



सत्यमेव जयते

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भारत सरकार
Government of India

स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Ministry of Health & Family Welfare
निर्माण भवन, नई दिल्ली-110108
Nirman Bhawan, New Delhi-110108

Dr. Sudarsan Mandal, MD
Deputy Director General
Head, Central TB Division
Project Director, NTEP

DO. No. Z-28015/103/2020-TB

Date : 7th June, 2021

Dear *Madam/Sir,*

Human Resources are a critical component of the National TB Elimination Programme (NTEP). Effective delivery of quality health services is dependent on competent and motivated workforce. Over the years, the NTEP has expanded leaps and bound with newer strategies and interventions adopted over the period leveraging progress made in science, technologies and newer evidences in programme operations.

The evolving needs of TB management has necessitated NTEP to revise the terms of reference (TORs) and need norms for different cadres based on workload to match the demands in service provision; be it HIV-TB, drug resistant TB, public private partnerships, programme coordination, advocacy and communication, data management and other new activities.

The revised TORs and need norm are enclosed at Annexure I & II for further dissemination and necessary action of the States.

With warm regards,

Yours faithfully,

Sudarsan

(Dr. Sudarsan Mandal)

To

Principal Secretary of all States and UTs

Copy to:

1. PPS to AS & DG(NTEP)
2. PPS to JS(Policy)
3. ED,NHSRC
4. All CTD Officers.
5. All STOs
6. All NTEP Consultants


Annexure 1: Terms of Reference of NTEP Contractual Staff

DISTRICT LEVEL

Sl.No	Category/ Job title	Essential Qualification/ Requirements	Preferential Qualification	Job Specification/ responsibilities
1	Medical Officer (MO –DTC)	1. MBBS or equivalent degree from institution recognized by Medical council of India; Must have completed compulsory rotatory internship.	1. Diploma / MD Public Health/ Tuberculosis & Chest diseases 2. Oneyear experience in NTEP 3. Basic knowledge of computers	1. To provide clinical services at OPD / IPD of district TB clinic 2. To assist the District TB officer in Programme management activities : planning, budgeting, implementing, monitoring, supervising, evaluating and reporting. 3. To conduct supervisory visits to the TUs, DMCs, PHIs, HWCs, treatment support centres, other TB care sites including private sector and report to District TB Officer. 4. To assist the District TB Officer in implementing systems for TB Surveillance (through NIKSHAY and other MIS,etc.). 5. To facilitate change management with respect to use of ICT &Nikshay tools for concerned data entry, validation & its use for public health action 6. To assist District TB Officer in district level procurements and supply chain management through NIKSHAY Aushadhi including physical stock verification. 7. To assist District TB Officer in district level human resource management. 8. To link District TB Centre with stake holders of the Programme within and outside the district. 9. To assist District TB Officer in advocacy with Local Bodies and district administration to promote ownership for the program 10. To facilitate in establishing inter-sectoral and inter-departmental coordination for TB control and prevention. 11. To facilitate community engagement and TB preventive activities 12. To ensure timely payments of all DBT schemes to eligible beneficiaries 13. To manage the public grievance redressal mechanism and replies to requests under right to information in the District TB Office. 14. To manage the public relations in the District TB Office and assist District TB Officer in compiling information required for reports to State and District Administration. 15. Any other job assigned by the reporting officer.

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2	Medical Officer (NTEP), Medical College	MBBS or equivalent degree from institution recognized by Medical council of India; Must have completed compulsory rotatory internship	<ol style="list-style-type: none"> 1. Diploma / MD Public Health / PSM / Community Medicine / CHA / Tuberculosis & Chest Diseases 2. One year experience in NTEP 3. Basic knowledge of computers 	<ol style="list-style-type: none"> 1. To assess the training needs and facilitate sensitization of the medical college faculties PGs, interns and paramedical staff. 2. To liaise with all departments and ensure notification of all diagnosed TB patients in NIKSHAY 3. To ensure initiation of treatment of TB patients from the medical college. 4. To refer patients for treatment, out of the medical college with necessary documents. 5. To facilitate transfer-in and transfer-out processes of patients for continuum of care as per NTEP guidelines To monitor and track the feedback on the transferred patients in NIKSHAY. 6. To coordinate service linkages related to Paediatric TB, TB-HIV, and other co-morbidities 7. To coordinate and ensure all PMDT services including pre-treatment investigations, clinical care specialist consultations, follow-up care and preventive care for DR-TB patients 8. To facilitate implementation of airborne infection control measures in medical college hospital and ensure coordination with infection control committee of the hospital 9. Assist the Chairperson, NTEP Core Committee in establishing systems for TB Surveillance (NIKSHAY and other MIS) 10. Assist the Chairperson, NTEP Core Committee in ensuring that all components of the TB Care Cascade are extended to the patients diagnosed and/or taking treatment from the Medical College. 11. To ensure monthly and quarterly reports on Programme management and logistics in the medical college. 12. To prepare necessary documents for the core committee meetings, record the meeting minutes and send to the Core-Committee Chairperson . 13. To supervise the TBHV and NTEP Lab Technician of medical college. 14. To coordinate with the DTC for necessary logistic support to the medical college NTEP unit. 15. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 16. Any other job assigned by the reporting officer

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3	Senior Medical Officer- DR-TB Centre	<ol style="list-style-type: none"> 1. MBBS or equivalent degree from institution, recognized by National Medical Commission; 2. Must have completed compulsory rotatory internship 3. One year experience of working in NTEP 	<ol style="list-style-type: none"> 1. MD Pulmonary Medicine/ MD Internal Medicine/ Diploma in TB and Chest Diseases/ MD Community Medicine/ Diploma in Public Health/ Masters in Public Health 2. Basic knowledge of computers and Nikshay 	<ol style="list-style-type: none"> 1. To work in coordination with Nodal officer – NDR-TB Centre under the guidance of the DTO 2. Receive and facilitate out-patient based management or admission of DR-TB patients referred from the linked districts as per national guidelines. 3. Co-ordinate with the linked laboratory microbiologist/staff for timely receipt of culture and DST results at baseline and follow up time-points for every patient. 4. Arrange for Pre-Treatment Evaluation and specialist consultations of the referred patients. 5. Monitor time to treatment ' initiation and provide feedback periodically to the districts in. 6. Organize regular NDR-TB centre committee meetings and minute the decisions. 7. Verify that the required information along with the pre-treatment evaluation investigations are documented in Nikshay, in PMDT treatment book, and indoor case papers and bring it to the attention of DR-TB centre committee for case based review and necessary action. 8. Ensure timely communication to the concerned district for discharged patients with complete documents and required quantity of medicines. 9. Ensure all transfers are documented in NIKSHAY 10. Ensure treatment regimen and any modification of regimen are documented in NIKSHAY, discharge summary and patient treatment book. 11. Supervise the statistical assistant and counselor of the DR-TB centre in their job. 12. Co-ordinate with District DR-TB Centres linked to the Nodal DR-TB centre under the guidance of Nodal officer – NDR-TB Centre in managing Difficult to treat DR-TB cases. 13. Co-ordinate with the concerned health facility doctors from health and wellness centers or private sector and the concerned DTO/MO-TU to ensure provision and continuation of quality care for the concerned DR-TB patients referred for further management to NDR-TBC. 14. Co-ordinate interaction between Senior DR-TB TB-HIV supervisors of the linked districts and ensure data completion in Nikshay regularly. 15. Conduct quarterly review of the Senior DR-TB TB-HIV supervisors using dashboards and analysis of data from Nikshay periodically to address implementation and management gaps. 16. Support ward staff in maintaining adequate stock of second line drugs, preparation of monthly patient wise boxes by regimen and weight band as well as initialization of MERM devices, as available, for every patient initiated on DR-TB treatment at the NDR-TBC as per guidelines.


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				<ol style="list-style-type: none"> 17. Send monthly/ quarterly indent to state/ district drug store for loose second-line drugs and data entries in Nikshay-Aushadhi. 18. To facilitate change management with respect to use of ICT tools, Nikshay&Nikshay-Aushadhi for concerned data entry, validation & its use for public health action. 19. Ensure that all relevant electronic copies of PMDT records are updated on regular basis. 20. Strengthen the system of follow-up cultures in coordination with labs/ concerned DTC. 21. Support NDR-TBC in updating the template with information to be shared with Difficult to treat TB Clinic for selected patients as per directions from NDR-TBC committee and management of the patient based on recommended actions from the clinic. 22. To provide a monthly activity report to NDR-TBC Committee and STO. Any other job assigned by the reporting officer.
4	District Programme Coordinator	<ol style="list-style-type: none"> 1. MBA/PGDiploma in management/ health administration from a recognized institute/university 2. At least 1 year of work experience 	<ol style="list-style-type: none"> 1. Preference will be given to those who have worked in the field of Development/ Health at District / State level 2. Basic knowledge of computers 	<ol style="list-style-type: none"> 1. To work in close coordination with DTO in Programme management activities including planning, budgeting, procurement, logistics management, maintenance services and preparation of reports. 2. To coordinate with the District Programme Manager of the NHM through regular monthly meetings to share information on the performance of sub district facilities on key parameters of the TB programme. 3. To coordinate with the stakeholders of the Programme like Medical Colleges, NGOs, Private Practitioners, Professional organizations, LSGs and TB and TB related co-morbidity care providers. 4. To assist District TB Officers in establishing inter-sectoral and inter-departmental coordination for TB control and prevention. 5. Assist DTO in implementation of TB-comorbidites and Health & Wellness centre (HWC) collaborative activities in the district. 6. Establish linkages with all relevant health programmes 7. Assist and coordinate with all relevant stakeholders to ensure regular conduct of District TB-comorbidity coordination committee 8. Monitor IEC activities related to coordination with NCD, NTCP, MCH, ICDS, Maternal Health and HIV programmes in the state. 9. To assist the DTO in organizing/facilitating trainings, meetings, monitoring and evaluation, reviews and sensitization workshops at the district, sub-district and upto the peripheral level. 10. To assist the DTO in organizing the TB Forum meetings under Chairpersonship of

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				<p>the administrator or his/her representative.</p> <ol style="list-style-type: none"> 11. To facilitate timely submission of the Periodic reports to the state by collating the reports received at the district level. 12. To assist DTO in reviewing the NTEP services and activities at HWC level 13. To assist the DTO in organizing ACSM activities and community engagement at the district level, to prepare quarterly IEC reports and procurement reports. 14. To assist the DTO in identifying NGOs and PPs for partnership through various schemes and enter into MoU. 15. To assist the DTO is collecting and compiling necessary documents for disbursement of Grant in Aid to the NGOs and PPs. 16. To assist the District TB Officer in establishing systems for TB Surveillance (through NIKSHAY and other MIS) 17. To assist District TB Officer in district level procurements and supply chain management through NIKSHAY Aushadhi including physical stock verification. 18. To assist District TB Officer in district level human resources management 19. To Assist DTO in coordinating with the Drug Controllers for obtaining reports on Drug sales in the district. 20. To monitor the DBT Schemes under NTEP in the district and provide regular feedback to the DTO, MO-TC, STS, and other staff for prompt action. 21. To assist the DTO in smooth conduct of National or State specific Surveys and Sub National TB free certification by liaising with the necessary personnel at all levels. 22. To manage the public grievance redressal mechanism and replies to requests under right to information in the District TB Office. 23. To manage the public relations in the District TB Office and assist District TB Officer in compiling information required for reports to State and district administration 24. Facilitate preparation of performance review metrics including TB score as per current NTEP guidelines. 25. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 26. Any other job assigned by the reporting officer.



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5	District PPM (public private mix) Coordinator	<ol style="list-style-type: none"> 1. Post Graduate 2. One year Experience of working in field of Communication /ACSM / Public-Private Partnership / Health projects / programs 3. Permanent two wheeler driving license & should be able to drive two wheeler 	<ol style="list-style-type: none"> 1. Preference to those who have worked in NTEP 2. Certificate / Diploma / Degree/Masters holders in Social Sciences/ Mass Media / Communication /Rural Development Advocacy / Partnerships / related field 3. Basic knowledge of computers 	<p>To assist the District TB officer in :</p> <ol style="list-style-type: none"> 1. Implementation of PPM, multi-sectoral engagement and ACSM activities at the district and sub-district level. 2. Keeping record of all policy decisions and changes being made under PPM/ Multi-sectoral engagement/ ACSM) at the National/State level, and ensuring dissemination of information and adoption of changes by all stakeholders in the District. 3. Assisting the DTO in mapping and line listing of all stake holders, identifying NGOs, Private Hospitals/clinics, pharmacies, laboratories etc. and facilitating the process of partnerships. 4. Coordinating workshops / meetings for improving involvement of private providers & NGOs. 5. Collating the required information from NGOs / PPs / Partners to enable quality monitoring and enhancing TB control and prevention activities. 6. Facilitating periodic review of partnerships with different stakeholders 7. Compiling necessary documents for disbursement of Grant in Aid to NGOs and PPs and ensure timely payment to the partner organization 8. Supporting DTO in validation of payment claims made by NGO/private partners including PPSA 9. Facilitate ACSM activities in coordination with the IEC officer and PPM partners. 10. Coordinating with all medical colleges / private hospitals/ clinics / health centres under other Ministries/ health centres under corporates/ chemists/ pharmacies/ labs / teaching institutes / schools for improved involvement in the program. 11. Monitoring PPM activities of partners at field level on behalf of DTO 12. Prepare monthly and quarterly report of ACSM/PPM activities for DTO, and for onward reporting to State and National level. 13. Identify best practices of PPM partners and collaboration with other Ministries and facilitate their documentation of for annual reports. 14. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action. 15. Any other job assigned by the reporting officer

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6	Senior Treatment Supervisor (STS)	<ol style="list-style-type: none"> 1. Bachelor's Degree OR Recognized sanitary inspector's course 2. Certificate course in computer operation (minimum 2 months) 3. Permanent two wheeler driving license & should be able to drive two wheeler 	<ol style="list-style-type: none"> 1. Tuberculosis health visitor's recognized course Govt. recognized degree/ diploma in Social work or Medical Social work 2. Successful completion of basic training course (Govt. recognized) for Multi-purpose health workers 	<ol style="list-style-type: none"> 1. Ensure Notification of all diagnosed TB patients including DR-TB in public and private sector and complete all details of the notified patients in Nikshay . 2. Review Nikshay Dashboard Weekly 3. Assist DTO, Block Medical Officer, and /MOIC to carry out treatment, prevention and public health activities under NTEP for all types of TB patients under care of both public and private health care providers 4. Coordinate with all concerned to ensure that all contacts of TB patients are screened for TB 5. Mapping of key/high risk population, organize active TB case finding activity, and TB preventive activities in community 6. Visit each health facility in the area at least once every month and assist the MO-PHI in organizing treatment support for TB patients in his/her assigned TU 7. Ensure retrieval of loss to follow up as per schedule. 8. Support to Retrieve unconsumed PMDT medicine boxes of patients who have LFU/died/transfer out etc. 9. Visit all patients (DS-TB & DR-TB) including private sector at home and undertake public health action, health education, counselling to the patients and family and provide preventive services as per current programme guidelines. 10. Ensure correct bank account details of patients and other beneficiaries are collected and updated in Nikshay and facilitate timely payment of DBT schemes to them. 11. Ensure updation of the TB Notification Register, incorporating required information with respect to all TB Cases including private sector ; 12. Supervise referral and feedback/transfer-In &out activities for TB patients in assigned TB Unit and ensure information of transfer of patients are updated in NIKSHAY 13. Assist DTO and MOTC in ensuring regular supply of drugs and other logistics to all health facilities in the Block/TB Unit. 14. Ensure Maintenance of NTEP Drug Stock Register at all stocking points including in Nikshay Aushadhi; monitoring consumption of drugs with respect to their shelf life and ensure that no drugs get expired. 15. Facilitate organizing ACSM activities like school health education, patient provider meetings and community meetings etc. 16. Identify and facilitate the training of recognized treatment supporter/DOT Providers 17. Carryout community engagement activities and involve TB champions in TB units 18. Coordinate active referral systems between ICTCs, ART Centers, NCD , TCC, ANC clinics, HWCs RBSK,RKSK, and NTEP and promote providing feedback to

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				<p>thereferring center.</p> <p>19. Monitor IEC activities related to TB, NCD, NTCP, MCH, ICDS, Maternal Health and HIV programmes in the district</p> <p>20. Any other job assigned by the reporting officer</p>
7	Senior Tuberculosis laboratory supervisor (STLS)	<ol style="list-style-type: none"> 1. Graduate or Diploma in Medical Laboratory technology or equivalent from a govt recognized institution 2. Permanent two wheeler driving license & should be able to drive two wheeler 3. Certificate course in computer operations (minimum two months) 	Minimum one year of experience in NTEP	<ol style="list-style-type: none"> 1. Will be responsible for smooth functioning of laboratory services, quality of sputum microscopy, NAAT and and for sample collection and transportation as per programme guidelines. 2. Organize smear examination at the microscopy centres of the sub-district, 3. Organize regular training and continuing education of the laboratory technicians. 4. Supervise all microscopy centres and NAAT facilities at least once a month . 5. To support establishment of specimen collection centres and establish sample transport network 6. Promote microbiological testing for diagnosis of TB. 7. Check the record-keeping pertaining to sputum microscopy services and NAAT 8. Ensure proper disposal of contaminated lab material in designated microscopy centres and NAAT facilities 9. Ensure availability of consumables and reagents in microscopy centres and NAAT facilities 10. Implementation of all components of NTEP lab Quality Assurance for sputum microscopy and NAAT. 11. Enlist private laboratories, register in NIKSHAY, visit these labs and engage them for notification of TB patients 12. Coordinate with private laboratories them for free diagnostic services to TB patients in private sector and ensure quality assurance in private laboratories 13. Coordinate with STS to ensure that all TB patients diagnosed are initiated on treatment and followed as per programme guidelines. 14. Co-ordinate with STS and senior DR-TB TB-HIV supervisor in updation of relevant NTEP records of DR-TB patients 15. Ensure that sputum specimens of eligible patients are sent to NAAT / Culture/DST Laboratories as per NTEP guidelines. 16. Ensure real-time NIKSHAY enrollment for presumptive TB, presumptive DR-TB, and other diagnostic and follow-up test details

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8	Lab Technician/ Sputum Microscopist	Intermediate (10+2) and Diploma or certified course in Medical Laboratory Technology or equivalent.	<ol style="list-style-type: none"> 1. One year experience in NTEP or Sputum smear microscopy 2. Candidates with Higher qualification (for example Graduates) shall be preferred 	<ol style="list-style-type: none"> 1. Follow the standard operating procedures for sample collection, sputum smear microscopy and NAAT. 2. Maintain the Laboratory Register and immediately submit the results to the Medical Officer managing the patient and update it in real-time in Nikshay. 3. Coordinate with other staff to ensure that presumptive TB patients and symptomatic contacts of TB patients receive sputum container, necessary instructions, undergo sputum examination / NAAT. 4. Assist the MO-PHI in identification of presumptive DR -TB patient and ensure collection and transportation of sputum specimens for NAAT / Culture and DST as per guidelines. 5. Organize and supervise the disposal practices of contaminated lab material as detailed in the Laboratory Manual. 6. Assist STLS in implementation of NTEP Lab Quality Assurance 7. Assist in implementation of new TB Diagnostic Tools in NTEP 8. To facilitate change management with respect to use of ICT & NIKSHAY tools for concerned data entry, validation & its use for public health action 9. Any other job assigned by the reporting officer



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9	Tuberculosis Health Visitor(TB-HV)	<ol style="list-style-type: none"> 1. Graduate in science OR 2. Intermediate (10 + 2) in science and experience of Working as MPW/ LHV/ ANM/Health Worker / Certificate or higher course in Health Education/ Counselling OR 3. Tuberculosis health visitor's recognized course 4. Certificate course in computer operations (minimum two months) 	Training course for MPW or recognized sanitary inspector's course	<ol style="list-style-type: none"> 1. Coordinate with staff of health facilities to enable regularity of treatment support for all types of TB patients, as per NTEP guidelines 2. Coordinate for decentralization of treatment support services and supervision of treatment support centres in the assigned geographic area 3. Verify addresses of all diagnosed TB & DR-TB patients including those in private sector, persons eligible for TB Preventive Treatment (TPT) counsel patients and family members and take necessary public health action. 4. Coordinate with all concerned to enumerate the target population for TPT, assessing the eligibility, counseling of TPT, initiating TPT, monitor and support follow up of TPT along with recording and reporting outcomes. 5. Arrange time and place for treatment support centre, according to the patient's convenience. 6. Support STS in collecting and updating Bank account and other required documents of all beneficiaries in NIKSHAY to enable DBT. 7. Ensure that follow-up smear/culture/DST examinations are carried out as per the stipulated schedule. 8. Ensure completeness of entries for all TB patients and TPT beneficiaries in Prevent TB App and in Nikshay. 9. Assist the DTO in establishing TB Surveillance systems (TB Case Notification activities, ICT) 10. Take steps for immediate retrieval of lost to follow up; 11. Assist STS in TPT, PMDT, TB/HIV collaborative activities and PPM activities 12. Assist STS in ACSM activities and community engagement under NTEP 13. Line-listing of PP/NGO, one-to-one interactions/sensitization for active involvement 14. Any other job assigned by the reporting officer

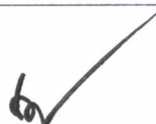


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10	Data Entry Operator / Nikshay Operator	<ol style="list-style-type: none"> 1. 10+2 with Diploma in computer application or equivalent recognized by the Council for Technical education/ DOEACC 2. Typing speed of 40 w.p.min English and local language. 3. Should be well conversant with various computer programming including MS Word, Excel and simple statistical packages. 	At least one year experience in related field	<ol style="list-style-type: none"> 1. To assist DTO in managing official email of district TB officer 2. To maintain and update the correct contact details (Address, phone numbers and emails) of all Program stakeholders. 3. To ensure up to date data entry in NIKSHAY and other MIS applications of the programme and assist DPC in monitoring. 4. Check Task lists in Nikshay daily, provide feedback to DPC and help taking appropriate action.as instructed by the District TB Officer. 5. To check, validate and update time-to-time the entries in Nikshay regarding Directories (public and private health facilities, TU and District), staff details, and infrastructure details (User management pages). 6. To compile / collate any data that comes from sub-district levels regularly or when asked for. 7. Help DTO, DPC and other staff in preparation of briefs, minutes, graphs, tables and presentation for various meetings and trainings 8. To support sub-district level staff / officers / agency in ICT applications related to NTEP 9. To maintain computer, peripherals and connections assigned. Maintain inventory of computer accessories in office. 10. To install and regularly update antivirus software. 11. To take periodic back up of data stored in the system. 12. Any other job assigned as per program need

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11	Counsellor for DR TB Centre	1. Bachelors (or equivalent) Degree in Social Work/ Sociology/ Psychology	1. Masters degree/PG Diploma in social Work/sociology/ psychology 2. Experience in NTEP or worked as counsellor 3. Basic knowledge of computers	1. To work under the supervision of Senior Medical Officer – Nodal DR-TB Centre and overall guidance of Nodal officer of NDR-TBC. 2. Ensure that DR-TB patients and family members receive continuous counseling and guidance right from their first visit at the DR-TB Centre to their treatment completion using the DR-TB Counseling Tool. 3. Support Senior MO – NDR-TBC in the out-patient management or admission process including subsequent documentation at the DR-TB Centre, completing all pre and post treatment investigations and specialist consultations as per current guidelines, 4. Assist Sr. MO-DR-TB Centre to ensure timely communication to the concerned district for discharged patients with complete documents and required quantity of medicines. 5. In coordination with the DR-TB Centre statistical assistant, ensure that the information in Nikshay and original PMDT treatment book are updated as per current guidelines. 6. Facilitate linkages for social, nutritional, NPY, vocational, rehabilitative and palliative care support to DR-TB Patients. 7. To maintain a detailed directory with important contact details of other N/DDR-TB Centers, District TB centers and NTEP key staff. 8. Maintain the documentation regarding the counseling and services provided and reporting of the same in the prescribed formats in DR-TB Counseling register. 9. To facilitate change management with respect to use of ICT tools, Nikshay & Nikshay Aushadhi for concerned data entry, validation & its use for public health action. 10. To provide a monthly activity report to NDR-TBC Committee and STO. 11. Any other job assigned by the reporting officer.



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12	Accountant	<ol style="list-style-type: none"> 1. Graduate in commerce 2. Two years of experience in Maintenance of accountsdouble entry system in a recognized Society or Institution 3. Experience in working with Accounting software for at least 2years 	<ol style="list-style-type: none"> 1. Familiarity with audit in a recognized society or institution 2. MBA/PGD in Financial management 	<ol style="list-style-type: none"> 1. To handle all matters relating to accounts, budgeting and finance and management of accounting procedure pertaining to NTEP in the district. 2. Coordinating with the finance personnel at DPMU with a view to ensure submission of consolidated financial reports like FMR,SFP 3. Accurate and timely submission of monthly/quarterly report on expenditure. 4. Preparing annual and quarterly budgets for the district. 5. Ensuring that adequate internal controls are in place to support the payments and receipts. 6. Ensure audit of accounts of NTEP by the auditor appointed by the State/District Health Society 7. Manage NIKSHAY and PFMS to ensure registration of beneficiaries, and payment of DBT 8. Coordinate with District Finance/Administrative Manager for PFMS and DBT matters 9. Ensure all expenditures are booked through PFMS 10. Prepare the plan of expenditure and facilitate its execution 11. Arrange accounts for audit and extend required help in the audit of the accounts 12. Ensure preparation and timely submission of the SOE, UC, Audit reports. 13. Any other job assigned by the reporting officer.



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13	Senior DR-TB TB-HIV supervisor (erstwhile Senior DOTS- plus & TBHIV Supervisor and later renamed as District PMDT TB-HIV Coordinator)	<ol style="list-style-type: none"> 1. Graduate 2. Certificate course in computer operation (minimum two months) 3. Permanent two wheeler driving license & should be able to drive two wheeler 	<ol style="list-style-type: none"> 1. At-least 2 years of work experience under NTEP or 5 years experience in any public health programme in a supervisory capacity. 2. Good communication skills in local language & willing to travel in the area of work 	<ol style="list-style-type: none"> 1. Assist DTO in organizing PMDT Services in the district and serve as a support to District DR-TB Centre for data management in Nikshay and their coordination with ART center in the districts. 2. Assist DTO in organizing TB-HIV coordination activities in the district. 3. Coordinate with all health staff and facilitate to subject all TB patients to universal DST at the linked decentralized NAAT sites and NTEP certified laboratory in public and private sector. 4. Ensure that initial home visits are conducted by health workers to all newly diagnosed DR-TB patients of the district 5. Ensure that staff organize treatment support, all public health actions, follow up reminder and transportation support for DR-TB patients. 6. Monitor time to treatment of DR-TB patients and provide feedback on periodic basis 7. Help staff in proactive reach out to patients for follow-up cultures/ investigations as per schedule for every patient. 8. Coordinate with and support TB Units, HWCs staff and private doctors to regularly update the directory of treatment supporters for DR-TB patients at the district level and facilitate their trainings. 9. Facilitate the DR-TB treatment initiation at DDR-TBC. 10. To ensure PMDT treatment books are updated for all patients at DDR-TBC, TB Units and HWCs. 11. To ensure and monitor the PMDT data completion in Nikshay and give periodic TU/PHI wise feedback to the DTO about the same. 12. Supervise all DR-TB patients and treatment support centres along with concerned TB Units, HWCs staff and private providers. 13. Liaise with respective NDR-TB centre(s) for updating information on Nikshay and patient care. 14. Assist the DTO in mapping, prioritizing and , engaging health facilities and laboratories in the private sector, NGOs and other sector to improve access and quality of DR-TB care for all as per guidelines. 15. Assist the DTO for providing training to the staff of health facilities (public and private) under his/ her jurisdiction to carry out PMDT and TB-comorbidity related activities. 16. Assist the Programme officers/ staff in activities related to drug and logistics supply chain management of drugs for PMDT, CPT and IPT and modified TB regimen for PLHA with TB on second line ART .

Sl.No	Category/ Job title	Essential Qualification/ Requirements	Preferential Qualification	Job Specification/ responsibilities
				<ol style="list-style-type: none"> 17. Prepare and maintain a directory of ICTCs, ART Centres/LACs, Community Care Centres, NCD Clinics, private health facilities and NGOs working for HIV, NCD in the district and the collaborating NTEP centres. 18. Assist the nodal officer in coordinating regular sharing of the information related to TB-HIV coordination. 19. Ensure complete, correct and timely compilation and transmission of PMDT/TB-HIV information. 20. Establish linkages with DTC, DAPCU, collaborating NGOs and hospitals of the district. 21. To facilitate change management with respect to use of ICT tools, Nikshay, Nikshay-Aushadhi for concerned data entry, validation & its use for public health action 22. Support DTO/DNO to conduct monthly review with TB Unit, NACP, HWC staff using dashboards and analysis of data from Nikshay periodically to address implementation and management gaps. 23. To train and supervise the pharmacists/responsible staff of district/TB Unit/HWC drug stores in maintaining adequate stock of second line drugs, preparation of monthly patient wise boxes by regimen and weight band as well as initialization of MERM devices, as available, for every patient initiated on DR-TB treatment at the NDR-TBC as per guidelines. 24. Support DDR-TBC in updating the template with information to be shared with Difficult to treat TB Clinic for selected patients as per directions from DDR-TBC committee and management of the patient based on recommended actions from the clinic. 25. To provide a monthly activity report to DDR-TBC Committee and DTO. 26. Evaluate referral systems between ICTCs, ART Centers, NCD , and NTEP and promote providing feedback to the referring center. 27. Field visit in the districts for at least 15 days a month including Joint TB-Comorbidity visits, on a tour programme approved by DTO. 28. Any other job assigned by the reporting officer



Sl.No	Category/ Job title	Essential Qualification/ Requirements	Preferential Qualification	Job Specification/ responsibilities
14	DR-TB Centre Statistical Assistant	<ol style="list-style-type: none"> 1. Graduate in any discipline with Diploma in computer application or equivalent recognized by the Council for Technical education / DOE ACC 2. Typing speed of 40 w.p.m in English and local language. 3. Should be well conversant with various computer Programming including MS Word, Excel and simple statistical packages. 	At least one year experience in related field	<ol style="list-style-type: none"> 1. Assist Senior Medical Officer NDR-TB Centre under the guidance of Nodal officer of NDR-TBC in updating Nikshay on daily basis 2. Assist Sr. MO-DR-TB Centre for managing the patient wise records and reports for PMDT, analyzing the data and transmission of information to DR-TB Centre committee, laboratories, Districts, STC, and CENTRAL TB DIVISION. 3. Liaise with DEOs of IRL and Senior DR-TB TB-HIV supervisors of the districts for tracking of patients/ information to and from NDR-TB Centre and addressing data gaps in Nikshay, conduct validation and flag implementation gaps based on analysis of the data from Nikshay reports and dashboards. 4. To assist NDR-TB Centre committee in preparation of minutes, briefs, presentation etc. 5. Support NDR-TBC in updating the template with information to be shared with Difficult to treat TB Clinic for selected patients as per directions from NDR-TBC committee and management of the patient based on recommended actions from the clinic. 6. Data entry of PMDT services in Nikshay. 7. Manage correspondences of NDR-TB Centre between STC, IRL/ C&DST labs, SDS, Districts and CENTRAL TB DIVISION. 8. Maintenance and up keep of the computer and peripherals including anti-virus. 9. To facilitate change management with respect to use of ICT tools, Nikshay & Nikshay Aushadhi for concerned data entry, validation & its use for public health actions. 10. To provide a monthly activity report to NDR-TBC Committee and STO. 11. Any other job assigned by the reporting officer.



Sl.No	Category/ Job title	Essential Qualification/ Requirements	Preferential Qualification	Job Specification/ responsibilities
15	Driver	<ol style="list-style-type: none">1. High School Certificate2. Permanent driving license of light motor vehicle	<ol style="list-style-type: none">1. Driving license for heavy vehicle.2. Knowledge of minor/routine repair of vehicles	<ol style="list-style-type: none">1. Driving of vehicle.2. Upkeep and cleanliness of vehicles. Maintenance of log book.3. Routine repairs including change of wheels.4. Any other job assigned by the reporting officer.

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Sl.No	Category/ Job title	Essential Qualification/ Requirements	Preferential Qualification	Job Specification/ responsibilities
16	District Pharmacist	Degree/ Diploma in Pharmacy from a recognized university	<p>One year experience in managing drug store in a reputed hospital/health center recognized by Govt</p> <p>Candidate should be well conversant with various computer programming including MS, Word, Excel & simple statistical packages.</p>	<ol style="list-style-type: none"> 1. To handle day to day communications pertaining to drug logistics. 2. To maintain registers, vouchers, issue receipts, payment receipts, physical verification reports and maintenance records. 3. Regular recording and reporting of drugs & lab consumables in Nikshay Aushadhi software 4. Regular monitoring & analysis of drugs & lab consumables available at DDS and sub-levels. 5. To maintain district level drugs stock as per Programme guidelines. 6. To follow "First Expiry First Out" principle at district drug store and monitor the same in sub level stores. 7. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 8. To assist District TB Officer in imparting drug logistic training to district level pharmacists & sub levels. 9. To analyze drugs and logistics report of district & sub levels through Nikshay Aushadhi 10. To conduct supervisory visits to sub stores and report to District TB Officer 11. Review of Nikshay Aushadhi performance of sub levels 12. Conduct review meeting with TUs & PHIs 13. To prepare monthly patient wise boxes of second line drugs. 14. To monitor recording and maintenance of store temperature where 2nd line drugs are stored and to suggest actions for proper storage of drugs at all levels. 15. To maintain the computer and peripherals in the District Drug Store. 16. Any other job assigned as per Programme need.

STATE LEVEL

Sl.No	Category/ Job title	Essential Qualification/ Requirements	Preferential Qualification	Job Specification/ responsibilities
1	Epidemiologist (Asst.Prog.Officer)	<p>1. MBBS Or equivalent degree from institution recognized by Medical council of India; must have completed compulsory rotatory internship</p> <p>OR</p> <p>2. Masters Degree in Public health/Hospital Administration or PhD in Epidemiology/ Statistics/ Community health/Public Health after graduation</p> <p>3. Two year experience in any public health programme</p>	<p>1. One year experience in NTEP</p> <p>2. Working knowledge</p>	<p>1. To assist the State TB officer in Programme management activities like planning, budgeting, implementing, monitoring, supervising evaluating and reporting.</p> <p>2. To gather information on state/district demographics, special populations, migration, socioeconomic determinants of TB, cost for care, TB management practices and access to TB care for improved planning</p> <p>3. To link state TB cell with stake holders of the Programme within and outside the state.</p> <p>4. To assist State TB Officer in advocacy with Department of PRI/Urban Affairs and other departments for greater visibility and understanding of the NTEP</p> <p>5. To coordinate with State NHM Office and other State level institutions in matters of programme planning, budgeting and finances, monitoring and supervision, training, etc.</p> <p>6. To assist State TB Officer in establishing intersectoral and interdepartmental coordination for TB control and prevention.</p> <p>7. Validation of routine surveillance data and quality assurance</p> <p>8. To assist the State TB Officer in establishing systems for TB Surveillance (through NIKSHAY and other MIS)</p> <p>9. To provide feedback to the surveillance data sources.</p> <p>10. To conduct supervisory visits to the districts (including State Internal Evaluations) and report to State TB Officer.</p> <p>11. To collaborate with the district nodal officers for TB notification and monitor the process of notification.</p> <p>12. To compile reports to Central and state governments and stakeholders of the Programme On mandatory TB notification and manage other TB related information.</p> <p>13. Any other job assigned by reporting officer.</p>

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Sl.No	Category/ Job title	Essential Qualification/ Requirements	Preferential Qualification	Job Specification/ responsibilities
2	Medical Officer (MO-STC)	MBBS or equivalent degree from institution recognized by Medical council of India.; Must have completed compulsory rotatory internship	<ol style="list-style-type: none"> 1. Diploma / M 2. One year experience in NTEP 3. Working knowledge 	<ol style="list-style-type: none"> 1. To assist the State TB officer and APO in Programme management activities like planning, budgeting, implementing, monitoring, supervising evaluating and reporting. 2. To assist the State TB Officer and APO in establishing systems for TB Surveillance (through NIKSHAY, and other MIS) 3. To assist the STO in planning regular State Internal Evaluations and compilation/analysis of SIE data 4. To conduct supervisory visits of the districts(including SIEs) and report to State TB Officer 5. To link state TB cell with stake holders of the Programme within and outside the state. 6. To assist State TB Officer in establishing inter sectoral and interdepartmental coordination for TB control and prevention. 7. To assist state TB Officer in maintaining updated data base of district, sub district, peripheral level Programme managers and stakeholders. 8. To assist State TB Officer in state/district level human resources management. 9. To manage the public grievance redressal mechanism in the State TB Office. 10. To manage the public relations in the State TB Office and assist State TB Officer in compiling information required for reports to governments, legislative assembly, and replies to requests under right to information. 11. Any other job assigned by the reporting officer.
3	State HIV-TB Coordinator	MBBS or equivalent degree from institution recognized by Medical council of India; Must have completed compulsory rotatory internship	<ol style="list-style-type: none"> 1. Diploma / M 2. Certificate course in HIVmedicine 3. One year experience in NTEP 4. Working knowledge 	<ol style="list-style-type: none"> 1. Assist STO in implementation of TB-HIV, TB-DM, TB-COPD, TB-Nutrition, TB-Tobacco and other related co-morbidities as well as TB-pregnancy, RBSK, RKSK and Health & Wellness centre (HWC) collaborative activities in the state. 2. Establish linkages with State AIDS Control Society, State NCD Cell, State NTCP cell, State MCH cell, State HWC cell, ICDS Cell, RBSK, RKSK Cell and State TB Control Society, other relevant cells at State level, collaborating NGOs and hospitals of the state by visits and dialogue. 3. Assist and co-ordinate with SACS, NCD cell, NTCP cell, MCH cell, HWC cell , ICDS Cell, RBSK, RKSK Cell and others to ensure regular conduct of State TB-comorbidity coordination committee and Technical working group meetings. 4. Monitor the conduct of District TB-Comorbidity coordination committee meetings and monthly co-ordination meetings. 5. Provide technical support to district level "DRTB TB- Comorbidities coordinator". 6. Prepare and maintain a mapping of ICTCs and ART Centers, NCD Clinics, Tobacco Cessation clinics, ANC clinics, HWCs of the state and collaborating with NTEP and a

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Sl.No	Category/ Job title	Essential Qualification/ Requirements	Preferential Qualification	Job Specification/ responsibilities
				<p>line listing of NGO's, hospitals, medical colleges and private practitioners working in HIV, DM, Tobacco deaddiction, ANC and TB control in the districts of the state.</p> <ol style="list-style-type: none"> 7. Assist state and districts in organizing TB-Comorbidity training of state and district staff. 8. Supervision of TB-comorbidity co-ordination activities, compiling and analysing monthly and quarterly reports and administrative data on NACP- NTEP, NPCDCS- NTEP, NTCP- NTEP, Maternal Health-NTEP, HWC-NTEP, RBSK,RKSK-NTEP,ICDS-NTEP and other relevant programs co-ordination. 9. Evaluate referral systems between ICTCs, ART Centers, NCD cell, TCC, ANC clinics, HWCs RBSK,RKSK, and NTEP and promote providing feedback to the referring center. 10. Monitor IEC activities related to TB, NCD, NTCP, MCH,ICDS, Maternal Health and HIV programmes in the state. 11. To assist State TB Officer in supply chain management of drugs for CPT and IPT and modified TB regimen for PLHA with TB on second line ART . 12. Visit the districts for at least 10 days a month including Joint TB-Comorbidity visits, on a tour programme approved by STO. 13. To assist the State TB officer in Programme management activities related to TB Comorbidity collaborative activities like planning, budgeting, implementing, monitoring, supervising evaluating and reporting 14. To assist State TB Officer in supply chain management of drugs for CPT and IPT and modified TB regimen for PLHA with TB on second lineART 15. To support district Programme Managers in operating NGO schemes forTBHIV. 16. To facilitate change management with respect to use of ICT &Nikshay tools for concerned data entry, validation & its use for public health action 17. To ensure quality of reports by data validation and data verification at source. 18. Any other job assigned by the reporting officer



Sl.No	Category/ Job title	Essential Qualification/ Requirements	Preferential Qualification	Job Specification/ responsibilities
5	State PPM (public private mix) Coordinator	<ol style="list-style-type: none"> 1. Post Graduate degree in MSW ORMBA 2. One year Experience of working in field of Public-Private Partnership / Health projects / programme 3. Certificate course in computer operation (minimum two months) 	<ol style="list-style-type: none"> 1. Preference to those who have worked in NTEP 2. Certificate / Diploma / Degree/Masters holders in Social Sciences/ Mass Media / Communication/ Rural Development / Advocacy / Partnerships / related field 	<p>To assist the State TB officer in:</p> <ol style="list-style-type: none"> 1. Implementation of PPM activities at the State, district and sub-district level. 2. Keeping record of all policy decisions and changes being made under PPM/ Multi-sectoral engagement) at the National/State level, and ensuring dissemination of information and adoption of changes by all stakeholders in the District. 3. Assisting the STO in mapping and line listing of all stake holders, identifying NGOs, Private providers for partnerships and facilitating the process of partnerships. 4. Coordinating workshops / meetings for improving involvement of PPs & NGOs. 5. Collating the required information from NGOs / PPs / Partners to enable quality monitoring and enhancing TB control activities. 6. Monitoring PPM activities of partners at field level on behalf of STO 7. Periodically visit districts on a pre-approved travel plan in consultation with the STO 8. Facilitating periodic review of partnerships with different stakeholders 9. Compiling necessary documents for disbursement of Grant in Aid to NGOs and PPs 10. Supporting STO in validation of payment claims made by NGO/private partners, in close collaboration with the Districts. 11. Facilitate ACSM activities in coordination with the IEC officer and PPM partners. 12. Coordinating with private medical colleges / hospitals/ clinics / health centres under other Ministries/ health centres under corporates/ chemists/ pharmacies/ labs / teaching institutes / schools for improved involvement in the programme 13. Participate in State NTEP internal evaluations 14. Compiling monthly/quarterly reports shared by the Districts and preparing monthly and quarterly reports of PPM activities for STO for onward reporting to National level. 15. Identify best practices of PPM partners/collaboration with other Ministries and facilitate their documentation of for annual reports. 16. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 17. Any other job assigned by the reporting officer.

Sl.No	Category/ Job title	Essential Qualification/ Requirements	Preferential Qualification	Job Specification/ responsibilities
6	Accounts Officer/State Accountant	<p>Post graduate in commerce with</p> <p>1. Two years experience in Finance Management</p> <p>OR</p> <p>MBA with Financial Management or accounts as study subject with at least 1 year of</p> <p>Experience in relevant field</p> <p>2. Two years of experience with Audit/ Maintenance of accounts on Double entry system in a recognized Society or Institution</p> <p>3. Certificate course in computer operation (minimum two months)</p>	<p>1. Cost Accountant or Chartered Accountant.</p> <p>2. Experience of 5 years on the post as Senior Audit/ Account Officer of Accountant General's office or Civil Accounting organization of Central Govt or State Govt Department.</p>	<p><i>General</i></p> <ol style="list-style-type: none"> Will be required to handle all matters relating to accounts, budgeting and financial matters and management of accounting procedure pertaining to NTEP in the State. To organize and maintain the fund flow mechanism from Centre to State and then from State to Districts. Accurate and timely submission of quarterly report on expenditure to Centre, annual audited statement of accounts and intensive monitoring of financial management in District health societies. Coordinating with the State Health Society and District Societies to address the audit objection/internal control weaknesses, issues of disallowances if any and thus managing Statutory Audit of Districts & State office. Any other job assigned by the reporting officer <p><i>Specific</i></p> <ol style="list-style-type: none"> Preparing annual and quarterly budgets for the State & review budgets of the District Societies. Ensuring that adequate internal controls are in place to support the payments and receipts. Ensuring timely consolidation of accounts/financial statements at the state level (of all the District Health Societies). Co-ordinating with the finance personnel at SPMU/DPMU with a view to ensure submission of consolidated financial reports like FMR, SFP Ensure audit of accounts of NTEP by the auditor appointed by the State/District Health Society Ensuring (by way of training & support to the District Accountants) that common reporting formats as provided in financial guidelines are used by Districts in order that consolidation of accounts is facilitated at state level. the accounts of the state society and district societies in accordance with the financial guidelines. Monitoring expenditure and receipt of SOEs from the Districts Reviewing the accounts and records of the District Societies on a periodic basis. Preparing consolidated SOE of the State to be sent to the Central TB Division/Gol NRHM on a quarterly basis. Coordinating with the District Societies to address the audit objection/internal control weaknesses, issues of disallowances, if any. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action

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7	Secretarial Assistant	<ol style="list-style-type: none"> 10+2 or Equivalent Knowledge of Short hand and Typing with speed of 80 wpm and 40 wpm, respectively. At least 2 years experience as Office Assistant in Govt./Public Sector/Recognized Society/ Institution 	At least 6 months diploma/certificate in computer applications from an institute recognized by Govt.	<ol style="list-style-type: none"> 1. Dictation and transcription on typewriter/computer. 2. Systematic maintenance of records/files. 3. Timely submission of papers/Dak. 4. Drafting of letters of routine nature. 5. Maintaining record of receipt and issue of letters. 6. Maintaining appointment diary and attend the visitors. 7. Attending telephonic calls in a tactful manner and keep their records. 8. Maintain database of addresses, telephone nos. of the persons/organizations frequently required to be contacted. 9. Proper maintenance of office equipments of personal section. 10. Keep track of important documents. 11. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 12. Any other job assigned by reporting officer

Sl.No	Category/ Job title	Essential Qualification/ Requirements	Preferential Qualification	Job Specification/ responsibilities
8	Data Entry Operator / Nikshay Operator	<ol style="list-style-type: none"> 1. 10+2 with Diploma in computer application or equivalent recognized by the Council for Technical education/ DOEACC 2. Typing speed of 40 w.p.min English and local language. 3. Should be well conversant with various computer Programming including MS Word, Excel and simple statistical packages. 	At least one year of work experience in related field	<ol style="list-style-type: none"> 1. To receive mails to the State TB Office, sort and classify and deliver to the concerned programme officer 2. To track the responses from the stakeholders on the communications sent from State TB Office. 3. To e-file mails. Segregate and store soft copies of attached documents of mails according to the topics and retrieve them whenever needed. 4. To send e-mails to the addressees as per instruction of the concerned Programme officer 5. To enter data in the prescribed formats as instructed by the respective officers in STC. 6. To compile / collate any data that comes from districts regularly or when asked for. 7. To maintain and update correct contact details (Address, phone numbers and emails) of all Programme stakeholders. Track mails that has remained undelivered or bounced back and make sure communications reach the destinations 8. To check and validate from time-to-time entries in Nikshay regarding Directories (PHI, TU, District and State), staff details, and infrastructure details (User management pages). 9. To facilitate training of district data entry operators on Nikshay entry, e-mail policies / etiquettes, maintenance of systems and data security. 10. To maintain a help desk for the district data entry operators and provide remote desktop assistance when necessary. 11. To maintain computers, peripherals and connections assigned. Maintain inventory of computer accessories in the office. To take periodic backup of the data stored in the system. 12. To install and update antivirus software as and when required. 13. Any other job assigned by the reporting officer

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Sl.No	Category/ Job title	Essential Qualification/ Requirements	Preferential Qualification	Job Specification/ responsibilities
9	Driver	<ol style="list-style-type: none"> High School Permanent driving license of lightmotor vehicle 	<ol style="list-style-type: none"> Driving license for heavy vehicle. Knowledge of minor/routine repair of vehicles 	<ol style="list-style-type: none"> Driving of vehicle. Upkeep and cleanliness of vehicles. Maintenance of log book. Routine repairs including change of wheels.
10	Microbiologist - EQA	<ol style="list-style-type: none"> M.D. Microbiology(Or)Ph.D. Medical Microbiology /Applied Microbiology / General Microbiology or related field (Or) M.Sc. Medical Microbiology /Applied Microbiology / General Microbiology 	<ol style="list-style-type: none"> Three years of work experience in Bacteriology (Or) Three years of work experience in Bacteriology (Or) Five years of work experience in Bacteriology 	<ol style="list-style-type: none"> To handle day to day correspondence in IRL pertaining to quality assurance of sputum smear microscopy , NAAT and other implemented diagnostic technologies. To train the district program managers, statistical assistants and Senior Tuberculosis Laboratory Supervisors on NTEP Lab Quality Assurance. To train Laboratory technicians and STLSs on sputum smear microscopy and NAAT. To conduct on site evaluation of districts and report to State TB Officer and National Reference Laboratory. To track quality assurance reports and action taken reports from the districts and provide feedback. To assist State TB Officer in quality assurance and procurement of laboratory consumables at the state/district levels. To engage and monitor the performance of agencies for preventive maintenance of microscopes & NAAT. To oversee preparation and maintenance of panel slides for EQA. To facilitate lab EQA in C&DST (all testing modalities) of all participating C&DST laboratories in the State, in coordination with respective NRLs Monitor performance, quality indicators and EQA of all participating DMC/ DTC/ NAAT facility in the State To oversee data entry of Microscopy/NAAT / CDST labs into the Annexure/ Reporting formats/ NIKSHAY/ LIMS and ensure correctness and completeness To assist the State TB Officer and STDC in conducting review of quality of microscopy by analysis of microscopy data, EQA annexure reports, NAAT, C & DST lab indicators and OSE reports. Any other job assigned by STO/Director STDC as per program need.

Sl.No	Category/ Job title	Essential Qualification/ Requirements	Preferential Qualification	Job Specification/ responsibilities
11	Microbiologist- Culture & DST Lab	<ol style="list-style-type: none"> M.D. Microbiology (Or) Ph.D. Medical Microbiology /Applied Microbiology / General Microbiology or related field (Or) M.Sc. Medical Microbiology /Applied Microbiology / General Microbiology 	<ol style="list-style-type: none"> Three years of work experience in Bacteriology (Or) Three years of work experience in Bacteriology (Or) Five years of work experience in Bacteriology 	<ol style="list-style-type: none"> To handle day to day correspondence pertaining to Culture and DST lab To maintain SOPs in CDST lab. To ensure adequacy of consumables, forecasting and logistics management for all diagnostic modalities in the state To perform DSTs (phenotypic and genotypic) and follow up cultures in CDST lab and send reports to District TB centres and DRTB Centres. To provide on the job training to all the laboratory staff in IRL. To submit quarterly report on laboratory performance to IRL (if applicable), STO, NRL and CTD. To engage maintenance agencies for CDST lab equipment and monitor their performance. To train the district program managers, STLSs and laboratory technicians on sputum sample collection transportation procedures, diagnostic tests (smear microscopy & NAAT), monitor their performance and suggest corrective action when necessary. To establish sound laboratory management practices in the CDST lab. To coordinate with EQA Microbiologist on NTEP Lab Quality Assurance. To oversee data entry of Direct Microscopy/NAAT / CDST labs into the Annexure/ Reporting formats/ NIKSHAY/ LIMS and ensure correctness and completeness. Monitor performance, quality indicators and EQA of all participating DMC/ DTC/ NAAT facility in the State. To coordinate with partner organizations engaged in infrastructure development or culture/DST capacity development of IRL. To provide technical support to the other culture & DST laboratories (including NAAT facility) in the state or of other states when assigned.
12	Senior Laboratory Technician	<ol style="list-style-type: none"> M.Sc. Medical Microbiology / Applied Microbiology /General Microbiology/ Biotechnology/ Biochemistry with or without DMLT (or) 	<ol style="list-style-type: none"> Three years of work experience in TB Bacteriology (or) Five years of work experience in TB Bacteriology 	<ol style="list-style-type: none"> To perform laboratory tests including Culture & DST as well as molecular detection of drug resistance. To manufacture panel testing slides for EQA of sputum smear microscopy. To assist the Microbiologist during On Site Evaluation / assessment visits and logistics. To facilitate laboratory training programmes. To coordinate with state labs (C & DST, NAAT & DMCs) for prompt submission of performance indicators and validate. To monitor laboratory performance (for all technologies) in States/UTs and compile laboratory data for analysis and submission to state and NRL. To maintenance laboratory equipment and perform periodic calibration.

Sl.No	Category/ Job title	Essential Qualification/ Requirements	Preferential Qualification	Job Specification/ responsibilities
		<p>2. B.Sc. Microbiology / Biotechnology/Biochemistry/Chemistry / Life Science with or without DMLT</p> <p>3. M.Sc.Medical Microbiology / Applied Microbiology /General Microbiology/ Biotechnology/ Biochemistry with or without DMLT (or)</p> <p>4. B.Sc. Microbiology / Biotechnology/Biochemistry/Chemistry/ Life Science with or without DMLT</p>		<p>8. To facilitate data entry of CDST labs into NIKSHAY/ LIMS</p> <p>9. Any other tasks assigned by reporting officer.</p>



Sl.No	Category/ Job title	Essential Qualification/ Requirements	Preferential Qualification	Job Specification/ responsibilities
13	Data Entry Operator for IRL	<ol style="list-style-type: none"> 10+2 with Diploma in computer application or equivalent recognized by the Council for Technical education/DOEA CC Typing speed of 40 w.p.m in English and local language. Should be well conversant with various computer Programming including MS Word, Excel and simple statistical packages. 	At least one year of work experience in related field	<ol style="list-style-type: none"> To perform data entry of CDST labs into the TB ICT application (NIKSHAY/ LIMS) in coordination with DR-TB centres To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action To receive mails to the IRL. To e-file the mails and attached documents. To enter the patient details and laboratory reports in the specified IRL format and to send e-copies of culture/DST reports to the District TB centres and DRTB Centres. To maintain and update the contact details of districts, DRTB centres and laboratories assigned to the IRL. To compile the district reports on external quality assurance. To maintain computer, peripherals and connections assigned. To install and update antivirus software as and when required. To take periodic back up of the data stored in the system. Any other tasks assigned as per program needs.
14	Pharmacist cum Storekeeper (State DrugStore)	Degree/ Diploma in Pharmacy from a recognized university	<ol style="list-style-type: none"> 2 years experience in managing drug store in a reputed hospital/health center recognized by Govt Candidate should be well conversant 	<ol style="list-style-type: none"> To handle day to day communications pertaining to drug logistics. To maintain registers, vouchers, issue receipts, payment receipts, physical verification reports and maintenance records. Regular recording and reporting of drugs & lab consumables in Nikshay Aushadhi software Regular monitoring & analysis of drugs & lab consumables available at SDS and sub-levels. To maintain state level drugs stock as per Programme guidelines. To follow "First Expiry First Out" principle at the state drug store and monitor the same in district drug stores.

Sl.No	Category/ Job title	Essential Qualification/ Requirements	Preferential Qualification	Job Specification/ responsibilities
			with various computer programming including MS, Word, Excel & simples statistical packages	<ol style="list-style-type: none"> 7. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 8. To assist State TB Officer in imparting drug logistics trainings to district level pharmacists 9. To analyze the drugs and logistics report of districts through Nikshay Aushadhi 10. To conduct supervisory visits to district stores and report to State TB Officer 11. Review of Nikshay Aushadhi performance of all district & sub levels 12. Conduct review meeting with Districts and sub level 13. To prepare monthly patient wise boxes of second line drugs. 14. To monitor recording and maintenance of store temperature where 2nd line drugs are stored and to suggest actions for proper storage of drugs at all levels. 15. To maintain the computer and peripherals in the State Drug Store. 16. Any other job assigned by the reporting officer.



Sl.No	Category/ Job title	Essential Qualification/ Requirements	Preferential Qualification	Job Specification/ responsibilities
15	Technical Officer - Procurement & Logistics	<ol style="list-style-type: none"> 1. MBA / Post - Graduate with minimum 2 years experience in procurement / logistics / supply chain management in reputed institute / organization OR 2. Post Graduate Diploma in procurement logistics management OR 3. Post Graduate Diploma in Health/Hospital Administration 4. Certificate course in computer operation (minimum two months) 	<p>Experience in NTEP or health sector products will be preferred</p> <p>MBA(or equivalent) in procurement & supply chain management</p>	<ol style="list-style-type: none"> 1. To maintain and update the data base of manufacturers/suppliers of Programme logistics. 2. To prepare documents for State level procurement including invitation for competitive bids, quotations, Direct Shopping or Direct Purchase on a case to case basis. 3. To assist State TB Officer in conducting pre and post procurement quality assessment. 4. To prepare report on state level procurement. 5. To track and review the periodic procurement reports from the districts and provide feedbacks. Monitoring and evaluation of district level procurements based on the district annual action plans. 6. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 7. Monitor the performance of manufacturers/suppliers in preventive maintenance of equipment under warranty and initiate statutory procedures on non-compliance. 8. Monitor the districts for timely engagement/ renewal of contracts of agencies for preventive maintenance of equipment. 9. To ensure timely action by the districts to prevent expiries by monitoring stocks at each stocking point. 10. To train the district Programme managers and district nodal officers for PSM. 11. To conduct supervisory visits to district & sub stores and report to State TB Officer. 12. Review of Nikshay Aushadhi performance of all district & sub levels 13. Conduct review meeting with Districts 14. Any other job assigned by the reporting officer



Sl.No	Category/ Job title	Essential Qualification/ Requirements	Preferential Qualification	Job Specification/ responsibilities
16	Data Analyst	1. Bachelors Degree 2. Certificate course in data management or data analysis OR 3. Two year experience in data management /MIS in a reputed Institute /organization	One year of work Experience in Health/development sector	1. To generate Programme performance and review formats by developing suitable indicators 2. And analyzing the data in order to compile relevant singular and composite indicators in 3. support of monitoring and evaluation at state level. 4. To analyze Programmed data for time trends and projections to provide necessary information for planning, budgeting, procurement and supply chain management. 5. To provide necessary support in data analysis for operational research initiative from STF, state TB cell or District TB Centres. 6. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 7. Undertake initiatives to ensure data quality in the program 8. Participate in State Internal Evaluations and assist the team in Data analysis 9. Assist the STO in providing analytical data during review meetings 10. Any other job assigned by reporting officer

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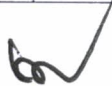
Sl.No	Category/ Job title	Essential Qualification/ Requirements	Preferential Qualification	Job Specification/ responsibilities
17	Data Entry Operator(D EO)- STF Chairperson	<ol style="list-style-type: none"> 1. 10+2 with Diploma in computer application or equivalent recognized by the Council for Technical education/ DOEACC 2. Typing speed of 40 w.p.m in English and local language 3. Should be well conversant with various computer Programming including MS Word, Excel and simple statistical packages. 	One year experience of working as DEO with any health program	<ol style="list-style-type: none"> 1. To receive mails to the STF, sort and produce before the STF Chairperson on regular basis 2. To e-file the mails and attached documents. 3. To send e-mails to the addressees as per the instruction of the STF Chairperson. 4. To maintain and update the contact details of State and District Programm managers, National, Zonal task forces and OR committees, Directorate of Medical Education, Core Committee Chairmen and deans/principals, NTEP nodal faculty members and MO Medical College. 5. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 6. To enter the data in the prescribed formats as instructed by the STF Chairperson. 7. To assist the STF Chairperson by collecting and compiling monthly and quarterly reports from medical colleges, preparing documents and presentations for reviews and reports to NTF and ZTF. 8. To maintain computer, peripherals and connections assigned. 9. To install and update antivirus software as and when required. 10. To take periodic back up of the data stored in the system. 11. Any other job assigned by reporting officer

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Sl.No	Category/ Job title	Essential Qualification/ Requirements	Preferential Qualification	Job Specification/ responsibilities
18	DR-TB Coordinator	<ol style="list-style-type: none"> 1. MBBS or equivalent degree from institution, recognized by Medical council of India 2. One year experience of working in NTEP 	<ol style="list-style-type: none"> 1. MD Community Medicine/ Diploma or Master in Public Health / Community Health Administration (CHA)/ Tuberculosis & Chest diseases 2. Preference to candidates who have experience in PMDT 3. Working knowledge of computers 	<ol style="list-style-type: none"> 1. To handle day-to-day correspondence in State TB Office and ensure a prompt response to the directions received from Central TB Divisions pertaining to PMDT. 2. To maintain updated database of C&DST laboratories, N/DDR-TB centres, DR-TB centre committee members, Senior DR-TB TB-HIV supervisors of all districts, sub-district level supervisors, specimen collection centres, district wise mechanism of specimen collection and transportation and supply chain management agencies engaged for transportation of second line drugs and to coordinate with them for diagnosis and management of DR-TB. 3. To ensure health facility master data management, monitor real-time data updation and validation of DR-TB data in Nikshay and provide feedback to the districts. 4. To analyze the data and use dashboards in Nikshay to monitor the all programmatic and quality indicators of DR-TB services and provide district wise feedback for improving quality of DR-TB services in the districts and TB Units. 5. To facilitate change management with respect to use of ICT tools, Nikshay & Nikshay-Aushadhi for concerned data entry, validation & its use for public health action 6. To ensure quality of reports by validation and verification at source in Nikshay. 7. To conduct supervisory visits to DR-TB service sites and report to State TB Officer. 8. To monitor second line drug supply chain and to ensure their availability at DR-TB management sites. 9. To support in organizing and facilitating trainings on PMDT and to conduct review meetings with senior DR-TB TB-HIV supervisors. 10. To organize meetings and workshops related to PMDT. 11. To assist the State TB Officer in reviewing the district and TB Unit performance in DR-TB. 12. To provide a monthly activity report to STO. 13. Any other job assigned by reporting officer.

Sl.No	Category/ Job title	Essential Qualification/ Requirements	Preferential Qualification	Job Specification/ responsibilities
19	Store Assistant (State Drug Store)	Intermediate(10+2)	<ol style="list-style-type: none"> 1. Diploma in pharmacy 2. Conversant with various computer programming including MS Word, Excel and simple statistical packages 	<ol style="list-style-type: none"> 1. Assist SDS officials / Pharmacist in managing inventory of drugs and lab consumables used under NTEP like receipts, issues, expiries, replenishment and all relevant work. 2. Regular recording and reporting of drugs & lab consumables in Nikshay Aushadhi software 3. Regular monitoring & analysis of drugs & lab consumables available at SDS and sub-levels. 4. To assist in imparting drugs logistics & PSM trainings to sub-levels 5. To facilitate change management with respect to use of various ICT tools used under programme 6. Any other job assigned by the reporting officer
20	ACSM Officer	<ol style="list-style-type: none"> 1. Masters in Social work/ Rural development OR 2. MSW/PostGraduate in Social Sciences OR 3. Degree/ PG diploma in Health Education or Mass Communication 4. Working knowledge of computers 	3 years experience in working with development sector at Statelevel.	<ol style="list-style-type: none"> 1. Responsible for planning ACSM activities for the entire state including budgeting and communication plan with annual activity calendar in consultation with STO and State NRHM IEC Division 2. Facilitate events for engaging political, public and key government officials to advocate "End TB" in the state. 3. Prepare communication material (Posters, AV Material, Spots etc)and plan dissemination through mass media/social media to address the set goals of NTEP and regularly monitor its progress. 5. To coordinate with NTEP partners in implementing ACSM activities as directed from the national programme and customize as per the local needs and requirements in the respective state. 6. Supervise, monitor & coordinate all the ACSM activities at district & Health and Wellness Center level. 7. Collate and analyse quarterly IEC report from districts and provide regular reports. 8. To provide relevant information to the media and public information systems in consultation with STO. 9. To coordinate with the state general health system for intersectoral coordination for TB control. 10. Any other job assigned by the reporting officer.

Sl.No	Category/ Job title	Essential Qualification/ Requirements	Preferential Qualification	Job Specification/ responsibilities
21	Treatment Monitor	<ol style="list-style-type: none"> 1. Post Graduate degree in MSW OR 2. MBA 3. One year Experience of working in field of Public-Private Partnership / Health projects / programs Certificate course in computer operation (minimum two months) 	<ol style="list-style-type: none"> 1. Preference to those who have worked in NTEPCertificate / Diploma / Degree/Masters holders in Social Sciences/ Mass Media / Communication/ Rural Development / Advocacy / Partnerships / related field 	<p>To assist the State TB officer in :</p> <ol style="list-style-type: none"> 1. Implementation and management support for NTEP partnership with corporate partners (corporate hospitals and corporate clinics, diagnostic centres, pharmacies and related initiatives) at the State, district and sub-district level. 2. Identifying corporate partners and facilitating the process of partnerships including TB Notification. 3. Coordinating workshops / meetings for improving involvement of corporate partners in NTEP. 4. Collating the required information from corporate partners to enable quality monitoring and enhancing TB control and prevention activities. 5. Compiling necessary documents for disbursal of funds to involved corporate partners 6. Explore possibilities for developing collaborations and initiatives with funding from corporates / PSUs under CSR 7. Facilitating periodic review of partnerships with corporate partners 8. Periodically visit districts & corporate health facilities & collaborative sites on a pre- approved travel plan in consultation with the STO 9. Participate in State NTEP internal evaluations as a team member 10. Prepare monthly and quarterly reports of NTEP corporate partnership activities for STO 11. Documentation of best practices of corporate partnerships for annual reports. 12. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 13. Any other job assigned by reporting officer.



Roles of Primary Health Care Team at PHC- HWC and SHC-HWCs

Staff	Roles
ASHA	<ul style="list-style-type: none"> • Awareness generation about TB in the village during home visits/survey, community meetings, VHSNC meetings and VHSNDs • Filling of the CBAC forms and identification of presumptive TB patients in the community • Mobilize and preferably accompany presumptive TB patients to the nearby microscopy centre • Sample collection and transportation to PHI (SHC/PHC/UPHC) as per the local need/requirement, following essential infection practices such as hand-washing/hand sanitization, wrapping of sputum cup/falcon tube with tissue paper, carrying sample to PHI in zip-lock cover/leak proof container/ box etc • Work as treatment supporter for local TB patients • Submit patient's bank details to health facility for NikshayPoshanYojna • Counsel patients on treatment adherence, nutrition, healthy life-styles and cough etiquettes • Monitor the nutritional status of patients and provide feedback to MPW/ CHO • Ensure treatment adherence and timely follow up of patient • Update TB patient's treatment cards/updation of health diaries provided by the health and wellness centres duly updating the family folders wherever required • Alert patients for ADR, if any and facilitate seeking medical care • Motivate household contacts of confirmed TB patients for undergoing TB screening and eligible contacts for taking complete chemoprophylaxis • Participate in vulnerability assessment of population by doing household survey (during the CBAC enumeration and further annual exercises or other household level surveys done by AB-HWCs) and in active case finding among identified vulnerable population • Discuss TB related agenda in VHSNC/MAS meetings
MPW (Male)/ ANM (MPW Female)	<ul style="list-style-type: none"> • IEC and Social Behavior Change Communication (SBCC) activities for awareness generation • Co-ordinate and participate in the outreach activities for patient support and regular active case finding • Educate and screen pregnant women for TB and support pregnant women with TB to undergo TB treatment • Mobilization of community members and leaders • Refer patients for diagnosis and management • Sample collection for transport to the nearest appropriate health facility/ Referral Centre

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	<ul style="list-style-type: none"> • Home visits of patients for public health action • Monitoring patient adherence and facilitate follow up and ADR management. Undertake minimum three visits to each DSTB patient and minimum six visits to DRTB patients during treatment • Support in retrieval of TB patients who have stopped taking anti-TB drugs before prescribed period • Supervision of treatment supporters in the area • Work as treatment supporter • Maintain TB records • Long term follow-up of treated patients every six months for next two years • Map vulnerable population for Active case finding and screening and referral for LTBI • Supply of drugs to treatment supporter
CHO	<ul style="list-style-type: none"> • Plan and monitor awareness and community mobilization activities in SHC area • Sensitize VHSNC members, Jan Arogya Samiti members, PRI members etc on TB and their potential role in eliminating TB • Screen person for symptoms of TB and ensure periodic screening of patients with diabetes and those on immune suppressants, and smokers. • Refer the presumptive TB patient to microscopy centre to ensure complete diagnostic evaluation with microscopy, radiology, molecular test • Ensure follow up testing of patients at regular frequency • Clinically monitor patients identified as high risk for complications/death and ensure that they undergo required investigations at suggested intervals • Monitor treatment of patients through visits at least once a month and review treatment record on fortnightly basis. Support in retrieval of TB patients who have stopped taking anti-TB drugs before prescribed period. • Plan, organize and implement active case finding in their area • Early identification of adverse drug reaction and prompt management • Ensure comorbidity and drug susceptibility testing, linkages of comorbidity patients, and drug resistant TB patients • Ensure inventory of laboratory request form, specimen container, anti-TB drugs • Coordinate with PHC for logistics, patient's management • Ensure record maintenance, reporting on NIKSHAY • Identify and engage community treatment supporters and train them on supporting and monitoring TB treatment. • Educate patients and family members on TB, treatment, etc • Ensure screening and testing of contacts of sputum positive TB patients for TB/LTBI

	<ul style="list-style-type: none"> • Coordinate with RBSK team and PHC MO for ensuring screening for pediatric TB • Facilitate for ruling out TB complete evaluation by microbiological and/ or radiological examination and/or other investigations for contacts of TB patients and others vulnerable for LTBI • Ensure that eligible person undergo TB Treatment or TB preventive treatment as needed • Identify potential TB champions among TB survivors and facilitate their participation in the programme • Coordinate, guide and monitor village level activities for TB control
Medical Officer	<ul style="list-style-type: none"> • Organize TB services in the PHC area • Screen presumptive TB patients for symptoms and through X-ray, when required • Refer presumptive TB for diagnosis of TB (if not available in PHC) • Diagnose, and initiate TB patients on appropriate treatment regimen • Review patients during their monthly visit to the AB-HWC-PHC • Refer drug resistant TB patients for management of drug resistant TB • Ensure public health action, comorbidity testing, Drug Susceptibility Testing (DST) for all notified TB patients • Assess TB patients for vital parameters, nutritional status, etc, as suggested under NTEP and identify & refer patients who require in-patient care or interventions at higher facilities to appropriate facilities • Ensure follow-up and intensive monitoring of patients identified as high risk of death • Ensure timely follow up of DSTB and drug resistant TB patients • Ensure NikshayPoshan Yojana and other incentives reimbursed in time • Capacity building of all Staff on NTEP • Sensitization of private doctors, chemists, AYUSH doctors and informal providers. Ensure notification or referral from them • Ensure inventory of consumables and logistics • Coordinate with higher centres for ensuring referral and patients management • Review records and staff performance every month • Supervise, support and co-ordinate all the activities at AB-HWC-PHCs/ABHWC-UPHCs/AB-HWC-SHCs/Village level <p>In urban areas, UPHC MO shall also undertake the following:</p> <ul style="list-style-type: none"> • Plan and monitor awareness and community mobilization activities • Sensitize VHSNC members, PRI members etc on TB and their potential role in eliminating TB • Plan, organize and implement active case finding in their area • Early identification of adverse drug reaction and prompt management

Laboratory Technician at PHC	<ul style="list-style-type: none"> • Sputum smear microscopy as per the SOP prescribed by NTEP • Communicate results to the referring facility and MO • Sample collection and ensure transportation arrangement, to assigned molecular / C & DST laboratory • HIV testing and diabetes testing of all TB patients • Conduct required investigations suggested by MO for identifying patients at high risk for death • Follow guidelines of bio-medical waste management as per the regulations • Inventory management of laboratory consumables • Maintain records and report as NTEP guidelines • Notify every TB patient diagnosed at the PHC in Nikshay
Pharmacist	<ul style="list-style-type: none"> • Prepare monthly progress report, as per decision of PHC MO • Drug dispensing to patient or treatment supporter • Maintain refill count in treatment card • Maintain inventory of anti-TB drugs in stock register and NikshayAushadhi. Monitor stock at SHCs and with Treatment Supporters • Maintain and update treatment cards of patients who are taking medicine from PHC - duly updating the details in Health Diary and Family Folder wherever applicable • Maintain TB notification register • Update treatment, follow up and adherence details of patients taking medicine from PHC on Nikshay
Staff nurse	<ul style="list-style-type: none"> • Prepare monthly progress report, as per decision of PHC MO • Assist MO in clinical assessment of the TB patients, including their nutritional status and vital parameters
Data entry operator	<ul style="list-style-type: none"> • Data entry in Nikshay • Data entry of bank account details in Nikshay

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Annexure 2: Need norms

Sr. No.	Designation of staff	Need norms
1	Senior Treatment Supervisor	One per TB Unit Additional personnel needed if: 300+ cases are notified from public sector annually in a TU; or 50+ private health establishments are registered in a TU and 200+ TB patients are notified from private sector annually in a TU or 1000+ persons are on LTBI treatment
2	Senior TB Laboratory Supervisor	One per 500,000 population Additional personnel if: 12+ microscopy centres to be supervised in a TU (including private sector)
3	TB Health Visitor	1 per 100,000 urban population Additional personnel needed if: 250+ cases are notified from an 100,000 urban population annually
4	Laboratory Technicians at Microscopy Centre	Dedicated laboratory technician if: 20+ samples are needed to be examined microscopy centre
5	Sr. Laboratory Technicians at C&DST laboratories	4-5 per laboratory Additional personnel if: Additional 2 Sr LT if : Monthly average of more than 1800 LPA OR more than 800 culture OR 350 DST
6	Counsellor	1 per DR-TB Centre Additional personnel if: 500+ drug resistant TB patients annually in DR-TB Centre
7	District level pharmacist	Dedicated pharmacist from NTEP if: 3000+ drug sensitive TB patients or 200+ drug resistant TB patients annually in district
8	District DR-TB / HIV-TB Supervisor	1 per district Additional personnel needed if: 300+ drug resistant TB patients annually in district
9	District PPM Coordinator	1 per district Additional personnel if: 100+ private health facility notified TB patients annually or 1000+ TB patients notified from private sector

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