



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

Guidelines for Observer Program: Part- II
(Revised on December 2017)

A. ELIGIBILITY

1. Nursing

- i) **M.Sc. Nursing students** from nursing colleges recognized **by Indian Nursing Council** will only be permitted to undergo Observership/Training.
- ii) The requests from National Institutes, Medical Universities, Government Medical Colleges, Private Medical Colleges and Hospitals recognized **by Indian Nursing Council** will be entertained.
- iii) Maximum **ten** students will be permitted to undergo Observership at a time and the duration will be from **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 number of 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.

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.

3. Observership in Social Work

- i) Students of Master in Social Work from both Government and Private Institutions (Recognized) can 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 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 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

4. Observership in Medical Records

- i) Second year students of Masters' Degree in Applied Documentation course are permitted to undergo observership 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.

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.
- ii) **Ten** students at a time are permitted and these students are exempted from the prescribed fees

6. Observership in Physiotherapy

- i) BPT and MPT students are permitted to undergo training in Physiotherapy for a period of **one to three months** with maximum of **six students** at a time.
- ii) The training will be given under the direct supervision of the Physiotherapists of the Institute.

7. Observership in Clinical Engineering

- i) 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** can be permitted.
- ii) Requests for Observership/Training in any short -term course less than 15 days will be rejected.

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

- 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) Duration of the Training/Observership will be from fifteen days to six months.

9. Observership 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.

10. Observership in Dietary

- i) **Only MSc. students in Dietician Course** are 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.

11. Observership in Clinical Perfusion

- i) Only two **observers** will be accommodated at a time.
- ii) The period of observership will be from 15 days to a maximum of three months.
- iii) The applicants must have Diploma/Degree in Clinical Perfusion from an Institute of National Importance like SCTIMST or a recognized Institute/University.
- iv) The Observers will be permitted to observe the procedures in the Operation Theatres and can attend Departmental academic activities.

B. RULES AND REGULATIONS

- All the Observers/Trainees/Sponsored candidates should strictly adhere to the rules of the Institute.

- 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.
- 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 would 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.2000/-** (Rupees Two Thousand only) per month for each student
- Foreign Students: US \$ 250 (US Dollar Two Fifty only) per month for high-income countries
- US \$ 150 (US Dollar One Hundred and Fifty only) 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 details of the Observers, if the HOD desires.
- Unauthorized absence of the Observers/Trainees/Students for a period of three days continuously should be reported to the Dean immediately.
- The attendance of the observers should be recorded by the concerned HOD/In-charge on the Attendance Sheet provided in the Log Book.

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 the Log Book 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 and verification of the Log Book.
- 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.

J. LOG BOOK

- A Log Book (handout) will be given to each Observer by the Academic Division after completing all the official formalities. The Log Book having 10 pages will contain the following information and contents.
 - (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
- The Log Book 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 will 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 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.

DIRECTOR

Dated: 27th December 2017