

ToR for the post of District Quality Manager in HSHRC

S. No	Name of post	No. of post (s)	Remuneration	Required academic qualifications and experience	Age limit	Job responsibilities
Quality Assurance Division						
District Level						
1	District Quality Manager	Nine (9) {General - 4, SC -2, BC (A) -2, ESM (Gen)-1} Backlog posts	Rs. 35,000/- consolidated per month	<p>Essential qualification and experience: MBBS/Dental/AYUSH/Nursing/ Life Science graduate with Masters in Hospital administration/ Health Management with one year experience in Public Health/Hospital Administration. Candidates with experience in Healthcare Quality system would be preferred. Computer proficiency with high level of familiarity with Database Management Programme and commonly used packages like MS word, excel, PowerPoint.</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Fluency in English, computer literacy, knowledge of government legislations and policies is essential. • Persons having previous 	42 years	This position carries responsibility for administration (smooth and quality services) of all non-direct patient care services and departments in a District Hospital. Manage non-clinical services (like infection prevention, security, diet etc.), staff and facilitate Rogi Kalyan Samiti meetings and actions. Specific duties and responsibilities will include: <ol style="list-style-type: none"> 1. Ensuring good quality non-clinical services like infection prevention, security, diet etc. 2. Ensuring clean surroundings, OPD areas, Wards, labour room, OT and patient amenities. 3. Periodical assessment of hospitals on quality check list to arrive at a score for the facility. 4. Identification of gaps, develop action plan under the guidance of incharge of the hospital and monitor compliance. 5. Facilitate conduct of meeting of Rogi Kalyan Samiti. It would include ensuring preparation of agenda notes, action taken

				<p>experience of working in NHM would have an added advantage.</p> <ul style="list-style-type: none"> • Having good communication & presentation skills and analytical abilities. Should have excellent oral and written communication skills in English. • Ability to design, conduct and publish reports. 		<p>report and minutes of the meeting.</p> <ol style="list-style-type: none"> 6. Management of out-sourced services such as dietary service, security, laundry, BMW management. 7. Ensuring that the hospital meets all regulatory compliances such as BMW, Blood Bank storage license, AERB regulations, etc. 8. Hospital manager is to take a round of the hospital daily and look at the functioning of departments, equipment and ambulance. Facilitation of activities for gap closure, corrective and preventive action. 9. Keep a record of non functional equipments and time line for its repair along with AMC/CMC for all equipments. 10. Supervising punctuality, day-to-day working, supervision of other staff members, work output and channel the work input to improve overall efficiency and keep unit's morale up. 11. Planning and work-out modalities towards upliftment, preventive maintenance of equipment and vehicles and modernization of the hospital. 12. Analyze utilization of various hospital services and equipments etc. 13. Periodic information and assessment on utilization of untied grants, AMGs, RKS grant etc and timely submission of SOEs
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