

**GOVERNMENT OF MEGHALAYA**  
**OFFICE OF THE DIRECTOR OF HEALTH SERVICES (M.I)**  
**MEGHALAYA SHILLONG**

No. HSM/ESTT/MHSSP/JDQC/44/23 /12372

Dated Shillong the, 7/6/24

**ADVERTISEMENT**

Applications from citizens of India are urgently required for appointment on a contractual basis for filling up the following post as given below for the **Joint Directorate Quality Committee** under **Directorate of Health Services (MI), Meghalaya.**

S.No	Name of Post	No of Post	Remuneration (₹)	Essential Qualification and Experience	Age limit	Place of Posting
1.	Consultant	3	₹ 40,000 PM	Post-Graduate in Hospital Administration/ Health Management/ Public Health Management from an AICTE/ UGC – approved recognized university.	Upto 35 years as on 1 <sup>st</sup> Jan' 2024	1 no. Jowai 1 no. Shillong 1 no. Tura

Qualified and interested candidates can submit their applications electronically through **Google Form** (<https://ln.run/KDtRd>) only on or before **10:00 AM of the 21<sup>st</sup> June 2024**, with soft copies of their bio-data, certificates and job experience. The Terms of Reference for the above post can be downloaded from the Meghalaya Health website (<https://meghealth.gov.in/>). The applications of the candidates will be screened and intimated in due course. For any future information updates, candidates will be informed through their registered email-id.

**Terms and Conditions:**

1. All biodata and testimonials (incl. CV/Resume) are to be scanned and forwarded in a **single PDF file**.
2. The competent authority may relax the minimum years of experience if the number of candidates meeting the requirement is less



(Dr. P. N. Chyne)  
Jt Director Health Services (M.I), cum Chairman  
Joint Director Quality Committee  
Meghalaya, Shillong

**TERMS OF REFERENCE FOR QUALITY ASSURANCE  
CONSULTANT UNDER THE JOINT DIRECTORATE QUALITY  
COMMITTEE OF THE DIRECTORATE OF HEALTH SERVICES**

Title	:	Quality Assurance Consultant
Duty Station	:	Shillong
No of Vacancies	:	3 (Three)
Salary	:	INR 40,000 Per Month
Duration of Assignment	:	The duration of the assignment is for 12 months but extendable based on performance

**SCOPE OF WORK**

1. Coordinate and promote quality related activities and advocacy across the state.
2. Assist, support, and conduct assessment and scoring of public health facilities and grade healthcare facilities based on score.
3. Facilitate selection of facilities that may go for certification and support them in the process.
4. Estimate state's requirements in terms of structure, process, and outputs for improving quality of healthcare services.
5. Review the status of QA activities in districts.
6. Provide support to districts by taking appropriate and time-bound actions on closure of the gaps, identified during the initial self-assessment.
7. Conduct workshops and training for district personnel on QA and certification of healthcare facilities.
8. Provide necessary support to DQAC/DQAU/DQTT in quality assurance and certification.
9. Ensure regular meetings & take follow-up actions and present 'action taken report (ATR)' in the SQAC meetings.
10. Provide technical assistance to achieve compliance to statutory requirements such as atomic
11. Energy act & AERB guidelines, blood bank license, PC&PNDT act, biomedical (management & handling) rules, etc.
12. Review the patient's and employee's satisfaction from different districts submitted by DQAU, subsequently develop an action plan to address the concerns of patients, which led to poor satisfaction.
13. Advise on the further development of QA and certification across health facilities in the state.
14. Monitor the recording/reporting system through field visits and submit the reports with appropriate suggestions/actions for improvement.
15. Assist the state nodal officer for quality assurance in discharging his/her duties.
16. Attend to any other duties/responsibilities assigned by the authorities and the reporting officer.
17. Facilitate state level assessment.
18. Make liaison with the central body for certification of state's public health facilities and facilitate the assessment process.
19. Any other job assigned by concerned officers.

**ACADEMIC QUALIFICATION:**

Post-Graduate in Hospital Administration/ Health Management/ Public Health Management from an AICTE/ UGC – approved recognized university.

## **EXPERIENCE AND COMPETENCIES:**

1. At least 2 years of experience in implementation, monitoring and evaluation of quality assurance certification for healthcare institutions. Experience in NQAS/ NABH will be preferred.
2. Preference will be given to candidates with experience in the public health sector.
3. Good knowledge on MS Suite/ data analysis.
4. Good interpersonal and communication skills, both verbal and written.
5. Proficiency in Local Language (Khasi/Jaintia/Garo).