



## **IAP-ICC FELLOWSHIP RULES AND REGULATIONS**

- I. **Duration of Accreditation:** Accredited Institute will be provisionally accredited by the (IAP-ICC) for the fellowship course for a period of three years.
- II. **Eligibility & Duration of training:** Candidates who have passed MD/DNB and who have cleared the central examination will be trained, for a period of **one year**, against approved seats. (This will be applicable from Jan 2019 admissions sessions).
- III. **Time frame/ Schedule for enrollment:** that, the following schedule for admission which is indicative in nature may be adopted each year: -

#### IV. Admission process of Fellowship candidates:

	January session	July session
Date of central exam	2 <sup>nd</sup> week of December	2 <sup>nd</sup> week of Jun
Date of central counselling	3 <sup>rd</sup> week of December	3 <sup>rd</sup> week of Jun
Joining of candidates	1 <sup>st</sup> week of January	1 <sup>st</sup> week of July
Allotment by institute if seat remains vacant by central admission process	2 <sup>nd</sup> week of January	2 <sup>nd</sup> week of July
Joining of candidates	31 <sup>st</sup> of January	30 <sup>th</sup> of July

- V. **The Registration of the Candidate:** The registration form of the candidates should be forwarded to the IAP-ICC immediately after joining of candidates. Along with registration fees of **Rs. 20,000/-** in the name of “**IAP Intensive Care Chapter**” by DD/NEFT/RTGS payable at Satara. However, it may be ensured that the admission process is completed by the 31<sup>st</sup> January for the January session and 30<sup>th</sup> Jun for Jun session. The institute shall abide by the FELLOWSHIP guidelines issued from time to time in this regard.
- VI. **Vacant Seats:** The vacant seats of the session shall not be carried forward. If the selected candidate leave the accredited hospital/Institute they can complete the process upto 31st January for January session and 30th July for July session, as per the guidelines given in the Information Bulletin, website or circulars issued by IAP-ICC form time to time. All the accredited hospitals/ Institutions are advised not to enroll candidates after the cut off dated under any circumstance.
- VII. **Selection process & Selection of trainee (s) :** The institute shall abide by the IAP-ICC’s norms and shall ensure that all admissions/selection of suitable candidates are done strictly in accordance to the “Guideline for admission to IAP-ICC programmes” and other guidelines issued from time to time in the Information Bulletin and hosted in the IAP-ICC’s website <http://www.piccindia.com/> and other guidelines, issued by IAP-ICC from time to time.
- VIII. **Academic Programme:** The hospital will ensure implementation in curriculum of FELLOWSHIP program. An academic program covering all aspects of curriculum will

be designed and sent to the Academic council of IAP-ICC will be updates on IAP-ICC's website, within one month of candidate(s) registration and thereafter every month. The institute will ensure that all the necessary training facilities and infrastructure is provided. The FELLOWSHIP training is a residency based training cum employment programme wherein the FELLOWSHIP resident discharges the duties of a Senior Resident and undergoes a vigorous academic programme to enhance his knowledge and skills. Each consultant will devote at least **8 to 10 hours** per week for teaching/training of FELLOWSHIP trainees and send a soft copy of the same to the IAP-ICC will be updates on IAP-ICC's websites every month.

- IX. It is mandatory & obligatory for the accredited hospital to spare the accredited department/ its faculty or any other infrastructure for FELLOWSHIP CME programme. The Institute/hospital will network with other accredited hospital/institution for joint academic programme for FELLOWSHIP students. The hospital will ensure that FELLOWSHIP candidates and consultants are sent for mandatory FELLOWSHIP supported CME programme/ conference every year. The hospital will give a copy of FELLOWSHIP curriculum, guidelines for accreditation, enrollment, fees, information bulletin and other guidelines circulated by IAP-ICC from time to time to FELLOWSHIP candidates. The hospital will ensure that the FELLOWSHIP candidates and consultants contribute research article for IPA-ICC Journals and Bulletin.
- X. **Candidate's Registration:** The Candidate's registration form dully filled be sent to the Accreditation Secretary, IAP-ICC, with all enclosures (duly checked, verified & signed), immediately on the candidate's enrolment to facilitate his/her Registration by the IAP-ICC as per the Registration Guidelines, Information Bulletin and other guidelines which may be on the website or circulars issued by IAP-ICC from time to time.
- XI. **Training in sub-specialties:** In addition to the training offered in the specialty, the hospital will also provide training in pediatric sub-specialty like cardiology, neurology, nephrology, trauma, burns, radiology, pediatric surgeries etc. without any fixed rotation.
- XII. **Library Facilities:** The minimal learning resources for the FELLOWSHIP trainee (s) in the hospital will be as follow: -
- Standard latest editions of Post Graduate text books in the Pediatric Intensive care.
  - **Provision of adequate library budget (Minimum of Rs. Fifty Thousand per year)** should be made and proof should be sent to Accreditation Secretary within **one month** of accreditation of institute.
  - Internet access to trainees with institutional subscription to e-libraries and journals etc.
  - **Institutional subscription of IAP-ICC's official Journal. E-Journal of Pediatric Critical care is mandatary.**
  - This subscription process should be completed within **one month** of accreditation of institute.
  - The Library should be accessible on all days except national holidays and for at least 12 hours each day.
- XIII. **Teleconferencing / E-learning:** The Accredited hospitals will procure equipment for reception of interactive live teleconferencing sessions, broadcast by IAP-ICC Audio/Video to facilitate viewing. All FELLOWSHIP Students must attend these sessions and keep records of these in their log books.

- XIV. **Consultants:** No change in the faculty be made within the period of Accreditation. However, under extreme circumstances if the Faculty/ Guide present at the time of inspection is to be replaced, the same be carried out within one month, only under intimation to the IAP-ICC; the institute shall abide and inform the IAP-ICC about any changes in faculty/Guide position within one month otherwise accreditation of the institution stand automatically cancelled. Each consultant will devote at least 8 to 10 hours per week for teaching/ trainee in terms of case discussion, seminar, ward round, Journal club etc. for FELLOWSHIP trainees and send a soft copy of the same to the Accreditation Secretary, IAP-ICC FELLOWSHIP programme every month/ update it on the FELLOWSHIP website. Each consultant would attend IAP-ICC sponsored programme from time to time as per the guidelines/ circulars issued by IAP-ICC.
- XV. **Capitation Fees/ Security deposits:** Capitation fees/ Security deposit/ Bank guarantee/ Fixed deposit/ any such instrument etc. shall NOT be demanded/ collected from FELLOWSHIP trainees. The IAP-ICC reserves its absolute right to withdraw the accreditation or take appropriate action against erring institutions. Any institute which is found charging capitation fees/demanding payment of security deposit/ Bank guarantee/ such instrument etc. shall be considered violation IAP-ICC guidelines. Any such monetary considerations by the institutes will defeat the purpose and objective with which the FELLOWSHIP was formed. Accreditation of such institutions will be withdrawn. Undertaking to the effect may be submitted.
- XVI. **Stipend/ Remuneration:** Payments of Monthly Stipend is Mandatory. The hospital will pay each FELLOWSHIP trainee minimum stipend of Rs. 40,000/- per month. However IAP-ICC has no objection to be payment of a sum exceeding the amount stipulated, according to the stature of the institution and work load of the trainees.
- XVII. **Accommodation:** It is also desirable that the Hospitals provides accommodation to their trainees in addition to their stipend. A compliance statement to this effect has to be furnished by institute while forwarding the candidate registration form.
- XVIII. **Leave for FELLOWSHIP trainees:** A FELLOWSHIP is residency programme. FELLOWSHIP trainee can avail 20 days leave in a calendar year, excluding one day weekly off. No kind of Study Leave is permissible to FELLOWSHIP trainees. However, trainees may be allowed an academic leave of 7 days across the one year training programme to attend conferences/ seminars only. Any other leave other than the above is not permissible and shall lead to the extension of the course. The institute shall abide by the FELLOWSHIP guideline issued from time to time in this regard.
- XIX. **Assessment of Trainees:** The hospital shall conduct periodic assessment tests of its FELLOWSHIP trainees in respective specialties as per the guidelines issued from time to time in the information Bulletin, hosted in the IAP-ICC's websites.
- XX. **Assessment of Hospital:** The IAP-ICC will closely monitor the institution till two batches or students have completed their training. If the training is not satisfactory, the hospital will be given six months for correction of deficiencies. If at the end of this period the institution is not able to fulfill the requirements, the accreditation granted will be reviewed.

That, the IAP-ICC's parameters for institutional assessment will be as follows:

- The objectives of the accredited institutions, expected outcome of FELLOWSHIP training,
- Adequacy of learning resources

- Number of inter- departmental conferences held in the past six months.
- Research publication.
- Records of cases presented by FELLOWSHIP trainees.
- Continuing Medical Education programmes, full time / part time staff in the hospitals
- Training Programmes in sub-specialties
- Information on status of implementation of curriculum etc.
- The number of FELLOWSHIP candidates passed in the specialty.

XXI. **Inspection:** The IAP-ICC reserves the right to inspect the specialty/ institution without any prior notice.

XXII. **Renewal of Accreditation & Guideline of Admissions to FELLOWSHIP Programme:** All accredited institutions may kindly note that they are required to apply for renewal of accreditation along with Inspection fee in prescribed format as per calendar of accreditation, available on website. In case their application is not submitted in the time frame stipulated, their application for renewal accreditation will be treated as a application for seeking fresh accreditation. Accredited hospital/ institutions are also required to ensure that they comply with the guidelines for admission to FELLOWSHIP program. A copy of the same is available at website of the IAP-ICC. It is made explicatory clear that the hospital / institution has been granted accreditation for the period/ seats mentioned herein; in any circumstances the hospital shall not admit candidates after the expiry of the above accreditation and if the renewal letter has not been issued by IAP-ICC. The hospital can enroll FELLOWSHIP trainees only after renewal of accreditation has been granted in writing by IAP-ICC.

XXIII. **Withdrawal:** The provisional Accreditation in the specialty is at the discretion of the IAP-ICC and may be withdrawn, if at any time, it is found that, the hospital is not maintaining adequate number of Faculty, training facilities/ equipment or Teaching beds etc. as per the Revised Minimum Criteria of the FELLOWSHIP, or if the institution is not complying guidelines issued by IAP-ICC from time to time. The hospital should also be responsible to complete the training of the FELLOWSHIP registered candidates, as per the detail given in curriculum and updates from time to time.

XXIV. **Compliance:** The IAP-ICC reserves the right to make additions, changes, alterations modifications, substitutions in any of the clauses mentioned in this letter or any of the terms governing the FELLOWSHIP Training programme including the schedule of entry/ exit examinations or any other item at any point of time. The IAP-ICC reserves its absolute right to take appropriate action including but not limited to withdrawal of provisional accreditation and to recover damages against any institute for not adhering to guidelines/ policies/ directions and/ or the terms of the instant provisional accreditation letter. The institute further undertakes to abide by the guidelines issued by IAP-ICC from time to time towards the FELLOWSHIP Training Programme.

XXV. **Code of conduct:** The hospital will enforce the code of conduct for the FELLOWSHIP candidates whereby the candidates are prohibited from taking any activity/ action which interferes in the way of IAP-ICC officers/ staff IAP-ICC designated examiners inspectors to perform their official and lawful work and duties. The hospital shall mandatorily initiate the disciplinary proceeding comply with institution if any issued by IAP-ICC in case the FELLOWSHIP candidates indulge in any activity. The hospital shall not use any means to canvass or bring any kind of pressure on the IAP-ICC officers/ staff/ functionaries which prevents them from performing their duties in a lawful manner without any fear of favor. The IAP-ICC reserves its absolute rights to

initiate action against the hospital/ institution concerned in case it is found that the hospital has adopted ways/ means to canvass/ bring external pressure on IAP-ICC officers/ staff/ for any act of omission or commissions.

- XXVI. **Affiliation to IAP-ICC Fellowship Programme:** Your institute is required to submit a letter of adherence of the conditions mentioned above along with **Affiliation fees of Rs. 30,000/-** in the name of **“IAP Intensive Care Chapter”** payable at Satara (DD/NEFT/RTGS) & a photocopy of this memorandum duly signed/ attested as agreed & accepted by the Director/ Medical Superintendent within **seven days** of the receipt of this letter. Only upon receipt of your duly signed letter of adherence to the terms and conditions mentioned in this letter by IAP-ICC, your institute should be deemed to be provisionally accredited and in no circumstances prior to receiving of the same.
- XXVII. **FELLOWSHIP coordinator:** - The Head of the Institution/ hospital should depute a FELLOWSHIP coordinator for the purpose of liaison between the IAP-ICC and FELLOWSHIP candidates and to lease stack holder. The FELLOWSHIP coordinator will spend at least 2 hours per week for FELLOWSHIP candidates to solve their queries/ problem. The FELLOWSHIP coordinator must give a copy of curriculum, latest circulator guidelines related to fee, training, stipend etc. to each FELLOWSHIP candidate.  
**Criteria for appointment of FELLOWSHIP Coordinator:** The FELLOWSHIP coordinator of the institution shall be a consultant member of hospital having high lever PG degree with at least 5 years teaching experience. He should be well versed with Medical Education, various procedure and norms for FELLOWSHIP courses, teaching, counseling, and management skill.
- XXVIII. **Jurisdiction:** Kindly note that the jurisdiction for any dispute will be exclusively before competent courts in Mumbai only.