



JOB DESCRIPTION OF MULTIPLE POSITIONS (MMU Field Team, Assam)

HLFPPT has been awarded a long-term Mobile Medical Unit (MMU) Programme by the National Health Mission (NHM), Assam for Healthcare Service Delivery in all districts of Assam. HLFPPPT invites applications for following multiple positions for MMU Assam Programme.

About HLFPPPT:

Hindustan Latex Family Planning Promotion Trust (HLFPPT) is an Indian 'not for profit' organisation, promoted by HLL Lifecare Ltd (a Mini Ratna Public Sector Enterprise of Govt of India). It was founded in 1992 and registered under the Travancore-Cochi Literary, Scientific, Charitable Societies Registration Act 1955.

At HLFPPPT, we are passionate about ensuring safe motherhood and better child health, ultimately building happier and healthy future generations. Our expertise lies in adopting novel approaches for improving Maternal and Child Health, HIV Prevention and Control, Family Planning and Adolescent Health through direct programme implementations, technical assistance and capacity building.

For over two decades, our relentless commitment has made HLFPPPT emerge as India's leading organisation in Reproductive & Child Healthcare and a pioneer in promoting Public Health through Social Marketing & Social Franchising strategies. HLFPPPT actively contributes towards the goals of the National Health Mission, NACP, FP 2020, UHC and Post 2015 MDG Agenda.

Owing to its diverse technical experience and proven track record of impact-driven and scalable interventions, HLFPPPT is a chosen collaborator for designing, implementation and evaluation of programmes for the Government, several National & Global Development Agencies as well as top PSEs and corporate for CSR, including Fortune India 500 Companies like Jindal, Cairn, Suzlon, Essar, etc. We have a dedicated team of experienced professionals in the fields of Social Marketing, Social Franchising, Capacity Building, Community Development, Public Health, Programme Management, Branding and Product Development, Research, Behavior Change Communication, Monitoring & Evaluation, Hospital Management and Skill Development in the Health Sector.

Project Brief:

The Mobile Medical Unit (MMU), Assam project is an initiative of State Health Society, **National Health Mission (NHM), Assam** and will be implemented by HLFPPPT. It is a strategic initiative of the Government aimed at providing a range of health care services for populations living in remote, inaccessible, un-served and underserved areas mainly with the objective of taking healthcare service delivery to the doorsteps of these populations. The MMUs services are also intended to cater to the urban poor and vulnerable population and provide fixed services in areas where there is no health infrastructure.

Schedule

The MMUs shall follow the service plan/route plan/calendar for MMU as approved by the District Health officer/JDHS and accordingly make the services of the MMU available at the desired spot on the appointed days.

There will be at least 22 camp days and 2 non camp days in a month. Non camp days will be used for maintenance, refilling and data entry purposes.

Services:

The MMUs will provide primary and selective secondary out-patient health care services with an objective to “*enhance the health and well-being of residents of the area covered by the MMU by providing high quality service, innovation and development and to meet identified needs within the resources available*”. Ailments which shall not normally require further referral/ specialist care will be treated at the MMU only. Patients will be treated and provided drugs free of cost. No charges of any kind will be recovered from the patients.

Number of MMUs: Total of 130 MMUs and 130 Auxiliary Vehicle will be deployed across 27 districts of Assam. Majority of the MMUs will be deployed in Tea Garden area. Each MMU comprises a Fully Equipped Vehicle for service delivery and an Auxiliary Vehicle for Commuting the MMU Team Members.

MMU Team

Each MMU Team comprises 9 members consisting of Medical Officer (MBBS), Nursing Staff (02), Pharmacist, Lab Technician, Ophthalmic Technician, Drivers (2) and a Handyman. For 130 MMUs, a total of 1170 members will be deployed on ground.

Job Descriptions

- (1) **Job Title:** Medical Officer (MBBS)
Project Title: Mobile Medical Unit, Assam
Location: Several districts of Assam
Travel involved: Local travel

Key Roles & Responsibilities of Medical Officer (MBBS):

- Support the team in the development of route plan for the MMU;
- Provide preventive, promotive and curative health care and referral services to patients during MMU-OPDs;
- Document processes and maintain health records of patients as per project requirement;
- Utilize, supervise and manage stock of medicines, healthcare products and reagents for regular MMU services;
- Supervise safe disposal of biomedical wastes;
- Liaise and interact with other medical, non-medical staff, health department officials and community members and create and maintain positive image of the organization and the State Health Society, NHM, Assam for the services delivered;
- Network with other medical professionals/ specialists in and around the project site and solicit their support as and when need arises;
- Encourage health literacy amongst the target audience;
- Supervise functions and quality of services of the MMU technical team;
- Provide regular need-based technical training to MMU team;
- Support the team in compilation and submission of progress report; and
- Perform other tasks which may be assigned by the reporting manager from time to time.

Candidate Profile (Key Competencies & Skills):

The candidate should have a professional degree (MBBS), registered with Medical Council, with a minimum of 1-2 years of experience (or a retired active MBBS doctor) with strong public health care skills. Female candidates are encouraged to apply.

Key Competencies & Skills:

- Good Communication (verbal & written in local language and English);
- Ability to maintain confidentiality of all medical, financial, and legal information;
- Mentoring & coaching skills.

Other essential skills:

- Polite and respects colleagues and patients;
- Should have a clear focus on high quality & sustainability;
- Should be reliable, tolerant, resilient & determined;
- Ability to build and maintain effective relationships, with the team, colleagues, members and external partners and supporters;
- Approachable, good listener, easy to talk to;
- Develops and encourages new and innovative solutions;
- Honest, encourages openness and transparency;
- Seeks and attends continuous education opportunities.

Professional Requirements

- Adhere to dress code, neat and clean appearance;
- Report to work on time and as scheduled;
- Maintain local, state and union regulatory requirements;
- Represent the organization in a positive and professional manner at all times;
- Comply with all organizational policies and standards;
- Communicate the mission, vision and values of the organization;
- Participate in performance improvement and continuous quality improvement activities;
- Attend staff meetings.

(2) **Job Title:** Nursing Staff (GNM/ANM)

Project Title: Mobile Medical Unit, Assam

Location: Several districts of Assam

Travel involved: Local travel

Key Roles & Responsibilities (Nursing Staff):

- Ñ Assist the Medical Officer and the team in smooth implementation of the project activities;
- Ñ Registration of patients, assistance in clinical tests and medical procedures, administration of injections;
- Ñ Participate in any special health drives;
- Ñ Maintain cooperative relations with nearby health posts and AWWs;
- Ñ Undertake field work in connection with the delivery of health and family welfare services by home visits. During the home visits, GNM/ANM will carry out:
 - ✓ Education (group and inter-personal) and motivation for Family Welfare Services;
 - ✓ Education and delivery of MCH Services (Antenatal, Post-natal Immunization etc.);
 - ✓ Education regarding nutrition;
 - ✓ Follow up of cases of sterilization, IUD distribution of Nirodh & Oral Pills, a follow up of ante-natal, post-natal, infant cases registered by her in the OPD;
- Ñ Other tasks which may be assigned by the reporting manager from time to time.

Candidate Profile:

She should have GNM qualification or an ANM qualification from any nursing school or institution recognized by the Indian Nursing Council and registered with “Assam Nurses’ Midwives’ and Health Visitors’ Council”. Candidates with 1 year (or more) of professional experience will be given preference.

Key Competencies & Skills:

- Good Communication (verbal & written in local language and English);
- Ability to maintain confidentiality of all medical, financial, and legal information;
- Computer Proficiency (Excel, Word, PowerPoint etc).

Other essential skills:

- Polite and respects colleagues and patients;
- Should have a clear focus on high quality & sustainability;
- Should be reliable, tolerant, resilient & determined;
- Ability to build and maintain effective relationships, with the team, colleagues, members and external partners and supporters;
- Approachable, good listener, easy to talk to;
- Develops and encourages new and innovative solutions;
- Honest, encourages openness and transparency; and
- Seeks and attends continuous education opportunities.

Professional Requirements

- Adhere to dress code, neat and clean appearance;
- Report to work on time and as scheduled;
- Maintain local, state and union regulatory requirements;
- Represent the organization in a positive and professional manner at all times;
- Comply with all organizational policies and standards;
- Communicate the mission, vision and values of the organization;
- Participate in performance improvement and continuous quality improvement activities;
- Attend staff meetings.

- (3) **Job Title:** Ophthalmic Technician
Project Title: Mobile Medical Unit, Assam
Location: Several districts of Assam
Travel involved: Local travel

Candidate Profile (Key Competencies & Skills):

Candidates should have undergone Certificate course in Ophthalmology recognized by government. Preference will be given to the candidates with Experience.

Key Roles & Responsibilities of Ophthalmic Technician:

- Assist the Medical Officer and the team in smooth implementation of the project activities;
- Performing preliminary eye function testing and explaining to patients about medication or procedures;
- Gathering medical records and patient information;
- Taking ocular measurements, both anatomical and functional;
- Administering or preparing medications;
- Providing eye care and contact lens information to the patient;
- Maintaining and cleaning ophthalmic instruments; and
- Maintaining confidentiality of test results. Maintaining the tests records;
- Maintaining all the relevant equipments including lab furniture in good condition;
- Maintaining the stock of relevant lab consumables;
- Prepare indents for supplies required for the running the lab services;
- Responsible for ensuring infection control measures and bio medical waste management protocols;
- Perform other tasks which may be assigned by the reporting manager from time to time.

Key Competencies & Skills:

- Good Communication (verbal & written in local language and English);
- Good interpersonal skills;
- Attentive to detail, and maintain a positive attitude;

- Ability to manage multiple and simultaneous responsibilities;
- Ability to maintain confidentiality of all medical, financial, and legal information;
- Ability to complete work assignments accurately and in a timely manner;
- Good documentation skills;
- Ability to use MS office effectively;

Other essential skills:

- Polite and respects colleagues;
- Self-driven, result oriented with a positive outlook;
- Should have a clear focus on high quality & sustainability;
- Should be reliable, tolerant, resilient & determined;
- Ability to build and maintain effective relationships, with the team, colleagues, members and external partners and supporters;
- Approachable, good listener, easy to talk to;
- Develops and encourages new and innovative solutions;
- Honest, encourages openness and transparency; and
- Seeks and attends continuous education opportunities.

Professional Requirements

- Adhere to dress code, neat and clean appearance;
- Report to work on time and as scheduled;
- Comply with all organizational policies and standards;
- Communicate the mission, vision and values of the organization;
- Participate in performance improvement and continuous quality improvement activities;
- Attend staff meetings.

(4) **Job Title:** Pharmacist

Project Title: Mobile Medical Unit, Assam

Location: Several districts of Assam

Travel involved: Local travel

Key Roles & Responsibilities:

- Assist the Medical Officer and the team in smooth implementation of the project activities;
- Distribution of medicines;
- Maintenance of proper stocks of medicines and health care products, and other relevant reports and documents;
- Prepare indents for supplies required for the running the MMU services;
- Ensuring prevention of waste, misuse and loss of and medicines etc.;
- Check prescriptions to make sure there are no errors and that they're appropriate and safe for the individual patient;
- Provide advice on the dosage of medicines and the most appropriate form of medication, for example, tablet, injection, ointment or inhaler;
- Liaise with other medical staff on problems patients may experience when taking their medicines;
- Discuss treatments with patients' relatives, community pharmacists and GPs;
- Make sure medicines are stored appropriately and securely;
- Supervise the work of less experienced and less qualified staff;
- Keep up to date with, and contribute to, research and development;
- Provide information on expenditure on drugs;
- Prepare and quality-check sterile medications, for example, intravenous medications;
- Perform other tasks which may be assigned by the reporting manager from time to time

Candidate Profile:

Candidates should be a D Pharma/ B Pharma. Candidates with work experience will be given preference.

Key Competencies & Skills:

- Good Communication (verbal & written in local language and English);
- Ability to maintain confidentiality of all medical, financial, and legal information;

Other essential skills:

- Polite and respects colleagues and patients;
- Should have a clear focus on high quality & sustainability;
- Should be reliable, tolerant, resilient & determined;
- Ability to build and maintain effective relationships, with the team, colleagues, members and external partners and supporters;
- Approachable, good listener, easy to talk to;
- Develops and encourages new and innovative solutions;
- Honest, encourages openness and transparency.
- Seeks and attends continuous education opportunities

Professional Requirements

- Adhere to dress code, neat and clean appearance;
- Report to work on time and as scheduled;
- Maintain local, state and union regulatory requirements;
- Represent the organization in a positive and professional manner at all times;
- Comply with all organizational policies and standards;
- Communicate the mission, vision and values of the organization;
- Participate in performance improvement and continuous quality improvement activities;
- Attend staff meetings.

- (5) **Job Title:** Lab Technician
Project Title: Mobile Medical Unit, Assam
Location: Several districts of Assam
Travel involved: Local travel

Candidate Profile (Key Competencies & Skills):

Candidates should have passed (B.Sc DMLT/HSC DMLT) recognized by government. Preference will be given to the candidates with Experience.

Key Roles & Responsibilities of Lab Technician:

- Assist the Medical Officer and the team in smooth implementation of the project activities;
- Support in screening of the patients;
- Responsible for all the relevant diagnostic tests. Maintaining confidentiality of test results. Maintaining the lab tests records;
- Maintaining all the medical and diagnostic equipments including lab furniture in good condition;
- Reception and labeling of the samples, record keeping, and sharing the reports;
- Maintaining the stock of lab consumables;
- Prepare indents for supplies required for the running the lab services;
- Responsible for ensuring infection control measures and bio medical waste management protocols;
- Perform other tasks which may be assigned by the reporting manager from time to time.

Key Competencies & Skills:

- Good Communication (verbal & written in local language and English);
- Good interpersonal skills;

- Attentive to detail, and maintain a positive attitude;
- Ability to manage multiple and simultaneous responsibilities;
- Ability to maintain confidentiality of all medical, financial, and legal information;
- Ability to complete work assignments accurately and in a timely manner;
- Good documentation skills;
- Ability to use MS office effectively;

Other essential skills:

- Polite and respects colleagues;
- Self-driven, result oriented with a positive outlook;
- Should have a clear focus on high quality & sustainability;
- Should be reliable, tolerant, resilient & determined;
- Ability to build and maintain effective relationships, with the team, colleagues, members and external partners and supporters;
- Approachable, good listener, easy to talk to;
- Develops and encourages new and innovative solutions;
- Honest, encourages openness and transparency; and
- Seeks and attends continuous education opportunities.

Professional Requirements

- Adhere to dress code, neat and clean appearance;
- Report to work on time and as scheduled;
- Comply with all organizational policies and standards;
- Communicate the mission, vision and values of the organization;
- Participate in performance improvement and continuous quality improvement activities;
- Attend staff meetings.

Pls. Note: Interested candidates should e-mail their detailed CV mentioning **Application for the post of** “_____” in the subject line of E-mail alongwith two references and expected salary on or before **19th February 2017** from the date of publication of this advertisement at careers.assam@hfppt.org. **Contact No.: 0120-4673600.**