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

The competent authorities of the Council 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** should have been functional for at least three (03) years and full time 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:

I. Faculty

Convener & Core faculty of RC, HSU should be:

➢ Professor/Associate Professor (same coordinator to continuefor a minimum of three years and any change should be approved by MCI), and should have undergone MCI Revised Basic Course workshop, training in AETCOM and also MCI Curriculum Implementation Support Program at the allocated Nodal/Regional Centre. She/He should have received additional educational qualifications or training: eg. MCI Advance Course in ME, M. Med, MHPE, Diploma in Medical Education, FAIMER Fellowship or IFME.

The Convener, RC should function in this capacity for a minimum duration of 3 years and an undertaking from the Head of the Institution in this regard would be mandatory.

The remaining faculty (up to 30% of total faculty strength) required for conducting revised Basic Course Workshop, AETCOM and CISP workshops 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 or Nodal Centre. These faculty also should have the qualifications as given for the Core faculty and as given below.

- Professor/Associate Professor (same faculty to continue for a minimum of three years and any change must have approval of MCI), and should have undergone MCI Revised Basic Course workshop, training in AETCOM and also MCI Curriculum Implementation Support Program at the allocated Nodal/Regional Centre. She/He should have received additional educational qualification or

training: eg. MCI Advance Course in ME, M. Med, MHPE, Diploma in Medical Education, FAIMER Fellowship or IFME, within such prescribed period as decided by the MCI from time to time.

- The following supportive staff, library facilities and equipments should be available:

II. Supportive Staff:

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

III. Library

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

IV. Infrastructural requirements of Department of Medical Education at Regional Centre

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

- 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 the Skills module uploaded on MCI Website

- 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.

V.   List of Equipments required at HSU Regional Centres in MET

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

6. Photocopier/Printer (35 PPM)   -- two

7. Magnetic Board /flip board   -- two

8. Laser Printer   -- one

9. Large format color Printer with facility for printing up to 42-   -- one
    44"size (optional)

10. Video editing System suitable for DVCAM format   -- one
    (optional)

    o   Able to do two video layer and one graphic layer
        with 2D/3D effects, in real time.
    o   For this, one computer can be upgraded according to
        the card

11. Digital Still SLR Camera (optional)   -- two

12. Digital Video Camera (Handycam) (optional)   -- one

The Medical Council of India will not provide any financial assistance for the establishment of the above facilities.

The concerned Health Sciences University should be able to arrange accommodation facilities within reasonable distance from campus and at reasonable cost for participants.

Two Multimedia PCs internet connected (sufficient bandwidth) with colour Monitors Both should have facility for video conferencing viz. Good quality camera, headsets with microphone and speakers of good quality and at least one pair of external speakers. Good VC software and antivirus (with annual subscription)

Wifi router with at least 300MBPS speed

Revised list for online CISP

List of equipments required at MCI Regional Centers/ Nodal centers in MET & medical colleges

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 equipment:

- Two Multimedia PCs **high speed broadband 4G** internet enabled with colour Monitors   : 2
- **high speed broadband 4G internet enabled with one colour Monitors desktop/laptop with LCD projector in a MEU rooms where MEU training program to be conducted**
- **Moodle based or any other learning management system (LMS) for faculty training**
- **Audio Video capture system at least in one of the class room for Audio video recording and being uploaded in the LMS system**
- **high speed broadband 4G internet enabled linking of live sessions of the workshop to MCI if required with two high resolution camera- one facing faulty while conducting sessions and another facing the entire participants**
- **high speed broadband 4G internet enabled monitoring system for online observation of MEU training programmes under RC/NC**
- **Facility for recoding and storing all MEU workshops in online LMS as well as storage in the MEU in their own institute as well as under observation RC/NC**
- **System of conducting live webinars on MEU session with colleges under RC/NC with high Speed broadband 4G internet**
- **Sound proof audio video recording studio system**