

ANNEXURE I

Requirements for recognition of a medical college as MCI Regional Centre

The following are the requirements for recognition of a medical college as MCI Regional Centre in Medical Education Technologies (MET).

- I. The medical college should be of at least 10 years standing and should have both undergraduate and postgraduate teaching.
- II. The medical college should have a functional Medical Education Unit of at least 10 years standing with documentary evidence of having conducted MCI revised Basic Course Workshop in MET, AETCOM & CISP training for its faculty. The Medical Education Unit of the college, on being recognized as MCI Regional Centre would be renamed as Department of Medical Education.
- III. The Coordinator of MEU of the college (who will be designated as Convener of RC) seeking recognition as Regional Centre should fulfill the qualifications given below.
- IV. **Recognition as MCI Regional Centre is need-based.** MCI reserves the right to grant or refuse requests from medical colleges to be recognised as an MCI Regional Centre in Medical Education Technologies.
- V. For recognition as MCI Regional Centre in MET, following additional requirements are needed:

Staff:

The following composition of staff for Department of Medical Education at MCI Regional Centres is recommended:

Officer in Charge: Dean/Principal/Vice-chancellor

- ✓ Convener: 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. She/He should have undergone revised Basic Course Workshop, AETCOM & CISP training at the allocated Nodal/Regional Centre and MCI 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 MCI from time to time.

Each Regional Centre should have the following number of Resource faculty to conduct/supervise/observe revised Basic Course Workshop & AETCOM/CISP including the Convener/Co-Convener of the Centre.

Resource Faculty at Regional Centre: minimum -10; maximum – 20.

Out of the above, 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.

All Resource Faculty must fulfil the academic requirements in Medical Education as given below:

Regional Centre should have minimum of ten (10) additional resource faculty with medical education qualifications as given below:

- ✓ Have undergone MCI Basic Course in MET, AETCOM & CISP training at the allocated MCI Nodal/Regional Centre. She/He should have received any of the additional educational qualifications or training: eg. MCI Advance Course in Medical Education, M. Med, MHPE, Diploma in Medical Education, FAIMER or IFME Fellowship, within such prescribed period as decided by the MCI from time to time.
- ✓ At least 05 of these faculty should be associated with the Medical Education Department for at least 05 years. The pool of Resource faculty should be gradually expanded.
- ✓ 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

Supportive Staff:

Stenographer / Office Assistant	: 1
Office assistant / Computer Operator	: 1
Technicians for Audio Visual Aids /Photography	: 1
Peon	: 1

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

Infrastructure and equipments

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.

The Regional Centre 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 MCI module on Skills lab (see MCI 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 MCI Regional Centres, which is given as under:-

Revised List of equipments required at MCI Regional Centres in MET

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 internet enabled with colour Monitors : 2
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
- 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)

The above list of equipments should be available in each Regional Centre.

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