

General Guidelines for Internship/ Work experience in Public Health Institutions

Introduction:

Guidelines for Internship/Work experience in Public Health Institutions in order to standardize and maintain high level of professionalism in the Healthcare sector.

Objectives:

- Enhance the knowledge, skills and attitudes needed for a member of the health care delivery team who with precision and accuracy performs procedures needed to help the physician in the proper Diagnosis, Treatment and Prevention of diseases.
- Develop humane and competent Healthcare workers who are capable and committed to serve the health needs.

Eligibility: After completion of the training course (certificate/diploma/degree) as prescribed by their respective councils or as per NCAHP Act 2021. If the training course is not under any council/ NCAHP, it is subjected to permission by AERC.

Period: As mandated by the respective councils/NCAHP or as per required by the course

Permission issuing authority: All applications should be addressed to the Director, Hospital and Medical Education who is the permission issuing authority through the Medical Superintendent of the desired Hospital. All applications will be scrutinized by Applications, Examination and Review Committee (AERC) and permission will be granted to applicants who fulfilled the criteria.

Verification of all documents should be done by respective Head of Institution before starting Internship/Work experience

Instructions:

1. The institution must have a supervisor with a minimum qualification of MD/MS or qualified person for the respective discipline.
2. Internship/ Work Experience should be undertaken in government hospitals having 50 beds or more.
3. Supervisors will be responsible for the discipline of the Intern/Trainee.
4. Interns/Trainee should maintain a daily activity diary which is to be duly signed by the Controlling Officer.

5. Completion certificate will only be issued to interns/trainee who have an attendance \geq 80%. Completion Certificate should be signed by respective Head of Department and countersigned by Medical Superintendent.
6. Intern/Trainee should abide by the rules and regulations of the institution/hospital. They should strictly maintain confidentiality of the patient and of the Institution/Hospital.
7. Intern/Trainee should be aware of National Programmes pertaining to their respective discipline, participate and contribute to the best of their ability.
8. Number of Students/Interns/Trainees should be as relevant ratio as specified by the respective Departments/Institutions/Councils. The respective heads of the Institute/Hospital should specify the ratio/number of Trainees at a given time.
9. All matters relating to affiliation should be referred to respective Councils/NCAHP/relevant Institution for inputs.
10. A sum of Rs.500/-per month shall be charged as contingency charge from each applicants, payable at the Institute/Hospital. The contingency charge may be utilized for the purchase of consumables and other incidental expenses relating to the training course. Further, for the purpose of transparency, accountability and effective management, each Institution/Hospital shall maintain a separate register for the same. The amount will be submitted to the Institution/Hospital's RKS consolidated fund.
11. Guidelines for Medical Laboratory Technology is added as Annexure- I and Guidelines for Experience Certificate for Nurses as Annexure-II. Addition may be made for other disciplines as and when the need arise or made available by the respective Council.
12. Information of completion of internship/clinical experience should be sent to the Director, Hospital and Medical Education for information.

These guidelines are subject to change as per the decision taken by the Board Committee from time to time.

Annexure-I

Guidelines for Medical Laboratory Technology

1. **Internship period:** Duration 6 months for Diploma in Medical Laboratory Technology and 1 year for Bachelor in Medical Laboratory Technology.
2. **Work Experience:** At least 6 months duration in any of the Department/Section.

Criteria for recognition of Institutes for Medical Laboratory Technology

1. Internship/ Work Experience should be undertaken in government hospitals having 50 beds or more.
2. The laboratory must have an MBBS with MD qualifications in any of the following disciplines: Biochemistry, Microbiology or Pathology to guide them during their internship period.
3. Interns/Trainees should maintain a daily activity diary which is to be duly signed by the Controlling Officer on completion of every rotation to different department/section. At the end of contact period, they should be able to perform all basic tests without supervision.
4. Posting in different Department/Section: Biochemistry, Microbiology, Pathology and Blood Bank should be 3 months each for B.Sc MLT and 45 days each for Diploma MLT.
5. The contact period for Phlebotomy (Specimen Collection), sample receiving and labeling, sample handling and transport, dispatch of reports, maintenance of records and equipments, Infection control and Biomedical waste management, Quality control and Quality assurance, and Safety procedure shall be integrated in all Department/Section.

Annexure-II

Guidelines for Experience Certificate for Nurses

1. A nurse who is submitting an application for clinical experience should submit the following documents:-
 - i) Xerox attested copy of Marksheets and Certificates of 10th & 12th standard.
 - ii) Xerox attested copy of Marksheets and Certificates of the nursing course.
 - iii) Xerox attested copy of Mizoram Nursing Council Registration Certificate.
 - iv) Xerox attested copy of NRTS.

Institution where the Nursing Course is completed successfully must be INC recognized institution. All documents must be endorsed to the Mizoram Nursing Council for verification and formal legal clearance and send to AERC for issuing permission to perform duty for clinical experience in the applied hospital.

2. A nurse who is to perform clinical duty for the purpose of clinical experience shall wear a proper full uniform which shall be procured by herself/himself.
3. The nurse must be interviewed and the skills must be tested by the Nursing Superintendent and if found satisfactory then only he/she shall be assigned for clinical duty. This is for the safety of the patient and the hospital.
4. Fresh nurses applying for clinical experience shall perform his/her duty in not less than 50 bedded hospitals. This is for maintaining the standard and quality. The specialized clinical area viz. Cardiology, Intensive Care Units, Dialysis units and OT may be exempted for clinical experience as these are the areas requiring specialized skills, knowledge and experiences.
5. Once the duration of clinical experience is completed, the verified experiences indicating the clinical area of experiences and hours of duty performed in each areas respectively and should be verified by the Nursing Superintendent and certificate will be issued by the Medical Superintendent. Information of completion of Clinical Experience should be sent to the Director, Hospital and Medical Education for information.