STANDARD ASSESSMENT FORM- B

(DEPARTMENTAL INFORMATION)

GENERAL MEDICINE

1. *Kindly read the instructions mentioned in the **Form 'A'**.*
2. *Write **N/A** where it is **Not Applicable**. Write **'Not Available'**, if the facility is **Not Available**.*

A. GENERAL:

a. Date of LoP when PG course was first permitted: __________

b. Number of years since start of PG course: _________

c. Name of the Head of Department: _______________

d. Number of PG Admissions (Seats): _______________

e. Number of Increase of Admissions (Seats) applied for: _________

f. Total number of Units: __________

g. Number of beds in the Department: ____________

h. Total number of ICU beds/ High Dependency Unit (HDU) beds in the department:________

i. Number of Units with beds in each Unit: (Specialty applicable):

Unit	Number of Beds	Unit	Number of beds
Unit-I		Unit-V	
Unit-II		Unit-VI	
Unit-III		Unit-VII	
Unit-IV		Unit-VIII	

j. Details of PG inspections of the department in last five years:

Date of Inspection	**Purpose of Inspection** *(LoP for starting a course/permission for increase of seats/ Recognition of course/ Recognition of increased*	**Type of Inspection (Physical/ Virtual)**	**Outcome** *(LoP received/denied. Permission for increase of seats received/denied. Recognition of course done/denied.*	**No of seats Increased**	**No of seats Decreased**	**Order issued based on inspection** *(Attach copy of all the order*

	seats /Renewal of Recognition/Surprise /Random Inspection/ Compliance Verification inspection/other)		*Recognition of increased seats done/denied /Renewal of Recognition done/denied /other)*			*issued by NMC/MCI as **Annexure)***

k. Any other Course/observer ship (PDCC, PDF, DNB, M.Sc., PhD, FNB, etc.) permitted/ not permitted by MCI/NMC is being run by the department? If so, the details thereof:

Name of Qualification (course)	**Permitted by MCI/NMC**	**Number of Admissions per year**
	Yes/No	
	Yes/No	

B. INFRASTRUCTURE OF THE DEPARTMENT:

a. OPD

No of rooms: __________

Area of each OPD room (add rows)

	Area in M^2
Room 1	
Room 2	

Waiting area: ______ M^2

Space and arrangements: **Adequate/ Not Adequate.**

If not adequate, give reasons/details/comments: ____________________________________

b. Wards

No of wards: ___________

Parameters	**Details**
Distance between two cots (in meter)	
Ventilation	Adequate/Not Adequate
Infrastructure and facilities	
Dressing and procedure room	

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c. Department office details:

Department Office	
Department office	Available/not available
Staff (Steno /Clerk)	Available/not available
Computer and related office equipment	Available/not available
Storage space for files	Available/not available

Office Space for Teaching Faculty/residents	
Faculty	Available/not available
Head of the Department	Available/not available
Professors	Available/not available
Associate Professors	Available/not available
Assistant Professor	Available/not available
Senior residents rest room	Available/not available
PG rest room	Available/not available

d. Seminar Room:

Space and facility: Adequate/ Not Adequate

Internet facility: Available/Not Available

Audiovisual equipment details:

e. Library facility pertaining to the Department/Specialty (Combined Departmental and Central Library data):

Particulars	Details
Number of Books	
Total books purchased in the last three years (attach list as Annexure	
Total Indian Journals available	
Total Foreign Journals available	

Internet Facility: Yes/No

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Central Library Timing: ________________
Central Reading Room Timing: ______________

Journal details:

Name of Journal	Indian/foreign	Online/offline	Available up to

f. Departmental Research Lab:

Space	
Equipment	
Research Projects completed in past 3 years	
List the Research projects in progress in research lab	

g. Equipment:

Name of the Equipment	Numbers Available	Functional Status	Important Specifications in brief	Adequate Yes/No
Multipara Monitors				
Upper GI endoscope				
lower GI endoscope(colonoscopy)				
Dialysis machines				
Ultrasonography with color Doppler and curvilinear probe, Linear probe, and Phased array probe(cardiac)				
Resuscitation kit				
Pulse Oximeters				

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ECG				
Holter				
Crash cart				
Computerized PFT equipment				
Syringe pump				
Bronchoscope				
TMT				
Defibrillator				
Other routine use equipment				

h. Intensive care facilities under General Medicine:

Type	Available/ not Available	Number of total beds	List of Major Equipment and their Numbers	Bed occupancy on the day of inspection	Average bed occupancy for the last year
Medical ICU- MICU					
Intensive Coronary Care Unit-ICCU					
Any other ICU (add rows)					

i. Dialysis:

a. Number of Beds: ________________

b. Number of hemodialysis machines: ________________

Particulars	Previous 24 Hours	Year 1	Year 2	Year 3 (last year)
Total hemodialysis				
Total peritoneal dialysis				

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C. SERVICES:

a. Specialty clinics run by the Department of General Medicine with number of patients in each:

Name of the Clinic	Weekday/s	Timings	Number of cases (Avg.)	Name of Clinic In-charge
1) Cardiovascular				
2) Nephrology				
3) Endocrine				
4) Haematology				
5) Gastroenterology				
6) Neurology				
7) Rheumatology				
8) Any other				

b. Services provided by the Department of General Medicine:

Service / facility	Yes / No – Remarks if any
a) Cardiology services (ICCU) i. ECG ii. TMT iii. Echo (with color Doppler) iv. Holter	
b) Bronchoscopy	
c) Endoscopy & Colonoscopy	
d) Dialysis	
e) Investigative facilities i. Nerve conduction, ii. EMG etc.	
f) Dietician	

(NOTE: These facilities are an integral part of Medicine Department and should be available in the department even if independent Super Specialty departments exist in the institution)

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D. CLINICAL MATERIAL AND INVESTIGATIVE WORKLOAD OF THE DEPARTMENT OF GENERAL MEDICINE:

Parameter	**Numbers**				
	On the day of assessment	**Previous day data**	**Year 1**	**Year 2**	**Year 3 (last year)**
1	2	-	3	4	5
Total numbers of Out-Patients					
Out-Patients attendance (write **Average daily Out-Patients attendance** in column 3,4,5) *					
Total numbers of new Out-Patients					
New Out Patients attendance (write average in column 3,4,5) * for Average daily New Out-Patients attendance					
Total Admissions					
Bed occupancy			X	X	X
Bed occupancy for the whole year above 75%.	X	X	Yes/No	Yes/No	Yes/No
Procedures performed (see table below) #					
ECG per day. (write average of all working days in column 3, 4 and 5)					
X-rays per day (OPD + IPD). (write average of all working days in column 3, 4 and 5)					
Ultrasonography per day (OPD + IPD). (write average of all working days in column 3, 4 and 5)					
CT scan per day (OPD + IPD). (write average of all working days in column 3, 4 and 5)					
MRI per day (OPD + IPD). (write average of all working days in column 3, 4 and 5)					
Cytopathology Workload per day (OPD + IPD). (write average of all working days in column 3, 4 and 5)					
OPD Cytopathology Workload per day. (write average of all working days in column 3, 4 and 5)					

Haematology workload per day (OPD + IPD). (write average of all working days in column 3, 4 and 5)					
OPD Haematology workload per day. (write average of all working days in column 3, 4 and 5)					
Biochemistry Workload per day (OPD + IPD). (write average of all working days in column 3, 4 and 5)					
OPD Biochemistry Workload per day. (write average of all working days in column 3, 4 and 5)					
Microbiology Workload per day (OPD + IPD).. (write average of all working days in column 3, 4 and 5)					
OPD Microbiology Workload per day. (write average of all working days in column 3, 4 and 5)					
Total Deaths. **					
Total Blood Units Consumed including Components.					

* **Average daily Out-Patients attendance** is calculated as below.
Total OPD patients of the department in the year divided by total OPD days of the department in a year

** The details of deaths sent by hospital to the Registrar of Births/Deaths

Procedures performed

Procedures	On the Day of Assessment	Data of Previous Month	(Last Year)
Central line placement			
Upper GI endoscopy			
Lower GI endoscopy			
Non-invasive ventilations			
Pleural tapping/chest tube insertion			
Cardioversion/defibrillation			
Endotracheal intubation with direct laryngoscopy			

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Endotracheal intubation with video laryngoscopy			
Transcutaneous Pacing			
Lumber puncture			
Ascites tapping			
Bone marrow aspiration biopsy			

Signature of Dean

Signature of Assessor

E. STAFF:

i. Unit-wise faculty and Senior Resident details:

Unit no: ________

Sr. No.	Designation	Name	Joining date	Relieved/ Retired/working	Relieving Date/ Retirement Date	Attendance in days for the year/part of the year * with percentage of total working days** [days (%)]	Phone No.	E-mail	Signature

* - Year will be previous Calendar Year (from 1st January to 31st December)
** - Those who have joined mid-way should count the percentage of the working days accordingly.

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ii. Total eligible faculties and Senior Residents (fulfilling the TEQ requirement, attendance requirement and other requirements prescribed by NMC from time-to-time) available in the department:

Designation	Number	Name	Total number of Admission (Seats)	Adequate / Not Adequate for number of Admission
Professor				
Associate Professor				
Assistant Professor				
Senior Resident				

iii. P.G students presently studying in the Department:

Name	Joining date	Phone No	E-mail

iv. PG students who completed their course in the last year:

Name	Joining date	Relieving Date	Phone No	E-mail

F. ACADEMIC ACTIVITIES:

S. No.	Details	Number in the last Year	Remarks Adequate/ Inadequate
1.	Clinico- Pathological conference		
2.	Clinical Seminars		
3.	Journal Clubs		
4.	Case presentations		
5.	Group discussions		

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6.	Guest lectures		
7.	Death Audit Meetings		
8.	Physician conference/ Continuing Medical Education (CME) organized.		
10.	Symposium		

Note: *For Seminars, Journal Clubs, Case presentations, Guest Lectures the details of dates, subjects, name & designations of teachers and attendance sheets to be maintained by the institution and to be produced on request by the Assessors/PGMEB.*

Publications from the Department during the past 3 years:

G. EXAMINATION:

i. Periodic Evaluation methods (FORMATIVE ASSESSMENT):
(Details in the space below)

ii. Detail of the Last Summative Examination:

a. List of External Examiners:

Name	Designation	College/ Institute

b. List of Internal Examiners:

Name	Designation

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c. List of Students:

Name	Result (Pass/ Fail)

d. Details of the Examination: ______________________________
Insert video clip (5 minutes) and photographs (ten).

H. MISCELLANEOUS:

i. Details of data being submitted to government authorities, if any:

ii. Participation in National Programs.
(If yes, provide details)

iii. Any Other Information

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I. Please enumerate the deficiencies and write measures which are being taken to rectify those deficiencies:

Date: **Signature of Dean with Seal** **Signature of HoD with Seal**

Signature of Dean Signature of Assessor

J. REMARKS OF THE ASSESSOR

1. *Please **DO NOT** repeat information already provided elsewhere in this form.*
2. *Please **DO NOT** make any recommendation regarding grant of permission/recognition.*
3. *Please **PROVIDE DETAILS** of deficiencies and irregularities like fake/ dummy faculty, fake/dummy patients, fabrication/falsification of data of clinical material, etc. if any that you have noticed/came across, during the assessment. Please attach the table of list of the patients (IP no., diagnosis and comments) available on the day of the assessment/inspection.*
4. *Please comment on the infrastructure, variety of clinical material for the all-round training of the students.*

Signature of Dean | Signature of Assessor