 months prior to the notification (applicable for all the applicants including fresh graduates)

8. Certificate of character and conduct issued by the Head of the Institution where the candidate had undergone the course or currently studying.

9. In the case of a differently-abled person, a Certificate from a Block Medical Officer to the effect that the candidate is fit enough to discharge the duties assigned along with the percentage of Disability.

10. Certified evidence for work experience.

11. No Objection Certificate from the competent authority (if applicable)

12. Any other special records of significance from competent authorities as indicated in the selection criteria mentioned

ANNEXURE-I

JOB DESCRIPTION FOR THE POST OF

DISTRICT QUALITY CONSULTANT

(c) Roles and Responsibilities for District Quality Consultant at DQAU:

1. Co-ordinating and promoting Quality related activities and advocacy especially related to National Health Programmes across the district.
2. To assist the facility Quality Assurance Nodal Officer in discharging his duties.
3. Providing technical support in assessing the technical protocol in facility.
4. To assist, support and conduct Assessment and scoring of Govt. Health facilities including MCH, DHQH, SDH, CHC, PHC, UCHC and UPHC in the district.
5. Estimating District's requirements for maintaining Quality Assurance standards and improving Quality of health care delivery.
6. Grading of health care facilities on the basis of score in the district.
7. Providing District inputs for District PIP and to SQAU on the QA programmes in the State
8. Ensuring that DQAC/DQAU meets regularly and follow-up actions have been taken
9. Support for estimating district's facility requirements (in terms of Structure, Process and outputs) for improving quality of health care services.
10. Facilitating selection of facilities that may go for Certification and supporting them in the process.
11. Supporting to review the status of Quality Assurance activities at different facilities including MCH, DHQH, SDH, CHC, PHC, UCHC and UPHC in the district.
12. To provide support to facilities in the district in taking appropriate and time-bound action on closure of the gaps, identified during assessments.
13. To contribute in organising workshops and training at district and facility level on QA and Certification of health care facilities.
14. To provide technical assistance to health facilities in achieving compliance to statutory requirements such as Atomic Energy Act and AERB Guidelines, Blood bank, PCPNDT act, Bio Medical Waste Management Rules etc. in the district
15. Facilitate need assessment for training, prepare training curriculum and plan training activities in collaboration with training institutes.
16. To support in reviewing the Patient's and employee's satisfaction from facilities and subsequently develop an action plan to address the concerns of patients, which lead to poor satisfaction.

17. Analyze financial and physical progress report and provide supervisory support.

18. Advise on the further development of Quality Assurance and Certification across health facilities in the district.

19. Ensuring the sustainability of Quality Assurance activities in facility.

20. Identify the cause for any unreasonable delay in the achievement of milestones or in the release of funds and propose corrective action.

21. To attend to any other duties / responsibilities assigned by the DQAU/ SQAU.

22. The existing Accounts Assistant /staff and Data Entry Operator at JDHS / DDFW have to assist the District Quality Consultant for QA programme files/ meetings/visits/data update/ monitoring reports etc. in DDFW office.

23. To guide the Administration / Accounts staff / Statistician / Data Entry Operator available in facility and districts in following areas and ensure that the activity done as per Quality Assurance guidelines.

   a) Collection and compilation of data from various sources/Census, Surveys, and reports, etc. at District level and reporting to SQAC / SQAU.

   b) To develop a system of monthly reporting of Quality indicators from all the facilities in the district and reporting it to the State.

   c) Collection / collation / Analysis and Review of Key performance indicators and health care data and dissemination of findings to DQAC / RQAC and facilities.

   d) To regularly update SQAU/SQAC of the emerging and changing trends in Quality.

   e) To conduct trainings on how to use data for informed decision making and planning. How to implement Statistical techniques e.g. Statistical Process Control measure of variance, reducing defects and errors for Quality Improvement.

   f) Monitoring of recording / reporting system through field visits and submit the visit reports with appropriate suggestions / actions for improvement.

   g) To provide necessary statistical support to SQAC/SQAU/DQAC/DQAU.

24. He / she should provide guidance to the facility level Quality Nodal Officer in MCH, DHQH, SDH, CHC, PHC, UCHC and UPHC on the areas and activity to be done at facility level as per QA guidelines.

25. Performance appraisal relating to Quality Assurance to be done on regular basis.

ANNEXURE-II

JOB DESCRIPTION FOR THE POST OF IT COORDINATOR (LIMS)

Roles and Job Responsibilities of LIMS-IT Coordinator at DPMU for EDSS Programme:

i.   Should report to JDHS (District Programme Officer) and also to coordinate with DDHS of the Health Unit Districts (HUD's) and Deans of the concerned Medical colleges.

ii.   Should cover all the DPH,DMS and DME Institutions in the districts allotted.

iii.   Should not sit ideal in the JDHS Office and not to perform any clerical works

iv.   Should facilitate the Installation of hardware and Interfacing of Lab Equipment in LIMS software for all the health facilities in the district in coordination with the LIMS vendor &work in laison with respective IT Coordinators / District Data Managers of Directorates concerned.

v.   Should assist in Planning & Implementation of EDSS / LIMS in all the Health Facilities of the District.

vi.   Should give Sensitisation and Training of software modules to all Laboratory Technicians & DEOs on a periodical basis.

vii.   Should assist in Periodical Review of Performance of LIMS in all the Laboratories in MCH , DHQ, SDH Labs, DPHL labs, Block PHCs and Additional PHCs .

viii.   Should Facilitate On-site monitoring of Peripheral Labs by doing field visits to the health facilities on regular basis and sort out the issues as and when needed for smooth functioning of the programme. The Fund support for the field visit can be borne by the DPMU.

ix. Should do Data Analysis of Lab Performance from LIMS Dashboard and sharing the reports with the state office on a weekly basis and as & when required.

x. Should Cooperate and coordinate with the officials of SPMU in all EDSS/LIMS related activities such as training, solving software issues by smooth coordination with vendor and state officials.

xi. District LIMS IT Coordinator will be responsible for the implementation of LIMS in all health facilities and day to day functioning of Essential Diagnostic Services System at district level.

xii. LIMS IT Coordinator is a member of DPMU unit and should coordinate with other members of DPMU for successful Implementation of EDSS Programme.

xiii. Should ensure written/email communication of all status, activities reporting to respected officials regularly.

xiv. Should send the detailed status report by email.

xv. Should give support for Hardware, Networking and Infrastructure – Including asset details, Maintenance, Coordination with Suppliers/AMC Support, UPS.

xvi. Should provide the hardware troubleshooting and software support for the end users.

xvii. Should provide support for delivering of Networking Equipment's and other hardware as and when required.

xviii. Should follow up on infrastructure set up with stake holders/hospital/other locations and report details with escalation.

xix. Should maintain the IP address in all locations and periodic verification.

xx. Should ensure Implementation Support & Coordinate for User ID's, Training and implementation of modules.

xxi. Should create and functionalize a LIMS State Help Desk at NHM Office, address issues related to Software and Hardware and work in laison with the Equipment suppliers, LIMS Vendors, District IT Coordinators and other state level and district level officials to resolve all issues related to functionality of LIMS at a short Turn Around Time

xxii. Should maintain all the call log and handle helpdesk for hardware/infrastructure and software support

xxiii. Should provide support and sort out minor fixes for software (Linux, etc.), LAN, PC's, Connectivity, etc.

xxiv. Should follow up with AMC / vendors for early remedy of issues/breakdown as reported by various locations.

xxv. Should Facilitate / coordinate / collect master data collection from Institutions through Dashboard Analytics

xxvi. Should submit the Asset report and Gap analysis on weekly basis.

xxvii. LIMS IT coordinator is also expected to assist and carry out any other roles and responsibilities as & when required by Higher Authorities based on MD,NHM instructions

xxviii. LIMS IT Coordinator should own the LIMS sites in DPH,DMS and DME Institutions and 100% functionality to the designated LIMS sites is their target

xxix. If the LIMS sited are non-functional ,the concerned LIMS IT-Coordinator is solely responsible to make it functional and any challenges should be addressed to the Local Higher Authority and at the State level

xxx. The Trouble Shooting workflow is given below