

Date : 10/2/2017

## VACANCY CIRCULAR

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The Indian Pharmacopoeia Commission (IPC) is an Autonomous Body under Ministry of Health & Family Welfare, Govt. of India primarily with the objectives of regularly updating the Indian Pharmacopoeia by publishing new edition and its addenda, National Formulary of India and other related tasks such as preparing, certification and distribution of reference substances & functions as National Coordination Centre (NCC) for Pharmacovigilance Programme of India (PvPI).

The Commission invites applications from the best knowledgeable professionals for appointment on Contract for the following positions:-

Sr.No	Name of the post (on Contract basis)	No. of Position	Monthly remuneration	Location of Position	Age limit
1.	State Immunization and Patient Safety Associate	10	Rs. 40,000/-	State Level	Below 35 years
2.	District Immunization and Patient Safety Associate	40	Rs.25,000-	District Level	Below 30 years

The consolidated monthly remuneration may be based on the qualifications, subject knowledge, resourcefulness, past track record and presentation of the candidates in the interview/personal discussion.

Applications are invited from citizens of India on the application format which can be downloaded from the website: [www.ipc.gov.in](http://www.ipc.gov.in) of the commission together with the self attested documents in support of the claims of qualifications, experience etc, must be sent so as to reach this office latest by 15 days from the date of publication of the advertisement in Employment News.

Application is to be submitted at the postal address of Indian Pharmacopoeia Commission, Sector 23, Raj Nagar, Ghaziabad-201002. The envelope containing the application must be prescribed in bold letters as "Application for the post of \_\_\_\_\_".

The competent authority reserves the right to increase or decrease the number of vacancies and rejection and/or all applications received without assigning any reason.



The requirements for the afore-said contractual positions are as under:

**I). State Immunization and Patient Safety Associate:**

**Qualifications:**

**a). Essential:**

Minimum Qualification- Medical graduate with MPH or DPH/M. Pharm/ Pharm. D from a recognised university.

OR

Candidate with Post Graduate degree in the relevant field.

**b). Desirable:**

i). Medical graduate with MPH or DPH/M. Pharm/ Pharm. D from a recognised university with two (2) years of experience in the field of Pharmacovigilance.

OR

Post graduate degree in the relevant field with three (3) years of experience in the field of Pharmacovigilance.

ii). Knowledge of Computer Applications will be preferred.

**Job Description:**

**A. Involvement in Adverse Event Following Immunization (AEFI) activities:**

- Assist the State Expanded Programme Immunization officer (SEPIO) in following up on reported AEFIs so that CRFs, PCIFs, FCIFs and other records are shared with centre as per timelines of National AEFI Guidelines and compiled at state level.
- Visit districts which have not reported any AEFI cases for three consecutive months for root cause analysis.
- Visit districts to ensure PHCs have updated AEFI registers in place which are used for weekly and monthly reporting
- Assist the SEPIO in tracking meetings of the District AEFI Committees and ensure that meetings of the State AEFI Committee and State AEFI Technical Collaborating Centre are held regularly.
- Coordinate with state level partners agencies (WHO, UNICEF etc.), representatives of professional associations i.e. IAP, IMA for any reports of AEFI cases received from them.
- Ensuring reporting of all serious /severe AEFI cases notified through ADR monitoring centre through direct reporting and avoiding the duplication of data.

**B. Involvement in Pharmacovigilance Programme of India (PvPI) activities:**

- Collation of ADRs reported from the state.
- Assisting in quality review of ADR reports and communicating to NCC-PvPI.
- Assist, guide, and monitor PvPI activities of DIPSA and Patient Safety – Pharmacovigilance Associate through monthly and weekly activity plans.
- To perform site monitoring visit at state AMCs.
- Coordination with State hospitals/AMCs for effective ADR management.
- Coordinating with National Health Programme (NHP) officials at state level for monitoring and reporting of ADR due to the drugs used under NHP.
- Coordination with State Drug Controller office and the concerned CDSCO (Zonal office) for effective implementation of PvPI.
- Other activities as assigned by competent authority time to time.

## **II). District Immunization and Patient Safety Associate:**

### **Qualifications:**

#### **a). Essential:**

Minimum Qualification- Medical graduate with MPH or DPH/M. Pharm/ Pharm. D from a recognised university.

OR

Candidate with Post Graduate degree in the relevant field.

#### **b). Desirable:**

i). Medical graduate with MPH or DPH/M. Pharm/ Pharm. D from a recognised university with one (1) year of experience in the field of Pharmacovigilance.

OR

Candidate with Post Graduate degree in the relevant field with two (2) years of experience in the field of Pharmacovigilance.

ii). Knowledge of Computer Applications will be preferred

### **Job Description**

#### **A. Involvement in Adverse Event Following Immunization (AEFI) activities**

- Assist the District Immunization officer (DIO) in following up on reported AEFIs so that CRFs, PCIFs, FCIFs and other records are shared with state and centre on time as per National AEFI Guidelines.
- Follow up to ensure timely completion of investigations and coordinate field investigations of reported AEFI cases by district/state/national AEFI committee members/experts.
- Assist in sample collection of vaccines/syringes, etc. for testing and follow up for reports
- Share feedback received from state or national level with Medical Officers of block/PHC, private practitioners as well as paramedical staff for cases reported by them.
- Reporting to State and National AEFI Secretariat through VAEIMS as well as other channels of information as prescribed in the AEFI guidelines through DIO.
- Coordinate the conduction of District AEFI Committee meetings

#### **B. Involvement in Pharmacovigilance Programme of India (PvPI) activities**

- Monitoring and reporting of adverse events to *State Immunization and Patient Safety Associate* (SIPSA)/Patient Safety-Pharmacovigilance Associate (PSPvA) of nearby AMCs through VigiFlow with the source data (Original) attached of each ADR case.
- Follow up with the reporter/patient for completeness of ADR reports as per SOPs.
- Assisting in causality assessment and clinical review of ICSRs.
- Approaching District Hospitals/ Primary healthcare centres (PHCs)/Community healthcare centres/ private & corporate hospitals for active participation of Healthcare Professionals in ADR reporting.
- To obtain regular feedback from Healthcare Professionals (HCPs) to improve PvPI system.
- Coordination with Districts hospitals and nearby AMCs for effective implementation of PvPI.
- Other activities as assigned by the competent authority time to time.