

GOVERNMENT OF WEST BENGAL
Office of The Chief Medical Officer of Health, Nadia
(PUBLIC HEALTH BRANCH)

Gr. Floor, Matrisadan, Nediara Para,
Krishnagar-741101, Nadia

Telefax : 03472-252711
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Memo 54

Date: 20/02/15

Application is invited from the eligible candidate on purely contractual basis for the posts of Counselor & Laboratory Technician at different hospital of Nadia district under NACP-IV.

Guideline

- 1) Order no. ACS/ID-008-2014/1246 dtd. 17.12.14
- 2) For details of application format, qualification visit www.swasthyakathanadia.org.
- 3) Consolidated monthly remuneration @ Rs. 13,000/- per month for each post.
- 4) Duly filled up application form must be submitted to the Dy. Chief Medical Officer of Health-II, Gr. Floor, Matrisadan building, Krishnagar-741101, Nadia as per prescribed format only along with following self attested photocopy of documents in A4 size in a envelop mentioning "Application for the post under WBSAP&CS" within **03.03.15 at 5.00pm** by post or by hand. Department will not be liable for any postal delay. Incomplete application will be rejected.

Documents to be submitted along with application form:

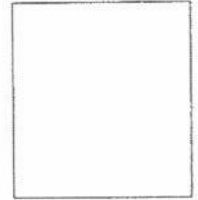
- a) Proof of ID (EPIC Card, PAN Card, Passport, Bank pass book etc.)
 - b) Proof of Birth (Birth Certificate/Admit card of WBBSE).
 - c) Certificate of Physically Handicapped (if any).
 - d) Mark sheet of Madhyamik, Higher Secondary, Graduation & Technical education if any.
 - e) Experience certificate clearly mentioning name of organization & post hold, starting of job, leaving of job (if any).
 - f) Caste certificate of SC/ST/OBC issued by Appropriate Authority.
 - g) Demand draft of Rs. 100/- (rupees one hundred only) for general category & Rs. 50/- (rupees fifty only) for SC, ST, OBC & PH favouring "Nadia District AIDS Control Programme" payable at Krishnagar.
 - h) A self addressed envelop fixed with postal stamp of Rs. 5/- be submit with the application.
- 5) Name of shortlisted candidate eligible for written test, practical examination & interview will be published in visit www.swasthyakathanadia.org. Applicant should follow the site time to time for updated information.
 - 6) Selection will be made based on the marks obtained in educational qualification & experience followed by a written test, practical and or computer test & interview.
 - 7) No personal or telephonic communication will be entertained in favour of candidature.
 - 8) No TA/DA will be admissible for attending the written examination/interview.

9) List of vacancy

Sl no	Name of post	Place of vacancy	No of post
01	Counselor	District Hospital, Nadia, ANC	1
02	Counselor	District Hospital, Nadia, Blood Bank	1
03	Counselor	JNM Hospital, ICTC	1
04	Counselor	Tehatta SDH, ICTC	1
05	Counselor	Nabadwip SGH, ICTC	1
06	Counselor	Santipur SGH, ICTC	1
07	Counselor	Bethuadahari RH, ICTC	1
08	Counselor	Krishnaganj RH, ICTC	1
09	Laboratory Technician	Karimpur RH, ICTC	1

Dy. Chief Medical Officer of Health-II
Nadia

Application Form for Counselor/LT under NACP-IV



- 01) Application for the post of : _____
- 02) Name of Applicant : _____
- 03) Father's/Gurdian's Name : _____
- 04) Postal address : _____

- 05) Contact No. : _____
- 06) Email ID : _____
- 07) Date of birth & age (as on 01.03.15) : _____
- 08) Sex : _____
- 09) Caste : _____
- 10) Educational Qualification : _____

Sl	Educational qualification	Year of passing	Total marks	Marks obtained (excluding additional marks)	Percentage of marks (excluding additional marks)
1	Secondary				
2	Higher Secondary				
3	Graduation				
4	Other's if any				

- 11) Technical & or Computer Qualification : _____

- 12) Year of experience : _____

Declaration

I do hereby declare that the particulars furnished above are correct & best of my knowledge. I must produce all relevant documents (original or photocopies self attested) issued from the appropriate authority, whenever needed. In case, in any time, if any of the above information/particulars are found incorrect, my candidature will be cancelled by the Authority and I shall be penalized for such actions.

Date :
Place :

Signature of Applicant

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ANNEXURE - III (A)

EXTRACT OF TOR ISSUED BY NACO UNDER OM NO. F.No. A11011/14/2014 - DAC (HR) DT: 09/10/2014

The Eligibility Criteria and Terms of Reference for Blood Bank Counselor and Lab Technician at Blood Transfusion Services in the Blood Bank.

S. No.	POST	ELIGIBILITY CRITERIA UNDER NACP IV	ToR UNDER NACP IV
1	Blood Bank Counsellor	<p>Essential qualification:</p> <ul style="list-style-type: none"> • Post-Graduate in Social Work / Sociology / Psychology / Anthropology / Human Development <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of computers. • Proficiency in MS Office. <p>Experience:</p> <p>Minimum two years after essential qualification</p>	<p>DONOR EDUCATION:</p> <ul style="list-style-type: none"> • To explain the blood donor of the entire blood donation process. • To ensure that the donor understands all questions and responds accurately to the donor questionnaire. • To inform the donor that his/her blood will be tested for blood group serology and markers of TTI and the test results will be given to the donor. • To ensure that the donor is able to give informed consent to donate and recognizes that his/her signature is an affirmation that responses provided to the questionnaire are accurate and the donor is willing to be informed of their test results. <p>DONOR EDUCATION REGARDING BLOOD DONATION PROCESS:</p> <ul style="list-style-type: none"> • To ensure that donors feel comfortable during blood donation process, including the venepuncture. • To reduce donor anxiety and minimize the risk of any adverse donor reactions, such as fainting. • To give post-donation advice, including care of the venepuncture site. • To secure donors' cooperation in the confidential unit exclusion or post-donation information process. • To clarify doubts or concerns raised by donors. • To alleviate donors' anxiety. <p>DONOR EDUCATION REGARDING TTI POSITIVITY:</p> <ul style="list-style-type: none"> • To keep the donor informed about the health implications of the positive TTI test results for the donor and the donated blood (discard) and the suitability of the donor for future blood donations. • To guide and help the blood donor with positive screening results in further investigation, management, treatment and care, if necessary • To encourage donors to provide all relevant information, including the possible source of infection. • To explain the test results, the need for confirmation of the results, the health implications for the donor and the donated blood (discard) and the suitability of the donor for future blood donation. • To provide information on precautions for preventing the transmission of infection to others.

		<p>DONOR DEFERRAL AND PREVENTIVE HEALTH EDUCATION:</p> <ul style="list-style-type: none">• To explain and clarify the nature of the deferral (permanent or temporary) Example: Donor with low haemoglobin: refer to a health-care institution for haematological investigation and further management, and provide information on nutrition• To encourage temporarily deferred donor to return for future blood donations after the defined deferral period• To keep the donor informed about the donor deferral period: i.e. until screening test is non-reactive on follow-up• To encourage individuals to self-defer if they are suffering from an infection, disease or health condition that may make them unsuitable to donate blood <p>REFERRAL AND LINKAGES:</p> <ul style="list-style-type: none">• To provide information and refer donors for further investigation, management, treatment and care, if necessary. <p>ORGANIZING AND SCHEDULING BLOOD DONATION CAMPS:</p> <ul style="list-style-type: none">• Mobilize communities for blood donation.• Organize and lead mobile blood donations in colleges, workplaces, etc.• Give blood donation lectures at workplaces, schools and voluntary organizations• Prepare donor cards and certificates to voluntary blood donors• Maintain effective communication and working relationship with team members, other health workers and clients.• Develop list of prospective donor groups by using organizational, professional, and industrial listings and directories.• Contact prospective donor groups to explain requirements and benefits of participation in blood donor program.• Visit prospective or participating blood donor group to discuss blood program.• Distribute promotional material and uses audio-visual aids to motivate groups to participate in blood-donor program.• Arrange specific date of blood collection for blood-donor group and confirms appointment in writing. <p>DONOR IDENTIFICATION AND MOTIVATION:</p> <ul style="list-style-type: none">• Identify donors with rare-type blood from blood-bank records, and telephone donors to solicit and arrange blood donation.• To increase donors' trust in the BTS and encourage them to adhere to donor selection criteria while responding to the donor questionnaire• To foster donor trust and confidence for donor retention.
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S No	Post	Eligibility Criteria	TORS
2	ICTC Counselor	<p>Under NACP IV</p> <p>Essential Qualification & Experience: Post Graduate degree / diploma in Psychology/Social Work/ Sociology/ Anthropology/ Human Development/ Nursing; with minimum 1 year experience after PG degree/ diploma, of working in field of counseling in health sector; preferably in HIV/AIDS.</p> <p>OR</p> <p>Graduate in Psychology/Social Work/ Sociology/ Anthropology/ Human Development/ Nursing; with minimum 3 years experience after graduation, of working in field of counseling in health sector; preferably in HIV/AIDS.</p> <p>In the case of those recruited from the community of people infected with or affected by HIV/AIDS, the experience will be relaxed to a minimum of one year of experience in the field of HIV/AIDS.</p> <p>Other expertise required: 1. Working knowledge of computers</p>	<p>Under NACP IV</p> <p>1. <u>Preventive and health education</u> Ensure that each client is provided pre-test information/counseling, post-test counselling and follow-up counselling in a friendly atmosphere. Be available in the ICTC as per the specified timings. Ensure that strict confidentiality is maintained. Ensure that all IEC materials such as posters, etc. are displayed prominently in the ICTC. Ensure that communication aids in the form of flip books and condom demonstration models, fliers, etc. are available in the ICTC.</p> <p>2. <u>Psychosocial support</u> Provide psychosocial support to help HIV-positive clients cope with HIV/AIDS and its consequences. Ensure that the extended family of the HIV-positive client is sensitized on how to deal with HIV-positive members of the family. Conduct weekly visits after obtaining consent, to the homes of HIV-positive clients facing severe crisis.</p> <p>3. <u>Referrals and linkages</u> Maintain effective coordination with the RCH and TB programmes as well as with the antiretroviral therapy (ART) programme, and visit key persons in the facilities run by these programmes once in a fortnight so as to strengthen linkages and minimize loss of clients during referrals.</p> <p>4. <u>Supply and logistics</u> Report to the ICTC manager on the adequacy of stocks of condoms and prophylactic nevirapine tablets and syrup available in the ICTC as well as in the facility.</p> <p>5. <u>Monitoring</u> Maintain counseling records and registers, and prepare monthly reports which are to be sent to the SACS. Facilitate the establishment of linkages and referrals</p>

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S No	Post	Eligibility Criteria Under NACP IV	TORS Under NACP IV to the ICTC from within and outside health-care settings.
3	ICTC Lab Technician	<p>Essential Qualification & Experience: Graduate in Medical Laboratory Technology (B.Sc); with minimum 1 year experience after graduation.</p> <p>OR</p> <p>Diploma in Medical Laboratory Technology (DMLT); with minimum 2 years experience after diploma.</p> <p>The services of existing LTs who do not hold a DMLT may be continued if they have done a Certificate Course in Medical Laboratory Technology and have more than 5 years' experience of working in the ICTC/ PPTCT/ ART centre run under the National AIDS Control Programme.</p>	<p>1. Undertake HIV testing according to standard laboratory procedure.</p> <p>2. Keep the facility neat and clean at all times.</p> <p>3. Ensure that adequate stock of consumables and rapid HIV diagnostic kits are available in the ICTC.</p> <p>4. Keep a record of HIV test results as well as a stock of rapid HIV diagnostic kits and consumables.</p> <p>5. Ensure the maintenance of all laboratory equipment.</p> <p>6. Scrupulously follow internal and external quality assurance procedures.</p> <p>7. Follow universal safety precautions and strictly adhere to hospital waste management guidelines.</p>
4	Driver (Mobile ICTC)	<p>Other expertise required: 1. Working knowledge of computers.</p>	Not Available
5	Cleaner (Mobile ICTC)	<p>Essential Qualification/Pre-requisite: Should know how to read and write.</p>	Not Available