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