



INDIAN COLLEGE OF PEDIATRICS

Standard Operating Procedures (Set 1 – March 2022)

(Approved by IAP-EB in March 2022)

III. Accreditation Criteria

3.1 Infrastructure of the applicant institute/hospital

1. The applicant Hospital/Institute should be a clinical establishment having requisite infrastructure of minimum prescribed beds providing comprehensive OPD+IPD based medical services in a single campus.
2. The applicant hospital should have a minimum 2 years of standing in clinical establishment before it's considered for fellowship courses. Hospital can apply for seeking accreditation after completing 1 year in clinical operations (On the last date of application submission). However, hospital must fulfil the minimum standards for OPD/IPD attendance etc before applying for accreditation.
3. Mandatory regulatory /licensing approvals are needed such as:
 - Certificate of registration of hospital under the applicable Acts and Rules.
 - Pollution Control Board Certificate by State Government for Biomedical Waste Management.
 - Valid Fire Safety Certificate from State Fire Department.
 - Building Complex Occupancy Certificate
 - Certificate of Incorporation of Parent Company /Certificate of Registrar of Societies (if applicable).
 - AERB approval for operations of medical diagnostic equipment available in the hospital/Institute.
 - Other regulatory approvals which may be specific to specialty applied for seeking accreditation.
 - NABH accreditation is desirable
4. Bed strengths of the applicant hospital
 - (i) *Category 1* – Multispecialty Pediatrics with dedicated beds for the pediatric Specialty:No. of beds – Minimum 20 in Pediatrics + Minimum 10 in Specialty applied for *Category 2* – Dedicated Pediatric specialty Hospital:
No. of beds in that specialty - 20

The minimum number of admissions, bed occupancy, procedure numbers would be as per the guideline of that specialty. The bed availability for specialties with predominantly outpatient-based training (e.g. Developmental Pediatrics, Pediatric Dermatology) may be relaxed by ICP.

- (ii) The total number of operational beds in the hospital (as claimed to be authorized) have to be certified with supporting documents.
- (iii) The applicant hospital should have a minimum number of operational beds in each applicant department as per prescribed by ICP in association with the specialty chapter of IAP.
- (iv) Patient care facilities (OPD, IPD, OT, ICU, Labs, Equipment etc.) as applicable for the specialty applied (based on ICP+Chapter guidelines)
OPD attendance – at least 1000/year in the given specialty.
- (v) There should be basic in-house facilities in hematology/ biochemistry /microbiology/X-Ray/USG, and either in-house/MOU for Blood bank (with facility of fractional blood products)/CT/MRI and others as needed by specialty (eg. Endoscopy for GI, Bronchoscopy for Pulmonology, EEG for Neurology, Dialysis for Nephrology)

3.2 Teaching/Learning Facilities

- (i) There should be a lecture theatre /Seminar room accommodating minimum 10 seats and a dedicated room for library with provision of internet in computer and access to journals of specialty.
- (ii) Print subscription of both IAP Journals (Indian Pediatrics and Indian Journal of Practical Pediatrics, and subscription (print/online) of at least 2 journals of the given specialty which should be indexed as per the prevailing guidelines of NMC.
- (iii) Recent editions of the reference books (at least 20 titles) should be available for print/online reading. A list of suggested reference books should be supplied by the concerned IAP chapter to ICP for approval.
- (iv) Subscription to clinical databases is desirable.
- (v) Audiovisual facilities should be available.

IV. Courses and Duration

Vision: The college aims to affiliate courses in pediatric subspecialties run by centres having uniform criteria as provided below. Centres should aim for 2-year courses.

Table I: Types of Courses Recognized by ICP

S.no	Types of courses to be accredited	Duration	Eligibility of Trainee	Eligibility of Faculty
1.	Fellowship Course	2 years	Category 1: Any student of Indian nationality who has completed the M.D/ D.N.B/ *DCH in Pediatrics from a National Medical Council or State Medical Council recognized University in India shall be eligible for this fellowship program Category 2: Student of foreign nationality who has a temporary registration with the National Medical Commission (NMC).	Minimum two faculty members of which one should be FULL TIME Senior Faculty: 5 Years of experience after DrNB/DM/2-year specialty course from foreign universities as approved time to time by NMC in subspecialty after DNB/MD (Pediatrics) OR 8 Years of experience in Subspecialty after DNB/MD Paediatrics) Junior Faculty: DrNB/DM/2-year specialty course from foreign universities as approved time to time by NMC in subspecialty after DNB/MD (Paediatrics) OR 3 Years of experience in Subspecialty after DNB/MD (Paediatrics)
2.	Post Doctoral Certificate Course (PDCC)	1 year	Category 1: Any student of Indian nationality who has completed the M.D/ D.N.B/ *DCH in Pediatrics from a National Medical Council or State Medical Council recognized University in India shall be eligible for this PDCC program Category 2: Student of foreign nationality who has a temporary registration with the National Medical Commission (NMC).	Minimum two faculty members of which one should be FULL TIME Senior Faculty: 5 Years of experience after DrNB/DM/2-year specialty course from foreign universities as approved time to time by NMC in subspecialty after DNB/MD (Pediatrics) OR 8 Years of experience in Subspecialty after DNB/MD Paediatrics) Junior Faculty: DrNB/DM in subspecialty after DNB/MD (Paediatrics) OR 3 Years of experience in Subspecialty after DNB/MD (Paediatrics).
3.	Short Term Training Courses	<1 year	ICP will not consider accreditation of courses having duration less than one year.	

Footnotes to Table I:

1. The certificate of experience for faculty should be issued by the head of institute where experience is obtained, and it must also be apparent in form of at least two presentations/talks in national conferences/publications in indexed journals (as per NMC criteria).
2. Same institution can run both Fellowship and PDCC courses provided criteria for eligibility of faculty are met individually.
3. Chapters will layout the curriculum of all the courses, and send to ICP for approval.
4. Eligibility of DCH student for the courses: DCH student will be eligible only if, he has ONE additional year of experience in General Pediatrics as Senior Resident/Demonstrator in a NMC/NBE recognized institution after passing his DCH examination. The certificate for such experience should be issued by the head of the institute.

V. Curriculum

The chapters will send the curriculum of training programs carried out/proposed by them in a format specified by ICP, which will broadly cover:

- Learning objectives,
- Entry Criteria
- Course content
- Skills imparted,
- Teaching/learning methods
- Duration (time table)
- Research exposure and presentations
- Exit Criteria

VI. Entry, Assessment and Exit Exams

The chapters will send these criteria of training programs carried out/proposed by them in a format specified by ICP. In the long-term, these will be carried out in uniformity as per a calender specified by ICP.

VII. Membership of ICP

1. Membership fee for institute/chapter/students

- i. It is mandatory for all IAP chapters continuing fellowship courses to become member of the ICP by filling-up a pre-designed proforma with a one-time entry fee of Rs 25,000/- to be paid in the name of Indian college of pediatrics
- ii. The affiliated institutions undertaking fellowship program should pay a sum of Rs 50,000/- to ICP for initial accreditation out of which 25% shall be transferred to the respective chapter by the ICP.
- iii. The accreditation shall be valid for a period of 5 years. Re- assessment and re accreditation every 5 years for which a fee of Rs. 25,000/- shall be charged; the quantum of fees shall be decided every 3 years or even earlier if the need perceived by ICP/IAP. The institutions shall bear the expenses of TA/local hospitality of 2 assessors
- iv. All students enrolled in the fellowship program should be registered as a member of the ICP by paying an amount of Rs 5000/- which shall include registration fee, and facilities for online teaching classes including training on research methodology.
- v. In addition students shall have to pay examination fees to ICP for exit examination as specified from time to time.

**Existing institutions and students will continue to work on the terms and conditions already laid by chapters till their tenure is over, and above (ii to v) will apply for new students, new institutions or at the time of re-accreditation of the ongoing programs.*

2. Stipend/Salary – fellow should be paid a minimum of Rs. 50,000/month or as per the minimum standards as per the state regulation for Senior Resident. In addition, free single/shared accommodation should be provided to the students in the campus or vicinity.
3. Institutes may levy a nominal fee from the students, and these details should be sent to ICP. ICP will formulate the fee structure for all institutes for uniformity based on current practices.

4. *Application flow*

- (i) Once a centre applies to ICP for a new program, it would revert within 2 months and an inspection would be conducted within 6 months; however, the course would start as per the uniformity set nationally (annually or bi-annually).
- (ii) The inspection committee members would be two, one each from ICP and specialty Chapter/Society.