

File No. Z-15021/18/2024-SAS-1
MINISTRY OF HEALTH & FAMILY WELFARE
DIRECTORATE GENERAL OF HEALTH SERVICES
NIRMAN BHAWAN, NEW DELHI-110011
(PATIENT SAFETY SECRETARIAT)

Date: 20/01/2025

Applications are invited for the following positions on a purely contractual basis in the Patient Safety Secretariat, Directorate General of Health Services, Nirman Bhawan, New Delhi:

1. **Consultant (Planning and Coordination)** – 1 Post
2. **Consultant (M&E and Training)** – 1 Post

The positions are initially offered for one year, with the possibility of extension based on performance.

Application Process:

Eligible candidates interested in these positions must submit:

- An application letter specifying the post being applied for.
- A detailed CV with recent photograph.
- Self-attested copies of relevant qualification and experience documents.

Applications should be sent by post to:

Section Officer (SO)

SAS – I Section, Room No. 748A, A Wing,

Dte.GHS, Nirman Bhawan, New Delhi-110011

Additionally, an email copy must be sent to:

secretariatpatientsafety@gmail.com.

Deadline:

Applications must be submitted by **10th February 2025**. Late applications will not be entertained. Shortlisted candidates will be contacted via email or phone for an interview.

Terms of Reference

Position Name: Consultant (Planning and Coordination)

Number of post: One (01)

Roles & Responsibilities:

1. Provide technical support to the DteGHS, Ministry of Health & Family Welfare (MOHFW) in planning & strengthening patient safety-related activities in the country.
2. Provide technical support to the DteGHS, Ministry of Health & Family Welfare (MOHFW) by implementing the priorities of the WHO-Global Patient Safety Action Plan 2020-2030 & National Patient Safety Implementation Framework (NPSIF)
3. Support implementation of MOHFW-identified priorities and plan patient safety improvement interventions in the country.
4. Provide technical support to the DteGHS, Ministry of Health & Family to draft the Operational Guidelines for NPSIF.
5. Development of a strategy for designing a patient safety programme in India.
6. Coordination with other key stakeholders like Programme divisions within MoHFW viz. Hospital Administration, Clinical Establishment, NOTTO, DCGI, ICMR, NCDC etc. to initiate an integrated approach to implementation of patient safety.
7. Facilitate in coordination with the Center of excellence to include Patient Safety activities in their State PIPs under the guidance of MoHFW.
8. Provide Technical assistance to the Dte.GHS, MOHFW for developing technical series documents on various patient safety pillars like medication safety, structural systems, surgical safety, hand hygiene, lab safety, reporting and learning & hospital infection control.
9. Assist in developing IEC materials & media plans in order to prioritize patient Safety.
10. Provide support in the development of training materials.
11. Provide Technical assistance to the DteGHS, MOHFW in the development and functioning of the Integrated portal for patient safety.
12. Facilitate in Development of technical resource materials (monographs, policy briefs, technical briefs, manuscripts etc.) in collaboration with Development Partners.
13. Celebration of World Patient Safety Day & other days pertaining to patient

safety.

14. Establishing and monthly reporting mechanism from the facilities; and facilitating of inclusion of Patient Safety items into the HMIS and other routine data management system.

15. Any other work assigned by senior program officer of Dte.GHS/MoHFW

Period of Contract:

One year (extendable as per output)

Qualifications:

MBBS/BDS/AYUSH/ PG Diploma in Health Management / PG in Biotechnology/Biological Sciences or equivalent

Experience:

At least 05 years of experience after obtaining Graduate degree or 03 years of experience after obtaining Post Graduate degree of working in Health Programmes at National/State level.

Age Limit:

Upto 55 years (As on closing date of receipt of Applications).

Remuneration:

Rs. 1,20,000 per month

Reporting Officer:

Head, Patient Safety Secretariat, Dte.GHS and Director EMR, Dte.GHS, Ministry of Health & Family Welfare

Location:

New Delhi

Terms of Reference

Position Name: Consultant (M&E and Training)

Number of post: One (01)

Roles & Responsibilities:

1. Provide technical support to the DteGHS, Ministry of Health & Family Welfare (MOHFW) in planning & strengthening patient safety-related activities in the

country.

2. Provide technical support to the DteGHS, Ministry of Health & Family Welfare (MOHFW) by implementing the priorities of the WHO-Global Patient Safety Action Plan 2020-2030 & National Patient Safety Implementation Framework (NPSIF)
3. Support implementation of MOHFW-identified priorities and plan patient safety improvement interventions in the country.
4. Provide technical support to the DteGHS, Ministry of Health & Family to draft the Operational Guidelines for NPSIF.
5. Development of a strategy for designing a patient safety programme in India.
6. Coordination with other key stakeholders like Programme divisions within MoHFW viz. Hospital Administration, Clinical Establishment, NOTTO, DCGI, ICMR, NCDC etc. to initiate an integrated approach to implementation of patient safety.
7. Facilitate in coordination with the Center of excellence to include Patient Safety activities in their State PIPs under the guidance of MoHFW.
8. Provide Technical assistance to the Dte.GHS, MOHFW for developing technical series documents on various patient safety pillars like medication safety, structural systems, surgical safety, hand hygiene, lab safety, reporting and learning & hospital infection control.
9. Assist in developing IEC materials & media plans in order to prioritize patient Safety.
10. M&E and training for patient safety programme in India.
11. Provide support in the development of training materials.
12. Provide Technical assistance to the DteGHS, MOHFW in the development and functioning of the Integrated portal for patient safety.
13. Facilitate in Development of technical resource materials (monographs, policy briefs, technical briefs, manuscripts etc.) in collaboration with Development Partners.
14. Celebration of World Patient Safety Day & other days pertaining to patient safety.
15. Establishing and monthly reporting mechanism from the facilities; and facilitating of inclusion of Patient Safety items into the HMIS and other routine data management system.
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Reporting Officer:

Head, Patient Safety Secretariat, Dte.GHS and Director EMR,
Dte.GHS, Ministry of Health & Family Welfare

Location:

New Delhi