

GUIDELINES FOR COURSE CO-COORDINATOR (BNCRP DISTRICT TOT)

Course Coordinator is the person responsible for conducting the training course. He/ She would be the local IAP branch president 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 TOT.

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	Budget provision for the District TOT Course
Step-5	Procuring the Training Material
Step-6	Preparation on the day of training
Step-7	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 District 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.iapnrfgm.org click on the 'Register your course' link and fill in the details and submit the form.
- Please forward the list of prospective participants who have registered, for approval of the course.
- 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 four 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 Lead Instructor / one faculty should be from the adjoining district or from another institute.
3. At least 50% of the faculty for the TOT should be Regional trainers and must have conducted at least 8-10 Basic and /Advanced NRP courses. The rest of the faculty can be District Instructors who have conducted at least 8-10 Basic/ Advanced NRP courses.
4. Faculties of TOT will be assigned by National Nodal person.

Step – 2: Finalizing 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. Medical Officers posted at Birthing centres, 24x7 PHCs, maternity hospitals, Training centres.
- b. Nursing Tutors, Staff nurses posted at Birthing centres, 24x7 PHCs, maternity hospitals
- c. All Obstetricians, Gynaecologists, Paediatricians', Anaesthetists, directly involved in deliveries and emergency medicine

The participants for the TOT should have successfully attended at least one BNCRP and/ Advanced Provider course.

The maximum number of participants in a course should be restricted to 40 and the minimum number to 24 and it has to be followed on a mandatory basis; in special cases, prior approval is needed.

Click on the Participant Registration Link:

- If the Participant has access to Internet then they can log on to website www.iapnrpfgm.org to fill the Course ID and the required fields and submit the registration form.
- If the participant does not have access to Internet then the Coordinator is requested to print the excel sheet format available along with the guidelines and place it on the registration desk on the day of workshop and ask the participants to fill in the details (in Block Letters) and you may sent the scanned copy of the same to the NRP Office through mail. This will avoid wastage of resources and will be time efficient. The online evaluation of these candidates would be done at the start of training manually and the sheets would be handed over to Lead Instructor.
- 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 with Qualification and designation as per the attached excel sheet. Incomplete details will not be accepted.

Participants should get the training manuals at least 1 week before the course, so that they can come

well prepared for the workshop.

Step – 4: Budget provision for the BNCRP one day Instructor TOT Course:

This will be completely self-sponsored course. We are not supporting this course financially.

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.

You will have to give Rs.3000/- as honorarium for local faculty and Rs.3500/- for outstation faculty.

All the amount exceeding Rs 1000/-, needs to be paid by cheque or electronic transfer only.

Step – 5: Procuring the Training Material:

Manikin Kit:

The manikin kit would be provided to you by the State Academic Coordinator/District Coordinator. Please make sure that the kits contain all the items listed when received, also it is your duty to handover the manikin kit back to the State Academic Coordinator/District Coordinator after the training is complete.

Procuring other Training Material for the Course:

Besides the training manual and manikin kit, some other materials would be required for the training programme as listed below:

- Training agenda, exercise checklist, performance evaluation sheets, written evaluation test paper and participant feedback form, folder, eraser, pencil, sharpener, writing pad, ball pen.
Total no of items required = (No. of Participants + No. of Instructors + 5 extra)
- Scissor, cord tie, identification tag, gauze pieces, gloves.
Total no of items required = (No. of manikin kits + 4 extra)

Certificates:

Take a printout of Model Certificate

Total no of certificates required = (No. of participants + No. of Instructors)

All the items listed above should be procured by the Course Coordinator himself/herself. Please contact the District Coordinator/State Academic Coordinator/NRP FGM office for any help.

Catering Arrangements:

You will have to arrange for tea and biscuits/ breakfast 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 – 6: Preparation on the day of training:

Course Coordinator and Lead Instructor are the ones responsible to look into all the prior arrangements for BNCRP District TOT.

Registration Desk:

There should be a responsible person in charge of registration desk. As soon as the participants reach the venue they should be provided with a folder, should be assigned the workstation and asked to complete the performance evaluation test at their respective workstations.

The participant folder should consist of

1. Writing Pad
2. Ball Pen
3. Pencil
4. Sharpener
5. Eraser
6. Training agenda
7. Exercise checklists
8. Evaluation Forms (Feedback Forms) to be filled by Instructor

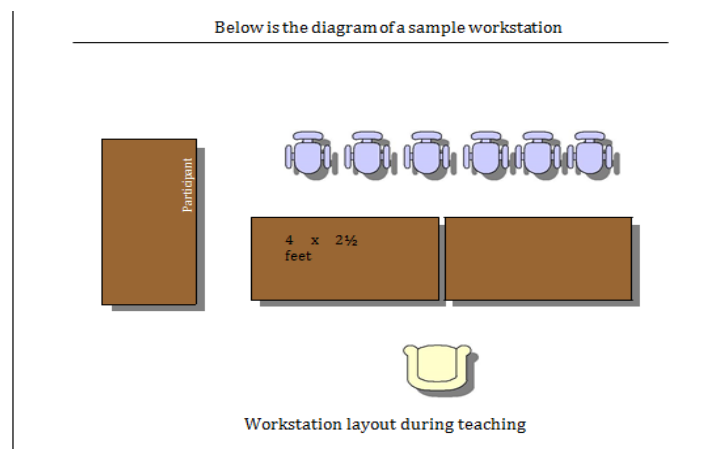
The Instructor's folder should contain performance evaluation sheets (10-12 copies each) in addition to all the items in the participant's folder.

Workstation:

The number of workstation required for the training is one per six participants. The workstation should be made by joining four tables (Approx. 4*2½ feet) that can be detached during the practice session and again can be realigned. There should be sitting arrangement for 6 participants and the instructor. If there is more than one workstation in a hall then there should be adequate distance between them to prevent noise.

Each work station should have:

1. Attendance sheet
2. Manikin kits: Fill the manikin with water before training
3. Scissors (one per manikin kit)
4. Cord tie or clamp (one per manikin kit)
5. Gauze pieces (two per manikin kit)
6. Gloves (two per manikin kit)
7. Identification tag (one per manikin kit)



Collection of Evaluation Documents:

It is your responsibility to collect:

1. Written evaluation test of participants (only for those who have not given online evaluation)
2. Performance evaluation pre-test duly filled and signed by the instructor of each participant.
3. Performance evaluation post-test duly filled and signed by the instructor of each participant.
4. Participant and Instructor feedback form duly filled by them.
5. **Compulsory submission of Original/Xerox copy of bills and Voucher with justified and supporting documents.**
6. **Compulsory submission of Course Report, photographs and video clips of simulation activity at workstations, feedback as documentation evidence within a week of course completion.**
7. **Submission of completed roster/evaluation within 7 days after completion of course.**
8. Collect all the documents listed above and handover these documents to the lead instructor of the course.

Step – 7: Submission of Voucher and Bills:

Please make all the bills and vouchers in the name of IAP-NRP-FGM program. Send all the original/ Xerox copies of 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

Unnecessary expenses such as on inaugural function, distribution of memento and on bouquet are strictly not recommended. 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 BNCRP District One day Instructor TOT; however you can get more information from our website www.iapnrpfgm.org and you should always remain in contact with your District Coordinator / State Academic Coordinator for solving any of your queries.

Please note: Give2Asia team may be there to witness the course & support you for any assistance, so you are requested to please welcome them warmly.

Regards,

Dr. Somshekhar Nimbalkar
National Coordinator
IAP-NNF-NRP-FGM