

Job Chart of Executive Officer (Non Tech-Administration)

1. Implementation and execution of all Administrative matters in the Dr.NTR Vaidya Seva Trust.
2. Processing of all payments, Processing of online administrative sanction order, Revolving fund, Assignment of Holiday turn Duties, Furnishing of Monthly Report to CM Office, Government Correspondences, Proposals if any required related to Trust, Imprest maintenance.
3. Attendance, Leaves; CLs, Posts requirement and sanction, Recruitment and Reliefs of staff including District Coordinators, Disciplinary Action, Transfers of contract staff, Training, Grievances, HR Policy Implementation, Medical Care, E- office work flows and maintenance, Logistics & Facility Management
4. Any other works assigned by the CEO.
5. RTI Act
6. Tenders.

Job Chart of Executive Officer (Employees Health Scheme)

1. Implementation and monitoring of Employees Health Scheme.
2. Coordination of ASHA and APNA associates for implementation of EHS.
3. Coordination with All employees and pensioners associations for implementation of EHS.
4. Coordination with all committee members for conducting of Technical Committee meetings.
5. Resolving the grievances if any with regards to EHS.
6. Guiding the EHS beneficiaries for utilizing the Scheme.
7. Any other works assigned by the CEO
8. Organising Steering Committee Meetings.
9. Additions /Deletions procedures / Budget.

Job Chart of Chief Medical Auditor

1. To verify the infrastructure necessary for, under the supervision of higher officers, conduct inspection of hospital for empanelment, coordination with hospitals for proper implementation of the scheme. To attend the complaints received from the patients in respect of Networking hospitals and to coordinate.
2. Prepares detailed guidelines for Medical Auditing. Identifies a panel of specialists for Medical Auditing. Lead the Medical auditing team. Plan and coordinate the program of Medical audit by a panel of doctors. Consolidate the reports submitted by the panel doctors and recommend appropriate action against the erring network hospital/beneficiary.
3. To monitor and Audit of surgical inventions in the network hospitals with the supporting staff, to monitoring of quality of treatment provided to the BPL patients.
4. Initiating disciplinary actions against the erring network hospitals as per the SCA or Scheme Manual.
5. Any other works assigned by the CEO

Job Chart of Executive Officer (Planning & Coordination)

1. Prepare new guidelines for better implementation of Dr.NTRVS, EHS, WJHS, CRDA, Aarogya Raksha or any other schemes implemented by the Dr.NTRVST.
2. Conducting of meeting with all specialists for finalizing package prices.
3. As the number of stake holders are increased (BPL population, Network Hospitals, District Administration and Public Representatives).
4. The officer has to plan for conducting of camps, meetings as per the directions of CEO for proper implementation of the scheme
5. Any other works assigned by the CEO

Job Chart of General Manager (PMU) / Deputy General Manager (PMU)

1. NTR Vaidyaseva, EHS and other IT Applications-Testing, Deployment, Issues resolving.
2. File management regarding IT Applications.
3. IT Application
4. Servers maintenance
5. Monitoring MPLS-VPN and ILL Services – Internet Connectivity
6. Hardware and Networking
7. NTR Vaidyaseva, EHS and other IT Applications – Testing, Deployment, Issues resolving
8. Any other works assigned by the CEO

Job Chart of Joint Executive Officer (Tech-Empanelment)

1. Scrutiny and updating the online Empanelment of new hospital application and online additional specialty application at L4 level under Dr.NTR VS & EHS.
2. Verification & Approvals of Change requests in online for creation of login id for Medial Coordinators and NVS Medical Camp Coordinators under Dr.NTR VS & EHS
3. Verification & Approvals for additional of new / deletion specialist doctors in online for the empanelled hospitals under Dr.NTR VS & EHS
4. Preparation of agenda items for conduction of Empanelment and Disciplinary Committee meeting, conduction of EDC meeting periodically under Dr.NTR VS & EHS
5. Preparation of Minutes of the EDC meeting.
6. Assigning of inspections to the hospitals
7. Guiding the hospitals regarding empanelment procedure.

Job Chart of Joint Executive Officer (Tech-Hospital Coordination)

1. Coordination with Govt. Hospitals for releasing of Revolving Fund.
2. Monitoring of the 45% amount of HDS Funds released to the Govt. Hospitals.
3. Monitoring of the 35% of incentive amounts released to the Govt. Hospitals.
4. Coordination with Govt. for implementation and Merging of the RSBY with Dr.NTRVS Scheme.
5. Coordinating with all the Government and Private network service providers (Hospitals), addressing the problems flagged by them, resolving them and finding long term solutions. The issues will predominantly arise out of empanelment

Job Chart of Joint Executive Officer (Tech-Follow up)

1. Scrutiny and processing of 138 procedures of Follow up claims under Dr.NTRVS and 170 procedures under EHS.
2. To ensure the proper utilization of follow up services by the eligible beneficiaries, as the Trust is providing follow up services for a period of 1 year.
3. To conduct special follow up camps.
4. To Follow up consultations, investigations, prescriptions and supply of required medicines.
5. To clear follow up claims of various schemes.
6. To prepare guidelines for better follow up services.

Job Chart of District Coordinators

To conduct monthly reviews with field staff on Dr NTR Vaidyaseva activities

To conduct weekly staff meeting that focuses on the development of team and sharing of real time operational information.

Should send Salary recommendation to HR department on monthly basis along with details of field staff like joining date, no of days present, no of week offs, no of leaves etc.

To Manage underperformance or misconduct issues across all designations under his control and reports to the trust.

Responsible for determining short and long-range goals and objectives for the team, ensuring assigned tasks or deadlines are accomplished at the districts level.

Should make strategies for the development and implementation of policies and procedures related to the scheme

Reports directly to the GM-Field Operations on the district level issues

Shall coordinate with the district administration for the purpose of medical camp conduction and ensure smooth execution of the Dr NTR Vaidyaseva scheme in designated district under him.

Make and enforce decisions dealing with hiring, discipline, individual performance, leaves and termination.

Ensure resolution of CC complaints in his own & his subordinates complaints work list is done within TAT.

Attends the District Collector grievance meeting on every Monday

Ensure Monday meetings are conducted in his respective district.

Ensure that all the grievances received during the District Collectors meeting are registered & resolved within TAT.

Ensure all the NWHs online empanelment is completed by the team.

Closely monitor the MOUs submission by the NWHs in coordination with Net leads and DM regarding registration of MOU's.

Coordinates with the FOSS dept for recruitment of employees across all designation (In case of resigned, absconding, terminated employees).

Follows the instructions and submit the report from time to time as required by the Trust Eg: feedback letters, mobilization of follow up eligible beneficiaries.

Ensures that the rejoinders are sent in time in case of any negative news article.

Ensure the team is visiting all the PHCs, HCs and NWHs according to the specified norms.

Should go on rounds and interact with the patients during his visit to the NWH.

Verify the pantry arrangements in the NWH's for hygiene quality and the quantity of the food given to the Patients, since food charges Rs.100/- per patient for breakfast, lunch & dinner is provided as per MOU.

To attend the monthly / Divisional meeting of Medical officers / Para Medical staff and inform them the importance of 133 procedures which are reserved to the Government Hospitals.

To see that the Rajiv Dr NTR Vaidyaseva Scheme to be included in the monthly meeting agenda of Medical Officers and the importance of the scheme and camps to be stressed by the DM & HO to the Medical officers.

Arrange the Monthly meeting along with DCHS (District coordinator of Health Services) / Superintendent of District / Area / Teaching Hospitals to perform the Surgeries / Therapies for the cases referred from the Health camp / PHC or other referral routes.

To monitor CMCO Referral centers.

District Manager should coordinate with the District coordinators and other stake holders in the district administration for effective implementation of programme.

District Manager should also ensure proper reports are sent to trust / insurance company on day-to-day basis about the progress of the scheme in the district as required.

In case of any adverse news article DM should send the rejoinder to the grievance dept / trust within 11.00 AM on the same day.

Should raise a request for training in case if any NWH requires training.

In case of any infrastructural deficiencies immediately discuss with the management of the NWH & resolve it or in case of non resolution, escalate the matter through the hierarchy.

Should go on rounds and interact with the patients during his visit to the NWH.

Responsibilities and Duties of District Coordinator in PHC

To conduct monthly reviews with field staff on Dr NTR Vaidyaseva activities

Should make strategies for the development and implementation of policies and procedures related to the scheme

Reports directly to the GM-Field Operations on the district level issues

Shall coordinate with the district administration for the purpose of Health Camp conduction and ensure smooth execution of the Dr NTR Vaidyaseva scheme in designated district under him.

Coordinates with the FO dept for recruitment of employees across all designation (In case of resigned, absconding, terminated employees).

Follows the instructions and submit the report from time to time as required by the Trust Eg: feedback letters, mobilization of follow up eligible beneficiaries.

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Should go on rounds and interact with the patients during his visit to the NWH.

Roles and duties of Field staff working under District Coordinator (**District Manager in NWH**)

Should visit NWHs, PHCs and Health Camps as per the ATP.

Should attend the District Collector grievance meeting on every Monday.

All the grievances received should be immediately registered.

All the registered grievances should be sent to the respective NTL/DTL & resolved within TAT.

Ensure patients are treated for all the empanelled specialties by the NWH.

Ensure resolution of CC complaints in his own & his subordinates complaints work list is done within TAT.

All the Registers which are maintained at the NWHs & PHCs should be cross verified during his visits. Supervise, coordinate, monitor, and review assigned duties of subordinate staff to ensure work plan goals are met and tasks are completed accurately.

Should resolve all the complaints escalated by the NTL & DTL

District Manager shall in coordination with the District Coordinator of the Trust shall inspect the network hospital & submit the inspection reports regularly.

Should ensure IEC activities are carried out by the DTL/PAMs minimum 5 days prior to the camp date & arrange to mobilize the patients.

District Manager should ensure that camps are held as per schedule. The DTL should participate in all precamp activities.

District Manager in coordination with the district coordinator should submit the venue of the health camps to the district collector for approval. Upon approval the same should be sent to Health camps dept. He shall prepare list of untapped villages.

Should monitor basic amenities, provisions & arrangements made at camps venue.

Maintain close liaison on health camps in all Mandal Head Quarters, Major Panchayats and Municipalities the respective department Heads in Mandal Level.

Regular review meetings at the District level should be conducted with entire team including DC, DTL and NTL on every Monday. The MOM & Photos should be sent to Foss.

Job Chart of Private Secretary to Chief Executive Officer

To assist the CEO in making correspondence with secretariat, District administration and with various other dept. like APTS, Civil supplies, Public representatives and any other duties and responsibilities as assigned by the CEO. To prepare schedules for meetings, camp programmes etc., of the CEO