

JOB FRAMEWORK

Position Title	Consultant Surgeon
Level	IV
Reporting To	SCSM
Number of Position	1
Location	Rajasthan (Dholpur, Alwar, Kota, Banswara, Jalore, Hanumangarh, Ajmer, Udaipur, Barmer) Madhya Pradesh (Betul, Neemuch, Ratlam, Chhindwara, Sagar, Tikamgarh, Panna, Narsinghpur, Seoni, Harda, Rajgarh, Morena, Sheopur, Guna, Bhopal, Ujjain)

Background

The Organization is a registered not-for-profit organization operating since 2009. The Organization is an affiliate of MSI Reproductive Choices (MSI), a global organization providing personalized contraception and safe abortion services to women and girls. MSI's local teams of professionals are passionate about the work they do in communities across 37 countries. The high-quality services we provide, give a woman the power to choose if and when she has children so that she's free to pursue her plans and dreams for herself and her family. Our mission is **"Your Body, Your Choice, Your Future"**.

The Organization is the No. 1 non-governmental provider of Clinical Family Planning services. We provide quality family planning and safe and legal abortion services to women in need, through multiple channels that comprise of our own clinics, clinical outreach teams and public sector support to Government facilities. We are currently working in the states of Bihar, Jharkhand, Madhya Pradesh, Rajasthan and Uttar Pradesh in Public Private Partnership with state governments. In 2024, our teams directly provided family planning choices and quality services to over 179,239 clients that delivered a Couple Year Protection (CYP) of over 2.17 million.

A large number of women in India are unable to exercise their sexual and reproductive rights due a number of barriers – social, cultural, policy, and access to information and services. Thus, we work in partnership with stakeholders to improve the policy environment towards enabling women to exercise their reproductive rights and choices. The Organization also implements advocacy projects to advance sexual and reproductive rights in the country.

It is a role requirement that the job holder must fully comply with, promote and live organization's CORE VALUES.

Mission driven Inclusive	Client Centered	Accountable	Courageous	Resilient
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Job Summary

The incumbent works as part of a medical team that is fully staffed and well-equipped which provides an entire range of high-quality family planning services at clinics. A professional, friendly attitude and effective communication, listening skills and empathizing with, encouraging, and help to empower individuals (Clients) are keys to becoming successful in this role.

KEY RESPONSIBILITIES

Ensure safety of clients, and quality of clinical procedures and services. The clients who accept FP services are eligible as per Government of India norms. Ensure that they have made a voluntary decision for undergoing the procedure. They have provided informed and written consent for the procedure.

Screening and Counselling

- Conduct screening and pre-operative assessment of potential clients and ensure that they are medically fit to undergo the procedure.
- Ensure pre- and post-operative counselling of every client as per MSI guidelines.

Procedure

- Conduct clinical procedures: tubal ligation/ NSV and MTP under local anesthesia as per MSI guidelines.

Post-operative Monitoring

- Ensure post-operative monitoring of clients and recording of vital signs at least thrice after the procedure.
- Review all clients 2 hours post-procedure.
- Leave the site only after determining that all the clients who have undergone the procedure are fit to be discharged.

Infection Prevention

- Ensure strict adherence to Infection Prevention protocols. Ensure that the support staff e.g. assisting nurse also follows the same.
- Dispose waste as per guidelines.

Client Records and Client record Audit

- The surgeon should ensure completeness of client records, particularly 2 mobile numbers, findings of pre-operative screening, pre-medication notes, operative notes, and post-operative monitoring notes, including all details in case of any abnormality. Ensure to sign the documents at the required places. In case of abandoning the procedure, they should specify the reason
- The surgeon or any clinical team members trained by him will conduct Client Record Audit (CRA) of 10 client records selected randomly every month and prepare a summary and submit the same to the state CS manager

Client safety and Emergency Preparedness

- Check and ensure availability of all emergency medicines and equipment before starting clinical procedures in each camp.

Incident Management

- In case of any complications, provide first aid and notify immediately to the state clinical services manager and organize shifting of the client to referral hospitals and her/ his proper management in the referral hospital.
- The Team leader should make all team members aware of the possibilities of complications and ways of preventing them.

Management of Clinical Teams

- Provide oversight to the process of counselling, getting informed consent, providing post-operative instructions and 24 hour follow up of clients

- Training and capacity building of clinical team members- nurse, office assistant, counsellor, laboratory technician, driver.

Continuous Supportive Supervision CSS

- Responsible for the clinical competence of all clinical team members. They should assess their competency annually, identify training needs and conduct or organize their training. Each team member should be formally assessed once every year. This should be documented, and report submitted to the state CS manager in the first quarter.

Monthly Meetings

Responsible for conducting monthly meetings with clinical team members and discuss all issues specified in the MAT ToR.

- Incidents
- IQA visits
- CSS visits
- National or state MAT meetings
- SMT visits
- Client feedback findings
- QTA

They should ensure recording of minutes of the meetings, and prepare an action plan. The action plan should be reviewed periodically to see that the gaps are filled. The surgeon should submit a copy of minutes of monthly meeting and action plan to the state CS manager by the date specified.

Others

- Participate in all meetings and training programs at district and state level.
- Participate in the planning and management of MSI activities in the district.
- Supporting the state team for QTA and other organizational requirements.

Reporting

Client Record Audit CRA to be submitted to the State Clinical Services Manager

S. no.	Report	Periodicity	Remark
1	Monthly Meeting- minutes, action plan and action taken report	Monthly	
2	Client Record Audit (CRA)- summary	Monthly	

QUALIFICATION AND EXPERIENCE

- MS Surgery with prior experience in laparoscopic surgery/ MD or MS Gynae with prior 8-10 years' experience in laparoscopic surgery/NSV/MTP.

SKILLS AND COMPETANCIES

- Teamwork
- Interpersonal Skills
- Computer Skills

Interested candidate please send your cv at:

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