



JOB DESCRIPTION OF MULTIPLE POSITIONS- Mother & Child Hospitals (MCH Wings), UP

We invite applications from eligible candidates for **Multiple Positions** for various districts of Uttar Pradesh in **Mother & Child Hospitals, (MCH Wings) - Uttar Pradesh**. Following are the brief of job profiles:

About HLPPT:

Hindustan Latex Family Planning Promotion Trust (HLPPT) is an Indian 'not for profit' organisation, promoted by HLL Lifecare Ltd (a Mini Ratna Public Sector Enterprise of Govt of India). It was founded in 1992 and registered under the Travancore-Cochi Literary, Scientific, Charitable Societies Registration Act 1955.

At HLPPT, we are passionate about ensuring safe motherhood and better child health, ultimately building happier and healthy future generations. Our expertise lies in adopting novel approaches for improving Maternal and Child Health, HIV Prevention and Control, Family Planning and Adolescent Health through direct programme implementations, technical assistance and capacity building.

For over two decades, our relentless commitment has made HLPPT emerge as India's leading organisation in Reproductive & Child Healthcare and a pioneer in promoting Public Health through Social Marketing & Social Franchising strategies. HLPPT actively contributes towards the goals of the National Health Mission, NACP, FP 2020, UHC and Post 2015 MDG Agenda.

Owing to its diverse technical experience and proven track record of impact-driven and scalable interventions, HLPPT is a chosen collaborator for designing, implementation and evaluation of programmes for the Government, several National & Global Development Agencies as well as top PSEs and corporate for CSR, including Fortune India 500 Companies like Jindal, Cairn, Suzlon, Essar, etc. We have a dedicated team of experienced professionals in the fields of Social Marketing, Social Franchising, Capacity Building, Community Development, Public Health, Programme Management, Branding and Product Development, Research, Behavior Change Communication, Monitoring & Evaluation, Hospital Management and Skill Development in the Health Sector.

Project Brief:

In our efforts to provide quality care to pregnant mothers and newborns.

HLL based on its technical capacity and credibility, through a bid process was awarded by the UP Govt. a Project of equipping and operationalizing 20 Maternal and Child Hospital Wings in Baghpat, Jyotiba Phule Nagar, Auraiya, Kannauj, Etah, Hardoi, Ambedkar Nagar, Siddharth Nagar, Pratapgarh, Kaushambi, Kushinagar, Maharajganj, Sant Kabir Nagar, Deoria, Gorakhpur, Ballia, Ghazipur, Jaunpur, Mau and Azamgarh. The project is for ten years. HLPPT (Hindustan Latex Family Planning Promotion Trust) is the Operations and Monitoring contractor for this project.

We HLPPT are looking for skilled human resources for these newly constructed 100-bedded Hospitals.

1) Job Title: Medical Superintendent/ Hospital Administrator

Project: MCH Wings

Location: Uttar Pradesh

Remuneration: Salary will commensurate with experience of the candidate and past salary drawn.

Key Roles & Responsibilities

- Overall supervision of 100 bedded MCH (Maternal Child Health) Wing.
- Supporting the full team including specialized as well as paramedical staff.
- Supervision, monitoring and administrative control of the hospital activities including granting leaves and arranging for the substitutions/replacements.
- Monitoring and supervision of the outsourced activities.
- Ensuring Service Delivery as per the project deliverables.
- Ensuring quality while rendering the health services in various departments.
- Ensuring implementation of the standards and polices.
- Purchasing of required goods as per delegation of the powers.
- Attending to the patient grievances in coordination with the hospital supervisors; conducting inquiry and reporting further to the management.
- Appoint members of various committees in a hospital and ensure their regular meetings.
- Establish continuous quality improvement process.
- Organizing daily administrative meetings and planning day-to-day implementation of systems and processes.
- Capacity Building of service providers whenever required.
- Developing and mentoring of the team.
- Submitting proposals for improvement or expansion of the hospital to the management.
- Any other task/ responsibilities assigned by the management as and when required.

Qualifications & Experiences

- Candidates should be **MBBS/MD with Masters in Public Health (MPH)/ Hospital Management/ Hospital Administration/Health Management. Minimum 15-20 years** relevant experience, out of the same **minimum 5 years** of work experience directly involved in service delivery of 100- 200 bedded hospitals.
- Working experience with an inclination towards development sector.
- Must have strong leadership, team development and networking skills.
- Good communication skills (oral & written) and documentation skills.
- Experience of working with donors & state government partners will be an added advantage.
- Candidates with prior experience in hospital administration and hospital management will be preferred.
- Capacity to work as a team.

2) Job Title: Obstetrician

Project: MCH Wings

Location: Uttar Pradesh

Remuneration: Salary will commensurate with experience of the candidate and past salary drawn

Key Roles & Responsibilities:

- Administering activities related to setting up of Gynaecology and Obstetrics in the hospital.
- Performing ligations and hysterectomy operations and managing obstetrics Intensive Care Unit and High Density Care Units.
- Managing obstetrics emergencies and conducting emergency duties.

- Monitoring reproductive health conditions & treatment progress & document findings and observations.
- Conducting major & minor surgeries in obstetrics theatre & also conducting Obstetrics and Gynaecological OPD clinics. Admitting related cases and emergencies.
- Handling obstetric issues and complications that arise while on duty; timely referrals to further higher centers if required.
- Providing quality standard obstetric care to the admitted patients.
- Working in shift rotation and on call basis and conducting ward rounds.
- Counseling women throughout their pregnancy, delivery and postpartum care.
- Delivering babies and determining the most appropriate method to ensure health and safety of both the infant and the mother.
- To comply with the service quality policies, environmental & occupational health policies of the hospital.
- To ensure safe utilization of equipment and proper waste disposal system.
- Maintain confidentiality of patient and any sensitive situation.
- Any other task/ responsibilities assigned by the CMS/management as and when required.

Candidate Profile:

A basic University or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956).

Registered in a State Medical Register or Indian Medical Register; Post Graduate Degree or Diploma in Obstetrics such as M.D. (Obs & Gyn)/ M.S. (Obs & Gyn) / DGO or DNB in Obs & Gyn from a recognized University/ Institution or equivalent.

Experience: 5-7 years of experience is preferable.

3) Job Title: Paediatrician

Project: MCH Wings

Location: Uttar Pradesh

Remuneration: Salary will commensurate with experience of the candidate and past salary drawn.

Key Roles & Responsibilities:

- Diagnosing diseases and providing needful treatment to infants, children and young adults .
- Management of OPD as well as in patient admissions. Tracking and administering immunisations.
- Periodically observing the patients, keeping track of their improvements and maintaining and checking relevant reports.
- Providing basic life saving treatment as per requirement in emergency conditions.
- Taking follow up from the nurses about regular treatment and dose of the patients.
- To effectively interact and counsel the patients' families guardians on all matters relating to their present condition and treatment. Strictly maintain confidentiality of patients and their families.
- To provide need based assistance in selection of type & nature of medical consumables and equipment to be procured.
- To practice evidence based medicine with awareness regarding patients, proper evaluation and deciding adequate line of treatment.
- To keep abreast with latest research & treatment techniques in the field of Paediatrics.

- To attend emergencies as per institutional protocol and to ensure the department is suitably equipped at all times.
- To supervise & train all nursing/technical assistants of the department whenever required.
- To participate in trainings programs organised for enhancing skills.
- To comply with the service quality policies, environmental & occupational policies of the hospital.
- To ensure safe utilization of equipment and proper waste disposal system.
- Any other task assigned by the reporting manager or the management.

Candidate Profile:

A basic University or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956)

Registered in a State Medical Register or Indian Medical Register;
 Post Graduate Degree or Diploma in Paediatrics such as M.D. (Paediatrics) / DCH or DNB in Pediatrics from a recognized University/ Institution or equivalent.
 Experience: 5-7 years of experience is desirable.

4) Job Title: Anesthetist

Project: MCH Wings

Location: Uttar Pradesh

Remuneration: Salary will commensurate with experience of the candidate and past salary drawn

Key Roles & Responsibilities:

- To carefully assess whether patient is fit for surgery, conducting pre anesthetic check ups.
- Focus on the safe pre operative care, intraoperative care of patient and pain relief to the patients using anaesthetics and analgesics.
- Reassuring patients for procedure during and after surgery. Relieve and manage post operative pain. General, local, spinal anaesthesia, endotracheal intubations, Subarachnoid blocks, Epidural Anesthesia.
- Supervise and monitor obstetrics HDU and ICUs.
- Work outside of the operating room, providing pain relief in the intensive care unit, during labour and delivery and for those who suffer chronic pain.
- Work with range of other health professionals and other specialities.
- Checking and preparing Anesthesia equipments.
- Any other task assigned by the reporting manager.

Candidate Profile:

A basic University or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956)

Registered in a State Medical Register or Indian Medical Register;
 Post Graduate Degree or Diploma in Anaesthesiology such as M.D. (Anaesthesiology) / DA or DNB in Anaesthesiology from a recognized University/ Institution or equivalent

5) Job Title: Radiologist

Project: MCH Wings

Location: Uttar Pradesh

Remuneration: Salary will commensurate with experience of the candidate and past salary drawn

Key Roles & Responsibilities:

- Execute and read and interpret different imaging technologies reports X rays, ultra sounds and Color Doppler.
- To be available for on site reporting during the prescribed timings. Work in conjunction with the other specialties.
- Record the results and diagnosis. Read scans on a computer linked into a hospital network.
- Mammography and its applications. Conventional X-Rays, Special X-Rays, Fluoroscopy.
- Knowledge of interventional radiology especially amniocentesis and others like biopsies, draining abscess, inserting central line will be desirable.
- Any other relevant task assigned by the reporting manager/management.

Candidate Profile:

A basic University or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956). Registered in a State Medical Register or Indian Medical Register.

Post Graduate Degree or Diploma in Radiology such as M.D. / DNB in Radiology from a recognized University/ Institution or equivalent.

6) Job Title: Laboratory Technician

Project: MCH Wings

Location: Uttar Pradesh

Remuneration: Salary will commensurate with experience of the candidate and past salary drawn

Key Roles & Responsibilities:

- Receiving the in-patients samples, preparing specimens, follow manual tests and monitor automated analysis.
- Collecting the OPD samples.
- Entering the details into the **lab** registration book.
- Preparing the worksheets & processing the samples.
- Performing the investigations.
- Typing the reports and dispatching the reports to the patients as well as to the wards whenever required.
- Recording the storage temperature, room temperature & humidity.
- Running the daily, weekly & monthly maintenance of all the equipment.
- To assist the consultants in carrying out the invasive procedures.
- To clean and sterilize the equipments prior to every procedure.
- Explain the position details and other prerequisites to the patient before carrying out the procedures.
- Maintain and check the equipments and accessories to be used.
- Arrange the items for department from stores.
- To ascertain that every patient has given appropriate consent for the procedures.

- Any other task/ responsibilities assigned by the management as and when required.

Candidate Profile:

Candidates should have passed (B.Sc. DMLT/HSC DMLT) recognized by government.
Preference will be given to the candidates with Experience.

7) Job Title: Pathologists

Project: MCH Wings

Location: Uttar Pradesh

Remuneration: Salary will commensurate with experience of the candidate and past salary drawn

Key Roles & Responsibilities:

- Administering activities related to setting up of Pathology department in a hospital.
- Provide expertise in the areas of Hematology, Histopathology and clinical pathology.
- Provide pathology diagnosis, sign and oversee preparation of appropriate medical reports.
- Support and monitor medical/laboratory staff in performing laboratory testing.
- Coordinate for implementation of quality improvement initiatives.
- Perform microscopic examination of specimens to determine evidence of any diseases.
- Prepare pathology reports of laboratory results.
- Interpret laboratory findings and diagnosis to patients.
- Any other task/ responsibilities assigned by the Medical Superintendent/management as and when required.

Candidate Profile:

A basic University or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956).

Registered in a State Medical Register or Indian Medical Register; Post Graduate Degree or Diploma in Pathologists such as M.D. (Patho)/ Diploma in Pathology from a recognized University/ Institution or equivalent.

Experience: 2-5 years of experience is preferable.

8) Job Title: Medical Officers: Lady Medical Officers/Medical Officer Paediatrics/Anaesthesia.

Project: MCH Wings

Location: Uttar Pradesh

Remuneration: Salary will commensurate with experience of the candidate and past salary drawn

Key Roles & Responsibilities:

- Assess, diagnose and treat patients, strictly as per laid down procedures and follow the practice of evidence-based medicine.
- Conduct regular obstetrics OPDs and allot duties to the ancillary staff for smooth running of OPD. Take ward rounds and perform emergency duties. To attend to the emergency obstetrics patients who come outside the normal duty hours.

- Inspect relevant wards and check case sheets.
- Avoid overcrowding at OPD by giving prior instructions to the staff and regulate it by ensuring effective implementation of token system and queue system.
- Ensure entry of online reports in the software and give instructions for it.
- Support in smooth running of MCH services, family planning program and immunization program; ensure maintenance cold chain.
- Maintain prescribed records and documents.
- Close the attendance register; maintain late register and regularly check movement registers.
- Coordinate with nursing staff and specialists so that all aspects of the patient management are taken care of and proper follow up is done.
- Inform patients and relatives about various ailments, chronic diseases and methods of prevention to allay fears of prognosis and prevent future infections
- Counsel about the post partum family planning methods.
- Implement family planning program; inserting IUCDs and injectable.
- Deliver babies and perform prenatal and postnatal care to prevent perinatal and after birth complications and infections.
- Managing emergencies, timely referrals and calling the specialists when required and assist the specialists in OPD. Independently conduct OPD if required.
- Hold monthly staff meetings, evaluate progress and suggest steps for improvements.
- Any other task/ responsibilities assigned by the supervisor or the management as and when required.
- Ensure general cleanliness and implementation of infection control and proper waste disposal practices.
- Help in organising training programs for the hospital staff under guidance of the authorities.
- Follow orders given by the specialists doctors.
- Perform emergency duties, on rotation basis.

Candidate Profile:

MBBS from a recognized university. Registration with the State/Central MCI.

Experience of minimum five years of working in obstetrics department/ pediatrics department/emergency/anaesthesia.

Any relevant training in the related field will be preferable.

9) Job Title: Nursing Superintendent

Project: MCH Wings

Location: Uttar Pradesh

Remuneration: Salary will commensurate with experience of the candidate and past salary drawn.

Key Roles & Responsibilities

- Overall supervision of nursing staff (including labour room, Obstetrics and neonatal ICU and SNCU staff) of the 100 bedded MCH (Maternal Child Health) Wing.
- To provide necessary professional care to the pregnant ladies during antenatal period, delivery and after childbirth.
- Provide hands on care to the patients; managing I/V lines, monitoring and observing condition of patients, administer drugs, maintaining records and communicating with the doctors. Also monitoring and overseeing such responsibilities.
- Time to time interact with the patients family and attendants to debrief the condition of the patients.
- Implement rotation wise duties in different wards, emergency, labor room and ICUs.

- Serves as a consistent care coordinator throughout the continuum of care assessing the physical, psychological and social needs of the patient.
- To work and monitor in inpatient and outpatient departments and admit & discharge the patient from the ward as per guidance of senior consultants. Care for critically ill patients in HDU/ICU. Oversee infection prevention practices in wards, labour room and OT.
- Ensure and monitor comfort of the patient & their newborns.
- Help in maintaining clean and safe environment for the patient.
- Assist doctors during ward visits, ensure vital signs monitoring & other nursing procedures such intake/output chart, administration of injections, medications, etc.
- Co-ordinate patient care with various members of the organization.
- Work as a good team member to guarantee high standards of healthcare to the patients.
- Perform other tasks, which may be assigned by the reporting manager from time to time.
- Ensure Service Delivery as per the project deliverables.
- Ensure quality while rendering the health services in various departments.
- Purchasing of required goods as per delegation of the powers.
- Organizing daily administrative meetings and planning day-to-day implementation of systems and processes.
- Capacity Building of service providers whenever required.
- Developing and mentoring of the team.
- Submitting proposals for improvement or expansion of the hospital to the management.
- Any other task/ responsibilities assigned by the management as and when required.

Qualifications & Experiences

- Candidates should be BSc(Nursing), Post Graduate Nursing, from a recognized institute, Should be registered with the State Nursing Council & have valid registration number with minimum 5 years or more experience as nursing superintendent in a maternity hospital, preferably or directly involved in service delivery in a 100- 200 bedded hospital.
- Working experience with an inclination towards development sector.
- Must have strong leadership, team development and networking skills.
- Good communication skills (oral & written) and documentation skills.
- Experience of working with donors & state government partners will be an added advantage.
- Candidates with prior experience in hospital administration and hospital management will be preferred.
- Capacity to work as a team.

10) Job Title: Staff Nurses

Project: MCH Wings

Location: Uttar Pradesh

Remuneration: Salary will commensurate with experience of the candidate and past salary drawn

Key Roles & Responsibilities:

- To provide necessary professional care to the pregnant ladies during antenatal period, delivery and after childbirth.
- Provide hands on care to the patients; managing I/V lines, monitoring and observing condition of patients, administer drugs, maintaining records and communicating with the doctors and nurses' superintendent.

- Time to time interact with the patient's family and attendants to debrief the condition of the patients.
- Perform rotation wise duties in different wards, emergency, labor room and ICUs.
- Serves as a consistent care coordinator throughout the continuum of care assessing the physical, psychological and social needs of the patient.
- To work in inpatient and outpatient departments and admit & discharge the patient from the ward as per guidance of senior consultants. Care for critically ill patients in HDU/ICU.
- Maintain comfort of the patient & their newborns.
- Maintain clean and safe environment for the patient.
- Assist doctors during ward visits - including vital signs monitoring & other nursing procedures such intake/output chart, administration of injections, medications, etc.
- Co-ordinate patient care with various members of the organization.
- Work as a good team member to guarantee high standards of healthcare to the patients.
- Perform other tasks, which may be assigned by the reporting manager from time to time.

Candidate Profile:

A recognized Nursing qualification from a recognized Nursing Institute such as B.Sc (Nursing), Post Basic Nursing, General Nursing and Midwifery (GNM)

Should be registered with the State Nursing Council

Should have a valid RN RM number.

Experience: Minimum 5 years of experience of working in a hospital and working in ICU/HDU would be desirable.

11) Job Title: Pharmacist

Project: MCH Wings

Location: Uttar Pradesh

Remuneration: Salary will commensurate with experience of the candidate and past salary drawn

Key Roles & Responsibilities:

- Dispense medications by compounding, packaging, and labeling pharmaceuticals.
- Comply with state and federal drug laws as regulated by the state board of pharmacy, the drug enforcement administration, and the food and drug administration. Maintaining records for controlled substances.
- Maintaining stock of medicine and details of dead stock in the hospital.
- Removing outdated, expired and damaged drugs from the pharmacy inventory.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Maintains pharmacological knowledge by attending educational workshops, reviewing professional publications.
- Prepares medications by reviewing and interpreting physician orders; detecting therapeutic incompatibilities.
- Completes pharmacy operational requirements by organizing and directing technicians' work flow; verifying their preparation and labeling of pharmaceuticals; verifying order entries, charges, and inspections.
- Provides pharmacological information by answering questions and requests of health care professionals; counseling patients on drug therapies.
- Protects patients and technicians by adhering to infection-control protocols.
- Perform other tasks, which may be assigned by the reporting manager from time to time.

Candidate Profile:

Candidates should be a D Pharma/ B Pharma. Candidates with work experience will be given preference.

12) Job Title: Counselor

Project: MCH Wings

Location: Uttar Pradesh

Remuneration: Salary will commensurate with experience of the candidate and past salary drawn

Key Roles & Responsibilities:

- To provide necessary Counseling to the pregnant ladies during antenatal period, delivery and after childbirth.
- Counseling on issues like HIV, adolescent healthcare.
- Meeting with family to discuss their emotional, mental, or lifestyle issues.
- Acting as a facilitator of group counseling session or a mediator in a conflict resolution setting.
- Providing relevant information or resources specific to the Mother /children's need.
- Attending and supervision of training sessions.
- Undertaking personal therapy.

Required Academic Qualifications:

Essential: M.A in Psychology/ Psychosocial Rehabilitation from a recognized University with 3 years of work experience.

Desirable: Preference will be given to candidates with M. Phil/PG Diploma with two or more years of relevant working experience with Mother & child care unit.

***Pls. Note: Desired Professional Attributes for All Positions:**

- Polite and respectful to colleagues/stakeholders;
- Self-driven, result oriented with a positive outlook.
- Should have a clear focus on high quality & sustainability.
- Should be reliable, tolerant, resilient & determined.
- Adhere to dress code, neat and clean appearance.
- Report to work on time and as scheduled.
- Maintain local, state and union regulatory requirements.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards.
- Communicate the mission, vision and values of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend staff meetings and capacity building programs organised in the hospital.

Pls. Note: Interested candidates should e-mail their detailed CV mentioning **Application for the post of** “_____” in the subject line of E-mail along with two references and expected salary at careers.mch@hfppt.org **Contact No.: 0120-4673600/ Mobile: 08076585707.**

