

## TERMS OF REFERENCE

**Position : Lead - Preventive Medicine**

Programme	Invest for Wellness (i4We)
Location	Bengaluru
Start date	Immediate
Level of effort	Full time
Reporting	Chief Mentor, Swasti Health Catalyst

### Position Summary

In this role, you will provide both technical and management support to our flagship programme Invest for Wellness (i4We). You will be responsible for overseeing the implementation of the programme in the different communities identified. You will be required to work closely with a range of professionals, both internally and externally, to develop, pilot and scale up a model of primary health care delivery.

### Roles

#### A. Ensuring clinical protocols are followed and quality assurance of services

- a. Ensure that the quality of healthcare delivery is of the highest standards, and in line with the local regulations. This includes screening, testing and treatment services; products, equipments, and infrastructure.
- b. Develop a system for chronic case management, including a comprehensive care plan
- c. Develop or modify available protocols and implement them with different levels of staff and partners (where relevant), to improve the health of the communities identified
- d. Develop tools and methods to identify health risks, and evaluate their effectiveness based on both quantitative and qualitative data
- e. Develop a benchmark for client satisfaction for the services provided and engage in troubleshooting whenever required

**B. Strategise and oversee the implementation of primary, secondary and tertiary prevention programmes**

- a. Develop and manage the primary, secondary and tertiary prevention programmes specific to the communities and contexts identified
- b. Decide on immunisation protocols to be followed, implement them and coordinate with existing immunisation programmes in the community
- c. Develop and implement the Sanitation, Air Water and Food strategy for the communities identified
- d. Design and implement support groups for different community contexts and topics (depression, alcohol abuse etc), leveraging partnerships wherever feasible
- e. Development of tools to monitor the primary and secondary prevention programmes

**C. Capacity building of teams**

- a. Training and capacity building of the i4We team such as the Health Facilitators, Nurses, Programme Managers, and keeping them updated about new developments in the field
- b. Coordinate with necessary experts to develop training methodologies and develop tools to monitor progress of the i4We teams

**D. Using data for decision making**

- a. Analyse data from the programme to spot trends and issues; and in consultation with the team, agree on changes necessary
- b. Monitor key metrics to measure the outcomes and impact of the programme, to align with overall organisation metrics

## **Qualification, Skills and Experience required**

### Qualification

1. Masters degree in Community Medicine, preferably from key institutions like CMC, or a Public Health professional from a leading institute.

### Experience

1. At least 5-7 years in the development sector, or in a similar role
2. Demonstrated experience of handling programmes, and scaling it from pilot to large-scale

### Skills

1. Decision making and problem solving
2. Excellent written and verbal communication skills in English, and any major regional languages
3. Learning mindset, and application of knowledge to the job
4. Quantitative and qualitative data analysis skills, including use of relevant tools
5. Documenting and recording information in relevant formats
6. Proficient in computer skills, like MS Office Suite
7. Ability to cope in fast-paced and dynamic environment, and multitasking
8. Use of statistical tools for analysis

## **Candidate Profile**

The candidate will be driven and self-motivated. S/he will be able to design, improve and create a model that is scalable. S/he will not shy away from taking decisions and will have an inquisitive mind, question existing norms, systems and processes to improve and deliver impact. S/he will deal with uncertainties and be willing to find answers, experiment and change course when needed. Thriving in a fast-paced and dynamic work environment comes naturally to this person. S/he has the ability to deal and engage with multiple stakeholders, both internally and externally.