

Terms of Reference

Jr. Consultant (Certification Unit - Quality Improvement Division, NHSRC)

National Health Systems Resource Centre (NHSRC) has been set up under the National Health Mission (NHM) as an autonomous registered society for supporting the Ministry of Health & Family Welfare GOI and State Governments in implementation of National Health Mission. The NHSRC is also mandated to contribute towards National strategic health planning and programme design.

Since one of the stated objectives of the NHM remains ensuring delivery of quality care at the public health facilities, QI Division at the NHSRC also supported the ministry in setting the quality standards for different levels of health facilities. For assessment of compliance to these standards, a well-established certification mechanism has also been established at the NHSRC. The certification unit undertakes the following broad functions:

1. Planning of National Assessment of Public Health Facilities under the National Quality Assurance Standards, & also for the LaQshya, which is an initiative to improve care around birth
2. Review of the assessment reports for accuracy and completeness
3. Finalisation of the draft report of assessed health facilities as per the award criteria and make recommendations to the MoHFW for award of NQAS and LaQshya certified status
4. Coordination with the MoHFW for issue of the letter and certificates
5. Timely dispatch of all NQAS and LaQshya certificates to the certified facilities.
6. Collection and analysis of the assessors' feedback and institution of the corrective and preventive actions as per need.
7. Share the gap report with the health facilities for improving the Quality of care through closing gaps and identifying opportunities for improvement
8. Monitoring the quality certified health facilities for continued compliance with the standards through annual review of Surveillance audit report of the facility

With increase in the volume of the certification work, a need has been felt to make the certification process error proof and also IT enabled. In this direction, substantial investment is being made to develop a customised solution. NHSRC is in the process of engaging a Government of India organisation to implement this project.

For supporting this initiative, NHSRC intends hiring a coordinator, who has understanding of the on-going system of certification unit and also understands nuances of IT system. The incumbent would be at level of Jr. Consultant, purely on a contractual basis.

Role & Responsibilities:

1. Undertake systematic collection, documentation and presentation of all relevant information related to certification.
2. Compilation & organization of data and matters related to Certification Cell
3. Maintenance of paper as well as electronic documents of Certification Cell, QI Division
4. Coordination & Liaising with all the State/UT In-Charges within QI Division for timely processing of documentation verification as well as scheduling of the external assessments
5. Function as an interface between certification unit (QI Division) and IT team of the contracted organisation
6. Any other work as assigned by the Advisor QI Division, NHSRC

Qualification and Experience:

1. B Tech/BE in Electronics/Electronics & Communication/Computer science
2. Minimum 01 years of relevant experience in administration and compilation of organization data/data base management

with the government and other autonomous bodies

3. Previous work experience in any certification/accreditation body such as NQAS, NABH, ISO etc. Please mention the name of the certification body explicitly
4. Knowledge of Hindi Typing and previous experience of Government office procedures will be added advantage.
5. To be able to meet stringent guidelines at short notices and operate in an evolving environment

Desirable: Preference will be given to candidate having experience in Government, Quasi Government departments or Government funded autonomous institutions.

Age: Below 40 years (As on last date of receiving applications)

Work Location: New Delhi with requirement of occasional local travel.

Remuneration Range: Between Rs. 40,000/- to Rs. 60,000/- per month.

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

Candidates selected in this interview could be considered for other vacant positions at NHSRC requiring similar skill sets and at appropriate level

How to apply: Candidates are requested to fill the online application correctly which is available on the NHSRC website. Applications will be accepted in the prescribed online application format only. Last date for receiving applications is **4th March 2021.**