

ANNEXURE -1

RULES AND REGULATIONS FOR VISITORS AND OBSERVER TRAINEES AT REGIONAL CANCER CENTRE TRIVANDRUM

Regional Cancer Centre welcomes observer trainees in Medical, Nursing and other specialties. Legal requirements in India do not permit independent hands-on patient care by visiting staff. The visitors are permitted to "shadow" clinicians, attend rounds, witness patient interactions in the outpatient department, examine patients under supervision, and observe surgery and various investigations. No drug prescriptions can be ordered. They may be permitted to attend the academic sessions in the concerned departments. However they may be allowed to conduct academic and teaching sessions with the departments.

RCC WORKING HOURS AND IDENTITY:

The general working hours of RCC is from 9.00 am to 4.30 pm. But the academic sessions of departments may commence earlier and the visitors /observers are required to follow the instructions from the concerned heads of department. They are required to be present during the working hours in places of assignment and if for any reason they have to leave the place, they should inform the HOD or the person assigned by the HOD. They should liaison with the department in which they expect to work, if they wish to take a long break.

The visitors/observers are required to report at the administrative office of RCC from where they will be directed to the HOD's of the concerned department. They are required to submit a photograph and get the visitors identity card, which they are required to wear during their assignments in RCC. Without the ID card, they can be denied entry into or within various clinical areas of RCC. Visitors are not permitted to take photographs/videos of clinical areas or patients without permission from the concerned head of department. They are not permitted to enter other areas of restricted entry/departments without prior permission from the respective HOD. Visitors/observers are not permitted to carry any form of lethal weapons to RCC premises, even for their personal protection. If violation of any of the above said rules/regulations found, their observership/visiting programme can get terminated without any prior notice.

The visitors/observers can avail various library services like reading within library and browsing on production of their visitor/observer ID card. Borrowing of books is not permitted. Access to the Computer information Division and hospital Wifi is

not permitted for observers and trainees. RCC cannot be held responsible for any health related issues by virtue of training at the centre.

Each department has its own inventory of equipments and other material. No observer is expected to carry any kind of material that belongs to RCC, outside of RCC. If you are posted in Surgery or Anaesthesiology Department, you are expected to wear the theatre uniform during working hours in RCC, but should not carry it with you on leaving the department. Such behavior would be considered as theft and appropriate action will be taken against the possessor, if found. The visitors/observers are required to respect the faculty members not only of their concerned departments but also of the allied specialties. Clinical records including patient details are confidential and should not be copied or shared, and breaching this will entitle legal action. Similarly, it is strictly forbidden to share pictures and patients data on Facebook, Twitter or other social media platforms.

HOW TO APPLY

A letter is needed from the applicants home institution requesting training specifying the department and duration of training needed.

OBSERVER FEE:

The fee for various observer courses is given below:

Sl. No.	Training	Division	Duration	Revised Fee
1.	DRT students	Radiation Physics	1 Month	₹3000/-
2.	BMRT students	Radiation Physics	1 Month	₹3000/-
3.	Project Work for MSc students	Various Divisions	2/3 Months	₹25,000/-
4.	Internship/ Observation Training MSc students	Various Divisions	1 Month	₹4000/-
5.	DMLT Training/ BSc MLT	Various Divisions	1 Month	₹3000/-
6.	Clinical Training for BSc/MSc Nursing students	Nursing Division	Per Week (not more than 20 students per batch at a time)	₹750/- per student
7.	Medical Documentation/ Hospital Administration Graduates	Clinical Service	1 Month	₹3000/-
8.	MSW students	Under Welfare Officer	Per Week	₹750/- per student
9.	Observership for specialists	Various	1 Month	₹10,000/-

		Departments		
10	PG/DNB students	Various Departments	1 Month	₹8000/-
11	Training for Foreign PG/Observer/Medical Nurses	Various Departments	1 Month	300 USD
12	Project Work for Graduate Level students	Various Departments	1 Month	₹5000/-
13	Project work for MSc Life Science students	Research Division	3 Months	₹25,000/-
14	Project work for MSc Life Science students	Research Division	6 Months	₹40,000/-
15	Plus Two Level Students	Various Departments	2/3 Weeks	₹5,000/-
16	Colposcopy Training	Gynaec Oncology/ Community Oncology	Minimum 8 classes	₹1,000/- per day

The fee is non refundable.

CANTEEN FACILITIES:

RCC has a vegetarian canteen, the services of which can be availed by the visitors/observers. For those posted in the theatre, lunch will be provided to the lounge if they pay an advance amount of INR 2000/- which will be adjusted to their bill.

ACCOMODATION:

Visitors and observers have to make their own arrangements for stay during the period of observership. RCC does not provide any kind of accommodation for observers.

DRESS CODE:

A formal dress code applies to all visitors and observers. All are expected to wear a modest outfit that is clean, neat and tidy while attending clinical departments.

Date:23-10-2019

Sd/-
DIRECTOR