

SOPs for clinical training and affiliation of Private Nursing and Paramedical (Allied and Healthcare Professional) Institutions to the ESIC hospitals.

Clinical learning is the essence of medical/paramedical education and is critical to the development of clinical competence in the students. The ESIC has a vital role in providing a robust clinical environment to augment the nation's capacity to develop skilled medical and para medical man power.

Guidelines for affiliation of Private Nursing Institutes to the ESIC Hospitals

- (i) The college/institution applying for affiliation for training of Nursing Students should have a minimum of 100 bedded parent Hospital of its own, except for the exemptions granted by INC from time to time.
- (ii) The affiliation for training may be allowed to Govt./Private Nursing Institutes in 100 bedded or above ESIC Hospitals only.
- (iii) Only one Nursing Institution be granted permission for in a given session, for uniform supervision by parent institution.
- (iv) The affiliated college will not use the ESIC Logo or ESIC affiliation information in any signboard, brochure, pamphlet, advertisement and any electronic media publicizing its affiliation information to general public/prospective candidates. If such an act is done and noticed by any of the ESIC Organization by self or brought to its notice by some external agency/media, the affiliation of concerned college will be terminated summarily by giving one month's termination notice. No further representations will be entertained in this case. The college will have to apply afresh in the next academic year.
- (v) This facility of clinical training may be approved initially for one year which may be extended up to 03 Years. Fresh application and MoU will be required if the Govt./Private Nursing Institute requires further affiliation
- (vi) **Distance:** The nursing college applying for affiliation should not be at a maximum distance of more than 30 kms from the ESIC Hospital, where the affiliation is applied for. However, for Hilly and Tribal Area as specified in the

Indian Nursing Council Affiliation Guideline can be located up to the distance of 50 kms from the ESIC Hospital.

(vii) **Student- Bed Ratio:** It is to be ensured by the ESIC Hospital that a student: Bed ratio of 1:3 is maintained while allowing the total number of nursing students that are permitted for training in the ESIC Hospital, to illustrate: in case 50 students are proposed to be taken for training, in that case a minimum bed should be 150.

(viii) A maximum of 100 students may be permitted for clinical training program at one hospital for one academic year.

(ix) It is to be ensured by the ESIC Hospital that the candidates undergoing nursing training in the Hospital are considered as “Students” only and they are not allowed any unsupervised activity in the hospital.

(x) No permission for individual student for nursing training is to be allowed by the ESIC Hospitals under any circumstances.

(xi) The faculty requirements for imparting training to the nursing students will be the sole responsibility of the affiliating college.

(xii) For the purpose of Educational/Clinical training of nursing students at hospitals, the following charges shall be paid by the institutions to ESIC:

| Purpose | Courses | Amount |
|--|---------|---|
| To avail tie-up facilities for clinical training/Posting | Nursing | i) State Govt Approved charges (fee) for clinical Training shall be payable. ii) If such rates are not available, highest charges (fee) approved by the state govt. of adjoining state shall be payable. |

(xiii). The charges payable during the contract period will be subject to any change in the Government Rates, effective from the date of issue of orders.

(xiv). Institution shall pay charges(fee) in advance before starting the clinical training to students.

(xv) MoU to be signed between ESIC hospital and the Govt./Private Institution (parent institution) before starting the clinical training.

Affiliation of Allied Healthcare Professions Institutions to the ESIC Hospitals

1. National Commission for Allied and Healthcare Professions has already been set up by the Govt. of India to regulate more than 55 Allied and Healthcare Professions. Each profession is to be managed by a separate Professional Council to be established as per the provisions of the Act. Accordingly, the clinical training requirements will vary as per the contents of the course and individual course training guidelines. The ESIC may receive regular requests from Allied Healthcare Professions' Colleges for affiliation.

2. Affiliation of colleges in respect of allied and healthcare professions will be considered after the National Commission comes out with complete guidelines in this regard. However, institutions in respect of allied and healthcare professions run by Central/ State Governments/ Municipal Bodies can be considered as per the SoPs.

Standard Operating Procedure (SOP) for affiliation of Govt/Private Nursing, Allied and Healthcare Professional Colleges to ESIC Hospitals

- i. Process to start on 1st July of the year preceding the academic year
- ii. Notice inviting applications for affiliation with ESIC Hospitals from the interested educational institutions to be issued centrally each year by the medical education division of the ESIC Headquarters by the 15th of July.
- iii. 45 days to be given to the institution for applying. The applications would invariably be addressed to the MC(ME) division of the HQ.
- iv. Within the next 15 days, the ME Division will sort the applications and forward them to the concerned MS of the Hospital for comments and recommendations.
- v. MSs will be given one months' time to submit the proposal complete in all respect to the office of the MC(ME).
- vi. Thereafter, the proposals will be scrutinized and proposals will be prepared for submission to the Evaluation Committee constituted for this purpose.

The composition of the committee is proposed to be as under:

1. Medical Commissioner (ME)- Chairperson
 2. One Insurance Commissioner from the ESIC HQ nominated by the DG each time. - Member
 3. One Zonal Medical Commissioner nominated by the DG each time. - Member
- vii. The Evaluation Committee will examine each proposal and evaluate it assigning weightage as per the recommended evaluation format (Annexure-I). If more than one application is received for affiliation of a course with a particular hospital, only one will be selected based on an evaluation matrix attached with this SOP. In such cases the institution receiving the highest mark following the evaluation will be recommended for affiliation.
 - viii. In case the Evaluation Committee finds that no institution for a particular Hospital possesses the minimum benchmark (as prescribed in the evaluation matrix Performa), it may not recommend any institution for affiliation.

- ix. The entire process to be completed by 31st December of the same year.
- x. Thereafter, the matter is to be submitted to the DG for approval and upon receiving the approval, letters are to be issued to the concerned institutions under intimation to the relevant MSs and ZMCs.
- xi. The receipt of requisite charges from the institution.
- xii. Signing of MoU (Annexure-II)
- xiii. Forwarding a copy of the duly signed MoU by the concerned MS to the MC(ME) within 15 days of signing of MoU.

Annexure – I

Evaluation criteria for affiliation of Nursing Colleges to ESIC Hospital:

| Sr. No./Criteria | Name of the Institution | Distance from Hospital (Plains) 1. Less than 10 kms – 20 points 2. 10-20 kms – 10 points 3. 20-30 kms – 5 points | Distance from Hospital (Hilly Area) 1. Less than 20 kms – 20 points 2. 20-40 kms – 10 points 3. 40-50 kms – 5 points | Year from which the institution is awarding degrees continuously (un interrupted award of Degrees) 1. More than 5 years- 20 points 2. 3 – 5 years – 10 point 3. Less than 3 years – 5 points |
|------------------|-------------------------|---|---|---|
| 1. | 2. | 3. | | 4. |
| 1. | | | | |

| Sr. No./Criteria | Name of the Institution | Hostel facility 1. Own full time Hostel facility available for more than 50% of total approved intake strength of students – 20 points 2. Own full time Hostel facility available for less than 50% of total approved intake strength of students – 10 points 3. No Hostel facility – 5 points. | No. of Courses approved by the Nursing College and conducted by the college 1. More than 2 – 20 points 2. For two courses – 15 points 3. For one course – 10 points | Total strength of students approved by the Nursing Council for all category of Nursing Courses 1. More than or equal to 100 – 20 points 2. 80 or more – 15 points 3. 60 or more – 10 points 4. Less than 60 – 5 points |
|------------------|-------------------------|--|--|--|
| 1. | 2. | 5. | 6. | 7. |
| 1. | | | | |

The minimum qualifying marks for eligibility of affiliation will be 50. In case of two institutes scoring the same marks and applying for same institution, the nursing institution closest to the ESIC Hospital will be preferred.

Similar affiliation scoring criteria may be adopted for affiliation of other Allied and Healthcare Professionals institute applying to ESIC Hospitals from time to time.

Memorandum of Understanding between the ESIC Hospital and the affiliated college

An indicative but not exhaustive MoU to be signed by the ESIC Hospital with the affiliating college (on a non-judicial, e-stamp paper of Rs. 100) as indicated in the successive paras:

1. The __ college/institute must have a certificate of recognition by the __ regulatory body/council
2. The MoU is for training of _ no of students for __ course/s.
3. The training timing shall be mainly from ____ AM to ____ PM. However, they may also be asked to attend duties during night shifts for all round experience.
4. ____ shall be placed for experience at any of the wards, OTs/ Labour Room/etc. (to be modified as per requirement of the course) of the hospital on rotation basis during the period of training.
5. ESIC hospital authorities shall have no liability of any kind with regard to stipend/uniform/ conveyance/ accommodation/security & medical treatment facility etc. of the trainee students. Parent Institution shall have the liability of above facilities.
6. The affiliated college undertakes not to use the ESIC Logo or ESIC affiliation information in any signboard, brochure, pamphlet, advertisement and any electronic media publicizing its affiliation information to general public/prospective candidates. If such an act is done and noticed by any of the ESIC Organization by self or brought to its notice by some external agency/ media, the affiliation of concerned college will be terminated summarily by giving one month's termination notice. No further representations will be entertained in this case. The college will have to apply afresh in the next academic year.
7. The ESIC Hospital/ESI Corporation will not pay any stipend to the students undergoing training in its hospital.
8. (For Nursing/Pharmacy/etc. as applicable) – will not be allowed to be injectable medicines without supervision.

9. The MS of the hospital will be the disciplinary authority for breach of conduct/wrongful action and will be the deciding authority for curtailing/termination/suspension of the training of any student.
10. The ____ students shall have to adhere to the rules, regulation and discipline of the ESIC hospital.
11. All type of leaves of the ____ (course) student will be sanctioned by the concerned affiliating institute.
12. The ESIC Hospital/ ESI Corporation shall not provide any teaching faculty/teaching support to the student and the teaching/training will be the sole responsibility of the affiliative institute.
13. The agreement shall be valid for ____ year and will be binding for both the parties unless terminated by a written notice of one month at the registered of the parties mentioned under the signatories.
14. Any information/data (digital or physical) gathered by the students/affiliated institute while the conduct of training shall be the legal proprietary property of the ESIC and will not be shared with any external agency or published without the explicit written permission of ESIC.
15. End of the training form/ Performa shall be finalized by the affiliated institute as per guideline requirement of the concerned regulatory council and submitted to the ESIC hospital for filling up by the supervisor, if required.
16. Institution shall pay charges(fee) in advance before starting the clinical training to students.
17. The affiliated institution will have to pay a fee of Rs. ____ per month/per student as training fees to the hospital (optional for pharmacy/ allied and healthcare professional and to be decided as per the guidelines of the relevant state regulatory council regarding applicability of fee for such training. However, if there is a provision of levy of fees as per the provision of the state council/ state health department, then the fee is to be invariably collected from such students).
18. In case of any dispute the decision of MS ____ hospital shall be binding on both the parties and in case of dispute the jurisdiction will be ____ courts.

19. Trainee students have to compulsorily wear uniform/identity card etc. Parent institution shall be providing these requirements.

20. During the period of agreement, if any private institution is found not to comply with any of the conditions, the MoU will be automatically cancelled.

21. The agreements shall be valid for one year and renewed every year after review of satisfactory fulfilling of the conditions mentioned above.

The Head of the Institution of ESIC hospital may add terms and conditions in MoU in the interest of institution