

Program in brief

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| Day 1 25 Jan 2020 Saturday | <ul style="list-style-type: none">○ Introduction To Palliative Care, Models Of Palliative Care, Ethics○ Pain- Physiology, Assessment And Management○ Cardinal Symptoms In Palliative Care And Their Management○ Nursing Issues○ Psychiatric Issues In Palliative Care○ Non-Oncology Palliative Care○ Practical training | <ul style="list-style-type: none">○ Time: 9 am to 4 pm○ Venue: Indian Institute of Head and Neck Oncology, Rau, Indore |
| Day 2 01 Feb 2020 Saturday | <ul style="list-style-type: none">○ Palliative Care Emergencies○ Policies/Laws For Palliative Care In India, Euthanasia○ End Of Life Care, Grief/Bereavement○ Practical training | <ul style="list-style-type: none">○ Time: 9 am to 4 pm○ Venue: Indian Institute of Head and Neck Oncology, Rau, Indore |
| Day 3 08 Feb 2020 Saturday | <ul style="list-style-type: none">○ Psycho- Social Issues, caregiver burn out○ Counselling and communication○ Psychology of patients and caregivers | <ul style="list-style-type: none">○ Time: 9 am- 4 pm○ Venue: Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore |

Have queries?

Email: iihno.pc@gmail.com OR admission@svvv.edu.in

IIHNO Phone: 0731-2856353, 2014753, 08224846664
(Mon-Fri: 9.30 am-5 pm, Sat: 9.30am-1 pm)

SVVV: Phone: 0731-2729071, 95222376-02/04/05/06/07 (24 hrs)



CERTIFICATE COURSE IN PALLIATIVE CARE



25 January – 08 Feb 2020

Organised by

**INDIAN INSTITUTE OF HEAD AND NECK ONCOLOGY,
INDORE
(INDORE CANCER FOUNDATION)**
&
**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA,
INDORE**

What is Palliative Care?

Palliative care in today's world is an evolving concept encompassing the continuum of illnesses with focus on optimization of quality of life for both the patients with life limiting diseases and their families. At present, it is not only limited to end of life care but includes early integration at the time of diagnosis of incurable, progressive, life limiting illnesses. Palliative care is an upcoming field of medicine which will have huge beneficial impacts on humanity along with providing a multitude of opportunities for the healthcare providers.

Keeping in mind the needs of the society, Indian Institute of Head and Neck Oncology, Indore and Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore have jointly launched a certificate course in Palliative Care, which is the first of its kind in Indore as well as in the state of Madhya Pradesh. Currently, no other Institute in Central India provides training in Palliative care.

Why do a course in Palliative Care?

This is a basic course in Palliative Care for Doctors and Nurses to add value to their knowledge and experience. Our objective is to inculcate the principles of palliative care to improve patient care through proper communication and effective management of common symptoms. This program will help doctors and nurses in their day to day professional life with an increased scope in their career prospects.

What is the course like?

This course will be for a *total duration of 15 hours* including theory and practical, conducted in 3 sessions spanning over 3 weekends. **Course will commence on 25 January 2020 and end on 08 February 2020.** Extra lectures may be arranged on request/as per availability.

Participants after successfully clearing the examination post course completion will be provided with a certificate.

Course Fee: A heavily subsidized course fee of Rs 1000 for doctors & Rs 500 for nurses (inclusive of GST) will be applicable. Course Fee will include e-reading material; snacks and transportation facility from Rau Bypass to Indian Institute of Head and Neck Oncology, Indore (IIHNO) and from pre determined stops in Indore city to Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore (SVVV).

Who can apply?

Minimum qualification: Doctors who are MBBS, BAMS, BHMS (including those doing internship) and above &

Nurses who are Diploma in Nursing (GNM)/ BSc Nursing and above (including those who have appeared in final examination)

How to apply?

Candidates to send filled application form to iihno.pc@gmail.com

Last date of application: 18 Jan 2020 (extendable)

For application form and course details, please visit-
www.indorecancerfoundation.org OR www.svvv.edu.in

Our faculty

- **Dr Gauraiya Chinchalker** MD Palliative Medicine, Tata Memorial Hospital, Mumbai
- **Dr Santosh Dhar** Dean- Research, SVVV, Indore
- **Dr Upinder Dhar** PhD Psychology, Vice Chancellor & Distinguished Professor of Management, SVVV, Indore
- **Dr Digpal Dharkar** MS, Tata Memorial Hospital, Mumbai
- **Ms Palav Kamdar** M. Phil Psycho-Oncology
- **Dr Varsha Mandloi** MD Radiotherapy
- **Dr Suresh Sehgal** MS, Tata Memorial Hospital, Mumbai
- **Dr Rajeev Shukla** Director- Shri Vaishnav School of Management, SVVV, Indore
- **Dr Nagesh Simha** MS (Gen Surgery); M Sc Palliative Medicine; FRCP London (Hon); Former President, Indian Association of Palliative Care; Founder and Director, Karunashraya Hospice, Bengaluru
- **Dr Suresh Verma** MD Radiotherapy

Indian Institute of Head and Neck Oncology is a flagship project of Indore Cancer Foundation Charitable Trust (registered under the MP Public Trust Act, 1951) which started treating patients in 1994. The institute was established with the purpose of quality cancer treatment, work on preventive strategies, clinical & basic research, offering palliative care to those beyond cure and public and medical education. This NABH pre-accredited charitable hospital is managed by an executive committee reporting to the board of permanent trustees of Indore Cancer Foundation. **Dr Digpal Dharkar**, eminent onco-surgeon, is its founder and honorary secretary. **Dr Jatin P Shah** (Memorial Sloan Kettering Cancer Centre, US), a surgeon with worldwide reputation is a member of the board of permanent trustees.

Shri Vaishnav Vidyapeeth Vishwavidyalaya is a private university established under Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam in 2015 at Indore (India). The University is a multi-faculty Institution focusing on the needs of various segments of the society, committed to provide teaching and training in higher education and is specially interested in research and dissemination of knowledge. **Dr. Upinder Dhar**, Vice Chancellor of the University, a renowned academician has over four decades of experience in post graduate teaching and research.

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| Medical / Nursing Council (Please circle) | Registration no and state: | Date of obtaining/ renewal: | | | |
| Professional Experience (Mainly last 3 years, in order of latest first) | Institute | Designation | From(date) | Till(date) | Duration |
| | | | | | |

Whether Applicant is in Service: Yes / No (please circle)

If Yes,

- please provide No Objection Certificate from your employer or Head of the institution
- Working at _____ as _____

List of documents to be attached with application (one self attested Xerox copy)

[Original must be produced for verification]

Please circle

- | | |
|---|---------------------------|
| 1. Photo ID proof | Yes / No |
| 2. Medical/ Nursing Council Reg. certificate | Yes / No |
| 3. Educational qualification certificate(s) | Yes / No |
| 4. No objection certificate from employer/Head of Institution | Yes / No / Not applicable |

Requirement for transport facility (Please circle):

1. Up to and From Rau bypass to Indian Institute of Head and Neck Oncology, Indore: Yes/No
2. Up to and From Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore: Yes/No

Area in Indore from where bus required: _____

(Bus stop shall be allotted closest to the area mentioned or from one common point for all candidates, as per availability)

I will get reimbursement of my course fee (Please circle): Yes / No

Course Fee payment details (FOR OFFICE USE ONLY)

Paid in full: Yes/ No INR _____, Date: _____, By: Cash / NEFT, Receipt No: _____

DECLARATION

1. I declare that the information stated by me in the application is correct and to the best of my knowledge. I am not concealing any fact or information.
2. I have read all the Terms and Conditions and I agree to all of them.

Full Name (Please handwrite):

Date:

Place:

Signature:

Terms and Conditions

1. Application form can be downloaded from websites www.indorecancerfoundation.org OR www.svvv.edu.in and
 - a. To be scanned and sent as PDF along with PDF of attachments to iihno.pc@gmail.com OR
 - b. To be submitted, in person, at the Indian Institute of Head and Neck Oncology (Indore Cancer Foundation), Pigdamber Road, Near Rau Bypass, Rau, Indore 453331.
 - c. Last date of submission: 18 January 2020
2. Eligibility: For doctors- MBBS and above, BAMS, BHMS; For nurses- BSc. and above, GNM. Those doctors and nurses who have appeared for their eligibility examination can also apply for this course, provided they produce a letter confirming the same from their head of the institute. Documents in support of eligibility are mandatory to be produced by the candidates.
3. Candidate shall bring all required original documents. Applications which are incomplete/ **not signed**/ without attachments/ without photograph shall not be accepted.
4. Candidates shall report to Indian Institute of Head and Neck Oncology (Indore Cancer Foundation), Indore at 9.00 am on 25th January 2020 with receipt of payment/receipt of digital transaction, **original filled application form**, original documents for verification, self attested Xerox copies of documents and one extra passport size photograph. Course kit shall be provided only after verification of original documents and full payment of fee.
5. Details given by the applicant in their application form shall be considered final and all communication/facilities provided shall be as per the application only. Indian Institute of Head and Neck Oncology (Indore Cancer Foundation), Indore and Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore, shall not be responsible for any wrong/ inaccurate information or information in illegible writing.
6. All instructions regarding the course shall be communicated to the candidates through the email address provided by them in the application form. IIHNO and SVVV are not responsible if the candidates fail to check their email or provide wrong/incorrect email address. No information shall be communicated by separate phone calls to the candidates.
7. Any difficulty/doubts with respect to the course should be communicated to the course coordinator. Instructions from the course coordinator ONLY should be considered final by the candidates.
8. Course venue, dates, timing and faculty is subject to change from that mentioned in the brochure/information leaflet. Candidates shall be informed of any change regarding the same through the email address provided by them in the application form.
9. Course will be conducted for a total duration of 15 hours in 3 sessions of approximately 5 hours each.
10. Obtaining this certificate will not qualify the applicant as a certified palliative care practitioner. She/he needs to acquire the necessary permit for prescription of essential narcotic drugs.
11. Candidates are expected to behave and dress appropriately while in hospital premises, during practical training, while conversing with any patient or relative of the patient during the course. Candidates are expected to respect the privacy and autonomy of patients/relatives at all times.
12. Candidates are not allowed, UNDER ANY CIRCUMSTANCES, to give prescription of medications or investigations, give medical or non medical instructions to patients, refer patients to any specialists /other hospitals on their own and write in the case file of patients during the course. Strict action shall be taken if any candidate is found to be engaged in any of the above.
13. Course fee of INR 500 for Nurses & INR 1000 for Doctors (inclusive of GST), **to be deposited till 20 January 2020**, in cash at the Indian Institute of Head and Neck Oncology (Indore Cancer Foundation), Pigdamber Road, Near Rau Bypass, Rau, Indore 453331 OR by NEFT in favor of INDIAN INSTITUTE OF HEAD AND NECK ONCOLOGY, IDBI BANK (ALANKAR CHAMBERS, RATLAM KOTHI, A.B. ROAD, INDORE 452001), IFSC CODE: IBKL0000001, A/C No: 0132002015600.

14. Payment of course fee must be made mandatorily before the start of course. Fee shall not be accepted in installments. Transport facility and course kit shall be provided only after payment of fee.
15. Candidates who wish to get their course fee reimbursed from their institutes/place of work must inform about the same on a prior basis.
16. Course fee covers:
 - a. course kit which includes e-reading material on palliative care
 - b. transportation facility up to and from Rau bypass to Indian Institute Of Head And Neck Oncology (Indore Cancer Foundation), Indore on days when session shall take place at this venue, including on the day of the examination
 - c. transportation facility up to and from pre determined stops in Indore city or up to and from one common point in Indore city for all candidates to Shri Vaishnv Vidyapeeth Vishwavidyalaya, Indore, on the day when session shall take place at this venue. Details for transportation/ bus route shall be decided as per availability, after receipt of all course applications and fee.
 - d. Lunch during course sessions
17. Transportation facility shall be provided on request of the candidate only and candidate must indicate about his/her requirement of transportation in the application form. Details indicated in the application form shall be considered final.
18. Candidates have to arrange for their own transport up to and from Rau bypass, Indore & up to and from pre-determined stops in Indore city, as per the venue of the course.
19. Candidates are expected to make their personal notes during lectures/practicals. Any other reading material/print/books or soft/hard copy of power point presentations shall not be provided.
20. No food shall be provided on the day of the examination. There is no provision for special dietary requirements. Candidates must carry their own extra food as needed at all other times and venues. No reimbursement shall be made to the candidates regarding food/ diet charges.
21. Course fee does not cover accommodation facility. No reimbursement shall be made to the candidates regarding accommodation facility. Outstation candidates must arrange for their own stay.
22. Any charges for medical emergency occurring in the premises of the course venues or at any other time during the course duration are not covered in the course fee and no reimbursement in this regard shall be made.
23. Wifi facility/ internet charges/ phone charges/ computer facility/ printing and Xerox facility are not covered in the course fee. Candidates must use their own devices/data plan for access to email/internet/making phone calls/printing of any material or make arrangements for the same. No reimbursement shall be made in this regard.
24. Any other expense not mentioned in terms and conditions is not covered in the course fee and no reimbursement shall be made for it.
25. Course fee once deposited shall not be refunded under any circumstances. No complete/partial refund of course fee shall be made to the candidates if they are not eligible to appear in the examination due to low attendance or if they do not attend the complete course/miss any lecture.
26. Extra lectures:
 - a. Extra lectures can be requested by the candidates; there shall be no extra charges for the same. Extra lectures may take place only as per availability of faculty. VENUE/ DATE/ TIMINGS SHALL BE AS PER THE AVAILABILITY OF THE FACULTY.
 - b. Decision to arrange or not arrange extra lecture rests with the organizing Institutes.
 - c. Maximum number of extra lectures which may be arranged shall be 2(two) topics as per the schedule provided to the candidates during the course.
 - d. Extra lectures shall be arranged only if 5 (five) or more of the candidates are present at the time of lecture. Extra lecture may be re-scheduled or cancelled as per the availability of the faculty or if less than 5 (five) candidates are present during the lecture.

- e. No transportation facility or food shall be provided to the candidates during the extra lecture(s).
27. Written examination shall be conducted at the end of the course (eligibility subject to candidate attaining minimum required attendance). **ONLY THOSE CANDIDATES WHO APPEAR IN THE EXAMINATION AND OBTAIN MINIMUM 50% MARKS WILL BE PROVIDED WITH CERTIFICATES POST COURSE COMPLETION.** Candidates shall be considered as failing the examination if they score less than 50% marks in the examination. Any deviation with this respect shall not be allowed.
 28. Format of examination, venue, date and timing of the examination shall be communicated to the candidates during the course.
 29. Attendance by signatures shall be recorded for all candidates during all sessions of the course. Proxy is not allowed. **MINIMUM 75% ATTENDANCE (11 HOURS OUT OF TOTAL 15 HRS) IS MANDATORY TO BE ELIGIBLE FOR APPEARING IN THE EXAMINATION.**
 30. Those candidates who fail to obtain the required attendance shall not be eligible for appearing in the examination and WILL NOT be given course certificates. However, attendance at the extra lectures (*only if arranged*) will be counted and can be added for eligibility. If no extra lectures are arranged, attendance during the course shall be final and will be considered for eligibility. Extra lectures may be arranged on maximum 2 (two) topics only as per the schedule provided to the candidates during the course.
 31. Candidates who fail in the examination at the first attempt will be allowed to appear again for the second time without any extra charges. However, a minimal examination fee shall be charged for appearing in the examination from the third attempt onwards.
 32. Result of examination will be declared on the websites www.indorecancerfoundation.org OR www.svvv.edu.in
 33. Certificate will be provided jointly by the Indian Institute of Head and Neck Oncology (Indore Cancer Foundation), Indore and Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore.
 34. Certificates can be collected by candidates in person after declaration of result from the Indian Institute of Head and Neck Oncology (Indore Cancer Foundation), Indore. Signed authority letter by candidate with photo ID (original and Xerox) of the person collecting the certificate shall be required in case the candidate cannot come to collect the certificate herself/himself. Certificates will not be sent by post or in form of soft copy.

Locate us



**Indian Institute of Head and Neck Oncology
(Indore Cancer Foundation), Indore**



**Shri Vaishnav Vidyapeeth Vishwavidyalaya,
Indore**