

TERMS OF REFERENCE (ToR)

SKILL LAB COORDINATOR

The **Centre for Health Innovation and Care Economy (CHICE)** is located at Umsawli, Shillong, East Khasi Hills, Meghalaya. The Centre will serve as a dedicated learning and capacity-building hub to assess the clinical skills and competencies of various health cadres, identify competency gaps, facilitate targeted training and capacity development, and provide certification based on established standards.

The vision of CHICE is to strengthen the competencies of Human Resources for Health (HRH) in Meghalaya through structured assessment, skill enhancement, and certification, improving the quality of healthcare service delivery and ensuring better health outcomes for the population of the state. In this regard, the State Health Systems Resource Centre (SHSRC), Department of Health & Family Welfare, Government of Meghalaya, is inviting applications from eligible candidates for the position of Skill Lab Coordinator.

- Job Title: **Skill Lab Coordinator**
- Posting: **Centre for Health Innovation and Care Economy (CHICE), Umsawli, East Khasi Hills**
- No. of vacancies: **1 (One)**
- Nature of work: **Contractual**
- Duration: **12 months** (extended based on performance)

1. Scope of Work

The **Skill Lab** under the **Centre for Health Innovation and Care Economy (CHICE)** is established to provide a structured, competency-based environment for strengthening the practical skills and clinical competencies of healthcare professionals, including doctors, nurses, paramedical personnel, and other health workers. The Skill Lab will facilitate simulation-based learning, hands-on practice, assessment, and continuous professional development.

The **Skill Lab Coordinator** will be responsible for the overall coordination, operational management, training support, and monitoring of activities conducted through the Skill Lab. The coordinator will work closely with the Health Department, training institutions, clinical experts, trainers, and other relevant stakeholders to ensure effective utilization of the Skill Lab

2. Key Responsibilities

A. Planning and Coordination

- Develop and maintain a monthly **Skill Lab training calendar** in consultation with the Regional Health & Family Welfare Training Centre (RHFUTC).

- Coordinate training **programmes**, workshops, demonstrations, simulation sessions, and competency assessments.
- Coordinate with trainers, faculty, clinical experts, and participating institutions for effective delivery of training.
- Ensure that training schedules are aligned with identified capacity-building needs and departmental priorities.
- Facilitate scheduling and allocation of Skill Lab facilities, equipment, and training resources.

B. Skill Lab Operations and Management

- Oversee the day-to-day functioning and effective utilization of the Skill Lab.
- Ensure that all simulation equipment, mannequins, instruments, audiovisual facilities, and other training materials are available and functional.
- Maintain an inventory of equipment, consumables, training materials, and other resources.
- Coordinate preventive maintenance, servicing, calibration, and repair of Skill Lab equipment.
- Ensure proper storage, handling, cleaning, and maintenance of equipment.
- Develop and maintain standard operating procedures (SOPs) for Skill Lab operations.
- Ensure adherence to safety, infection prevention and control, and other applicable standards.

C. Training Coordination

- Coordinate the conduct of competency-based training for doctors, nurses, paramedics, and other healthcare professionals.
- Support trainers/facilitators in preparing training sessions, simulation scenarios, demonstrations, and practical exercises.
- Ensure availability of appropriate training materials and equipment before each training session.
- Assist in conducting pre-training and post-training assessments.
- Facilitate skills demonstrations, return demonstrations, simulation exercises, and competency assessments as required.
- Maintain records of participants trained and competencies assessed.

D. Quality Assurance and Monitoring

- Monitor the quality and effectiveness of training programmes conducted at the Skill Lab.

- Ensure that training sessions are conducted according to approved curricula, guidelines, and competency standards.
- Collect feedback from trainees and trainers and identify areas for improvement.
- Track training outcomes and competency achievement.
- Undertake periodic assessment of Skill Lab utilization and identify gaps in infrastructure, equipment, human resources, and training requirements.
- Support quality improvement initiatives based on monitoring findings.

E. Data Management and Reporting

- Maintain an updated database of all training activities, including:
 - Number of training programmes conducted
 - Number and category of participants trained
 - Training topics/modules covered
 - Competencies assessed
 - Training outcomes
 - Trainer/facilitator details
- Prepare **monthly, quarterly, and annual reports** on Skill Lab activities.
- Maintain attendance registers, assessment records, feedback forms, equipment registers, and other relevant documentation.
- Provide data and reports to the concerned authorities as required.
- Support documentation of good practices, innovations, and success stories.

F. Resource and Inventory Management

- Maintain an updated inventory and asset register of all Skill Lab equipment and materials.
- Monitor utilization of consumables and ensure timely replenishment.
- Identify requirements for new equipment, replacement, repair, and consumables.
- Assist in procurement planning and preparation of technical specifications for Skill Lab equipment, where required.
- Ensure proper documentation of equipment receipt, allocation, maintenance, and disposal.

G. Capacity Building and Continuous Improvement

- Identify emerging training needs based on programme priorities and health-system requirements along with the district.
- Support development and updating of training materials, simulation scenarios, and competency checklists.

3. Qualifications and Experience



STATE HEALTH SYSTEMS RESOURCE CENTRE, MEGHALAYA

Essential:

- Master's degree in Public Health, Nursing, Healthcare Management, Hospital Administration, or a related field.
- Minimum **2–5 years of relevant experience** in healthcare training, skill development, clinical education, simulation-based training, or health programme management.
- Certification/training in **simulation-based education, Skill Lab management, competency-based training, or instructional design.**
- Experience of working with health programmes or health departments.
- Experience in managing healthcare training centres, simulation laboratories, or nursing/medical education facilities.

Age: Up to 45 years as on the last date for receiving applications

4. Skills and Competencies

- The candidate should demonstrate:
- Strong coordination and organizational skills
- Training and facilitation skills
- Knowledge of competency-based training
- Good communication and interpersonal skills
- Data management and analytical skills
- Report writing and documentation skills
- Problem-solving and decision-making abilities
- Ability to work with government and other stakeholders
- Ability to manage multiple activities simultaneously
- Proficiency in MS Office and digital platforms
- Attention to detail and commitment to quality

5. Remuneration: Monthly remuneration of **INR 50,000** will be provided.

6. To apply for this role, please fill in the application form by clicking on this [link](#)

Last Date to Apply: **26th October 2026**

Only shortlisted candidates will be contacted for the second round of recruitment and personal interview

Sd/-

Ramkumar S., IAS

Mission Director

National Health Mission

