

## Terms of Reference (ToR)

### Position: Short Term Junior Consultant – Quality and Patient Safety, NHSRC

#### Background

The National Health Systems Resource Centre (NHSRC) under the Ministry of Health & Family Welfare, Government of India, aims to strengthen the healthcare system by providing technical support in various domains, including Quality and Patient Safety. The National Quality Assurance Standards (NQAS) are crucial for ensuring quality in public health facilities. To maintain and enhance these standards, Quality and Patient Safety Division develops quality standards, provides support to implement NQAS and provides training viz Internal Assessor Training, External Assessors Training and Service Providers Training and organize workshops, events at National, Regional, State Level. The Short-Term Consultant will assist the Quality and Patient Safety Division in planning, organizing, and executing the above training tasks including workshops, and events.

The main objective of this consultancy is to provide support to QPS division in performing day-to-day tasks, including training, organizing workshops/events at National, Regional and State level. The incumbent will ensure that these activities are carried out efficiently and effectively, contributing to the overall goal of improving healthcare quality.

#### Roles and responsibilities

- Prepare the training materials training manuals for participants and trainers.
- Assist in the planning and scheduling of training, workshop, and other events.
- Coordinate with trainers, participants, and stakeholders to ensure smooth execution of training, workshop, and events.
- Liaise with various departments to arrange logistics, including venue, materials, and accommodation for participants.
- Preparation and printing of materials, presentations, and handouts for training, workshop, and events
- Draft SOPs to conduct training program.
- Prepare records of training, workshop, and events, including attendance, feedback, outcomes, and reports.
- Prepare detailed reports on the events, highlighting key achievements, challenges, and recommendations and ensure their uploading on QPS website.
- Document best practices and lessons learned to improve future events.
- Coordinate printing of training materials, manual and other Quality and Patient Safety Documents/Guidelines.
- Any other task assigned by Advisor and Lead Consultant- Quality and Patient Safety Division

#### Duration and Location

The consultancy is a short-term position for Three months and an extension based on project needs and performance. The consultant will be based at the Quality and Patient Safety Division, NHSRC, New Delhi

#### Qualifications and Experience

The ideal candidate should possess the following qualifications and experience:

#### Educational Background

- Possess a recognized Medical/Dental/ BAMS/BHMS degree from a recognized University.

- Two years full-time Masters' Degree (or Equivalent) in Hospital/Health Management/ Public Health/ Post Graduate Diploma in Hospital and Health Management from a reputed institute
- One year experience of NQAS Implementation.
- Candidates with past experience of coordinating printing work and organizing events (workshop, consultation etc.) will be preferred.

### **Skills and Competencies**

- Strong organizational and project management skills.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with diverse teams and stakeholders.
- Proficiency in MS Office and other relevant software tools.
- Attention to detail and ability to manage multiple tasks simultaneously.

**Age Limit:** 40 years & below (As on last date of application)

**Location:** New Delhi with Willingness to travel on need basis

**Contract tenure:** Three months and extendable

**Remuneration Range:** Between Rs. 40,000/- to Rs. 70,000/- per month

***\*Fee offered within the band will be commensurate qualification and experience***

**Note:** As this is a short term assignment;

- Preference will be given to candidates residing within Delhi/NCR region.
- The selected candidate will be required to join within 7 days.

**How to apply:** Candidates are requested to fill the online application correctly which is available on the NHSRC website (<http://nhsrcindia.org>). Applications will be accepted in the prescribed online application format only. Last date for receiving applications is **13<sup>th</sup> June 2024**.