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| **PERFORMANCE APPRAISAL FORM****STS (RNTCP)**

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| **To be completed by the Assessee** |
| District |  |
| Name of STS |  |
| Joining Date |  |
| Review Period |  |
| Place of Posting |  |
| Date of Completion of Contract:  |  |
| Total leave taken during the year. Did you take leave for more than 7 days at a stretch? If yes, give purpose. |  |

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| **ASSESSMENT OF WORK** |
| **Sl.No****Activities** | Score on a 1 to 10 scale (1-3 for poor, 4-6 for satisfactory, 7-9 for good and 10 for excellent. |
| Poor(1-3)Marks | Satisfactory(4-6)Marks | Good(7-9)Marks | Excellent(10)Marks |
| 1 | Assists DTO and MOTC to carry out all TB control activities under RNTCP including DOTS-Plus, TB/HIV coordination and PPM. |  |  |  |  |
| 2 |  Coordinates with all concerned to ensure that all contacts of sputum positive patients are screened for TB |  |  |  |  |
| 3 | Ensures retrieval of defaulters as per schedule. |  |  |  |  |
| 4 | Maintains the TB Register,  |  |  |  |  |
| 5 | Coordinates with STLS, assisted MOTC in preparation of Quarterly Reports on case detection, sputum conversion & treatment outcome, Programme Management. |  |  |  |  |
| 6 | Assists DTO and MOTC in ensuring a regular supply of drugs and other logistics to all PHIs in the subdistrict. Retrieve unfinished medicine boxes of patients who have defaulted/died/transfer out etc).. |  |  |  |  |
| 7 | Visits all patients at home before registration and provide health education and counseling to the patients and family. |  |  |  |  |
| 8 | Prepares and maintains a directory of ICTCs, ART Centres, Community care Centres and NGOs working in NACP in the district  |  |  |  |  |
| 9 | Attendance |  |  |  |  |

Comments from MOTC:

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Comments from DTO:

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| **PERFORMANCE APPRAISAL FORM****STLS(RNTCP)**

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| **To be completed by the Assessee** |
| District |  |
| Name of STLS |  |
| Joining Date |  |
| Review Period |  |
| Place of Posting |  |
| Date of Completion of Contract:  |  |
| Total leave taken during the year. Did you take leave for more than 7 days at a stretch? If yes, give purpose. |  |

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| **ASSESSMENT OF WORK** |
| **Sl.No****Activities** | Score on a 1 to 10 scale (1-3 for poor, 4-6 for satisfactory, 7-9 for good and 10 for excellent. |
| Poor(1-3)Marks | Satisfactory(4-6)Marks | Good(7-9)Marks | Excellent(10)Marks |
| 1 | Maintains the quality of sputum microscopy and smooth functioning of laboratory services. |  |  |  |  |
| 2 |  Organizes smear examination at the microscopy centres of the sub-district, organize regular training and continuing education of the laboratory technicians. |  |  |  |  |
| 3 | Supervises all microscopy centres at least once a month. Promote AFB microscopy as primary tool for diagnosis of TB. Ensure referral of >2-3% of adult OPD patients. |  |  |  |  |
| 4 | Checks the record-keeping (Laboratory Register). Ensure Proper disposal of contaminated material. |  |  |  |  |
| 5 | Ensures implementation of all components of EQA |  |  |  |  |
| 6 | Coordinates with STS to ensure that all TB patient diagnosed are initiated on treatment |  |  |  |  |
| 7 | Assists STS, in preparation of Quarterly Reports |  |  |  |  |
| 8 | Ensures that diagnostic and follow up sputum specimens for Culture/DST of MDR TB suspects/patients are sent from the DMCs to Culture/DST Laboratories timely |  |  |  |  |
| 9 | Attendance |  |  |  |  |

Comments from MOTC:

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Comments from DTO:

Comments from CMO:

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| **PERFORMANCE APPRAISAL FORM****Laboratory Technician(RNTCP)**

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| **To be completed by the Assessee** |
| District |  |
| Name of Laboratory Technician |  |
| Joining Date |  |
| Review Period |  |
| Place of Posting |  |
| Date of Completion of Contract:  |  |
| Total leave taken during the year. Did you take leave for more than 7 days at a stretch? If yes, give purpose. |  |

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| **ASSESSMENT OF WORK** |
| **Sl.No****Activities** | Score on a 1 to 10 scale (1-3 for poor, 4-6 for satisfactory, 7-9 for good and 10 for excellent. |
| Poor(1-3)Marks | Satisfactory(4-6)Marks | Good(7-9)Marks | Excellent(10)Marks |
| 1 | Prepares slides and recorded results. Maintained the Laboratory Register. |  |  |  |  |
| 2 |  Coordinates with other staff to ensure that patients with productive cough for three weeks or more undergo sputum examination and receive containers and necessary instructions. |  |  |  |  |
| 3 | Promotes AFB microscopy as primary tool for diagnosis of TB.  |  |  |  |  |
| 4 | Disposes contaminated material as detailed in the Laboratory Manual. |  |  |  |  |
| 5 | Assists STLS in implementation of EQA |  |  |  |  |
| 6 | Collects and transports sputum specimens for Culture and DST as per guidelines. |  |  |  |  |
| 7 | Assists STS, in preparation of Quarterly Reports |  |  |  |  |
| 8 | Performs any other job assigned as per programme need |  |  |  |  |
| 9 | Attendance |  |  |  |  |

Comments from MOTC:

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Comments from DTO:

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 Comments from CMO:

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| **PERFORMANCE APPRAISAL FORM****T B H V(RNTCP)**

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| **To be completed by the Assessee** |
| District |  |
| Name of TBHV |  |
| Joining Date |  |
| Review Period |  |
| Place of Posting |  |
| Date of Completion of Contract:  |  |
| Details of Trainings Attended, Dates, Duration, Venue and Organizing Institution |  |
| Total leave taken during the year. Did you take leave for more than 7 days at a stretch? If yes, give purpose. |  |

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| **ASSESSMENT OF WORK** |
| **Sl.No****Activities** | Score on a 1 to 10 scale (1-3 for poor, 4-6 for satisfactory, 7-9 for good and 10 for excellent. |
| Poor(1-3)Marks | Satisfactory(4-6)Marks | Good(7-9)Marks | Excellent(10)Marks |
| 1 | Ensures regularity of DOT. |  |  |  |  |
| 2 |  Ensures DOT for MDR TB patients as per guidelines. |  |  |  |  |
| 3 | Verifies address of all new patients and educate patients and their families on the plan of treatment.  |  |  |  |  |
| 4 |  Ensures that follow-up smear examinations of sputum are carried out as per the stipulated schedule |  |  |  |  |
| 5 | Maintains the Treatment Card and record information.. |  |  |  |  |
| 6 | Take steps for immediate retrieval of defaulters.  |  |  |  |  |
| 7 | Assists STS in DOTS-Plus, TB/HIV collaborative activities  |  |  |  |  |
| 8 |  Performs any other job assigned as per programme need |  |  |  |  |
| 9 | Attendance |  |  |  |  |

Comments from MOTC:

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Comments from DTO:

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Comments from CMO:

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| **PERFORMANCE APPRAISAL FORM****Data Entry Operator (RNTCP)**

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| **To be completed by the Assessee** |
| District |  |
| Name of Data Entry Operator |  |
| Joining Date |  |
| Review Period |  |
| Date of Completion of Contract:  |  |
| Details of Trainings Attended, Dates, Duration, Venue and Organizing Institution |  |
| Total leave taken during the year. Did you take leave for more than 7 days at a stretch? If yes, give purpose. |  |

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| **ASSESSMENT OF WORK** |
| **Sl.No****Activities** | Score on a 1 to 10 scale (1-3 for poor, 4-6 for satisfactory, 7-9 for good and 10 for excellent. |
| Poor(1-3)Marks | Satisfactory(4-6)Marks | Good(7-9)Marks | Excellent(10)Marks |
| 1 | Ensures regular entry of all relevant data in the computer pertaining to various aspects of RNTCP in a systematic manner to facilitate its analysis. |  |  |  |  |
| 2 |  Analyses data and compiles report of the district. |  |  |  |  |
| 3 | Maintains and up keeps computer and its Accessories including virus defense. |  |  |  |  |
| 4 |  Ensures data entry of RNTCP, quarterly report in Epicentre and timely submission to STC,STDC and CTD. |  |  |  |  |
| 5 | Handles e-mail correspondences, maintain the files on communications etc |  |  |  |  |
| 6 | Attendance |  |  |  |  |

Comments from MOTC:

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Comments from DTO:

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Comments from CMO:

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