

**INFORMATION BULLETIN
AND
APPLICATION FORM
ACCREDITATION
FOR
(RENEWAL/FRESH)
DIPOMATE NATIONAL BOARD
(DNB)
2012-13**



National Board of Examinations

Medical Enclave, Ansari Nagar, Mahatma Gandhi Marg, New Delhi-110029

website: www.natboard.edu.in Email: accr@natboard.edu.in

Phone: 011-46054605 Fax: 45593009

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1. IMPORTANT DATES

Last date of submission for application form:

- i) Renewal of accreditation - all hospitals/ institutes whose accreditation is expiring in June 2012/December 2012 are required to submit their applications latest by **31st January 2012.**
- ii) Applications seeking fresh accreditation and received by 31st January 2012 shall be processed during 2012*.
- iii) Applications received after 1st February 2012 and upto 31st July 2012 shall be processed till June 2013*.

(* This period is purely / provisional. The actual time taken for final processing may vary.)

NOTE

1. Applicant hospitals / institutes are advised to read the instructions carefully and provide correct information only.
2. Incomplete application or application not in accordance with guidelines will not be considered.

**THE COST OF THIS INFORMATION
BULLETIN IS RS.3000/-**



2 INTRODUCTION

National Board of Examinations (NBE) was established in 1975 by the Government of India with the prime objective of improving the quality of Medical Education by establishing high and uniform standards of postgraduate examinations in modern medicine on All India basis.

NBE conducts post graduate and post-doctoral examinations in approved disciplines leading to the award of Diplomate of National Board (DNB). Medical Council of India has laid down standards for post-graduate examinations conducted by various medical colleges and affiliated to concerned universities, yet the levels of proficiency and standards of evaluation vary considerably in these institutions, leading to lack of uniform and acceptable benchmarks for assessment and qualification.

The setting up of a National Body to conduct post graduate medical examination and training has provided common standards and mechanism of evaluation of minimum level of desired knowledge and competencies and fulfillment of the objectives for which postgraduate courses has been started in medical institutions. Moreover, intra country and international comparison is facilitated with the availability of commonly accepted evaluation mechanism like the DNB. The Diplomate National Board final examinations are conducted on all India basis on standardized format and multiple assessment tools are used for assessing the candidates knowledge skills and competencies.

RECOGNITION OF DNB QUALIFICATION

The nomenclature of the qualification awarded by the National Board of Examinations is "Diplomate of National Board". The recognized qualifications awarded by the Board in various Broad and Super specialties as approved by the Government of India and included in the First Schedule of IMC Act 1956.

As per the Indian Medical Council Act, 1956; the authority to recognize medical qualification(s) and determine their equivalence with other qualifications rests with the Ministry of Health & Family Welfare, Government of India.

The Diplomate qualification awarded by the National Board of Examinations are equated with the postgraduate and post doctorate degrees awarded by other Indian Universities for all purposes including appointment to teaching posts as lecturer/Assistant Professor by the Government of India, Ministry of Health and Family Welfare; vide their notifications issues from time to time.

The holders of Board's qualification awarded after an examination i.e. DNB are eligible to be considered for specialist post / faculty in any hospital including a training / teaching institute on a teaching post as faculty member.



3 INFORMATION FOR APPLICANT HOSPITALS / INSTITUTES

- 3.1 NBE accredits hospitals / institutions for running DNB(Broad and Super Specialty Courses) and Fellowship programme of National Board of Examinations.
- 3.2 The grant of accreditation is solely at the discretion of National Board of Examinations and subject to fulfillment of criteria prescribed for accreditation.
- 3.3 Mere fulfillment of accreditation criteria does not render an applicant hospitals / institutes eligible for grant of accreditation or imply that NBE must accredit the applicant hospital/institute.
- 3.4 National Board of Examinations reserves its absolute rights to alter/modify/delete/amend any or all of the criteria as given in this application form at any stage during the process.
- 3.5 An applicant hospitals / institutes shall have no rights or equity in their favour merely because they have submitted their application seeking accreditation to NBE.
- 3.6 Application for grant of accreditation shall be processed as per the schedule as indicated in Chapter (1) (Important Dates)
- 3.7 Statements made by the applicant hospital / institutes shall be certified by the Head of the Institute at appropriate place and the claims made in the application shall be supported by relevant document(s).
- 3.8 Applicant hospitals / institutes kindly note that producing false information or fabricated records shall lead to disqualification for accreditation and debarment from grant of accreditation in future as well.
- 3.9 Applicant hospitals / institutes are required to study the information bulletin and instructions for fulfillment of eligibility criteria before submitting application.
- 3.10 The applicant hospitals / institutes seeking accreditation who do not fulfill the criteria may be summarily rejected by NBE at the preliminary stage.
- 3.11 Queries pertaining to eligibility criteria and other information shall only be entertained if the information required is not given in the information bulletin or on the website www.natboard.edu.in.
- 3.12 The fees for accreditation will not be carried forward to future date/ for another application.
- 3.13 In case of the application being unsuccessful in the preliminary stage (prior to inspection) the accreditation fees shall be refunded back with 50% deduction on account of processing fees to the applicant hospitals / institutes
- 3.14 Once the application is declared unsuccessful after the applicant hospitals / institutes has been inspected the application fess will not be refunded under any circumstances.
- 3.15 An applicant hospital / institute may choose to withdraw their application seeking accreditation within 4 weeks of their filing; however, a deduction of 50% of the fees paid shall be made by NBE.
- 3.16 Instructions in this information bulletin are liable to be changed based on the decision taken by NBE from time to time. Please refer to the National Board of Examinations website for updates.
- 3.17 The existing schedule, pattern, policy and guidelines for accreditation are for ready reference only but are not to be treated for the fact that the NBE is bound to follow the same in future. In case of any ambiguity in interpretation of any of the instructions /terms / rules / criteria regarding the determination of eligibility / grant of accreditation /any of the information contained in the information bulletin the interpretation of National Board of Examinations shall be final and binding on all parties. NBE reserves its rights to relax any of the criteria/clause if so deemed appropriate in case of grant of renewal/ fresh accreditation. A window period of 3 years may be considered by NBE in case of renewal accreditations to make up for the minimum requirements as per the revised accreditation criteria.



- 3.18 Submission of Additional Information: the applicant hospitals / institutes are required to provide correct, updated and factual information at the time of submission of application. Additional information is required to be furnished by the applicant hospitals / institutes whenever sought by the National Board of Examinations or if there are changes in the faculty or infrastructure of the applicant hospitals / institutes pursuant to the filing of accreditation.
- 3.19 Request will not be entertained for change in specialty / clubbing of applications under any circumstances.
- 3.20 The application has to be submitted as per the guidelines for application forms printing and submission as contained in this information Bulletin.
- INCOMPLETE OR HAND WRITTEN APPLICATIONS ARE NOT BE ACCEPTED BY NBE AND SAME WILL BE RETURNED BACK TO THE APPLICANT HOSPITAL/ INSTITUTE.**
- 3.21 A photocopy of the complete application form may be retained for future use/ correspondence by the applicant.
- 3.22 All payments are to be made by Demand Draft favouring National Board of Examinations payable at New Delhi.
- 3.23 All medical colleges / post graduate institutes that are running a MD/MS/DM/Mch course in various specialties that are recognized by the Government of India or as per provisions of Indian Medical Council Act are exempt from seeking accreditation in the recognized specialty only. They may enroll DNB candidates in these recognized specialties provided they have additional faculties / resources for the same.
- 3.24 The grant of accreditation by the NBE is purely provisional and is governed by the terms and conditions as stated in the accreditation agreement. A copy of the same is sent across to the successful applicant for acceptance and adherence by the accreditation is awarded.
- 3.25 Applicant hospital / institute may kindly note that the use of any agent or agency or any party who is not an employee or office bearer of the applicant hospital / institute for the purpose of preparing, drafting, submitting and / or representing the applicant hospital / institute is strictly prohibited. In the event of such an instance been brought to the notice of NBE, the Board reserves its absolute right to summarily reject application besides further action as may be deemed appropriate including but not limited to debarment from filing application seeking accreditation in future.
- 3.26 All correspondence should be sent as follows:
By Mail: National Board of Examinations, Medical Enclave, Ansari Nagar, New Delhi-110029
By email: accr@natboard.edu.in
Fax: Submission of documents by fax is not recommended and such documents may not be taken on record by NBE.
Applicant hospitals / institutes are strongly encouraged to submit the correspondence by email.
- 3.27 The jurisdiction of court cases or disputes shall be exclusively at New Delhi. In case of legal matters the jurisdiction shall be before competent courts at New Delhi only.



4 LIST OF SPECIALTIES APPROVED FOR DNB/ FNB COURSES

4.1 DNB BROAD SPECIALTIES

Course Duration : 3 years, Post MBBS

- 4.1.1 Anatomy
- 4.1.2 Biochemistry
- 4.1.3 Physiology
- 4.1.4 Pharmacology
- 4.1.5 Pathology
- 4.1.6 Microbiology
- 4.1.7 Forensic Medicine
- 4.1.8 General Medicine
- 4.1.9 Pediatrics*
- 4.1.10 Neonatology
- 4.1.11 Psychiatry*
- 4.1.12 Radio-Therapy*
- 4.1.13 Radio-diagnosis*
- 4.1.14 Anesthesiology*
- 4.1.15 Dermatology & Venereology*
- 4.1.16 Respiratory Diseases*
- 4.1.17 Nuclear Medicine*
- 4.1.18 General Surgery
- 4.1.19 Orthopedic Surgery*
- 4.1.20 Obstetrics & Gynecology*
- 4.1.21 Ophthalmology*
- 4.1.22 Otorhinolaryngology*
- 4.1.23 Physical Medicine & Rehabilitation
- 4.1.24 Social & Preventive Medicine
- 4.1.25 Maternal & Child Health
- 4.1.26 Health Administration including Hospital Administration*
- 4.1.27 Family Medicine*
- 4.1.28 Immuno-hematology & Transfusion Medicine

*** A secondary 2 years DNB program is also available in these specialties**



4.2 DNB SUPER SPECIALTIES

Course Duration: 3 years, Post DNB/MD/MS

- 4.2.1 Cardiology
- 4.2.2 Endocrinology
- 4.2.3 Nephrology
- 4.2.4 Neurology
- 4.2.5 Gastroenterology
- 4.2.6 Medical Oncology
- 4.2.7 Plastic Surgery#
- 4.2.8 Pediatric Surgery#
- 4.2.9 Neurosurgery#
- 4.2.10 Genito-Urinary Surgery (Urology)
- 4.2.11 Surgical Gastroenterology
- 4.2.12 Cardio-Thoracic Surgery#
- 4.2.13 Clinical and Therapeutic Pharmacology
- 4.2.14 Neonatology
- 4.2.15 Surgical Oncology
- 4.2.16 Peripheral Vascular Surgery
- 4.2.17 Rheumatology

denotes post MBBS, 6 years course available

4.3 FELLOWSHIP COURSES

Course Duration : 2 years, Post DNB/MD or MS

- 4.3.1 Critical Care Medicine
- 4.3.2 Trauma Care
- 4.3.3 High Risk Pregnancy
- 4.3.4 Perinatology
- 4.3.5 Reproductive Medicine
- 4.3.6 Cardiac Anesthesia
- 4.3.7 Interventional Cardiology (post DM cardiology)
- 4.3.8 Pediatric Cardiology
- 4.3.9 Vitreo Retinal Disease
- 4.3.10 Pediatric Ophthalmology
- 4.3.11 Minimal Access Surgery
- 4.3.12 Hand and Microsurgery
- 4.3.13 Peripheral Vascular Surgery
- 4.3.14 Spinal Surgery
- 4.3.15 Pediatric Orthopedics
- 4.3.16 Infectious Disease



5 FEE SCHEDULE

- 5.1 Each application shall be accompanied by fee for accreditation as follows:
- | | |
|----------------------|---|
| Fresh cases | Rs.2,00,000/- for each application |
| Renewal cases | Rs.2,00,000/- for each application |
- Please add Rs 3,000 in the fees as above towards cost of Information Bulletin.**
- 5.2 In case of the applications being unsuccessful in the preliminary stage (prior to inspection) the accreditation fees shall be refunded back with 50% deduction on account of processing fees to the applicant hospitals / institutes
- 5.3 Once the application is declared unsuccessful after the applicant hospitals / institutes has been inspected the application fess will not be refunded under any circumstances.
- 5.4 An applicant hospitals / institutes may choose to withdraw their application seeking accreditation within 4 weeks of their filing; however, a deduction of 50% of the fees paid shall be undertaken.
- 5.5 Accreditation Fees is to be paid by demand draft favoring: "National Board of Examinations; payable at New Delhi".

6. GUIDELINES FOR DRAFTING AND FILING THE APPLICATION FORM FOR ACCREDITATION

- 6.1 The application form for accreditation comprises of three parts:
- | | |
|-----------------------------------|--------|
| a) General Information | PART A |
| b) Specialty Specific Information | PART B |
| c) Undertaking and Declarations | PART C |
- 6.2 Item-wise list indicating the various heads under which information is required in Part A), B) and C) is mentioned in Chapter 7 of this application form;
- 6.3 The aforesaid information shall be:
- 6.3.1 Neatly typed
- 6.3.2 In double space
- 6.3.3 Using Arial Font Size 14 on standard A4 size sheet (single side printing only);
- 6.4 The left hand side margin on the paper should be 2 ¼" inches;
- 6.5 Part A), B) and C) shall be placed in series i.e one after the another followed by annexure(s) in the order specified in Chapter 8.
- 6.6 The annexure should be clear photocopies of the respective original documents in case of undertaking / declarations.
- 6.7 The photocopies must be undertaken on A4 size paper and must be clear and legible;
- 6.8 The set of annexure(s) shall be placed serially after Part C) of the application;
- 6.9 The application should be serially numbered beginning from the cover page to the last page (Including Annexure(s)). The numbering should be clearly stated on top right hand corner of the documents.
- 6.10 The above set of documents must have a covering letter duly signed by the Head of the Institution and specifying the list of documents enclosed with complete details of Demand Draft enclosed.



- 6.11 The application form has to be submitted in duplicate;
- 6.12 The two sets of application should be neatly tagged in the middle of page using a two key hole punch (clearly makes as Set 1 and Set 2). This application sets with covering letter and Demand Draft must be submitted in a closed envelope with superscription "APPLICATION FOR ACCREDITATION -DNB- SPECIALTY - HOSPITAL- DATE OF SUBMISSION"
- 6.13 An Index page to the covering letter shall also be attached clearly indicating the following:

SAMPLE / EXAMPLE

Item Serial no	Description	Page No.
1	Cover Letter	1
2	Demand Draft	2
3	Index Page	3
4.	Part A of the application form	4-5
5.	Part B of the application form	6-7
6.	Part C of the application form	8-9
7.	Annexures	10
Total Pages		10

- 6.14 The applicant hospitals / institutes shall ensure that their are no loose documents/ papers in the application submitted.
- 6.15 Order of documents should be:
- 6.15.1 Cover letter
 - 6.15.2 Demand Draft
 - 6.15.3 Index Page
 - 6.15.4 Part A
 - 6.15.5 Part B
 - 6.15.6 Part C
 - 6.15.7 Annexures

APPLICATION THAT IS NOT IN ACCORDANCE IN THE ABOVE GUIDELINES SHALL BE RETURNED BACK.



7 MINIMUM CRITERIA FOR ACCREDITATION

7.1 DEFINITIONS

7.1.1 HOSPITALS

The applicant hospital / institute should be a clinical establishment having requisite infrastructure of atleast 200 beds providing comprehensive OPD/IPD based medical services in a single campus. Combination of multiple such places or such establishments shall not be accepted. The applicant hospital / institute should have the mandatory regulatory/licensing approval from the local authority / government for running such establishment, and all statutory requirement / clearances from local authority / government agencies such as municipal, bio hazards/ waste managements, nuclear based managements, use of isotope, PNDT, fire safety, building completion etc. shall be in order and a declaration to this effect shall be furnished by the Head of the Hospital / Institute at the time of submitting the application for specialties such as family medicine. Arrangement for field posting of candidates in primary / community health centers or urban health centers where they get exposure as first contact physician in required to be submitted along with application from.

7.1.2 TEACHING EXPERIENCE

At least one of the consultants in the department should have teaching experience of 5 years, as a post graduate teacher. For the purpose of teaching experience the services rendered as a PG teacher in a recognized university or NBE accredited hospital shall be acceptable, provided the consultant has acted as a guide / co-guide for a PG student or a PG student trained in the recognized department has qualified DNB / MD / MS qualifications.

CRITERIA FOR FACULTY

For the purpose of teaching experience, the faculty member should have supervised thesis work as lead or co-faculty, at least two post graduates in three years and at least 3 thesis should be submitted and are accepted by the NBE.

7.1.3 RESEARCH EXPERIENCE

The consultants / faculty in the department should have a total of 5 research publications in indexed journals as a lead author, and / or three thesis completed / accepted by NBE. Atleast one publication should have been published within the last 2 years

7.1.4 SENIOR RESIDENT

At least 2 senior residents are absolutely essential as part of the criteria. Must possess valid degree qualification, the degree should not have been awarded not more than 42 months from the date of filing the application.

7.1.5 COMPREHENSIVE TRAINING SUPPORT

The department should have facilities for thesis support, museum, for teaching specimen, library facility and designated faculty members and staff who can take charge of the training programme and can also act as authority for compliance of training programme. The applicant hospital shall designate the following authorities from its staff for DNB programme:



- **Head of the Institute (Administrative)** as: Nodal Compliance officer for rules and regulations governing the programme as prescribed by NBE.
- **Course Director/(DNB Coordinator):** Designated Head of Concerned Department as the Academic Head of the Programme
- **Assistant Programme Coordinator:** As the resource person for DNB trainees either from the management or academic staff, to maintain establishment and related functions related to the DNB courses and trainees.

7.1.6 **STIPEND / WAGE / REMUNERATION / SALARY**

A monthly fee / remuneration / wage or salary that may be paid as a consolidated figure or under heading of fees or allowance to the DNB trainees by the management of the hospital / institute concerned. Please refer to Chapter 9.4 for details.

7.1.7 **GENERAL BEDS**

Beds wherein the patients are admitted at cost / subsidized and the DNB trainees are allowed access to these patients as part of their clinical teaching

7.1.8 **WHOLE TIME BASIS**

The hospital concerned shall be the principal place of practice of these consultants and the consultant shall have no other institutional attachments/affiliation with other hospitals. Part time and visiting consultant shall not be considered as a part of the faculty. They may provide additional support for the training.

7.2 **GENERAL CRITERIA**

7.2.1 **MINIMUM CRITERIA OF PATIENT CARE IN EACH SPECIALTY (FOR ONE SEAT **)**

*** For training of two candidates the minimum number of beds are General beds should be 1.5 times the number of required for intake of one Candidate as mentioned above.*



HOSPITAL TOTAL BEDS: 200

Broad Specialities	Indoor Beds in the specialty	General Beds* in the specialty	Outpatient attendance per year	General * OPD	Inpatient occupancy per year	General Bed * occupancy
General Medicine, General Surgery, OBG, Pediatrics, Respiratory Disease	35	30%	5,000	30%	1000	30%
DVD	10	30%	5,000	30%	200	30%
ENT, Ophthalmology, Orthopedics, Psychiatry, Radio-therapy	25	30%	5,000	30%	1000	30%
Radio Diagnosis	The Department of Radio Diagnosis should be an integral part of 200 bedded hospital and must have imaging modalities of CR/DR, fluoroscopy / Image Intensifier, Mammography, at least 3 ultrasound machines including at least one color Doppler, spiral/ multi slice CT & MRI facilities and facilities for cathlab/ invasive radiology. The department should be in possession of all regulatory clearances namely AERB/ bio-medical radioactive waste management / radiation safety etc., comprehensive training support for radiation physics and radiology workstation. The department should offer hands on training facilities for all modalities of Radiodiagnosis.					

For single specialty set-ups as Ophthalmology, Pediatrics, Oncology etc, the total number of beds should at least 100 beds. For General Specialties, such as, Medicine, Surgery, Anesthesia, OBGY, Orthopedics and Radio-diagnosis etc, the minimum beds shall be 200.

Super Specialities	Indoor Beds in the specialty	General Beds* in the specialty	Outpatient attendance per year	General * OPD	Inpatient occupancy per year	General Bed * occupancy
Cardio-thoracic Surgery, G.I Surgery, Neuro Surgery, Plastic Surgery, Pediatric Surgery, Surgical Oncology, Genito-urinary Surgery, Peripheral Vascular Surgery,	20	30%	3500	30%	1000	30%
Cardiology, Endocrinology, Gastroenterology, Nephrology, Neurology, Neonatology, Medical Oncology,	20	30%	3500	30%	1000	30%

*General ward beds are those 'earmarked' beds / cases whose patients are to be looked after by DNB trainees under the supervision of Consultants and charged at cost only, with no special fees or profit.



7.3 STAFF: - (COMMON FOR ALL SPECIALTIES)\$

S.No.	Particulars	For One Candidates	For Two Candidates
a.	Senior Consultant with 8 Years experience after MD/MS/DNB/DM/MCh in the specialty applied for (on whole time basis)	1	2
b.	Junior Consultant with 5 Years experience after MD/MS/DNB/DM/MCh in the specialty applied for (on whole time basis)	1	2
c.	Whole time Senior Residents with postgraduate qualification in the specialty applied for	2	2
d.	Resident with or without postgraduate qualification	-----	1

As per the minimum criteria for accreditation, at least two consultants should be working on a whole time basis, i.e., the hospital concerned shall be the principal place of practice of these consultants and the consultant shall have no other institutional attachments/affiliation with other hospitals. Part time and visiting consultant shall not be considered as a part of the faculty. There should be at least one consultant available on whole time basis with the hospital in the concerned department for each trainee (in an academic year) to act as a supervisor/guide of the trainee. A declaration to the effect of principal place of practice and such other clinics/affiliations shall be furnished at the time of submitting the application.

At least one of the consultants in the department should have teaching experience of 5 years, as a post graduate teacher either in a University set up or NBE (DNB programme). For the purpose of teaching experience, the services rendered as a PG teacher in an NBE accredited hospital shall be acceptable, provided the consultant has acted as a guide or co-guide for two DNB PG students or at least two PG students trained in the recognized department having qualified their DNB Final Examinations and at least three thesis should have been produced in the DNB programme under supervision of the consultants and accepted by NBE over a three years period (one cycle of accreditation).

The consultants/faculty in the department should have a total of 5 research publications in indexed journals as a lead author (first / second). At least three thesis should have been produced in the DNB programme under supervision of the consultants and accepted by NBE over a three years period (one cycle of accreditation).

7.4. EMERGENCY MEDICAL/CRITICAL CARE

Should have 24 hours emergency services having adequate number of beds with supportive facilities for resuscitation and good medical cover, including Surgery O.T.



7.5. **FOR SURGICAL SPECIALTIES**

- Adequate number of operation theatres
- Adequate equipments as required for the concerned specialty
- Anesthesiologists both for the hospital service and training of candidates
- Other para medical staff to help in the operation theatre
- Intensive care unit for surgical emergencies
- Post operative ward.

7.6. **SUPPORTIVE SERVICES**

- Radiology and other essential contrast studies
- Clinical Hematology
- Clinical Microbiology
- Clinical Pathology/Histopathology and Cytology
- Any special investigative procedures required for the concerned speciality.
- Department of Dietetics with trained dietician

7.7 **PHYSICAL FACILITIES**

7.7.1 **OUT PATIENT DEPARTMENT**

The hospital should possess adequate space for

- Registration of patients along with facilities for record keeping.
- Adequate number of rooms for examining the patients in privacy.
- Case conference room (OPD) teaching room.
- One or more side rooms for OPD procedures such as pleural aspirations dressings plaster application, minor operation rooms etc.
- Site laboratory to provide immediate facilities, for routine investigative procedures.

7.7.2 **INPATIENT DEPARTMENT**

The hospital should possess adequate space for doctor's duty room with adequate toilet, adequate space for each bed and in between for side laboratory, for clinical investigations and separate room for clinical conference (ward teaching).

7.8 **TEACHING AND TRAINING FACILITY**

7.8.1 **TRAINING IN BASIC BASICS**

The facilities for training/teaching in Basic Sciences concerning the specialties are required to be fulfilled.

The hospital seeking accreditation should arrange appropriate number of lectures /demonstrations /group discussions / seminars in Basic sciences as related to the specialty concerned. Please annex proposed schedule for basic sciences training with application.

Accredited hospitals should also give each of their DNB trainees a mandatory One month rotation training each year, (in addition to the routine duties) in their Hospital's Laboratory so as to enable them to gain knowledge in Laboratory procedures in subjects like Pathology, Histopathology, Biochemistry, Microbiology, Genetics etc.



The institution may also arrange for training in all Basic Sciences as per the curriculum. An undertaking to this effect is to be submitted to NBE while applying for Accreditation. An undertaking from the Principal of a Medical College or undertaking from the Specialist/ faculty member of the concerned specialty needs to be submitted with the application form regarding consent of the specialist / faculty for training in basic sciences.

7.8.2 GUEST LECTURES

Guest lectures shall be arranged by the accredited institute / hospital for topics / area of curriculum that require specific attention / focus and/or can not be covered as a matter of routine

7.8.3 ROTATIONAL TRAINING AND POSTING AT OTHER INSTITUTES

May be undertaken with prior approval of NBE for a period not exceeding three months in entire duration of 3 years course, 2 months for 2 years DNB programme.



7.3 APPLICATION FORMS
NATIONAL BOARD OF EXAMINATIONS
Application form for Fresh/Renewal of Accreditation
Name of Specialty _____

PART- A
PART - A (i)
CONTACT DETAILS

- 1 Name and address of the Institution:
Fax, Phone, E.mail Address
- 2 Head of the Institute
(Medical Superintendent /Director)
- 3 Name of the Contact Person /
Compliance Officer for the purpose of
Accreditation
- 4 Year in which established:
- 5 Status of the Hospital
- | | |
|----------------------------|--------------------------|
| Defense services | <input type="checkbox"/> |
| Railways Public Sector | <input type="checkbox"/> |
| Med. College Hosp. | <input type="checkbox"/> |
| Voluntary Organization | <input type="checkbox"/> |
| General/Specialty Hospital | <input type="checkbox"/> |
| Any other (Name) | <input type="checkbox"/> |
- 6 Is the hospital recognized for
- | | |
|---|--------------------------|
| Internship | <input type="checkbox"/> |
| House job | <input type="checkbox"/> |
| PG/Post doctoral courses in the
discipline/(s) of specialty in which
the accreditation is/are required. | <input type="checkbox"/> |
- 7 Please mention other disciplines
which: are recognized for MD/Ms
or DM/Mch courses

PART – A(ii)
GENERAL INFORMATION

- 8 Total Number of beds in the Hospital:
No. of General beds*:
No. of Paying beds:
No. of Subsidized beds:
- 9 Annual Budget for preceding three years



- 10 Balance Sheet, Fixed Assets List
(please enclose copy of ITR/balance sheet for last 3 years)
- 11 Assets (Value in Rupees) Movable/Immovable
Please attach list
- 12 Physical Infrastructure for Teaching students:
- Seminar Rooms /Conference Rooms **Yes / No** **Number:** _____
 - Teaching Room in the ward/Patient accommodation area **Yes / No** **Number:** _____
 - Teaching room in the OPD **Yes / No** **Number:** _____
 - Facility for hands-on-experience **Yes / No** **Details** _____
(Eg. Clinical Skills Lab, Penta Head Microscope etc.) **(please add description)**
- 13 Please specify the audiovisual aids available in the teaching rooms
- 14 Residential Facilities in the hospital:
- Number of Accommodation **For PG Student:**
For Residents
For Consultants
For Nursing Staff
 - Sharing Basis
 - Single Rooms
 - Whether facilities for attached Toilets Yes / No / Common Toilets available:
15. Amount of stipend to residents in the hospital per month
(For Renewal Cases -Amount paid in the preceding year **(per month)**
- Year I**
Year II
Year III
16. Security deposit being charged from the DNB trainees: **Yes/No**
if yes mention the amount.



17. Details of Consultants & Staff working in hospital

- i. Consultants on whole time basis : 1 _____
2 _____
3 _____
- ii. Consultants on part time basis : 1 _____
2 _____
3 _____

iii. Nursing services- number of nurses

iv. Whether recognized for training of nurses

Diploma **Yes / No**

Degree **Yes / No**

Post Graduation **Yes / No**

v. Total number of Para-medical staff in hospital

vi. Total number of Sr. Residents in hospital:

vii. Total number of Jr. Residents in hospital:

18. Total number of Departments in the hospital

(Pls. enclose list indicating the designated Departments with their HODs)

19. Whether the hospital is engaged in any litigation against NBE. *(Pls. enclose the list of cases along with the title of the cases)*

20. Please give details of other accreditation received by the applicant hospital/ institute

NABL
NABH
JCI
ISO etc.

Please provide details namely accreditation awarded and date of award.

21. Financial standing for last three years (profit loss statements) and Audited balance sheet

22. Whether registered as a charitable or tax exempt with the income tax department. If yes details of PAN number, Income Tax Exemption category.

23. Whether all regulatory clearance available:

- | | |
|---|-----------------|
| 1. Approval for clinical / teaching establishment | Yes / No |
| 2. Fire Safety | Yes / No |
| 3. Building Complex / Occupancy | Yes / No |
| 4. Local Authority / municipal clearance etc. | Yes / No |
| 5. Certificate of incorporation | Yes / No |



PART - B

7.4 SPECIALTY SPECIFIC INFORMATION

NAME OF THE SPECIALTY: _____

24. i Total Number of beds in the specialty applied for DNB
- No. of General beds* in the specialty applied for DNB
 - No. of Paying beds in the specialty applied for DNB
 - No. of subsidized beds in the specialty applied for DNB
- ii Number of beds in the Casualty Services in the specialty
- iii Are casualty services available round the clock Yes/No
- iv Whether Residents are exposed to handle emergency services
- v Number of beds in the ICU
(Whether these beds included in the number of beds mentioned above or additional beds).

25. IPD record** in the Specialty during the preceding three calendar years

Year	Total No. of paying patients admitted	Total number of general patients admitted	Total number of patients admitted on subsidized beds	Grand Total

26. OPD record** in the specialty during the preceding three calendar years.

Year	Number of paying patients	Number of general patients seen in OPD*	Number of patients seen on subsidized rates	Grand Total

27. Number of times OPD is held in a week *Please specify the timings of the OPD.*
28. Is the OPD attended by all faculty members/consultants of the unit?
29. Do the Residents examine the OPD cases?
30. Is the OPD attended by all faculty members/consultants of the unit?
If yes, specify examination Assist the examination Provide only ancillary services



31. Has the Institution provided any special facilities for OPD training for the Residents. *(Please name the facilities)*
32. i. Date of expiry of last renewal
 ii. Deficiencies/Comments of the appraiser communicated to the institution and the action taken thereon *(Please attach a separate sheet, if necessary)*
 iii. Track record of all the candidates registered with the institution in this specialty Performa to be filled. *(Only for renewal cases.)*
1. No. of registered
 2. No. of left
 3. No. of appeared
 4. No. of passed
 5. No. of Failed

SPECIAL CLINICS

33. Name of special clinics (as related to the specialty) and the number of times the clinic is held in a week.

Name of clinics	No. of time per week	Total number of cases seen in last one year

34. **SUPPORTIVE SERVICES**

(Please attach a separate list of staff, equipments and the number and the number and type of investigations carried out during the last three years)

Kindly mention status of the following allied specialties.

Specialty	Owned	Available within the campus	outsourced to another agency but within campus	outsourced to another agency but outside campus
1. Microbiology				
2. Pathology				
3. Biochemistry				
4. Imaging Services				
5. Central Sterile Services				
6. Blood Bank Services				
7. Histopathology				
8. Nuclear Medicine Services				
9. Facilities for intervention such as FNAC Biopsy				



35. For Surgical and allied specialties only :

Please provide detailed information on the following on a separate sheet

- (a) Staff in Anesthesia department with their Bio-data
- (b) Pre-anesthesia Clinic
- (c) Equipment in Anesthesia department
- (d) Number of minor OTs
- (e) Number of major OTs
- (f) Equipment in OTs
- (g) Post operative ward
- (h) Labor rooms
- (i) Neonatology Unit
- (j) List of equipment in radiology department with respective case load in the last 3 years

36. **DETAILS OF THE CLINICAL /SURGICAL PROCEDURES IN THE SPECIALTY APPLIED FOR DNB**

- i. Please refer to the DNB curriculum in the specialty in which you have applied for and give details of the clinical/surgical procedures per year/ six months/ per month. Please add the details on a separate page referring to the above annexure.
- ii. Whether any program for imparting surgical skills is there. If yes, please give details.

ACADEMIC FACILITIES - LIBRARY

37. Is there a Library in the hospital/institute for which accreditation is under consideration. **Yes/No**

38. Other Information

1. No.of Reading Rooms:
2. No. of staff in the Library with their qualifications
3. Teleconferencing reception equipment installed **Yes/No**
4. NBE DVD's Learning material available **Yes/No**

if yes, please mention number

39. Please indicate the number of hours per day for which the library facilities will be available for the trainees.

- a. On working days :
- b. On holidays :

Please ensure that library facilities are available for at least two hours after working hours

40. Annual budget for the Library for three preceding years:

Year I
Year II
Year III



41. Please indicate the special facilities available in the library or in an associated hospital/Institution.

- | | | | |
|----|--|---------------------|---------------|
| a. | Medlar | | Yes/No |
| b. | Books Available | | Yes/No |
| c. | Journals | | Yes/No |
| | | National | |
| | | International | |
| d. | Photocopy facility | | Yes/No |
| e. | Online Journals / learning resources | | Yes/No |
| f. | Internet Access | | Yes/No |
| | | Number of Computers | |
| | | LAN | Yes/No |
| | | Wi-fi Access | Yes/No |
| g. | Printer facilities | | Yes/No |
| h. | Subscription to e-portals such as Ovid/ Scopus etc | | Yes/No |
| i. | Budget for library in preceding 3 years | | Yes/No |

42. Please indicate if the institution has a liaison with any other library if so please mention its distance from the Institution /Hospital. Attach the permission letter from the concerned Institution

RESEARCH METHODOLOGY

43. In house statistician **Yes/No**
44. Locally available statistician
(please provide details)

- | | | |
|-----|---|----------------------------|
| | Name | |
| | Contact Details | |
| | Qualification | |
| 45. | Protected time of statistician to support DNB training in this hospital / institute | |
| | Research Projects ongoing: Please give details | |
| | Study Title | |
| | Sponsored by ICMR/ DST etc. | |
| | Details of research projects completed | |
| 46. | Whether Ethical Committee exists for research | Yes/No |
| | | (if yes, give composition) |
| | Frequency of meeting | |

RECORD KEEPING

47. Details of Medical records system for the department.
(Please attach a copy of the record form.)
48. Number and type of major operations performed in the specialty (preceding three years). Please attach list.
49. Number and type of minor operations performed in the specialty (preceding three years). Please attach list.



50. No. of Day care surgeries during the last three years
51. Please attach the list indicating the number and type of emergency operations performed during the last three years (year wise).

Please attach details of Hands on Training for DNB candidates during three years. Please refer to curriculum for contents to be covered is I,II,III Years.

52. Whether students had maintained Log Book as per Board's sample. (Only for renewal)

FULL TIME STAFF IN THE SPECIALTY- Please attach copy of salary slips and income tax form-16 for each regular staff for last one year. Please also attach undertaking from them that they would not leave the hospital for at least three years and in case of such an event, the hospital will replace the staff within three months failing which National Board of Examinations may take appropriate action for not allowing the next batch of DNB candidate in the specialty.

53. Recognized P.G. Teacher : Kindly refer to definitions before making these entries.

Name	Qualification	Experience after post graduation	Research publications

54. Sr. / Jr. Consultants (having minimum 8 / 5 years experience respectively after post graduation in the specialty showing whole time basis):

Name	Qualification	Experience after post graduation	Research publications



55. Other Consultants (not on whole time basis)

Name	Qualification	Experience after post graduation	Research publications

56. Whole time Sr. Resident with postgraduate degree in the specialty (DNB/MD/MS or DMRD/DMRT/DRM). Please note that the DNB candidates undergoing training in the department should not be shown as Senior Residents.

Name	Qualification	Experience after post graduation	Research publications

57. Whole time Residents without P.G. qualification, staying in the campus.

Name	Qualification	Experience after post graduation	Research publications

Note : Please attach the Biodata of the above staff in the enclosed proforma.



58. Is the clinical work / teaching organized on a Unit system, if so give composition of the Unit.
59. How many units are functioning in the specialty
60. Please mention hierarchy of medial staff.
61. Is the appointment of staff in the department contractual for a limited period or is appointed upto superannuation?
62. No. of research publications made by the department staff and DNB Trainees during last three years in recognized journals only (submit list and copies of Reprints)
63. Please give list of field services provided by the hospital/Institution for community work

	Number, Location & Distance	Staff	
		Medical	Paramedical
(a)	Rural Areas
(b)	Urban Areas

64. Please refer to the National Board of Examinations curriculum in the specialty applied for and give the details how would you provide the practical hands on training to these candidates.(Please give the details of covering the theory syllabus and providing the desired practical skills during the training period of three years) attach a separate sheet.

Please give details of appraisal done in your specialty in last 2 years (for renewal cases only).



PART - C

7.5 DECLARATION

SAMPLE DECLARATION

**SUBMISSION OF APPLICATION SEEKING ACCREDITATION ON BEHALF OF
M/S _____ HOSPITAL, NEW DELHI FOR
SPECIALTY _____**

I, Dr. _____ aged _____ years resident of
_____ acting in my official capacity as
_____ having its registered office at
_____ do hereby
state and affirm, as under that:

- 1 That I am duly authorized to act for and on behalf of M/s _____ in the matter of submitting this application before the National Board of Examinations at New Delhi.
- 2 I am duly authorized and competent to make this submission before National Board of Examinations
- 3 I am making this submission in my official capacity and the facts stated in this application are correct and based on official records.
- 4 That this hospital /institution has got necessary approval for running the hospital / institute.
- 5 That this hospital /institution undertakes has got necessary approval for bio-medical waste, use of x-rays equipment, ultrasound equipment and comply with the fire safety rules in this regard.
- 6 That this hospital /institution undertakes to comply with the guidelines of National Board of Examinations regarding levy of fee on DNB candidate / payment of stipend
- 7 That this hospital /institution undertake to report any change in the ownership of this hospital/ institute as and when it takes place within an outer limit of 6 weeks from the same.
- 8 That nothing in the accompanying application has been concealed or misrepresented.
- 9 That this hospital /institution would prefer / would not prefer privilege on the information contained in the accompanying application or any part thereof and should not reveal to any third party except with prior permission of the applicant hospital / institute.
- 10 That this hospital / institute has understood the terms, conditions, instructions etc in the information bulletin for accreditation and agree to abide by the same.
- 11 That this hospital / institute knows and declares that the jurisdiction for any dispute shall be at New Delhi only.



- 12 That the accompanying application serving accommodation has been prepared and submitted by the undersigned only.
- 13 That I / We or this hospital has not sought / taken the help/ assistance of an agency / agency or part who is not employee of the applicant organization to prepare, submit and / or follow the accompany of application.
- 14 I / we are aware that canvassing and / or use of any agent / agency to represent the application hospital / institute shall lead to disqualification.

Name and Signature of the
Head of the Hospital (Administrative head)



7.6 ANNEXURES

1. Refer to Part A(2) S.no 8- Proof in support of total no of beds in the hospital.
2. Refer to Part A(2) S.no 10- Copy of ITR/ balance sheet for last 3 years.
3. Refer to Part A (2) S.No 15- Copy of payslip (Representative sample for year 1 2 and 3 (DNB trainees) (applicable for renewal cases only)
4. Refer to Part A(2) 18- List of designated departments and HOD(s)
5. Refer to Part B (23) - Please give documents in support of IPD
6. Refer to Part B (24)- Please give OPD schedule
7. Refer to Part B (28 (3)) - Please give details of the candidates .
8. Refer to Part B (39-40-41-42-43) Kindly provide details.
9. Refer to Part B (44) - Please provide sample of Log book
10. Refer to Part B (45) - Please give biodata of all consultant as per the sample biodata enclosed at the end of Chapter 7.4
11. Refer to Part B (45) - Please enclose copy of Form 16 in respect of each Consultant

8. COMMUNICATION PROTOCOL

A copy of the communication protocol shall be sent across with the acknowledgement receipt.

9. IMPORTANT NBE GUIDELINES

9.1 TRAINING CHARGES / FEES

Training charges, not exceeding Rs.50,000/- shall be collected from DNB-SS trainee(s) each year, as per the item heads specified.

- a) It is not mandatory or binding on the institutes to charge maximum fees or any part thereof from the trainee resident doctors.
- b) The institutes concerned cannot charge any fees or an amount in any form, over and above the ceiling amounts prescribed below:

1. Tuition fees	-	Rs. 15,000
2. Library fees	-	Rs. 5,000
3. Annual Appraisal fees	-	Rs. 10,000
4. Accommodation Charges	-	Rs. 10,000
5. Guest Lecture & Seminar Fees/ NBE CME	-	Rs. 10,000

- (i) Library Fees- Rs.5000/- Institute can charge library fees if, the library facilities so provided have subscription to at least 2 paid online journals, provided for computer and internet facilities and latest provisions of all types of textbooks in the specialty concerned. Library facility should be provisioned for reasonable number of hours so as to accommodate the DNB resident doctors.



- (ii) Accommodation Charges- These charges may be levied if a candidate opts for campus accommodation provided by the institution concerned.
- (ii) Guest Lecture and Seminar Fees- These charges may be levied subjected to the specified number of activities carried out in by the institutes. On actual basis with in the above limit.
- c) The accredited institutions cannot charge any other fees like capitation fees, security deposit, security bond, caution bind in the form of cash, fixed deposit, bank guarantee, agreement by any instrument whatsoever.
- d) Whatever fees collected from the candidate has to be collected by DD cheque and proper receipt is to be issued to the candidates.
- e) The institute concerned shall prepare income and expenditure statement on an annual basis in respect of fee so collected from the DNB trainees and the expenditure so incurred to the Board within 15 days from the year end i.e. by 15th January and 15th July for accreditation beginning January and July respectively in the prescribed format. The institutions can levy the fees as per the guidelines as stated above only if they are complying with stipend policy of the Board communicated by 8th May 2006. In the event, the institute cannot levy fees in the DNB trainees. In any case, payment of stipend to the DNB trainees vide stipend policy letter dated 8th May 2006 is an essential requirement for running the DNB programme.
- f) The institution shall arrange for by annual appraisal of the DNB candidates as notified by the Board, in the event the institution is found not complying with he appraisal guidelines / not conducting appraisals, the institute shall have to refund the appraisal fee(Rs.10,000/- per annum) and further that penal action as may be deemed appropriate shall be taken by NBE against the institute / hospital concerned.
- g) The corpus so collected from the candidates has to be spent for the benefit of the DNB trainees as per the defined item heads only. The corpus cannot be re-appropriates/ utilized for any other kind of expenses.
- h) In the event it is found that the accredited institute is violating these guidelines, Board may take penal action including but not limited to withdrawal of accreditation of the erring institute.

9.2 **APPRAISAL**

National Board of Examinations had taken a policy decision to improve the DNB training programmes by having Appraisal for all DNB trainees and accredited hospitals by Local Appraisers. Accordingly, the assessment of DNB trainees, review of their progress and appraisal of the infrastructure and facilities in all the accredited hospitals is being carried out. The hospital shall conduct periodic assessment tests of its DNB trainees in respective specialties as per the guidelines issued from time to time and other guidelines. The exams will be conducted by institutions under supervision of Appraisers. A panel of Appraisers, specialty wise will be appointed by the NBE. The responsibility to conduct the periodical appraisal shall solely be of the institution concerned. If it is found that an accredited institution is not getting its Periodic Semester Appraisal done, the NBE may withdraw provisional accreditation granted to such an institution.



Appraisal should be done only from the NBE appointed expert. The NBE appoints appraiser from the NBE's own experts database and from the accredited government medical colleges/ hospitals faculties.

After doing the appraisal, the expert appointed by the NBE is required to send his report to NBE's office. After receipt of expert's report, the NBE updates and analyzes the report and the deficiencies / remarks as pointed out in the experts report are sent to the concerned hospital / institution for their compliance under intimation to NBE.

9.3 **LEAVE GUIDELINES FOR DNB TRAINEES**

As per the guidelines of DNB program a candidate can avail of leave not extending 20 days in a calendar year, excluding one day weekly off. In addition female candidates may be permitted a maternity leave not exceeding 90 days once during the duration of entire course and male candidates a paternity leave of one week. No kind of study leave is permissible to DNB candidates. However, candidates may be allowed an academic leave of 14 days across the three-years training program to attend the conferences only.

Under normal circumstances leave of one year should not be carry forward to next year, however, in exceptional cases like prolonged illness or any meritorious ground the leave across the training program may be clubbed together.

9.4 **STIPEND GUIDELINES**

Payment of monthly stipend is mandatory. An Accredited hospital will pay each trainee (both Post MBBS & Post Diploma) a minimum monthly stipend equivalent to the sum paid to DM/MCh trainees by respective State Governments institutions owned by them, or, as mentioned below, whichever is HIGHER:

Programme	First year	Second year	Third year
Broad Specialties	Rs. 10,000/-	Rs. 11,000/-	Rs. 12,000/-
Super Specialties	Rs. 14,000/-	Rs. 15,000/-	Rs. 16,000/-

Parity to the stipend paid by respective State government should be maintained as and when rates of stipend are revised by State government. It is also desirable that the hospital provides accommodation to their trainees in addition to their stipend. A compliance statement to this effect has to be furnished by the institute while forwarding the candidate registration form. NBE has no objection to the payment of a sum exceeding the amount stipulated, according to the stature of the institution and work load of the trainees.

The DNB candidates in accredited institutions in Delhi shall be paid monthly stipend of a minimum Rs19000/- or the stipend paid by the Government of India, Delhi to their MD/MS/MCh trainees in their respective year of studies whichever is HIGHER.

The above stated stipend policy has been duly approved by the Hon'ble High Court of Delhi at New Delhi.