

F. No A11011/14/2014-DAC (HR)
Govt. of India
Ministry of Health & Family Welfare
National AIDS Control Organization

09th Floor Chandralok Building,
36, Janpath New Delhi -110001
Dated: 9th October 2014

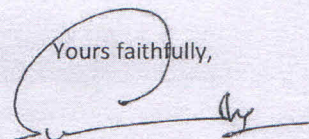
To,
All Project Director
State AIDS Control Societies

Sub: Revised Terms of Reference of positions for the staff worked in the Blood Bank at Facility level under NACP –IV

The revised Terms of Reference (eligibility criteria and roles & responsibilities) for the following positions sanctioned in the Blood Bank at Facility level under NACP –IV have been approved by the Competent Authority.

- a. Blood Bank Counselor
 - b. Blood Lab Technician
2. The existing staff will continue on their respective position. The positions created in new Blood Banks and the vacant position on and after the date of issue of this order to be advertised on the revised ToRs.
 3. Terms of Reference alongwith eligibility criteria as approved by the Competent Authority for the above positions are attached.
 4. The SACS are requested to kindly coordinate with the concerned division at NACO to fill the vacant position as per the operational guidelines of the respective division and the aforesaid revised Terms of Reference and eligibility criteria.

Yours faithfully,



(Subhash Chandra)

Deputy Secretary to the Govt. of India

All HoDs – NACO

The Eligibility Criteria and Terms of Reference for Blood Bank Counselor and Lab Technician at Blood Transfusion Services in the Blood Bank.

S. No.	POST	ELIGIBILITY CRITERIA UNDER NACP IV	ToR UNDER NACP IV
1.	Blood Bank Counsellor	<p>Essential qualification:</p> <ul style="list-style-type: none"> • Post-Graduate in Social Work / Sociology / Psychology/Anthropology / Human Development <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of computers. • Proficiency in MS Office. <p>Experience:</p> <p>Minimum two years after essential qualification</p>	<p>DONOR EDUCATION:</p> <ul style="list-style-type: none"> • To explain the blood donor of the entire blood donation process. • To ensure that the donor understands all questions and responds accurately to the donor questionnaire. • To inform the donor that his/her blood will be tested for blood group serology and markers of TTI and the test results will be given to the donor. • To ensure that the donor is able to give informed consent to donate and recognizes that his/her signature is an affirmation that responses provided to the questionnaire are accurate and the donor is willing to be informed of their test results. <p>DONOR EDUCATION REGARDING BLOOD DONATION PROCESS:</p> <ul style="list-style-type: none"> • To ensure that donors feel comfortable during blood donation process, including the venepuncture. • To reduce donor anxiety and minimize the risk of any adverse donor reactions, such as fainting. • To give post-donation advice, including care of the venepuncture site. • To secure donors' cooperation in the confidential unit exclusion or post-donation information process. • To clarify doubts or concerns raised by donors. • To alleviate donors' anxiety. <p>DONOR EDUCATION REGARDING TTI POSITIVITY:</p> <ul style="list-style-type: none"> • To keep the donor informed about the health implications of the positive TTI test results for the donor and the donated blood (discard) and the suitability of the donor for future blood donations. • To guide and help the blood donor with positive screening results in further investigation, management, treatment and care, if necessary • To encourage donors to provide all relevant information, including the possible source of infection. • To explain the test results, the need for confirmation of the results, the health implications for the donor and the donated blood (discard) and the suitability of the donor for future blood donation. • To provide information on precautions for preventing the transmission of infection to others.

		<p>DONOR DEFERRAL AND PREVENTIVE HEALTH EDUCATION:</p> <ul style="list-style-type: none"> • To explain and clarify the nature of the deferral (permanent or temporary) Example: Donor with low haemoglobin: refer to a health-care institution for haematological investigation and further management, and provide information on nutrition • To encourage temporarily deferred donor to return for future blood donations after the defined deferral period • To keep the donor informed about the donor deferral period: i.e. until screening test is non-reactive on follow-up • To encourage individuals to self-defer if they are suffering from an infection, disease or health condition that may make them unsuitable to donate blood <p>REFERRAL AND LINKAGES:</p> <ul style="list-style-type: none"> • To provide information and refer donors for further investigation, management, treatment and care, if necessary. <p>ORGANIZING AND SCHEDULING BLOOD DONATION CAMPS:</p> <ul style="list-style-type: none"> • Mobilize communities for blood donation. • Organize and lead mobile blood donations in colleges, workplaces, etc. • Give blood donation lectures at workplaces, schools and voluntary organizations • Prepare donor cards and certificates to voluntary blood donors • Maintain effective communication and working relationship with team members, other health workers and clients. • Develop list of prospective donor groups by using organizational, professional, and industrial listings and directories. • Contact prospective donor groups to explain requirements and benefits of participation in blood donor program. • Visit prospective or participating blood donor group to discuss blood program. • Distribute promotional material and uses audio-visual aids to motivate groups to participate in blood-donor program. • Arrange specific date of blood collection for blood-donor group and confirms appointment in writing. <p>DONOR IDENTIFICATION AND MOTIVATION:</p> <ul style="list-style-type: none"> • Identify donors with rare-type blood from blood-bank records, and telephone donors to solicit and arrange blood donation. • To increase donors' trust in the BTS and encourage them to adhere to donor selection criteria while responding to the donor questionnaire • To foster donor trust and confidence for donor retention.
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2	Blood Bank Lab Technician	<p>Essential qualification:</p> <ul style="list-style-type: none"> Degree in Medical Laboratory Technology (M.L.T.) or Diploma in Medical Laboratory Technology (M.L.T.) Should have completed 10+2 before obtaining diploma or degree. The degree or diploma should be from a University/Institution recognized by the Central Government or State Government. The candidate should be registered with the concerned Para-Medical Council if applicable Knowledge of computers. <p>Desirable:</p> <ul style="list-style-type: none"> Post Graduate degree. Proficiency in MS Office. <p>Experience:</p> <ul style="list-style-type: none"> Minimum two years after degree and three years after diploma. Degree holders must have 	<p>BASIC BLOOD BANKING TESTING METHODOLOGY:</p> <ul style="list-style-type: none"> Understand blood bank methods, demonstrates knowledge of testing processes which includes blood grouping, cross matching, weak-D testing, antibody screening, TTI screening. Organize work by matching blood requests with test tube labelling; sorting samples; checking labelling; logging samples; cross matching and reserving units ready for issue, keeping work surfaces clean and orderly. <p>QUALITY MAINTENANCE:</p> <ul style="list-style-type: none"> Maintain quality results by running standards and controls, verifying equipment function through routine equipment maintenance and advanced trouble shooting; calibrating equipment utilizing approved testing procedures; monitoring quality control measures and protocols. Pre-transfusion viral screening and confirmatory tests to ensure the safety of blood. <p>BLOOD COMPONENTIZATION:</p> <ul style="list-style-type: none"> Help in blood component separation and quality control of blood components produced and perform the necessary quality check on the blood components. <p>TRAINING:</p> <ul style="list-style-type: none"> Serve as technical resource by participating in staff training. <p>RECORD- KEEPING AND REPORTING:</p>

		<p>minimum six months experience in blood banking; Diploma holders must have minimum one year's experience in blood banking.</p>	<ul style="list-style-type: none">• Document all the necessary information in the required blood bank registers.• Identify and communicate abnormal test reports by alerting supervisory personnel.• Ensure the patient receives compatible blood/blood components by completing blood typing, antibody screening, compatibility testing, and antibody identification procedures.• Assure future retrieval of patient transfusion information by preparing donor and patient.• Maintaining blood bank database.• Maintain donor/patient confidence by keeping laboratory information confidential.• Reporting data in SIMS.
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