

Dr. NTR UNIVERSITY OF HEALTH SCIENCES

ANDHRA PRADESH
VIJAYAWADA- 520 008



**STATUTE FOR RECOGNITION OF INSTITUTIONS/HOSPITALS FOR AFFILIATION TO
TRAIN FELLOWS IN PAIN AND PALLIATIVE MEDICINE.**

Dr. NTR UNIVERSITY OF HEALTH SCIENCES::AP::VIJAYAWADA-520 008
Fellowship in pain and palliative medicine

I. General:

A. Nomenclature & Definitions:

- 1) These statutes may be called the Dr. NTR University of Health Sciences, Statutes on Recognition of Institutions/Hospitals for affiliation to train fellows in pain and palliative medicine.
- 2) The words and phrases used in these statutes shall, unless expressly specified otherwise, have the same meaning as they have with reference to the University of Health Sciences Act, 1986 (UHS Act 6 of 1986) hereinafter called "The Act".
- 3) "Vice Chancellor" unless the context suggests otherwise, shall mean the Vice-Chancellor of the Dr. NTR University of Health Sciences, AP.
- 4) Academic Council means the academic body of the University that is solely responsible for academic matters such as framing of academic policy, approval of course, regulation of syllabi.
- 5) Admission authority means the Academic Council or its delegate charged with the responsibility for admission of students.
- 6) Board of Studies, refers to the Board of Studies of the Dr. NTR University of Health Sciences, responsible for fellowship in pain and palliative medicine programme.
- 7) An Institution means a recognized institution by the Dr. NTR University of Health Sciences or a Hospital means an establishment where tertiary care is provided.
- 8) Head of the institution/Hospital means the Chief Academic Officer of the institution/Hospital having appropriate administrative authority to manage and oversee academic programs of the Institution/Hospital, and includes a Principal/Director/Medical Superintendent/ Chief Medical Officer or such other designated persons as the management of the Institution/Hospital may adopt.
- 9) Program Director means a faculty of the Institution/Hospital designated to co-ordinate an academic program.
- 10) Professional Post Graduate degree/Diploma means a degree recognized by the Medical Council of India. In case of any professional degree granted outside India, the same should have been recognised by the Medical council of India.
- 11) A sponsored candidate is one who is a permanent employee of the organization/Hospital who can be deputed to undergo the fellowship course and who can fulfill the contractual obligations.
- 12) Fellowship means an organized course that is packaged for study & hands on training for a period of 12 months.

B. General Clauses:

1. Age – Not exceeding 45 years of age by 31st December of the year of admission.
2. Fitness – The desirous candidate should produce a medical certificate of sound health issued not below the rank of civil surgeon.
3. Duration of the Course – 1 year
4. Attendance & Discipline – As per the stipulated norms and guidelines of the University.
5. Leave – Not exceeding 12 days of any kind of leave. However under exceptional circumstances extra leave may be availed only on the sanction by the University.
6. Number of attempts for passing fellowship examination– Not exceeding two.
7. Syllabus and Curriculum – As designed by Dr. NTR University of Health Sciences.

II. Faculty:

A. Recognized Faculty and Affiliation Status:

1. A recognized faculty is defined as a person who is recognized by the University to teach and grade academic work. A person, who satisfies the minimum qualifications of a faculty as prescribed by the MCI, and is duly affiliated to Dr. NTR University of Health Sciences.
2. Due Affiliation means that;
 - i. The persons selected in accordance with a substantially fair and transparent system based on merit and experience as required by the Dr. NTR University of Health Sciences.
 - ii. The college and the person concerned have entered into a mutually agreed relationship to satisfy the teaching commitment. Such affiliation may be on a full time, part-time or visiting basis.
3. A Full Time Faculty, is defined as a person who meets minimum qualifications of a faculty, and works for the Institution/Hospital on a full time basis.
4. Part-time Faculty is defined as a person who meets minimum qualifications of a faculty, and works for the Institution/Hospital on a part time basis.
5. A Visiting Faculty is defined as person who is a primary faculty in another institution of higher education, or professional staff of service organizations, government, semi Government, autonomous and other agencies satisfying the university criteria of a faculty.
6. Faculty once affiliated are subject to review by the University. The University may for sufficient reasons, direct the Institute/Hospital to disaffiliate any faculty.

B. Minimum qualifications required of any faculty is as prescribed by the Medical Council of India.

C. Faculty Titles and Additional Qualifications:

Faculty must satisfy the minimum qualifications prescribed by the Medical Council of India. The ranks and titles of the faculty will be in accordance with the Medical Council of India.

D. Selection of Faculties is as per the norms and requirements of the Dr. NTR University of Health Sciences.

E. Teaching Assistance:

1. The Institution/Hospital may provide for appointment of Teaching Associates and Assistant (TA), for the purpose of assisting a faculty, provided that the TAs work under the direct supervision of the faculty and the latter is primarily responsible for teaching, evaluation and grading.

III. Recognition of an Institution/Hospital as a Centre for training Fellows.

A. Criteria for Recognition of an Institution/Hospital as a centre for training Fellows.

1. Multidisciplinary, Interdisciplinary, Discovery, Application and Service (MIDAS):

- i. The institution is organised as a consortium of multiple disciplines, working towards improvement of health/relief of symptoms.
- ii. Activities of the Institution/Hospital encompass research, education, and health services.

2. Governance:

- i. The management and governance of the Institution/Hospital, must vest with an organisation such as, (a) a Charitable Society, (b) a Public Trust" (c) a Nonprofit Company., (e) a Statutory Body established by a Central or State Act, (d) the State or Central Government.
- ii. The concerned Society, Trust, or Nonprofit Company, should satisfy the following criteria:
 - a. Has been in operation, at least for a period of ten years preceding the date of application,
 - b. Regular preparation and auditing of accounts.
 - c. Regular preparation of annual reports and review by appropriate authority of the society or trust, as per its governance structure.
- iii. The management structure of the applicant Institution/Hospital is adequately participatory and provides ample opportunities for academicians to make a creative contribution.
- iv. The Institution/Hospital should have clearly formulated and publicly stated goal and mission statement. Its activities should be consistent with its stated goals and mission.
- v. The Institution/Hospital has in place an academic body, such as (a) Academic Council or, (b) Academic Council, with following composition and functions.
 - a) Composition: The Academic Council will consist of
 - 1) All Primary Faculty.
 - 2) The Institution/Hospital may nominate upto two persons, who may be extramural expert and / or potential employers.
 - 3) The university may nominate up to two persons into the Academic council of a college.
 - 4) Visiting Faculty in residence, and Adjunct Faculty will be invited to the Academic Council meetings, and shall have the right to participate but may not vote.

5) The Head of the Institution/Hospital shall be the ex-officio chairperson of the Academic council.

b. Functions:

1) The Academic Council is solely responsible for carrying out all academic activities and evaluation.

2) The Academic Council shall advise the management of the Institution/Hospital, and the Head of the Institution/Hospital on matters relating to academic planning, curriculum development, student evaluation process, conduct of admission tests, and examination.

vi. Maintenance of Accounts⁶:

a. The management of the Institution/Hospital shall maintain accounts of Fellowship programme of the Institution/Hospital as a distinct cost center, and prepare a separate income and expenditure statement for it.

b. Within the Institution/Hospital cost center, separate accounts shall be maintained for revenue, development and trust funds.

3. Track record in providing pain and palliative medicine services: The Institution/Hospital should have a satisfactory track record of activities in training, research, and / or consultancy, in various aspects of health care delivery systems.

The Institution/Hospital should have at least three full time equivalent (FTE) faculties with specialization in different areas of pain and palliative medicine.

4. Physical faculties (Built up Space) : The Institution/Hospital should have adequate space for instructional activities, amenities, and administrative purposes, as per norms the Dr.NTR University of Health Sciences.

5. Library Facilities: The Institution/Hospital should have at least one library, and its collection should cover the entire range of subjects relevant to pain and palliative medicine and related specialties.

6. Computing Resources: The Institution/Hospital should have personal computing facility for students, Appropriate Statistical Software, and access to Internet.

7. Laboratory Facilities: as prescribed by the Dr. NTR University of Health Sciences.

8. Teaching Aids: The Institution/Hospital should be equipped with appropriate teaching aids such as over head projectors, slide projectors, LCD projectors, and VCP with monitor, etc.

B. Fee Determination: As prescribed by the Dr. NTR University of Health Sciences. No other fee is chargeable to the Fellows.

IV. Syllabus and Curriculum: As prescribed by the Dr. NTR University of Health Sciences.

V. Appropriate Learning/Teaching instruction materials and methods should be used.

For hands on training it is desirable to use mannequins where appropriate.

Reference books and journals shall be made available to the Fellows.

1. Syllabus & Course Briefing:

Newly selected Fellows shall be initiated to the fellowship programme in the initial few weeks by all the faculty.

2. An end course report should be prepared, summarising the coverage of topics, instructional activities and 'Fellow' evaluation of the course.

3. Evaluation and award of Fellowship.

During the twelfth month of the fellowship programme Evaluation will be done as per the prescribed guidelines of the Dr. NTR University of Health Sciences and the successful candidates will be awarded **Fellow of Pain and Palliative Medicine** by the Dr. NTR University of Health Sciences

Unsuccessful candidates will have to appear for the second and last attempt within two years of the first attempt.

V. Institution/Hospital Affiliation and Program Approval Process:

A. Application:

1. Any tertiary care Institution/Hospital seeking recognition to conduct fellowship course in pain palliative medicine shall apply to the University, along with appropriate data and documentation, about the Institution/Hospital in the prescribed format.
2. The applicant organization shall promptly furnish additional information and clarifications if any as required by the university.

B. Processing and Evaluation:

1. The University, based on preliminary scrutiny of the application may decide
 - a) to constitute a visiting panel for the said institution,
 - b) advise the organization to take further steps before a visiting panel can be constituted, or
 - c) inform the organization that the request for affiliation cannot be considered, on reasonable grounds.
2. In the event of a decision to constitute a visiting panel, the University may require the application organization to pay an inspection fee to partially or fully defray the cost of inspection.
3. The Vice-Chancellor will appoint a visiting panel consisting of three to five members, drawn from multiple disciplines, with exposure to schools of public health having substantive international student body. The panel will be serviced by an officer of the university registry.
4. The panel will visit the institution/Hospital, to inspect facilities and conduct meetings with staff and students and will familiarize itself with;
 - i. The organization structure and its associated support systems,
 - ii. The practices and mechanisms for promoting and monitoring academic standards,
 - iii. Availability of physical facilities, library services, teaching aids and computing resources.
 - iv. Availability faculty and support staff.

5. The program for the panel's visit will be arranged by the Registrar's office in consultation with the institution/Hospital.
6. The University after the receipt of the inspection report will make separate recommendations:
 - i. On the suitability of the institution/Hospital for affiliation,
 - ii. On the approval of the proposed academic program, and
 - iii. Specify any required conditions.
7. The Vice-Chancellor/Registrar, may personally visit the institution any time during the pendency of the application for affiliation, obtain information about the institution, and record his / her observations about the institutions.

c. Affiliation Decision:

1. The application for affiliation, remarks of the registry if any, together with the report of the visiting panel, record of Vice-Chancellors observations, and any other information relevant to the case, shall be placed before the appropriate authority of the University, for decision.
2. The University may either grant (a) Provisional Recognition, (b) Full Recognition, (C) Defer provisional or full recognition to allow time for the institution to develop its facilities, resources and systems, or (d) Decline to recognition on reasonable grounds.
 - i. Provisional recognition means conditional affiliation by the University that the applicant institution/Hospital can start functioning for a specified period not less than three months. During this period, the institution is expected to demonstrate to the satisfaction of the University that it has developed and appropriately applied its resources and successfully operated the affiliated academic program.
 - ii. Full Recognition means permanent affiliation by the University, of the institution/Hospital

VI. Student Registration and Course Administration:

A. Admission Process and Registration of the candidate for the fellowship in pain and palliative medicine shall be as per the rules/ Regulations/Acts/Statutes governing admission and registration

D. Break of Study:

1. Unauthorised Absence:
 - i. If a Fellowship student absents, without leave of absence, for one academic year, shall be deemed to have forfeited admission into the course and his / her studentship shall stand cancelled without any further notice.
 - ii. The faculty council, may, in case of sufficient and reasonable grounds, permit Fellowship students remaining absent upto one month, to continue his / her study subject to such conditions as may be considered appropriate. All such cases shall be reported to the University. The University may vary, add, or alter the conditions set by the Academic council.
 - ii. If a Fellowship student is on unauthorized absence for more than one month, the matter shall be reported to the University, along with recommendations of the Academic Council. The Vice-Chancellor may, in case of sufficient and reasonable grounds, permit the student to continue his / her study, subject to such conditions as may be considered appropriate.

E. Good Standing Requirement:

1. Registered Fellowship Students should be in good standing at the Institution/Hospital.
2. Good standing implies that the Fellowship student satisfies; (a) academic, (b) administrative, and financial requirement of the Institution/Hospital and the University.
3. Fellowship Students not in good standing in any of these areas, may, with prior approval of the Academic Council, be withdrawn from the academic program. Provided that, an opportunity shall be given to the student to explain his / her case, before a proposal is placed before the Academic council.

F. Cancellation of Fellowship:

1. Under extreme conditions, the Fellowship awarded may be cancelled by the University. Provided that the university will give the candidates and the affiliated institution/Hospital, opportunity to state their respective positions with respect to any proposal for cancellation of the Fellowship.

Notwithstanding what has been put in the statutes - under extraordinary circumstances any matter/issues not governed under the statutes can be disposed of by the Executive Council of the University of Health Sciences.

Dr. NTR