

Guidelines for recognition of Health Sciences University as Regional /Nodal Centres in Medical Education Technology

The Academic Committee in the meeting on July 10, 2014 recommended that the Health Sciences Universities which request to be recognized as MCI Regional Centre in MET should have the following facilities:

- It should have a **separate Department of Medical Education** with a minimum **core** faculty of 01 (one) Professor, 01(one) Associate Professor and 01 (one) Assistant Professor, of which one faculty would be nominated as MEU Coordinator by the Dean/Vice Chancellor. The above faculty would have the following qualifications:
 - ✓ Have undergone MCI Basic Course in MET at the allocated Regional Centre,
 - ✓ MEU Coordinator has undergone Basic Course Workshop in MET and Orientation Workshop at the allocated Regional Centre,
 - ✓ Has received any of the following additional educational qualification or training; eg. M Med , MHPE, Diploma in Medical Education or FAIMER Fellowship.

The Coordinator of MEU should function in this capacity for a minimum duration of 3 years and an undertaking from the Institution in this regard would be mandatory

The remaining faculty (minimum five) required for conducting Basic Course Workshop may be co-opted from a medical college under the Health Sciences University. The co-opted medical college should not be an MCI designated Regional Centre. These faculty also should have the same qualifications as given for the Core faculty.

- The following supportive staff and equipments should be available:

Supportive Staff:

1.	Stenographer / Office Assistant	1
2.	Computer Operator	1
3.	Technicians for Audio Visual Aids / Photography	2

- **Infrastructural requirements**

The Medical Education Department should have the following **infrastructural** facilities:

- Facilities for holding small group discussion
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- Facilities for locating OSCE/OSPE stations
- Skills lab
- AV aids including black/white boards, flip charts, overhead projectors, LCD projector, computers with printers, photocopier, internet connection etc .
Further details as per list given below:
- Library with books in Medical Education

The Medical Education Department of the Regional Centre may be housed in an appropriate air-conditioned area which can accommodate around 30 participants in a workshop format. The venue must be equipped with blackboard /whiteboard/multimedia board. The venue should be well lit with proper audio/video aids. It should also have a proper sound recording system, backed up by a continuous power supply.

List of Equipments required

1. *Multimedia PCs internet enabled with DVD Writer Drive -- two in-built or external 17" or 19" SVGA color monitor preferred.*

Both the computers will be utilized for the entire media operation, i.e. for connectivity with printers, digital photography and scanners.

2. *Multimedia projector -- two*
3. *Screen for projection -- as required*
4. *Scanner -- one*
5. *Laptop -- two*

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| 6. <i>Photocopier/Printer (35 PPM)</i> | -- two |
| 7. <i>Magnetic Board /flip board</i> | -- two |
| 8. <i>Laser Printer</i> | -- one |
| 9. <i>Large format color Printer with facility for printing up to 42-44" size</i> | -- one |
| 10. <i>Video editing System suitable for DVCAM format</i> | -- one |
| ○ <i>Able to do two video layer and one graphic layer with 2D/3D effects, in real time.</i> | |
| ○ <i>For this, one computer can be upgraded according to the card</i> | |
| 11. <i>Digital Still SLR Camera</i> | -- two |
| 12. <i>Digital Video Camera (Handycam)</i> | -- one |

The Medical Council of India will not provide any financial assistance for the establishment of the above facilities or for the conduct of Basic Course Workshops.

In case, a Health Sciences University is unable to establish a Skills Lab at the time of request for recognition as an MCI Regional Centre, the University would be permitted to sign a Memorandum of Understanding with any of the affiliated colleges under its jurisdiction for availing the Skills Lab facilities in the affiliated college, on condition that the college which is providing the Skill Lab facility, has not committed to provide its Skills Lab Facility to any other Regional Centre for conducting Basic Course Workshops, for a **period of three years** during which time, a Skills Lab. would be established by the University department.

- The concerned Health Sciences University should be able to arrange accommodation facilities within reasonable distance from campus and at reasonable cost for participants
- Health Sciences Universities requesting up-gradation from Regional Centre to Nodal Centre in MET would need to fulfil all requirements as outlined in the Minutes of the

meeting of the Expert Group to prepare Guidelines for launching Advance Course Workshop by Nodal Centres in Medical Education Technology held on 29th January, 2014 and Minutes of the meeting of the Conveners of the Nodal Centres in Medical Education Technology regarding implementation of the Advance Course Workshop in MET, held on 3rd February, 2014, which was approved in the Academic Committee meeting held on 26th February, 2014 and Executive Committee meeting held on 14th March, 2014 and Minutes of the meeting of the Conveners of Nodal Centres in Medical Education held on 16 July, 2014.

These recommendations were approved by the Executive Committee in the meeting held on 21-08-2014