

					<ol style="list-style-type: none"> <li>7. Review, clean and forward the monthly programme data to NACO</li> <li>8. Perform all Admin functions related to management of SIMS in the state including management of RU lists, user IDs for various users, reporting of bugs and issues to NACO, coordinate for their resolution, etc</li> <li>9. Induction &amp; refresher training for RU staff in SIMS &amp; M&amp;E as per annual action plan</li> <li>10. Monthly analysis of programme data and publication of monthly/ quarterly/ annual M&amp;E bulletins</li> <li>11. Guide, supervise and handhold the M&amp;E assistants in DAPCUs in the stat</li> <li>12. Participate in all national &amp; regional level meetings related to SIMU as specified by NACO from time to time.</li> <li>13. Undertake operational research activities of programmatic relevance</li> <li>14. Undertake regular analysis of various data at state level to provide meaningful recommendations to the programme implementation from time to time</li> <li>15. Carry out any other work assigned by the reporting officer from time to time</li> </ol>
8	<p>Counselor</p> <p>Consolidated Remuneration Rs. 13,000/- PM</p>	<p><b>13</b></p> <p>(ICTC-8, STI-2, OST-1, BLOOD SAFE TY-2)</p>	Contractual	<p>ICTC COUNSELOR &amp; STI COUNSELOR:</p> <p>Post Graduate degree/diploma in Psychology/Social work/sociology/anthropology/Human Development/Nursing; with minimum 1 year experience after PG degree/diploma, of working in field of counseling in health sector; preferably in HIV/AIDS</p> <p>OR</p> <p>Graduate in Psychology/Social work/sociology/Anthropology/Human Development/Nursing; with minimum 3 years' experience after graduation, of working in field of counseling in health sector; preferably in HIV/AIDS.</p> <p>In the case of those recruited from the community of people infected with or affected by HIV/AIDS, the experience</p>	<p><u>ICTC COUNSELOR</u></p> <ol style="list-style-type: none"> <li>1. <u>Preventive and health education</u> Ensure that each client is provided pre-test information/ counselling, post -test counselling and follow-up counselling in a friendly atmosphere. Be available in the ICTC as per the specified timings. Ensure that strict confidentiality is maintained. Ensure that all IEC materials such as posters, etc. are displayed prominently in the ICTC. Ensure that communication aids in the form of flip books and condom demonstration models, fliers, etc. are available in the ICTC.</li> <li>2. <u>Psychosocial support</u> Provide psychosocial support to help HIV-positive clients cope with HIV/AIDS and its consequences. Ensure that the extended family of the HIV-positive client is sensitized on how to deal with HIV-positive members of the family. Conduct weekly visits after obtaining consent, to the homes of HIV-positive clients facing severe crisis.</li> <li>3. <u>Referrals and linkages</u> Maintain effective coordination with the RCH and TB programs as well as with the antiretroviral therapy (ART) programme, and visit key persons in the facilities run by these programs once in a fortnight so</li> </ol>

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				<p>will be relaxed to a minimum of one year of experience in the field of HIV/AIDS.</p> <p>Other expertise required: 1. Working knowledge of computers.</p> <p><u>OST COUNSELOR:</u> The counsellor should have a Bachelor's degree in psychology / social science / humanities. Those who have received training in counselling drug users and prior experience of working with drug users are preferred.</p> <p><u>BLOOD BANK COUNSELOR:</u> Post-Graduate in Social Work / Sociology / Psychology/Anthropology / Human Development Desirable: Knowledge of computers. Proficiency in MS Office. Experience: Minimum two years after essential qualification</p>	<p>as to strengthen linkages and minimize loss of clients during referrals.</p> <p><u>4. Supply and Logistics</u> Report to the ICTC manager on the adequacy of stocks of condoms and prophylactic Nevirapine tables and syrup available in the ICTC as well as in the facility.</p> <p><u>5. Monitoring</u> Maintain counselling records and registers, and prepare monthly reports which are to be sent to the SACS. Facilitate the establishment of linkages and referrals to the ICTC from within and outside health-care settings.</p> <p style="text-align: center;"><u>STI COUNSELOR</u></p> <p><u>1. Preventive And health education</u> Provide health education and counseling on need for treatment compliance, correct and consistent condom use, partner management, follow-up and motivate to attend ICTC and screening for syphilis.</p> <p><u>2. Treatment services</u> Counselor is responsible for both Gynecology OPD and STI OPD and provides services to optimum number of STI/RTI patients attending the health facility</p> <p><u>3. Referrals and linkage</u> Facilitate systematic referral systems and follow-ups</p> <p><u>4. Supply and logistics</u> Monitors the drug kit and condom consumption and place appropriate indent in consultation with Medical officer in-charge.</p> <p><u>5. Monitoring</u> Maintain counselling records and registers, and prepare monthly reports in consultation with Medical Officer in charge which are to be sent to the SACS. Facilitate the establishment of DSR's linkages and referrals to the ICTC from within and outside health care settings.</p> <p style="text-align: center;"><u>BLOOD SAFETY COUNSELLOR</u></p> <p><u>DONOR EDUCATION:</u> To explain the blood donor of the entire blood donation process. To ensure that the donor understands all questions and responds accurately to the donor questionnaire. To inform the donor that his/her blood will be tested for blood group serology and markers of TTI and the test results will be given to the donor. To ensure that the donor is able to give informed consent to donate and recognizes that</p>
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his/her signature is an affirmation that responses provided to the questionnaire are accurate and the donor is willing to be informed of their test results.

DONOR EDUCATION REGARDING BLOOD DONATION PROCESS:

To ensure that donors feel comfortable during blood donation process, including the venipuncture. To reduce donor anxiety and minimize the risk of any adverse donor reactions, such as fainting. To give post-donation advice, including care of the venipuncture site. To secure donors' cooperation in the confidential unit exclusion or post-donation information process. To clarify doubts or concerns raised by donors. To alleviate donors' anxiety.

DONOR EDUCATION REGARDING TTI POSITIVITY:

To keep the donor informed about the health implications of the positive TTI test results for the donor and the donated blood (discard) and the suitability of the donor for future blood donations. To guide and help the blood donor with positive screening results in further investigation, management, treatment and care, if necessary. To encourage donors to provide all relevant information, including the possible source of infection. To explain the test results, the need for confirmation of the results, the health implications for the donor and the donated blood (discard) and the suitability of the donor for future blood donation. To provide information on precautions for preventing the transmission of infection to others.

DONOR DEFERRAL AND PREVENTIVE HEALTH EDUCATION:

To explain and clarify the nature of the deferral (permanent or temporary) Example: Donor with low hemoglobin: refer to a health-care institution for hematological investigation and further management, and provide information on nutrition. To encourage temporarily deferred donor to return for future blood donations after the defined deferral period. To keep the donor informed about the donor deferral period: i.e. until screening test is nonreactive on follow-up. To encourage individuals to self-defer if they are suffering from an infection, disease or health condition that may make them unsuitable to donate blood.

REFERRAL AND LINKAGES:

To provide information and refer donors for further investigation, management, treatment and care, if necessary.

ORGANIZING AND SCHEDULING BLOOD DONATION CAMPS:

Mobilize communities for blood donation. Organize and lead mobile blood donations in colleges, workplaces, etc. Give blood donation

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					<p>lectures at workplaces, schools and voluntary organizations Prepare donor cards and certificates to voluntary blood donors Maintain effective communication and working relationship with team members, other health workers and clients. Develop list of prospective donor groups by using organizational, professional, and industrial listings and directories. Contact prospective donor groups to explain requirements and benefits of participation in blood donor program. Visit prospective or participating blood donor group to discuss blood program. Distribute promotional material and uses audio-visual aids to motivate groups to participate in blood-donor program. Arrange specific date of blood collection for blood-donor group and confirms appointment in writing.</p> <p><u>DONOR IDENTIFICATION AND MOTIVATION:</u> Identify donors with rare-type blood from blood-bank records, and telephone donors to solicit and arrange blood donation. To increase donors' trust in the BTS and encourage them to adhere to donor selection criteria while responding to the donor questionnaire To foster donor trust and confidence for donor retention. To reinforce the importance of healthy lifestyles for donors found to be nonreactive on blood screening and encourage regular blood donation</p> <p><u>REPORTING AND RECORD-KEEPING:</u> Keep records of organizations, participating in program. Record information for mobile blood collection unit, such as space available, staffing required, and number of donors anticipated. Consult and analyses blood bank records to answer questions, monitor activity, or resolve problems of blood donor groups. Prepare reports of blood-donor program and recruitment activities.</p> <p><u>SELF MOTIVATION AND MONITORING:</u> Develop and maintain continuing personal and professional development to meet the changing demands in the area of blood donor services. Monitor own performance against agreed objectives and standards Keep up to date on job related issues as appropriate and keep log of own performance and in-service training log for purposes of appraisal</p> <p><u>OST COUNSELLOR</u> The counsellor is primarily and directly responsible for individual clients' treatment and progress in the therapy.</p> <ul style="list-style-type: none"> <li>▪ Counsel IDU clients primarily at the OST center, and, if required, in the community or at home as well</li> </ul>
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11	Laboratory Technician  Consolidated Remuneration Rs. 13,000/- PM	15  (ICTC-12, STI-1, BLOOD SAFE TY-2	Contractual	<p align="center"><b><u>For ICTC &amp; STI</u></b></p> <p>Graduate in Medical Laboratory Technology (B. Sc.) with minimum 1 year experience after graduation. OR Diploma in Medical laboratory (DMLT) with minimum 2 years experience after diploma. The services of existing LTs who do not hold a DMLT may be continued if they have done a Certificate Course in Medical laboratory Technology and have more than 5 years experience of working in the ICTC/PPTCT/ART center run under the National AIDS Control Programme.</p> <p>Other expertise required: 1. Working knowledge of computers.</p> <p align="center"><b><u>For Blood Bank</u></b></p> <p><b>Essential qualification:</b></p> <ul style="list-style-type: none"> <li>▪ Degree in Medical laboratory Technology (M.L.T. ) or</li> <li>▪ Diploma in medical laboratory Technology (M. L. T.)</li> <li>▪ Should have completed 10+2 before obtained diploma or degree.</li> <li>▪ The degree or diploma should be from a University/Institution recognized by the Central Government or State Government.</li> <li>▪ The candidate should be registered with the concerned Para-Medical council of applicable</li> <li>▪ Knowledge of computers.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>▪ Post graduate degree.</li> <li>▪ Proficiency in MS Office.</li> </ul>	<p align="center"><b><u>For ICTC</u></b></p> <ol style="list-style-type: none"> <li>1. Undertake HIV testing according to standard laboratory procedure.</li> <li>2. Keep the facility neat and clean at all times.</li> <li>3. Ensure that adequate stock of consumables and rapid HIV DIAOGNESTIC KITS ARE available in the ICTC.</li> <li>4. Keep a record of HIV test results as well as a stock of rapid HIV diagnostic kits and consumables.</li> <li>5. Ensure the maintenance of all laboratory equipment.</li> <li>6. Scrupulously follow internal and external quality assurance procedures.</li> <li>7. Follow universal safety precautions and strictly adhere to hospital waste management guidelines.</li> </ol> <p align="center"><b><u>For STI</u></b></p> <ol style="list-style-type: none"> <li>1. Under take STI/RTI testing according to laboratory procedure. Draw blood for syphilis and HIV testing</li> <li>2. Assist doctor in collection of virginal, cervical, urethral, oral or rectal samples</li> <li>3. Maintain patient records and laboratory registers</li> <li>4. Procure and maintain laboratory supplies</li> <li>5. Follow infection control procedures</li> </ol> <p align="center"><b><u>For Blood Bank</u></b></p> <p><b>BASIC BLOOD BANKING TESTING METHODOLOGY:</b></p> <ol style="list-style-type: none"> <li>1. Understand blood bank methods, demonstrates knowledge of testing process which includes blood grouping, cross matching, weak-D testing, antibody screening, TTI screening.</li> <li>2. Organize work by matching blood requests with test tube labeling, sorting samples, checking labeling, logging samples, cross matching and reserving units ready for issue, keeping work surfaces clean and orderly.</li> </ol> <p><b>QUALITY MAITENANCE:</b></p> <ol style="list-style-type: none"> <li>1. Maintain quality results by running standards and controls, verifying equipment function through routine equipment maintenance and advanced trouble shooting, calibrating equipment utilizing approved testing procedures, monitoring quality control measures and protocols,</li> <li>2. Pre-transfusion viral screening and confirmatory tests to ensure the safety of blood.</li> </ol>
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				<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>▪ Minimum two years after degree and three year after diploma.</li> <li>▪ Degree holders must have minimum six months experience in blood banking; Diploma holders must have minimum one year's experience in blood banking.</li> </ul>	<p><b>BLOOD COMPONENTIZATION:</b></p> <ol style="list-style-type: none"> <li>1. Help in blood component separation and quality control of blood components produced and perform the necessary quality check on blood components.</li> </ol> <p><b>TRAINING:</b></p> <ol style="list-style-type: none"> <li>1. Serve as technical resource by participating in staff training.</li> </ol> <p><b>RECORD-KEEPING AND REPORTING:</b></p> <ol style="list-style-type: none"> <li>1. Document all the necessary information in the required blood bank registers.</li> <li>2. Identify and communicate abnormal test reports by alerting supervisory personnel.</li> <li>3. Ensure the patient receives compatible blood/blood components by completing blood typing, antibody screening, compatibility testing and antibody identification procedures.</li> <li>4. Assure future retrieval of patient transfusion information by preparing donor and patient.</li> <li>5. Maintain blood bank database.</li> <li>6. Maintain donor/patient confidence by keeping laboratory information confidential.</li> <li>7. Reporting data in SIMS.</li> </ol>
12	District Programme Astd. (DAPCU)  Rs. 13,000/- PM	01	Contractual	Graduate with computer knowledge	<ul style="list-style-type: none"> <li>▪ Supporting the DACO and DPO in maintenance of files, records and coordination other day to day activities</li> <li>▪ S/he shall make field visits for smooth function of the program as guided by DACO or DPO</li> <li>▪ S/he should carry out any other responsibility as assigned by DACO, DPO and SACS for programmatic purpose.</li> </ul>
13	District Account Assistant (DAPCU)  Rs. 13,000/- PM	01	Contractual	Graduate with computer knowledge, Preference to candidate with B.Com writing and Reading skill in English and Hindi ( or local language) is compulsory	<p>The Accountant will maintain the accounts of the DAPCC/DAPCU.</p> <ul style="list-style-type: none"> <li>▪ S/he should maintain financial records of DAPCU such as Cash Book, Petty Cash Book etc.</li> <li>▪ Prepare statements like SOE, utilization Certificates for the advances received from SACS, make petty payments, bank Reconciliation Statements etc.</li> <li>▪ S/he will prepare the budget for the activities as per the given guidelines by SACS.</li> <li>▪ S/he will ensure fund flow for various activities under the District Action Plan and proper monitoring and report of fund utilization to DACO.</li> </ul>

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					<ul style="list-style-type: none"> <li>▪ Provide different forms of counselling including motivational counselling, family counselling, group counselling</li> <li>▪ Provide counselling to PLHIV</li> <li>▪ Referrals for STIs, ICTC and other relevant services</li> <li>▪ Maintain documentation as outlined in the practice guidelines for OST.</li> </ul>
9	Medical Officer (OST)	05	Contractual	Minimum Qualification of MBBS with valid registration from the medical council. Those with MD Psychiatry/Diploma in Psychiatry Medicine (DPM) will be preferred.	<p>The doctor is expected to provide the best possible medical care for OST as per the standard clinical practice guidelines developed by NACO.</p> <ul style="list-style-type: none"> <li>▪ Assess patients for suitability of initiation into substitution therapy</li> <li>▪ Prescribe suitable doses of OST medicine to appropriate patients, and conduct regular follow ups</li> <li>▪ Provide routine health check and basic health –care including appropriate clinical management/referrals for wound/abscess, overdoses and STIs, as per the facilities available at the clinic.</li> <li>▪ Documentation as per the NACO guidelines/protocols.</li> <li>▪ Provide basic information to the clients and family members about the treatment process.</li> <li>▪ Referrals to ICTC for HIV diagnosis and other institutions for advanced care treatment.</li> <li>▪ Follow the NACO technical guidelines/protocols in all clinical practice.</li> <li>▪ Help the center in carrying out advocacy activities.</li> </ul>
10	Technical Officer Consolidated Remuneration Rs. 25,000/- PM	01	Contractual	<p>MBBS with 2 years of laboratory experience or Msc. In Medical Microbiology /biotechnology/Life Sciences</p> <p>Experience:</p> <ol style="list-style-type: none"> <li>1. Minimum 2 years' experience in medical microbiological/immunological laboratory techniques.</li> <li>2. Candidates with experience in quality assurance will be preferred.</li> </ol>	<ol style="list-style-type: none"> <li>1. Supervisory and trouble- shooting, root cause analysis of testing errors in ICTCs under the SRL</li> <li>2. Supervision and mentoring of laboratory technicians of ICTCs/ PPTCTCs through on site visits.</li> <li>3. Monitor the work related to EQAS, including sending of panels to the ICTCs/ PPTCTCs. EQA data analysis and reporting.</li> <li>4. Trouble shooting, root cause analysis and provide any technical assistance as and when required to the SRL/ ICTCs</li> <li>5. Trainings: Organising ICTC – LT training</li> <li>6. Submission of monthly testing report to NACO</li> <li>7. Twelve days tour to linked ICTC centres for implementation of QMS (Technical officer will have to submit the tour report with 48 hrs to SRL I/C and NACO.</li> <li>8. Prepare SOPs and documents for NABL</li> <li>9. Coordination with DAPCU officers for their field travel.</li> <li>10. To perform the viral load testing as assigned by Lab In-charge</li> <li>11. Visit to the ART centre to monitor and review and monitor the work related to viral load sample collection by MHL staff</li> </ol>

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					<ul style="list-style-type: none"> <li>▪ S/he will facilitate audit of the funds utilized by DAPCU through SACS.</li> <li>▪ S/he shall facilitate SACS for financial management at respective facility centers in the district. Also follow up regarding funds devolved, utilized and balance available.</li> <li>▪ S/he shall follow up with various Facility Centers in charge for timely submission of statement of accounts/expenditure and utilization certificate.</li> <li>▪ s/he shall also follow up various Facility center in-charge for timely submission of Audited statement and compliance report to SACS</li> <li>▪ s/he shall make field visits for smooth function of the program as guided by DACO or DPO</li> <li>▪ S/he should carry out any other responsibility as assigned by DACO, DPO and SACS for programmed purpose.</li> </ul>
14	ANM (OST) Rs. 9,000/- PM	02	Contractual	The nurse should have a minimum qualification of ANM. Those with diploma nursing /Bachelor of Science (Nursing) would be preferred.	<ul style="list-style-type: none"> <li>▪ Maintain minimum standard guidelines as prescribed by NACO for the clinic.</li> <li>▪ Dispense medications as per HACOS'S treatment guidelines/protocols.</li> <li>▪ Assist doctor in treating abscess, providing medication etc.</li> <li>▪ Maintain registers (daily stock and dispensing registers) as prescribed in NACOS's practice guidelines for OST.</li> <li>▪ Regular Communication with treating doctor.</li> <li>▪ Provide emergency first-aid services in the absence of doctors.</li> <li>▪ In addition, the following responsibilities shall be handled by nurse regarding the stocks of OST medicines; <ul style="list-style-type: none"> <li>○ Receive the medicine stocks from the supplier</li> <li>○ Count the medicines and confirm that the stocks supplied are in accordance with the consignment records sent by the supplier</li> <li>○ Ensure that consignment note and forms 6 are maintained properly as required by the NDPS act</li> <li>○ Ensure the OST medicines are properly stored in the storage room at the hospital</li> <li>○ Ensure that records of OST medicines are properly maintained as required by NACO/SACS</li> <li>○ ALERT THE NOTDAL OFFICER/DOCTOR-IN-CHARGE OF THE OST center, if there is and impending stock-outs</li> <li>○ Furnish stock position regularly as required by NACO/SACS</li> </ul> </li> </ul>