

TERMS OF REFERENCE (TOR)

Job titles	: Health Worker
No of job vacancy	: 1
Classification	: Contract position
Place of posting	: Mautlang Sub-centre

Background

The Mizoram Health Systems Strengthening Project with financial and technical assistance from the World Bank aims to improve the management, quality, accessibility, and delivery of health services in the state of Mizoram at various health facilities and units. With funding from the MHSSP, Chief Medical Officer, Lawngtlai proposed to engage Health worker for efficient performance of Health system under in Lawngtlai District

Contract duration: 3 months

Objective:

- To function with specific skills to fulfill the health needs of the community.
- To be an active link between the community and the health care system.

Scope of work:

1. Provide preventive, promotive, restorative and emergency health care to individuals and community as required.
2. Provide treatment of minor ailments.
3. Provide skilled midwifery services to all mothers in the community and refer neonates and mother at risk to hospitals.
4. Provide skilled care to all neonates in community and refer neonates at risk to the appropriate levels.
5. Render skilled child care services at home, clinic and school.
6. Provide need-based information and counseling related to health of individuals, family and groups.
7. Participate in all the National health and family welfare programmes at community level.
8. Act as team member in the health care delivery system.
9. Coordinate and collaborate with the other health team member and community based organizations, non-govt. organizations (NGO) and village administration.
10. Manage the health centre including equipment and supplies, and maintain the records in the order to provide quality bases people friendly services.
11. Updates Knowledge and skills for professional and personal growth.

Job Responsibilities:

Job responsibilities of health worker (Female)/Auxillary Nurse Midwife (ANM)

1. Maternal and Child Health: Based on the Indian Public Health Standards (IPHS) guidelines
 - Register and provide care to pregnant women throughout the period of pregnancy.
 - Ensure that every pregnant woman makes at least 4 (four) visits for Ante Natal Check-up.

- Test urine of pregnant women for albumin and sugar. Estimate haemoglobin level.
- Refer all pregnant women to PHC for RPR test for syphilis.
- Refer cases of abnormal pregnancy and cases with medical and gynaecological problems to Health Assistant Female (LHV) or the Primary Health Centre.
- Conduct deliveries in her area when called for.
- Supervise deliveries conducted by Dais and assist them whenever called in.
- Refer cases of difficult labour and newborns with abnormalities, help them to get institutional care and provide follow up to the patients referred to or discharged from hospital.
- Make at least 4 post-natal visits for home delivery and 3 home visits for institutional delivery delivery happened in her areas and render advice regarding care of the mother and care and feed of the newborn.
- Assess the growth and development of the infant and take necessary action required to rectify the defect.
- Educate mothers individually and in groups in better family health including maternal and child health, family planning, nutrition, immunization, control of communicable diseases, personal and environmental hygiene.
- Assist Medical Officer and Health Assistant Female in conducting antenatal and postnatal clinics at the sub-centre.

2. Family Planning:

- Utilise the information from the eligible couple and child register for the family Planning programme. She will be squarely responsible for maintaining eligible couple registers and updating at all times.
- Spread the message of family planning to the couples and motivate them for family planning individually and in groups.
- Distribute conventional contraceptives and oral contraceptives to the couples, provide facilities and to help prospective accept to family planning services, if necessary, by accompanying them or arranging for the Dai/ASHA to accompany them to hospital.
- Provide follow-up services to female family planning acceptors, identify side effects, give treatment on the spot for side effects and minor complaints and refer those cases that need attention by the physician to the PHC/Hospital.
- Establish female depot holders, help the Health Assistant Female in training them, and provide a continuous supply of conventional contraceptives to the depot holders.
- Build rapport with acceptors, village leaders, ASHA, Dais and others and utilize them for promoting Family Welfare Programme.
- Identify women leaders and help the Health Assistant Female to train them.

3. Nutrition

- Identify cases of malnutrition among infants and young children (zero to five years) give the necessary treatment and advice and refer serious cases to the Primary Health Centre
- Distribute Iron and Folic Acid tablets as in getting as prescribed to pregnant nursing mothers, and young children (up to five years) as per the guidelines
- Administer Vitamin A solution to children as per the guidelines.

- Educate the community about nutritious diet for mothers and children.
- Coordinate with Anganwadi Workers.

4. Universal Programme on Immunization (UIP)

- Immunize pregnant women with tetanus toxoid.
- Administer dT vaccine, oral poliomyelitis vaccine, measles vaccine and BCG vaccine to all infants and children, as per immunization schedule
- Ensure injection safety.

5. Communicable Diseases

- Notify the M.O. PHC immediately about any abnormal increase in cases of diarrhoea/dysentery, fever with rigors, fever with rash, fever with jaundice or fever with unconsciousness which she comes across during her home visits, take the necessary measures to prevent their spread, and inform the Health Worker Male to enable him to take further action.
- If she comes across a case of fever during her home visits she will take blood smear, administer presumptive treatment and inform Health Worker female for further action.
- Identify cases of skin patches, especially if accompanied by loss of sensation, which she comes across during her homes visits and bring them to the notice of the Health Worker Male/MO (PHC).
- Assist the Health Worker Male in maintaining a record of cases in her area, who are under treatment for malaria, tuberculosis and leprosy, and check whether they are taking regular treatment, motivate defaulters to take regular treatment and bring these cases to the notice of health worker Male or Health Assistant Male.
- Give Oral Rehydration Solution (ORS) to all cases of diarrhoea/dysentery/vomiting. Identify and refer all cases of blindness including suspected cases of cataract to M.O. PHC.
- Education, Counselling, referral, follow-up of cases STI/RTI, HIV/AIDS

6. Vital Events

- Record and report to the health authority of vital events including births and deaths, particularly of mothers and infants to the health authorities in her area.
- Maintenance of all the relevant records concerning mother, child and eligible couples in the area.

7. Record Keeping

- Register (a) pregnant women from three months of pregnancy onward (b) infants zero to one year of age; and (c) women aged 15 to 44 years.
- Maintain the pre-natal and maternity records and child care records.
- Prepare the eligible couple and child register and maintaining it up-to-date
- Maintain the records of contraceptive distribution, IUD insertion. Couples sterilized, clinics held at the sub-centre and supplies received and issued.
- Prepare and submit the prescribed weekly / monthly reports in time to the Health Assistant Female.
- While maintaining passive surveillance register for malaria cases, she will record:

- No. of fever cases
- No. of blood slides prepared
- No. of malaria positive cases reported
- No. of cases given radical treatment

8. Treatment of minor ailments

- Provide treatment for minor ailments, provide first-aid for accidents and emergencies and refer cases beyond her competence to the Primary Health Centre/Community Health Centre or nearest hospital.

9. Team Activities

- Attend and participate in staff meetings at Primary Health Centre/Community Development Block or both.
- Coordinate her activities with the Health Worker Male and other health workers including the Health volunteers/ASHA and Dais.
- Coordinate with the PRI and Village Health and Sanitation Committee.
- Meet the Health Assistant Female each week and seek her advice and guidance whenever necessary.
- Maintain the cleanliness of the sub-centre.
- Dispose medical waste as per the guidelines.
- Participate as a member of the team in camps and campaigns

Job responsibilities of health worker (Male)

The broad areas of job responsibilities of MPHWH (Male) would broadly include the following

1. Malaria

- Conduct domiciliary house-to-house visits covering all the assigned population as per the schedules approved by the PHC Medical Officer. During his visits, he shall enquire about fever cases in each family and verify the cases diagnosed positive after the last visit.
- Collect blood smears and perform RDT from suspected fever cases and appropriately maintain records in M-1.
- Ensure immediate dispatch of collected blood smears for laboratory investigations and provide treatment to positive cases as per the guidelines.
- Advise all seriously ill cases to visit PHC for immediate treatment and refer all fever case with altered sensorium to the PHC / hospital and arrange funds for transportation of such cases from NRHM/ other funds.
- Undertake necessary measures to contain the spread of disease as advised by PHC Medical officer.
- Liaison with ASHA / Village Health Guide / Anganwadi Worker for early detection of malaria, replenish the stocks of microscopy slides, RDKs and / or drugs.
- Ensure treatment for all diagnosed cases as per the instructions by the PHC medical officer and also take prompt actions for adverse reactions reported.
- Intimate each house hold in advance regarding date of spraying and other public health activities as well as duly explain the benefits of such activities to the community.

- Supervise the spraying operations and deploy the two squads in adjoining areas for adequate supervision. Ensure the quality of spraying operations for uniformity in coverage of all the surfaces as well as due precautions regarding water sources and personal hygiene as per the guidelines.
- Maintain the records of domiciliary visits, blood smears collected, patients given antimalarials, details of spraying operations etc in the prescribed formats.

2. Tuberculosis (NTEP)

- Identify all cases of fever for over two weeks with prolonged cough or spitting of blood and refer to PHC for further investigation. Verify the TB patients self reporting at health facilities.
- Function as DOTs provider to ensure that all confirmed cases are on regular treatment and motivate defaulters for regular treatment.
- Improve community awareness on signs and symptoms of tuberculosis and guide the suspected TB cases for referral to the designated microscopy centres and facilitate sputum examinations.
- Assist and supervise the ASHAs / Anganwadi Workers / Village Health Guides / local health volunteers to function effectively as DOTs providers by ensuring regularity of DOTs, schedule the DOTs as per patient's convenience and collection of empty blister packs.
- Ensure that follow up smear examinations of sputum are carried out as per the schedules.
- Maintain the treatment cards and transmit the data weekly to the PHC.
- Maintain the records of domiciliary visits, records of patients on treatment, sputum examinations etc

3. Leprosy

- Identify Leprosy suspected cases of skin patches with loss of sensation and refer to PHC.
- Provide Multi Drug Treatment (MDT) to confirmed cases and ensure completion of treatment including retrieval of defaulters.
- Guide leprosy patients with deformities for management at appropriate health facilities.
- Assist and supervise the ASHAs / Anganwadi Workers / Village Health Guides / local health volunteers for early detection of Leprosy cases and treatment. Improve community awareness on signs and symptoms of Leprosy for early detection.
- Maintain the treatment cards and transmit the data to the PHC
- Maintain the records of domiciliary visits and records of patients on treatment

4. Preventive Health Care

- Surveillance for unusually high incidence of cases of diarrhoeas, dysentery, fever, jaundice, diphtheria, whooping cough, tetanus, polio and other communicable disease and notify PHC.
- Ensure regular chlorination of all the drinking water sources. Collect water samples regularly, send for testing and undertake appropriate actions for provision of safe drinking water supplies.
- Generate community awareness regarding safe drinking water, sanitation, waste disposal and personal hygiene and ensure safe disposal of liquid / solid wastes.
- Assist and coordinate with the VHSC and SHC / PHC Committees as well community leaders for health awareness and preventive health care activities.

5. School Health including Nutrition

- Visit all the schools in the assigned area and advocate personal hygiene, nutrition, safe drinking water and sanitation and other public health measures.
- Undertake awareness generation of national health programmes (Malaria, TB, Leprosy etc) for early detection of communicable and non-communicable diseases
- Ensure completion of immunisation schedules including Inj. TT as per guidelines
- Assist Ophthalmic Assistant for eye screening of children for detection of visual defects.
- Identify cases of malnutrition in school children and refer cases to PHC Medical Officer. Guide teachers and parents on nutrition and anaemia. Educate the community about nutritious diet for mothers and children from locally available foods.

6. Maternal Health including Family Planning

- Assist in ensuring timely referral transport for pregnant women at the time of delivery
- Provide follow-up services for acceptors of male sterilization and also motivate males for sterilisation and spacing methods based on ANMs eligible couple register.
- Assist the ANMs and ASHAs in distribution of conventional contraceptives to eligible couples.

Key Skills:

Qualification(s):

1. Auxilliary Nursing Midwifery
2. Registered under Mizoram Nursing Council

Experience:

Essential:

- At least 1 years of experience in health system
- Experience of working in the public sector will be added advantage

Skills and Competencies:

- 1) Knowledge of English and Mizo
- 2) Effective communication skills, with demonstrated ability to talk and listen to people and build rapport with them

Age limit:

Up to 35 years as on date of advertisement with five years' relaxation for reserved (SC/ST/OBC) category.

Emoluments:

Consolidated Pay of Rs 20,000 per month for

Reporting:

The selected candidate for the post of Health worker will report to Chief Medical Officer, Lawngtlai

Contract Term:

The assignment is on purely contractual basis and do not infer/bestow upon his/her right to claim for regular appointment in the government. The tenure will be 3 months duration and may be extended based on satisfactory performance.

General Information:

Engagement of the Health Worker will be on a full-time basis. Short listed candidate will be informed via phone calls. Selection will be made on the basis of

1. Interview
2. Scrutiny of the original documents
3. Interview will be held on 28th October 2022