

Category: NGO/Development

Quality Assurance Officer

RTM International

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Vacancy

02

Job Context

Research, Training and Management (**RTM**) International NGO working in the Cox's Bazar district and Bhasan Char, Hatiya upazila, Noakhali to implement different projects supported by Government of Bangladesh, UNFPA, UNHCR, UNICEF and others development partners. The clinical mentors will provide technical and clinical support and coordinate with facility managers, clinicians, and other stakeholders to establish the smooth functioning of all SRHR services in the facilities.

Job Responsibilities

- ? Develop quality standards, and service delivery protocols aligned with the ethics of emergency medical services.
- ? Planned, coordinated, and implemented the quality management, preventive maintenance of equipment quality improvement process, and modernization of healthcare facilities.
- ? Provide consultations and directions to clinical service providers to ensure healthcare programmes and services are implemented at the highest standards and patients receive the highest level of care.
- ? Visit the health care facilities round-the-clock, observe, and inspect the readiness of service centers, discuss quality standards with service providers, and analyze various service processes through quality measurement tools and appropriate feedback for improvement.
- ? Check the various healthcare services such as services that are provided in line health demands of the disease, client satisfaction by drawing samples from the patients, finding out

areas of improvement and arranging on-the-job or institutional training for the service providers.

- ? Ensuring clean surroundings, IPD/OPD Areas, Wards, Labor Room, OT, and Patient amenities and outsourced services.
- ? Ensure policies and procedures are monitored and updated to include regulatory changes of the stakeholders; most importantly these are aligned with the regulatory protocols of the Government of Bangladesh.
- ? Continuous Mentoring, Monitoring and provide support with quality assurance and compliance functions, troubleshooting clinical trials and activities.
- ? Monitor Infection Prevention & Control procedure and knowledge.
- ? Monitor partograph and also patient referral related documents.
- ? Ensure Periodical assessment of health facility on the quality checklist and arrive at a score for the facility.
- ? Identification of gaps, develop action plan under the guidance of In-charge of the health facility and monitor compliance.
- ? Review patient records, applying utilization review criteria, to determine the need for admission and continued to stay in hospital.
- ? Manage and maintain databases for the quality system and prepare reports on quality of services.
- ? Establish strong referral lineage with other health agencies.
- ? Conduct client Exit interview on the quality aspect as per format.
- ? Ensuring good quality non-clinical services like infection prevention, security, diet, etc.
- ? Organize QAT meeting and take necessary steps as per decision.
- ? Leading the development of standards Services.
- ? Carry out duties as directed by the Supervisors.
- ? Any other responsibilities given by the Authority.

Employment Status

Contractual

Workplace

- Work at office

Educational Requirements

- MBBS Completed any reputed medical institute. Must have registration from Bangladesh Medical and Dental Council (BMDC).
- Master's in Public Health (MPH)

Experience Requirements

- At least 1 year(s)

Additional Requirements

- Age 25 to 40 years
- Both males and females are allowed to apply
- Excellent speaking and writing skills excellent communication (in English and bengali) and interpersonal skills.
- Demonstrated experience in working successfully as a member of a multidisciplinary team
- Practical experience facilitating and training staff and partners, preferably for SRHR- related activities.
- Commitment to humanitarian principles and the well-being of Rohingya refugees.
- Willingness to learn.
- Working knowledge of Microsoft Word, Excel, PowerPoint and Outlook
- **RTM** international requires Quality Assurance Officer for maintaining Quality of the project activities and support to improvement quality as required.
- Candidates with knowledge and skills in Quality monitoring in SRHR activities, mentoring technique and communication skills will be preferred.
- Candidate work experience in Rohingya context is an added value for the position.

Job Location

Cox's Bazar, Cox's Bazar (Cox's Bazar Sadar)

Salary

Negotiable

Compensation & Other Benefits

- As per organization policy

Job Source**Job Summary**

Bdjobs.com Online Job Posting.

Published on: 16 Nov 2023

Vacancy: 02

Employment Status: Contractual

Experience: At least 1 year(s)


Gender: Both males and females are allowed to apply

Age: Age 25 to 40 years

Job Location: Cox's Bazar, Cox's Bazar (Cox's Bazar Sadar)

Salary: Negotiable


Application Deadline: 25 Nov 2023

 Applicants are encouraged to submit **Video Resume**

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(রিপোর্ট)

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The incumbent will maintain and abide by the RTM International Code of Conduct in discharging any duties in the refugee camps (while interacting/treating/counseling the refugee population) and commit to abide by the PSEA core principles and other issues.

Attention:

RTM International has a Policy regarding Protection against Sexual Exploitation and Abuse (PSEA), a Gender Policy, and a Child Protection Policy. The organization has a Policy of Zero Tolerance regarding this issue. Candidates having knowledge of PSEA will be preferred. Female candidates are encouraged to apply.

Applicants are encouraged to submit **Video Resume**.

Learn more about video resume

***Photograph must be enclosed with the resume.**

Apply Procedures

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Hard Copy

Interested candidates are requested to apply to the Director (Admin), RTM International, 581, Shewrapara, Mirpur, Dhaka. An electronic copy of the application, detailed curriculum vitae along with a recent passport-size photograph, contact number, e-mail address, copy of NID, and academic all certificates are to be sent to email: job1@rtm-international.org on or before 25 November, 2023. Submit your CV as per RTM International`s CV format file: (CV download Link: <http://rtm-international.org/478/>)

Only short-listed candidates will be called for an interview.
No TA/DA will be provided for attending the interview.

Director (Administration)
RTM International, 581 Shewrapara, Begum Rokeya Sharani,
Mirpur, Dhaka-1216

Application Deadline : **25 Nov 2023**

Published On

16 Nov 2023

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RTM International

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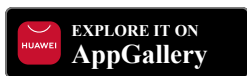
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