

**Terms of Reference**  
**Skills lab Master Trainer (Nurse)**

National Health Systems Resource Centre (NHSRC), New Delhi on behalf of Ministry of Health & Family Welfare is seeking resumes from qualified candidates for the above mentioned post purely on contractual basis.

**Position Reports to:** Deputy Commissioner (Maternal Health).

**Position is co-supervised by:** Nodal Officer of the National Skills lab and Senior Technical Officer.

**Work Station - Delhi**

**Main duties:**

The post holder will work to improve the quality of pre-service & In-service training as part of a team to provide technical assistance in the skills lab and act as a mentor in the monitoring and evaluation related activities. S/he helps in the entry & maintenance of database of all the participants and assists in preparation of the training related material. The post holder will ensure timely provision of training and assistance in building the capacities of the faculty and service providers of their nodal centre.

This position requires experience and technical expertise in Skilled Birth Attendance (SBA), family Planning (FP) and/or Child Health, strong coordination skills and ability to develop healthy professional working relationships with counterparts.

Within the nodal centre, primary working relationships include the Head of the Department of Obstetrics & Gynaecology, Supervisor nodal centre & senior Technical officer along with other mentors. The post holder will provide the necessary technical assistance and support program management for this program in the required states. S/he will periodically mentor labour room staff and ensure adherence to Infection prevention protocols in Labour room

**Technical and Training (key) Responsibilities:**

- Assist in the setting up of Skills stations and up gradation of labour room with technical protocols.
- Facilitate acquisition / reinforcement of key standardized technical skills and knowledge to trainees' for RMNCH+A services as per Government of India protocols.
- Facilitate quality improvement of educational and evaluation processes at the respective site of Skills lab through the implementation of the skills standards .
- Facilitates the conduction of the training in the Skills lab.
- Undertake mentoring visits to the assigned linked states to support and handhold master trainers/ trained faculty in post-training transfer of knowledge and skills and assist in the implementation of performance standards.
- Prepare and maintain database of trained personnel in the pre-requisite formats and evaluate performance of trainees.
- Periodic monitoring/mentoring visits to Skills Lab to assess quality of training and to assess performance of trainers.
- Identify non-performers (trainees) in consultation with the institution supervisor & the Senior technical officer
- Maintain database of delivery points in each State.
- Prepare annual targets of mentoring institutes in consultation with Senior Technical officer & the Nodal Officer
- Providing enabling environment to trainees to learn the required skills.
- Ensure maintenance of mannequins & other items to their assigned Skills station.
- Information of any breakage or shortage of items to their assigned Skills station.
- Submitting the tour plan & tour report in advance to the Senior Technical officer & the nodal officer.
- When no trainings are held at the skills lab, the undersigned would observe gaps in practice through monitoring visits if positioned at SJH/ LHMC labs within the working hours and not beyond.
- Facilitate regular & periodic mentoring of labour room staff and adherence to Infection prevention protocols in Labour room.

**Management:**

- Monitor the trainings in the nodal centre and on other indicators of the M&E frameworks.
- Meet regularly with the staff of the labour room and assist them with the implementation of technical protocols.

- Facilitate all associated activities and logistics related to the trainings at national/state nodal centres.

## **ESSENTIAL QUALIFICATIONS AND EXPERIENCE:**

**Person specification:** National RMNCH Skills Lab Trainer (Nurse) Officer will demonstrate the following essential qualifications and experience.

**Educational training qualification:** MSc. Nursing\* or BSc Nursing with minimum 5 years' experience in Obstetrics and Gynaecology work/ in Paediatric nursing field.

### **Experience:**

**Essential experience:** Clinical field experience in maternal and newborn health or the skills lab with clinical training experience.

**Desirable experience:** Experience of providing technical assistance/consultancy/Teaching experience in any of the related programme like in Skilled Birth Attendance/Labour room/ Newborn/ Child Health / Family Planning/SNCU

Or

3-5 years of experience working with educational or clinical training programs

*\* Meeting the registration requirements of the Nursing Council*

**Communication Skills:** Good interpersonal skills; confident communicator with the ability to communicate and train effectively; good facilitation and coaching skills; ability to work as a team member; excellent time management and organisational skills; strong motivation in work in a Government set-up; strong written and oral communication skills in English and Hindi; ability to work within a national programme team and communicate regularly with a variety of team members.

**Computer efficiency:** Proficient in MS office including MS word, Excel & Power point presentation; Ability to maintain a basic database

### **Desired competencies:**

- Experience of providing technical assistance/consultancy in any of the related programme
- Teaching experience
- Well-informed of the latest advances in the related field of RMNCH+A

**Age Limit:** 45 years below.

### **Compensation offered:**

INR 50,000/- to INR 68,000/- per month.

### **Nature of appointment:**

The appointment of the Skills lab Master Trainer (Nurse) will be on contract basis initially for a period of one year (subject to satisfactory performance) and extendable for further years on basis of performance. Regular Appraisal on quarterly basis.

### **Leave:**

12days Sick leave per year. Any Sick leave extending more than 3 working days shall need to be justified with a Doctor's certificate.

15 days Annual leave non-cumulative, non-cashable.

**Travel:** The position demands the position holder to travel at least 30% of the employment duration.

**To Apply:** Candidates are requested to email the duly filled application form to [rch.recruitment@nhsrcindia.org](mailto:rch.recruitment@nhsrcindia.org) by **4 p.m.** on **6-Jan-2017**. The application form is available on the TOR which is uploaded on the NHSRC website. Application submitted in other format will not be accepted.