

Scope of work for Nursing and midwifery Tutor

Title Nursing –Midwifery Tutor

Duty Station: State Nodal Centre at College of Nursing IGIMS Patna

Summary of job Description

Job Description

The nursing and midwifery educator will ensure timely provision of training and assistance in building the capacities of the faculty and service providers of their nodal centre and the ANM/GNM faculty in the specified region. The educator will support the State Nodal Centre and the specified GNM School and ANMTCs by conducting the trainings of the faculty of the ANMTCs and GNM school of the assigned states and undertaking mentoring visits to these ANMTCs and GNM School to provide technical support for strengthening the educational and infrastructural processes at these institutions .This position requires midwifery education, experience and technical expertise in SBA,FP and /or child Health, strong coordination skills and ability to develop positive ,professional working relationships with various counterparts .Within the nodal centre ,primary working relationships include the administrators and providers of the clinical practice site ,trainees and other midwifery cadre .The educator will provide the necessary technical assistance and support program management for this program in the country.

Reporting Structure

- **Position is Supervised by :**Nodal person SNC IGIMS Patna
- **Position Reports to:** Nodal person SNC IGIMS Patna
- **Salary 60,000/-Month fixed. (No other allowance except this is admissible)**

Responsibilities

Technical and Training responsibilities:

- Update the faculty and clinical service providers from the college of nursing and its clinical practice site, functioning as the State nodal centre on the Government of India protocols for Reproductive, Maternal Newborn and child Health (RMNCH).
- Facilitate the adherence to clinical practices in accordance with standard national protocols for RMNCH and Indian Nursing Council (INC) approved clinical standards at the clinical practice sites of the nodal centre and monitoring the sustenance of these clinical practices/standards.
- Facilitate the quality improvement of the educational and evaluation processes at the respective college of nursing through the implementation of the educational standards and monitoring their sustenance.
- Conduct the training of the master trainers from the other nodal centres in the INC approve 10 day training module for subsequent trainings of the ANMTC/GNM school faculty.

- Conduct the training for the ANM/GNM faculty in clinical and teaching skills at the nodal centre, using the INC approved six-week curriculum.
- Undertake mentoring visits at the assigned ANMTCs and GNM Schools of the respective states, for supporting the trained faculty in post training transfer of knowledge and skills to the students at the GNM Schools/ANMTCs.
- During these mentoring visits, facilitate the implementation of the quality improvement process at the GNM Schools/ANMTCs and their linked clinical practice site by assisting the implementation of the performance standards.
- During these mentoring visits support the faculty in the establishment of skills lab, library and other educational infrastructure at the GNM Schools/ ANMTCs.
- Provide strong and innovative technical leadership and set priorities for all assigned duties, as well as coordinate with other stakeholders-MOHFW, NIHFW, INC and Development partners, for responsive technical support.
- Keep the MOHFW, NIHFW, INC, respective Development partners and state governments informed of successes, challenges and lessons learned.
- Work to keep up to date on technical programmatic priorities and approaches through self study and liaising with technical staff in the SNC.

Management

- Work in close coordination with state governments / state nursing cell / directorate in implementation of the state specific road map for strengthening nursing-midwifery education, particularly its technical aspects.
- Regularly report on state specific training plans in advance for the upcoming year and also the quarterly activities and achievements.
- Monitor the trainings in the state nodal centre and reporting on the same and other indicators of the M & E frameworks.
- Travel to ANMTCs of the assigned states for supporting the identification of gaps, implementation of the standards and undertake need based monitoring and report on the same.
- Meet regularly with the other staff of the College of Nursing and affiliated clinical site including administrative and management staff, for placing skill labs, computer labs, library etc. an implementation of technical protocols in a time bound manner.
- Facilitate all associated activities and logistics related to the trainings at state nodal enters.
- Work in coordination with the state nursing cells and directorates in the specified regions to facilitate nomination of GNM/ANM faculty for the trainings.
- Perform or assume other duties as assigned by the Principal of the Nodal Centre such as facilitation of a few sessions in the College of Nursing, to ensure the smooth functioning of the Nodal centre as a whole.

Qualifications/Knowledge:

Essential:

1. BSc Degree in nursing-midwifery.
2. Technical competency in Nursing and Midwifery Education, focusing on Skilled Birth Attendance, Newborn, Child Health and family Planning.

Desirable:

1. Masters' level degree in Obstetric and Gynaecological nursing field preferred.
2. Masters in Community health nursing/ Paediatric nursing/ Paediatric nursing field can also be considered.
3. 3-5 years of Experience working with educational or clinical training programmes, working in ANM training centre / GNM Schools or community health.

Abilities/Skills

- Experience and demonstrated ability working with pre-service education programs.
- Demonstrates good facilitation and coaching skills.
- Strong written and oral communication skills in English and Hindi.
- Technically proficient with up to date skills in SBA, Newborn and FP.
- Proficiency in writing technical and programmatic reports.
- Microsoft Office computer skills, proficiency in word, Excel and Power Point.
- Ability to work within a State program team and communicate regularly with a variety of team members.
- Ability to travel up to 30% of his/her time.
- Willingness and flexibility work on a wide range of tasks.

Terms & Conditions

The Selected candidate will have to sign minimum one year bond for working at the Institute.

**Sd/-
(Dr. Arun Kumar)
Director
IGIMS, Patna.**

INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES: SHEIKHPURA: PATNA -14

PROFORMA FOR APPLICATION

1. Employment Notice No. : 13/NC/SNC/Estt./2013 Recent Passport
Size Photographer
2. Name of the post :
3. Name of the Applicant :
4. Father's/Husband's Name :
5. Date of Birth :
6. Age as on 25-10-2013 : Year Month Day
7. Permanent Address :
8. Address for Correspondence :
9. Contact No. :
10. Education Qualification :

Sl. No.	Particular of Exam. passed	Name of Board/University	Year of passing	Division/Class	Marks obtained	Percentage of Marks
01						
02						

03					
04					
05					
06					

11. Working Experience :

Sl. No,	Name of the Institution	Designation	From	To	Nature of Duties
01					
02					
03					
04					

05				

12. Whether belongs to SC/ST/BC-I or BC-II :-

(Caste Certificate issued by Circle Officer for SC/ST candidates along with domicile certificate and caste certificate issued by Circle Officer for MBC (BC-I) and OBC (BC-II) candidates with exemption from creamy layer along with domicile certificate should be attached.)

13. Details of Bank Draft with Date, Place & Amount.

Name of the Issuing Bank	Place	D. D. No.	Date of issue	Amount

Place :

Date :

Signature of applicant.