

Senior Medical Officer (ART Centre)

- He/she is the functional team leader of the ART centre under the overall guidance of the Nodal officer. The SMO has to supervise the administrative and medical functions of the ART centre on a day- to- day basis and provide leadership to staff to work as a cohesive team and deliver the services effectively.
- He/she should examine the patients, advise required investigations including CD4 count, review the investigations and prescribe the treatment. It includes referrals to other departments for treatment of TB, STI, OIs, etc
- Refer difficult/ complicated cases to the Nodal Officer or other specialist for further expert opinion and interventions including admission and inpatient care, if required.
- He/she must also coordinate with LAC, LAC plus and CCCs attached to the ART centre and ensure optimal utilisation of such facilities.
- Monitor the consumption and availability of ARV, OI and other drugs, CD4 kits, other consumables and alert the concerned authorities in case of impending shortage well in advance so as to enable adequate replenishment without disruption of ART care and support to PLHIV.
- He/she must ensure that all records, registers, cards and PLHIV software are updated on a daily basis and reports are sent to the concerned authorities on time. All reports should be checked by the SMO before taking approval from the Nodal Officer for sending them to the concerned authorities.
- He/she must update the prescribed columns in white cards and green books.
- He/she must attend or ensure appropriate representatives are sent for monthly coordination meetings held at the district level, ART centre-CCC coordination meetings. The SMO must attend review meetings by NACO/ SACS and training programs conducted for medical officers.

- He/she has to ensure that the guidelines for running and maintaining the ART centre are abided by
- He/she must be aware of all communications sent from NACO/SACS to the ART centre and should update the nodal officer about them on a day to day basis.
- He/she has to verify the staff attendance register daily and get it approved by the Nodal Officer at the end of the month before forwarding the attendance to the SACS.
- The SMO must appraise the annual performance of the contractual staff based on the PMDS format which should then be approved by the nodal officer.
- The SMO should also monitor the linkages with the various NGO's and other networks.
- Responsibilities in respect to Link ART centres/ LAC plus:-
 - ❖ H/she has to mentor and monitor the functioning, recording and reporting of LAC/LAC plus along with the Nodal officer.
 - ❖ H/she has to follow out referral and in- referral of patients and communicate with the Link ART centre
 - ❖ H/she has to take decision to link out willing patients to the nearest LAC based on eligibility criteria
 - ❖ H/she has to do the clinical review of patients referred back to the nodal ART centre from LACs.
- Responsibilities in respect to SACEP Referrals
 - ❖ The SMO has to refer “suspected treatment failure” cases to the SACEP at the COE/ART plus for screening and initiation of alternative first line/second line ART, if required. The nodal officer of the ART centre must countersign all such referrals.
 - ❖ Focal Point for EID for HIV exposed babies found “Reactive” with DBS at ICTC and referred to ART centre
 - ❖ Any other duty assigned by Nodal Officer/ SACS pertaining to ART services.

Medical Officer (ART Centre)

- He/she has to work under the guidance and supervision of the SMO/Nodal Officer.
- He/she should examine the patients, advise required investigations, including CD4 count, review the investigations and prescribe the treatment (this includes ART, referral to other departments such as RNTCP centres for treatment of tuberculosis, treatment of STIs and prophylaxis and/or treatment of opportunistic infections)
- Refer the cases to the Senior Medical Officer, Nodal Officer or any other specialist for further expert opinion and interventions including admission and inpatient care, if required
- He/she must also coordinate with the CCCs and LACs attached to the ART centre. Ensure drug adherence and counsel the patient towards safe sex, condom usage, proper nutrition and positive living
- Monitor the consumption and availability of ARV drugs, OI drugs, CD4 kits, other consumables and appraise the Senior Medical Officer for making necessary arrangements and check the ART Drug store and sign in the register every fortnight
- He/she must update the prescribed columns in White cards and Green books and should assist Senior Medical Officer in supervising the staff at the centre, record keeping and reporting
- He/she must attend the Monthly coordination meetings held at the district level, ART – CCC coordination meetings, review meetings by NACO / SACS and attend training programs conducted for the Medical Officers, whenever deputed
- He/she has to ensure that all the guidelines for running and maintaining the ART centre are abided by
- In case SMO is not there, he/ she is the focal point for EID for HIV exposed babies found “reactive” using DBS at ICTC and referred to the ART centre
- Besides all the above, any other duty assigned by ART Centre In-charge pertaining to ART services.

Counselor (ART Centre)

- He/she has to work under the guidance and supervision of SMO/MO/ Nodal officer
- He/she must assess / assist the staff nurse in triaging the new patients eligible for Pre-ART registration and refer others to the nearest ICTC for confirming HIV status
- Complete the Pre-ART registration (HIV care) register, white cards and green books) on first visit of the PLHIV and provide adherence counseling
- Counselor to maintain the HIV exposed/ infant child register
- Provide necessary counseling on subsequent visits to the “Pre ART” patients and adherence counseling to “On ART” patients
- Referral and linkages with other community based organizations, rehabilitation centres and various support groups
- Address issues related to ARV treatment:
 - ❖ Pre ART or treatment preparedness exercises, encourage and help in finding guardian Support
 - ❖ Explain the details of treatment and its importance, including side effects of ARV drugs
 - ❖ Adherence counseling and monitoring, identification of barriers to adherence and suggestions to remove these barriers
 - ❖ Pill counting for PLHIV on ART and assess adherence
- Provide emotional, social, and psychological support to patients and/or direct them to the Concerned person or organization that can do so
- Explain to the patients, care givers, guardians and other family members about palliative and home-based care, hygiene and nutrition
- Counsels patients on positive living, prevention proper condom usage; and dispense condoms

- Complete the required sections in the recording and reporting tools maintained by the ART centre
 - ❖ Issue Green book for the first time to the new patients (Pre-ART)
 - ❖ Pre-ART Registers (fill in prescribed columns)
 - ❖ White Cards: (make white cards for all patients and fill in prescribed columns)
 - ❖ ART Enrollment register: (fill in prescribed columns)
- Counselors must ensure all the registers are filled appropriately and updated
- Collect and update address of PLHIV
- Counseling of Pre ART patients on follow up visits and repeat CD4 count. CD4 report of Pre ART patients is to be given by counselor after proper counseling
- Follow up for testing of spouse and children of the PLHIV
- Contact the MIS/LFU cases through telephone and outreach workers and bring them back to ART centre for drug collection
- Attend ICTC counselors monthly meeting for feedback on ICTC- ART referral and LFU cases LFU cases
- Provide counseling on family planning and breast feeding, particularly for pregnant women coming for PPTCT. The counselor should ensure appropriate advise and counseling to link the pregnant women to appropriate services including ANC and post natal services, immunization and EID for infant
- In case of CoE's and ART Plus centres the counselors shall do the counseling of patients referred to the SACEP on rotatory basis
- Besides all the above, any other responsibilities / instructions related to the programme given by the supervisors need to be discharged / followed from time to time.

Pharmacist (ART Centre)

- He/she has to work under the guidance and supervision of SMO/MO
- Dispense ARV and OI drugs with proper counseling
- Advise the patients and family about the importance of adherence during each visit
- Counsel the patient on possible drug toxicities and report the same, if significant
- Do pill count and report any adverse effects of drugs or any OIs. Also, confirm the next visit date given by the SMO/MO and inform the patient
- Prepare a "Daily Due" list of patients who are scheduled for their appointment and provide the list of "MIS" patients to the counselor
- Maintenance of the drug stores
- Maintain and update drug stock and drug dispensing registers regularly every day. Inform the concerned medical officer in case of any discrepancy. Duly take his signature every fortnightly in the stock register
- Ensure that the centre has enough stock of ARV drugs for at least 3 months and inform the concerned authority about any near expiry or excess stocks well in time for relocation to other sites and ensure FEFO protocol is followed
- Physical verification of the drugs under the supervision of the nodal officer and the SMO
- Facilitate transfer/ availability of ARV drugs at LAC as per the number of patients linked out to the LAC
- Besides all the above, any other duty assigned by ART Centre In-charge.

In case pharmacist is not available/on leave, staff nurse shall do the job of the pharmacist.

Data Manager (ART Centre)

- He/she has to work under the guidance and supervision of SMO/MO
- Ensure that all data recording and reporting software's are properly installed, functioning and updated
- Print and share all circulars/information sent by NACO/SACS to the Nodal Officer/SMO and maintain a file for the important orders/communication
- Maintain the attendance register for the ART centre staff and get it verified by the SMO/MO every day and by the Nodal Officer at the end of the month
- Maintain the HR file including the bio-data of the staff, copies of certificates, appointment letters, contractual service agreement, performance appraisal report, training details, remuneration etc
- Coordinate with the LAC/ LAC plus centres and ensure that all LAC/ LAC plus related tools are complete
- Prepare and send all the monthly reports prescribed by NACO and SACS after approval of SMO/Nodal Officer
- Assist in analysis of data under the supervision of the Nodal Officer of the ART centre
- Maintain the accounts of the ART centre and the fixed assets register
- The two data managers at ART plus centre shall also function as the SACEP coordinator on rotational basis
- Any other duty assigned by ART Centre In-charge.

Laboratory Technician (ART Centre)

- He/she has to work under the guidance and supervision of SMO/MO
- Collect the specimen for CD4 counts at the ART centre and take these samples to the Department of Microbiology, test them and give the report to the counselor at the ART centre. Also, collect whole blood samples for Early Infant Diagnosis for infants found reactive with DBS and carry them to identified EID labs
- In case the ART centre does not have a CD4 machine or CD4 testing is not possible at the same centre due to any reason, the LT is expected to transport samples of blood to a linked CD4 laboratory and to collect the results when ready (TA/DA for this visit can be booked under operational cost of ART Centre as per NACO guidelines)
- Prepare and provide CD4 monthly report to ART centre
- Maintain the stock of the CD 4 kits, consumables and inform the ART SMO / In-charge MO / Nodal Officer of the centre as and when the stocks come to critical levels
- Generate the “Due list” for CD4 testing for all the Pre-ART & On ART patients as specified under NACO norms
- Address confirmation on CD4 test date every six monthly
- In case the LT is on leave sample collection and transportation should be done by the staff nurse. In some situations where the staff nurse is unable to travel, then the staff nurse should collect the sample, pack it as per the protocols and the care coordinator or another staff under NACP shall carry the sample to the testing lab
- The additional laboratory staff provided at select sites under the NACP can also be used for laboratory work
- Any other duty assigned by ART Centre In-charge.

Staff Nurse (ART Centre)

- Assist in all the clinical and paramedical functions of the centre as per requirement
- Perform baseline assessment of the patient including pulse, BP, weight, height etc
- Assess the physical, social and psychological needs of the patient.
- Provide need based nursing care and support to the patients
- Focal point for all issues related to pregnant positive women and HIV exposed child and early Infant Diagnosis (EID) incase counselor not there
- Maintain the daily OI summary sheet, compile it on monthly basis and give it to the data manager Coordinating and tracking the referrals made within the hospital by establishing linkages with various departments and in-patient wards
- Streamlining and guiding patients at the ART centre and helping in the efficient and orderly functioning of the centre
- Assist in record keeping and maintenance of patient documents
- Dispensing of ARV drugs in the absence of Pharmacist as and when required
- Counselling of patients as and when required
- Collection of blood samples for CD4 testing and arrange/perform its transportation to the linked lab during the absence of Lab technician as and when required
- Provide reports to the doctor and other members of the ART centre multidisciplinary team
- Ensure implementation of the UWP and proper waste disposal at the centre
- To monitor and ensure the implementation of various infection control measures

Role of nurses at the ART centre in HIV-TB coordination:

- Do regular screening of the patients for symptoms of pulmonary/extra pulmonary TB
- The lab form given to the TB suspect to be stamped by the nurse with the ART centre stamp to facilitate fast tracking of the patient for sputum testing
- Reinforce cough and hand hygiene practices among the suspects/diagnosed pulmonary TB cases
- Keep a record of the patients referred from ART centre to Designated Microscopy Centre (DMC) for the diagnosis of TB with the help of line list. Co-ordinate with STS to ensure completion of the line-list
- Attend the monthly RNTCP meeting along with the completed line list for the month to be shared with the concerned STS
- Maintain the TB/HIV register at the ART centre ensuring timeliness, accuracy and completeness
- Prepare and submit the monthly TB/HIV report to SACS through ART centre in charge.

Community Care Coordinator (ART Centre)

- He/she has to work under the guidance and supervision of SMO/MO
- Be the first interface with patient at centre
- Ensure entries in the HIV visit register
- Be a peer educator for PLHIV at centre and provide psycho-social support to newly registered PLHIV
- Provide assistance to PLHIV enrolled at the ART centre, within the hospital (OP and IP)
- Coordinate with the linked Community Care Centre & Link ART Centres.
- Keep track of drug adherence of patients on ARV, counseling them on the importance of regularity of visits and ARV dosage
- Augment the efforts of the counselor and other staff of the centre in promoting positive living
- Assist in patient retrieval, where necessary and as far as possible
- Follow MIS/LFU cases on telephone, from “daily due list” as well
- Transfer of kits / other consumables / blood sample to nearby CD4 Labs in absence of LT, if necessary. Emergency transfer of drugs to LAC/ other ART centre/ Home visit of LFU cases (TA/DA for such visits can be booked under operational cost of ART Centre as per NACO guidelines)
- Manage filing of the white cards on daily basis
- Any other duty related to the programme assigned by SMO/MO

All these job responsibilities for ART staff are indicative and any additional responsibilities as per need can be allocated by the SMO with the approval of Nodal Officer. Any refusal by the staff to carry out duties beyond TOR shall be viewed seriously and necessary action be taken.

Staff Nurse (Link ART Plus Centre)

- Assist LAC In-charge in administrative and clinical work.
- Maintain all M& E tools as per guidelines
- Preparation of Monthly report under supervision of Medical officer
- Communication with Nodal ART Centre on Link in & Link out patients.
- Patient counseling on treatment, adherence, positive prevention and nutrition.
- Intensified case finding for TB
- Drug dispensing

Additional responsibilities under LAC plus Scheme

- Registration of PLHIV in HIV Care and ensure their basic investigation.
- Referral of all eligible PLHIV to Nodal ART Centre for initiation of ART under supervision of LAC In-charge.
- Blood sample collection and transportation in absence of Lab Technician.
- Intensified case finding for TB including HIV-TB tools
- Maintain all M& E tools as per guidelines

Counselor of ICTC (G) Responsible Link ART Plus Centre

- Address issues related to ARV treatment and side effects.
- Adherence counseling and monitoring, identification of barriers to adherence and suggestions (remedies) to remove these barriers.
- Provide emotional, social, and psychological support to patients and/or direct the patient to the concerned person or organization that can do so.
- Repeatedly stress on positive living, prevention
- Address issues of stigma and discrimination and rights of PLHIV
- Patient tracing of MIS/ LFU cases
- Maintain M&E tools and computerization of patient data as per guidelines.

Additional responsibilities under LAC plus Scheme

- Counseling of Pre- ART patients
- Patient tracing in case of Pre-ART MIS/ LFU
- Record keeping as per guideline

Pharmacist (Link ART Plus Centre)

The existing pharmacist of health facility shall be the in charge of drug storage, dispensing and drug record keeping. Computer literate staffs should be preferred.

- The pharmacist / nurse (as per the availability) should perform the following tasks:
- Dispense the ARV drugs as per First Expiry First Out (FEFO) principle
- Maintain the drug stock register and drug dispensing register.
- Ensure that the centre has stock of ARV drugs for each patient which shall last till the time of next visit of the patients to Nodal ART Centre.
- Inform the LAC In-charge if there is a problem with the drug stock (e.g. Expiry, delay in release of drugs from Nodal ART Centre, improper package / damage) of the patients.
- Advise the patients and family about importance of adherence during each visit.
- Advise the patients on possible drug toxicities and reporting of the same.
- It shall be preferred that pharmacist carries out these activities. In case the pharmacist is not available, the health facility/ Hospital should depute a nurse to carry out these duties.

Lab Technician (Link ART Plus Centre)

The existing Lab Technician in the ICTC/Health facility shall be involved.

- Sample collection for CD4 testing. If required blood sample collection for baseline investigation shall also be done.
- Sample transport to CD4 lab facility in the ART centre shall be the responsibility of ICTC lab technician
- Maintain CD4 record