

**COMMISSONERATE HEALTH & FAMILY WELFARE & MISSION DIRECTOR,
ANDHRA PRADESH**

2nd Floor, B- Block, Himagna Towers, D.No: 189, Saipuram Colony, One Center,
Gollapudi, Vijayawada Rural, Krishna District, Andhra Pradesh

NOTIFICATION

Advt. No. 02/QA/2018

Date of Advertisement: 04.06.2018

Applications are invited for filling up the following posts in the National Health Mission, Andhra Pradesh purely on contract basis with details mentioned below:

Sl.No	Name of the Post	No of Posts
1	State Consultant for Public Health	1
2	District Consultant for Public Health	13
Total No. of Posts		14

The interested candidate may visit our website where in ToR and the application form can be downloaded from **cfw.ap.nic.in** The duly filled in applications can be submitted at CH&FW office personally or by post or by email (**apstatequality@gmail.com**) Last date for receiving applications in NHM office is 19-06-2018 (Date), Time : 4:00 PM.

Sd/- Dr(Smt). Poonam Malakondaiah, IAS
Commissioner Health & Family Welfare (I/c)
& Mission Director,
National Health Mission,
Andhra Pradesh

// Attested //


Programme Officer (QA) 5/6/2018

QUALITY ASSURANCE RECRUITMENT

The State of Andhra Pradesh has all ready created a State wide Quality Assurance system as per the National Quality Assurance Guidelines and is recruiting persons for positions in the State, District and District Hospital QA Cells. There persons will help implement a State wide QA program in government health facilities throughout the state.

Please read below for positions available (with qualifications and salary details), point weightage/mode of selection and broad roles and responsibilities (subject to change). Please find the application to apply with instructions on what is required on the last 2 pages of this document. APPLICANTS WHO NOT FOLLOW INSTUCTIONS WILL BE DISQUALIFIED.

All applications must be received by 19/06/2018 (Date), Time: 4:00 PM, in order to be considered.

I) Posts, Qualifications and salary for State & District posts:

A) State Post:

S. No	Name of the positions	Vacancies	Age	Educational Qualification	Monthly salary	Experience
1.	State Consultant for Public Health (CH&FW Dept, A.P., Gollapudi, Vijayawada)	1	Not Exceeding 40 Years (Age relaxations as per AP Govt. Job rules, for other categories also)	MBBS/BDS/AYUSH/Nursing graduates with Masters in Public Health(MPH), Community Medicine(MD), MBA(Health/Hospital Management), or MBA (Hospital Administration (MHA or equivalent) - equivalent)	50,000/-	5 years experience in public Health/Hospital administration, out of which, at least 2 years work in the field of quality. Training and experience of implementing a recognised quality system like NABH/ ISO 9001:2008/ Six Sigma/Lean/ would be preferred. Must have strong written English. Spoken/ Written Telugu would be an added benefit. Knowledge in usage of Computer would be an added benefit.

B) District Posts:

S. No	Name of the positions	Vacancies	Age	Educational Qualification	Monthly salary	Experience
2.	District Consultant for Public Health 13 (each District 1 Position)	13	Not Exceeding 40 Years (Age relaxations as per AP Govt. Job rules, for other categories also)	MBBS/Dental/AYUSH/Nursing graduate with degree/diploma in Health Management, MBA (Health/Hospital Management), or MBA (Hospital Administration (MHA or equivalent) - equivalent)	40,000/-	02 years relevant work experience. Training in Health quality like NABH/ISO 9001:2000/Six Sigma/Lean/Kaizen by a reputed organization will be preferred. Strong Telugu and English language skills required – verbal and written. Knowledge in usage of Computer would be an added benefit.

II) Weightage of Marks as follows:

Sl No.	Name of the Post	Weightage of Marks (mentioned in TOR)								
		Qualification – (20 Marks)			Experience – (20 Marks)			Written Test (40 Marks)	Interview Presentation skill (20 Marks)	Total (100 Marks)
1.	State Consultant for Public Health	Specialization in MBBS/MD, (Degree/Diploma Health/Hospital Care Management – 10 Marks	Trained on Quality certification on like (NABH/NABL/ISO/ Lean) – 5 Marks	Attended Workshops on (TQM/Lean/Six sigma – 5 Marks	2 Years in Public hospitals/Public Health – 10 Marks	Quality Assurance/certification of Hospitals ISO/NABH – 5 Marks	Successful certification of Hospitals ISO/NABH – 5 Marks	40 Marks	20 Marks	100 Marks
2.	District Consultant for Public Health	Specialization (Degree/Diploma in Health/Hospital care Management) – 10 Marks	Trained on Quality certification on like (NABH/NABL/ISO/ Lean) – 10 Marks	Attended Workshops on (TQM/Lean/Six sigma – 5 Marks	2 Years in Public hospitals/Public Health – 10 Marks	Quality Assurance/certification of Hospitals ISO/NABH – 10 Marks	Successful certification of Hospitals ISO/NABH – 5 Marks	40 Marks	20 Marks	100 Marks

MODE OF SELECTION:

1. The selection is on contract basis a period of 1 year and contract may be extended, depending on performance.
2. The selection shall be made through the short listing of the applications based on Qualification and Experience and Written Test and Interview for all posts, who will require only one round of interview.
3. For the Post State Consultant for Public Health Written Test and Interviews conducted by CH&FW, Commr. APVVP, Addl. Director, SPM (NHM) & NHSRC and PO (QA), and District Consultants for Public Health (13) Written Test and Interviews conducted by CH&FW, Commr. APVVP, Addl. Director, SPM (NHM), NHSRC, PO (QA), DM&HO & DCHS of concerned District, No. of days may depend on the No. of applications received.
4. Govt/Management reserves the right to change/modify/Cancel the selection process at any time, during the process, at its discretion. The decision of the management will be final and binding.
5. If no qualified person is available for a post, then no interviews will be conducted for the post.
6. Candidates will be selected on the basis of their academic credentials, experience profile, performance in written test and interviews and such other selection processes/ parameters, as demand fit by the CH&FW – AP.
7. All the posts will be filled as per the operations Guidelines for Quality Assurance in Public Health Facilities.

ELIGIBILITY CRITERIA:

1. The Educational Qualification, age (Age realisations as per AP Govt. Job rules, for other categories also) experience etc. As stipulated in advertisement.
2. Appointees will work under the administrative control of CH&FW.
3. No TA/DA will be paid to the candidates for attending the Written Test/ Interviews.
4. The Short listed candidates for Written Test and Interview need to bring their original certificates and one set of photocopies (recent attested by Gazetted Officer) and two recent pass port size photographs at the time of Interview.

Terms of Reference: State Consultant for Public Health (QA)

Selection Criteria:

MBBS/BDS/AYUSH/Nursing graduates with Masters in Public Health(MPH), Community Medicine(MD), MBA(Health/Hospital Management), or MBA (Hospital Administration (MHA or equivalent) - equivalent) 5 years experience in public Health/Hospital administration, out of which, at least 2 years work in the field of quality. Training and experience of implementing a recognised quality system like NABH/ ISO 9001:2008/ Six Sigma/Lean/ would be preferred. Must have strong written English. Spoken/ Written Telugu would be an added benefit. Knowledge in usage of Computer would be an added benefit.

Roles and Responsibilities:

1. Coordinating and promoting quality related activities and advocacy especially related to National Health Programs.
2. Coordination with State's Programme Officers for implementation of National Health Programmes at the facility level under the ambit of Quality Assurance Activities.
3. Providing technical support in implementing the technical protocols & clinical standards.
4. Estimating state's requirements of resources for the Quality assurance programme and coordinate with the Directorate and SPMU for allocation of resources for closure the gaps found during the assessment process.
5. To assist, support and conduct assessment and scoring of Public Health facilities.
6. Grading of healthcare facilities on the basis of score.
7. Certification and review the status of QA activities at different facilities.
8. Review of financial requirement of facilities.
9. Facilitate need assessment for training, prepare training curriculum and plan training activities in collaboration with training institutes.
10. Conducting workshops and training for the district personnel on QA and Certification of healthcare facilities.
11. Ensure that the planned outputs related to Quality Improvement Programme are achieved as per the annual work plan of the State.
12. Analyze financial and physical progress reports and take corrective measures for improving.
13. Identify the cause of any unreasonable delay in the achievement of milestones, or in the release of funds and propose corrective action.
14. Providing necessary support to DQAC/DQAU in the area of Public Health.
15. Advise on the further development of QMS across health facilities in the state.
16. Monitoring of recording/reporting system through field visits and submit the visit report with appropriate suggestions/actions for improvement.
17. To attend to any other duties/responsibilities assigned by the authorities and the reporting officer.

Terms of Reference: District Consultant for Public Health for QA

Selection Criteria:

MBBS/Dental/AYUSH/Nursing graduate with degree/diploma in Health Management, MBA (Health/Hospital Management), or MBA (Hospital Administration (MHA or equivalent) - equivalent) 02 years relevant work experience. Training in Health quality like NABH/ISO 9001:2000/Six Sigma/Lean/Kaizen by a reputed organization will be preferred. Strong Telugu and English benefit. Language skills required – verbal and written. Knowledge in usage of Computer would be an added.

Roles and Responsibilities:

1. Coordinating and promoting quality related activities and advocacy especially related to National Health Programs.
2. Coordination with the state programme officers and SQAU QA related activities at Health facilities in the district.
3. Providing technical support in assessing the technical protocol.
4. Estimating district's requirements for QA program and improving quality of healthcare delivery.
5. Providing District inputs for District PIP and to SQAU on the QA programmes in the State.
6. To assist, support and conduct Assessment and scoring of Public Health facilities in the district.
7. Assist and support grading of health facilities on the basis of scores.
8. Facilitating selection of facilities that may go for Certification and supporting them in the process.
9. Ensuring that DQAC meets regularly and follow-up action is taken.
10. Review the status of QA activities at different facilities.
11. Conducting workshops and training at facilities and district level on QA and Certification of healthcare facilities.
12. Facilitate need assessment for training, prepare training curriculum and plan training activities in collaboration with training institutes.
13. Analyze financial and physical progress report and provide supervisory support.
14. Identify the cause of any unreasonable delay in the achievement of milestones, or in the release of funds and propose corrective action.
15. Monitoring of recording/reporting system through field visits and submit the visit reports with appropriate suggestions/actions for improvement.
16. To attend to any other duties/responsibilities as assigned DQAC.

Sd/- Dr(Smt). Poonam Malakondaiah, IAS
Commissioner Health & Family Welfare (I/c)
& Mission Director,
National Health Mission,
Andhra Pradesh

// Attested //



Programme Officer (QA)

5/6/18

APPLICATION FORM – QUALITY ASSURANCE PROGRAM

Application for the Post of _____

Applying for the District of _____

Affix recent
Passport size
Photograph

Signature

1. Name of the applicant (in Block Letters): _____
2. Father's or Mother's name (In Block Letters): _____
3. Date of birth - DD/MM/YYYY (with age in yrs): _____
4. Sex (Male/ Female) : _____
5. Nationality : _____
6. Marital Status : _____
7. Community (OC/OBC/SC/ST) : _____
8. Permanent Address: _____

9. Correspondence Address (if different from Permanent Address): _____

10. Phone Number (Mobile/Landline): _____
11. Email Address: _____

12. Educational Qualifications:

Sl. No.	Educational qualification	Year of passing	University/ Board	Maximum Marks	Marks obtained	%age

13. Experience if any:

Sl. No.	Name of the Employer	Designation	Duration		Total Period
			From	To	
TOTAL					

14. Languages known:

Sl.No	Language	Read (Y/N)	Write(Y/N)	Speak(Y/N)

15. Training and workshops /Audits attended:

S.NO	TOPICS WITH DETAILS	INSTITUTION / ORGANISATION
1		
2		
3		
4		

16. Order of preference of posts (if you are considering more than 1 position/location, please indicate the top 4 posts, in the order of your preference, below):

1. _____ 2. _____
3. _____ 4. _____

Declaration

I, _____ hereby declare that the particulars furnished above are true to the best of my knowledge and belief. In case any information is found to be incorrect, my candidature shall liable to be rejected.

Place:
Date:

(Signature of the Applicant)

General Conditions:

1. The selection is on contract basis for a period of 1 year and contract may be extended, depending on performance.
2. The position is responsible for improvement of quality assurance and quality control in primary, secondary and tertiary hospitals in the state. Selected should be willing to work anywhere in AP, on the orders of the CHFW.
3. Minimum qualifications shall be from a recognized University /Institution.
4. Govt/Management will not be responsible for delayed in receipt / non-receipt of applications.

How to Apply:

Application Form should be filled in the prescribed format,

Candidates can apply for **ONE POSITION ONLY** – applicants filling out and submitting a duplicate application envelope for multiple Quality Assurance positions will be disqualified. The following items are required within the application that is submitted:

1. Attested copies of educational qualification, experience and trainings attended should be enclosed with the application.
2. Attested copies of proof of age, Caste Certificate.
3. Passport size photograph to be affixed in the space provided

The filled application, along with all required accompanying documents/items as described above, can be scanned and emailed in soft copy to **apstatequality@gmail.com** OR hardcopies can be sent by post to: 19/06/2018

COMMISSIONER HEALTH AND FAMILY WELFARE – ANDHRA PRADESH

ROOM NO: 209, 2ND FLOOR, B- BLOCK, HIMAGNA TOWERS, D.NO: 189, SAIPURAM COLONY, ONE CENTER, GOLLAPUDI, VIJAYAWADA RURAL, KRISHNA DISTRICT, ANDHRA PRADESH

***Please put “Application for Quality Assurance Programme/<Insert Position/District you are Applying for>” on the top of the envelope, if applying by regular mail, so your application can be sorted properly.**

If you have any questions or concerns on the above, please feel free to reach us at **apstatequality@gmail.com**, Dr.M.Suhasini, PO (QA) – 8008578384, P.Srinivasa Rao, PA (QA) – 7013976477.

Sd/- Dr(Smt). Poonam Malakondaiah, IAS
Commissioner Health & Family Welfare (I/c)
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5/6/2018