

Ref. National Board of Examinations/ Appraisal- Jan. to June 2008/2008
Dated

To

The Director/DNB Coordinator/
All Accredited hospitals

Sir/Madam,

1. National Board of Examinations had taken a policy decision to improve the DNB training programmes by having *Six Monthly Appraisal*, for all DNB trainees and accredited hospitals by *Local Appraisers* (vide the letter No. NBE Acc/Policy dated 29.6.2005). Accordingly, the six monthly assessments of DNB trainees, review of their thesis progress and appraisal of the infrastructure and facilities in all the accredited hospitals is being carried out twice a year.
2. Please note that as per the decision taken by the competent authority, the conduct of six monthly appraisal is mandatory for all the hospitals/ institutions running DNB programmes as per prescribed format and this must be completed in time by 31st July 2008. In case of non compliance of these guidelines, National Board of Examinations reserves its right to initiate action as may be deemed appropriate.
3. You are therefore requested to follow this schedule and help in the conduct of appraisal for DNB students and your hospital. The necessary documents are being enclosed along with the name of appraiser appointed.
4. Your cooperation is solicited in elevating the standard of PG Medical Education & Training.

With best wishes.

Yours sincerely

Sd/

Assistant Director

Copy to appraiser:

Sir/Madam,

I would be obliged if you act as appraiser for the subject _____ at the _____.

You are hereby requested to carry out the followings:

- i. Prepare one paper containing ten short questions in the areas covered by the hospital/ institution in the last six months.
- ii. Conduct the theory examination for the candidates in the subject in the hospital and give feed back to the candidate on how to improve his/her performance.
- iii. Review the thesis progress and log book records for each candidate and give feed back to the candidate.
- iv. Conduct practical examination for the DNB candidates in the discipline and give feed back to the candidate on how to improve his/her performance .
- v. Appraise the infrastructure and facilities in the hospital in the concerned subject as per the enclosed format and send the report to NBE.
- vi. Send the report along with the summary in the enclosed **SUMMARY FORMAT** to The Executive Director, National Board of Examinations, Ansari Nagar, Ring Road, New Delhi-110029.
- vii. Give suggestion for improving the DNB training and appraisal.

You are requested to contact _____ of the hospital _____ at Phone No. _____

You will be paid the honorarium for these activities by the concerned hospital as per the enclosed norm.

In case you are not able to conduct the appraisal within three weeks of receipt of this letter please inform the Board, so that replacement be made.

Thank you for your co-operation and support.

Yours sincerely

Sd/

Assistant Director

Copy to

Director/DNB Coordinator should make the necessary arrangements for conduct of appraisal at the earliest a so as to finish the same within three weeks of receipt of this letter.



National Board of Examinations
Guidelines for local Appraisers

1. NBE is pleased to suggest your name as local appraiser. The purpose of introducing six monthly appraisals of NBE accredited hospitals/institutions is to further improve the quality of training, assess the training infrastructure for the DNB candidates and also assist the local institutions to develop in to a center of academic excellence. This would further add value to the services being rendered in these accredited hospitals/institutions. Please do not think that this assessment has negative connotation. Please plan your appraisal in such a way as to minimally affect the routine working of the department.

2. The Board expects the local appraiser to be a post graduate in the speciality with teaching and research experience. He/She should have enough time and expertise to carry out the following activities in the allotted hospitals/Institutions:
 - 2.1 He/she should participate in thesis protocol/progress presentation & discussion; assist the DNB candidates in their thesis work by giving them suggestions and monitoring their progress. He/she should give specific remarks to improve the Thesis work after reviewing the objectives, methodology (sample size, sampling technique, data collection tools etc.), data analysis plan and statistical tests, results and discussion plan etc. of thesis of each candidate. These remarks should also be communicated in writing to the supervisor and the concerned candidate by the appraiser and a copy be sent to National Board of Examinations.

 - 2.2. He /she is expected to examine the log book maintained by the candidates and give specific remarks to improve the log book maintenance after reviewing the contents of the log book (name of procedure, details of the case, salient findings, remarks of the supervisor for the improvement of the candidate etc). Please ensure that the candidates are entering seminars attended , and National Board of Examinations teleconferencing sessions attended by them on the log books. These remarks should also be communicated in writing to the supervisor and the concerned candidate by the appraiser and a copy be sent to National Board of Examinations.

- 2.3 He/ should prepare question paper containing ten short structured questions in the speciality on the topics covered during the preceding six months and evaluate the answer sheets. He/she will maintain total confidentiality in these activities. The arrangements for six monthly theory and practical examination will be made by local accredited hospitals/institutions.
- 2.3. He/she will formally conduct practical examination (On the topics/areas covered in preceding six months). The practical will have long case, short cases; ward round, spots and viva voce as per the DNB format.
- 2.4. He/she will communicate the result of assessment to the concerned candidates along with detailed feed back on their performance. He/she will give detailed suggestions to each candidate in writing for improving his/her performance. He/she will act as counselor and give specific remarks for improving the overall performance level of the candidate. These remarks should also be communicated in writing to the supervisor and the concerned candidate by the appraiser and a copy be sent to National Board of Examinations.
- 2.5. He/she will prepare the Examination worksheet for each candidate and submit the same to the concerned hospital for records with a copy of the same to the National Board of Examinations.
- 2.6. He/she will submit the report to the Executive Director, NBE, on the format (enclosed herewith) and should not handover this to the local institution.
- 2.7. He/she will also send six monthly report on the infrastructure, patient load and manpower in the concerned speciality of the accredited hospital, to Executive Director, National Board of Examinations, Ring Road, Ansari Nagar, New Delhi-110029. PLEASE ALSO SEND THE SUMMARY FORMAT OF THE REPORT DULY FILLED TO US. THE FEED BACK FROM CANDIDATES MUST ALSO BE SENT ALONG THE REPORT.
- 2.8. The appraiser should get undertaking from the hospital as given in the annexure-I that the consultants had spent 8-10 hours per week in teaching and training of DNB candidates during the appraisal period, have regular fulltime staff, had followed norms of the Board for the duty assignments to DNB candidates, leave, fee structure, etc duly signed by the head of the institution.
- 2.9. For any further query please contact at phone no. 011-45593002 or fax-01145593009

3. Remuneration/honorarium to the Appraisers

NBE recommends that suitable honorarium be given to the local appraisers by the concerned accredited hospital/institution, considering the activities performed and number of DNB candidates in the speciality. The recommended minimal amount be given as follows:

- 3.1. Assessment of Infrastructure and facilities in the hospital/institutions in the speciality = Rs. 500/-.
- 3.2. Participation in thesis protocol presentation and discussion = Rs. 500/-per candidate.
- 3.3. Development of theory paper = Rs. 500/-.
- 3.4. Assessment of theory paper(s) = Rs. 500/-
- 3.5. Holding of practical examination = Rs. 1000/- per candidate.

This expenditure will be met out of the fee collected from the candidates. The appraisers should also follow the requirements of the accounts department of the local hospitals for payment of honorarium.



National Board of Examinations
(Ministry of Health & Family Welfare, Govt. of India)
Ansari Nagar, Ring Road, New Delhi-110029.
Tel.No. 011- 46054605, Fax: 011-45593009
Website : www.natboard.edu.in

**PROFORMA FOR INFRASTRUCTURE AND DNB CANDIDATES' PERFORMANCE
ASSESSMENT BY APPRAISER
(PLEASE FILL SEPARATE FORM FOR EACH DNB DISCIPLINE)**

01.	Name of the Hospital, Address, Telephone number, Fax number and e-mail	
02.	Name of the Department offering DNB	
03.	Total No. of beds in the speciality	* General beds for training DNB Candidates
04.	Total Number of indoor admissions during Jan. to June 2008	Total number of admissions in the specialty General beds for training DNB Candidates
04.	Total Number of OPDs during Jan. to June 2008	Total number of general OPD cases for training DNB Candidates

***General beds are those beds which are earmarked for training of DNB candidates**

05. Facilities for supportive services	
Subject	Please list the type and number of tests done in the reference period of last one month
Pathology	
Biochemistry	

Microbiology	
Radiology	(In case of appraisal of DNB radiology please specify the presence of CT, MRI, Ultrasound machines and facilities for mammography etc in the hospital and also their working status and also indicate number of procedures done on these modalities. Give your opinion whether these are sufficient for the DNB Radiology candidate in the hospital.)

Blood Bank	
Any other	

06. Physical facilities :-

Please list the facilities related to the specialty present in the department and whether in working condition or not.

<p>Library facilities</p> <p>Budget spent on library Jan. to June 2008</p>	
<p>Total Number of books in the specialty with latest editions</p>	
<p>Library working hours and number of days it is open in a week</p>	
<p>Number of journals in the specialty</p> <p>Names of Indian journals subscribed to in the specialty</p> <p>Names of Foreign journals</p> <p>Names of Foreign journals subscribed to in the specialty</p> <p><u>Internet facilities and number of computers and printers available for candidates</u></p> <p><u>Whether the hospital has installed reception equipment for satellite reception of CME programmes. Yes/ No, If no the reasons. From November 2007 this transmission is available live on TV using DishTV antenna on GyvanDarshan Channel-II, The local hospital be informed about the same.</u></p> <p><u>Whether hospital library has Learning materials on DVDs prepared by National Board of Examinations if yes how many sets and number of DVDs in each specialty? If no what are reasons? The list of DVDs as on 1.5.2008 is given in the Annexure-II</u> <u>Please attach list of DVDs in various specialties duly signed by the DNB coordinator/ Head of Library</u></p>	

08.	Consultants (Please refer to only full time consultants who spend at least 8-10 hours per week in teaching and training facilities by referring to the records of teaching /training schedule for DNB candidates in the specialty)	Details of PG Qualification	Total experience after PG	Number of training/ teaching sessions taken for DNB candidates during Jan to June 2008	Whether attended NBE -CME for consultants Yes/No
	Name of Senior Consultants				
	Name of Junior Consultants				
	Name of Whole time Sr. Residents (<u>Post diploma student undergoing DNB training should not be shown as senior residents</u>)				

Please attach a copy of salary/ remuneration slips for Jan to June 2008 and also the details of the teaching/ training sessions taken by them indicating the name of the consultant.

09.	Track record of the candidates for the last three years : (in the specialty)				
	Year	Registered	Appeared	Passed	Left (with reason)

10. Please attach the details(such as the topic covered, date, the resource persons etc.) of various academic activities carried out by the department along with the name of the consultants who took the sessions during the period Jan. to June 2008 like -

- i. Guest lectures
- ii. Case presentations and discussions
- iii. Clinical conferences
- iv. Seminars
- v. Teaching sessions/ lectures for candidates
- vi. Other activity specify

11. Any other information

NATIONAL BOARD OF EXAMINATION

WORK- SHEET FOR ASSESSMENT OF CANDIDATE BY LOCAL APPRAISER

Date: _____

Name & Address of Hospital _____

Name of the candidate and registration No. _____

Training Year of the candidate - _____

First/ second/ Final

Name of Appraiser _____

I Clinical Examination

Case	Agreed Diagnosis	Max. Marks	Marks Awarded				Total Marks	
			History	Clinical Examination	Diagnosis	Management	In words	In Figure
Long case -I		60						
Short case -I		40						
Short case -II		40						
Short case-III		40						
Total		180						

II. Ward Round M. Marks = 40	Marks in words	Awarded figure	in		Sub Total I + II (Max. Marks = 220)	
					In words	In figure

III. Viva voce Max. Marks = 80

Marks	Pathology	X-rays	Instruments etc	Operative surgery	Total
Maximum					
Marks Awarded (In words)					
Marks Awarded (In figure)					

IV. Grand Total (Sum of I+II+III) Max. Marks = 300

 Marks Awarded in words

 Marks Awarded in figure

V. Result _____

- VI. Specific description of the strong points in case of pass candidate and of weak points in case of failed candidate. Please list out the specific details which need to be communicated to the candidate to help him improve.

VII. Examiner's Name & Signature _____

National Board of Examinations

**FEEDBACK FORMAT FROM DNB CANDIDATES UNDERGOING TRAINING IN THE
HOSPITAL**

Instructions to the DNB candidate-This feedback format is meant for knowing your views and suggestions for improving DNB training programme in your hospital. You may not reveal your identify on the format. The information given by you will be used for improving your training. Please send this form directly to the Executive Director, National Board of Examinations. You can also down load this form from the National Board of Examinations website www.natboard.edu.in and email the form to nbefellow@yahoo.com

I. Name of the Hospital and Address

II. Name of the department

III. Please respond to the following questions related to your DNB training in past six months

3.1	Have you refereed to the DNB curriculum for your specialty in the last six months, if yes how many times ?	
3.2	How many times you have consulted the DNB coordinator in your hospital in the last six months?	
3.3	How many seminars you have attended in the last six months?	
3.4	How many cases you have presented to your consultant(s) in last six months?	
3.5	How many times you have attended the formal lectures covering various aspects of your speciality curriculum?	
3.6	How many guest lectures have been held in your speciality in the last six months in your hospital?	
3.7	How many times you have used internet for your studies in your hospital in the last six months?	
3.8.	How many times you have referred to the learning material on DVDs prepared by National Board of Examinations in your library in last six months	
3.9	How many times your thesis progress has been reviewed by your thesis guides/ external appraiser in the last six months?	

3.10. Please mention the names of any three standard text books in your speciality which are available in the library of your hospital and you have referred to them in the last six months-

3.11. Please mention the names of any one National and any one International journal which you have referred to in your hospital library in the last six months-

3.12. How many clinical procedures you have done under supervision in last six months
Please mention names and number of any three of them

3.13. How many clinical procedures you have done independently in last six months
Please mention names and number of any three of them.

3.14. Please give five suggestions to improve your training in your speciality

NATIONAL BOARD OF EXAMINATION

**SUMMARY FORMAT FOR SIX MONTHLY APPRAISAL OF INSTITUTION/HOSPITAL
(For the period Jan. to June 2008)**

1. Name of Hospital & Address
2. Name of Appraiser _____
3. Date of Appraisal _____
4. Name of Specialty _____
5. Status of the specialty as per the minimal criteria of National Board of Examinations
(Please refer to these criteria and compare the infrastructure and facilities of the hospital and record in the following table)

	Remarks of appraiser
5.1.Number of general beds in the specialty for training of DNB candidates	
5.2.Number of OPD cases in the specialty in the period January – June 2008	
5.3.Number of indoor cases in the specialty in the period January –June 2008	
5.4.Supportive facilities in Pathology	
5.5.Supportive facilities in Biochemistry	
5.6.Supportive facilities in Microbiology	
5.7.Supportive facilities in Radiology	
5.8. Other specify	
5.9. Adequate budget spent on library in the period January – June 2008	
5.10. Adequate number of at least the standard text books in the specialty with latest editions	
5.11 Availability of at least one Indian journal in library in the speciality	

SUMMARY FORMAT FOR SIX MONTHLY APPRAISAL OF INSTITUTION/HOSPITAL	
5.11. Availability of at least one foreign journal in library in the speciality	
5.12. Internet facilities for DNB candidates	
5.13. Adequate number of computers available for candidates	
5.15. Whether the hospital has installed reception equipment for satellite reception of CME programmes, Yes/ No, If no the reasons and if yes whether DNB candidates maintain record of these sessions in their log book.	
5.16. Learning material on DVDs prepared by National Board of Examinations available in the library in adequate numbers for use by DNB candidates	
5.176. Please refer to the details of various academic activities carried out by the department in the period January –June 2008, by the each of the consultant in the speciality as well as the guest lectures etc.	
5.18. Case presentations and discussions by consultants atleast once a week	
5.19. Clinical conferences by consultants atleast once a fortnight	
5.20. Seminars by consultants/ students atleast once a fortnight	
5.21. Thesis protocol presentation and feedback sessions atleast once in two months by consultants	
5.22. Teaching sessions/ lectures for candidates atleast twice a week	
5.23. Other academic activity specify	
5.24. Full time Senior (Please refer to the copy of salary/ remuneration slips for the period January –June 2008)	
5.25. Junior Consultants (Please refer to the copy of salary/ remuneration slips for the period January –June 2008)	
5.26. Senior Residents(Please refer to the copy of salary/ remuneration slips for the period January –June 2008)	
5.27. Any other specify	

SUMMARY FORMAT FOR SIX MONTHLY APPRAISAL OF INSTITUTION/HOSPITAL

6.0 Track record of DNB candidates in the specialty

Year	Registered	Appeared	Passed	Left	Remarks

7.0. Performance of the DNB candidates for the six months period under consideration

Name and registration number of the candidates	% Score in Theory examination held at the end of six months	% Score in Practical examination held at the end of six months	Thesis work	Log book	Attended NBE CME in last six months yes/No, if no reasons

SUMMARY FORMAT FOR SIX MONTHLY APPRAISAL OF INSTITUTION/HOSPITAL

- 8.0. Previous appraisal done: Yes/No, If no reasons, if yes what were the remarks communicated to the hospital by National Board of Examinations and what actions were taken by the hospital for overcoming those deficiencies?(if adverse what actions have been taken in the present appraisal).

- 9.0 Overall remarks and deficiencies which need to be communicated to the hospital

SUMMARY FORMAT FOR SIX MONTHLY APPRAISAL OF INSTITUTION/HOSPITAL

10.0 Refer to the remarks of the DNB candidates and comments on the

		Yes/No
10.1	Have refereed to the DNB curriculum for the specialty in the last six months?	
10.2	Have consulted the DNB coordinator in the hospital in the last six months? If yes how many times?	
10.3	Have attended seminars in the last six months? If yes how many times?	
10.4	Have presented cases to consultant(s) in last six months? If yes how many times?	
10.5	Have attended the formal lectures covering various aspects of the speciality curriculum? If yes how many times?	
10.6	Had guest lectures in the speciality in the last six months in the hospital? If yes how many times?	
10.7	Have used internet for the studies in the hospital in the last six months? If yes how many times?	
10.8	Has thesis progress been reviewed by the thesis guides/ external appraiser in the last six months?	

11. Refer to the suggestions given by the DNB candidates for improving DNB training programmes

12. Name, signature of the consultant and date

Annexure-I

UNDERTAKING FROM THE HEAD OF THE ACCREDITED HOSPITAL/ INSTITUTION

In relation to DNB training in the specialty of _____ at the
_____ accredited

hospital during the period January to June 2008, the following are certified:

1. The hospital has full time consultants as per the norms of NBE in the specialty mentioned above. Each recognized consultant has spent at least 8-10 hours per week for training and teaching activities of the DNB candidates such as case presentation and discussions, seminars, ward rounds, interesting case discussions etc. as envisaged in the NBE curriculum. The hospital has facilities for reception of teleconferencing* sessions the library has all the prescribed books and journal and full set of NBE learning materials in the form of DVDs(list of available DVDs has been attached).
2. The hospital has followed the NBE curriculum for placement of the DNB candidates in various units/ departments.
3. The hospital has been charging fee under various heads as per the NBE norms and paying stipend to the DNB candidates as per NBE guidelines.
4. The NBE norms for work assignments, duty hours and leave for the DNB candidates have been followed by the hospital during the period.
5. The Hospital has allowed the candidates to attend the mandatory NBE- CME in the specialty in the last six months.

Name & Signature of the Head of the Institution with seal

(*From November 2007 these are available on TV using Dish-TV Antenna on Gyan Darshan Channel-II, and there is no need for any special equipment)

Annexure-II, Status of NBE learning material on DVDs as on 1.5.2008

Specialty	Number of DVDs sets available with National Board of Examinations	Set present in the library of the institutions Yes / No
Medicine	Set of Volume I to X comprising of 20 DVDs,	
Surgery	Volume I to XV comprising of 30 DVDs,	
OBG	Volume I to XVI comprising of 32 DVDs,	
Orthopedics	Volume I to XVII comprising of 34 DVDs,	
Ophthalmology	Volume I to X comprising of 20 DVDs,	
ENT	Volume I to X comprising of 20 DVDs,	
Anesthesia	Volume I to XI comprising of 22 DVDs,	
Radiology	Volume I to IX comprising of 18 DVDs,	
Dermatology	Volume I to III comprising of 6 DVDs,	
Pediatrics	Volume I to IX comprising of 18 DVDs,	
Family Medicine	Volume I to VI comprising of 12 DVDs	
Important medico-legal communication, issues related to clinical practice	Vol.I-III comprising of 6 DVDs	
Thesis research and statistical methods	Vol.I-III comprising of 6 DVDs	
Trauma assessment and management	Vol.I-II, comprising of 4 DVDs	
Bedside teaching & training	Vol. I comprising of 2 DVDs	