

TOR's at facility (ART) Level

S.No.	Name of Post/No. of Vacancies	Qualification/Conditions as NACP IV	TORs in NACP IV
1)	Senior Medical Officer	<p>a) First preference should be given to candidate with MD in Medicine or any other clinical discipline</p> <p align="center">OR</p> <p>b) Candidate with MBBS + Diploma in any clinical discipline having minimum 3 years of experience can be considered</p> <p align="center">OR</p> <p>c) Candidates with MBBS + Fellowship in HIV Medicine / Diploma in Public Health having 3 years of experience can be considered</p>	<p>1) He / She is the functional team leader of the ART Center under the overall guidance of the Nodal Officer. The SMO has to supervise the administrative and medical functions of the ART Center on a day – to – day basis and provide leadership to staff to work as a cohesive team and deliver the service effectively.</p> <p>2) 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</p> <p>3) Refer difficult / complicated cases to the Nodal Officer or other specialist for further expert opinion and interventions including admission and inpatient care, if required</p> <p>4) He / She must also coordinate with LAC, LAC Plus and CCCs attached to the ART Center and ensure optimal utilization of such facilities</p> <p>5) 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 the enable adequate replenishment without disruption of ART Care and support to PLHIV</p> <p>6) H/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.</p> <p>7) He /She must attend or ensure appropriate representatives are sent for monthly coordination meetings held at the district level, art center- CCC coordination meetings. The SMO must attend review meeting by NACO /SACS and training programs conducted for medical Officers</p>

		<p>8) The SMO should also monitor the linkages with the various NGO's and other networks.</p> <p>9) Responsibilities in respect to Link ART Centers / LAC Plus</p> <p>a) H/She has to mentor and monitor the functioning, recording and reporting of LAC / LAC plus along with the Nodal Officer.</p> <p>b) H/She has to follow out referral and in-referral of patients and communicate with the Link ART Centers.</p> <p>c) H/She has to take decision to link out willing patients to the nearest LAC based on eligibility criteria</p> <p>10) Responsibilities in respect to SACAP referrals.</p> <p>a) The SMO has to refer "Suspected treatment failure" cases to the SACAP at the COE/ART plus for screening and initiation of alternative first line / second link ART, if required. The Nodal Officer of the ART Centers must countersign all such referrals.</p> <p>b) Focal point for EID for HIV exposed babies found " Reactive" with DBS at ICTC and referred to ART Center</p> <p>11) Any other duty assigned by Nodal Officer / SACS pertaining to ART Services.</p>
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2)	Medical Officer	Essentially be an MBBS trained by NACO at one of the NACO designated training Centers.	<p>1)He /She has to work under the guidance and supervision of the SMO / Nodal Officer.</p> <p>2)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 Centers for treatment of tuberculosis, treatment of STIs and prophylaxis and / or treatment of opportunistic infections)</p> <p>3) 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</p>

			<p>4) He /She must also coordinate with the CCCs and LACs attached to the ART Center. Ensure drug adherence and counsel the patients towards safe sex, condom usage, proper nutrition and positive living.</p> <p>5) Monitor the consumption and appraise the Senior Medical Officer for making necessary arrangements and check the ART Drug store and sign in the register every fortnight</p> <p>6) 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 center, record keeping and reporting</p> <p>7) 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</p> <p>8) He / She has to ensure that all the guidelines for running and maintaining the ART Center are abided by</p> <p>9) 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 Center</p> <p>10) Besides all the above, any other duty assigned by ART Center in-charge pertaining to ART Services.</p>
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3)	Counselor	<p>1) Masters degree in Social Work (preferably specialized in Medical & psychiatric social work / psychology)/</p> <p>OR</p> <p>2) Candidates with degree in sociology may be considered</p> <p>OR</p> <p>3) A qualified graduate nurse can be appointed as Counselor but he / she must undergo 12 days counselor training at NACO</p>	<p>1) He / She has to work under the guidance and supervision of SMO / MO/Nodal Officer</p> <p>2) He / She must assess / Assist the staff nurse in triaging the new patients eligible for Pre-ART registration and refer other to the nearest ICTC for confirming HIV status</p> <p>3) Complete the Pre-ART registration (HIV care) register, white cards and green books) on first visit of the PLHIV and provide adherence counseling</p> <p>4) Counselor to maintain the HIV exposed/infant child register</p> <p>5) Provide necessary counseling on subsequent visits to the "Pre ART"</p>

		<p>designated institute</p> <p>NOTE :-</p> <p>Qualified and competent PLHIV will be given preference.</p>
		<p>patients and adherence counseling to " On ART" patients</p> <p>6)Referral and linkages with other community based organizations, rehabilitation centers and various support groups</p> <p>7) Address issues related to ARV treatment:</p> <p>I)Pre ART on treatment preparedness exercises encourage and help in finding guardian Support</p> <p>II)Explain the details of treatment and its importance, including side effects of ARV rugs</p> <p>III) Adherence counseling and monitoring, identification of barriers to adherence and suggestions to remove these barriers</p> <p>IV)Pill counting for PLHIV on ART and assess adherence</p> <p>8) Provide emotional, social, and psychological support to patients and / or direct them to the concerned person or organization that can do so</p> <p>9) Explain to the patients, care givers, guardians and other family members about palliative and home-based care, hygiene and nutrition</p> <p>10)Counsel patients on positive living, prevention proper condom usage; and dispenses condoms</p> <p>11) Complete the required sectors in the recording and reporting tools maintained by the ART Centers.</p> <p>12)Counselors must ensure all the registers are filled appropriately and updated</p> <p>13) Collect and update address of PLHIV</p> <p>14) 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.</p> <p>15) Follow up for testing of spouse and children of the PLHIV</p> <p>16) Contact the MIS / LFU cases through telephone and outreach workers and bring them back to the ARTC for drug collection.</p> <p>17)Attend ICTC counselors monthly meeting for feedback on ICTC-ART referral and LFU cases LFU cases</p> <p>18) Provide counseling on family planning and breathe seeding, particularly for pregnant women coming for PPTCT. The counselor should ensure appropriate advice and counseling to link the pregnant</p>

		<p>women to appropriate services including ANC and post natal services, immunization and EID for infant.</p> <p>19) In case of Coe's and ART Plus centers the counselors shall do the counseling of patients referred to the SACEP on toratory basis.</p> <p>20) Besides all the above, any other responsibilities / instructions related to the programme given by the supervisors need to be discharge / followed from time to time.</p>
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4)	Pharmacist	<p>1) Degree in Pharmacy from a recognized Institute</p> <p>OR</p> <p>2) Diploma holder in pharmacy with 3 years of experience in health care</p> <p>Note:</p> <p>Must be registered in the concerned state pharmacy council.</p>	<p>1) Dispense ARV and OI drugs with proper counseling</p> <p>2) Advise the patients and family about the importance of adherence during each visit.</p> <p>3) Counsel the patient on possible drug toxicities and report the same, if significant</p> <p>4) 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</p> <p>5) Prepare a "Daily Due" list of patients who are scheduled for their appointment and provide the list of "MIS" patients to the counselor</p> <p>6) Maintenance of the drug stores</p> <p>7) 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.</p> <p>8) Ensure that the center 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 in followed.</p> <p>9) Physical verification of the drugs under the supervision of the nodal officer and the SMO</p> <p>10) Facilitate transfer / availability of ARV drugs at LAC as per the number of patients linked out to the LAC</p>

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5)	Data Manager	Graduate (preferably with Commerce background) with Diploma in Computer Application (from a recognized institute or university) or 'O' Level course from DOEACC.	<ol style="list-style-type: none"> 1) Ensure that all data recording and reporting software's are properly installed, functioning and updated 2) Print and share all circulars / information sent by NACO / SACS to the Nodal Officer / SMO and maintain a file for the important order / Communication 3) Maintain the attendance register for the ART Center staff and get it verified by the SMO / MO every day and by the Nodal Officer at the end of the month. 4) Maintain the HR file including the bio-data of the staff, copies of certificate, appointment letters contractual services agreement, performance appraisal report, training details, remuneration etc. 5) Coordinate with the LAC / LAC Plus centers and ensure that all LAC / LAC Plus related tools are complete 6) Prepare and send all the monthly reports prescribed by NACO and SACS after approval of SMO / Nodal Officer. 7) Assist in analysis of data under the supervision of the Nodal Officer of the ART Center 8) Maintain the accounts of the ART Center and the fixed assets register 9) The Two data managers at ART Plus Center shall also function as the SACEP coordinator on rotational basis 10) Any other duty assigned by ART Center in-charge.

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6)	Laboratory Technician	1) Graduate / Diploma holder in Medical Laboratory Technology (MLT)	1) Collect the specimen for CD4 counts at the ARTC and take these samples to the Department of Microbiology, test them

	<p>Note : He /She must be registered in the concerned state council.</p>	<p>and give the report to the counselor at the ARTC. Also, collect whole blood samples for Early Infant Diagnosis for infants found reactive with DBS and carry them to identified EID labs.</p> <p>2) In case the ARTC does not have a CD4 machine or CD5 testing is not possible at the same center 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 the ARTC as per NACO guidelines)</p> <p>3) Prepare and provide CD4 monthly report to ARTC.</p> <p>4) Maintain the stock of the CD4 kits, consumables and inform the ART SMO / In-charge MO / Nodal Officer of the center as and when the stocks come to critical levels.</p> <p>5) Generate the "Due List" for CD4 testing for all the Pre - ART & On ART patients as specified under NACO norms.</p> <p>6) Address confirmation on CD4 test date every six monthly.</p>
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7)	Staff Nurse	<p>One or Two nurses (depending upon the volume of patients) should be deputed to the ART Center by the hospital (institution) in addition to one contractual nurse supported by MACO</p> <p>Qualification : BSc. Nursing / GNM OR ANM with Min. 3 yrs of experience.</p>	<ol style="list-style-type: none"> 1) Perform baseline assessment of the patient including pulse, BP, weight, height etc. 2) Assess the physical, social and psychological needs of the patient. 3) Provide need based nursing care and support to the patient 4) Focal point for all issued related to pregnant positive women and HIV exposed child and early Infant Diagnosis (EID) In case counselor not there 5) Maintain the daily OI summary sheet, compile it on monthly basis and give it to the data manager 6) Coordinating and tracking the referrals made within the hospital by establishing linkages with various departments and in-patients wards

			<ol style="list-style-type: none"> 7) Streamlining and guiding patients at the ART Center and helping in the efficient and orderly functioning of the center. 8) Assist in record keeping and maintenance of patient documents as and when required. 9) Counseling of patients as and when required 10) 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 11) Provide reports to the doctor and other members of the ARTC multidisciplinary team ensure implementation of the UWP and proper waste disposal at the center. 12) To monitor and ensure the implementation of various infection control measures role of nurses at the ARTC. In HIV-TB coordination: <ol style="list-style-type: none"> a) Do regular screening of the patients for symptoms of pulmonary / extra pulmonary TB b) The lab form given to the TB suspect to be stamped by the nurse with the ARTC stamp to facilitate fast tracking of the patient for sputum testing. c) Reinforce cough and hand hygiene practices among the suspects / diagnosed pulmonary TB cases d) Keep a record of the patients referred from ARTC to designated Microscopy Center (DMC) for the diagnosis of TB with the help of line list. Co-ordinate with STS to ensure completion of the line-list e) Attend the monthly RNTCP meeting along with the completed line list for the month to be shared with the concerned STS f) Maintain the TB / HIV register at the ART Center ensuring timeliness, accuracy and completeness g) Prepare and submit the monthly TB / HIV report to SACS through ARTC in-charge.
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8)	Care Coordinator	<p>Should be PLHIV, with a minimum of intermediate (12th) level education.</p> <p>Note : She/he must also have working knowledge of English and local language.</p>	<ol style="list-style-type: none"> 1) Be the first interface with patient at center 2) Ensure entries in the HIV visit register 3) Be a peer educator for PLHIV at center and provide psychosocial support to newly registered PLHIV 4) Provide assistance to PLHIV enrolled at the ARTC, within the hospital (OP and IP) 5) Coordinate with the linked community Care Center & Link ART Centers. 6) Keep track of drug adherence of patients on ARV, counselling them on the importance of regularity of visits and ARV dosage 7) Augment the efforts of the counselor and other staff of the center in promoting positive living 8) Assist in patient retrieval, where necessary and as far as possible 9) Follow MIS / LFU cases on telephone, from "daily due list" as well 10) Transfer of kit / other consumables / blood sample to nearby CD 4 Labs in absence of LT, if necessary. Emergency transfer of drugs to LAC / Other ARTC/ Home visit of LFU cases (TA/DA for such visits can be booked under operational cost of ARTC as per NACO guidelines) 11) Manage filling of the white cards on daily basis 12) Any other duty related to the programme assigned by SMO / MO.

Note: Any Changes made above will be applicable for the new recruitments and not for the individual already working on a particular position at facility.