

ELIGIBILITY CRITERIA & TERMS OF REFERENCE FOR NACP-V



Position	Essential Qualification	Desirable	Essential Experience	Job responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
MO - ART	MBBS with valid registration from the respective State Medical Council/NMC	Work Experience in HIV/AIDS Programme in field settings.	6 months work experience. Post Graduates from Clinical Discipline will also be considered.	Medical Responsibilities: ☐ He/she should conduct the initial evaluation of PLHIV (clinical and lab) and initiate PLHIV on ART ☐ He/she should conduct the clinical and lab monitoring of PLHIV initiated on ART (including CD4 count, adherence, viral load testing and other lab investigation) ☐ He/she should identify PLHIV with advanced HIV and ensure management of all patients advanced HIV disease at ART centre or must ensure referral and linkages to appropriate facilities e.g. lab, in patient departments etc. ☐ He/she should refer difficult/ complicated cases to the nodal officer or other specialist for further expert opinion and interventions including admission and inpatient care, if required. It includes referrals to other departments for treatment of, OIs, STI, etc. ☐ He/she should provide OI prophylaxis and preventive treatment as per guidelines ☐ Prevention and management of TB coinfection: He/she should perform 4S screening and take decision about TPT initiation or referral for TB diagnosis for all PLHIV attending ART centre. Initiation of ATT, CPT and ART as per technical guidelines ☐ He/she must update the prescribed columns in white cards and green books ☐ Ascertain eligibility for differentiated care (MMD, LAC, other DSD models) ☐ MO should refer "suspected/confirmed treatment failure" cases, "complicated cases" to the SACEP at the COE/ART plus for screening and initiation/modification/switch of ART, if required. The nodal officer of the ART centre must countersign all such referrals ☐ Focal point for care of exposed babies and EID for HIV exposed babies found "reactive" with DBS at ICTC and referred to ART centre ☐ Update the prescribed columns in white cards and green books. 12. Should actively participate and coordinate all initiatives/activities related to ART (e.g. Telemedicine, Verbal Autopsy, DSDM etc.) implemented by SACS/NACO time to time ☐ Any other activity assigned under the Programme Administrative Responsibilities: ☐ In the absence of SMO, the MO is the functional team leader of the ART centre under the overall guidance of the Nodal officer. The MO must supervise the administrative and medical functions of the ART centre on a day- to- day basis ☐ He/she should provide leadership to staff to work as a cohesive team and ensure implementation of national operational and technical guidelines ☐ He/she should ensure implementation of national operational and technical guidelines at ART Centres ☐ MO should also coordinate and monitor the linkages with CSC, other NGO's and networks ☐ He/she must co-ordinate and monitor the LAC/DSD models launched in the ART centre and ensure that the standard guidelines are being followed. Responsibilities in respect to Link ART centres/ LAC plus/ linked ART refill (DSD) sites • He/she has to mentor and monitor the functioning, recording, and reporting of LAC/LAC plus/ DSD site along with the Nodal officer • He/she must follow up out referral and in- referral of patients and communicate with the Link ART centre • He/she must take decision to link out willing patients to the nearest LAC based on eligibility criteria • He/she must do the clinical review of patients referred back to the nodal ART centre from LACs. ☐ Monitor the consumption and availability of drugs (ARV, ATT, OI and other drugs), CD4/VL kits, other consumables and alert the concerned authorities in case of impending shortage well in advance so as to enable adequate replenishment without disruption of ART care and support to PLHIV . Ensure that there is adequate drug stock available for multi-month dispensation patients. ☐ He/she should verify the staff attendance register daily and get it approved by the Nodal Officer at the end of the month before forwarding the attendance to the SACS ☐ MO must assist the nodal officer in carrying out the annual performance appraisal of the contractual staff based on the PMDS format which should then be approved by the nodal officer ☐ He/she must attend or ensure appropriate representatives are sent for monthly coordination meetings held at the district level, ART centre-CSC coordination meetings, HIV-TB meeting, DAPCU coordination meeting and any other . The MO must attend review meetings by NACO/ SACS and training programmes conducted for medical officers ☐ He/she must be aware of all communications sent from NACO/SACS to the ART centre and should update the nodal officer about them on a day to day basis ☐ He/she must ensure that all records, registers, cards and IT based reporting system IMS software are updated daily and reports are sent to the concerned authorities on time. All reports should be checked by the MO before taking approval from the Nodal Officer for sending them to the concerned authorities. ☐ Besides all the above, any other duty assigned by ART Centre In-charge/ SACS/NACO pertaining to ART services.

COE

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
Research Fellow (Clinical)	MBBS with valid registration from respective State Medical Council/NMMC.	Work Experience in HIV/AIDS Programme in field Medical settings.	6 months of Junior Residency in any clinical branch. Good working knowledge of computer, MS office.	☐ Be involved in all research activities of the CoE: facilitate and monitor progress of the operational research projects, institutional research projects, multi-center studies, collaborative projects undertaken with the CoE; PhD thesis, PG dissertations, etc; ☐ Be involved in planning, data compilation, analysis and preparation of presentations / publications under the supervision and guidance of the Programme Director / Deputy Programme Director; ☐ Actively participate in training, mentoring and other capacity building programmes of the CoE ☐ Facilitate and coordinate expert-consultation through telemedicine / case-based learning ☐ Provide technical support in conducting distance learning seminar. ☐ Be involved in screening of cases referred for SACEP review from attached ART centres, ART plus centres and will work closely with the Programme Director of CoE and SACEP Coordinator in following the stipulated protocol for smooth functioning of SACEP and in providing appropriate alternative first line ART / second line/ third line ART as per NACO guidelines; be responsible to follow-up, compile and provide SACEP feedback/recommendation to the referring centres ☐ Function as the SMO/MO of ART centre, when required ☐ Be responsible to compile CoE reports for SACS and NACO; ☐ Monitor ART plus centres to execute regular SACEP and provide technical support to strengthen the technical competencies of the ART plus centre staff; ☐ Site visit to ART plus /ART centre / CSC / LAC as directed by the Programme Director / SACS/ NACO; and ☐ Perform any other job as assigned by the Programme Director/ Deputy Programme Director CoE.

Position	Essential Qualification	Desirable	Essential Experience	Job responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
LT - ART	B.Sc in Medical Laboratory Technology (BMLT) or BMLS Diploma in Medical Laboratory Technology (DMLT) or DMLS with the course duration of at least 2 years recognised by UGC/ State Government/ Central Government	Community candidates from HIV infected and affected as well as key communities. Engagement with key populations and affected communities at field level.	One Year Experience for B.Sc in MLT (BMLT) or BLMS and Two Year Experience for DMLT or DMLS	☐ Phlebotomy, sample collection, performance of test, reporting



सत्यमेव जयते

निधि केसरवानी, भा.प्र.से.

निदेशक

Nidhi Kesarwani, I.A.S.

Director



राष्ट्रीय एड्स नियंत्रण संगठन
स्वास्थ्य और परिवार कल्याण मंत्रालय
भारत सरकार

National AIDS Control Organisation
Ministry of Health & Family Welfare
Government of India

No. T-11025/08/2022-NACO (BSD) CB
Dated: 09/11/2022

Order

Subject: Revised integrated Terms of Reference (ToR) for the Counselor's under National AIDS Control Programme (NACP) Phase -V

In order to provide quality services to the client in a holistic manner, it has been reviewed to create synergy in the counseling support provided to clients visiting various services under NACP.

A revised ToR for the Counselor's working in wide-range of programmes under NACP-V (e.g. Help line 1097, Targeted Intervention projects, Opioid Substitution Therapy centers, Anti Retro-viral Therapy Centres, Integrated Counselling and Testing Centres, Designated STI/RTI Clinics, One Stop Centre, Sampoorana Suraksha Strategy) has been approved by the competent authority.

In this regard, all the States has to ensure the following Terms of Reference (ToR) for the counselors under all the components of program.

Revised ToR for counselor's under NACP-V

A. Essential Qualification:

Graduate degree holder in Psychology/Social Work/Sociology/ Anthropology/Human development/Nursing with 3 years of experience in counseling/educating under National Health Programme

OR,

Post-graduate in Psychology/Social Work/Sociology/ Anthropology/Human development/Nursing

If candidate is a person living with HIV/AIDS (PLHIV),

Graduate degree holder in Psychology/Social Work/Sociology/ Anthropology/Human development/Nursing with 1 years of experience in counseling/educating under National Health Programmes

B. Desirable

- Experience of working under the National AIDS and STD Control Programme (NACP) facility or community settings

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अपनी एचआईवी अवस्था जाने, निकटतम सरकारी अस्पताल में मुफ्त सलाह व जाँच पाएँ
Know you HIV status, go to the nearest Government Hospital for free Voluntary Counselling and Testing

C. Knowledge and Skill:

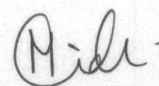
- The candidate should be computer literate with working knowledge of MS office, usage of internet and electronic mail.
- Familiarity with government health policies and related programmes.
- Ability to work in teams, and flexible ways of working as per the need of programme

D. Role and Responsibilities are:

The counselor would be performing following jobs, in facility (including prison) and also in outreach/community settings through field visits in a confidential and ethical manners, as per the modalities prescribed in national guidelines/periodic instructions issued under the National AIDS and STD Control Programme

1. Counseling and educating the target audience on preventive measures, testing and treatment of HIV, STIs and related co-infections through one-to-one or group counseling, using suitable medium (Exp. posters, flip books, flyers, leaflets, audio-visual materials, tele-counselling, virtual platform etc.)
2. Undertaking the risk assessment of the target audience and offering of suitable follow-up services as per the risk level of the clients,
3. Promoting of comprehensive prevention models (Condom, Contraception, Pre-Exposure Prophylaxis, Post-Exposure Prophylaxis etc.), including condom demonstration (using penis model), for prevention of new infections,
4. Undertake HIV and Syphilis screening services in facility and field settings,
5. Undertake the counseling for people found reactive/positive for HIV, STIs and related co-infections, including but not limited to, anti-retroviral medicines, preparedness counseling, adherence counseling, opportunistic infections management, management of NCD, lifestyle modification, positive prevention, disclosures, index testing, psychosocial support, family counseling, suitable linkage and referrals, including to 1097, social protection schemes, legal aid, rehabilitation and other relevant services etc.
6. Benefits of DTG based regimen or current ART regimen which is preferred in programme.
7. Undertake the enabling environment to fight against stigma and discrimination.
8. Undertake the family planning counseling and follow-up referral and linkages among eligible HIV positive clients,
9. Undertake the counseling among adolescents and youths for sexual and reproductive health including that for prevention, testing and treatment of HIV, STIs and related co-infections Undertake the counseling and follow-up services for 'at-risk' non-reactive/negative clients, including but not limited to, comprehensive prevention models, periodic screening for HIV/STIs and suitable linkage and referrals, including to 1097, as per the national guidelines,
10. Follow-up for HIV and STIs reactive/positive people through field visit/outreach ensuring uptake of suitable services like confirmatory testing, registration to treatment facilities and adherence counseling,
11. Follow-up for HIV and STIs reactive/positive children through field visit/outreach ensuring uptake of suitable services like confirmatory testing, viral load tests, registration to treatment facilities and

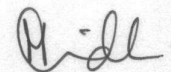
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adherence counseling,

12. Follow-up for HIV and STIs reactive/positive children through field visit/outreach for ARVs/prophylaxis/suitable treatment administration
13. Coordination with various outreach workers/field functionaries/ANM/ASHA Workers/Anganwadi Workers etc. in context of HIV/STI-reactive/positive individuals ensuring uptake of suitable services like confirmatory testing, registration to treatment facilities, adherence counseling etc.
14. Promote institutional delivery of HIV infected pregnant women.
15. Counselling on exclusive breast/replacement feeding (EBF/ERF) and counsel mother for complete EID.
16. Perform the role of nodal point for Sampoorana Suraksha Strategy as suitable for the given locality,
17. Counselling on harm-reduction services for injecting drug users including on the topic of Opioid Substitution Therapy, Viral Load testing and viral suppression.
18. Administration of OST drugs to the injecting drug users as suitable,
19. Ensuring the suitable use and maintenance of kits/commodities/consumables/equipment's provided under NACP including the cold-chain maintenance of kits/drugs as per the guidelines,
20. Undertake the data recording and reporting, including the data entry in IT-enabled platforms, for the services offered as per the system prescribed under the national guidelines.
21. Undertake the specific activities in context of the programme monitoring, surveillance and research as per the instructions issued periodically,
22. Participation in reviews, trainings and capacity building activities etc. as per the instructions issued periodically.
23. Undertaking of any other related activities under NACP as per the instructions issued periodically.

This issue with the approval of competent authority.



(Nidhi Kesarwani)

To

**Project Director's
State AIDS Control Societies**

Copy to

- 1) Sr. PPS to Additional Secretary and Director General, NACO
- 2) Sr. PPS to Director, NACO
- 3) All Division Heads, NACO
- 4) Deputy Secretary (Admin), NACO
- 5) Deputy Directors-NACO

Position	Essential Qualification	Desirable	Essential Experience	Job responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
Pharmacist	Bachelors Degree in Pharmacy from a recognized institute. OR Diploma in pharmacy The candidate should be registered in state pharmacy council.	Community candidates from HIV infected and affected as well as key communities.	3 years of experience for Diploma holders. Good working knowledge of MS office.	☐ He/she must work under the guidance and supervision of SMO/MO ☐ Dispense ARV and OI drugs (including CPT, ATT and TPT/PT) with proper counselling ☐ Advise the patients and family about the importance of adherence during each visit ☐ Counsel the patient on possible drug toxicities and report the same, if significant ☐ Do pill count and report any adverse effects of drugs or any OIs. Also, update the IIMS and confirm the next visit date given by the SMO/MO and inform the patient ☐ Maintenance of the drug stores as per guidelines ☐ Maintain and update drug stock and drug dispensing registers regularly every day. Inform the Senior medical officer/MO in charge in case of any discrepancy. Duty take his/ her signature every fortnightly in the stock register ☐ He/she must update all IT based reporting system on daily basis and prepare reports to be sent to the concerned authorities as per NACO guidelines. ☐ Ensure that the centre, LAC and other drug refill sites has enough stock of ARV drugs for at least 3 months and inform the concerned authority about any near expiry or excess stocks well in time for relocation to other sites and ensure FEFO protocol is followed ☐ Physical verification of the drugs under the supervision of the nodal officer and the SMO on a quarterly basis and document it ☐ Facilitate transfer/ ensure availability of ARV drugs at LAC/DSD sites as per the number of patients linked out to the LAC/ DSD sites ☐ Besides all the above, any other duty assigned by ART Centre In-charge ☐ Any other activity assigned under the Programme
Data Manager - ART	Graduate in any discipline with Diploma/Certificate in Computer Applications (from a recognized institute or university)	Working experience in data management and working knowledge of health related softwares	Graduate or Masters in Statistics/Mathematics will be preferred. Work Experience in HIV/AIDS Programme in field settings.	☐ He/she must work under the guidance and supervision of SMO/MO ☐ Ensure that all data recording and reporting softwares are properly installed, functioning, and updated ☐ He/she must update all IT based reporting system on daily basis and prepare reports to be sent to the concerned authorities as per NACO guidelines. ☐ Generate due list of PLHIV on ART, list of pre-ART (PLHIV on preparedness phase)/on-ART MIS/LFU, due list for CD4/VL testing and other list as required for patient and programme management and share them with respective ART staff ☐ Share list of pre-ART/on-ART MIS/LFU with CSC for tracking and tracing, coordinate for feedback and update the feedback in IMS and white card (All ART Records) ☐ Print and share all circulars/information sent by NACO/SACS to the Nodal Officer/SMO/MO and maintain a file for the important orders/communication ☐ Maintain the attendance register for the ART centre staff and get it verified by the SMO/MO every day and by the Nodal Officer at the end of the month ☐ Maintain the HR file including the biodata of the staff, copies of certificates, appointment letters, contractual service agreement, performance appraisal report, training details, remuneration etc ☐ Coordinate with the LAC/ LAC plus centres and ensure that all LAC/ LAC plus related tools are complete ☐ Prepare and send all the monthly reports prescribed by NACO and SACS after approval of MO/SMO/Nodal Officer ☐ Assist in analysis of data under the supervision of the Nodal Officer of the ART centre ☐ Maintain the accounts of the ART centre and the fixed assets register ☐ Data managers at ART centres shall support in Teleconsultation activities. DM at ART plus centre shall also function as the SACEP coordinators. ☐ Ensure regular data back-up. ☐ Any other duty assigned by ART Centre In-charge. ☐ Any other activity assigned under the Programme

Position	Essential Qualification	Desirable	Essential Experience	Job responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
Staff Nurse-ART	B.Sc. Nursing. OR GNM Candidate must be registered in State nursing council.	Community candidates from HIV infected and affected as well as key communities.	The candidate should be computer literate with working knowledge of MS office, usage of Internet and electronic mail. Engagement with key populations and affected communities at field level,	☐ Perform all paramedical functions of the centre as per requirement and support medical officers in patient consultation ☐ Perform baseline assessment of the patient including pulse, BP, weight, height etc ☐ Assess the physical, social, and psychological needs of the patient. ☐ Support management of patients with advanced HIV disease under the guidance of SMO/ MO ☐ Provide need-based nursing care and support to the patients ☐ Role of nurses at the ART centre in HIV-TB coordination: a. Focal point for all HIV-TB related activities b. Screening all the 4S +ve cases referred by the care coordinator for TB using 4 symptoms complex screening tool c. Record the TB symptom of the patient using the detailed stamp in the patient Green Book. d. Ensure referral of presumptive TB patients to CBNAAT/other appropriate diagnosis e. Fill TB referral form, facilitation TB referral and updating TB results status f. The lab form to be stamped by the nurse with the ART centre stamp to facilitate fast tracking of the patient for TB testing g. Maintaining and updating HIV-TB line list and TB register h. Coordinate with medical officer for initiation of TB treatment in PLHIV with TB co-infection. Provide counselling to PLHIV about TB treatment and ensure treatment completion. i. Prepare, update and maintain TB Treatment Card, HIV-TB register j. Attend the monthly NTEP meeting along with the completed line list for the month to be shared with the concerned STS k. Maintain the TB/HIV register at the ART centre ensuring timeliness, accuracy and completeness l. Coordinate with data manager for preparation of TB/HIV section of MPR m. Coordinate regularly with the HIV-TB coordinator / STS/STLS to ensure effective coordination between ART and NTEP for smooth functioning and uninterrupted service delivery. n. Share the details of all patients initiated on ATT at the ART centre / transfer of HIV-TB patients to another ART centre, with the HIV-TB coordinator daily. o. Ensure that all PLHIV receive TPT. Coordinate with other staff to ensure documentation of updated information in white card for PLHIV initiated on TPT with outcomes on completion of TPT. ☐ Focal point for infection control practices at ART centre: a. Reinforce hand hygiene practices b. Reinforce cough hygiene in PLHIV with respiratory symptoms, including use of face covers /masks c. Ensure implementation of universal safety precautions and proper waste disposal at the centre d. Availability of PEP in emergency, labor room, ICU and other critical areas and maintenance of its records. e. Ensure implementation of IPC/AIC practices ☐ Focal point for all issues related to pregnant positive women and HIV exposed child and early Infant Diagnosis (EID) in the absence of counsellor ☐ Coordinating and tracking the referrals made within the hospital by establishing linkages with various departments and in-patient wards ☐ Streamlining and guiding patients at the ART centre and helping in the efficient and orderly functioning of the centre ☐ Dispensing of ARV drugs in the absence of pharmacist as and when required Counselling of patients as and when required ☐ Collection of blood samples for CD4 testing and arrange/perform its transportation to the linked lab during the absence of Lab technician as and when required ☐ Provide reports to the doctor and other members of the ART centre multidisciplinary team ☐ Updation of reports as per NACO guidelines ☐ Any other duty assigned by ART Centre In-charge

Position	Essential Qualification	Desirable	Essential Experience	Job responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
Community Care Coordinator	PLHIV, with 10+2 Pass	Working knowledge of computer, usage of Internet and electronic mail.	Working knowledge of English and local language.	☐ He/she must work under the guidance and supervision of SMO/MO ☐ Be the first interface with patient at centre ☐ Ensure entries in the HIV visit register ☐ Do the first stage 4 S Screening and record in Patient visit register ☐ Be a peer educator for PLHIV at centre and provide psycho-social support to newly registered PLHIV ☐ Aid PLHIV enrolled at the ART centre, within the hospital (OP and IP) ☐ Coordinate with the linked Care and Support Centre & Link ART Centres. ☐ Keep track of drug adherence of patients on ARV, counselling them on the importance of regularity of visits and ARV dosage ☐ Augment the efforts of the counsellor and other staff of the centre in promoting positive living ☐ Assist in patient retrieval, where necessary and as far as possible ☐ Follow MIS/LFU cases on telephone, from “daily missed list” as well ☐ Transfer of kits / other consumables / blood sample to nearby CD4 Labs in absence of LT, if necessary. Emergency transfer of drugs to LAC/ other ART centre/ Home visit of LFU cases (TA/ DA for such visits can be booked under operational cost of ART Centre as per NACO guidelines) ☐ Manage filing of the white cards on daily basis Any other duty related to the programme assigned by SMO/MO