

HARYANA STATE HEALTH RESOURCE CENTRE


Bays 59-62, 2nd Floor, Sector-2, Panchkula.

ADVERTISEMENT

Applications are invited from all categories for the following posts in Haryana State Health Resource Centre, Panchkula on contract basis and initially up to March 31, 2017. Eligibility criteria including the required academic qualifications and experience etc. are available at www.nrhmharyana.gov.in, hshrc.gov.in and www.haryanahealth.nic.in. Application form can be downloaded from the above mentioned websites and it will not be accepted in any other format. The last date of submitting the application is up to January 30, 2017 by 5.00 PM.

Sr. No.	Name of Post	No. of posts	Remuneration	Age limit
1	Senior Consultant Monitoring and Evaluation	One (1)	Rs 75,000/- consolidated per month.	42 years
2	District Consultant (Quality Assurance)	Two (2)	Rs. 40,000/- consolidated per month.	42 years
3	District Consultant Public Health	Four (4)	Rs. 40,000/- consolidated per month.	42 years
4	District Quality Manager	Ten (10)	Rs. 35,000/- consolidated per month.	42 years

- * Note:- Post at Sr. No. 1 is unreserved, post at Sr. No 2 (SC=1 and EBP=1), Post at Sr. No. 3 (EBP=1, General (ESM)=1, BC-B=1 and SC=1) and Post at Sr. No. 4 (General=2, BC-A=2, BC-B= 1 SC=2 EBP=2 and General (ESM)= 1).


Executive Director
Haryana State Health Resource Centre
Panchkula

Important Instructions for filling of the Application form for posts of Senior Consultant Monitoring and Evaluation, District Consultant (Quality Assurance), District Consultant (Public Health) and District Quality Manager in Haryana State Health Resource Centre

1. The selected candidates can be posted in any district of Haryana.
2. No TA/DA will be paid for appearing in interview.
3. The contract can be extended beyond the time period based on the performance of the candidate and necessary Government approvals.
4. Candidates must provide names of two references who can verify their credentials.
5. These are backlog vacancies and reservation will apply as per Haryana Government reservation policy.
6. Relaxation in age for reserved categories will be given as per Haryana Government guidelines.
7. Candidates claiming reservation must produce caste certificate/document in original on the day of interview.
8. Reservation benefits will be admissible to the bonafide residents of Haryana state only.
9. Candidates must submit completely filled application form with full particulars and contact number, email, two passport size photographs and attested copies of educational/technical qualifications & experience.
10. If the candidate wishes to apply for more than one post, he will have to fill individual application forms and submit separate copies of the documents in separate envelopes, super-scribed by the name of the post in legible handwriting.
11. The application forms along with necessary documents are to be submitted by post or personally in the office of Executive Director, HSHRC, Bays 59-62, 2nd Floor, Sector 2, Panchkula, Pincode-134112 by January 30, 2017 up to 5.00 PM. The application forms received after the due date will not be considered. The department will not be responsible for any postal delay. The name of the post should be super-scribed on the sealed envelope bearing the application form and documents.
12. The process of selection consists of scrutiny, written test, computer test and interview.
13. The candidature will be purely provisional for all the posts and will be subject to their satisfying the prescribed eligibility conditions. If at any stage either before or after scrutiny/written test/interview, it is found that candidate does not fulfill any of the eligibility criteria or information furnished by the candidate is incorrect, then his/her candidature for the post shall stand cancelled.
14. Only shortlisted candidates who fulfill the eligibility criteria will be called for further selection process. Only eligible candidates will be intimated by e-mail or telephonically.


Executive Director
Haryana State Health Resource Centre
Panchkula

Senior Consultant Monitoring and Evaluation

Academic Qualification & Experience -

MD in Preventive & Social Medicine with minimum 3 years post qualification experience OR Masters in Public Health with minimum 7 years post qualification experience OR Masters in Epidemiology/ Biostatistics/ Statistics/ Economics with minimum 8 years post qualification experience in planning and implementation of Public Health programs and in Health systems research.

Desirable Experience -

- Experience in implementing Health Programs at National or State level
- Paper publication or experience in report writing on health related issues
- Knowledge of Biostatics and proficiency in using high level packages

Terms of Reference -

1. Develop and implement annual plan for M&E and PHP Divisions.
2. Allot, supervise & review work plan and progress of team members.
3. Provide technical assistance for implementation of NHM and its goals at Centre and State as agreed from time to time.
4. Conduct Situational Analysis on various aspects of the Health sector in the State.
5. Facilitate development and implementation of the proposals/strategies derived from the situational analysis.
6. Provide technical assistance for decentralized planning and strengthening public health programs at District level.
7. Coordinating, designing and conducting research and evaluations related to the health sector.
8. Provide technical inputs on thematic areas of Health systems strengthening.
9. Identify best practices and innovations within the State & districts and support to document and implement them.
10. Assist the State in the policy development and reformation as related to public health.
11. Collect and analyse state and national data on components of health systems strengthening on a regular basis.
12. Undertake such other assignments, which may be assigned by from time to time by the Executive Director, HSHRC.

Terms of Reference: District consultant (Quality Assurance)

Selection Criteria

MBBS/Dental/AYUSH/Nursing graduate with masters in Hospital administration/Health Management (MHA-Full time or equivalent) with 2 years experience in Public Health/Hospital administration. Training and experience of implementing a recognized quality system like 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.

Roles and Responsibilities:

1. Coordinating and promoting quality related activities and advocacy across the district.
2. To assist the District Quality Assurance Officer in discharging his duties.
3. To assist, support and conduct Assessment and scoring of Public Health facilities in the district.
4. Grading of healthcare facilities on the basis of score in the district.
5. Ensuring that DQAC meets regularly and follow-up actions have been taken.
6. Selecting facilities that may go for Certification and supporting them in the process.
7. Estimating district's requirements (in terms of Structure, Process and outputs) for improving quality of healthcare services.
8. Review the status of QA activities at different facilities in the district.
9. To provide support to facilities in the district in taking appropriate and time-bound actions on closure of the gaps, identified during assessments.
10. Conducting workshops and training at district and facility level on QA and Certification of healthcare facilities.
11. To provide technical assistance to health facilities in achieving compliance to statutory requirements such as Atomic Energy Act & AERB Guidelines, Blood bank, PC PNDT act, BMW Rules, etc. in the district.
12. To review the Patient's and employee's satisfaction from different facilities, subsequently develop an action plan to address the concerns of patients, which led to poor satisfaction.
13. Advise on the further development of QA and Certification across health facilities in the district.

14. To attend to any other duties/responsibilities assigned by the DQAC and SQAC.
15. Monitoring of recording/reporting system through field visits and submit the visit reports with appropriate suggestions/actions for improvement.

Terms of Reference: District consultant (Public Health)

Qualification Criteria

MBBS/Dental/AYUSH/Nursing graduate with degree/diploma in Health Management with 02 years relevant work experience. Training in Health quality like NABH/ISO 9001:2000/Six Sigma/Lean/Kaizen by a reputed organization will be preferable.

Roles and Responsibilities:

1. Coordinating and promoting quality related activities and advocacy especially related to National Health Programs.
2. Coordination with the state programme officers and SQAU QA related activities at Health facilities in the district.
3. Providing technical support in assessing the technical protocol.
4. Estimating district's requirements for QA program and improving quality of healthcare delivery.
5. Providing District inputs for District PIP and to SQAU on the QA programmes in the State.
6. To assist, support and conduct Assessment and scoring of Public Health facilities in the district.
7. Assist and support grading of health facilities on the basis of scores.
8. Facilitating selection of facilities that may go for Certification and supporting them in the process.
9. Ensuring that DQAC meets regularly and follow-up action is taken.
10. Review the status of QA activities at different facilities.
11. Conducting workshops and training at facilities and district level on QA and Certification of healthcare facilities.
12. Facilitate need assessment for training, prepare training curriculum and plan training activities in collaboration with training institutes.
13. Analyze financial and physical progress report and provide supervisory support.
14. Identify the cause of any unreasonable delay in the achievement of milestones, or in the release of funds and propose corrective action.

15. Monitoring of recording/reporting system through field visits and submit the visit reports with appropriate suggestions/actions for improvement.
16. To attend to any other duties/responsibilities as assigned DQAC.

Terms of Reference: District Quality Manager

Selection Criteria

MBBS/Dental/AYUSH/Nursing/Life Science/Social Science graduate with masters in Hospital administration/ Health Management with one year experience in public Health/Hospital administration. Candidates with experience in Healthcare Quality/formal quality of a quality system would be preferred. Fluency in English, computer literacy, knowledge of government legislations and policies are essential. Candidate must have good communication skills both written and verbal.

Roles and responsibilities

This position carries responsibility for administration (smooth and quality services) of all non-direct patient care services and departments in a District Hospital. Manage non-clinical services (like infection prevention, security, diet etc.), staff and facilitate Rogi Kalyan Samiti meetings and actions. Specific duties and responsibilities will include:

1. Ensuring good quality non-clinical services like infection prevention, security, diet etc.
2. Ensuring clean surroundings, OPD areas, Wards, labour room, OT and Patient amenities.
3. Periodical assessment of hospitals on quality check list and arrive at a score for the facility.
4. Identification of gaps, develop action plan under the guidance of incharge of the hospital and monitor compliance.
5. Facilitate conduct of meeting of Rogi Kalyan Samiti. It would include ensuring preparation of agenda notes, action taken report and minutes of the meeting.
6. Management of out-sourced services such diet, security, laundry, BMW management.
7. Ensuring that the hospital meets all regulatory compliances such as BMW, Blood Bank/storage license, AERB regulations, etc.

8. Hospital manager is to take a round of the hospital daily and look at the functioning of departments, equipment and ambulance. Facilitation of activities for gap closure, corrective and preventive action.
9. Keep a record of non functional equipments and time line for its repair along with AMC for all equipments.
10. Supervising punctuality, day-to-day working, supervision of other staff members, work output and channel the work input to improve overall efficiency and keep unit's morale up.
11. Planning and work-out modalities towards upliftment, preventive maintenance of equipment and vehicles and modernization of the hospital.
12. Analyze utilization of various hospital services and equipments etc.
13. Periodic information and Assessment on utilization of untied grants, AMGs, RKS grant etc and timely submission of SOEs and UCs.
14. Analyze financial outlays and its effective utilization.
15. Prepare yearly plan for expenditure after assessment.
16. Carrying out exit interviews, satisfaction surveys (external and internal customer), time motion studies etc. to keep hospital services up to quality standards.
17. To institute an effective grievance redressal system both for the employees and the patients.
18. Computerization of District Hospital functions.
19. Strengthen District Hospital MIS, KPI and report actions taken.
20. Prepare monthly/quarterly and yearly report of hospital progress.
21. Perform other duties and work assigned by the hospital incharge.