



Secretariat  
**KOSISH** - The Hospice  
 Village: Obra,  
 P. S.: Pindrajhora,  
 District: Bokaro,  
 State: Jharkhand,  
 PIN: 827013,  
 INDIA.

## IAPC Certificate Course in Essentials of Palliative Care June 2017

# Guideline for the conduct of the course

### A. Important Dates

Course will start on 1<sup>st</sup> June 2017 and will be completed on 31<sup>st</sup> July 2017

- Filled in applications, a copy of degree certificate of the candidate and receipt of the course fee paid to reach Coordinator, educational programs, IAPC (with, copy of eligibility certificate) : **10<sup>th</sup> November 2016**
- The above documents to be forwarded to Coordinator, Educational programs, Indian Association of Palliative Care, Institute of Palliative Medicine, Medical college PO, Kozhikode- 673008, Kerala
- Contact sessions : should be completed before **30<sup>th</sup> June 2017**
- Case reflections to be submitted on or before **31<sup>st</sup> July 2017**
- Theory Evaluation: **From 1<sup>st</sup> to 30<sup>th</sup> August 2017.** Theory evaluation cannot be done **before 1<sup>st</sup> August and 30<sup>th</sup> August 2017**
- **Results:** Only the results of those candidates who abide by these deadlines will be published. In the case of those candidates who do not abide by the deadlines, the results will be officially declared in the next session, ie, November 2017

### B. Faculty

(1) As far as possible the topics are to be taken by health care professionals who are working in palliative care or have some exposure to palliative care. Involving super specialists who have no exposure to palliative care as faculty is not a good idea. A gastro enterologist covering gastro intestinal symptom management and chest physician covering respiratory symptom management are not to be entertained.

(2) The faculty has to be **from the near by place**. This decision has been taken to minimize the travel expense of faculty. The decision on the faculty should be made only with prior consultation and **approval from the Academic Centre**. Please send **official email to [academiciapc@gmail.com](mailto:academiciapc@gmail.com)** and get a confirmation mail from the Chairperson before inviting faculty. This is to avoid last minute confusion. If a centre invites a faculty **with out approval from the Academic Centre**, IAPC can **refuse to support** the expenses incurred in getting the faculty to the centre. IAPC will reimburse **Ind AC train fare (from nearby places only) and local travel expense on submission of original bills.**

**No airfare will be reimbursed.**

### C. **Examination**

- Examination should be conducted **during the month of August** and should be completed **on or before 30<sup>th</sup> of August**

External examiner is not required to conduct examination (IAPC will not provide reimbursement for external examiner)

- The question set will be sent to the centre coordinator
- Only **SAQs and Spotters to be evaluated** at the centre
- Candidates can mark answers for MCQs, True/False statements, and Matching questions in the question set and these **shouldnot be evaluated** at the centre.
- The evaluated SAQ and spotter answer script along with unevaluated MCQs, True/False statements and Match the following should be couriered to Chairperson on the same day of the examination or on the next working day.

### D. **Other Expenses:**

#### **1. Food**

The maximum amount that can be spent as food expense is **Rs. 500 /candidate/course.**

Food expenses include amount spent for Tea& Snacks for contact sessions, Lunch for Contact sessions, and Tea& Snacks for examination day. Please note that if the centre is conducting a separate introductory session at the beginning of the course, **no separate amount will be reimbursed for food.** The maximum amount that can be spent per candidate per course is Rs. 500.

Eventhough the maximum amount is Rs. 500/candidate/course, centres are requested to minimise the expenses as much as possible considering the critical financial situation of IAPC. By providing a simple working lunch, the food expenses can be brought down considerably.

## 2. Communication, stationary, and courier charges- Rs. 3000/course

Since the answer scripts have to couriered to the Academics office, total allowance has been hiked to Rs. 3000. .

### Please note the following important points:

1. Don't forget to collect and submit **original bills for all expenses** to avoid confusion and to make the process accurate and easy.
2. Vouchers cannot **be considered** as proof of expenses.
3. Centre expenses and Travel expenses should be submitted **with original bills** along with the forms attached here with. (Please don't submit expenses in any other formats. Other formats will not be accepted)
4. IAPC **will not reimburse** more than the amount specified in the Guideline.
5. Expense bills to be submitted immediately after contact sessions and make sure that **you submit all bills before 30<sup>th</sup> August 2017**

## E. Course Fee

. Course Fee is Rs. 2000 for Doctors and Rs. 1500 for Nurses

All centre coordinators are requested to **deposit or NEFT transfer** the course fee collected into the IAPC Account. **As the new secretariat is in Bokaro, there will be a change in bank details.**

So course fee collected to be deposited only after 1<sup>st</sup> May 2017. By 1<sup>st</sup> may you will get account number and bank details of IAPC.

Please don't collect course fee before getting details of New Bank Account.

## **F. Eligibility and Certificate Verification**

All centre coordinators are requested to make sure that candidates enrolling for CCEPC should possess one of the following Degrees/ Diploma: MBBS/BDS/BSc Nursing/ GNM. Please verify their MBBS/BDS/BSc Nursing/GNM certificates before forwarding a copy to Calicut.

## **G. Topics to be covered during contact session**

Following topics are mandatory for the contact sessions:

No	Topics to be covered	Duration
1.	Introduction to course & Introducing Palliative Care Concept	1 hour 30 Minutes
2.	Pathophysiology of pain	1 hour
3.	Pain management including WHO analgesic ladder, analgesics, opioids, neuropathic pain, Difficult pain	1 hour 30 Minutes
4.	Symptom Management, Gastro Intestinal	1 hour
5.	Symptom Management, Respiratory	1 hour
6.	Spirituality and Ethics	1 hour 30 Minutes
7.	Nursing Issues	3 hours
8.	Emergencies in Palliative Care	1 Hour
9.	Care of Elderly	45 Minutes
10.	Communication Skills	3 hours
11.	How to write up Reflective Case History	1 hour
12.	Community Participation in Palliative Care Delivery(Optional)	30 Minutes
13.	Paediatric Palliative Care	30 Minutes

### **Duration**

These topics can be covered over 2-3 days according to convenience of the centre

## **H. Support from IAPC**

Support from IAPC includes: Course Material, Food expense as detailed above and Stationary and Communication charges as detailed above. As stated above, IAPC will not financially support faculty travel from distant places.

## **Infrastructure Support from Course Centres:**

The centres should provide:

a. Hall to conduct contact session and examination

b. Audio visual facility

IAPC will not reimburse expenses for the above two facilities

## I. Registration for Hands on Training

Candidates who successfully complete IAPC Certificate Course in Essentials of Palliative care can opt for Hands on Training in Palliative Care. It has to be done **within 12 months from the issue of pass certificate**

The centre coordinator should submit duly filled up Reporting Format for Hands on Training Program to Chair person, board of examiners, well in advance.

The candidate can choose a nearby palliative care unit which satisfies the following criteria:

- a. Centre runs IAPC Course
- b. Centre has a National Faculty Member of IAPC as mentor to guide the candidates
- c. The centre has the required eligibility to run the hands on training
- d. **Following are mandatory for the centre to be eligible for giving hands - on training in palliative care.**

i availability of a National Faculty (Doctor) as mentor

ii Availability of Morphine

iii Any two of the following 3 activities should be run by the centre

- OP service at least once a week
- Home Care service 5 days a week
- Inpatient Facility

In case the course centre does not have facility for Morphine stocking and dispensing, it would be good if the candidate could be sent to a nearby centre having the above facility.

Guideline, logbook, and reporting format etc pertaining to the Hands on Training Program can be obtained from the academic office on request.