

## ANNEXURE II

### Requirements of Department of Medical Education at MCI Nodal Centre in Medical Education

An MCI Regional Centre in MET is upgraded as MCI Nodal Centre by the Medical Council of India as a requirement to conduct Advance Course in Medical Education or any other advance Medical Education programs, in addition to conduct of MCI revised Basic Course Workshop in MET, AETCOM and CISP. Hence, a Nodal center must fulfill all the following requirements.

#### Staff:

The members recommended the following composition of staff for Department of Medical Education at MCI Nodal Centre in Medical Education:

Officer in Charge: Dean/Principal/Vice-chancellor

- ✓ Convener: One Head of the Department of Medical Education at the pay scale of **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 is mandatory.** She/He should have undergone MCI revised Basic Course Workshop, AETCOM Workshop & CISP training, at the allocated MCI Nodal/Regional Centre. Further, She/He should have undergone MCI Advance course in Medical Education or any other additional qualification like M. Med, MHPE, Diploma in Medical Education, FAIMER Fellowship, or IFME, within such prescribed period as decided by the MCI from time to time.

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

**Resource Faculty in Nodal Centre: minimum no. -12; maximum – 25.**

Out of the above, not more than 25% of the Resource Faculty (of the total number of Resource Faculty) in each Nodal Centre *could* be from outside the Nodal Centre but *should* be from the colleges allocated to the NC.

An MCI Nodal Centre in Medical Education should have minimum of twelve (12) additional resource faculty with medical education qualifications as given below:

- ✓ Should be **Associate Professor** or above.
- ✓ Should have undergone training in MCI revised Basic Course in MET & AETCOM and CISP 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.

- ✓ Of the faculty at the Nodal Centre, one will be the Convener for the Nodal Centre, one Co-Convener for Advance Course and one Co-Convener for revised Basic Course Workshop in MET & training in AETCOM & CISP. The Co-convenor for revised Basic Course Workshop in MET & training in AETCOM & CISP will have independent charge for organizing/supervising these programmes.

### **Supportive Staff:**

|  |     |
|--|-----|
| Stenographer / Office Assistant                | : 1 |
| Office assistant / Computer Operator           | : 2 |
| Technicians for Audio Visual Aids /Photography | : 1 |
| Peon   | : 1 |

### **Journals**

**The Medical Education Department library of MCI Nodal Centre 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 Nodal Centre is to 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 Nodal 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.
- Accommodation facilities within reasonable distance from campus at reasonable cost.

### **List of equipments required at MCI Nodal Centres in MET**

The Department of Medical Education at an MCI Nodal Centre is 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  | : 2                  |
| Magnetic Board /flip boards   | : As per requirement |
| Overhead projector (optional)   | : 2                  |
| Laser Printer with scanners   | : 2                  |
| PA system with cordless mikes (3) and Collar mikes (3)  |                      |

**The above list of equipments should be available in each MCI Nodal 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