

INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES : SHEIKHPURA : PATNA -14
State Nodal Centre, College of Nursing, IGIMS, Patna.

walk-in-Interview

For

Nursing- Midwifery Tutor, Program Co-ordinator on (Contractual/Ad-hoc basis)

Indira Gandhi Institute of Medical Sciences. Patna (IGIMS) is in urgent need of following post for a limited period at State Nodal Centre, College of Nursing, IGIMS, Patna. The validity of this appointment will be initially for the period of 1 year only which may be increased if required. **The panel of the selected candidates shall be valid for 6 months. In case of any future requirement appointment shall be made from this panel.**

Name of the Post	No. of post
1. Training Co-ordinator (Nursing- Midwifery Tutor)	01(Likely to be increased)
2. Computer and Network (Program Co-ordinator)	01

The details regarding eligibility criteria and scope of work are available on the www.igims.org. Candidates fulfilling the qualification criteria may attend walk in interview, with 1 copy of the application prepared in the prescribed format along with original and an attested copy of educational and experience certificates with one copy of recent passport size photograph at the office the Director, IGIMS, on 11th April 2013 from 11-00 AM. Reporting time for candidates is 10.30 AM.

Advt. No. 03/NC/SNC/Estt./2013

(Dr. Arun Kumar)
IGIMS, Patna.

Scope of work for Nursing and Midwifery Tutor

Title Nursing-Midwifery Tutor

Duty Station: State Nodal Center 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 center and the ANM/GNM faculty in the specified region. The educator will support the State Nodal Center and the specified GNM Schools and ANMTCs by conducting the trainings of the faculty of the

ANMTCs and GNM schools of the assigned states and undertaking mentoring visits to these ANMTCs and GNM Schools 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 center, primary working relationships include the principal, of the respective college of nursing, regular faculty of the college of nursing, administrators and providers of the clinical practice site, trainees and other personnel involved in this initiative for strengthening PSE (pre-service education) for nursing 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** Negotiable depending upon qualification & experience.

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 National/State nodal center, 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 center 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 centers in the INC approved 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 center, 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 NNC.

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 center 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 centers.
- 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 Center such as facilitation of a few sessions in the College of Nursing, to ensure the smooth functioning of the Nodal center as a whole.

Qualifications/Knowledge:

Essential:

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

Desirable:

1. Masters' level degree in Obstetric and Gynecological nursing field preferred.
2. Masters in Community health nursing/ Pediatric nursing field can also be considered.
3. 3-5 years of experience working with educational or clinical training programs, working in ANM training center/ 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 PowerPoint.
- Ability to work within a national program team and communicate regularly with a variety of teammembers.
- Ability to travel up to 30% of his/her time.
- Willingness and flexibility to work on a wide range of tasks.

Scope of Work for the Program Coordinator

Title: Program Coordinator

Duty Station: State Nodal Center College of Nursing IGIMS Patna

Summary Job Description

The program coordinator placed at the state nodal center would assist in the implementation of activities and support general functions of the provision of training and assistance in building the capacities of the ANM/GNM faculty in the specified region. The program coordinator will support the Nodal Center and the specified ANMTCs by conducting monitoring activities. This position requires competence on IT/computer skills; experience in data entry and analysis, handling of finance and account maintenance. Strong coordination skills and ability to develop positive, professional working relationships with various counterparts would be a requisite attribute.

Reporting Structure

- ***Position is supervised by:*** Nodal Person, SNC, IGIMS Patna
- ***Position reports to:*** Nodal Person, SNC, IGIMS Patna
- ***Salary:*** Negotiable depending upon qualification & experience.

Responsibilities

Training

- Train the faculty of the Nodal Center and the ANM/GNM Faculty in computer applications/IT skills. These will include but not limited to MS Word, MS Excel, MS Power point, MS Outlook,

using internet, sending/receiving/replying to e mails, using computer for showing videos of training material etc.

- Train the faculty in basics of maintenance of computers in the ANMTCs.
- In consultation with state nursing cell and principals of ANMTCs and GNM schools, identify one nodal person at each institution, either a faculty or administrative staff who will be responsible for operating and managing IT equipments at the institutions, and conducting group based training of these staff at the nodal center.

Management

- Collect data from the clinical service sites of the nodal center and the ANMTCs/GNM Schools and report it to the relevant authorities for program management.
- Undertake record keeping duties for trainings conducted at the nodal center.
- Work with National/State Nodal center, state government, development partners and government counterparts to implement, monitor and report on training activities including M&E frameworks and reports.
- Develop computerized tracking plan for mentoring visits in consultation with the faculty for the ANM and GNM Schools whose staff have been trained.
- Meet regularly with National/State Nodal center staff including the College and Clinical site staff for smooth project management and respond in a timely manner to requests for meetings, reports and other requests.
- Facilitate project activities and work including training planning, logistic arrangements and other activity support to ensure smooth conduction of trainings and mentorship visits.
- Assist the Principal of the institute with day to day administrative and financial management related to the training and technical activities of the nodal center.
- Travel to ANMTCs at the specified regions for monitoring of IT equipments at the ANM and GNM schools as needed.
- Perform or assume other duties as assigned by the Principal coordinator / nursing and midwifery educators, National/State Nodal Center to ensure the smooth functioning to achieve the project goals.

Experience

Qualifications/Knowledge:

- A university graduate, preferably with a Bachelor's degree in Commerce/ accountancy
- Degree/Diploma/distance learning certificate with excellent computer competency (Microsoft Word, Power Point, Excel, Outlook).
- Knowledge on basics of operating and maintaining computers, printers and related IT equipments.

Desirable:

- 3-5 years relevant work experience in office management and/or project support.
- Experience working with projects and knowledge of health and training issues desired.
- Familiarity with the Indian health system, key stakeholders and relevant government policies/strategies—particularly National Rural Health Mission and RCH II

Abilities/Skills:

- Demonstrate ability to coordinate several activities simultaneously

- Attentive to details and able to produce documents and coordinate activities with little supervision to a professional quality.
- Comfortable with working in a multicultural team.
- Able to manage/prioritize work from several sources. Ability to handle a variety of assignments under pressure of deadlines.
- Excellent organizational and logistical skills required
- Fluency in spoken and written Hindi and English required. Hindi typing skills desired.
- Ability to develop productive working relationships with other agencies, stakeholders and other organizations.
- Willingness and flexibility to work on a wide range of tasks.

GENERAL INSTRUCTIONS

1. Application form can be downloaded from our website **http: www.igims.org**. The cost of application form is Rs. 500/- Five Hundred (Rs. 125/- One Hundred Twenty Five for SC/ST candidates) payable at Patna in the form of Demand Draft in favour of Director, IGIMS, Patna. **Those who download the application form shall have to submit a demand draft of Rs.500/- or Rs.125/- , as applicable, in favour of Director, IGIMS, Payable at Patna.**
2. The advertised post is for State Nodal Centre, Nursing College, IGIMS, Patna is not a permanent regular post but it is purely a temporary post for a limited period.
3. There is no provision for regularisation of this post.
4. The remuneration payable will be lump sum amount which is negotiable. No extra benefit other than Lump Sum amount shall be permissible.
5. Due to urgent requirement of these faculties for the State Nodal Centre, Nursing College, IGIMS, those applicants who are not employed any-where and are in a position of joining, if offered, within a shortest time will be given preference in selection.
6. Number of vacancy may increase or decrease **and mere participation in interview does not entail right to appointment.**
7. The Director of the Institute as Nodal Person, Nodal Centre reserves the right to reject/accept any or all the applications without assigning any reason.
8. Canvassing in any form will be a disqualification.
9. The panel of selected candidates will be valid for six months and any future requirement in addition will be fulfilled from this panel.

Sd/-
(Dr. Arun Kumar)
Director, IGIMS, Patna-14

Memo No.780/Adm.

Date : 27-03-2013

Copy to : Director Cell/Account Section for information

2. Sri Shailendra Kumar Singh, Sr. BME for making it available on the website of the Institute.
2. Sri Dilip Kumar, LDC for advertisement in News Paper.

Sd/-
(Dr. Arun Kumar)
Director, IGIMS, Patna-14

INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES: SHEIKHPURA: PATNA -14
PROFORMA FOR CONTRACTUAL APPOINTMENT/S

1. Employment Notice No. : 03/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..... : 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					
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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.