



ABSTRACT

Health and Family Welfare Department - Tamil Nadu Health Systems Project :
Establishment of Programme Management Unit - Orders issued.

HEALTH AND FAMILY WELFARE (EAP1/1) DEPARTMENT

G.O.(2D) No.93

Dated:09.10.2012
Thiruvalluvar Aandu - 2043,
Purattasi - 23

Read

G.O. (Ms) No :72 Health & Family Welfare (EAP1/1) Department Dated :
23.02.2011

G.O. (2D) No :105 Health & Family Welfare (EAP1/1) Department Dated :
30.12.2011

Read also

From the Project Director, Tamil Nadu Health Systems Project, Letter No.
6236 / E1 / HSP / 2012 Dated: 02.08.2012.

ORDER:

In the Government Order 1st read above, the Government accorded "in principle" approval for establishment of State Health Data Resource Centre and approval for implementation of the operational manual and implementation plan prepared by consultants.

2. In the Government Order 2nd read above, the Government approved the preliminary activities undertaken by Tamil Nadu Health Systems Project for establishment of State Health Data Resource Centre, the efforts to obtain assistance from Indian Council of Medical Research (ICMR) and the estimate of budget to the tune of Rs 10.8253 crores.

3. The Project Director, Tamil Nadu Health Systems Project has reported that it is proposed to undertake the following activities.

- i. Establishment of Project Management Unit
- ii. Hiring a soft ware development agency to develop software application, to recommend hardware requirement and specification and to provide training of stakeholders. The software agency will complete the above activities with in a period of one year and simultaneously hand hold the project for two years from the date of inception.

- iii. To carryout parallel activities like preparatory work, analysis of available Health Management Information System data etc.,

The Project Director, Tamil Nadu Health Systems Project has also informed that it is proposed to write to Indian Council of Medical Research to make available additional funds to cover the estimated expenditure for the project over a period of two years and also proposed to contract the software development agency through M/s ELCOT by following Tamil Nadu Tender Transparency Act. The terms of reference has been finalized and the contract will be signed by the Project Director, Tamil Nadu Health Systems Project. To carry out the above activities, the Project Director, Tamil Nadu Health Systems Project has proposed to establish the Project Management Unit for the Tamil Nadu State Health Data Resource Centre. Accordingly, the Project Director, Tamil Nadu Health Systems Project had placed a proposal before the State Empowered Committee in the meeting held on 31.07.2012. The State Empowered Committee had approved the proposal. The Project Director has requested the Government to issue orders in the matter.

4. This activity has been approved by the World Bank comes under Component III Sub Component D.

5. The Government after careful consideration direct that the Project Management Unit (PMU) of the Tamil Nadu Health Systems Project headed by the Project Director, Tamil Nadu Health Systems Project shall be the Programme Management Unit for the Tamil Nadu State Health Data Resource Centre and the Health Management Information System wing of Project Management Unit of Tamil Nadu Health Systems Project will manage the activities of State Health Data Resource Centre.

6. Sanction is accorded for creation of the following temporary posts on contract basis for a period of two years from the date of appointment or till the need therefor ceases, whichever is earlier, to work in the Programme Management Unit of the State Health Data Resource Centre.

S.No	Category	No.of. Posts	Monthly contract payment Per person (in Rs.)
1	Public Health Expert	1	70,000
2	Project Coordinator	1	35,000
3	Research Associate	2	44,000
4	Accounts Officer	1	20,000
5	Admin Assistant	1	10,000
6	Office Assistant	1	6500

The job descriptions and the qualifications for the contract posts are indicated in the annexure to this order.

7. Sanction is accorded for incurring a recurring expenditure of Rs.27.54 lakhs (Rupees twenty seven lakhs and fifty four thousand only) towards payment of salary to the contract staff sanctioned above.

8. All the above staff will be appointed either by contract or outsourcing by the Project Director, Tamil Nadu Health Systems Project through Tamil Nadu Medical Service Requirement Board. However, if regular Government Officials with the same qualification are available in the Health Department, they may also be appointed in the posts in regular scale of pay. A contract agreement shall be signed by them and the Project Director. The Travel and Daily Allowance for the tours to be made by the above personnel shall be fixed by the Project Director as being given to similar contract officials in Tamil Nadu Health Systems Project.

9. Sanction is also accorded for incurring a recurring expenditure of Rs. 7.50 lakhs (Rupees seven lakhs and fifty thousand only) towards the expenditure for office supplies and maintenance of the Project Management Unit as detailed below.

Sl.No	Category	Annual Cost Rs. in Lakhs
1	Office supplies and maintenance	
	a) Refreshment charges	0.50
	b) Telephone and Internet Charges	2.00
2	Staff Travel, accommodation and per diems	5.00
	Total	7.50

10. The Government also direct that the above expenditure of Rs.35.04 lakhs (Rupees thirty five lakhs and four thousand only) shall be met out from National Rural Health Mission funds.

11. The Project Director, Tamil Nadu Health Systems Project is permitted to reallocate the expenditure within and across the components without exceeding the total amount sanctioned. The delegation to reallocate has to be within Salary item and Non-Salary item. Reallocation from Salary to Non-Salary and vice versa should not be done.

12. This order issues with the concurrence of the State Empowered Committee constituted in G.O. (Ms).No.28, Health and Family Welfare Department, dated 28.02.2005 and Finance Department vide its.U.O.No.53904/Finance H-II/2012 dated: 28.09.2012.

(BY ORDER OF THE GOVERNOR)

GIRIJA VAIDYANATHAN,
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Project Director, Tamil Nadu Health Systems Project, Chennai - 6.
The Principal Accountant General (A&E), Chennai - 18.
The Principal Accountant General (Audit I), Chennai - 18.
The Pay and Accounts Office (South), Chennai - 35
The Director of Medical and Rural Health Services, Chennai - 6
The Mission Director, National Rural Health Mission, Chennai - 6.

Copy to:

The Secretary to Government of India, Ministry of Health and Family Welfare,
New Delhi - 11.

The Country Director – India, The World Bank, New Delhi Office, 70, Lodhi Estate,
New Delhi – 3.

The Finance (Health-II) Department, Chennai – 9.
SF/SC.

// FORWARDED / BY ORDER //

(C/Med 21/12/12)
SECTION OFFICER
S/12/12

Annexure

Job Description of the Staff at the State Health Data Resource Centre

1.0 Sr. Epidemiologist/ Public Health Expert

Definition and Nature of work:

Epidemiologists/Public Health experts are medical scientists who investigate and describe factors that influence the development of disease, disability, and other health outcomes. They formulate means for prevention and control. Epidemiologists focus either on research or on clinical situations.

Tamil Nadu Health Systems Project – Tamil Nadu is seeking to hire a Senior Epidemiologist or Public Health Expert at the state level to provide epidemiological/ Public Health input for policy making and conduct evidence based research.

Job Description:

- i. Identify and analyze public health issues and their impact on public policies or scientific studies or surveys based on the data available from various departments under Health Sector in Tamil Nadu
- ii. Oversee public health programs, including statistical analysis, health care planning, surveillance systems, and public health improvement.
- iii. Plan and direct studies to investigate human disease patterns, preventive methods, and treatment for disease.
- iv. Provide expertise in the design, management and evaluation of study protocols and health status questionnaires, sample selection and analysis.
- v. Conduct research to develop methodologies, instrumentation and procedures for medical application, analyzing data and presenting findings.
- vi. Consult with and advise physicians, educators, researchers, government health officials and others regarding medical applications of sciences, such as physics, biology, and chemistry.
- vii. Supervise professional, technical and clerical personnel.
- viii. Identify and analyze public health issues and their impact on public policies or scientific studies or surveys.
- ix. Lead a team responsible for State Health Data Resource Center for quality control and maintain the health surveillance data
- x. Conduct detailed epidemiologic analysis and special investigative projects
- xi. Prepare regular reports based on available data and disseminate data.
- xii. Plan, participate and coordinate special epidemiological projects

- ix. Ability to share learning at different levels of staff and with Management
- x. Adequate knowledge in ICT
- xi. Medical Officer with MD (Community Medicine) qualification
- xii. 5 Years experience
- xiii. Age not exceeding 35 years.

3.0 Data Analyst/ Research Associate (Two Positions)

Nature and Definition of the Job

The Data Analysts /Research Officers job at State Health Data Resource Centre includes importing, cleaning, transforming, validating or modelling healthcare data with the purpose of understanding or making inferences for decision or management purposes. The job also includes presenting data in charts, graphs or tables, designing and developing relational databases for collecting data or building and designing data input or data collection screens.

Tamil Nadu Health Systems Project will hire two Data Analysts who would be responsible for data management of collection and analysis and posted under State Health Data Resource Centre initiative.

Job Description:

- i. Health data analysts are responsible for taking health data and transforming them into information that can be used by workers and supervisors to make decisions.
- ii. Creates reports in a timely manner that follow a specific format that can be clearly interpreted,
- iii. Provide guidance to staff members how to access health information in databases.
- iv. Maintaining the database of all relevant information collected at the State Health Data Resource Centre
- v. Preparing analysis frameworks for periodic analysis of the data
- vi. Introduce additional parameters required for program intervention not captured in the current reporting framework
- vii. Cleaning/validating the collected information
- viii. Introduce protocols for Data Quality Audit at the reporting units and at the state level
- ix. Analyzing the routine monitoring data, preparation of reports, presentations as and when needed
- x. Flagging data gaps and evolve ways and means to fill the gaps
- xi. Follow-up with reporting units for timely receipt of quality reports

- xii. Assess the trends in health patterns given by different departments and triangulate the data with other data sets wherever appropriate and available
- xiii. Prepare a check list on all the relevant indicators and Dash Board Indicators and review it periodically
- xiv. Conducting field visits to streamline reporting
- xv. Conduct trainings on data management to the reporting units
- xvi. Contributing to the preparation of quarterly and annual reports for state health data resource centre
- xvii. Will carry out the instructions provided by the Senior Epidemiologist on a timely manner.
- xviii. To execute instructions given by the Project Director, Tamil Nadu Health Systems Project, Director of Medical Education, Director of Medical and Rural Health Services and Director of Public Health and Preventive Medicine on a timely manner.

Desired profile of the candidate:

- i. Post graduate in Statistics or Epidemiology with minimum 5 years of experience
- ii. Experience of preparing reports, scientific papers and presentations
- iii. Must be proficient in whatever technology and computer programs are used by the health-care facility
- iv. Excellent skill in operating different statistical packages
- v. Knowledge of statistical methods is essential
- vi. Excellent communication and writing skills
- vii. Ability to work well as part of a team and independently
- viii. Desired age 30 – 35 yrs.

4. Accounts Officer will be contracted by the Project Director, Tamil Nadu Health Systems Project. He may be a retired Accounts Officer / Assistant Account Officer/ Assistant Treasury Officer. He will be responsible for maintaining the accounts involved in SHDRC like funds obtained from different agencies like Indian Council of Medical Research, National Rural Health Mission, Tamil Nadu Health Systems Project, Government of Tamil Nadu etc., expenditure involved in training, workshops, review meetings etc., TA /DA, Salary of officials and other accounts related work and reconciliation.

5. Administrative Assistant will be looking after all clerical work involved in SHDRC. He will be contracted out of retired officials from Health Department or from other Government Departments.

6. Office Assistant will be contracted by the Project Director out of retired Office Assistants or outsourced through outsourcing agencies. The candidate will be a person with 10th standard qualification.

GIRIJA VAIDYANATHAN,
PRINCIPAL SECRETARY TO GOVERNMENT

//TRUE COPY//

(Signature)
SECTION OFFICER
(Signature)