

Revised National Tuberculosis Control Program (RNTCP)

Terms of Reference (TOR) for Appointment of Individual Consultants and Contractual Staff

~~ESSENTIAL QUALIFICATION~~ ~~PREFERENTIAL QUALIFICATION~~

6	Senior Treatment Supervisor (STS)	<ol style="list-style-type: none"> <li>1. Bachelor's Degree OR Recognized sanitary inspector's course</li> <li>2. Certificate course in computer operation (minimum 2 months)</li> <li>3. Permanent two wheeler driving license &amp; should be able to drive two wheeler</li> </ol>	<ol style="list-style-type: none"> <li>1. Tuberculosis health visitor's recognized course</li> <li>2. Govt. recognized degree/ diploma in Social work or Medical Social work</li> <li>3. Successful completion of basic training course (Govt. recognized) for Multi-purpose health workers</li> </ol>	<ol style="list-style-type: none"> <li>1. Assist DTO and MOTC to carry out all TB control activities under RNTCP including PMDT, TB/HIV coordination and PPM.</li> <li>2. Coordinate with all concerned to ensure that all contacts of sputum positive patients are screened for TB</li> <li>3. Assist the MO-PHI in organizing DOT services for TB patients in his/her assigned TU</li> <li>4. Ensure retrieval of defaulters as per schedule.</li> <li>5. Maintain the TB Register, incorporating required information with respect to all cases diagnosed in the Block/TB Unit; ensure notification of TB Cases in his/her assigned TB Unit</li> <li>6. Supervise referral and feedback/transfer-in &amp; out activities for TB patients in assigned TB Unit</li> <li>7. In close coordination with STLS, assist MOTC in preparation of Quarterly Reports on case finding, sputum conversion &amp; treatment outcome, Programme Management and submission to the DTO.</li> <li>8. Supervise each PHI in the area at least once every month, on a systematic schedule.</li> <li>9. Assist DTO and MOTC in ensuring regular supply of drugs and other logistics to all PHIs in the Block/TB Unit.</li> <li>10. Ensure maintenance of RNTCP Drug Stock Register at all stocking points; Monitoring of consumption of drugs with respect to their shelf life and ensure that no drugs get expired.</li> <li>11. Retrieve unconsumed medicine boxes of patients who have defaulted/died/transfer out etc. and assist in reconstitution of medicine boxes at the district level</li> <li>12. Visit all patients at home before registration and provide health education and counseling to the patients and family.</li> <li>13. Facilitate organizing patient provider interaction meetings and community meetings.</li> <li>14. To facilitate change management with respect to use of ICT &amp; Nikshay tools for concerned data entry, validation &amp; its use for public health action</li> <li>15. Assist PMDT Coordinator by providing line-list of DR-TB suspects and updating the TT cards of MDR-TB patients on a fortnightly basis, in coordination with STLS</li> <li>16. Identify and facilitate the training of recognized DOT Providers</li> <li>17. Any other job assigned as per program need</li> </ol>
---	-----------------------------------	--	--	---

**Revised National Tuberculosis Control Program (RNTCP)**

**Terms of Reference (TOR) for Appointment of Individual Consultants and Contractual Staff**

7	<p align="center"><b>Senior Tuberculosis laboratory supervisor (STLS)</b></p>	<p><i>Essential Qualification</i></p> <ol style="list-style-type: none"> <li>1. Graduate</li> <li>2. Diploma in Medical Laboratory technology or equivalent from a govt recognized institution</li> <li>3. Permanent two wheeler driving license &amp; should be able to drive two wheeler</li> <li>4. Certificate course in computer operations ( minimum two months)</li> </ol>	<p><i>Professional Qualification</i></p> <p>Minimum one year experience in RNTCP</p>	<ol style="list-style-type: none"> <li>1. Will be responsible for maintaining the quality of sputum microscopy and smooth functioning of laboratory services.</li> <li>2. Organize smear examination at the designated microscopy centres of the sub-district.</li> <li>3. Organize regular training and continuing education of the laboratory technicians.</li> <li>4. Supervise all designated microscopy centres at least once a month.</li> <li>5. Promote AFB microscopy as primary tool for diagnosis of TB.</li> <li>6. Check the record-keeping pertaining to sputum microscopy services</li> <li>7. Ensure Proper disposal of contaminated lab material in designated microscopy centres.</li> <li>8. Implementation of all components of RNTCP lab Quality Assurance.</li> <li>9. Coordinate with STS to ensure that all TB patient diagnosed are initiated on treatment.</li> <li>10. Co-ordinate with STS and PMDT Coordinator in updation of relevant RNTCP records, line-list of DR-TB Suspects and preparation of Quarterly Reports</li> <li>11. Ensure that diagnostic and follow up sputum specimens for Culture/DST of DRTB suspects/patients are sent from the DMCs to Culture/DST Laboratories as per RNTCP guidelines.</li> <li>12. To facilitate change management with respect to use of ICT &amp; Nikshay tools for concerned data entry, validation &amp; its use for public health action</li> <li>13. Any other job assigned as per program need</li> </ol>
---	---	---	--	---

Revised National Tuberculosis Control Program (RNTCP)

Terms of Reference (TOR) for Appointment of Individual Consultants and Contractual Staff

ESSENTIAL QUALIFICATION      PREFERRED QUALIFICATION

9	Tuberculosis Health Visitor(TBHV)	<ol style="list-style-type: none"> <li>1. Graduate</li> <li>OR</li> <li>2. Intermediate (10 + 2) and experience of working as MPW/LHV/ ANM/ Health worker / Certificate or higher course in Health Education / Counselling</li> <li>OR</li> <li>3. Tuberculosis health visitor's recognized course</li> <li>4. Certificate course in computer operations (minimum two months)</li> </ol>	<ol style="list-style-type: none"> <li>1. Training course for MPW or recognized sanitary inspector's course</li> </ol>	<ol style="list-style-type: none"> <li>1. Ensure regularity of DOT for all types of TB patients, as per RNTCP guidelines</li> <li>2. Responsible for decentralization of DOT services and supervision of DOT Centres in the assigned geographic area</li> <li>3. Verify address of all diagnosed TB patients and educate patients and their families on the plan of treatment.</li> <li>4. Arrange time and place for DOT, according to the patient's convenience.</li> <li>5. Ensure that follow-up smear/culture/DST examinations of sputum are carried out as per the stipulated schedule.</li> <li>6. Maintain the Treatment Card and record information &amp; transfer this information to the original Treatment Card at the CHC/PHC/DMC/treatment centre during periodic meetings.</li> <li>7. Assist the DTO in establishing TB Surveillance systems(TB Case Notification activities, ICT)</li> <li>8. Take steps for immediate retrieval of defaulters; During the intensive phase it should be no later than the day after the default, and during the continuation phase within a week of the default.</li> <li>9. Assist STS in PMDT, TB/HIV collaborative activities and PPM activities</li> <li>10. Maintain relevant records.</li> <li>11. Line-listing of PP/NGO, one-to-one interactions/sensitization for involvement</li> <li>12. To facilitate change management with respect to use of ICT &amp; Nikshay tools for concerned data entry, validation &amp; its use for public health action</li> <li>13. Any other job assigned as per programme need</li> </ol>
---	-----------------------------------	--	--	--

**Revised National Tuberculosis Control Program (RNTCP)**

**Terms of Reference (TOR) for Appointment of Individual Consultants and Contractual Staff**

8	RNTCP Lab Technician/ Sputum Microscopist	Essential qualification	Preferential qualification	
		1. Intermediate (10+2) and Diploma or certified course in Medical Laboratory Technology or equivalent.	1. One year experience in RNTCP or Sputum smear microscopy 2. Candidates with Higher qualification (for example Graduates) shall be preferred	1. Follow the standard operating procedures for sputum smear microscopy, including sputum collection, smear-making, staining and reading the smears, etc. 2. Maintain the Laboratory Register and report the results to the Medical Officer managing the patient. 3. Coordinate with other staff to ensure that patients with productive cough for two weeks or more and symptomatic contacts of TB patients undergo sputum examination and receive sputum containers and necessary instructions. 4. Promote AFB microscopy as primary tool for diagnosis of TB. 5. Assist the MO-PHI in identification of MDR-Suspect and ensure collection and transportation of sputum specimens for Culture and DST as per guidelines. 6. Organize and supervise the disposal practices of contaminated lab material as detailed in the Laboratory Manual. 7. Assist STLS in implementation of RNTCP Lab Quality Assurance 8. Assist in implementation of new TB Diagnostic Tools in RNTCP 9. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 10. Any other job assigned as per program need