

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. Those with MD Medicine / Diploma in Medicine will be preferred.	6 months work experience. Post Graduates from Clinical Discipline will also be considered. Good working knowledge of computer, MS office.	<ul style="list-style-type: none"> <input type="checkbox"/> Medical Responsibilities: He/she should conduct the initial evaluation of PLHIV (clinical and lab) and initiate PLHIV on ART <input type="checkbox"/> 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) <input type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> He/she should provide OI prophylaxis and preventive treatment as per guidelines <input type="checkbox"/> 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 <input type="checkbox"/> He/she must update the prescribed columns in white cards and green books <input type="checkbox"/> Ascertain eligibility for differentiated care (MMD, LAC, other DSD models) <input type="checkbox"/> 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 <input type="checkbox"/> Focal point for care of exposed babies and EID for HIV exposed babies found "reactive" with DBS at ICTC and referred to ART centre <input type="checkbox"/> 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 <input type="checkbox"/> .Any other activity assigned under the Programme <input type="checkbox"/> 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 <input type="checkbox"/> He/she should provide leadership to staff to work as a cohesive team and ensure implementation of national operational and technical guidelines <input type="checkbox"/> He/she should ensure implementation of national operational and technical guidelines at ART Centres <input type="checkbox"/> MO should also coordinate and monitor the linkages with CSC, other NGO's and networks <input type="checkbox"/> 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 <ul style="list-style-type: none"> • 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. <input type="checkbox"/> 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. <input type="checkbox"/> 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 <input type="checkbox"/> 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 <input type="checkbox"/> 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 <input type="checkbox"/> 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 <input type="checkbox"/> 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. <input type="checkbox"/> Besides all the above, any other duty assigned by ART Centre In-charge/ SACS/NACO pertaining to ART services.