



Sree Chitra Tirunal Institute for Medical Sciences & Technology Trivandrum - 695011, Kerala, India

Guidelines for Observer Program: Part I **(Revised on April 2019)**

Eligibility

Only those who are undergoing/completed the following courses in the specialties of the Institute will be permitted to undergo the observership in the Institute:

DM, MCh, or DNB in Cardiology, Neurology, Cardio Vascular & Thoracic surgery, Neurosurgery, Anaesthesiology & Radiology

MD in Pathology, Biochemistry & Transfusion Medicine, Radiodiagnosis from Government Institutions & MD Microbiology from Government and Pvt Institutions.

M.Tech or M.Pharm

The requests from National Institutes, Medical Universities, Government Medical Colleges, Private Medical Colleges, Corporate Hospitals and Recognized Universities (like CUSAT, MAHE etc) can be entertained.

NB: B Sc, M Sc, and MBBS students are NOT eligible.

Foreign Students

Foreign students are allowed for Observership/Training/Project work. Their application along with a Letter of Recommendation from Director or Dean or Program Director should be forwarded to the Director of SCTIMST.

Faculty

Faculty with DM/MCh qualifications from other organizations are permitted as observers provided their requests are routed through the Head of the Institute and addressed to the concerned HOD in SCTIMST.

Duties and Responsibilities

Observers should strictly follow the guidelines/instructions provided in the Log Book, which will be received by them at the time of joining. The Log Book has to be maintained by the individual observer from the date of his/her joining and to be handed over to the Academic Division at the end of the observership. The Log Book to be cross-signed by the concerned

HOD/In-charge. The Certificate will be issued only on the basis of the completed Log Book having specific recommendation of the concerned HOD/In-charge that he/she has undergone observership for the specific period and the activities recorded by him/her are true. The certificate will not be issued if the column "Activities" is blank. The Academic Division will keep the Log Book as the record of each observer.

The observers should not be involved in examining the patients directly, or doing operations or procedures. However they will be permitted to examine the patients and do procedures under the direct supervision of a Consultant of the Institute.

Duration of the program

Duration shall usually be 15 days to a maximum of three months.

Processing of the requests

The request for observership will have to be forwarded by the Head of the Institution of the applicant.

The application should reach SCTIMST at least one month before the starting of the observership.

The concerned HOD of SCTIMST has to scrutinize each application and recommend to Dean with his/her comments, the applicant's eligibility as per the guidelines.

The Dean after scrutiny has to recommend eligible applications to the Director for final approval.

The Director's office will send the approved request to the Registrar for execution. From the BMT Wing, the request should be routed through Head, BMT Wing to Dean and from Dean to the Director. After approval from Director, it will be sent to the Deputy Registrar for execution.

Fees

The following fees shall be charged from all applicants:

Students:

Indian : **Rs.5,000/-** (Rupees Five Thousand only) per month for residents from Govt. Institutions and **Rs.15,000/-** (Rupees Fifteen Thousand only) for residents from private institutions.

Foreign : US \$ 300/- (US Dollar Three Hundred only) per month for high-income countries

US \$ 200/- (US Dollar Two Hundred only) per month for middle-income countries

Rs.2,000/- (Rupees Two Thousand only) for low-income countries

Faculty/consultants:

Indian : **Rs.10,000/-** (Rupees Ten Thousand only) per month for faculties from Govt. Institutions and **Rs.25,000/-** (Rupees Twenty Five thousand only) for faculties from private institutions.

Foreign : US \$ 650/- (US Dollar Six Hundred and Fifty only) per month for high-income countries

US \$ 350/- (US Dollar Three Hundred and Fifty only) per month for middle-income countries

Nil for low-income countries

[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/DATASTATICS/Resources/CLASS.XLS>]

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

Number of observers

Number of observers to be permitted at a time has to be decided by the concerned HOD on the basis of the infrastructure facility available and other facts. The maximum number of observers in clinical specialties at a time should not usually exceed three.

Accommodation

The observers should make their own arrangements for stay. Institute will not provide accommodation to the observers due to shortage of hostel accommodation.

However, requests for accommodation will be entertained at a later stage in deserving cases/students from abroad, subject to the availability of space in the hostel.

Attendance

The attendance of the observers should be recorded by the concerned HOD/In-charge on the Attendance Sheet provided in the Log Book.

The observers should maintain a Log Book, which will contain the following information to record their activities.

- (i) Instructions to the observers
- (ii) Attendance Sheet
- (iii) Log Book (Pages where the daily activities to be recorded)
- (iv) General conduct of the observer

Use of Facilities (Library & Canteen)

The observers can use the Library of the Institute for reference/reading only. No books/journals shall be issued to them.

The observers will also be allowed to avail the canteen facility.

Identity Cards will be issued to the Observers and they have to wear the same when they enter

the Institute premises.

Certificates

The Academic Division will issue Certificates those who successfully complete observership in the stipulated time.

Certificates will be issued to only those who have completed the Log Book with clear recommendation of the concerned HOD/In-charge.

Dean of the Institute is authorized to sign the certificates.

The Certificates will be issued only on the recommendation of the concerned HOD/In-charge after assessing the observer.

Those who do not complete the approved duration of the program 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/In-charge/Supervisor/Registrar/Deputy Registrar shall issue no experience certificate to the individual.

The above guidelines shall be strictly followed during the next one-year. Director is unlikely to approve an application not conforming to the above guidelines. The guidelines shall be reviewed yearly, and revised, if necessary.

Dated: 16.04.2019

DIRECTOR