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भारत सरकार

स्वास्थ्य एवं परिवार कल्याण मंत्रालय

निर्माण भवन, नई दिल्ली - 110011

Government of India

Ministry of Health & Family Welfare

Nirman Bhavan, New Delhi - 110011

NHSRC/11-12/CP/08/MoHFW/P.F-49/2389

Dated 15<sup>th</sup> June, 2019

Dear All,

You are aware about the ongoing training for Community Health Officer (CHO) in Certificate Programme in Community Health with the aim to develop knowledge and competencies in primary health care and public health to effectively deliver services at AB-HWC-SHCs.

In order to ensure quality training and uptake of necessary skills by the CHOs, there is a need to monitor training at the Programme Study Centres (PSCs) and facilities identified for skill development. For this, a mechanism for enabling feedback and handholding of the Programme In-Charges and Counsellors at the PSCs is required to systematically address the gaps identified and improve training quality parameters.

In view of above, you are suggested to identify a pool of **“State Observers” for Certificate Programme in Community Health**. These observers are required to have experience in conducting/monitoring training programmes, expertise in rolling out interventions for community health/primary care and a background of clinical service / public health and/or community medicine. These observers could also be experts identified from the reputed- NGOs, Development Partners, Medical Colleges, Technical Support Agencies, SHSRCs, Health Directorate in the state/UT. The Terms of reference for the State Observers of CPCH is placed as Annexure 1.

Each observer may be assigned a set of four Programme Study Centres (PSCs) for- monitoring, handholding and supervision of PSC staff and provide feedback on training to District teams, State Nodal Officers and Mission Director. Each observer shall conduct a minimum of two supervisory visits to the assigned PSCs (four) twice for every academic session of Certificate Programme in Community Health.

The National Health Systems Resource Centre (NHSRC) will undertake the orientation of National/State Observer **on protocols for undertaking periodic monitoring using a standard format**. State/ UT may also consider holding review meeting/s of the Observers in each academic session for disseminating the findings / gaps and the action taken report to the Mission Director/Principal Secretary, Health and Family Welfare.

An indicative cost of Rs 17,500 for two visits/Programme Study Centre is detailed at Annexure 2. State may also provision for the supervisory cost in the supplementary PIP 2019-20. States already leveraging Technical agencies/Development Partners to support and monitor the roll out of Certificate Programme in Community Health are expected to mobilize available resources from these agencies to undertake the activities listed above.

with kind regards,

Yours Sincerely

(Dr. Manohar Agnani)

Mission Directors of all the States / UTs

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**Terms of Reference**

**State Observers for Certificate Programme in Community Health**

The State Observers for Certificate Programme in Community Health shall

1. Undertake minimum two assessment/supervisory visits to at least four Programme Study Centres in the state for one academic cycle in the duration of 6 months
2. Observe the learning sessions (both practical and theory sessions) at the Programme Study Centers (PSCs) and review the quality of training imparted laying emphasis on the teaching pedagogy, content covered, language, skill demonstration and practice by the candidates etc.
3. Assess the attitude, conduct, knowledge, practical/clinical skills of the candidates acquired during the six-month training.
4. Review the overall implementation of the programme, inter alia documentation, maintenance of records and reports, by the Programme Management Staff (including Programme-In-Charge and Programme Assistant) at the Programme Study Centre.
5. Provide feedback to candidates, Counsellors, Programme In-Charge, District Nodal Officer on the conduct of the training, gaps identified and corrective actions to improve training parameters
6. Submit a detailed assessment report at the end of each visit along with the duly filled checklists provided by the state. The report should highlight the key observations made during the visit and should lay down clear action points to improve the Programme implementation.
7. Participate in the review meeting organized by the state twice in a academic session of the Certificate Programme to provide findings of every assessment visit to the stakeholders-Nodal Officer, Mission Director NHM and Principal Secretary Health and Family Welfare.
8. Use the observations to provide a feedback for the long-term improvement of the training programme and review of curriculum.

**Annexure 2**

Cost of Supervision by State Observer of Certificate Programme in Community Health for Minimum Four Programme Study Centres.

S. NO	Activity	Unit Cost (In INR)	Quantity	Per visit	Number of visits	Total (In INR)	Remarks
1	Travel Cost to Programme Study Centres (to and fro)	2000	1	2000	2	4000	One Programme Study Centre to be visited two times in six months.
2	Honorarium for Observers	2000	2	4000	2	8000	One day for visit to PSC and One day for report writing per visit.
3	Boarding and Lodging and food	2000	1	2000	2	4000	For two days/PSC visit
4	Local Transport	0	0	0	0	0	From Programme Management funds of the DPMU
	Sub total					16000	
5	Contingency	1500	1	1500	1	1500	
	Total cost for two visits to a Programme Study Centre in one academic session					<b>17500</b>	