

Kerala University of Health Sciences
Thrissur



**Inspection Proforma for Starting/Enhancement of seats of
MD Pathology/Diploma in Clinical Pathology course**

(All Points and parameters are to be verified and established in person by the designated Inspectors. All necessary documents to be verified and attested by the Principal for submission along with the report)

Reference _____

Particulars of the Assessor.:-

Assessment Date _____

- | | |
|---------------------|---------------------|
| 1. Name - | 2. Name - |
| Speciality - | Speciality - |
| Designation - | Designation - |
| 3. Name - | |
| Speciality - | |
| Designation - | |

Part-I (Institutional Information)

A). General Information

1. Name of Institution:

- 2.. Particulars of Head
of the Institution
(Director/Dean/Principal
whosoever is head)

◆ Name:
◆ Age :

- ◆ PG Degree { University
Institution
Year
- ◆ Total teaching experience(give details)

3. Previous Assessment of the college by MCI and KUHS if any (Attach copy): -

- Date
- Purpose, (for starting/increase of seats/ for recognition)
- Deficiencies pointed out, if any.

4. Purpose of present Assessment:

5. Mode of selection of students:

B) DETAILS OF THE COURSES CONDUCTED BY THE COLLEGE

(UG/PG DEGREE/DIPLOMA/SUPER SPECIALITY)

Sl No	Name of the course	No of seats	Year of commencement of course

(Details of courses should be attached in separate sheet in the specified proforma if necessary)

C) Institutional facilities:

1. Annual Plan & Non-plan budget allotted and utilized in the last three years.
(separate list should be attached)
2. Statement of Salary paid to the faculty staff during the last three years.
(separate list should be attached)

1. Requirements for admission

Sl no	Infrastructure facilities	LOP(In Batch)	1 st Renewal (2 nd Batch)	II nd Renewal (3 rd Batch)	III rd Renewal (4 th Batch)	Iv th Renewal (5 th Batch)	Recognition
1	Lecture Theatre (A) In College Building	a) Number					
		b) Capacity					
		c) Type					
	(b) In Hospital Building	a) Number					
		b) Capacity					
		c) Type					
2	Examination Hall	Capacity					
		Number					

3	Central Library(Air Conditioned)	a)Area(sq.m)		
		b)Seating capacity		
		c)Books		
		d)Journals (Indian+Foreign)		
		e) Purchase of latest editions in last 3 years.		
		f)Year/month upto which Journals available		
		g)Internet /Medlar/ Photocopy facilities available/ not available		
		h) Library opening timings:		
		i)Reading facility out of route library hours		
		j)Library staff.		
4	Hostel	a) Boys/ Girls capacity		
		b) Residents capacity		
	(Hostel/Qtr)	c) Nurses accommodation @ 20%		
		d) Interns Hostel @ 100%		
5	Residential Quarters	a) Teaching @20%		
		b) Non-Teaching @20%		
6	Bed distribution		Bed Occupancy on the day of Inspection	
7	Medicine & Allied	a) General Medicine	Bed	
			unit	
		b)Paediatrics	Bed	
			unit	
		c) TB & Chest	Bed	
			unit	
d) Skin V D	Bed			
	unit			
e) Psychiatry	Bed			
	unit			
		Total		
8	Surgery & Allied	a) General surgery	Bed	
			unit	
		b) Orthopaedics	Bed	

			unit		
		c)Ophthalmology	Bed		
			unit		
		d) ENT	Bed		
			unit		
		Total			
9	OBG	a)Obstetrics &ANC	Bed		
			unit		
		b) Gynaecology	Bed		
			unit		
		Total			
		Grand Total			
10	OPD				
11	Bed Occupancy %				
12	OT	a)AC/Non AC			
		b)Numbers			
		c)Equipment(s)			
		d) Pre-Anaesthetic Clinic			
		e) Post-anaesthetic care area.			
		f) Resuscitation arrangement adequate/ inadequate			
		g) Pain Clinic			
		h) Total Anaesthesia staff			
		i) Average No. of cases operated daily	Major		
	Minor				
13	ICU	a) ICCU ICU PICU/NICU SICU			
		b) Causality Beds			
14	Radiology	a) Static unit-i)300mA ii)600mA iii)800mA IITV Fluoroscopy			
		b) Mobile Unit-i)60mA ii)-100mA			
		c)USG (Color)			
		d)CTScan(Minimum-16 Slice-Spiral) Any other			
		Mammography			
		Ba Studies/IVP			
		Others			
15	Radiotherapy	Radiotherapy			
		Teletherapy			
		Brachy therapy			

16	Pathology	Haematology	
		Histopathology	
		FNAC	
		Cytology	
17	Microbiology	Bacteriology	
		Serology	
		Mycology	
		Parasitology	
		Virology	
		Immunology	
18	Biochemistry	Blood Chemistry	
		Endocrinology	
		Other fluids	
19	Paramedical & Non Teaching Staff		
20	Nursing Staff	a)Nursing Supdt.	
		b)Dy. Nursing Supdt.	
		c)Asstt. Dy.Nursing Supdt.	
		d)Nursing Sister	
		e)Staff Nurse	
		Total	
21	Practical Laboratories(College Building)		
22	Central Laboratory Working Hours (Hospital)	Controlling Department.	
		Working Hours.	
		Investigative workload	
23	Blood Bank Licence No. & Date Average daily consumption of blood	No. of blood units available:	
		Average blood units consumed daily:	
		Facilities of blood components available: Yes/No	
		Nature of Blood storage facilities (Whether as per specifications). Yes/No	
		All blood Units tested for Hepatitis C,B,HIV: Yes/No	
24	Central Research Lab	Whether there is any Central Research Lab.	
		Administrative Control	
		Staff	
		Equipment	
		Work load.	

25	Average daily patients attendance	OPD	
		IPD	
		Average of bed occupancy rate	
		Year-wise average daily patient attendance (during previous period three years)	
26	College Council (Constitution)		
27	PG Committee (Constitution)		
28	Ethical Committee (Constitution)		
29	Medical Education Unit (Constitution). (Specify number of meetings of these bodies held annually & minutes thereof)		
30	Department of Illustration/Photography (Artist, Modeller, Photographer)		
31	Emergency/ Casualty Department	Available Space	
		No. of beds	
		Equipment(s)	
		Available staff (Medical/Paramedical)	
		No.,of cases (Average daily attendance of patients)	
		Investigative facilities available (round the clock)	
		Facilities available	
32	Central Supply of Oxygen/Suction: Available/ Not available		
33	Incinerator	Available/ Not available.	
		Functional/ not functional	
		Capacity	
34	Generator Facility Available/ Not available. Capacity:		
35	Medical Record Section: Computerized/ Not computerized.		
36	Animal House Available/ not available adequate / inadequate.		
37	Central Workshop: Available/not available adequate / inadequate.		
38	Recreational facilities:	Play grounds.	
		Gymnasium	
		Auditorium	

D. Cardinal Deficiencies (if any)

1. Infrastructure
2. Equipments
3. Clinical material
4. Faculty and Residents(Separately)
5. Academic training

PART – II (Departmental Information)

1 Department inspected: Pathology

2 Particulars of HOD

Name: _____ Age: _____ (Date of Birth) _____

PG Degree	Year	Institution	University
Recognised/ Not Recognized			

Teaching Experience

Designation	Institution	From	TO	Total experience
Asstt Professor				
Assoc Professor/Reader				
Professor				
		Grand Total		

a) **Purpose of Present inspection:** Grant of Permission/ Recognition/ Increase of seats /Renewal of recognition/Compliance Verification

b) **Date of last KUHS inspection of the department:** _____
(Write Not Applicable for first KUHS inspection)

c) **Purpose of Last Inspection:** _____

d) **Result of last Inspection:** _____
(Copy of KUHS letter be attached)

3 Mode of selection (actual/proposed) of PG students.

4 If course already started, yearwise number of PG students admitted and available PG teachers during the last 5 years:

Year	No. of PG students admitted		No. of PG Teachers available in the dept. (give names)
	Degree	Diploma	

5. Stipend paid to the PG students, year-wise:

Year	Stipend paid in Govt. colleges by State Govt.	Stipend paid by the Institution
Ist Year		
IIInd Year		
IIIrd Year		
IVth Year		

6 General Departmental facilities:

- Total number of Laboratories in the department of Pathology

Nomenclature	Morbid Anatomy Grossing area	Histopathology/ Cytopathology	Research Lab.	Demo . room	Seminar Room	Any other lab.
Size (Area)						
Capacity						
Cupboards for Storage						
Microscopes						
List of equipments Available						

Unit wise Teaching and Resident Staff:

Unit _____

Bed Strength _____ :

S. No.	Designation	Name with Date of Birth	Nature of employment Full time/part time/Hon.	PAN Number TDS deducted	PG QUALIFICATION			<u>Experience</u> Date wise teaching experience with designation & Institution						Signature of Faculty Member
					Subject with Year of passing	Institution	University	Designation Mentioning subject	Institution	From	To	Total Period	* Benefit of publications given in promotion Yes/No, if yes List publications here (no annexures)	

- Note:**
1. Unit wise teaching / Resident staff should be shown separately for each Unit in the Proforma.
 2. Use only the Format provided. DO NOT devise your own format otherwise the information will not be considered. Fill up all columns
 3. *Publications: Give only full articles in indexed Journals published during the period of promotion and list them here only. No Annexure will be seen.
 4. Incase of DNB qualification name of the institution/hospital from where DNB training was done and year of passing must be provided. Simply saying National Examinations, New Delhi is not enough. Without these details DNB qualification holder will be summarily rejected. Board of
 5. Experience of Defence services must be supported by certificate from competent authority of the office of DGAFM without which it will not be considered.

I have verified the eligibility of all faculty members for the post they are holding (**based on experience certificates issued by competent authority of the place of working**). Their experience details in different Designations and unitwise distribution is given the faculty table above.

Signature of _____

Signature of _____

7. Has any of these faculties member considered in PG/UG inspection at any other college during last 2 years. If yes, give details.

Date of Inspection	Subject	Institution

- 8 List of Faculty joining and leaving after last inspection:

DESIGNATIONS	NUMBER	NAMES	
		JOINING FACULTY	LEAVING FACULTY
Professor			
Associate Prof.			
Assistant Prof.			
SR/Tutor/Demonstrators.			
Others			

- 9 List of Non-teaching Staff in the department: -

S.No.	Name	Designation

10. Teaching facilities:

	Number	Size	Sitting capacity
Seminar Rooms			
Demonstration Rooms			

Audiovisual Aids available: Adequate / Inadequate.

11. Departmental Library:

- Total No. of Books.
- Purchase of latest editions in last 3 years.

12. Departmental Museum

- Space
- No. of specimens
- Charts/ Diagrams

13.. Office Accommodation:

- Departmental Office
- Space
- Staff (Steno /Clerk).
- Computer/ Typewriter
- Internet facility

14. Office Space for Teaching Faculty:

- HOD
- Professor
- Assoc. Prof./ Reader
- Lecturer/ Asstt. Professor
- Residents room

15. Operative Workload

(a) Year-wise available operative workload (during previous three years) for the entire hospital

Parameters	Year 1	Year 2	Year 3 (Last Year)
Total number of Major Surgeries *			
Total number of Minor Surgeries			
Average daily total operative load for Major & Minor Surgeries*			
Autopsies Adult Pediatric Total			

*The total operative workload needs to be assessed from the Dept of Anesthesia

(b) Specimens received for histopathological and other examinations during the last three years.

Note :

1. Year means calendar year (1st January to 31st December)
2. IPD means total number of patients admitted (Not total occupancy of the year)

Nature of Specimens	Year I			Year II			Year III (Last year)		
	OPD	IPD	Outside Hospital	OPD	IPD	Outside Hospital	OPD	IPD	Outside Hospital
Organ/Part of organ/Tissue removed after surgery									
Total Number of Biopsies									
Haematology									
Fluid Cytology									
Exfoliative Cytology									
FNAC (Direct)									
FNAC (CT guided)									
FNAC (USG guided)									
Nature of Diseases Reported									
Malignancies									
Benign									
Tuberculosis									
Other infections/inflammations									
Normal Tissue									
Others (specify)									

16. Equipments:

List of important equipments available and their functional status.

S.No.	Particulars	Available	Not Available	Functional	Non-Functional
1	Microscopes-Binocular				
2	Microfome				
3	Microwave –for Immlists- hem IHC				
4	3/5 part auto annalyser/Cell Counter				
5	HPLC machine(Hb variants)				
6	Centrifuge/Cytospin				
7	BL gas analyzer				
8	PT & APT Analyzers				

17. Facilities for Practicals/Research.

- Details of facilities to carry out theory and practical classes for UG students as per the recommendations of Medical Council of India.
- Details of facilities to carry out additional classes and practicals at PG level.
- Details of laboratories and other facilities to carry out research work.

18. Are there different sections in

Pathology:- Histopathology

Cytology

Haematolog

y Fluid

section

Autopsy

Others

Give size of individual labs and equipment available in each

19. No. & Type of autopsies per year :

Adult Child Neonate

Medical-legal

20. Surgical Pathology.

- No. of specimens per year
- Facilities available for: -
 - Frozen section
 - Histochemistry.....Immunohistochemistry.....

21. Haematology :

- No. of samples per year
- No. of following investigations :
 - Complete Blood count E.S.R.
 - Reticulocyte count Absolute eosinophil count
 - Bone marrow aspiration B.M. Biopsy
- PT APTT TT
- Facilities available for work up of :Name the investigation done and number/y
 - Coagulation disorders
 - Leukemia
 - Nutritional anaemia
 - Hemolytic anaemia

22. **Cytology:** No. of samples per year of:

- Exfoliative
- Gyanaecological
- Non-Gyanaecological
- Fine needle aspiration
- Ultrasound guided
- C.T. guided

23. **Fluids:** No. of samples per year of :

- Urine - Routine
- Special
- Semen - RoutineSpecial
- CSF
- Sputum
- Other body fluids

24. **Blood banking :**

- No. of units issued per year.....
- No. of units collected per year
- Voluntary Replacement
- No. of ABO grouping
- No. of Rh grouping
- No. of cross matching

- No. of samples in which antibodies identified
- No. of samples tested for - HIV
- HB
- VDR
- Malaria
-

- Facilities available for preparation of blood components.....

25. Any submission of data to national authorities , if applicable

26. Academic outcome based parameters

- (a) Theory classes taken in the last 12 months (Dates, Subjects, Name & Designation of teachers, Attendance sheet) Number_____ Available & Verified/ Not available

- (b) Clinical Seminars in last 12 months
(Dates, Subjects, Name & Designation
of teachers, Attendance sheet) Number _____
Available & Verified/
Not available
- (c) Journal Clubs held in last 12 months
(Dates, Subjects, Name & Designation
of teachers, Attendance sheet) Number _____
Available & Verified/
Not available
- (d) Case presentations held in last 12 months
(Dates, Subjects, Name & Designation
of teachers, Attendance sheet) Number _____
Available & Verified/
Not available
- (e) Group discussions held in last 12 months
(Dates, Subjects, Name & Designation
of teachers, Attendance sheet) Number _____
Available & Verified/
Not available/available
- (f) Guest lectures held in last 12 months
(Dates, Subjects, Name & Designation
of teachers, Attendance sheet) Number _____
Available & Verified/
Not available/ available
28. Any other information

Director/Dean/Principal

Head of Department

