

Applications are invited from medical colleges for seeking recognition as Regional Centre recognized by the Undergraduate Medical Education Board (UGMEB), National Medical Commission.

The requirements and proforma for application are attached herewith.

Applications will be received **on or before 30th November, 2021, by 17.00 hours.**

Correspondence may be addressed to:

**The President,
Undergraduate Medical Education Board (UGMEB),
National Medical Commission (NMC),
Dada DevMandir Road, Dwarka Phase- 1,
Pocket 14, Sector 8, Dwarka, New Delhi 110077
E-mail: ugmeb@nmc.org.in**

From Office of the President,
Undergraduate Medical Education Board (UGMEB),
National Medical Commission.

**SOP FOR RECOGNITION OF A MEDICAL COLLEGE AS REGIONAL CENTRE
RECOGNISED BY UNDERGRDUATE MEDICAL EDUCATION BOARD, NATIONAL
MEDICAL COMMISSION**

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Introduction:

As per GMER, 1997, it has been made mandatory for all medical colleges to establish Medical Education Units (MEUs) or departments in order to enable faculty members to avail modern education technology for teaching. In order to boost this activity, Basic Course Workshops in Medical Education Technologies are being conducted by the medical regulator since 2009 through selected Regional and Nodal Centres, (Nodal Centres are upgraded regional Centres) located at medical colleges with required infrastructural and trained manpower.

The Regional Centers conduct Workshops in

- (1) Basic Course Workshop (BCW) in Medical Education Technologies
- (2) Attitude, Ethics and Communication Module (AETCOM)
- (3) Curriculum Implementation Support Program (CISP).

The following are the requirements for recognition by Undergraduate Medical Education Board, National Medical Commission, of a medical college as a Regional Centre for Medical Education Technologies (MET).

- I. The medical college should be of at least 10 years standing with both undergraduate and postgraduate teaching.
- II. Functional Medical Education Unit of at least 10 years standing with documentary evidence of having conducted revised Basic Course Workshop in MET, AETCOM & CISP training for its faculty.
- III. Educational Research Track with Educational Research undertaken by the Faculty and Students be submitted. Reports of Training for Assessment and Evaluation, especially, continuous Assessment, Competency Based Assessment should be submitted.
- IV. Educational Research Scholarships, Publications in Indexed Journals will be considered while giving recognition as Regional Center for M.E.T. Faculty with PhD/ MPhil In Medical Education will be given weightage.
- V. Institution must have Functional Skill Labs, Clinical, Simulation and Communication Skill Labs.

Human Resource

Composition of staff for Department of Medical Education at Regional Centres is as follows:

1. **Officer in Charge:** Dean/Principal/Vice-chancellor
2. **Convener and Resource Faculty**

Academic requirements for Convener and Resource Faculty

She/He should have undergone revised Basic Course Workshop, AETCOM & CISP & Advance course in Medical Education at allocated Nodal Centre or any other additional qualification like M. Med, MHPE, Diploma in Medical Education, FAIMER, or IFME Fellowship, within such prescribed period as decided by NMC from time to time.

Responsibility

Convener & Resource faculty to conduct/supervise/observe revised Basic Course Workshop & AETCOM/CISP

i. Convener

- a. The Coordinator of MEU of the college will be designated as Convener of RC
- b. One Head of the Department of Medical Education at the pay scale of Professor/Associate Professor **in addition** to his/her full-time responsibilities as teaching faculty of the concerned institution. An undertaking from the Dean of the concerned Institution in this regard would be mandatory.
- c. The proposed convener should be appointed to hold the responsibility for at least 3 consecutive years.

ii. Resource Faculty (minimum -10; maximum – 20)

- a. Out of the total, not more than 25% of the Resource Faculty (of the total number of Resource Faculty) in each Regional Centre *could* be from outside the Nodal and Regional Centre but *should* be from the colleges allocated to the RC/NC.
- b. At least 05 of these faculties should be associated with the Medical Education Department for at least 05 years. The pool of Resource faculty should be gradually expanded.
- c. Outside Resource Faculty may be co-opted (**not more than 25% of total faculty in ME Department**) with same qualifications & training as regular resource faculty

3. Supportive Staff:

- | | |
|---|-----|
| a. Stenographer / Office Assistant | : 1 |
| b. Office assistant / Computer Operator | : 1 |
| c. Technicians for Audio Visual Aids /Photography | : 1 |
| d. Peon | : 1 |

Infrastructure and equipments

Journals

The Medical Education Department library should have books on Medical Education (20 nos) and should have access (print or web) to at least three of the following Journals:

- Medical Teacher
- Medical education
- Academic Medicine
- The Clinical Teacher
- BMC medical education

The Regional Centre should have the following **infrastructural** facilities:

- Appropriate air-conditioned area which can accommodate around 30 participants
- blackboard /whiteboard/multimedia board
- Audio/video aids, proper sound recording system, backed up by a continuous power supply.
- Facilities for holding small group discussion
- Facilities for holding large group discussion
- Facilities for locating OSCE/OSPE stations
- Skills lab as per details given in NMC module on Skills lab (see NMC Website)
- AV aids including black/white boards, flipcharts, overhead projectors, LCD projector, computers with printers, photocopier, internet connection etc as per detailed list given herein under:
- Accommodation facilities within reasonable distance from campus at reasonable cost.

The Expert Group members finalized the list of equipments required at NMC Regional Centres, which is given as under:-

List of equipments required at NMC Regional Centres in MET (as per Expert group recommendation- MCI)

The Medical Education Unit to be housed in an appropriate area which can accommodate around 30 participants in a workshop format and should have the following equipments:

- Two Multimedia PCs (high speed broadband 4G)internet enabled with color Monitors desktops/laptop with LCD projector in a MEU room where MEU training program is to be conducted:
- Audio Video capture system : 1 classroom

- Multimedia projector : 2
- Screen for projection : As per requirement
- Scanner + printer + copier : 1
- Laptop : 1
- Magnetic Board /flip boards : As per requirement
- Overhead projector (optional) : 2
- Laser Printer with scanner : 1
- PA system with cordless mikes (3) and Collar mikes (3)
(Computers will be utilized for the entire media operation, i.e. for connectivity with printers, digital photography and scanners. It should have video-editing facility)

List of equipments required at NMC Nodal centres/Regional Centres in MET

- Two Multimedia PCs (high speed broadband 4G)internet enabled with color Monitors desktops/laptop with LCD projector in a MEU room where MEU training program is to be conducted: 2
- Model based or any other learning management system for faculty training
- High speed broadband 4G)internet enabled linking of Live session of NMC with 2 high resolution camera (1 facing faculty and 1 facing participants)
- High speed broadband 4G)internet enabled monitoring system for online observation of MEU training program under RC/NC
- Recording & storing of MEU workshop in online LMS
- System for conducting live webinar
- Sound proof audio video recording system

APPLICATION FORM

An application form with the following details may please be submitted to:

The President,

Undergraduate Medical Education Board (UGMEB),

National Medical Commission (NMC),

Dada DevMandir Road, DwarkaPhase- 1,

Pocket 14, Sector 8, Dwarka, New Delhi 110077

E mail: ugmeb@nmc.org.in

FORM

1. Name of medical college & contact details:
2. Year of starting College:
3. Category of courses run: UG/PG/Super specialty
4. Details of MEU including year of establishment, faculty, ancillary staff:
 - Year of establishment of MEU
 - Name, designation (parent department) & date of appointment of proposed Convener of RC including training received in **Medical Education** with details (AETCOM/Basic/revised Basic Course Workshop/CISP/ACME/ M. Med, MHPE, Diploma in Medical Education, FAIMER Fellowship or IFME).
 - Name, designation & date of appointment of resource faculty in the proposed ME Department (including training received in Medical Education with details (AETCOM/Basic/revised Basic Course Workshop/CISP/ACME/ M. Med, MHPE, Diploma in Medical Education, FAIMER Fellowship or IFME) along with the date of appointment.
 - List the names, designation and contact address of outside Resource Faculty who will be co-opted (not more than 25% of total faculty in ME Department) with same qualifications & training as regular resource faculty.
 - Updated CV of the proposed Convener and resource faculty
 - List the names & designation of support staff

5. Details of books and journals in Medical Education available in MEU
6. Infrastructural facilities available in MEU
 - a. Facilities for holding large group discussion
 - b. Facilities for locating OSCE/OSPE stations
 - c. Skills lab (as per details given in NMC module on Skills lab (see NMC Website)
 - d. AV aids including black/white boards, flipcharts, overhead projectors, LCD projector, computers with printers, photocopier, internet connection etc as per detailed list given herein under:
 - e. Accommodation facilities for participants within reasonable distance from campus at reasonable cost.
7. **List of equipments required at proposed NMC Regional Centre in MET**
8. **List of workshops in medical education** conducted by Department of medical education with title, dates etc.

(To be signed by Director/Dean of the Institution concerned).

dated:

Applications by e mail or hard copy should reach the above mentioned address on or before 30th November, 2021. Applicants shall be intimated about their selection by 15th December, 2021.

UGMEB reserves the right to grant or refuse requests from medical colleges to be recognized as Regional Centres in Medical Education Technologies.