

## Terms of Reference

### Consultant – Certification Cell (Data Management)

#### (Quality Improvement Division)

National Health Systems Resource Centre (NHSRC) is a technical support organisation under the National Health Mission, Ministry of Health & Family Welfare. NHSRC channelizes required technical assistance for the MoHFW and the States for various tasks. Such requirements are dynamic in nature. Work at the NHSRC is organised around seven divisions, namely – Community Processes & Comprehensive Primary Care, Healthcare Financing, Healthcare Technology, Human Resources for Health, Public Health Planning, Public Health Administration and Quality Improvement.

If you have a commitment to health equity and excellence, here is a unique chance to work with a team committed to shaping the public health landscape in India. The position offers you an opportunity to participate in the process of strengthening health systems, improving health service delivery and enabling positive health outcomes. Working with a trans disciplinary team, you can discover, adapt, co- create and disseminate solutions to multiple challenges related to service delivery systems, universal primary health care, human resources for health, community processes, health financing, quality of care, public health planning and health promotion.

For improving Quality of care of services, delivered at the public health facilities, National Quality Assurance Standards were developed under the National Health Mission. For this initiative, NHSRC performs task of the secretariat on behalf of the Ministry of Health & Family Welfare. In the year 2013, QA Operational Guidelines and Quality Standards for District Hospitals were launched by the Ministry of Health & Family Welfare. This was followed by development and launch of Quality Standards for Community Health Centres (CHCs) and Primary Health Centres (PHCs), followed by Quality Standards for Urban PHCs in the subsequent years. There is an explicit system of measurement of extent of compliance against each of the National Quality Assurance Standard (NQAS). Each Quality standard has measurable elements and checkpoints.

For implementation of the NQAS, an independent Certification Cell has been created within the Quality Improvement Division for managing NQAS and LaQshya Certification Programmes with the aim of following objectives:

1. To support all the IT related work/Maintenance of records for of Dash Board/certification cell IT portal
2. To plan the National Assessment of Public Health Facilities under the NQAS & LaQshya assessment
3. To review the assessment report for accuracy and completeness
4. To finalize the draft report of assessed health facilities as per the award criteria and provide recommendation to the MoHFW
5. To liaison with MoHFW for assessment findings and certifications.
6. To ensure timely dispatch of all NQAS and LaQshya certificates to the certified facilities.
7. To collect and analyse assessment feedbacks of assessors from the assessed facilities and ensure timely corrective and preventive actions through proper channel.
8. To share the gap report with the health facility for improving Quality through closing gaps and identifying opportunities for Improvement
9. To monitor the health facility's continued compliance with standards through annual review of Surveillance audit report of the facility

For supporting above mentioned tasks, NHSRC intends to induct a Consultant in the Certification Cell, QI Division. The incumbent is expected to have good clinical background and excellent writing skills. ***The position requires strong moral and ethical code of conduct with essence of integrity, confidentiality while undertaking the responsibility***

## **Roles & Responsibilities:**

- To manage data, which gets generated after assessment of the health facilities and convert this data into compliance against each of the quality standards
- To manage and manipulate facility assessment sheets to meet specific requirements, such as after customisation of quality standards
- Facilitate reorganisation of assessment tools as per need of health system
- To liaison with IT cell/Vendor to develop an IT system for certification unit and automate whole system of certification process.
- Preparation of fact sheets/ tables for advocacy/ generating evidences
- To provide assistance to the Senior Consultant Certification Cell for facilitation of the streamlined certification under NQAS and LaQshya.
- Scheduling of the National assessment for NQAS/LaQshya, after clearance from the consultants NHSRC.
- Coordination and finalization the team of empanelled external assessor for assessment
- Effective Coordination with State/District Quality Assurance Unit, Facility Quality Team to support and facilitate administrative support for Certification process
- Monitoring of certification related activities in Health Facilities
- Ensure timely submission of all findings with the MoHFW and State
- Ensure timely dispatch of all NQAS/LaQshya certificates to the State/Health facilities.
- Supervise and guide interns, fellows and junior consultants for certification process.
- Any other responsibility, pertaining to Certification Cell as allocated by Senior Consultant Certification cell or Advisor QI.

## **Qualification & Experience\*:**

Essential:

- PG degree in Statistics (full-time) from a recognised university
- 2 years' post-qualification experience (after PG) of data management

Desirable – Preference would be given to following applicants

- Certified advanced course in Database Management System like Oracle / MySQL or web development programming Languages (PHP)
- Qualification in Biostatistics / Public Health/ Hospital Management
- One year's experience of NQAS implementation in public health facilities at district / State / National level.
- MBBS from a MCI recognised Medical College with valid registration
- NQAS External Assessors
- Published papers (as main author) in Journals of repute

Incumbent is expected to have excellent writing skills, for which a screening test may be administered.

*\*Qualification & Experience may be relaxed for deserving candidates.*

## **Note-**

- Only shortlisted candidates will be called for an interview
- The candidates may be subjected to written test and presentation to judge their writing skills and language proficiency

**Age Limit:** 40 Years (As on last date of receiving applications)

*\*Can be relaxed for suitable candidate*

**Location:** New Delhi with extensive travel to states and districts.

**Remuneration Range:** Rs. 44,000/- to Rs. 99,000/- per month

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

**To Apply:** Candidates are requested to download the application form attached with the TOR, which is uploaded on the NHSRC website and email the duly filled application form to [nhsrc.recruitments@gmail.com](mailto:nhsrc.recruitments@gmail.com) by **27<sup>th</sup> January 2020**. Application submitted in other format will not be accepted. Please ensure that the post applied for is clearly mentioned on the application form, without which the application form will not be accepted.