

ANNEXURE 7

THE DETAILS OF CRITERIA FOR SELECTION, SELECTION PROCESS AND TRAININGS OF ASHA.**Criteria for selection:**

- ASHA must be primarily a woman resident of that area – Preferably Married and in the age group of 25 to 45 years
- ASHA should have effective communication skills, leadership qualities and be able to reach out to the community. She should be a literate woman with minimum formal education up to **eighth class**. This may be relaxed only if no suitable person with this qualification is available in that cluster / community.
- Adequate representation from disadvantaged population groups should be ensured to serve such groups better.

Selection Process

- At the District Level, the District Health Society would oversee the process of ASHA selection. It would designate a District Nodal Officer to co-ordinate various activities involved. A District Level Committee will be formed for this purpose. It will comprise of following members- Chief District Medical Officers , Addl. Chief District Medical Officer, District Nodal Officer, Chief Administrative Medical Officer (CAMO) / Officer on special duty (OSD) of MCD, District Officer of Department of Social Welfare, Public Health Nurse (PHN).
- The areas to be covered in the first phase would be selected by the District Level Committee. The areas inhabited mainly by the vulnerable segments with poor health indices are to be taken in the first phase (Slums , resettlement colonies , unauthorized colonies , JJ Clusters , Villages) . The area chosen must also have health infrastructure to cater to the ASHA- facilitated increase in demand for health services.
- The selected areas will be divided into Units of approximately 1 lakh population each for ground level implementation of the programme. For each Unit, a Unit headquarter will be selected by the District Level Committee and can be either the Health Centre of Govt. of NCT of Delhi / IPP-VIII centre / M&CW Centre of MCD. The MO In-charge of the Unit Headquarter will be the Unit Nodal Officer

Annexure – (contd.)

- **Unit Level Committee** will be formed comprising of four members. These members will be drawn from:
 1. Unit Nodal Officer (Compulsory)
 2. ANM, Lady health visitor or Public Health Nurse of the Health Centre (other than the one working as a facilitator) / M&CW Centre / IPPVIII Centre selected as the Unit Head Quarter. (Compulsory)
 3. MOI/C of another Govt. health facility located in the area
 4. Pulse Polio Coordinator of the area
 5. CDPO, Supervisors (ICDS) of the area
 6. Local NGO / CBO(Community Based Organization) functionary
 7. Representative from Resident Welfare organization.

One representative from any of the 5, 6 or 7th category is compulsory.

- **Functions of the Unit Level Committee:**
 1. Selection of the Facilitators
 2. Screening of applications received from facilitators for ASHAs
 3. Selection of ASHA Candidates
 4. Assisting in training of ASHAs

- **Facilitators can be selected from amongst:**
 1. Local NGO functionaries
 2. Local School teachers
 3. Basti Sudhar Samiti member
 4. Pradhan, RWA member
 5. ANMs / LHV active in the field
 6. ICDS Supervisors (with the help of Anganwadi Workers).
 7. Any other sincere and respected community member identified by the Pulse Polio Coordinator or any of the above

- **Each Unit Level Committee** will need to identify **10 facilitators. ie. One for each 10,000 population .**

- Each facilitator shall help in selection of five ASHAs . For this she / he will give three names from each ASHA area out of which the most suitable shall be selected. Preferably 15 names of suitable candidates for each 10,000 population from the community in consultation with the local elected representative should be given , out of which 5 will be selected.

Annexure (contd.)

- Once the names are received at the Unit Head Quarters (preferably 150 names for 1 lac population) the Unit Level Committee will meet and over a period of three days select 50 out of these.
- The selected names will be forwarded to the District Nodal Officer (District health Society) for endorsement and selected ASHAs will then enter the training process.
- The Unit Nodal Officers, Unit Level Committee members along with the facilitators will have to undergo orientation to be held at the District Level under supervision of the District Nodal Officer. The District Nodal Officer will brief the facilitators and the Unit Level Committee on the selection criteria and importance of proper selection of ASHAs and their role in ensuring the quality of selection process.
- A word about ASHA – who, how and what should ideally be spread by mouth of influential stakeholders to the relevant target audience. The facilitators selected are supposed to be a part of community or at least in regular touch and thus should be able to identify the probable candidates. They will have to undertake field visits and will have to interact with the community (Focused Group Discussions, FGDs) to make people aware as to what is ASHA, her training and empowerment in terms of knowledge and skill, the role she would be playing in the community, and performance based incentives she would be getting before the eligible candidates start coming forward. Facilitators will give the names in the information sheet provided alongwith copies of proof of residence and educational qualification.

Training of the ASHA

ASHA will need to be equipped with necessary knowledge and skills before she can function effectively in the field. Capacity Building of ASHA would be a continuous process:

Training Strategy:

- Induction Training : May be completed in around 28 days spread over a period of 12 months.

Annexure (contd.)

- Monthly Refresher Training: To update /refresh their knowledge, to solve their difficulties, replenish their supplies and examine the ASHA diaries and make payment of performance based incentives.
- On-the-job Training: She will be provided support in field by the ANM and the other members of the Unit Level Committee / mentor groups.

Training Material:

Includes Trainers / facilitator's Guide, Training Modules and resource material for ASHAs. General prototype has been produced at National Level and the same shall be customized to the urban scenario. In addition the State may generate specific training material as per need.

Process of Training

- **State Level Training** : At the State Level, the Training of State and District level Master trainers shall be carried out . They in turn will train the Unit level master trainers. **The District Master Trainers team** will comprise of five to seven members drawn from the Programme Managers, Medical Officers with aptitude for teaching(DHS, MCD, IPP VIII , NDMC), , from AYUSH , members of NGO working on community health issues, converging departments like ICDS , Water and sanitation department.
- The Master Trainers will then train **the Trainers** (5 for each Unit) who can be the members of the Unit Level Committee or volunteer Medical Officers, PHNs, ANMs, LHVs (DHS, MCD, IPP VIII , NDMC), or a member of NGO. They will be trained at the District Head Quarters.
- The trainings for trainers will be held at the District Head Quarters. If sufficient space / facilities are not available then alternate arrangements are to be made and a provision for having a permanent conference / Training Venue for future should be made in the District Action Plan.
- **ASHAs** will be trained by these trainers in venues close to their habitation in groups of not more than 25 to 30. Health Centre if large enough, Community Centre, NGO Head Quarters, Panchayat Ghar or any other available facility can be used as the Venue.
- The ASHAs will be compensated during their training period.

- The Trainers will also be compensated for the time they spend in acquiring / imparting training.
- District Level Trainings and Unit Level Trainings will be monitored by the District Committee and the District Nodal Officer

BUDGET AND FINANCIAL NORMS FOR SELECTION OF ASHAs

SELECTION OF ASHAs					
Sr. No.	Activity	Unit Cost	Total No.	Expenditure	Remarks
1	Orientation of Unit Nodal Officers and Unit Level Committee members. For Refreshment and written material	50 Rs/-	Upto six members	300/-	(6 participants for one lakh population i.e. 50 ASHAs)
2	Orientation of Facilitators, Unit Nodal Officers and Unit Level Committee members Training Material Refreshment	25/- 25/-	10 + 1members 10 + 1members	275/- 275/-	10 participants from one unit (for every one lakh population i.e. 50 ASHAs.) plus one trainer.
3	Per Facilitator to identify ASHA- To cover the cost of field visits and other expenditure	500/-	10	5000/-	10 facilitators for a Unit (one lac population i.e. 50 ASHAs)
4	Selection Interviews by the Unit Level Committee (3 days) Working Lunch & tea for the members Honorarium for members	100/- 200/-	4x3 4x3	12,00/- 2400/-	Total candidates = 150, to be interviewed over three days for selection of 50 ASHAs.
Expenditure on selection of one ASHA Rs. 189 (189.4)					

Point of disbursal of money to the Facilitators / Unit Committee members will be Unit Headquarter