

# **TOR FOR STATE CONSULTANT IDSP**

## **Integrated Disease Surveillance Programme (IDSP)**

### **TOR for recruitment of State Consultant IDSP**

Educational qualification- M.B.B.S.

Desirable qualification- Preference will be given to candidate having qualification of MD-PSM/DPH/MPH/DPHM

**Remuneration:** Rs. 60,000 to 80,000/- per month as per NHM norms.

Desirable experience: Three years' experience in health program management in government or semi government sector at block/district/state level.

### **Job Responsibilities:**

1. Organize and monitor timely collection of data from all reporting districts. Administer collection, compilation and analysis of passive surveillance data not only from peripheral health institutions but also from hospitals and colleges in the state.
2. Analyse surveillance data and prepare weekly surveillance graphs and charts.
3. Identify outbreaks of diseases targeted in IDSP for all reporting districts using triggers agreed with Central Surveillance Unit.
4. Collect monthly summaries of the disease situation from the district surveillance units.
5. Prepare and send monthly summaries of the disease situation to the Central Surveillance Unit and Regional Project Coordinators.
6. Initiate outbreak investigations promptly following the standard operating guidelines of IDSP
7. Coordinate movement of Rapid Response Team & participate in all outbreak investigations
8. Ensure timely submission of FIR (First Information Report) and detailed Outbreak Report to SSU/CSU and Regional Project Coordinators.
9. Ensure timely submission of annual project report and annual surveillance report of DSUs, prepare and timely submit annual project report and annual surveillance report for the SSU to CSU and Regional Project Coordinators.
10. Support effective operational integration of disease control efforts based on the surveillance data
11. Coordinate involvement of Medical Colleges, Private Sector, Community and Media in surveillance activities
12. Provide regular feedback to all reporting districts on disease trends and outbreaks
13. Organize, coordinate & monitor training of state/district staff under IDSP.
14. Identify emerging training needs at the state/district and revise training calendars accordingly.
15. Organize dissemination of training manuals and materials for training courses.
16. Assist in organizing independent evaluation studies under IDSP and its outcome
17. Supervise Data Manager and Consultant Finance/Procurement appointed under IDSP to ensure timely

submission of quality information required in relation to data and finance/ procurement matters

18. Monitor proper use of EDUSAT facility/IT networking towards data transfer, training, e-conferencing.
19. Coordinate regular meetings of State/District Surveillance Committee and assist in inter-sectoral coordination  
for effective IDSP implementation.
20. Organize regular meetings of IDSP stakeholders.
21. Make supervisory visits to DSUs to monitor implementation of project activity
22. Support state surveillance officer in carrying out other works related to effective implementation of IDSP