



State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



Inviting applications for various post for State Quality Assurance Cell SHSB, Patna

State Health Society, Bihar under National Rural Health Mission invites applications from suitable career oriented professionals for the following posts on contractual basis for its State Quality Assurance Cell :-

Sl. No.	Name of the posts	No. of Vacancy	Consolidated Salary (PM in Rs.)
1.	Consultant MCH (Quality Assurance)	1 (UR)	Rs. 35000/-
2.	Consultant Family Planning (Quality Assurance)	1 (UR)	Rs. 35000/-
3.	Quality Assurance Manager	1 (UR)	Rs. 25000/-
4.	Data Entry Operator (Quality Assurance)	1 (UR)	Rs. 12000/-

General Condition:-

1. Maximum Age limit for Unreserved - 37 Yrs, BC/EBC - 40 Yrs, Female of all categories – 40 Yrs and SC/ST(M/F) – 42 yrs (As on 31.07.2012).
2. The recruitment will be on contract basis for a period of 3 years which may be renewed every year based on performance & conduct of the consultant.
3. **Reservation Roaster will be applicable as per Bihar govt. Norms.**
4. Application fees is Rs. 500/- for applicants under General category, Rs. 300/- for BC/EBC and Rs. 250/- for SC/ ST candidates.
5. Candidates applying for more than one position needs to submit application form & application fee for each of the positions separately.
6. **No application will be accepted without submission of application fee.**
7. Original Bank Draft (Application Fee) drawn from any nationalized bank favoring "**State Health Society, Bihar**" and payable at **Patna** should be sent along with application.
8. Only shortlisted candidates will be called for interview.
9. No TA/DA will be given for attending the test/interview for any position.
10. The society reserves the right to cancel any or all the positions mentioned above.
11. Application in the prescribed format and complete in all respect must be sent to **The Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna-800014** containing bank draft, self attested photocopies of certificate and testimonials in sealed envelope only and should only be sent through **speed/registered post** so as to reach the above address on or before **23/08/2012** at 5 pm. **The name of the post applied for must be mentioned on the top of the envelope.**
12. The ToR, qualifications/ experience/ emoluments of above positions and application form are available on the official website of the society. (www.statehealthsocietybihar.org).

Last date for receipt of Application along with fee is 23/08/2012 at 5 pm.

- Applications should be sent in prescribed format available on the above mentioned website clearly mentioning the position applied for. **Applications sent in other formats will not be accepted.**
- For any further details/clarification regarding this advertisement, State Health Society, Bihar may be contacted on working days during office hours (10 AM – 5 PM) on Contact No. 7488270145.

**Executive Director
State Health Society, Bihar**

Term of reference (ToR)

To facilitate the improvement of systems and processes of service delivery in the healthcare facilities as per the standard technical protocol to meet the laid down standards (e.g. IPHS/GOI guidelines), State Quality Assurance Cell has been established at SHSB for which staff on contract basis is required as per following :-

1. Position : Consultant MCH (Quality Assurance)

Reporting : State Quality Assurance Nodal Officer, State Quality Assurance cell.

Location : Quality Assurance cell, SHSB, but requires extensive travel for strengthening field level MCH (Quality Assurance) activities.

Number of Position – 1

Category – Unreserved

Key responsibilities:

1. Assist QA-nodal officer in formulating strategies for the Quality Improvement in maternal child health services at each level of health institution e.g. Sub Centers, PHCs, RHs, SDHs and District Hospitals as well as for outreach based programmes.
2. Review and analyse reports from cases of adverse outcomes/complications in maternal, neonatal health & child health/maternal, infant & child deaths.
3. Formulate strategy for effective implementation of measures for improving the quality of maternal, neonatal, child health in the state.
4. Monitor the Quality Improvement at each level e.g. Sub Centres, PHCs, RHs, SDHs and District Hospitals and assess whether the essential service package is being delivered as per standards and also assess general service environment including cleanliness, infection control measures and look into aspects of client/user-provider relations..
5. Periodical assessment of the hospitals, assessing gaps; develop and implement plans for improvement.
6. Review the cases of maternal and infant deaths/any adverse outcomes in maternal, neonatal & child health.
7. Review & monitor the quality of trainings under MCH at state & district level and undertake follow-up of selected sample of trainees during field visits.
8. Using data for action and concurrent review of the maternal & child health, institutional delivery with the aim of improving coverage.
9. Facilitate capacity building of government functionaries at district/block level.

Eligibility and qualifications:

1. Masters degree in Public Health/ Post Graduate degree/diploma in public health management / Post Graduate degree/diploma in Rural Management.
2. Minimum 3 years' experience in the field of MCH.
3. Computer proficiency with high level of familiarity with data base management programme and commonly used packages like MS Word, Excel, and Power Point etc.

4. Excellent communication and presentation skills, analytical and interpersonal abilities.
5. Must be comfortable working in a collaborative environment with many partners and stakeholders.

Remuneration:- Consolidated salary of Rupees 35,000/- per month.

Age Limit:- Maximum Age limit for Unreserved - 37 Yrs, BC/EBC - 40 Yrs, Female of all categories – 40 Yrs and SC/ST(M/F) – 42 yrs (As on 31.07.2012).

1. **Position : Consultant Family Planning (Quality Assurance)**

Reporting : State Quality Assurance Nodal Officer, State Quality Assurance cell.

Place of Posting : Quality Assurance cell, SHSB, but requires extensive travel for strengthening field level Family Planning (Quality Assurance) activities.

Number of Position – 1

Category – Unreserved

Key responsibilities:

1. Assist QA- nodal officer in formulating strategies for the quality improvement in family planning services at each level of health institution e.g. Sub Centers, PHCs, RHs, SDHs and District Hospitals as well as for outreach based programmes.
2. Review and analyse reports from cases of adverse outcomes/complications in family planning services, deaths & complications following sterilization, cases of conception due to failure of sterilization in the State in the state.
3. Formulate strategy for effective implementation of measures for improving the quality of family planning services in the state.
4. Monitor the quality improvement at each level e.g. Sub Centres, PHCs, RHs, SDHs and District Hospitals and assess whether the essential service package is being delivered as per standards and also assess general service environment including cleanliness, infection control measures and look into aspects of client/user-provider relations.
5. Visit both public and private facilities providing family planning services and safe abortion services in the state to ensure implementation of national standards.
6. Periodical assessment of the hospitals, assessing gaps; develop and implement plans for improvement.
7. Review & monitor the quality of trainings under family planning at state & district level and undertake follow-up of selected sample of trainees during field visits.
8. Using data for action and concurrent review of the family planning programs with the aim of improving coverage.
9. Facilitate capacity building of government functionaries at district/block level.
10. Minimum 10 days of field visit to ensure effective implementation of family planning program in the state.

Eligibility and qualifications:

1. Masters degree in Public Health/ Post Graduate degree/diploma in public health management /Post Graduate degree/diploma in Rural Management.
2. Minimum of 3 years' experience in the in the field of family planning.
3. Computer proficiency with high level of familiarity with data base management programme and commonly used packages like MS Word, Excel, and Power Point etc.
4. Excellent communication and presentation skills, analytical and interpersonal abilities. Must be comfortable working in a collaborative environment with many partners and stakeholders.

Remuneration:- Consolidated salary of Rupees 35,000/- per month.

Age Limit:- Maximum Age limit for Unreserved - 37 Yrs, BC/EBC - 40 Yrs, Female of all categories – 40 Yrs and SC/ST(M/F) – 42 yrs (As on 31.07.2012).

2. Position : Quality Assurance Manager

Reporting: State Quality Assurance Nodal Officer, State Quality Assurance cell, SHSB.

Place of Posting : Quality Assurance cell, SHSB

Number of Position – 1

Category – Unreserved

Role and Responsibilities:

1. Assist the State Quality Assurance cell in improving health service delivery outcomes through mechanisms for quality improvement.
2. Ensure operationalization / proper functioning of quality assurance cell at divisional & district level.
3. Develop strategy of providing technical assistance to hospital management committees and district health societies (DHS) so as to deliver better quality services in the health facility.
4. Assist the State QA cell in developing strategies for assessing, and intervening in issues of governance that impinge on quality of healthcare services in the public health system and supporting change in the area of institutional structures and governance.
5. Periodical assessment of the hospitals- assessing gaps; develop and implement plans for improvement.
6. Identify training needs on Quality Assurance for hospitals or District health society staffs; organise and conduct training related to QMS in coordination with other state officials.
7. Review and analysis of the reports and recommendations of State, Divisional & District QAC members.
8. Preparation and periodic review of quality documents.
9. Documentation and reporting related to QMS.
10. Any other task as assigned by State Quality Assurance Nodal Officer.

Eligibility and qualifications:

1. Masters degree in Public Health/Post graduate degree/diploma in public health management /Post graduate degree/diploma in Hospital Administration.
2. Minimum of 2 years' experience in quality management in health sector.
3. Preference will be given to the candidates who have worked in Govt. system
4. Exposure to working with/implementing accreditation/certification system (like NABL, NABH, ISO, etc.) in the area of healthcare/public health, will be desirable.
5. Computer proficiency with high level of familiarity with data base management programme and commonly used packages like MS Word, Excel, and Power Point etc.
6. Excellent communication and presentation skills, analytical and interpersonal abilities.
7. Must be comfortable working in a collaborative environment with many partners and stakeholders.

Remuneration:- Consolidated salary of Rupees 25,000/- per month.

Age Limit:- Maximum Age limit for Unreserved - 37 Yrs, BC/EBC - 40 Yrs, Female of all categories – 40 Yrs and SC/ST(M/F) – 42 yrs (As on 31.07.2012)

3. Position : Data Entry Operator

Reporting: State Quality Assurance Nodal Officer, State Quality Assurance cell.

Place of Posting : Quality Assurance cell, SHSB

Number of Position – 1

Category – Unreserved

Essential Qualification/Requirements

- (1) Graduate with 1 Year Diploma in computer application from a recognised institute.
- (2) Typing speed of 40 w.p.m. in English and 30 w.p.m. in Hindi.
- (3) Minimum 2 years of relevant work experience.
- (4) Should be well conversant with various computer programming including MS Word, MS Excel, MS-PowerPoint etc.
- (5) Working knowledge of data analysis is desirable.

Job Specification / responsibilities:

1. Ensure regular entry of all relevant data in the computer regarding Quality assurance in a systematic manner so as to facilitate its analysis.
2. Analysis of data and report compiling.
3. Maintenance and up keep of the computer and its accessories including virus defense.
4. Any other job assigned as per programme need.

Remuneration:- Consolidated salary of Rupees 12,000/- per month.

Age Limit:- Maximum Age limit for Unreserved - 37 Yrs, BC/EBC - 40 Yrs, Female of all categories – 40 Yrs and SC/ST(M/F) – 42 yrs (As on 31.07.2012)
