

# Terms of Reference for the Position of 'LTBI Coordinator – Axshya Plus', GLRA India

## Specific Responsibilities:

- Coordinate with the National TB Elimination Programme staff at Tuberculosis Unit (TU) which is located at Block level.
- Participate in planning the initial stages of LTBI intervention in coordination with District TB Officer and NTEP staff along with the Team Lead.
- Weekly collect the list of index patient (microbiologically-confirmed pulmonary TB patients) diagnosed in the block from either the Nikshay portal or laboratory registers.
- Visit all microbiologically-confirmed pulmonary TB patients who were recently diagnosed in the TU area and meet their household contacts.
- Visit all microbiologically-confirmed pulmonary TB patients who were notified -through private sector in the block and meet their household contacts.
- Counsel TB patients about anti-TB treatment adherence.
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- Counsel family members about TB prevention and care.
- Inform about Tuberculosis Preventive Therapy to the household contacts.
- Arrange for screening of household contacts for TB disease and/or Latent TB Infection (LTBI).
- Record the details of household contacts, their LTBI status and eligibility for TPT after thorough assessment.
- Take consent for testing of LTBI – among household contacts.
- Mobilise household contacts to nearest collection centres and Chest X-ray (CXR) facilities.
- Communicate with laboratory representative for collecting and processing the samples.
- Record and report the investigation results.

- Communicate the investigation results to household contacts and clarify their doubts.
- Follow up with household contacts for consultation with medical officer at TU.
- Facilitate the TPT initiation among eligible household contacts.
- Ensure that all diagnosed TB patients are placed on anti-TB treatment.
- Following up with household contacts up to treatment completion.
- Record and report the six months follow-up reports.
- Build systems for sustaining contact follow up models by engaging ASHA workers, community volunteers etc.
- Provide a monthly report to the DTO and the SPMU.
- Participate in monthly meetings of NTEP and update the NTEP team on the achievements, challenges and solutions to field difficulties.
- Provide all necessary information related to the project to SPMU/NPMU as and when required.
- Escalate issues to Team Leads as and when required.
- Maintain all recording and reporting formats as per project requirements.

## **Supervision and Reporting**

**The position reports to the Team Lead – Axshya Plus.**

### **Locations:**

- **Madhya Pradesh:** – Bhopal, Gwalior, Indore, Chhatarpur, Shivpuri, Dhar, Sagar, Morena, Burhanpur, Satna, Bhind, Satna, Rewa, Shivpuri, Jabalpur, Dhar, Hoshangabad, Burhanpur, Katni, Mandsaur, Morena, Rajgarh, Vidisha, Betul, Khargone, Khandwa, Chhindwara, Guna, Damoh, Guna, Ujjain, Dewas & Ratlam

- **West Bengal:** - Howrah, Maniktala, Nadia, Medinipur East, Koch Bihar, North & South Dinajpur, Darjeeling, Jalpaiguri, Dakshin Dinajpur, Uttar Dinajpur, North24 Paragana, Nadia & Murshidabad

- **Geographical scope:** - The 'LTBI Coordinator' will travel to the projects at short notice and willing to undertake additional responsibilities as assigned.

## **Qualification & Experience:**

- Bachelor's degree in any discipline.
- Minimum of 3 years' experience, post qualification.

## **Desirable:**

- Must be a self-driven individual with a strong sense of initiative.
- Work effectively within a team environment throughout the development life cycle.
- Good interpersonal skills including problem solving ability.
- Good verbal and written communication skills.

## **Key End Results**

**Remuneration:** Salary for the position will be fixed at par with the Organisation standards to attract the best candidate.

Interested candidates should send their updated CV and cover letter (indicating their motivation to apply and current/ previous salary) to [axshya.plusltbi@glraindia.in](mailto:axshya.plusltbi@glraindia.in), by mentioning the position and location. No phone calls please. Due to high volume of applicants, only candidates shortlisted for personal discussion would be contacted