

RAJENDRA MEMORIAL RESEARCH INSTITUTE OF MEDICAL SCIENCES
(INDIAN COUNCIL OF MEDICAL RESEARCH)
AGAMKUAN, PATNA – 800 007.

ART Centre at Rajendra Memorial Research Institute of Medical Sciences, Agamkuan, Patna sponsored by NACO (**National Aids Control Organisation**) the under mentioned post on purely temporary basis for a period **one year** subject to extension of appointment with effect from the date of appointment or up to closure of the ART Centre which ever fall earlier, under the **Director, RMRIMS, Patna /Nodal Officer, ART Centre**. Interested candidates those who are possessing qualification and experience as shown below may turn up for interview/personal discussion in the institute premises on **28/07/2022 at 10 A.M.** along with their application mentioning **(1) Name (2) father's Name (3) Date of Birth (4) Details of Qualification (5) Work experience (6) Present Address** for communication etc, supported with Original Certificates in proof of date of birth educational qualification experience etc. with a Xerox copies thereof along with a passport size photograph for following posts.

Name of Post : - Counsellor.

Qualification : The counsellor should preferably hold a master's degree in social work (preferably specialized in medical & psychiatric social work) if no candidate with the above qualification is available, candidates with master's degree in sociology may be considered. Qualified and competent LPHIV, if available, should be given preference while appointing counsellors. The candidate should be computer literate with working knowledge of MS office, usage of internet and electronic mail.

Salary: Rs.13, 000/- (per month fixed.)

No. of Post – One (reserved for OBC).

Age: Below 62 years (as on **28/07/2022**)

Job responsibilities:

1. Work under the guidance and supervision of SMO/MO/nodal officer
2. Register PLHIV in HIV care and complete the details in prescribe documents
3. Provide ART preparedness counselling to all PLHIV
4. Encourages and help patients to identify caregiver and provide appropriate treatment education and adherence counselling to care giver
5. Perform 4S screening for TB in all PLHIV and record findings in the green book
6. Counsel all PLHIV with presumptive or confirmed TB on cough etiquettes
7. Support management of patients with advance under the guidance of SMO/MO
8. Address issues related to ART:
 - a. Adherence counselling and monitoring, identification of barriers to adherence and support PLHIV with possible solutions to overcome barriers to adherence
 - b. Do pill count for PLHIV during follow up visits and assess art adherence
9. Enhanced adherence counselling for patients with poor adherence
- 10 Counsel PLHIV for VL testing
 - a. Step up counselling to PLHIV with unsuppressed viral load, e-referral to SACEP
 - b. Focussed counselling for second-and third-line patients
- 11 Provide emotional, social, and psychological support patients and/or them to the concerned person or organization for adequate support
- 12 Counsel PLHIV for family and partner testing
- 13 Counsel patient on positive living, role of ART in prevention, proper condom usage and dispense condoms

- 14 Confirmation and updation of contact details and address during every visit
- 15 Complete the required sections in the recording and reporting tools maintained by the centre
 - a. Issue green book for the first time to the new patients
 - b. HIV care registers(fill in prescribed columns)
 - c. White cards(make white cards for all patients and fill in prescribed columns)
 - d. ART enrolment register (fill in prescribed columns)
 - e. HIV exposed infant/child register
- 16 Referral and linkages with CSC, community-based organizations, rehabilitation centres various support groups and social protection schemes.
- 17 Collect and update phone number and address of PLHIV during every visit and verify the phone numbers Maintain the accounts of ART centre and the fixed assets register
- 18 Counselling of PLHIV on follow up visits and repeat CD4 count and VL count.CD4 report and VL report of PLHIV is to be given by counsellor after proper counselling
- 19 Follow up for testing of spouse and children of the PLHIV
- 20 Contract the MIS/LFU/PLHIV newly initiated on ART through telephone and outreach workers and bring them back to ART centre for drug collection
- 21 Attend DAPCU monthly meeting for feedback on ICTC-ART referral and LFU cases
- 22 Provide counselling on family planning and linkage with SRH services
- 23 Provide counselling to pregnant women coming for PPTCT on adherence, prevention of vertical transmission and breastfeeding; link the pregnant women to appropriate services including ANC and postnatal services, immunization and EID for infant
- 24 Provide patient centric package and facilitate linkage and coordination with differentiated care models (MMD, LAC, CARD etc) (Refer to **Section 4** for details)
- 25 Facilitate linkages with CSC and to social protection/benefit schemes
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.

Name of Post : - **DATA MANAGER.**

Qualification : The Data Manager should be a graduate (preferably in computers/mathematics/statistics/business management/administration or related subjects), with proficient knowledge of computer, MS office, usages of internet and electronic mail. Candidates with training and experience in data management and working knowledge of health-related software would be given preference.

Salary: Rs. 13,000/- per month.

No. of Post – One (reserved for OBC).

Age: Below 62 years (as on **28/07/2022**)

Job responsibilities:

- 1 He/She must work under the guidance and Supervision of SMO/MO
- 2 Ensure that all data recording and reporting software are properly installed, functioning, and updated
- 3 Completion of entries in IMS and MLL
- 4 General due list of PLHIV on ART, list of pre-ART/on ART MIS/LFU, due list for CD4/VL testing and other list as required for patient and programme management and share them with respective ART staff
- 5 Share list of pre-ART/on ART MIS and LFU with CSC for tracking, coordinate for feedback and update the feedback in IMS and white card
- 6 Print and share all circulars/information sent by NACO/SACS to the Nodal Officer/SMO and maintain a file for the important order/communication
- 7 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

- 8 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.
- 9 Coordinate with the LAC/LAC plus centres and ensure that all LAC/LAC plus related tools are complete
- 10 Prepare and send all the weekly/monthly/quarterly reports prescribe by NACO and SACS after approval of SM/nodal officer.
- 11 Assistant in analysis of data under the supervision of the nodal officer of the ART centre
- 12 Maintain the accounts of ART centre and the fixed assets register
- 13 Data managers at ART plus centre shall also function as the SACEP coordinator on rotational basis
- 14 Ensure regular data back-up
- 15 Any other duty assigned by ART centre in-charge.

Note:-

1. The post is for an external sponsored project undertaken by the Institute/Principal Investigator and no claim in future for employment under the ICMR/Institute shall be tenable.
2. No TA/DA will be paid for attending the interview.
3. Appointment No claim for subsequent appointment under ICMR will be tenable in future.
4. Appointment will be on contractual basis for a period as mentioned or closer of project which ever fails earlier.
5. Appointment can be terminated any time and without any notice.
6. Decision of the Director, RMRIMS, Patna will be final.

ADMINISTRATIVE OFFICER
For Director



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WALK-IN-INTERVIEW

Applications are invited in the prescribed format from suitable Indian nationals for appearing in Walk-in-Interview on dated **28/07/2022 at 10:00 AM** for appointment of purely temporary posts :
(1) Counsellor (One post) **(reserved for OBC)** & **(2) Data Manager** (One post) **(reserved for OBC)** on contractual basis under “**ART Centre**” sponsored by **NACO at ICMR-RMRIMS**, Agmkuan, Patna (Bihar). Details of the advertisement are available on Institute’s website www.rmrim.org.in .

Administrative Officer