

Guidelines for Observer Program: Part- II

A. ELIGIBILITY

1. Nursing

- i) Only **M.Sc. Nursing students** will be permitted to undergo Observership/Training.
- ii) The requests from National Institutes, Medical Universities, Government Medical Colleges, Private Medical Colleges, and hospitals will be entertained.
- iii) Maximum **five** students will be permitted to undergo Observership/Training at a time and the duration will be **fifteen days to three months**.
- iv) Requests from senior nurses working in Government Hospitals who are sponsored by their employers for training/ undergoing Certificate in Nursing Administration Programme to become Nursing Administrators will be entertained. The maximum nurses permitted at a time will be **one batch of 15 for a period of 2 weeks**.
- v) Observers are not allowed in direct patient care activities. They will work under the supervision of the concerned Ward Sister. The supervisors should ensure that the observers are not involved in leakage of information, documents, photography or any other activities, which is against the rules of the Institute.
- vi) Concerned Supervisors/Ward Sisters should maintain a Log Book to record their activities and attendance.
- vii) Each observer/trainee should pay the prescribed fees of Rs.500/- per month. *(Minimum fee of one month will be charged from all Observers even if the duration is less than one month)*

2. Training in Modern Blood Banking Technology:

- i) Training to the Doctors/Medical Officers who are sponsored by the Kerala State Aids Control Society/other Institutions for a period of **one month** with a maximum number of **ten** trainees at a time is permitted
- ii) The certificate will be issued to the trainees by the Kerala State Aids Control Society bearing the signature of the Head of the Department of Blood Transfusion Medicine
- iii) Training for a Doctor and a Senior technician on Blood Compound Separation is permitted for a period of 15 days
- iv) Training for Drug Inspectors from the Department of Drug Controller, Kerala is permitted (Drug Inspectors are exempted from prescribed fee)
- v) As the Blood Transfusion Department is a training centre of NACO, doctors from the Kerala State will be entertained twice in a year for the induction training of **six days** and refresher training for **three days** in Modern Blood Banking Technology organised by the Kerala State AIDS Control Society
- vi) The Department should maintain a Log Book to record the activities and attendance
- vii) The Observers/Trainees should maintain a Log Book to record their activities
- viii) The Observers/Trainees should pay the prescribed fee of @ Rs.500/- per month (Drug Inspectors are exempted from prescribed fee)

3. Observership/Training in Social Work

- i) To allow students of Master in Social Work from both Government and Private Institutions (Recognized) to undergo training in the Institute for a period of **15 days to 3 months**. Maximum **Five** students will be allowed at a time for Observership
- ii) The Observers/Trainees will be allowed to visit the wards; interact with patients under the supervision of the Medico Social Workers of the Institute. They should assist the Social Workers of the Institute in the registration process of patients

- iii) Senior Medico Social Worker should ensure the confidentiality of the patients' records etc. is strictly maintained to avoid leakage of information during data collection for Research purpose and other Research related activities by the Observers. (Prior permission should be obtained from the concerned authorities before collection of materials for research purpose)
- iv) The Observers should be posted in block placement only and no break placement will be allowed under any circumstances
- v) The Observers/Trainees should maintain a Log Book to record their activities
- vi) The Observers/Trainees should pay the prescribed fee of @ Rs.500/- per month

4. Training in Medical Records

- i) Second year students of Masters' Degree in Applied Documentation course are permitted to undergo training in Medical Records
- ii) A maximum of **five** students at a time will be allowed for a period of **one month**
- iii) The trainees should work under the direct supervision of Senior Medical Records Officer (SMRO)
- iv) The SMRO should ensure to maintain the confidentiality of information available in patients' files and charts etc.
- v) SMRO should maintain a Log Book to record the activities and attendance
- vi) The Observers/Trainees should maintain a Log Book to record their activities.
- vii) The Observers/Trainees should pay the prescribed fee of @ Rs.500/- per month

5. Training to Radiographers

- i) Students from Government Medical Colleges of Kerala is permitted undergo training in the Department of IS&IR for a period of one month. **Ten** students at a time are permitted and these students are exempted from the prescribed fees

6. Training in Physiotherapy

- i) BPT and MPT students are permitted to undergo training in Physiotherapy for a period of **one to three months** with a maximum of **five students** at a time
- ii) The training will be given under the direct supervision of the Physiotherapists of the Institute
- iii) A Log Book should be maintained by the concerned Supervisor to record the activities and attendance of the Students/Trainees/Observers
- iv) The Observers/Students/Trainees should maintain a Log Book to record their activities
- viii) The Observers/Students/Trainees should pay the prescribed fee of @ Rs.500/- per month

7. Short-term training in Clinical Engineering

- i) To permit a maximum of **two students** at a time who are undergoing B.Tech., or Biomedical Engineering Course for a period **of fifteen days to three months**.
- ii) Requests for Observership/Training in any short -term course less than 15 days will be rejected.
- v) The Department should maintain a Log Book to record the activities and attendance of the Observers/Trainees
- vi) The Observers/Trainees should maintain a Log Book to record their activities.
- vii) The Observers/Students/Trainees should pay the prescribed fee of @ Rs.500/- per month

8. Training in AMCHSS (Achuthamenon Centre for Health Sciences Studies)

- i) Students from foreign countries and WHO sponsored candidates will be permitted to undergo training programmes at AMCHSS
- ii) Students undergoing Off-campus programme of National Institute of Epidemiology are permitted at AMCHSS and they are exempted from the prescribed fees
- iii) The AMCHSS should maintain a Log Book to record the activities and attendance of the Students/Observers/Trainees
- iv) The Observers/Students/Trainees should maintain a Log Book to record their activities
- v) Duration of the Training/Observership will be from fifteen days to six months

9. Training in Hospital Administration

- i) Students of Masters' Degree course in Hospital Administration will be permitted for training in Hospital Administration as Observers for a period of fifteen **days to three months**.
- ii) Maximum of **two** students will be permitted at a time
- iii) Students should be given block placement.
- iv) A Log Book should be maintained to record the activities and attendance of the students
- v) The Observers/Trainees should maintain a Log Book to record their activities.
- viii) The Observers should pay the prescribed fee of @ Rs.500/- per month

10. Training in Dietary

- i) **Only MSc. students in Dietician Course** is permitted as observers for a period of **fifteen days to three months**.
- ii) A maximum of **five** students will be permitted at a time

- iii) Sponsored students who have undergone dietician course after graduation will be permitted as Observers, subject to the condition that their names should be recommended by the Institution they are working.
- ix) The Observers should pay the prescribed fee of @ Rs.500/- per month

B. RULES AND REGULATIONS

- ❖ All the Observers/Trainees/Sponsored candidates should strictly adhere to the rules of the Institute
- ❖ None of the Observers/Trainees/Sponsored candidates in any Department will be allowed to involve directly in the patient care or any regular activities of the Institutes
- ❖ All Observers should work under the direct supervision of the In-charge of the concerned Departments/Divisions
- ❖ All the supervising staff should ensure that the observers are not accessed to the files of patients, official documents, official files to avoid leakage of confidential information
- ❖ Photography by the observers in the premises of the Institute **will not be permitted** under any circumstances. If any such activities were found, the concerned supervisors will be responsible for that lapse. Prior permission from the authorities should be obtained to get official records for research purpose
- ❖ Only those who completed the official formalities and issued identity cards will be permitted to undergo the Observership/Training

C. PROCESSING OF THE REQUESTS

- ❖ The Head of the concerned Institution of the applicant should forward the requests for Observership
- ❖ The application should reach SCTIMST at least one month before starting of the Visit/ Observership

- ❖ The concerned HOD should scrutinize each application and recommend to the Dean. The Dean after scrutiny should forward the eligible application with his recommendations to the Director for final approval
- ❖ The Director's office will send the approved request to the Registrar for execution
- ❖ The Registrar will communicate the concerned authority about the nature of approval. While conveying the approval to the individual applicant, it should be clearly mentioned that the Institute will not provide accommodation to the observers due to shortage of hostel facility
- ❖ Names of the observers will be published in the Institute website
- ❖ Registrar should ensure entering updated information about observers/trainees/students/sponsored candidates on a weekly basis to the Computer Division

D. FOREIGN STUDENTS

Overseas students will be permitted, provided they should follow all other official formalities for visiting the country and they should pay the prescribed fees as given below.

E. FEES

Students from India : Rs.500/- per month for each student

Foreign Students/ : US \$ 200 per month for high-income countries
 US \$ 100 per month for students from middle-income countries

Students from low-income countries are exempted*

[*To categorize a country to low, middle and high-income, refer to "The World Bank, World Bank list of economies (July 2008), <http://siteresources.worldbank.org/DATASTATISTICS/Resources/CLASS.XLS>] (Will be updated as per the World Bank Norms)

NB: *The minimum of fees of one month will be charged from all observers even though their duration is less than one month.*

F. ACCOMMODATION

Institute **will not provide accommodation** to the Observers/Trainees/Students due to shortage of hostel accommodation. However, requests for accommodation will be entertained at a later stage in deserving cases subject to the availability of rooms in the hostel.

G. ATTENDANCE

- ❖ A separate register should be maintained by each HOD/ Supervisor /In-charge/ to record the attendance of the Observers
- ❖ Unauthorized absence of the Observers/Trainees/Students for a period of three days continuously should be reported to the Dean immediately
- ❖ The observers should maintain a Log Book to record their activities

H. CERTIFICATES

- ❖ The Academic Division under the signature of the Dean will issue Certificates those who successfully complete the stipulated time of the Observership
- ❖ After completion of the observership/training, the concerned Head of the Department (HOD)/Supervisor/Incharge should send the report of performance along with attendance details to the Registrar for further formalities
- ❖ The Registrar for issuance of certificate should forward the names of observers/trainees, who have successfully completed the Observership/Training as per the prescribed guidelines, to the Dean
- ❖ The Dean after obtaining approval from the Director will issue the Certificate
- ❖ The Registrar should ensure that the certificates issued should have a similar format with official seal of the Institute
- ❖ The Certificates will be issued only on the recommendation of the concerned HOD after assessing the observer
- ❖ Those who do not complete the approved duration of their programme will not be issued certificates under any circumstances

- ❖ Certificates will not be issued to those trainees who have not completed the minimum period of 15 days
- ❖ The HOD/Supervisor/In-charge should issue no experience certificate to the individual and such certificates, if issued will not be treated as a valid experience certificate

I. FACILITIES

- ❖ The Observers are permitted to use the Library facility of the Institute for reference only
- ❖ The Observers are permitted to avail the canteen facility on payment basis
- ❖ Identity Cards will be issued to the Observers and it is compulsory to wear the same when they enter the Institute premises
- ❖ Without identity cards, no Observer/Trainee/Student will be allowed to enter in the Department/Divisions, they are posted.

DIRECTOR

Dated 16th September 2009