


OFFICE ORDER

As per clause 13.4 of the Postgraduate Medical Education Regulations 2000 and the latest Postgraduate Medical Education Regulation 2021 of the National Medical Council SOP for the Resident Doctors had been circulated via e office E 34115 dated 10th August 2022 and as per the SOP following is desired

As a resident doctor, yours is a supervised training program, where education and patient care go hand in hand and your immediate supervisor is the faculty member in the department under whom you are posted. In addition, you need to follow instructions, written or verbal, that you may receive from time to time from any faculty member of the department or administrative establishment of this Institute in respect of patient care services, teaching / training, conduct at work, time keeping and leaves.

Morning academic sessions: 8AM to 9AM. Other academic sessions are flexible
Combined Grand Round: 8:00AM to 9:00AM every Saturday with 80% attendance
Out-patient services: 9:30AM to 5 PM or until last patient. A clinic file has to be prepared for all patients with detailed history, examination, work-up.
Indoor services: A detailed review of clinical history, and physical findings and a plan for investigative workup of patients admitted to the ward **must** be carried out on the day of admission. Problem oriented notes should be entered in case files every day. Patient needs to be seen at-least twice a day. Resident on night duty should take an evening round of all patients in the ward, and review their investigations. It is not adequate to see patients on SOS basis. **Residents must be available in the ward / doctor's duty room on duty day.**

- **On-call services:** As per department roster. Pagers/mobiles kept operational.
- The Resident is responsible for all patient related work when posted with a consultant. The JR of the same unit will work alongside the SR and take instructions from SR.
- Please be cordial and speak in soft tones at all times with patients, their attendants, Institute staff, juniors, colleagues and seniors. Please be considerate to fellow workers in and around you.
- Cell phones must be in silent mode in the wards and department. Their use for personal purposes during working hours must be brief, if at all used. This privilege must not be abused.
- Dress and grooming must be appropriate and name badges clearly displayed when dealing with patients. The Institute requires you to carry your identity card and to be shown if requested.
- The department is committed to innovate, improvise and continually improve teaching, training and research. The duration of course is **3 academic years (six academic terms i.e six months training period) including the period of examination.** The learning would be autonomous and self-directed and will also include community-based activities.
- **An attendance of 80% during each academic term is mandatory** by the student so as to make them/her eligible to appear at the exit postgraduate degree examination.
- Attendance to teaching classes and taking assessment exams is compulsory. Resident doctors will be required to teach in preparation for teaching jobs that they may take up later.
- **Maintenance of Log-Book is mandatory for JR and SR.** It is your responsibility to get it signed at the end of each posting and academic term (6months) by faculty members imparting the training. The guidelines for log book will be provided by the departmental chair.
- **Radiation monitoring badges:** For departments using radiation either for diagnosis, intervention and treatment. It is mandatory for residents working in these areas to wear radiation badges all the time issued by AERB. These are issued by the medical physicist /radiation safety officer in the department of Radiotherapy/ Nuclear Medicine along with instructions in respect of their use.
- **Leave entitlement:** Please ascertain leaves due to you. All leaves must be approved well in advance with signatures of supervising faculty and a replacement person identified with a similar level of experience. When provided timely, this information may be used to modify duty rosters for inpatient on-calls to facilitate distribution of work over a month.


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As an exception, leave for medical emergencies can be signed after they have been claimed. Telephonic intimation of such emergencies should be provided as soon as feasible to supervising faculty.

- **Handling of equipment in the department and laboratory:** Kindly operate after appropriate training has been received and authorised by the concerned section. No external media may be introduced or data copied into any computer unless authorised. Damage to such equipments can mean costly repairs and may be penalised. Ignorance of operating instructions will not be acceptable.
- **Hospital Information system:** You are responsible for the safety of your password used on the Hospital Information System. Please change it periodically if you need to share it with others to raise any requisitions / validation.
- **Facilities (Form available at <https://sgpgims.org.in/> Download forms section)**
 - Wi-fi facility for residents and PhD scholars
 - Library ID cards
 - Hostel Accommodation (Form available in the Old PG hostel)
 - Medical facility and medicines (hospital pharmacy)
 - Sports Complex / Swimming pool
 - Doctor cafeteria (New OPD block-1st floor / C and F block of hospital)
- **Competency Enhancement Modules (CEM) & Skill Development Modules**
- In addition to the predefined curriculum of various programmes and courses, the institute has additionally implemented a set of eight CEMs. Three of these CEMs (Mortality discussion, Clinical grand round, and Clinic-Pathological conference) are mandatory for all the medical students, regardless of the programme or course they are enrolled in. The remaining five CEMs (Foundation course, Basic biostatistics, Basic course in biomedical research run by NMC, Medical Ethics, and BLS/ALS) are mandatory for only those medical students who are enrolled in any of the programmes run by the institute. All these CEMs have to be successfully completed and their results have to be produced before appearing in their final exit examination. All the students must compulsorily earn 7 credit points by completing the 5 CEMs as described below-

Competency Enhancement Modules & Skill Development Modules	Credit points
Foundation course (mandatory)	1
Basic course in Biomedical Research (BCBR) (mandatory)	2
Biostatistics (practical aspect) (mandatory)	1
Course in Ethics / Bioethics (mandatory)	2
ACLS/ BCLS course (mandatory)	1
Total credit points	7

- **It is mandatory for all students to complete the requirements as given by NMC, New Delhi** as per the PGME regulation 2021. The regulation mentions that the following course work shall be common and mandatory for all Postgraduate students irrespective of discipline /specialty **within one year of the commencement of the batch.**
 1. Course in Research Methodology run by national institute of epidemiology (Basic course in Biomedical Research- BCBR)
 2. Course in Ethics
 3. Course in Cardiac Life Support Skills, Basic Cardiac Life Support (BCLS) and Advanced Cardiac Life Support (ACLS)
- In addition, it is mandatory for all PG student in broad specialities/super specialities
 - ✓ to present one poster presentation,
 - ✓ to read one paper at a national/state conference
 - ✓ to present one research paper which should be published/accepted for publication/sent for publication during the period of his/her PG studies
- The institute has successfully implemented Choice-Based Credit System (CBCS) in various programmes since its inception. Further, the CBCS will be mandatory for any new programme started in future as well. In current CBCS, each student is to earn at least one credit points (1 credit for 16 hours teaching each) to be eligible to appear for exit final examination. As of now, the institute is offering the twenty optional modules as described below, to earn at least ONE credit point. The options will be revised and updated time to time as required after

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discussion with concerned stake holders. These optional modules are to be considered as an complementary part of the structured programme curriculum offered by the institute.

List of optional modules approved under CBCS

Code	Title	Credits	Coordinator
CBCS01	Advanced Course in Biostatistics	1	Uttam Singh
CBCS02	Antimicrobials	1	Banani Poddar
CBCS03	Basic cell and membrane biology	1	Santosh Verma
CBCS04	Basic Course in Biostatistics	1	Uttam Singh
CBCS05	Basic Course in Telemedicine	1	PK Pradhan
CBCS06	Basic Immunology for Clinicians	1	Amita Aggarwal
CBCS07	Basic Research Foundation Course	1	Swasti Tiwari
CBCS08	Basic Laboratory Technique Course	1	Alok Kumar
CBCS09	Basic Molecular Techniques	1	Alok Kumar
CBCS10	Basics of Stem Cell Biology	1	Vinod Verma
CBCS11	Biostatistics Practical	1	Uttam Singh
CBCS12	Care of the acutely ill patient	1	Mohan Gurjar
CBCS13	Cell to Cell Communication	1	Rohit Sinha
CBCS14	Communication in Medicine	1	Punecta Lal
CBCS15	Community Outreach	1	VL Bhatia
CBCS16	CPCR and life support	1	Amit Rastogi
CBCS17	Fluid and electrolyte management in clinical practice	1	Banani Poddar
CBCS18	Follow up in Cancer Patients	1	Punecta Lal
CBCS19	Institute's Foundation Course	1	Preeti Dabargaon
CBCS20	Genetics for clinicians	1	Shubha Phadke

• **Research Project / Thesis requirement and exit examination related information:**

Each candidate is required to conduct prospective clinical studies/basic laboratory projects towards fulfilling research objectives. This is to inculcate a spirit of enquiry and planning of scientific approach to answer the research questions. The outline of the project should be finalized in the first 6 months and presented to the departmental research committee and also to the Thesis protocol committee (in case of MD/MS) before submitting to the Institute ethical committee for approval.

Thesis/ Project need to be submitted 6 months before the theory examination. Three examiners will evaluate the thesis – 2 external and 1 internal (who will not be the examiner for theory and practical examination). At least 2 examiners should accept the thesis. Only Candidates with accepted thesis shall be allowed to sit in the theory examination

For being eligible to appear in exit examination besides submitting the research project/ thesis all students are required to complete the NMC, New Delhi requirement and earn 8 credit points from the competency enhancement modules and skill development modules offered by the institute.

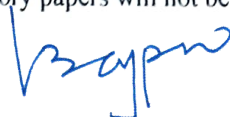
Theory examination-

This will be held in February/March (MD/MS) and June/July (DM, MCh.) of the concerned year and/or as per NMC, New Delhi advisory.

- There will be 4 theory papers. Of which one shall be in basic medical sciences and one of recent advances. There will be 4 examiners – 2 external and 2 internal and all will separately evaluate the papers. Minimum pass marks will be 50% in theory as well as practical separately. Those not qualifying in theory papers will not be allowed to appear in practical.

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Clinical / practical and oral examination

There will be a minimum of 1 long case and 2 short cases. The oral /practical examination shall aim to assess the knowledge and competence about the subject, procedures, techniques and other aspects of the specialty.

A minimum of 50% would be required in practical for the candidate to be declared successful.

Therefore, for declaring a candidate successful, a minimum of 50% would be required in theory and practical separately.

• **Performance appraisal and renewal of yearly contracts:**

Contracts for all JRs, SRs are renewed annually subject to satisfactory performance and recommendation from the department.

Performance appraisal form (as annexed) will be handed out at the outset to all the residents. They seek to define clearly what is being assessed. Residents will also rate themselves and their rating will be discussed by a consultant(s). The areas to be rated and the relative importance (weighting criteria) ascribed to each are defined: **More than Satisfactory; Satisfactory; Not Satisfactory** as per NMC performance appraisal form (Annexure enclosed).

Performance will be assessed based on formative evaluation which will include written essay type structured questions, practical exercises, feedback from faculty, colleagues and other staff members to assess: clinical work; conduct that includes interaction with patients and colleagues; punctuality and reliability at work; academic progress.

The assessment shall be reported to the resident doctor- a copy to be kept on log book, department (original) and a copy to be sent to Institute administration (**Dean-NMC cell**) at the end of each academic term (i.e six monthly).

Renewal of term is not automatic and will be subject to recommendation from the department. Apart from any other cause, unsatisfactory rating on two occasions may be considered a reason enough to recommend non-extension of term by the competent authority.



Prof S P Ambesh

Dean and Chairman, NMC cell SGPGIMS.

Copy to:

- All HOD, SGPGIMS (E-office and Email)
- Departmental NMC Nodal Incharges (WhatsApp Group)
- Director, SGPGIMS (E-office)
- Executive Registrar, SGPGIMS

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Annexure I

Postgraduate Students Appraisal Form Pre / Para /Clinical Disciplines

Name of the Department/Unit :
 Name of the PG Student :
 Period of Training : FROM.....TO.....

Sr. No.	PARTICULARS	Not Satisfactory			Satisfactory			More Than Satisfactory			Remarks
		1	2	3	4	5	6	7	8	9	
1.	Journal based/recent advances learning										
2.	Patient based/Laboratory or Skill based learning										
3.	Self directed learning and teaching										
4.	Departmental and inter-departmental learning activity										
5.	External and Outreach Activities / CMEs										
6.	Thesis / Research work										
7.	Log Book Maintenance										
8.	Conduct with patients, Faculty members, Colleagues, Staff Members										

Publication: Yes/No Poster: Yes/No Read a paper (National/ State Conference) : Yes / No

Remarks* -----

***REMARKS:** Any significant positive or negative attributes of a postgraduate student to be mentioned. For score less than 4 in any category, remediation must be suggested. Individual feedback to postgraduate student is strongly recommended.

SIGNATURE OF ASSESSEE

SIGNATURE OF CONSULTANT

SIGNATURE OF HOD

