

Various Posts at Jan Swasthya Sahyog, Ganiyari

JSS is conducting a study - Impact of improved diagnostic tools, practices, training and communication on acute fever case management and antibiotic prescriptions for children and adolescents presenting at outpatient facilities - along with ICMR and wishes to have various positions for this study.

Location: Ganiyari, Bilaspur district, Chhattisgarh

Post 1 - Research Associate

Positions: 1

Responsibilities

General Administrative

- Assists the PI in development of materials and tools necessary to appropriately train individuals involved in the conduct of the study around issues related to (but not limited to) protocol requirements, schedule of visits, execution of research plan.
- Assures all key personnel engaged in research have been trained adequately.
- Collaborates with PI and institution to maintain adequate quality assurance.

Proposal Budget

- Collaborates with the PI to prepare a categorized budget and justification.
- Confirms accuracy and completeness of budgeted costs.

Protocol Preparation & Review

- Collaborates with the PI to prepare IRB and any other regulatory submission documents as required by the protocol.
- Prepares other study materials as requested by the PI. These study materials include, but are not limited to, the informed consent document, case report forms (CRFs), enrollment logs, and drug/device accountability logs.
- Establishes and organizes study files (including regulatory binders, study specific source documentation and other materials more relevant to clinical trials).

Conduct of Research

- Reviews and develops a familiarity with the protocol, e.g., study proceedings and timelines, inclusion and exclusion criteria, confidentiality.
- Assists PI in communication of study requirements to all individuals involved in the study.
- Conducts or participates in the informed consent process including interactions with the IRB and discussions with research participants, including answering any questions related to the study. Obtains appropriate signatures and dates on forms in appropriate places. Assures that amended consent forms are appropriately implemented and signed.

- Screens subjects for eligibility using protocol specific inclusion and exclusion criteria.
- Coordinates participant tests and procedures.
- Collects data as required by the protocol including both qualitative and quantitative data.
- Assures timely completion of Case Report Forms. Maintains study timelines.
- Maintains adequate inventory of study supplies.
- Completes study documentation and maintains study files and retains all study records
- Maintains quality of study documentation by engaging in quality assurance checks of study documentation, data entry.
- Works with the PI to manage the day to day activities of the study including problem solving, communication and protocol management with IRB,IEC,ICMR etc.

Financial Management

- Reviews billing of study procedures to the appropriate research fund.
- Coordinates appropriate and timely payments to participants (if applicable) in accordance with study protocol.

Human Research Participant Protection

- Assists Principal Investigator in protection of the rights and welfare of all human research participants involved in research in accordance with regulations
- Assists Principal Investigator in assuring that all key personnel involved in human research have completed the required education for the protection of human research participants (for any human subjects' research).

Protected Health Information

- Adheres to and supports all regulations and policies and procedures instituted to safeguard protected health information (PHI).

Unanticipated Problems

- Assists the Principal Investigator troubleshooting and reporting appropriate problems
- during the conduct of the study.

Educational Qualifications & experience:

- Masters in Health Sciences / Public Health / Biostatistics / Population Studies from a recognized university. Candidates with relevant experience of working in similar studies or at field level organizations will be preferred.

2. Data Entry Operator

Positions: 2

Requirements:

- Graduation
- Experience with MS office and data programmes and mobile apps
- Experience using office equipment, like scanner, printer etc.
- Typing speed and accuracy
- Able to read and write English and Hindi
- Minimum 1 year experience in data entry
- able to multitask effectively
- excellent attention to details

Roles and Responsibilities:

- Collect, verify, and sort the found data before actually adding it to database
- Work with field Put into practice data program procedures and techniques
- Finalize the incomplete documents by filling them with lacking bits of information
- Undertake report compiling activities and assume backup operations
- Make copies of documents by scanning and printing whenever necessary
- Follow the intercorporate requirements for data integrity and respect security policies
- Make sure the equipment and hardware required for the job is in a good working condition
- Coordination with site staff for various data entry needs

3. Lab technician

Positions: 4

Requirements

- DMLT
- Proven experience as Lab Technician or relevant position
- Experience in operating electrical and nonelectrical laboratory equipment and potentially dangerous substances (flammable liquids, infectious bacteria, biohazards etc.)
- In depth knowledge of QHSE Systems, preventative measures and laboratory best practices
- Excellent physical condition and endurance
- Working knowledge of MS Office (especially Excel), database systems and mobile app

Responsibilities

- Receive, label and analyze samples (blood, toxic, tissue etc.)
- Design and execute laboratory testing according standard procedures, make observations and interpret findings

- Conduct experiments under defined conditions to verify/reject various types of hypotheses using refined scientific methods
- Organize and store all chemicals substances, fluids and compressed gases according to safety instructions
- Record all data and results in specified forms (paper and electronic) with accuracy and responsibility
- Maintain equipment and assist in ordering laboratory supplies
- Ensure that all safety guidelines are followed strictly at all times and maintain a clean and orderly environment

4. Multi-tasking worker

Positions: 8

Requirement

- Qualification – GNM/BSc nursing
- Working knowledge of MS Office (especially Excel), database systems & mobile app
- Minimum 1 year experience as nurse or in the clinic
- able to multitask effectively
- excellent attention to details
- good communication skills

Responsibilities

- Deliver care and comfort to patients.
- Respond to health needs and risks of the individuals.
- Evaluate health status of patients and diagnose illness conditions.
- Take history of patients' illnesses and conduct physical examination.
- Collect laboratory and other diagnostic data and evaluate.
- Discuss with the physician or consulting specialist about patients' illness.
- Plan treatment procedures with patients and their families and if require, with the consulting physician's instructions.
- Managing the referral of patient if require and follow up after certain period
- Educate communities about health risks and preventive measures.
- Educate patients and their families on diseases, its preventive and controlling measures.
- Educate communities, patients and their families on infection control, emergency safety methods and nutrition.
- Teach self-care abilities to patients to the extent possible.
- Document all visits and health care outcome in the mobile app

Salary and Benefits

- You will be joining on probation. The probation period is usually for 3 months which gives time for both you as well as organization to learn about each other. After successful completion of the probation period, you will be confirmed with a contract.
- The salary will be processed as per the ICMR project rules.

- You can avail the facility of subsidized meals at our canteen. You can also avail housing accommodation on a twin sharing basis for which the rules and regulations of the institution shall be applicable.
- Following are the post wise salaries

Sr. No.	Post	Salary
1	Research Associate	54000
2	Lab technician	18000
3	Multi-tasking workers	15800
4	Data Entry Operator	17000

If interested please contact,

- Sen your CV at janswasthya@gmail.com, gajananphutke@gmail.com
- For further assistance call Dr Gajanan Phutke on 7024605301 Or Dr. Ravindra on 9221243418

Last date of application is – 23/3/2021