

GUIDELINES FOR COURSE CO-COORDINATOR **(ADVANCED NRP)**

Course Coordinator is the person responsible for conducting the training course. He/ She should be IAP/NNF member and inform the local IAP branch president OR the HOD of a Medical college, institution OR a person appointed by him or any person with the consent of the local IAP office bearers OR State Academic Coordinator. He/ She will be responsible for all the logistics and arrangements for the provider course.

The Course Coordinator has to involve the Office bearers of the respective IAP Branch and keep them informed about the workshop to be conducted.

Step by step approach to conduct the course (For Course Coordinator):

Step-1	Fixing the Date for the Course/Course Registration
Step-2	Finalizing the Venue
Step-3	Selection/Registration of Participants
Step-4	Procuring the Training Material
Step-5	Preparation on the day of training
Step-6	Submission of Voucher and Bills

The preparation for conducting the course should start at least two months prior to the course.

Step – 1: Fixing the Date for the course/Course Registration:

- The date chosen for the course plays a major role in its success or failure.
- Avoid scheduling your course:
 - On a day before or after a holiday/weekend.
 - In close proximity to a major religious holiday.
 - During a major school holiday, such as Summer Vacation.
- The date should be fixed in consultation with the State Academic Coordinator.
- The Course Coordinator **should** register the course on the website **8 weeks prior to the Workshop**. In order to register log on to the website www.iapnrpfgm.org click on the 'Register your course' link and fill in the details and submit the form.
- **Approval of the Course** will be done by your State Academic Coordinator in consultation with the Nodal Officer / National Coordinator.
- After approval from IAP-NRP-FGM office you would receive a mail confirming that your course has been approved and a course ID will be provided to you. Please save the course ID as this would be required in all future communication.

Note:

- 1. The course has to be registered mandatorily at least eight weeks prior to the workshop, on-spot registrations will not be entertained; in special cases the State Academic Coordinator should send a mail regarding the same to the NRP FGM Office giving his consent.**
- 2. The final list of participants has to reach the NRP-FGM office latest one month prior to the date of workshop.**
- 3. Courses should not be held on consecutive days. Not more than 2 courses in a month shall be registered.**

4. **The Lead Instructor / one faculty should be from the adjoining district or from another institute.**

Step – 2: Finalizing the Venue:

While finalizing the venue and location Course Coordinator should keep the following facts in mind:

- It is advisable to keep these courses in Hospitals/public community hall where an ideal venue can be created. However, in some instances, an ideal venue may not exist for the course. In case hospitals are not available, an alternative venue like IMA Hall or District Training Centre should be chosen.
- There are no budgetary provisions to keep courses in hotels and this practice is highly discouraged.
- The venue should comprise of a hall or two or more adjoining rooms as per the number of workstations required. Make sure that if the venue is in a hall then there should be adequate distance (10 feet) between two workstations to prevent noise from one station to other.

You are requested to please inform the NRP FGM Office at iapnrpfgm@iapindia.org, once the venue for the workshop has been finalized.

Step – 3: Selection/Registration of Participants:

Criteria for selection of participants:

- a. All IAP, NNF members
- b. Medical Officers posted at Birthing centres, 24x7 PHCs, maternity hospitals
- c. All Obstetricians, Gynaecologists, Paediatricians, Anaesthetists, PG students and Interns directly involved in deliveries and emergency medicine

The maximum number of participants in a course should be restricted to 42 and the minimum number to 24 and it has to be followed on a mandatory basis; in special cases, prior approval is needed.

Registration:

- If the Participant has access to Internet then they can log on to website www.iapnrpfgm.org, **click on the Participant Registration Link** to fill the Course ID and the required fields and submit the registration form.
- If the participant does not have access to Internet, then ask them to fill the Participant registration form physically. The Course Coordinator will collect the Participant registration forms and upload on the website.

Assigning Lead instructor and Co-instructor:

- The instructors for the course will be decided by the National Nodal Person / National Coordinator/ Jt. National Coordinator in consultation with the State Academic Coordinator.
- Instructors should be assigned at least 4 weeks prior to the course.
- You would receive a mail from IAP-NRP-FGM office giving you the details of lead instructor and co-instructors for the course with their contact details. The number of instructors for the training is 1 instructor for 6 participants, which has to be strictly followed. You have to coordinate with them for their travel plans and share with them the details of the programme.

Note:

- **It is mandatory to provide the complete details of Instructors and participants as**

per the attached excel sheet. Incomplete details will not be accepted. Valid emails and contact numbers to be provided in order to smoothen the registration process for online exams.

- The Online link shall remain active for 14 days. Please take the examinations at least three days prior to the course in order to avoid delay of result, technical snags and regeneration of links for failed/ missed out candidates.

Course fees:

The Course Coordinator needs to collect Rs. 6,000/- each from **Non-IAP / Non-NNF members** and Rs. 4,000/- each from **Central IAP / NNF members**. You need to deposit Rs. 2500/- + 18% GST for all the participants registered for the course to process their Online test + Manual fee + Administrative charges. Remaining amount can be utilised for the workshop expenditure. The Course Coordinator has to provide details of the course fees collected in the given format (Annexure 1) and also sign the declaration form given along with the budget details and forward the same along with the original bills and vouchers.

Step – 4: Procuring the Training Material:

1	Procurement of NRP 7th Edition Textbook
2	Distribution of NRP 7th Edition Textbook
3	Budgetary Support
4	Procure Mannequin kit from NRP-FGM Warehouse

- **Procurement of NRP Textbook/ Payment for online test link:** -The course would be based on 7th edition of AHA-AAP Textbook of NRP with certain Indian adaptations. All the Participants are required to read and give prior online written evaluation test based on the textbook. The textbook will be made available at discounted price by IAP. To procure the books the course coordinator will have to send the amount by at par cheque/Draft / or by online transfer in favour of ‘Indian Academy of Pediatrics’. The details of Bank account and address of IAP office is given below. The cost is Rs.1200/- per book and \$6.25 (equivalent to current rate of Indian currency) per participant for online test + Administrative charges.
- **From the course fees collected from each participant, you have to deposit Rs. 2500 + 18% GST per participant** for NRP 7th Edition textbook (for non IAP/ non NNF members), money equivalent to USD\$6.25 per participant for online NRP exam (for all participants) and Administrative Charges in Central IAP bank account.
- You are advised to send the request for books as soon as a course is decided as the books should be provided to Participants at least one month before the course date.
- Please inform the IAP-NRP-FGM office on Mobile No.: 08291855654, 08291855656 as soon as you transfer the funds to IAP for books and online test link.
- The details of bank account of Indian Academy of Pediatrics is given below:

Name of the Bank	Bank of Baroda
Name of the Branch	Opera House Branch
Branch Address	Modi Chambers, Opp. Royal Opera House Theatre, Pandit Paluskar Chowk, Opera House, Mumbai – 400 004 Email:operah@bankofbaroda.com Phone: 23888748 Fax:23889258
Name of the A/c or Beneficiaries Name	Indian Academy of Pediatrics
Account number	04090100001666
Type of A/c	Saving Account
MICR No	400012052
RTGS/NEFT IFSC CODE	BARB00PERAH
Beneficiaries full Address:	Indian Academy of Pediatrics, Kamdhenu Business Bay, 5th Floor, Plot No. 51, Sector 1, Juinagar East, Nerul, Navi Mumbai – 400706

➤ **Distribution of NRP Textbook:**

Please ensure that the participants receive a copy of the NRP Textbook at least one month prior to the training. Ask them to read the manuals thoroughly before appearing for the online test as they will require a minimum score of 80% to be eligible to attend the training workshop. All the participants have to bring the textbook as well as other materials provided to them on the day of the training workshop.

➤ **Budgetary support:**

This will be as per actuals on submission of vouchers and bills in original as mentioned in the budgets. Only the expenses not covered by the course fees collected from the participants will be reimbursed. If the amount collected through course fees exceeds the expenses, any unspent amount to that extent shall be deposited to the Central IAP office.

Please Note: -

- 1) It is mandatory to follow the **budget utilization format** that has been provided by the NRP Office. In case of any variances, under special circumstances; prior approval is required.
- 2) You will have to give **Rs.3000/-** as honorarium for local faculty and **Rs.3500/-** for outstation faculty.

The budget would be provided to you by the IAP-NRP-FGM office through your local IAP branch account. Please send details of bank account in the following format:

Name of the Bank	
Name of the Branch of Bank	

Branch Address (Bank)	
Account Name	
IAP Branch Name	
Account Number	
Type of Account	
IFSC (RTGS/NEFT) Code	
MICR No	
Signatories full addresses	

Procuring the mannequin kit:

- The mannequin kit and other training material will be provided to you from our warehouse in Meerut or Mumbai Central IAP office. Please make sure that the kits contain all the items listed when received.
- It is mandatory to return the mannequin kit to the address from where you have received the mannequins and other training material, whether from Meerut warehouse OR Mumbai Central office immediately the next day after the completion of training. Meerut Warehouse/Mumbai office details given below:

Mr. Satyaveer Singh Sirohi (Warehouse-in-charge)

NRP-FGM 108- Main Road, Mohanpuri

Meerut – 250002 Uttar Pradesh

Ph. No.: 09837057370

Email Id: sirohiforhumanity@gmail.com

Please feel free to contact Mr. Satyaveer for any query related to procurement of mannequin and other training material.

Mumbai CIAP office Address:

Indian Academy of Pediatrics,

Kamdhenu Business Bay, 5th Floor,

Plot No. 51, Sector 1,

(Near Juinagar Railway Station),

Nerul, Navi Mumbai – 400706

Note: Please use lubricant jelly while intubating the mannequin to avoid tearing.

- **Following items will be supplied from the warehouse:**

S.N	Particulars	Quantity
1.	Basic Mannequin	1 for each workstation
2.	Advanced Mannequin / Basic mannequin + Intubation head	1 for each workstation
3.	Shoulder roll	1 with each mannequin
4.	Towel	2 with each mannequin
5.	Self-inflating Bag & Mask	1 with each mannequin

6.	Stethoscope	1 with each mannequin
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- **Items required at each workstation other than that provided by NRP-FGM warehouse:** This Material needs to be arranged locally by the Course Coordinator.

S.N	Particulars	Quantity
1.	Dilees trap	2
2.	Meconium Aspirator (Optional)	1
3.	Oxygen tubing	1
4.	Pulse Oximeter Probe (Optional)	1
5.	Pulse Oximeter device (Optional)	1
6.	8 F feeding tube	2
7.	20 ML Syringe	1
8.	Laryngoscope with blade	1
9.	Endotracheal tube 2.5,3.0,3.5	1 each
10.	Scissors	1
11.	Tape	1
12.	Extra batteries for laryngoscope	1 set
13.	Gloves 6.5, 7, 7.5	2 each
Medication		
1.	Epinephrine	5 amp
2.	1 ml syringe	5
3.	10 CC, 20CC syringe	2 each
4.	NS 100 ml	1
Umbilical catheterization supplies		
S.N	Particulars	Quantity
1.	Umbilical Catheter 5F or 5FG Feeding tube	2
2.	Needle 18, 21 gauge	2 each
3.	Curved Forceps	1
4.	Three way Stopcock	2
5.	Antiseptic Solution	1
6.	Umbilical Tape	1
7.	Scalpel blade, Handle	1

8.	Syringes 1,5,10,20 ml	2 each
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A. Other items to be arranged for training:

Besides the NRP textbook and Mannequin kit, other items would be required to be arranged by you for the training which are listed below:

- Participant folders with-
 - Training agenda (Model agenda would be provided by NRP-FGM office)
 - PCL 1-6 (soft copy would be provided by NRP-FGM office)
 - Eraser, pencil, sharpener, writing pad, ball pen.

B. Instructor Folder

1. Training agenda (Model agenda would be provided by NRP-FGM office)
2. Addendum and Algorithm
3. PCL updated (soft copy would be provided by NRP-FGM office)
4. Instructor Checklist
5. NRP Workstation Key
6. Proposed Guidelines for Instructor Advance NRP
7. 8-10 copies of Integrated Skill Station Performance Checklist
8. Eraser, pencil, sharpener, writing pad, ball pen

Total no of folders required = (No. of Participants + No. of Instructors + 5 extra)

The Course Coordinator is requested to keep some copies of Algorithm printed in advance, in case the participant has forgotten / misplaced the copy of Algorithm sent earlier.

C. Certificates:

The Certificate will be dispatched from the Meerut warehouse to the Course Coordinator, and the Course Coordinator will forward it to the candidates. Certificates will be issued to only those participants who have cleared both the Online and ISS test.

D. Catering Arrangements:

You will have to arrange for tea and biscuits in the morning, lunch, and evening tea for all participants. Please make sure that the lunch should not be very elaborate, we prefer packaged lunch over buffet lunch to save money and time.

Step – 5: Preparation on the day of training:

Course Coordinator and Lead Instructor are the ones responsible to look into all the prior arrangements for the Advanced NRP.

- **Registration Desk Setup:** There should be a responsible person in charge of registration desk. As soon as the participants reach the venue they should be provided with the folder and should be assigned their respective workstation and the Instructors should be provided

with their folders. The participants should be instructed to remain on their assigned workstations throughout the training whereas the instructors would rotate after each session.

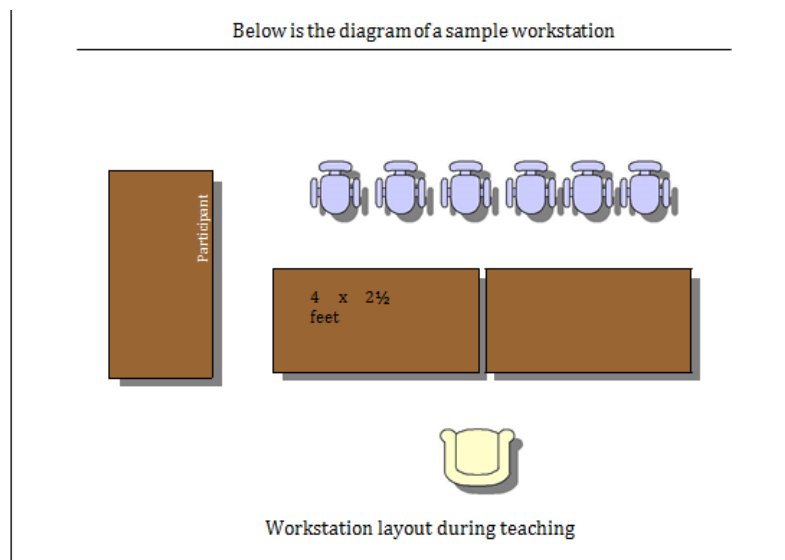
- **Workstation Setup:** The number of workstations required for the training is one per six participants. The workstation should be made by joining two tables (approx. 4*2½ feet). There should be sitting arrangement for 6 participants and the instructor. If there are multiple workstations in a hall, then there should be adequate distance between them to prevent noise.

Each work station should have:

S.N	Particular	Qty
1.	Attendance sheet	1
2.	Basic Mannequin : Fill the mannequin with water before training	1
3.	Advanced mannequin/ Basic mannequin + intubation head	1
4.	Shoulder Roll	2
5.	Towel	2 sets
6.	Self-inflating bag	2
7.	Face mask 0,1	2
8.	Dilees trap	2
9.	Meconium Aspirator (Optional)	1
10.	Oxygen tubing	1
11.	Pulse Oximeter Probe (Optional)	1
12.	Pulse Oximeter device (Optional)	1
13.	8 F feeding tube	2
14.	20 ML Syringe	1
15.	Laryngoscope with blade	1
16.	Endotracheal tube 2.5,3.0,3.5	1 each
17.	Scissors	1
18.	Tape	1
19.	Extra batteries for laryngoscope	1set
20.	Gloves 6.5, 7, 7.5	2 each
Medication supplies		
1.	Epinephrine	5 amp
2.	1 ml syringe	5
3.	10 CC, 20CC syringe	2 each
4.	NS 100 ml	1
Umbilical catheterization supplies		
1.	Umbilical Catheter 5F or 5FG Feeding tube	2
2.	Needle 18, 21 gauge	2 each
3.	Curved Forceps	1

4.	Three way Stopcock	2
5.	Antiseptic Solution	1
6.	Umbilical Tape	1
7.	Scalpel blade, Handle	1
8.	Syringes 1,5,10,20 ml	2 each

Please make sure that all the above items are available on each workstation; also keep the medication and umbilical catheterization supplies in separate boxes at the workstations.



- **Simulation debriefing exercise:** Simulation means immersing the participants in the setting where the learning would occur. For effective simulation set up a new born resuscitation area that resembles the actual birth setting as closely as possible. Simulation does not require that every detail of birth setting be present, you may use radiant warmer if available and cues for oxygen and suction where ever possible. The participants should wear disposable gowns and gloves so that participants feel as though they are participating in actual resuscitation. Filming the scenario enhances the learning experience. For filming you may use camcorder or you may film the scenario with mobile phones and later on show them on your laptop. Before filming please practice video recording and viewing the film on laptop beforehand to prevent last minute glitches.

Collection of Evaluation Documents:

It is your responsibility to collect:

1. Integrated Skill Station checklist with name of Participant, name and initials of Instructor and clearly mentioning whether the participant has 'Passed' or 'Not Cleared'
2. Participant and Instructor feedback form duly filled by them.
3. **Compulsory submission of Original bills and Voucher with justified and supporting documents.**

4. **Submission of completed roster/evaluation within 7 days after completion of course.**
5. Collect all the documents listed above and handover these documents to the lead instructor of the course.

Step – 6: Submission of Voucher and Bills:

Please make all the bills and vouchers in the name of IAP-NRP-FGM program. Send all the original bills and voucher to the following address:

To,

Central Secretariat IAP

Address- Indian Academy of Pediatrics

Kamdhenu Business Bay,

5th Floor, Plot No. 51, Sector 1,

Juinagar East, Nerul, Navi Mumbai – 400706

Phone number: 022-27710857/27715578

The fund for the course would be released after receipt of the original bills and voucher only. The bills shall be acceptable on vendor letter only. The upper limit for accepting voucher is Rs.500/-.

The bill for balance payment should reach Central IAP office, within 15 days of completion of the course. **No bills will be accepted after one month of the course completion.** We will appreciate if the course coordinator avoids unnecessary expenses such as on inaugural function, distribution of memento and on bouquet. The course coordinators are requested, if possible; to cut down the expenses below the above mentioned limits, by avoiding luxurious arrangements in case of food, stationery and other materials required.

This completes the guidelines for conducting the Advanced Provider course; however, you can get more information from our website www.iapnrpfgm.org.

For any other queries you may contact the NRP-FGM office (Mobile no 08291855654, 08291855656) between 10 AM to 5 PM on all working days.

Please note: The quality of the workshop will be monitored by Give2Asia team, so you are requested to please welcome them warmly and cooperate with them.

Regards,

Dr. Somashekhar Nimbalkar

National Coordinator

IAP-NNF-NRP-FGM

Dr. S S Kamath

Chairperson

IAP-NNF-NRP-FGM