

ORISSA STATE AIDS CONTROL SOCIETY (OSACS)
(Department of Health & Family Welfare), Government of Odisha



Letter No.IX-OSACS-ART-07/2020-21- **2614** /OSACS

Dated: **08 / 10 / 2020**

To

**The Advertisement Manager
The Samaj / The Sambad / The New Indian Express**

Sub: Release of advertisement.

Sir,

Enclosed please find a copy of the advertisement for release in your esteemed daily **once with the specification of 15 cm. height & 12 cm. width on Dt. 12 / 10 / 2020** and submit the bills in duplicate to this office as per the approved rate of I & PR Department for making necessary payment.

Yours faithfully,

**Sd/-
Project Director**

Encl: As above.

Memo No. **2615** /OSACS

Dated: **08 / 10 / 2020**

Copy forwarded to ADPHO (TB), Koraput, for information and necessary action.

**Sd/-
Project Director**

Memo No. **2616** /OSACS

Dated: **08 / 10 / 2020**

Copy forwarded to Superintendent / Principal, Saheed Laxman Nayak Medical College & Hospital, Koraput, for information and necessary action.

**Sd/-
Project Director**

ORISSA STATE AIDS CONTROL SOCIETY (OSACS)
(Department of Health & Family Welfare), Government of Odisha



Letter No.IX-OSACS-ART-07/2020-21- 2617 /OSACS

Dated: 08 / 10 / 2020

The Orissa State AIDS Control Society (OSACS) on behalf of the ART Centre, Saheed Laxman Nayak Medical College & Hospital, Koraput invites applications from suitable candidates to fill-up the post of **Medical Officer, Staff Nurse, Counsellor** and **Lab. Technician** (one each) on contract basis for implementation of HIV/AIDS programme under National AIDS Control Programme (NACP). The initial appointment should be for a period of one year and be renewed every year based on the performance. The details mentioned below:

Sl. No.	Name of the Post	Place of Posting	No. of Post	Monthly consolidated Remuneration (Rs.)
1	Medical Officer	ART Centre, Saheed Laxman Nayak Medical College & Hospital, Koraput	01	50,000/-
2	Staff Nurse		01	13,000/-
3	Counsellor		01	13,000/-
4	Lab. Technician		01	13,000/-

Eligible candidates for the above mentioned posts may apply directly to the Superintendent, Saheed Laxman Nayak Medical College & Hospital, Koraput through Registered Post only. The applicants must mention the post applied for on top of the envelop and submit their bio-data and other required documents in prescribed format **on or before 22nd October, 2020** within the office hour by Registered Post only.

Preference / weightage may be given to experienced candidates as per decision of the Steering Committee. Any of the above mentioned posts that are likely to be regularized in future as per the norms of Health & Family Welfare Department, Govt. of Odisha, in view of the same context the ORV act may be followed as per guideline.

The prescribed format for submission of application, remuneration, qualification, experience, duties & responsibilities, other terms and conditions are available in the websites of **www.osacs.nic.in** and **www.orissa.gov.in**. The authority reserves the right to accept / reject any or all application(s) without assigning any reasons thereof.

Sd/-
Project Director

TERMS OF REFERENCE

Sl. No	Name of the Post with Institution	No. of Post	Monthly Remuneration (Consolidated) (Rs.)	Qualifications	Brief Duties & Responsibilities
1.	Medical Officer ART Centre, Saheed Laxman Nayak Medical College & Hospital, Koraput	01	50,000	Essentially be a MBBS trained by NACO at one of the NACO designated training centres. Higher qualification may also be considered	<ul style="list-style-type: none"> • He/she has to work under the guidance and supervision of the SMO / Nodal Officer. • He/she should examine the patients, advise required investigations including CD4 count, review the investigations and prescribe the treatment (this includes ART, referral to other departments such as RNTCP centres for treatment of tuberculosis, treatment of STIs and prophylaxis and/or treatment of Opportunistic Infections). • Refer the cases to the Senior Medical Officer, Nodal Officer or any other specialist for further expert opinion and interventions including admission and inpatient care, if required. • He/she must also coordinate with CSCs and LACs attached to the ART centre. Ensure drug adherence and counsel the patient towards safe sex, condom usage, proper nutrition and positive living. • Monitor the consumption and availability of ARV drugs, OI drugs CD4 kits, other consumables appraise the Senior Medical Officer for making necessary arrangements, check the ARV Drug store and sign in the register every fortnight. • He/she must update the prescribed columns in White Cards and Green Books and should assist Senior Medical Officer in supervising the staff at the centre, record keeping and reporting. • He/she must attend the Monthly coordination meetings held at the district level, ART-CSC coordination meetings, review meetings by NACO/SACS and attend training

					<p>programmes conducted for the Medical Officers whenever deputed.</p> <ul style="list-style-type: none"> • He/she has to ensure that all the guidelines for running and maintaining the ART centre are abided by. • In case SMO is not there, he/she is the focal point for EID for HIV exposed babies found “reactive” using DBS at ICTC and referred to the ART centre. • Identify stable patients on ART and initiated Multi-Month Dispensation of drugs for the eligible stable patients. • Initiate Differentiated Service Delivery Model (DSDM) in high load ART centres. • Monitor Viral Load and refer the patients failing on first line drug regimen to ART Plus centres or SACEP. • Medical Officer of ART Centre should conduct outreach activities at Link-ART Centres (LAC) in difficult terrain and hard-to-reach areas, where the access to the ART centre is a challenge for the patients. • OST Initiation, Dosing & Adherence monitoring. • Besides all the above, any other duty assigned by ART Centre In-charge pertaining to ART services.
2.	Staff Nurse, ART Centre, Saheed Laxman Nayak Medical College & Hospital, Koraput	01	13,000	B.Sc. Nursing / GNM. OR ANM with minimum of 3 years of experience.	<ul style="list-style-type: none"> • Perform baseline assessment of the patient including Pulse, BP, Weight, Height etc. • Assess the physical, social and psychological needs of the patient. • Provide need based nursing care and support to the patients. • Focal point for all issues related to pregnant positive women and HIV exposed child and Early Infant Diagnosis (EID) in case Counsellor not there. • Maintain the daily OI summary sheet, compile it on monthly basis and give it to the Counsellor. • Coordinating and tracking the referrals made within the hospital by establishing linkage with various Departments and inpatient wards. • Streamlining and guiding patients at the ART Centre and helping in the

					<p>efficient and orderly functioning of the centre.</p> <ul style="list-style-type: none"> • Assisting record keeping and maintenance of patient documents as and when required. • Counselling of patients as and when required. • Collections of blood samples for CD4 testing and arranges / perform its transportation to the linked Lab during the absence of Lab. Technician as and when required. • Provide reports to the doctor and other members of the ART centre multidisciplinary team. • Ensure implementation of the UWP and proper waste disposal at the centre. • To monitor and ensure the implementation of various infection control measures • Role of Staff Nurse at the ART Centre in HIV/TB Coordination. <ul style="list-style-type: none"> ○ Do regular screening of the patients for symptoms of pulmonary / extra pulmonary TB. ○ The Lab form given to the TB suspect to be stamped by the Staff Nurse with the ART Centre stamp to facilitate fast tracking of the patient for sputum testing. ○ Reinforce cough and hand hygiene practices among the suspects / diagnosed pulmonary TB cases. ○ Keep a record of the patient referred from ART Centre to Designated Microscopy Centre (DMC) for the diagnosis of TB with the help of line list. Coordinate with STS to ensure completion of line list. ○ Attend the monthly RNTCP meeting along with the completed line list for the month to be shared with the concerned STS. ○ Maintain the TB/HIV register at the ART Centre ensuring timeliness, accuracy and completeness. ○ Prepare and submit the monthly TB/HIV report to SACS through ART Centre In-charge.
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					<ul style="list-style-type: none"> • Dispense ARV and OI drugs with proper counseling. • Advise the patients and family about the importance of adherence during each visit. • Counsel the patient on possible drug toxicities and report the same, if significant. • Do pill count and report any adverse effects of drugs or any OIs. Also, confirm the next visit date given by the MO and inform the patient. • Prepare a “Daily Due” list of patients who are scheduled for their appointment and provide the list of “MIS” patients to the counselor. • Maintenance of the drug stores. Ensure 100% usage of IMS or any software modified and supplied by NACO. • Maintain and update drug stock and drug dispensing registers regularly every day. Inform the concerned medical officer in case of any discrepancy. Duly take his signature every fortnightly in the stock register. • Ensure that the centre has enough stock of ARV drugs for at least 3 months and inform the concerned authority about any near expiry or excess stocks well in time for relocation to other sites and ensure FEFO protocol is followed. • Physical verification of the drugs under the supervision of the Nodal Officer and the MO. • Facilitate transfer/availability of ARV drugs at LAC as per the number of patients linked out to the LAC. • Besides all the above, any other duty assigned by ART Centre In-charge.
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3.	Counsellor ART Centre, Saheed Laxman Nayak Medical College & Hospital, Koraput	01	13,000	Master Degree in Social Work (preferably specialized in medical & psychiatric social work / Psychology) with Commerce background) and Diploma in Computer Applications (from a recognized institute or University) or 'O' Level course from DOEACC.	<ul style="list-style-type: none"> • He/she has to work under the guidance and supervision of MO/Nodal Officer. • He/she must assess / assist the Staff Nurse in triaging the new patients eligible for Pre-ART registration and refer others to the nearest ICTC for confirming HIV status. • Complete the Pre-ART registration (HIV care register, white cards and green books) on first visit of the PLHIV and provide adherence counseling. • Counsellor to maintain the HIV exposed / infant child register. • Provide necessary counseling on subsequent visits to the Pre ART patients and adherence counseling to On ART patients. • Referral and linkages with other community based organizations, rehabilitation centres and various support groups. • Address issues related to ARV treatment: <ul style="list-style-type: none"> ○ Pre ART or treatment preparedness exercises, encourages and helps in finding guardian Support ○ Explain the details of treatment and its importance, including side effects of ARV drugs ○ Adherence counseling and monitoring, identification of barriers to adherence and suggestions to remove these barriers. ○ Pill counting for PLHIV on ART and assess adherence. • Provide emotional, social, and psychological support to patients and/or direct them to the concerned person or organization that can do so. • Explain to the patients, care givers, guardians and other family members about palliative and home-based care, hygiene and nutrition. • Counsels patients on positive living, prevention, proper condom usage; and dispense condoms.
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					<ul style="list-style-type: none"> • Complete the required sections in the recording and reporting tools maintained by the ART centre. • Issue Green book for the first time to the new patients (Pre-ART) • Pre-ART Registers (fill in prescribed columns) • White Cards: (make white cards for all patients and fill in prescribed columns) • ART Enrollment register: (fill in prescribed columns) • Counselors must ensure all the register are filled appropriately and updated. • Collect and update address of PLHIV • Counseling of Pre ART patients on follow up visits and repeat CD4 count. CD4 report of Pre ART patients is to be given by counselor after proper counseling. • Follow up for testing of spouse and children of the PLHIV • Contact the MIS/LFU cases through telephone and outreach workers and bring them back to ART centre for drug collection. • Attend ICTC counselors monthly meeting for feedback on ICTC-ART referral and LFU cases. • Provide counseling on family planning and breast feeding, particularly for pregnant women coming for PPTCT. The counselor should ensure appropriate advice and counseling to link the pregnant women to appropriate services including ANC and post natal services, immunization and EID for infant. • In case of CoE's and ART Plus centres the counselors shall do the counseling of patients referred to the SACEP on rotatory basis. • Ensure that all data recording and reporting software's are properly installed, functioning and updated. • Print and share all circulars / information sent by NACO/SACS to the Nodal Officer/MO and maintain a file for the important orders/ communication.
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					<ul style="list-style-type: none"> • Maintain the attendance register for the ART centre staff and get it verified by the MO every day and by the Nodal Officer at the end of the month • Maintain the HR file including the bio-data of the staff, copies of certificates, appointment letters, contractual service agreement, performance appraisal report, training details, remuneration, etc. • Coordinate with the LAC/LAC Plus Centres and ensure that all LAC/LAC Plus related tools are complete. • Prepare and send all the monthly / weekly reports prescribed by NACO/SACS after approval of MO / Nodal Officer. • Assist in analysis of data under the supervision of the Nodal Officer of the ART centre. • Maintain the accounts of the ART centre and the fixed assets register. • Any other duty assigned by ART Centre In-charge.
4.	Laboratory Technician ART Centre, Saheed Laxman Nayak Medical College & Hospital, Koraput	01	13,000	Graduate/ Diploma holder in Medical Laboratory Technology (MLT) from a recognized Institute NOTE: He/She must be registered in the concerned state council.	<ul style="list-style-type: none"> • Collect the specimen for CD4 counts at the ART centre and take these samples to the Department of Microbiology, test them and give the report to the counselor at the ART centre. Also, collect whole blood samples for Early Infant Diagnosis (EID) for infants found reactive with DBS and carry them to identified EID labs. • In case the ART centre does not have a CD4 machine or CD4 testing is not possible at the same centre due to any reason, the LT is expected to transport samples of blood to a linked CD4 laboratory and to collect the results when ready. TA/DA for this visit can be booked under Operational Cost of ART Centre as per NACO guideline. • Prepare and provide CD4 monthly report to ART centre. • Maintain the stock of the CD4 kits, consumables and inform the ART MO / In-charge MO / Nodal Officer of the centre as and when the stocks come to critical levels.

				<ul style="list-style-type: none"> • Generate the “Due list” for CD4 testing for all the Pre-ART & On ART patients as specified under NACO norms. • Address confirmation on CD4 test date every six monthly. • In case the LT is on leave sample collection and transportation should be done by the Staff Nurse. • In some situations where the Staff Nurse is unable to travel, then the Staff Nurse should collect the sample, pack it as per the protocols and another staff under NACP shall carry the sample to the testing lab • The additional laboratory staff provided at select sites under the NACP can also be used for laboratory work • Be the first interface with patient at centre • Ensure entries in the HIV visit register • Provide assistance to PLHIV enrolled at the ART centre, within the hospital (OP and IP) • Coordinate with the linked Care & Support Centre and Link ART centres • Keep track of drug adherence of patients on ARV, counseling them on the importance of regularity of visits and ARV dosage • Assist in patient retrieval, where necessary and as far as possible • Follow MIS/LFU cases on telephone, from “daily due list” as well • Transfer of kits / other consumables / blood sample to nearby CD4 Labs, if necessary. Emergency transfer of drugs to LAC / other ART centre / Home visit of LFU cases (TA / DA for such visits can be booked under Operational Cost of ART centre as per NACO guidelines) • Manage filing of the white cards on daily basis • Any other duty related to the programme assigned by MO
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All these job responsibilities for ART staff are indicative and any additional responsibilities as per need can be allocated by the MO with the approval of Nodal Officer. Any refusal by the staff to carry out duties beyond TOR shall be viewed seriously and necessary action be taken. It must be clear that these appointments are not to be made by OSACS centrally and it is responsibility of the institution concerned. And since these appointments are to be made by institution, these are not transferable from one centre to another.

Terms and Conditions:

- a) The initial contract is for a period of one year or till end of the project period whichever is earlier & extendable upon performance.
- b) The upper age limit will be 70 years for MO and 60 years for other category of posts.
- c) The application(s) received beyond the stipulated date by Office of the Superintendent, Saheed Laxman Nayak Medical College & Hospital, Koraput will summarily be rejected.
- d) The application(s) received through fax / e-mail shall not be accepted.
- e) The application should reach the competent authority by Speed Post / Registered Post on or before 22nd October, 2020 within the office hour.
- f) The posts are purely contractual and recruitment will be made as per NACO Guidelines.
- g) All applicants are directed to mention in bold letter on the top of the envelop for which post they are applying and same may be underlined.

**Sd/-
Project Director**

APPLICATION FORM

Post Applied for:					Attested Photographs	
1. Name of the Applicant:						
2. Father's Name / Husband's Name :						
3. Date of Birth:	4. Age as on 01.10.2020: _____	5. Sex:				
6. Present Address with Tel. No:						
Mobile No.: _____ . E-mail Id: _____ (Currently used e-mail ID and Primary Telephone No. with any alternative Telephone No. for e-communication)						
Permanent Address:						
7. Languages spoken/written:						
8. Marital Status:						
9. Education: High school onwards, please list all your qualifications						
Degree	Institute/Board & Location	Year	Marks			Full/Part Time/ Distance Learning
			Full Mark	Marks Secured	%	
Matriculation						
+2						
+3						
P.G.						
Add. Qualification if any:						
10. Employment Record:						
Total year of experience:						
11. Present Employment:						
From Month / Year	To Month / Year	Organization	Position	Total period experience	Brief description of duties:	
12. Previous Employment: (Addl. Sheets may be used ; if required)						
From Month / Year	To Month / Year	Organization	Position	Total period experience	Brief description of duties:	

NB: (1) Self attested photocopies of all mark sheets, certificates, photographs & experience certificates with an initial below of the written statement "**Submitted by me**" on submitted documents, along with the application form otherwise it will be rejected. (2) The candidates should mention the "**POST APPLIED FOR _____, ART Centre, Saheed Laxman Nayak Medical College & Hospital, Koraput**" on the cover of the envelope. (3) Application without proper format shall be rejected. (4) Application through Fax / E-mail shall not be accepted. (5) The applications received beyond the stipulated date and time by O/o. the Superintendent, Saheed Laxman Nayak Medical College & Hospital, Koraput will be rejected. (6) The applicants should submit their application to O/o. the Superintendent, Saheed Laxman Nayak Medical College & Hospital, Koraput directly through Speed Post / Registered Post **on or before 22nd October, 2020** within office hour. (7) The posts are purely contractual and recruitment will be made as per NACO guidelines.

DECLARATION

I do hereby declare that the particulars furnished by me in this form are true to the best of my knowledge and belief. In case they are found false, my candidature shall be liable for rejection.

Date :

Place :

Signature of Applicant