PROSPECTUS
FOR
TRAINING PROGRAMMES
2013

NATIONAL INSTITUTE OF HEALTH SCIENCES
KALUTARA – SRI LANKA
**Vision**

The centre of excellence in training and development of public health staff in the South East Asia Region in the new Millennium

**Mission**

Training and development of competent, independent and interdependent public health work force for service delivery to gain Millennium Development Goals (MDG) at National level

**Motto**

Sri Lankan Pride in Global Health
PREFACE

It is imperative on my part as the Director, National Institute of Health Sciences (NIHS) to provide a preface to the ‘Prospectus for Training Programmes 2013’ of NIHS.

From inception, human resource development has been the primary mandate of this premier public health training institution. NIHS undertake training of all categories of public health staff and a range of other categories for the country as well as selected categories for regional countries as well as extra regional countries.

This effort on the part of the NIHS, in producing this ‘Prospectus for Training Programmes 2013’, was the aftermath of a suggestion made by our Public Health trainers at the initial planning meetings of the strategy development plan 2013 of NIHS.

I am of the opinion that this prospectus contains essential guidelines and regulations on all the training programmes conducted at NIHS, and it would be beneficial to all the sectors involved in training activities as well as to the trainees undergoing training.

I take this opportunity to thank all the experts who contributed to this task performed by the NIHS whose untiring efforts made this piece of work a reality.

Dr. Lakshman Gamlath
Director
National Institute of Health Sciences
Kalutara
Sri Lanka
July 2013
### ABBREVIATIONS

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<tr>
<td>NIHS</td>
<td>National Institute of Health Sciences</td>
</tr>
<tr>
<td>SARRC</td>
<td>South Asian Association for Regional Co-operation</td>
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<td>WHO</td>
<td>World Health Organization</td>
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<td>GAVI</td>
<td>Global Alliance for Vaccination Initiative</td>
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<td>PHC</td>
<td>Primary Health Care</td>
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<tr>
<td>MOH</td>
<td>Medical Officer of Health</td>
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<tr>
<td>AMOH</td>
<td>Additional Medical Officer of Health</td>
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<tr>
<td>RE</td>
<td>Regional Epidemiologist</td>
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<tr>
<td>MO (MCH)</td>
<td>Medical Officer (Maternal &amp; Child Health)</td>
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<td>MO (PH)</td>
<td>Medical Officer (Public Health)</td>
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<td>PHNS</td>
<td>Public Health Nursing Sister</td>
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<td>RSPhNO</td>
<td>Regional Supervising Public Health Nursing Officer</td>
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<td>PGIM</td>
<td>Post Graduate Institute of Medicine</td>
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<tr>
<td>MSc</td>
<td>Master of Science</td>
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<td>MD</td>
<td>Doctor of Medicine</td>
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<td>PHI</td>
<td>Public Health Inspector</td>
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<td>PHM</td>
<td>Public Health Midwife</td>
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<td>GCE</td>
<td>General Certificate of Education</td>
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<td>OSPE</td>
<td>Objective Structured Practical Examination</td>
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<td>SEQ</td>
<td>Short Essay Question</td>
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<td>Multiple Choice Question</td>
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<td>Short Answered Question</td>
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<tr>
<td>ETQ</td>
<td>Essay Type Question</td>
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<td>CMCC</td>
<td>Ceylon Medical College Council</td>
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<td>SLMC</td>
<td>Sri Lanka Medical Council</td>
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<td>STD</td>
<td>Sexually Transmitted Disease</td>
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<td>SPHI</td>
<td>Supervising Public Health Inspector</td>
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<td>Abbreviation</td>
<td>Description</td>
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<tr>
<td>SPHM</td>
<td>Supervising Public Health Midwife</td>
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<td>MIS</td>
<td>Management Information System</td>
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<tr>
<td>FP</td>
<td>Family Planning</td>
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<tr>
<td>DPHT</td>
<td>Department of Public Health Training</td>
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<tr>
<td>CCP</td>
<td>Consultant Community Physician</td>
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<tr>
<td>RDHS</td>
<td>Regional Director of Health Services</td>
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<tr>
<td>E &amp; OH</td>
<td>Environment &amp; Occupational Health</td>
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<td>HSR</td>
<td>Health System Research</td>
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<tr>
<td>MBBS</td>
<td>Bachelor of Medicine &amp; Bachelor of Surgery</td>
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<tr>
<td>HLM</td>
<td>Health Learning Material</td>
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<tr>
<td>TLM</td>
<td>Teaching Learning Material</td>
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<tr>
<td>PBL</td>
<td>Problem Based Learning</td>
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<tr>
<td>DES</td>
<td>Department of Educational Science</td>
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<tr>
<td>NPTCCD</td>
<td>National Programme for TB Control &amp; Chest Diseases</td>
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<tr>
<td>FIC</td>
<td>Family of International Classification</td>
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<tr>
<td>ICD</td>
<td>International Classification of Diseases</td>
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<td>IFHRO</td>
<td>International Federation of Health Record Organizations</td>
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<td>MO/IC</td>
<td>Medical Officer In charge</td>
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<tr>
<td>SEAR</td>
<td>South East Asian Region</td>
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<tr>
<td>HRM</td>
<td>Human Resource Management</td>
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<td>NHIS</td>
<td>National Health Information System</td>
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<tr>
<td>RDS</td>
<td>Regional Dental Surgeon</td>
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<tr>
<td>F &amp; DI</td>
<td>Food &amp; Drug Inspector</td>
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<tr>
<td>MO/MH</td>
<td>Medical Officer (Mental Health)</td>
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<tr>
<td>MO/NCD</td>
<td>Medical Officer (Non Communicable Diseases)</td>
</tr>
<tr>
<td>NHIS</td>
<td>National Health Information System</td>
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<td>QA</td>
<td>Quality Assurance</td>
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<td>IQC</td>
<td>Internal Quality Control</td>
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<tr>
<td>EQA</td>
<td>External Quality Control</td>
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<td>QAP</td>
<td>Quality Assurance Programme</td>
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<tr>
<td>TQM</td>
<td>Total Quality Management</td>
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<tr>
<td>ABST</td>
<td>Anti-biotic Sensitivity Test</td>
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<tr>
<td>CSF</td>
<td>Cerebrospinal Fluid</td>
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<tr>
<td>ECCD</td>
<td>Early Childhood Care Development</td>
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INTRODUCTION

Sri Lanka has the unique record of being the pioneer in the field of Public Health Care and also having the best Public Health Care system in the region. National Institute of Health Sciences (NIHS) is the premier public health training institute in Sri Lanka. The origin of the institute dates back to 1st July, 1926, when the first Health Unit in the whole of South East Asia was established in Kalutara. In 1966 the Health Unit was upgraded to the ‘Institute of Hygiene’. Later in 1979 it was developed and renamed as NIHS.

In keeping with the mission and objectives of the NIHS steps were taken to develop selected health manpower for the provision of health care in Sri Lanka. Several basic, post basic and in-service training programmes are conducted at NIHS in order to achieve this objective. In addition to the usual national level public health training, NIHS conducts selected international training programmes especially targeting SARRC countries.

The availability of a prospectus plays an integral part of training in a training institute as it provides brief description of guidelines and regulations with regard to training programmes conducted by the institution. The aim of this prospectus is to provide the health managers and trainees at all levels, with the relevant information concerning training programmes. This text on ‘prospectus for training programmes 2013’ focuses on the information on available courses routinely conducted at NIHS; brief introduction about the training programmes, objectives of individual courses, eligibility criteria for selection of candidates for each course, description in relation to the course work, guidelines and regulations of examinations. Main strength of NIHS in doing these programmes is due to the well trained and dedicated faculty staff and the availability of its’ own field practice area.

In addition to the state funding, the inputs and financial assistance extended by the donor agencies such as WHO, UNFPA and GAVI have immensely contributed to the performance of the NIHS.

NIHS received WHO Collaborating Centre status for Public Health Workforce Development with the extensive national and international training experiences.
OBJECTIVES OF THE NIHS

- To develop health manpower in Sri Lanka and to advise the Ministry of Health in its policy relating to health manpower development

- To co-ordinate health manpower development activities in Sri Lanka between the education and health services agencies

- To initiate and undertake training programmes for members of the PHC team with a view to multidisciplinary approach to training

- To initiate and undertake continuing education of the PHC teams

- To provide primary health care services to the community in the field practice area of the NIHS namely Kalutara and Beruwala

- To conduct health research and research on human resource management and provide advocacy on health system research for the health workers
LIST OF TRAINING PROGRAMMES

National Institute of Health Sciences conducts following training programmes

1. **Basic Training**
   1.1. Public Health Inspectors’ Diploma Course
   1.2. Public Health Midwife Field (Part II) Training
   1.3. Diploma Programme in Medical Laboratory Technology
   1.4. Certificate of Proficiency as Pharmacist
   1.5. Certificate Course in Tuberculosis Assistants

2. **Post Basic Training**
   2.1. Public Health Nursing Diploma Course
   2.2. Nursing Tutor (Public Health) Diploma Course

3. **In-service Training**
   3.1. Orientation on Management of Community Health for MOOH / RE / MOO (MCH) / MOO (PH)
   3.2. Pre Placement Training for Post Intern Medical Officers (AMOH)
   3.3. Supervising Public Health Inspectors’ Training
   3.4. Supervising Public Health Midwifes’ Training
   3.5. Training Programme on Research Methodology
   3.6. Teacher Training Programme
   3.7. Training Programme on Health Learning Material Production
   3.8. Educational Science Diploma Programme
   3.9. Training course on International Classification of Diseases – 10th Revision
   3.10. Training course on Medical Record and Health Information Management
   3.11. Community Health Training for Post Basic Nurses (Ward sisters and Tutor sisters)
   3.12. Training Programme on Supervision for PHNS and RSPHNO
   3.13. Management Training for Medical Officers In-charge of Primary Care Hospitals
3.14. Management Training for Senior Paramedical Staff attached to Government Hospitals
3.15. Training course in Community Health Management for Mid Level Managers
3.16. Human Resource Management Training for Middle Level Managers
3.17. Management Training Programme for Chief Pharmacists
3.18. In-service Training Programme for Government Pharmacists
3.19. In-service Training Programme for Dispensers
3.20. In-service Training Programme in Laboratory Quality Management for Government Medical Laboratory Technologists
3.21. In-service Training Programme for strengthening of skills of Government Medical Laboratory Technologists
3.22. In-service Training Programme for Estate Medical Assistants

4. Training for Postgraduate trainees of PGIM
   4.1. Practical Orientation on Community Health for MSc (Community Medicine / Community Dentistry)
   4.2. MD (Community Medicine) Part II Training Attachment
   4.3. Training on Public Health for MSc (Biomedical Informatics)
   4.4. Training on Community Paediatrics for MD (Paediatrics)

5. International Training
   5.1. Clinical Placement of Diploma in Primary Health Care for Maldivian PHC students
   5.2. Clinical Placement of Advanced Certificate in Primary Health Care for Maldivian PHC students
   5.3. Training course in International Classification of Diseases – 10th Revision
   5.4. Training course in Medical Record and Health Information Management
   5.5. Training Programme on Research Methodology
   5.6. Training Programme on Primary Health Care Management for Mid Level Health Officials
   5.7. Community Health Orientation for International Participants
1. Guidelines for Basic Training Programmes

National Institute of Health Sciences conduct following Basic Training Programmes

1.1. Public Health Inspectors’ Diploma Course

1.2. Public Health Midwife Field (Part II) Training

1.3. Diploma Programme in Medical Laboratory Technology

1.4. Certificate of Proficiency as Pharmacist

1.5. Certificate course in Tuberculosis Assistants
1.1 Public Health Inspectors’ Diploma Course

1. Introduction

The Public Health Inspector (PHI) is a vital member of the community health system. With the inauguration of the Sanitary Branch of the Medical Department in 1913, six Sanitary Inspectors were appointed after a period of training for six months at the Ceylon Medical College. The establishment of the first Health Unit at Kalutara in 1926 was a significant landmark in the history of Public Health in this country. During the formative years attention was on control of communicable diseases and environmental sanitation, where the PHI played a major role. During the last few decades, Public Health has advanced rapidly and one of the key field officers such as PHII are called upon to play a new and a varied role in their spheres of activity, thus necessitating clear guidelines.

National Institute of Health Sciences conduct Public Health Inspectors’ Diploma course from 1966. Ministry of Health recruits PHI trainees to the course and almost every intake include trainees from the three armed forces. Until the end of 1972 the medium of course was English and a Diploma from the Royal Society of Health (London) was issued to the successful candidates. In 1972 Sri Lanka became a Democratic Socialist Republic and thereafter, awarding of the Diploma was taken over by the National Institute of Health Sciences, Kalutara/Ministry of Health. In 1997 training was decentralized since there was a necessity to expedite the process. Simultaneously five Regional Training Centers (RTC) were opened in Galle, Kadugannawa, Kurunagala, Batticaloa and Jaffna and students are trained in these centers under the monitoring and supervision of NIHS. All RTC follow a common curriculum and the Diploma is issued by the NIHS/Ministry of Health.

The Public Health Inspector has been in the forefront of the public health programmes that were launched in the past, and undoubtedly an important member of the health team functioning under the present ‘Health Unit’ system. Practically in all field-based programmes, the PHI is one of the first persons to make contact with the community.
2. Objectives of the training programme

General objective:
At the end of the training, trainee Public Health Inspectors will be able to function as fully qualified Public Health Inspectors

Specific objectives:
Trainees will:

1. Acquire the basic theoretical knowledge essential to understand the advance public health course units
2. Acquire knowledge to understand major concepts of public health
3. Acquire appropriate practical experience essential to perform duties of a Public Health Inspector
   - Technical job performing skills
   - Leadership and Educational skills
   - Law enforcing skills
   - Supervision and Management skills
4. Acquire foresights and skills in identifying community health problems or social problems, which have a bearing on the well being of the individual
5. Be able to explore or arrive at feasible solutions to problems so identified
6. Have opportunities to develop public health team spirit with other training groups as well as with other field staff, volunteer health workers etc.
7. Undergo a process of building desirable attitudes and acquiring those experiences towards a more dynamic Public Health Inspector image
8. Acquire knowledge and skills that will be beneficial to personality development as well as professional growth

3. Eligibility criteria for selection

Educational qualifications:
GCE (Advanced Level) - three passes including credit pass for Biology or Combined Mathematics in Science stream in one attempt
and
GCE (Ordinary Level) - six passes including English and credit passes for Sinhalese/Tamil, Mathematics, Science and any other subject in not more than two attempts.
Other qualifications:
Not less than eighteen years and not more than thirty years of age
Should be a healthy person
Height should be five feet and two inches or more

The recruitment notice will appear in the government gazette and the candidates who possess above qualifications are eligible to submit applications in the prescribed format that appear in the government gazette. Those who meet the requirements are called for an interview (oral) at the Ministry of Health. Marks (Z score) obtained in the A/L examination, the assessment during the interview and the vacancies available in the administrative districts are the basis for selection.

4. Training programme

4.1. Duration:
The training course will be of 1½ years duration of which 6 months block field training.

4.2. Course work:
Consists of theory, field attachments, field project, assignments and assessments

4.2.1. Course will consist of following modules:
1. General Administration
2. Anatomy and Physiology
3. Haematology
4. Microbiology
5. Parasitology
7. Sociology
8. Simple Map Reading
9. Oral Health
10. Educational Science
11. Medical Entomology
12. Food Safety
13. School Health
14. Community Mental Health
15. Environmental Health –
   - Introduction to Environmental Health
   - Human waste disposal
   - Solid waste disposal
   - Sanitation of fairs, festivals
   - Refugee camp
   - Rodent control
   - Sanitation during natural disasters
   - Sanitation of Medical Care Institutions
   - Housing Sanitation
   - Disposal of the dead
   - Sewage and Sewerage
   - Sanitation of Public Institutions
   - Dairy sanitation
   - Central Environmental Authority
   - Water Supply
   - Drugs and related laws
   - Occupational Health

16. Plan Drawing and Interpretation
17. Building Construction
18. Epidemiology
19. Family Health
20. Health Promotion and Health Education
21. PHC and Community Development
22. Health Planning and Management
23. Legal Measures
24. National Health Information System
25. First Aid

4.2.2. **Field attachments:**

Student is to undergo field training during relevant course unit
4.2.3. **Block Field training:**
- In Block Field training each student is attached to a range PHI and should follow his work with him for six months
- Skills Development Record Book has to be completed during field attachments and Block Field training

4.2.4. **Health Project:**
Health Project has to be planned, implemented, presented and report to be submitted.

4.2.5. **Assessments:**
Two assessments are conducted at the end of six months and at the end of one year

4.2.6. **Assignments:**
Ten assignments should be completed on following areas;
1. Office procedures
2. School Health
3. Food Safety
4. Waste management
5. Public Health Legislation
6. Occupational Health
7. Control of Communicable diseases
8. Health Education and Health Promotion
9. Non Communicable diseases
10. Community diagnosis

4.2.7. **Immunization Guide:**
Each student should administer 100 vaccines during their field attachments under supervision. Immunization Guide has to be written (according to the given guidelines) by each student and along with the list of 100 vaccines given by them should be submitted.

4.3. **Attendance requirement:**
It is mandatory for the trainees to have not less than 80% of attendance for theory (classroom) practical and field activities separately related to the course work. Trainees who fail to meet the attendance requirement will not be eligible to sit for the final examination held at the end of the course.
5. Examination

Final Examination Procedure

Regulations mentioned below will apply for the final examination of Public Health Inspectors’ Diploma course conducted by the NIHS, Kalutara.

5.1. Eligibility to sit for the final examination

a. Total attendance should not be less than 80% for theory (classroom) practical and field activities separately.

b. Should successfully complete all ten assignments before the stipulated date/dates

c. Should hand over duly completed Skill Development Record Book before the closing date of applications for the final examination.

d. Should submit Immunization Guide and Health Project Report on or before the scheduled date, which will be communicated to the students in advance.

5.2. The Examination consists of six Parts

Marks have been allocated according to following schedule. The marks allocated for each part is given below.

5.2.1.

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<tr>
<th>Part I -</th>
<th>Theory</th>
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<tr>
<td>I. Public Health Paper I</td>
<td>600</td>
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<tr>
<td>II. Public Health Paper II</td>
<td>800</td>
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<tr>
<td>III. Multiple Choice Question Paper</td>
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<tr>
<th>Part II -</th>
<th>Practical Examination and Health Project</th>
<th>Marks</th>
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<tr>
<td>A. Practical Examination (OSPE/Practical)</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>B. Health Project</td>
<td>600</td>
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</table>

| Part III - | Plan Drawing | 400 |
| Part IV - | Final Viva Voce | 300 |
| Part V - | Quarterly Assessment | 300 |
| Part VI - | Ten Assignments | 400 |

Total marks 5000
5.2.2. **Public Health Paper I - Section (I)**

Consists of three compulsory essay type questions covering three subject areas (Environmental Health, Epidemiology & Food Safety)

**Section (II) - 03 questions should be answered out of 04 questions covering four subject areas (School Health, Health Planning & Management, Health Education & Health Promotion and statistics)**

5.3. **Success at the Final Examination:**

Criteria: All under mentioned criteria are to be met

5.4. **Successful candidate**

a) Total aggregate should be 50% or more

b) Should score 50% or more for each compulsory question

c) Should score 60% or more for Part II

d) Should score 50% or more for section III, IV and VI Separately

5.5. **Award of merit pass**

Any candidate obtaining 75% or more to all parts of the final examination and for the assessments conducted quarterly will be offered a merit pass

5.6. **Unsuccessful candidate**

Candidate failing to score 50% of the total aggregate and

Candidate failing to score 50% for compulsory questions

These candidates has to sit for the entire examination at the next attempt

5.7. **Referred candidate:**

Candidates failed in part II

Candidate failing in either section III, IV and VI

In such an event, candidate will repeat only the section in which he has failed at the next attempt

5.8. **Repeat Examination**

- The repeat examination will be conducted two months after the release of results of final examination

- Only two attempts will be allowed for a referred / unsuccessful candidate

- Those candidates who failed to sit for the final examination proper due to acceptable medical or any other acceptable reason will be allowed to sit for the 1st repeat examination and it is considered as their first attempt of the final examination
5.9. Examination rules & regulations

- Those found copying or any misconduct during the final / repeat examination will be subjected to a special inquiry.
- Examination results will not be released until the decision of the inquiry is submitted.
- Any student, who is not allowed to sit for the final examination / enter the NIHS or RTC premises during examination as a disciplinary action, should not be allowed to sit for the examination.

5.10. Selection of Examiners

Examiners for setting of question papers, marking of answer scripts and selection of invigilators will be appointed by the Director/NIHS

6. Award of the Diploma

6.1. Candidates who are successful at the examination will be awarded a ‘Diploma in Public Health’

6.2. Certificate will be signed by the Director/NIHS, Deputy Director General (Education, Training and Research) & Director General of Department of Health Services

7. Resource personnel involved in training

7.1. Lecturers from training departments of NIHS & special campaigns for relevant study areas, outside lecturers for other specialized subjects (e.g. plan drawing) & Resource personnel from field staff of NIHS field practice area

7.2. Teaching staff and relevant field staff are the lecturers and resource personnel in Regional Training Centers

8. General regulations

8.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.

8.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS/Ministry of Health.
1.2 Public Health Midwives Field (Part II) Training

1. Introduction

The midwifery training dates back to 1800 AD in Sri Lanka with the establishment of De Zoysa Lying-in-home which was probably the first maternity hospital to be established in Asia. Soon afterwards the first training school for midwives was opened at this maternity hospital in 1881. Until 1926 the midwives functioned only in the hospitals and their training was hospital based. The need for developing the preventive and promotive services was recognized by the government as early as 1920. In the mid 1920’s steps were taken to introduce Health Unit System which could provide a comprehensive health care services (institutional and domiciliary) to mothers and children. The first Health Unit was established in 1926. With the establishment of Health Unit System the midwives were given one month field training in public health midwifery and appointed to the Health Units as Public Health Midwives (PHMM). After 1938, the PHMM training was more systematized with the use of appropriate changes and the field training was extended to six months.

Hence present basic training of PHMM consists of two parts. The first part of one year Midwifery training (Part I) is conducted at Nurses Training Schools. It is followed by the second part (Part II) of six months field training to make them skillful as grass root health care providers of Family Health Programme of Sri Lanka. This second part is conducted at NIHS as well as in Regional Training Centers and Part II training centers under the guidance of NIHS, Kalutara.

After completing part I and part II of the eighteen months public health midwifery training programme, the trainee will be able to implement all functions and tasks stipulated in the ‘Circular of Duties of Public Health Midwife’ issued by the Ministry of Health.
The importance of the duties of the Public Health Midwife has increased even more, with the introduction of the Primary Health Care system which forms the basis of the delivery of community health care in Sri Lanka.

2. Objectives of the training programme

After completing public health midwife training programme they will be able to,

1. Implement all functions and tasks as stated in the duty list of the Public Health Midwife issued by the Ministry of Health
2. Function effectively and efficiently as a team member of the Primary Health Care team in supporting service provision to adolescents/youth and elderly
3. Improve health of mothers and children through appropriate strategies
4. Complete the appropriate records, returns and registers in the Management Information System to plan, organize, implement and evaluate health services at her level
5. Send correct data to Medical Officer of Health
6. Obtain community support through collaboration and cooperation with other groups

3. Eligibility criteria for selection

Eligibility criteria for Part I training -

Educational qualifications:

GCE (Advanced Level) - Three passes
and
GCE (Ordinary Level) - Six passes including credit passes for first language and any other subject in not more than two attempts

Selection criteria for Part II training -

The student being admitted to part II training programme should have completed Part 1 training at Nurses Training Schools.
4. Training programme

4.1. Duration:

Part I training: Part I training course will be of one year duration and students are attached to Nurses Training Schools.

Part II training: Part II training course will be of six months duration to give an orientation to community health in order to function effectively as a PHM.

4.2. Course work:

Consists of theory, field attachments and assignments

4.2.1. Course will consist of following units:

1. Primary Health Care
2. Health Promotion
3. Management Information System (MIS)
4. Health Management
5. Statistics and demography
6. Family Heath
   - Maternal care- Pre pregnant, Antenatal care, Natal care, Postnatal care
   - Infant and child care - Infant, child, Early childhood care & development, Expanded Programme on Immunization, Acute respiratory tract infections
   - Family planning
   - Safe motherhood programme
   - Nutrition
   - School health
7. Reproductive Health
   - Reproductive health concept
   - Sexuality
   - Sexually transmitted diseases
   - Adolescent health
   - Abortions
   - Infections of Reproductive System
   - Gender issues
   - Menopause
• Elderly care
• Malignancies in reproductive organs

8. Other community health issues
• Communicable and non communicable diseases
• Community mental health
• Oral health
• Environmental health
• Prevention of drug abuse
• Primary eye care

9. Information, Education and Communication
10. Educational Sciences
11. Environment and Occupational Health
12. Logistics

4.2.2. Field attachments:
Throughout the course students are attached to a field PHM. They gain skills in providing domiciliary care and other services, by accompanying field PHM. During first three months 3½ days and in next three months 2½ days students have classroom sessions.

4.2.3. Immunization Guide:
Each student should give 100 vaccinations during their field attachments under supervision. Immunization Guide has to be written (according to the guidelines given) by each student and along with that list of 100 vaccinations given by them should be submitted.

5. Examination

5.1. Eligibility to sit for the final examination
Total attendance should not be less than 80% for theory (classroom), practical and field activities separately. Trainees who fail to meet this attendance requirement will not be eligible to sit for the final examination held at the end of the course.
5.2. Final Examination Procedure

Final examination consists of following parts

1. Theory
2. Practical
3. Viva voce

A candidate will be considered as ‘pass’ if she takes minimum 50 % marks for each component separately.

5.3. Repeat examination

Trainees who referred or failed at part II examination are entitled to sit for the repeat examination. Trainees who referred should sit only for referred part (practical or written) and this opportunity is given only two times.

5.4. Successful candidate

To be a successful candidate at the end of the course following requirements should be fulfilled;

a) Passed the summative examinations: written tests, practicals and oral examinations (minimum of 50% for each component separately)

b) Attended at least 80% of the classroom activities

c) Actively participated in field activities (clinics & domiciliary) under the supervision of the field trainer/tutor (competency record book should be maintained by each student)

b) Completed field assignments according to set norms and standards

5.5. Selection of Examiners

Examiners for setting of question papers, marking of answer scripts and selection of invigilators will be appointed by the Deputy Director (Training)/NIHS

6. Award of the Certificate

Students who are successful at the Part I examination, Part II examination and six months working experience either in the field or in the hospital will be awarded the Midwifery Certificate.
7. Resource personnel involved in training

Lecturers from training departments and resource personnel from field staff of NIHS field practice area are the lecturers and resource personnel for the training at NIHS. In Regional Training Centers (RTCs) and Part II Training Centers, health personnel from those institutions and relevant field staff are the lecturers and resource personnel.

8. General regulations

8.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.

8.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS/Ministry of Health.
1.3 Diploma Programme in Medical Laboratory Technology

1. Introduction

The School of Medical Laboratory Technology (MLT) started on 18th July 1988 and it was recognized by the Director General of Health Services, Government of Sri Lanka through the Sri Lanka Medical Council in 1990. The school provides the students with class room, laboratory, library, and hostel facilities, in addition to Bench clinical training. Besides gaining skills, knowledge and professional competence, the students acquire moral, personal, social and cultural qualities during the programme.

Selected candidates are required to sign a service contract stating that they will serve ten years as a staff Medical Laboratory Technologist in Government Hospitals/Institutions after successful completion of the training. Appointments are given to the successful trainees by the Ministry of Health in accordance with the national merit list prepared by the board of examination at the end of final examination.

The course covers a series of classroom lecture discussions combined with practical guided training in the various aspects of Medical Laboratory Technology. The clinical training component of this course requires, performing advance laboratory tests and taking more responsibility within the laboratories.

The practical training is considered an important part of student’s curriculum. The nature of the profession of Medical Laboratory Technology is such that competences are gained with great deal of practical experience. The minimum number of routine tests in each module have to be performed by the students to achieve the satisfactory confidence level is included in the students log book.

Students are not allowed to take up or continue any other academic course or other training, or to hold any job during the training period. Approximately about 50 students are recruited for the course each year (Maximum 50).
2. Objectives of the training programme

General objective:
To produce effective & efficient Medical Laboratory Technology service to meet the future challenges in Sri Lankan health sector

Specific objectives:
1. Instill enough knowledge and necessary skills to correctly diagnose diseases by performing diagnostic tests
2. Be able to manage resources for the correct and optimal use of laboratory tests.
3. Be able to involve in the optimal management of laboratory environment based on laboratory findings, results and previous data
4. Be competent in organizing, administering and monitoring the quality of particular laboratory tests and services
5. Be able to be self motivated, knowledgeable to handle any laboratory test efficiently & safely
6. Be able to assist the subordinate staff for effective training in laboratory technology

3. Eligibility criteria for selection

The recruitment of students to the school of Medical Laboratory Technology shall be in accordance with the approved scheme laid down by the Department of health services.

Educational Qualifications:

a. They shall have passed the GCE (Advanced/ Level) Examination with credit pass in Chemistry and passes in two of the following subjects ; combined mathematics, Biology, Physics and Agriculture and

b. Shall have passed GCE (Ordinary/Level) Examination with five credit passes including first language, mathematics, Science and any other two subjects and a pass in English language in not more than two sittings.
Other Qualification:
They shall be between 18-30 years of age on the stipulated date.

Selection Examination/ Interview:
The recruitment notice will be appeared in the government gazette and the candidates who have above qualifications can submit applications in the prescribed format appeared in the government gazette. Those who meet the requirements are called for an interview at the Ministry of Health. Marks (Z score) obtained in the A/L examination and the assessment during the interview is the basis for selection.

The admissions of the selected candidates are subjected to a satisfactory physical/medical checkup in a Government Hospital declaring the candidates are medically fit for undertaking the training. Only those who are willing to sign the Service Contract will be admitted to the school.
The decision of the Selection Committee will be the final.

4. Training programme

4.1. Duration:
The training programme will be of 2 years duration, with 6 semesters of 4 months each. First year of the course covers a series of classroom lectures and discussions combined with guided practical training in various aspects of Medical Laboratory Technology. This requires performing laboratory tests of increasing complexity and taking more responsibility in each department of the laboratory. The 4th semester of the second year is allocated for special clinical lectures and the last 8-9 months (5th and 6th semesters) reserved for Bench training/Research project.

4.2. Course work:
Course will consist of six modules. Each module covers following subject areas.

1. Laboratory Management
   - Introduction to medical laboratory science & laboratory administration
   - Laboratory equipment/requirements and supplies management
   - General introduction to laboratory samples & sample management
   - Laboratory sanitation/ universal safety and waste management
- Laboratory emergency management (lab hazards, accident and first-aid)
- Applications & relations of veterinary science for medical diagnosis and research
- Communication / presentation skills with Applied computers
- Moral education and counseling skills
- Applied English for health professionals

2. Histopathology and Cytology
   - Basic Histology and Histo-techniques
   - Advance Histopathology
   - Cytology and Cyto technology

3. Haematology and Blood Bank Serology
   - Basic Haematology
   - Advance Haematology
   - Clinical Hematology
   - Transfusion Medicine

4. Microbiology
   - General Microbiology
   - Systematic Bacteriology
   - Public Health & community aspects of Microbiology
   - Mycology
   - Virology

5. Parasitology and Medical Entomology
   - Basic Medical Parasitology
   - Clinical Parasitology
   - Medical Entomology

6. Chemical Pathology
   - Chemistry for medical laboratory science
   - Basic Chemical Pathology /Biochemistry
   - Quality control in medical laboratory science
• Advanced Chemical Pathology 01
• Advanced Chemical Pathology 02
• Laboratory automation
• Basic immunochemical/molecular biological techniques
• Basic statistics & research methodology

During the first year of training the students will familiarize themselves with the laboratory set up, the routine laboratory procedure, laboratory instruments and basic test procedures. They will also attend class room lecture discussions and practical demonstrations in above modules. After this period the students are assessed to see if they have aptitude and capacity for completing the course. Further students will be assessed on their academic, practical, professional and overall performance at the end of each period of training/end of each course.

During the second year students are exposed to actual clinical and laboratory environment. The students are posted to the Medical Laboratories in Medical Research Institute, National Hospital of Sri Lanka, National Cancer Institute, Central Blood Bank and Specialized Campaigns for Bench clinical assignments where they work under the supervision of senior Medical Laboratory Technologists/ relevant medical consultants in different disciplines where they have to achieve satisfactory competency level. The students satisfactory remarks from each supervisor should be recorded in the competency based log book.

All the students of MRI Colombo, NIHS/ Kalutara and TH/ Peradeniya are further assigned to peripheral health institutions (Teaching, General, Peripheral hospitals and Peripheral Campaigns) in Western Province, Southern and Central Provinces respectively where they obtain more experience in same disciplines.

5. Examination

The first year examination is held at the end of 12 months training, 80% attendance for each month is compulsory to sit this examination and if any has not obtained satisfactory attendances to sit the examination will losses 15% marks from the final year theory paper of each subject. At the end of two year period the final examination is held and the examination is conducted by the Board of Examination.
The Examination Board comprises of University Professors and academically qualified specialists in each discipline, chaired by the Director General of Department of Health Services.

5.1. Mode of Evaluation

1) Continuous assessments (assignments & term tests)

2) First year evaluation is held at the end of 52 weeks (theory) and 15% of marks from this examination are added to the final year theory examination paper of each subject. The pass mark for this examination is 40% or more. (15% calculated by the average)

3) Final evaluation is held at the end of two years. Students who have more than 80% attendance are eligible to sit for the final examination and if any has not obtained satisfactory attendances will losses first chance of their 3 attempts.

The final Examination consists of theory (SEQ, MCQ and essay questions), practical (spots or OSPE and practical test) and viva voce tests. The candidates who have completed the theory paper (the practical examination starts after the paper marking) would only be allowed to sit the practical examination.

5.2. Successful candidate

To be a successful candidate at the end of the Final Evaluation following basic requirements should be fulfilled; (subject basis)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Theory</th>
<th>Practical &amp; Viva</th>
<th>Final Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory Management &amp; Histopathology</td>
<td>&gt; 40</td>
<td>&gt; 50</td>
<td>&gt; 50</td>
</tr>
<tr>
<td>Haematology and Blood Bank Serology</td>
<td>&gt; 40</td>
<td>&gt; 50</td>
<td>&gt; 50</td>
</tr>
<tr>
<td>Microbiology</td>
<td>&gt; 40</td>
<td>&gt; 50</td>
<td>&gt; 50</td>
</tr>
<tr>
<td>Chemical Pathology</td>
<td>&gt; 40</td>
<td>&gt; 50</td>
<td>&gt; 50</td>
</tr>
<tr>
<td>Parasitology and Entomology</td>
<td>&gt; 40</td>
<td>&gt; 50</td>
<td>&gt; 50</td>
</tr>
</tbody>
</table>

Students who fail to obtain above specified requirements shall be considered as referred in that subject and they have to sit for a repeat examination. Further, students are allowed only three sittings to complete the final examination.
5.3. Grading in the Final Evaluation (over all total marks and module basis)

<table>
<thead>
<tr>
<th>Grading</th>
<th>Theory</th>
<th>Practical &amp; Viva</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass</td>
<td>40-64</td>
<td>50-64</td>
<td>50-64</td>
</tr>
<tr>
<td>Credit</td>
<td>65-74</td>
<td>65-74</td>
<td>65-74</td>
</tr>
<tr>
<td>Distinction</td>
<td>75-100</td>
<td>75-100</td>
<td>75-100</td>
</tr>
<tr>
<td>First Class*</td>
<td>Overall average of 85% or above</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Class*</td>
<td>Overall average of 75 to 84%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Performance by the candidates in whole examination (total marks)

6. Award of the Diploma

Candidates who are successful at the final examination are awarded the ‘Diploma in Medical Laboratory Technology’. An educational transcript as a detailed certificate will be provided on request. The grading obtained by the candidates at the final examination is indicated in the certificate of ‘Diploma in Medical Laboratory Technology’.

The certificate will be signed by the Principal/School of Medical Laboratory Technology, Director/NIHS, Director Deputy Director General (Education, Training and Research) & Director General of Department of Health Services.

The best performer in the island will be awarded a GOLD medal.

The Best performer in the subject Microbiology will be awarded the Dr. S.A.P. Wickramasingha memorial award by the College of Microbiologists.

7. Resource personnel involved in training

Special Grade Tutors and Class 1 Tutors of School of MLT, medical officers of Department of Medical Sciences-NIHS, Supervising and Supra Grade MLTT, subject consultants from ministry of Health and universities such as Histopathologist, Microbiologist, Chemical Pathologists, Virologists, Entomologists, Parasitologists, Haematologists, Bio-chemists, demonstrators and other laboratory personnel.
8. **General Regulations**

8.1. Candidates should follow the general rules/regulations published by the Ministry of Health as ‘Guideline for Basic diploma training of Medical Laboratory Technology’

8.2. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.

8.3. Any part of this prospectus may be changed from time to time at the discretion of the Ministry of Health
1. Introduction

Pharmacists’ training programme was first started in 1959 at the Faculty of Medicine Colombo under the supervision of Ceylon Medical College Council (CMCC) and it was confined to Colombo until 1988. In 1988 internal pharmacy training programme was started at National Institute of Health Sciences, Kalutara in order to cater to the severe dearth of pharmacists in Sri Lanka. At the inception, the training programme was designed as a 2 year course of which one year academic training followed by further year of internship in a Government Medical Care Institution. In 2011 the course was re-designed as one and half year’s academic training followed by further six months internship in a tertiary care hospital.

According to the new structure a mid course assessment is conducted at the end of nine months and 20% of the marks are carried forward to the final examination which is to be held at the end of one and half years. Students who are successful at the final examination are attached to tertiary care hospitals for the internship. During the period of six months they have to complete a portfolio as partial fulfillment of their internship. At the end of the completion of two years training a viva-voce test is conducted based on the portfolio submitted by the students. 20% of the marks of the portfolio contribute to the final evaluation at the end of two years.

Common examinations are held by the CMCC with the participation of both Kalutara and Colombo trainers and a common merit list is prepared by the CMCC.

After the successful completion of two years training, they are awarded a ‘Certificate of Proficiency as Pharmacist’ by the Ceylon Medical College Council. With the Certificate of Proficiency as Pharmacist they are eligible to register under the Sri Lanka Medical Council (SLMC) and are lawfully qualified to practice as a Pharmacist in any part of the country. Fourteen batches of students have been trained to date at the School of Pharmacy at National Institute of Health Sciences, Kalutara and they are employed in the Ministry of Health and Sri Lankan armed forces while few of them are employed overseas.
2. **Objectives of the training programme**

After successful completion of the stipulated two year training course the pharmacist is expected to,

1. Implement all functions and tasks as stated in the duty list of the pharmacists issued by the Ministry of Health
2. Dispense medicines to the community with an appropriate information to enable the patients to receive the maximum benefit from the medicine they take
3. Provide information to other health workers in the health team so that they would be able to provide the maximum benefit to the patients they serve
4. Train other health workers in matters relating to pharmacy such as nature of drugs, their usage, procurement and distribution
5. Help in preventive health campaigns such as anti-STD, anti-cancer etc. to protect the public

3. **Eligibility criteria for selection**

**Educational qualifications:**

Three passes at the GCE/Advanced level examination including credit pass in chemistry and six credit passes at the GCE/Ordinary level examination including credit passes in Mathematics, Sinhalese / Tamil and English language.

**Selection Procedure:**

According to the ‘Z’ score obtained at the GCE/Advanced level examination and following an interview conducted by a selection board.

**Other qualifications:**

- Citizen of Sri Lanka
- Age limit is between 18-28 years

4. **Training programme**

4.1. **Duration:** The training course will be of two years duration (18 months academic training followed by 6 months internship in Medical Care Institution)

4.2. **Course work:**

   Academic: theory and practical
   Internship: practice and portfolio
4.2.1. Course will consist of following subject areas:

1. Anatomy
2. Physiology
3. Elementary Pharmacology
4. Pharmacognosy
5. Pharmaceutics I
6. Pharmaceutics II
7. Pharmaceutical Management and Administration
8. Forensic pharmacy and Ethics
9. Pharmaceutical chemistry

4.3. Attendance requirement

80% attendance is mandatory at the theory and practical classes to sit for the final examination. 65% attendance and a valid medical certificate approved at council meeting of CMCC is considered to sit for the final examination.
5. Examination

5.1. Components of the examination - Theory, practicals, Viva-voce

Course evaluation procedure:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Continuous Assessment at the end of 3 terms</th>
<th>Final Assessment at the end of 6 terms</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of questions</td>
<td>Duration/ hours</td>
</tr>
<tr>
<td>1 Pharmaceutics I</td>
<td>6 SEQs (Paper 1)</td>
<td>3 hours</td>
</tr>
<tr>
<td>Pharmaceutics II</td>
<td>Pharmaceutics I - 2 SEQs +</td>
<td>3 hours</td>
</tr>
<tr>
<td></td>
<td>Pharmaceutics II - 2 SEQs +</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Forensic Pharmacy &amp; ethics- 2 SEQs</td>
<td></td>
</tr>
<tr>
<td>Pharmaceutics Practical</td>
<td>No continuous Assessment</td>
<td>3 hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pharmaceutics Viva voce</td>
<td>No Continuous Assessment</td>
<td>--</td>
</tr>
<tr>
<td>2 Pharmaceutical Chemistry - Theory</td>
<td>4 SEQs (Paper 2)</td>
<td>2 hours</td>
</tr>
<tr>
<td></td>
<td>Pharmaceutical Chemistry- 2 SEQs +</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pharmacognosy – 2 SEQs</td>
<td></td>
</tr>
<tr>
<td>Pharmaceutical Chemistry - Practical</td>
<td>No continuous Assessment</td>
<td>2 hours</td>
</tr>
<tr>
<td>3 Pharmacognosy</td>
<td>Included in Paper 2</td>
<td>2 hours</td>
</tr>
<tr>
<td>4 Forensic Pharmacy and ethics</td>
<td>Included in Paper 1</td>
<td>3 hours</td>
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<tr>
<td>Pharmaceutical Administration and Management</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Pharmacology</td>
<td>30 MCQs (Paper 3)</td>
<td>2 ½ hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anatomy</td>
<td>10 MCQs (Paper 3)</td>
<td>No</td>
</tr>
<tr>
<td>Physiology</td>
<td>10 MCQs (Paper 3)</td>
<td>No</td>
</tr>
</tbody>
</table>

**MCQ** = Multiple Choice Questions          **SEQ** = Structured Essay Questions
- Incorrect MCQ responses carry negative marks
• For the final assessment, the pass mark for all subjects is 50% & below 50% is fail
• Below 25% cumulative marks (from continuous assessment) in any one subject leads to failure of the whole 11/2 years where all final assessment papers are referred
• Subject based distinctions - over 70%
• At the end of 2 years the assessment is by marks awarded on a viva voce, based on training record and portfolio

5.2. Award of the Classes

1st class - average of 70% or more
2nd upper - average 65 - 69.9%
2nd lower - average 60 - 64.9%
Pass mark - average of 50%

5.3. Selection of Examiners

Examiners for setting of question papers, marking of answer scripts, invigilators and supervisors will be appointed by the Registrar, Ceylon Medical College Council (CMCC), Faculty of Medicine, University of Colombo.

6. Award of the Certificate/Diploma

6.1. Trainees who are successful at the 2 year training programme will be awarded a ‘Certificate of Proficiency as Pharmacist’ by the Ceylon Medical College Council. Ministry of Health issues a ‘Diploma’, to those who possess the Certificate of Proficiency as Pharmacist awarded by the Ceylon Medical College Council.

6.2. Diploma certificate will be signed by Director/NIHS, Deputy Director General (Education, Training and Research) & Director General of Department of Health Services

7. Resource personnel involved in training

Lecturers from the School of Pharmacy and Department of Medical Sciences of NIHS
8. General regulations

8.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.

8.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS/ Ceylon Medical College Council/ Ministry of Health.
1.5 Certificate Course in Tuberculosis Assistants

1. Introduction

The Tuberculosis (TB) assistants are the health personnel, who are in-charge of the sputum collecting centres in the country under the National Programme for TB Control & Chest Diseases (NPTCCD). His/her main duty is to help in diagnosing tuberculosis by sputum microscopy. This training is conducted at NIHS for past several years with the coordination and assistance from NPTCCD.

To maintain optimal training standards the course includes a series of classroom lectures and discussions combined with practical guided training in various aspects of tuberculosis and laboratory tests. The field training component of this course requires performing tests in clinics and field. They also have to conduct a field activity in a high prevalence camp or in an estate.

Appointments are given to the successful trainees by the NPTCCD with the recommendation of the Ministry of Health in accordance with the performance at the final examination.
Approximately 30 students are recruited for the course each year.

2. Objectives of the training programme

General Objective:
To develop skills for identification of tubercle bacilli in a sample of sputum in order to detect positive cases of TB

Specific Objectives:
Train TB Assistants with regard to,

1. Proper collection techniques of sputum specimens from suspected or diagnosed patients with TB
2. Preparation of smears from collected sputum samples
3. Staining procedures
4. Microscopic examination and identification of the bacilli
5. Grading
6. Disposal of waste materials and safe laboratory practices
3. Eligibility criteria for selection
The recruitment of students to the training course shall be in accordance with the approved scheme laid down by the NPTCCD approved by the Ministry of Health. They shall be between 18-30 years of age on the stipulated date.

Educational Qualifications
Shall have passed GCE (O/L) with five credit passes including First language, Mathematics, Science and any other two subjects and a Credit pass in English language in not more than two sittings.

Selection Procedure
The candidates who have above qualifications can submit applications in the prescribed format appear in news papers.

Those who meet the requirements are called for an interview at NPTCCD. Results obtained in the GCE (O/L) examination and the assessment during the interview, are the basis for selection. Only those who are willing to sign a service agreement with the Ministry of Health / NPTCCD will be admitted to the course. The decision of the Selection Committee will be final.

4. Training programme

4.1. Duration:
The training course will be of eight weeks duration and the last four weeks is kept for field training.

4.2. Course work:
The course consists of theory, practical sessions, field visits and observations

4.2.1. Course will consist of following modules:
1. Introductory module
2. General laboratory procedures and laboratory safety
3. General Microbiology on Tuberculosis
a. Lecture discussions
1. Anatomy and physiology of the respiratory system
2. Health care delivery system in Sri Lanka and general introduction of Tuberculosis
3. Microbiology, Physiology, Epidemiology, Diagnosis and Treatment of Tuberculosis
4. Principles and disciplines of handling microscope, glassware and other instruments in the laboratory
5. Handling usage and storage of chemicals in the laboratory
6. Samples collection, preparation processing staining, examining under microscope, grading and reporting of the smears
7. Registration, recording and data analysis
8. Safety measure and proper disposal of sputum and used slides

b. Demonstrations and Practical sessions:
1. Slide preparation
2. Staining with Z/N technique
3. Examination of stained slides under microscope
4. Grading of positive slides
5. Reporting of positive slides
6. Proper handling of microscope and other glass ware in a laboratory
7. Work according to the laboratory rules and regulations (laboratory disciplines)
8. Sterilization techniques
9. Proper disposal of waste & environmental safety
10. Safety of own and others

c. Field attachment:
The objective of the field visits is to give the students an opportunity to observe and carry out the activities that will help to develop their knowledge, skills and attitudes. Students are attached to the Chest Clinic/ Kalutara, Chest Clinic/ Beruwala, Haritha Niwasa/ Boralesgamuwa and Prison/Kalutara.
During the first month of training the students will familiarize themselves with the laboratory set up, routine laboratory procedure of tuberculosis, laboratory instruments and basic entomology and health promotion concepts. Further, they will attend class room lecture discussions on clinical manifestations of TB and national and global situation of the disease.

During the second month the students are exposed to the routine medical environment on tuberculosis. The students are posted to the laboratories in respiratory disease control clinics (General Hospital Kalutara, NPTCCD Laboratory/Welisara) under the supervision of senior Medical Laboratory Technologists/ Relevant Consultants /District Tuberculosis Control Officer.

The practical training is considered an important part of students’ curriculum. The minimum number of AFBs in each field attachment is to be performed by the students to achieve satisfactory confidence level which would be included in the students’ log book.

4.3. Attendance requirement:

It is mandatory for the trainees to have not less than 80% of attendance related to this course work.

5. Examination

5.1. Eligibility to sit for the first examination

The first examination is conducted at the end of four weeks training & 90% attendance is compulsory to sit for this examination.

5.2. Eligibility to sit for the final examination

Final examination is conducted at the end of eight week period. Total attendance should not be less than 80%. Trainees who fail to meet this attendance requirement will not be eligible to sit for the final examination held at the end of the course.
5.3. Mode of Evaluation

5.3.1. First Examination: First evaluation after 4 weeks (theory).

Two theory papers (MCQ & SEQ) are given from module 02 and 03.

Eligibility criteria in this Evaluation; (subject basis)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Theory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 02</td>
<td>&gt; 40%</td>
</tr>
<tr>
<td>Module 03</td>
<td>&gt; 40%</td>
</tr>
</tbody>
</table>

5.3.2. Final Examination:

Final evaluation is conducted after eight weeks and consists of four parts.

- Theory (Short Essay Question paper & Multiple Choice Question paper)
- Practical (spots or OSPE and practical test)
- Viva Voce: conducted by the examination board that comprises of Consultant Microbiologist, tutorial staff of School of Medical Laboratory Technology and Deputy Director (Training)/NIHS, Kalutara
- Log Book Assessment

Grading in the Final Evaluation (total marks)

<table>
<thead>
<tr>
<th>Grading</th>
<th>Theory</th>
<th>Practical &amp; Viva</th>
<th>Log Book Assessment</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass</td>
<td>40 - 64</td>
<td>50 - 64</td>
<td>65 - 74</td>
<td>50-64</td>
</tr>
<tr>
<td>Credit</td>
<td>65 - 74</td>
<td>65 - 74</td>
<td>75-89</td>
<td>65 - 74</td>
</tr>
<tr>
<td>Distinction</td>
<td>75-100</td>
<td>75-100</td>
<td>90-100</td>
<td>75-100</td>
</tr>
</tbody>
</table>

5.4. Unsuccessful candidate

Candidate failing to score 50% of the total aggregate marks

5.5. Repeat examination

Trainees who failed main examination are entitled to sit for the repeat examination.
5.6. Selection of Examiners

The panel of examiners is selected and appointed by the Board of Examination chaired by the Deputy Director (Training)/NIHS, Kalutara.

6. Award of the Certificate

6.1. Candidates successful at the examination will be awarded the ‘Certificate in Tuberculosis Assistant’ followed by an educational transcript as a detailed certificate on request.

6.2. Certificate will be signed by the Director/NIHS & Director/NPTCCD

7. Resource personnel involved in training

1. Consultant Microbiologists, Consultant Chest Physicians, Consultant Community Physicians
2. Special Grade Tutors and Class 1 Tutors of School of MLT
3. Medical officers of Department of Medical Sciences, Department of Public Health Training and Department of Research
4. Supervising and supra Grade Medical Laboratory Technologists
5. Public Health Medical Laboratory Technicians
6. Demonstrators and other Laboratory personnel

8. General regulations

8.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.

8.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS/ NPTCCD.
2. Guidelines of Post Basic Training Programmes

National Institute of Health Sciences conducts following Post Basic Training Programmes

2.1. Public Health Nursing Diploma Course

2.2. Public Health Nursing Tutor Diploma Course
2.1 Public Health Nursing Diploma Course

1. Introduction

Training of Public Health Nurse (PHN) commenced in 1928 in the health unit, Kalutara which was later became Institute of Hygiene (1966). At the beginning duration of training was six months. Nurses those who had midwifery qualifications were selected without any exam.

Public Health Nursing sister (PHNs) Diploma course commenced in 1980 at NIHS Kalutara. According to the instructions given by Ministry of Health duration of the course extended to one year Nursing officers having five years service with midwifery qualifications had to sit for a competitive exam to be selected as trainee PHNS.

Public Health Nursing Sister is responsible for management and delivery of Family health services in a given area, under the direction and guidance of the MOH. she also assist the MOH in planning and organizing the health activities in the MOH area. Her functions include capacity building of SPHMM/PHMM, ensure, establish and maintain MIS of MCH/FP programme, monitor and evaluate of MCH/FP activities including supervision, provision of specific services and conduct action oriented simple research.

2. Objectives of the training programme

General Objective:
To develop knowledge, attitudes and skills of public health nursing sisters on supervision and management for performing supervision of SPHM/PHM & providing community health care efficiently and effectively

Specific Objectives:

At the end of the training the student should be able to,
1. Guide and supervise public heath midwives
2. Uplift maternal and child health services using managerial skills
3. Take actions to minimize health problems using triple A process
4. Manage the health information system correctly
5. Supervise and organize antenatal, child well being and family planning clinics effectively
6. Train her staff, students and the volunteers
7. Conduct simple research
8. Maintain her office according to the departmental guidelines
9. Identify health problems, plan activities to overcome them

3. Eligibility criteria for selection

According to the selection criteria mentioned in the competitive examination, trainees are selected by the Ministry of Health.

Selection criteria:
Three years nursing training and six months midwifery training
5 years experiences and marks on competitive examination (priority is given to those who have high marks in the competitive examination).

Educational qualifications:
GCE (A/L) - Three passes in Bio Science stream in one attempt and
GCE (O/L) - Six passes including credit passes for Sinhalese / Mathematics, Science and any other subject in not more than two attempts

Other qualifications:
Should be a healthy person
No age limit

4. Training programme

4.1. Duration: The training course will be of 1 year duration.

4.2. Course work:
Consists of theory, field attachments, field project, assignments and assessments

4.2.1. Course will consist of following subject areas:
1. Planning and administration of Health services
2. Maternal and child health
3. Preventive and Social Medicine
4. Community Health Nursing
5. Health Education
6. Applied Nutrition
7. Sociology and Community Organization
8. Family Planning
9. Psychology and mental health
10. Principles of educational psychology and practice of teaching
11. Microbiology
12. Epidemiology and communicable disease
13. Environmental health
14. Management and administration
15. Supervision
16. Educational Science
17. Occupational Health
18. First aid (Trainers’ Training Programme)

4.2.2. Field attachments:
- Student should undergo field training during relevant course unit
- Each student is attached to a Public Health Nursing Sister and should follow her work
- Skill Development Record Book has to be completed during field attachments and to be submitted by each student.

4.2.3. Health Project:
Health Project has to be planned, implemented, presented and the report to be submitted.

4.3. Attendance requirement:
It is mandatory for the trainees to have not less than 80% of attendance for theory (classroom) practical and field activities separately related to this course work. Trainees who fail to meet this attendance requirement will not be eligible to sit for the final examination held at the end of the course.
5. Examination

Final Examination Procedure
Regulations mentioned below will apply for the final examination of Public Health Nursing Diploma course conducted by the National Institute of Health Sciences, Kalutara.

5.1. Eligibility to sit for the final examination

5.1.1. Total attendance should not be less than 80% for theory (classroom), practical and field activities separately.

5.1.2. Should hand over duly completed Skill Development Record Book before the closing date of applications for the final examination.

5.1.3. Should submit Health Project Report on or before the scheduled date, which will be communicated to the students in advance.

5.2. The Examination consists of three parts
Marks have been allocated according to following schedule. The marks allocated for each part is given below.

<table>
<thead>
<tr>
<th>Part</th>
<th>Theory</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Paper I (Essay type)</td>
<td>100</td>
</tr>
<tr>
<td>II.</td>
<td>Paper II (Structured)</td>
<td>100</td>
</tr>
<tr>
<td>III.</td>
<td>Multiple Choice Question Paper</td>
<td>100</td>
</tr>
</tbody>
</table>

Part II
Practical Examination (Two supervisions) 100

Part III
Viva Voce 100

Total marks 500

5.3. Successful candidate

5.3.1. Total aggregate should be 50% or more
5.3.2. Should score 50% or more for each component of all parts

5.4. Unsuccessful candidate

5.4.1. Candidate failing to score 50% of the total aggregate and
5.4.2. Candidate failing to score 50% for each component of all parts
5.5. Repeat Examination

5.5.1. The repeat examination will be conducted three months after the release of results of final examination.

5.5.2. Only two attempts will be allowed for a referred / unsuccessful candidate.

5.5.3. Those candidates who failed to sit for the final examination due to acceptable medical reasons or due to any other acceptable reason will be allowed to sit for the 1st repeat examination and will consider as final examination.

5.6. Code of Conduct

Those found copying or any misconduct during the final / repeat examination will be subjected to a special inquiry. Examination results will not be released until the decision of the inquiry is submitted.

5.7. Selection of Examiners

Examiners for setting of question papers, marking of answer scripts and selection of invigilators will be appointed by the Deputy Director Training)/NIHS

6. Award of the Diploma

6.1. Candidates successful at the examination will be awarded the ‘Certificate of Diploma in Public Health Nursing’

6.2. Certificate will be signed by the Director Nursing (Public Health Services), Director/NIHS & Director General of Department of Health Services

7. Resource personnel involved in training

Lecturers from each training department/NIHS and resource personnel from field staff of NIHS field practice area.

8. General regulations

8.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.

8.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS/Ministry of Health.
2.2 Public Health Nursing Tutor Diploma Course

1. Introduction
The aim of this training programme is to prepare Public Health Nursing Sisters who are currently working in the field, to function effectively as tutors of Public Health and thereby increase the number of PHC trainers and improve the quality of training to meet the demand of health manpower for Primary Health Care in Sri Lanka. Public Health Nursing Tutors (Special Grade) are appointed to National Institute of Health Sciences and other public health training institutes (Regional Training Centers and Part II training centers) to function as Public Health Trainers.

Public Health Nursing Tutors (Special Grade) have to coordinate and conduct mainly the part II Public Health Midwife training. However the field practice area of the Part II PHM training centers are used by various groups of trainee health workers and PHN tutors have to play a key role in organizing learning experiences for them.

2. Objectives of the training programme
   1. To provide learning experiences to trainees to enable them to function as tutors.
   2. To develop the trainees’ capabilities as managers of training programmes.
   3. To highlight the historical and modern learning theories and concepts with a view to facilitate advance teaching/learning.
   4. To encourage the trainees to conduct simple research on training in order to strengthen the future training programmes.

3. Eligibility criteria for selection
   - Minimum and continuous 7 years service as a Grade 1 Public Health Nursing Sister
   - Should have completed midwifery training
   - Should be mentally and physically fit
Selection examination:
Selection will be done, based on the performance at an interview done by a selection board appointed according to circular No 30/91. Candidates will be selected based on merit and seniority order.

4. Training programme

4.1. Duration: The training course will be of 6 months (3 months theory and 3 months practical training on teaching).

4.2. Course work:
Consists of theory, field work, practicals, assignments, term tests and assessments

4.2.1. Course will consist of following modules:

Theory
1. Introduction to training programme and office administration
2. Educational Science
3. Educational Psychology
4. Teaching methods
5. Instructional design
6. Production and use of teaching learning materials
7. Assessment and Evaluation
8. Management of training programmes
9. Curriculum development
10. Research Methodology

Practicals
1. Micro teaching sessions
2. Demonstrations
3. Discussions
4. Role play

Assessments
1. Pre test
2. Unit assessments
3. Peer evaluation
4. Final examination
Assignments
Trainees have to maintain a skill book and to be submitted before the final examination.

4.3. Attendance requirement:
90% attendance is mandatory for the trainees to sit for the final examination.

5. Examination

5.1. Components of the examination (theory & practicals) marks would be allocated for each component as shown below;

Final Examination
Theory
MCQ Paper - 30 Single Best Response Answers (50 marks)
Essay / SAQ Paper - Questions from modules 2,3,4,5 (50 marks)
Essay/ SAQ Paper II - Questions from modules 6, 7, 8,9,10 (50 marks)

Practicals
Delivering a lecture (15 minutes) (50 marks)
Performing a demonstration (20 minutes) (50 marks)

5.2. Minimum marks to be successful at the examination

<table>
<thead>
<tr>
<th>Theory/Practicals</th>
<th>Pass Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCQ</td>
<td>50%</td>
</tr>
<tr>
<td>Paper I</td>
<td>50%</td>
</tr>
<tr>
<td>Paper II</td>
<td>50%</td>
</tr>
<tr>
<td>Delivering a lecture</td>
<td>60%</td>
</tr>
<tr>
<td>Performing a demonstration</td>
<td>60%</td>
</tr>
</tbody>
</table>

A candidate will be considered as ‘pass’ if she takes minimum 50% marks for each written papers separately and 60% for each practical sessions.

5.3. Selection of Examiners
Examiners for setting of question papers, marking of answer scripts and selection of invigilators will be appointed by the Deputy Director (Training)/NIHS.
6. **Award of the Diploma**

6.1. Trainees who are successful at the examination will be awarded the ‘Diploma certificate’

6.2. Certificate will be signed by the Director/NIHS, Deputy Director General (Education, Training and Research) & Director General of Department of Health Services

7. **Resource personnel involved in training**

7.1. Lectures and practical sessions are mainly done by the NIHS teaching staff (CCPs/MOs/Special Grade Public Health Nursing Tutors) of relevant departments (Public Health Training/ Research / Management) and Health Education Officer

7.2. External lecturers

- Medical Education and Resource Development Centre (MEDRC) of Faculty of Medicine, University of Colombo
- Retired trainers
- Trainers from Ministry of Health, Colombo

8. **General regulations**

8.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.

8.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS/Ministry of Health.
3. Guidelines for In-service Training Programmes

National Institute of Health Sciences conducts following In-service Training Programmes

3.1. Orientation on Management of Community Health for MOOH / RE / MOO (MCH)/ MOO (PH)
3.2. Pre Placement Training for Post Intern Medical Officers (MOH/AMOH)
3.3. Supervising Public Health Inspectors’ Training Programme
3.4. Supervising Public Health Midwives’ Training Programme
3.5. Training Programme on Research Methodology
3.6. Teacher Training Programme
3.7. Training Programme on Health Learning Material production
3.8. Educational Science Diploma Programme
3.9. Training course on International Classification of Diseases – 10th Revision
3.10. Training course on Medical Record and Health Information Management
3.11. Community Health Training for Post Basic Nurses (Ward sisters and Tutor sisters)
3.12. Training programme on Supervision for PHNS and RSPHNO
3.13. Management Training for Medical Officers In-charge of Primary Care Hospitals
3.14. Management Training for Senior Paramedical Staff attached to Government Hospitals
3.15. Training course in Community Health Management for Mid Level Managers
3.16. Human Resource Management Training for Middle Level Managers
3.17. Management Training Programme for Chief Pharmacists
3.18. In-service Training Programme for Government Pharmacists
3.19. In-service Training Programme for Dispensers
3.20. In-service Training Programme in Laboratory Quality Management for Government Medical Laboratory Technologists
3.21. In-service Training Programme for strengthening of skills of Government Medical Laboratory Technologists
3.22. In-service Training Programme for Estate Medical Assistants
1. Introduction

Sri Lanka has one of the best public health services in the region. Contributions came from many categories of health of personnel in the country, to reach this state of affairs. The Medical Officer of Health (MOH) has been in the forefront in the public health programmes that were launched in the past, and undoubtedly an important member of the health team functioning under the present ‘Health Unit’ system. The MOH is responsible for the coordination, supervision and monitoring of public health related activities in the field, served by the MOH office and act as the key player in supporting and guiding the other PHC staff in the implementation of the PHC programmes and the management of administrative matters.

The orientation programme on management of community health for Medical Officers of Health is conducted at NIHS for nearly forty years, and this is one of the oldest in-service training conducted by the NIHS. It is a very important need in order to achieve Millennium Development Goals in Sri Lankan perspective as it targets the training need of the medical officers in public health.

All the agencies working for public health in the Department of Health is responsible for this historical training programme in numerous ways while NIHS playing the leading role. Evaluation of this training has repeatedly shown the importance of such training. Similarly supervisors of the already trained participants are of the view that they perform far better than those who are not had such training.

Ministry of Health, Sri Lanka recently identified this as a compulsory training for Medical Officers of Health through circular number FHB/EU MOH Tr/2013, dated 7th of May 2013.

With the recent development of National Institute of Health Sciences, MOH training curriculum has been modified and was decided to introduce an outcome based curriculum.
2. Outcomes of the training programme

At the end of the programme participant should be able to function,

1. As a ‘Manager’ of a Health Unit & she/he should have competency to,
   - Plan, organize, implements & evaluates health and health related activities in relation to;
     - Maternal, childcare and family planning
     - School Health
     - Environmental and Occupational Health
     - Special campaigns
     - Prevention and control of communicable and non-communicable diseases
     - Health Education
     - Public Health Legislation
   - Staff administration (field staff/office staff)
   - Ensure maintenance of proper discipline among staff members
   - Handle cash/mail
   - Enforce departmental rules and regulations etc.
   - Maintain health statistics according to departmental requirements and utilize them for conducting activities for improving the health status of the community.

2. As a ‘Human Resource Developer’ & she/he should have competency in,
   - Self evaluation of knowledge, skills & attitudes
   - Identify ‘learning needs’ and workout for updating new technical & scientific innovations required to gain expert knowledge
   - Identify ‘learning needs’ of staff provide facilities to the relevant team to improve their knowledge, skills, attitudes and arrange available an environment suitable for ‘learning’

3. As a ‘Community Physician’ & she/he should have competency in,
   - Health promotion, prevention of diseases/ill-health, provide curative services, simple rehabilitative services
4. As a ‘Communicator’ & she/he should have competency in,
   - Identifying community health problems & community resources for health care (human resources - community leaders, formal & non formal, materials, financial etc).
   - Coordinating activities between different categories attached to MOH office/other health institutions/ Ministry of Health/ other departments/ non-governmental organizations and community
   - Communicating effectively with the community when planning, organizing & evaluating community health activities
   - Obtaining services of the community for better health care provision
   - Obtaining inter-sectoral cooperation for health care activities etc.

5. As a ‘Researcher’ & she/he should have competency to,
   - Identify research problems
   - Develop & implement simple research projects
   - Disseminate research findings - use research findings for improvement of health services/health status of community
   - Applying the knowledge gained to the area

6. As a ‘Role model’ & she/ should have competency to,
   - Maintain positive attitude
   - Work towards total wellbeing
   - Promote wellbeing of self and others

3. Eligibility criteria for selection

Participants for this training programme are selected giving island wide coverage of all the Regional Director of Health Services (RDHS) divisions. Nominations are called eight weeks prior to the commencement of training and trainees are selected by the Deputy Director (Training)/NIHS, considering following factors;
   - Previous public health training programmes participated including the same
   - Number of years they worked as MOH
   - Experience in the field of public health
4. Training programme

4.1. Duration: The training course will be of 9 weeks duration.

4.2. Course work: Consists of theory, field visits, supervisions, group discussions, student presentations and maintain of portfolios

4.2.1. Course will consist of following units:

1. Orientation to duties and responsibilities of the primary health care staff
2. General management
3. General administration
4. Improvement of productivity and quality of the services
5. Maternal and Child Health (MCH)
6. Environmental and Occupational Health (EOH)
7. Epidemiology
8. Health promotion
9. Special programmes
10. Oral health
11. Educational science
12. Non communicable diseases
13. Mental health
14. Adolescent health & care of elderly

4.2.2. Field visits:

1. To study records and returns pertaining to MCH, EOH & disease surveillance
2. Demonstration supervision of poly clinic
3. Demonstration supervision of PHI/SPHI/PHM/PHNS/SPHM & MOH offices
4. Food sampling and rating
5. Assessment of Health education sessions
6. Supervision of MCH programme, Environment, Food & School Health Programmes
4.2.3. Presentations:

Areas covered by presentations and discussions
1. Records and returns pertaining to MCH
2. Records and returns pertaining to EOH
3. Supervisory tools
4. MCH programme Supervision
5. Health education
6. Environmental health, Food safety and School health supervisions

4.3. Attendance requirement:

It is mandatory for the trainees to have not less than 80% of attendance. Trainees who fail to meet this attendance requirement will not be eligible to get the certificate at the end of the course.

5. Evaluation of students

5.1. Evaluation of students will be done by conducting a Pre test and a Post test (Structured type questionnaire)
5.2. Exit Outcomes would be evaluated post training at 6 months and 1 year through reflective log and Portfolio assessment

6. Award of the Certificate

6.1. Candidates who will fulfill the attendance requirement of not less than 80% will be awarded the ‘Certificate of successful completion of training course’
6.2. Certificate will be signed by the Director/NIHS, Deputy Director General (Education, Training and Research) & Director General of Department of Health Services

7. Resource personnel involved in training

Lecturers and resource personnel from each department/NIHS, field staff of NIHS field practice area, resource personnel from Family Health Bureau, Epidemiology Unit, Health Education Bureau, Directors from Special campaigns / Ministry of Health for relevant study areas and outside lecturers for other specialized subjects (eg; Office management and administration)
8. General regulations

8.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.

8.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS/ Ministry of Health.
3.2 Pre Placement Training for Post Intern Medical officers (AMOH)

1. Introduction

The Medical Officer of Health (MOH) has been in the forefront in the public health programmes that were launched in the past, and undoubtedly an important member of the health team functioning under the present ‘Health Unit’ system. The MOH is responsible for the coordination, supervision and monitoring of public health activities in the field, served by the MOH office and act as the key player in supporting and guiding the other PHC staff in the implementation of the PHC programmes and the management of administrative matters.

The Pre Placement Training for Post Intern Medical Officers (AMOH) is conducted at NIHS for the last three years. Frequency of sending these trainees from ministry of health is usually twice a year depending on the completion of internship appointments. Main objective of this training is to orient the trainees on public health before they assume the duties as AMOOH in all over the country.

Therefore the training given at NIHS is very much important, and evaluations of the training have shown the importance of such a short training as a pre-placement training. However, two weeks pre-placement training is not adequate for a AMOH to carry out their routine duties. Therefore these officers are invited for the routine in-service training programme on Orientation on Management of Community Health for MOOH/REE/MOO (MCH) in due course.

2. Objectives of the training programme

At the end of the training the trainees should be able to describe,

1. Duties and responsibilities of PHC staff
2. Office records maintained at
   - PHM office
   - PHI office
3. Services provided at a poly clinic
4. Office procedures pertaining to a MOH office
   – Financial
   – Administrative
5. Disease surveillance system at divisional level
6. School health programme
7. Food safety programme at divisional level

3. Eligibility criteria for selection
   Participants for this training programme are post intern medical officers who are appointed as AMOH before commencing the duties, by the Ministry of Health.

4. Training programme
   4.1. Duration: The training course will be of two weeks duration.
   4.2. Course work: Consists of theory, field visits, observations, group discussions and student presentations
      4.2.1. Course will consist of following modules:
         a. Lecture discussions
            Following subject areas are covered during the lecture discussions
            1. Overview of Primary Health Care
            2. Introduction to field work
            3. Organizational structure of National/Provincial health services and concept of Divisional Health System
            4. Duties and responsibilities of PHC staff
            5. National Health Information System of Maternal and Child Health
            7. Introduction to immunization programme
            8. Introduction to disease surveillance system
            9. School health programme
            10. Food safety programme at divisional level
            11. Office procedures and Financial procedures
b. Field attachments:

Trainees are attached to the NIHS field practice area (Kalutara and Beruwala). A supervisor from each MOH area is identified to guide the trainees attached to the area and trainees completed the field attachment according to the scheduled programme.

The activities performed by the trainees during field attachment are mentioned below;

1. Observe the services provided at a
   - MOH office
   - Poly clinic

2. Identify the duties and responsibilities of PHC staff – MOH/PHI/PHM

3. Identify the records/returns/registers maintained at
   - MOH office
   - PHI office
   - PHM office
   - Clinics

4. Identify the activities carried out at
   - School medical inspection
   - Monthly conference

5. Assist the MOH/AMOH in carrying out their routine work

6. Prepare the individual reports on activities carried out during field attachments.

4.3. Attendance requirement:

Attendance will be forwarded to respective RDHS office.

5. Evaluation of students

The coordinators supervise the field attachment throughout the period. Trainees should have their field exposure directly under the administrative purview of the respective MOH.
6. **Resource personnel involved in training**

Lecturers and resource personnel from each department/NIHS and field staff of NIHS field practice area.

7. **General regulations**

7.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.

7.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS/ Ministry of Health.
3.3 Supervising Public Health Inspectors’ Training Programme

1. Introduction

Supervising Public Health Inspectors’ (SPHI) training is designed to develop and strengthen the skills of the SPHII in order to improve the supervisory and managerial skills to work efficiently and effectively in divisional health care institutions. Further, they will gain competency on epidemiological surveillance, control of communicable & non-communicable diseases, prevention of environmental health problems, occupational hazards with community participation and ability of developing inter-sectoral coordination to ensure safe food production and good food handling practices, legal procedures etc.

As a middle level manager of health care delivery in divisional level, SPHI performs a major role in the MOH office. SPHII are the immediate supervisors of the Public Health Inspectors and therefore major functions of the SPHII are to guide, lead and supervise the PHII activities.

The SPHI shall work under supervision and guidance of MOH. His recognized duties are helping MOH in planning and organizing of health activities. Further, they look into identifying problems of PHII, helping & directing PHII for solutions, ensuring, guiding and supervising of all PHII at the office and in the field.

2. Objectives of the training programme

General Objective:

To develop and strengthen the skills of the Supervising Public Health Inspectors to work efficiently, effectively on Divisional health care deliverers

Specific Objectives:

1. To update knowledge of the SPHI on administrative procedure according to E-Code
2. To upgrade knowledge on financial regulations
3. To strengthen management skills for applying their duties
4. To strengthen the supervisory skills
5. Develop the competency of epidemiological surveillance and control of Non-Communicable diseases
6. To educate on prevention of environmental health problem with community participation
7. To develop knowledge of SPHI regarding social health problems
8. To strengthen of capabilities to prevent occupational hazards and accidents
9. To develop the training skills
10. To be able to guide, lead and monitor the school health & other programmes organized by PHI
11. Educate on promotion of inter-sectoral coordination
12. To update the knowledge and skills of office procedures for supervising PHI’s office
13. Should be able to ensure safe food production and good food handling practices
14. Should be able to guide and lead the legal procedure
15. To develop the computer literacy for presentation and training process

3. Eligibility criteria for selection

Grade one public health inspectors are selected according to the seniority by the Ministry of Health.

4. Training programme

4.1. Duration: The training course will be of 12 weeks duration.

4.2. Course work:
Consists of theory, field attachments, observational visits, problem based discussions, case studies, action plan and assignments

4.2.1. Course will consist of following modules:
1. Administrative Procedure
2. Financial Regulations
3. Supervision, Monitoring and Evaluation
4. Office Procedures
5. Epidemiological Surveillance
6. Environmental Health
7. Food safety and Sanitation
8. Public Health Regulation and Legal Procedures
9. Health Planning and Management
10. Training skills
11. Occupational Safety and Health
12. School Health Programme
13. Social Problem Community Development
14. Integrated Development Programme and special Projects related to Public Health
15. Computer skills

Field visits:
Before every observational visit, relevant objectives and guidelines are given to the participants by the module coordinator and participants have to fulfill such activities accordingly. Checklists to supervise the field activities should be prepared by the participants with the help of the resource personnel. After every field visit an assignment/report should be submitted.

5. Examination

5.1. Eligibility to sit for the final examination
Total attendance should not be less than 80% for theory (classroom) practical and field activities separately. Trainees who fail to meet this attendance requirement will not be eligible to sit for the final examination held at the end of the course.

5.2. Final Examination Procedure
Final examination consists of two parts
1. Technical (theory)
   a. Short answer question paper
   b. Multiple choice question paper
2. Practical
   a. Two field supervisions and report writing to assess field PHII performance
   b. Viva voce
5.3. Successful candidate
Total aggregate should be 50% or more

5.4. Repeat examination
Trainees who fail in the main examination are entitled to sit for the repeat examination.

5.5. Selection of Examiners
Examiners for setting of question papers, marking of answer scripts and selection of invigilators will be appointed by the Director/NIHS

6. Award of the Certificate
6.1. Candidates successful at the examination will be awarded the ‘Certificate for successful completion’
6.2. Certificate will be signed by the Director/NIHS, Deputy Director General (Education, Training and Research) & Director General of Department of Health Services

7. Resource personnel involved in training
Lecturers from each training department/NIHS, resource personnel from field staff of NIHS field practice area, SPHI (D), outside lecturers and resources for relevant specialized subject areas; SLIDA, Health Ministry (Planning unit), Legal Draftsmen Dept/AG Dept., Food unit/Health Ministry of Health, MRI, Govt. Analyst, SAHANAYA, Child Protection Authority, Police & Probation Dept., Helpage-Sri Lanka etc.

8. General regulations
8.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.
8.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS/Ministry of Health.


3.4 Supervising Public Health Midwives’ Training Programme

1. Introduction

Supervising Public Health Midwives are the senior PHMM who undergo three months training mainly on supervision. They act as the immediate supervisors of the Public Health Midwives. Training of first group of SPHMM was carried out in 1979 at NIHS, Kalutara in order to improve their supervisory and managerial skills.

The trainees are selected from the grade I PHMM depending on the seniority and the vacancies that exist for SPHM in the region. After completing the residential training & field training of three months, they are awarded with a certificate of successful completion of training programme.

The duties of SPHM who work under the supervision and guidance of MOH and PHNS are helping MOH and PHNS in planning and organizing of health activities, identifying problems of PHMM, directing them for solutions, maintaining up to date knowledge and professional qualifications of all PHMM. They are supposed to guide and supervise all PHMM at the office as well as in the field and in clinic centers.

With the recent development of National Institute of Health Sciences, SPHM training curriculum has been modified and was decided to introduce an outcome based curriculum.

2. Objective of the training programme

To train Supervising Public Health Midwives in order to guide and develop Public Health Midwives to deliver efficient and effective health services to the community

Following Exit Outcomes are identified:

1. Human Resource Developer
2. Manager
3. Health Promoter
4. Role Model
5. Counselor
6. Communicator
7. Research Facilitator

3. Eligibility criteria for selection
Grade I public health midwives are selected by the Ministry of Health according to the seniority.

4. Training programme
4.1. Duration: The training course will be of three months duration (70 working days).
4.2. Course work:
Consists of theory, case studies, role plays, field attachments, assignments, reflective logs and portfolios

7.1.1. Exit outcomes are achieved by following competencies:
1. Human Resource Developer:
   - To develop capabilities of SPHMM in order to provide efficient & effective Primary health care services by PHM in her area in compliance of Health Ministry requirements
   - To carry out duties in accordance with departmental rules and regulations
2. Manager:
   - Provision of quality MCH/FP services based on accepted managerial principles
   - To ensure constant availability of all logistics needs at PHM level for them to provide productive health services
3. Health Promoter:
   - To become an effective Health Educator and Health Promoter
4. Role Model:
   - SPHM to be a Role Model for the PHM
5. **Counselor:**
   - To function as an effective counselor

6. **Communicator:**
   - To become an effective communicator

7. **Research Facilitator:**
   - To conduct simple research relevant to MCH

5. **Examination**

5.1. **Eligibility to sit for the final examination**
   80% attendance is compulsory to sit for the examination. The trainees will have to get the portfolio approved before the prescribed date to sit for the portfolio viva.

5.2. **Final Examination Procedure**

   a. **Written Examination**
      - A Short Essay Question (SEQ) paper
      - This consists of 10 questions
      - 10% of total marks will be allocated for this component

   b. **Practical Examination**
      - A mini SPHM office should be maintained by each trainee according to the departmental instructions/guidelines
      - 10% of total marks will be allocated for this component
      - Two field supervisions & report writing should be done by each trainee
      - 60% of total marks will be allocated for this component

   c. **Viva Voce Examination**
      - Viva voce examination will be based on reflective logs and portfolios maintained by the trainees
      - 20% of total marks will be allocated for this component

5.3. **Results of the final examination**

   Pass  - Trainees who have scored 50% or more of the total marks
   Failed - Trainees who have scored less than 50% of the total marks
5.4. **Repeat examination**

- Repeat examination consist all the components of the proper examination
- Trainees who failed should sit for the repeat examination
- Trainees should score 50% or more of the total marks to pass the repeat examination

5.5. **Selection of Examiners**

Examiners for setting of question papers, marking of answer scripts and selection of invigilators will be appointed by the Deputy Director (Training)/NIHS

6. **Award of the Certificate**

6.1. Candidates successful at the examination will be awarded the ‘Certificate of successful completion of training programme’

6.2. Certificate will be signed by the Director/NIHS, Deputy Director General (Education, Training and Research) & Director General of Department of Health Services

7. **Resource personnel involved in training**

Lecturers from each training department/NIHS and resource personnel from field staff of NIHS field practice area.

8. **General regulations**

8.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.

8.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS/Ministry of Health.
3.5 Training Programme on Research Methodology

1. Introduction

Research is systematic collection, analysis and interpretation of data to answer a certain question or solve a problem. Thus research plays a very important role in maintaining health and combating diseases by providing evidence for policies and decisions to improve the health and health systems.

During the two weeks of training, participants will be offered high quality hands-on research methodology training. Course will cover all subtopics in research methods. Review of literature; identification of research issues; formulation of objectives and hypothesis; identifying study population and study sample; sampling techniques; sources of data and methods of data collections; selection of tools of data collection; conduct of field work; application of suitable analytical techniques; and reporting of results are some of the subtopics cover in the training programme.

2. Objectives of the training programme

By the end of this training programme, the participants are expected to have skills and competencies across the spectrum of research methods with ability to apply a range of research techniques in a practical environment.

Specific Objectives of the programme are as follows.

1. To understand the basic concepts of Research Methods
2. To acquire the essential knowledge on conducting a Research
3. To develop the essential skills in conducting a Research

3. Eligibility criteria for selection

Suitable candidates will be selected based on service, seniority at present position, relevancy of training programme for personal and institutional development.
4. Training programme

4.1. Duration:

The training course will be of two weeks (10 working days). Depend on the profile of the participants, programme will be conducted over two weeks continuously, two separate teaching blocks of two weeks, or as separate teaching modules of 10 working days over a period of 10 weeks.

4.2. Teaching Methods:

Outcome based learning approach will be used. Facilitators will guide participants to develop their own proposal through a series of short lectures, group discussions. Participants will work in small groups and design research proposals, step by step on a priority problem they have selected. As each new step is introduced, new concepts and research procedures will be presented. Skills will be developed to handle collected data, simple data analysis and drawing of conclusions using a sample data set. Since all sessions will be conducted in English, participants are expected to have competency in spoken and written English.

A mentor / supervisor will be allocated (if necessary) for each student / group from the panel of technical experts at NIHS for this period.

4.3. Course content

The training programme will consist of following subject areas:

1. Introduction to research
2. Importance of health system research in public health
3. Selecting a research problem/topic
4. Problem analysis
5. Literature review/search
6. Writing objectives
7. Overview of study designs : Descriptive studies-observational and analytical, Case control, Cohort, Intervention studies
8. Selecting the study population, Inclusion and exclusion criteria
9. Sample size calculation and Sampling techniques
10. Types of data and Different data collection methods
11. Variables and variability
12. Measurement and measurement error
13. Principals of developing an data collection instrument
14. Pretest and pilot study
15. Data collection
16. Data management-coding editing and proof reading
17. Data entry
18. Analysis of data-descriptive statistics, inferential statistics 1, inferential statistics 2
19. Ethics in health system research
20. Systematic errors in research-bias and confounding
21. Preventing/ minimizing bias and confounding
22. Disseminating of results

4.4. Attendance requirement
90% attendance is mandatory.

5. Award of the Certificate
5.1. On successful completion of the training programme, the participants having more than 90% attendance and those who obtain the pass mark for competency test at the end of the training programme will eligible for the “Certificate of successful completion of training programme on Research Methodology”.
5.2. Certificate will be signed by the Director/NIHS, Deputy Director General (Education, Training and Research) & Director General of Department of Health Services

6. Resource personnel involved in training
All resource members are skilled and experienced in epidemiological research methods and have undertaken research projects in their respective specialty.
The resource team will include Consultant Community Physicians, Medical officers with post graduate experience (MD and MSc in community medicine and medical administration).
7. General regulations

7.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.

7.2. Any part of this prospectus may be changed from time to time at the discretion of NIHS.
3.6 Teacher Training Programme

1. Introduction

Teacher training is one of the most important aspects of a Training/Teaching Institute. Proper training is essential for the development of a lay teacher into a master teacher. Training in Educational Sciences and Technology is of vital importance in the career development of a teacher.

Department of Educational Science of the National Institute of Health Sciences, Kalutara, Sri Lanka has been conducting teacher training programmes for more than fifteen years for health care trainers of the Ministry of Health. Main objective of this program is to provide trainees with current knowledge and skills on Educational Sciences and relevant Technology.

Trainee will be introduced to recent developments of Educational Sciences and will have hands on experience in training techniques. This program is the one and only program on Educational Sciences and Technology conducted by the institutions attached to the Ministry of Health, Sri Lanka.

2. Objectives of the training programme

At the end of the programme trainee should be able to,

1. Discuss role of a teacher
2. Write a lesson plan using Gagne’s nine events of instructional design
3. Describe adult learning principles
4. Prepare a power point presentation
5. Conduct small group teaching session
6. Discuss current trends in curriculum development
7. Prepare a curriculum
8. Describe Miller’s pyramid of evaluation
9. Prepare MCQs (single best)
10. Prepare an outline of a manuscript/study guide
11. Conduct a successful lecture
12. Describe portfolio assessment
13. Identify principles of Educational Psychology

3. Eligibility criteria for selection
   Any staff officer employed in the Ministry of Health Sri Lanka or Provincial Health Ministries and who are involved in training

4. Training programme
   4.1. Duration: Duration of the training courses will be as follows:
       - Five days Teacher training programme
       - Ten days Teacher training programme
   4.2. Course work:
       Consists of theory, practicals and assessments
       4.2.1. Course will consist of following subject areas:
           1. Adult education
           2. Role of a teacher
           3. Communication
           4. Educational objectives
           5. Lesson plans
           6. Teaching knowledge, skills and attitudes
           7. Small group teaching methods
           8. Selecting and using Health learning materials/Teaching learning materials
           9. Student counseling
   4.3. Attendance requirement:
       80% attendance is mandatory for the trainees to get the certificate.

5. Evaluation of trainees
   5.1. Pre-test and Post-test is done by giving structured type questionnaire
   5.2. At the end of the programme a micro-teaching session should be undertaken by each student which is assessed by a panel of resource personnel.
6. **Award of the Certificate**

6.1. Trainees who will fulfill the attendance requirement of not less than 80% will be awarded the ‘Certificate of completion of training course’

6.2. Certificate will be signed by the Deputy Director (Training) and Director/NIHS

7. **Resource personnel involved in training**

Lecturers from the Department of Educational Sciences and Department of Research are involved in training. Resource team consists of Consultant Community Physicians, medical officers, nursing tutors and health education officer.

8. **General regulations**

8.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.

8.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS.
1. Introduction

Scientific preparation of health learning materials (HLM) is one of the most important skills of a teacher. National Institute of Health Sciences has been conducting HLM production workshops for more than fifteen years. In this program trainee will be introduced to various methods of production of Health Learning Materials such as power point, study guides, booklets, manuals etc and the trainee will have hands on experience on these. Course duration is five days.

2. Objectives of the training programme

At the end of the training the trainees should be able to,

1. Describe the principles of production of power point presentation
2. Prepare a power point presentation according to principles
3. Deliver a lecture using a power point
4. Discuss the principle of preparation of study guide
5. Prepare a study guide
6. Discuss the importance of writing a book
7. Prepare an outline of a manuscript
8. Describe the principles of preparation of transparencies
9. Describe the principles of preparation of flip charts
10. Discuss the principles of effective use of blackboard/white board

3. Eligibility criteria for selection

Employees in the Ministry of Health, Sri Lanka or Provincial Health Ministries who are involved in training

4. Training programme

4.1. Duration: The training course will be of five days duration.

4.2. Course work:

The course consists of theory, practical sessions and assessments.
4.2.1. Course will consist of following subject areas:

a. Lecture discussions
   Principles of production of power point presentation, study guide, transparencies, flip charts, effective use of blackboard/white board and importance of writing a book

b. Practical sessions
   Prepare a good power point presentation and deliver a lecture using a power point.
   Prepare a study guide.
   Prepare an outline of a manuscript.

4.3. Attendance requirement:
   80% attendance is mandatory for the trainees to get the certificate

5. Award of the Certificate
   5.1. Candidates who will fulfill the attendance requirement of not less than 80% will be awarded the ‘Certificate of completion of training course’
   5.2. Certificate will be signed by the Deputy Director (Training) and Director, NIHS

6. Resource personnel involved in training
   Lecturers from the Department of Educational Science of NIHS

7. General regulations
   8.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.
   8.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS.
3.8 Educational Science Diploma Programme

1. Introduction

Educational Science Diploma Programme is newly introduced six months training programme which is based on outcome based curriculum. Trainee will be guided to achieve ten exit outcomes during this training. Trainee will be introduced to recent developments of Educational Sciences and will have hands on experience in training techniques.

This programme is the one and only programme on Educational Sciences which is based on outcome based curriculum, conducted by the institutions attached to the Ministry of Health, Sri Lanka.

2. Objectives of the training programme

At the end of the programme trainee should be able to function as a competent teacher.

In this course Outcome Based Curriculum will be followed.

Ten exit outcomes of this training program are

1. Lecturer
2. Practical teacher
3. Learning facilitator
4. Curriculum developer
5. Resource material developer
6. Role model
7. Communicator
8. Manager
9. Assessor
10. Researcher

3. Eligibility criteria for selection

Any staff officer employed in the Ministry of Health Sri Lanka or Provincial Health Ministries and who are involved in training.
4. Training programme

4.1. Duration: Duration of the training course will be of six months

4.2. Course work:

Consists of theory, practical and assessments

4.2.1. Course will consist of following subject areas:

1. Educational Science and Educational Psychology
   At the end of this module trainee should be able to,
   1. Describe the scientific and theoretical considerations underlying the training process
   2. Critically review the learning theories put forward by educationists over the past years
   3. Apply learning theories to optimise the learning process of the trainees
   4. Describe outcome based learning
   5. State the taxonomies in the cognitive, psychomotor and affective domains
   6. Describe reflective practice
   7. Prepare a portfolio

      Content-
      • Learning process
      • Theories of learning
      • Types of learning
      • Factors affecting learning
      • Adult learning, self learning
      • Learning and forgetting
      • Perception, attention, motivation
      • Rewards and punishment
      • Intelligence and learning ability
      • Emotional intelligence
      • Testing ability
      • Learning of knowledge, attitudes and skills (taxonomies/ different levels)
      • Teacher pupil relationship
Teacher-centred/student-centred learning
Participatory methods
Reflective log
Portfolios

2. Lecturer
At the end of this module trainee should be able to,
1. Prepare a lesson plan for his/her lecture
2. Describe ways of improving lectures
3. Discuss problems of lectures
4. Conduct a lecture effectively
5. Prepare a power point presentation

Content-
1. Lesson plan
2. Gagne’s steps in instructional design
3. Problems of lectures
4. Effective lecture method

3. Practical Trainer
At the end of this module trainee should be able to,
1. Discuss qualities of a good demonstration
2. Prepare a lesson plan for his/her practical session
3. Prepare a check list for practical session
4. Conduct a practical session effectively

Content-
- Qualities of a good demonstration
- Steps in writing a lesson plan
- Steps in writing a check list

4. Learning Facilitator
At the end of this module trainee should be able to,
1. Discuss the importance of learning facilitator in current educational environment
2. Describe SPICES (student centered, problem based, integrated, community based, elective driven, systematic) model
3. Conduct a Problem Based Learning session

Content-
- SPICES model
- Problem Based Learning (PBL)
- Functions of a Learning Facilitator

5. Curriculum developer
At the end of this module trainee should be able to,
1. Define curriculum
2. Describe types of curricula
3. State approaches of curriculum development
4. Discuss SPICES model
5. Discuss diseases of curricula
6. Prepare a curriculum for a programme

Content-
- Curriculum-definition
- Types of curricula-planned, taught, learnt, assessed, null etc.
- Approaches of curriculum development-time table, cook book, engineering etc.
- SPICES model-student centered, problem based, integrated, community based, elective driven, systematic
- Diseases of curricula-curriculosclerosis, curricular carcinoma etc.
- Steps in curriculum development

At the end of this module trainee should be able to,
1. Discuss principles of producing Teaching Learning Material (TLM)
2. List the Teaching Learning Material
3. Produce TLM using Educational Principles
4. Discuss principles of producing Study Guides
5. State types of study Guides
6. Produce a Study Guide using Educational Principles

   Content
   
   • Principles of production of TLM
   • List of TLM- manuals, books, posters, handouts, flip charts, transparencies, videos etc.
   • Types of study guides
   • Principles of producing study guides

7. Role model

   At the end of this module trainee should be able to,
   
   1. Define Role model
   2. Discuss qualities of a Teacher role model
   3. Discuss the ways of becoming a role model
   4. Demonstrate the ways of becoming a role model
   5. Discuss the concept of total well being
   6. Discuss the ways of improving positive attitudes
   7. Describe the methods of measuring attitudes
   8. Define health promotion
   9. Discuss the role of a Health Trainer as a Health Promoter

   Content-
   
   • Role model-definition
   • Qualities of a Teacher role model
   • Ways of becoming a role model
   • Ways of improving positive attitudes
   • Concept of total well being
   • Methods of measuring attitudes
   • Health promotion
   • Role of a Health Trainer as a Health Promoter
   • Pen and Paper test

8. Manager

   At the end of this module the trainee should be able to,
   
   1. Discuss the role of the teacher as a manager of a training programme
   2. Demonstrate the ability to plan, organize, implement and evaluate a training programme
3. Apply management principles to optimize the final outcome of the training programme

4. Prepare a report on the training programme managed/coordinated by the trainee

5. Prepare a contingency plan for a training programme

6. Conduct a situational analysis of her/his organization pertaining to teaching/learning

7. Demonstrate skills in communication, decision making, administration, supervision and management

8. Function effectively as a team member and a leader

Content-

- Managerial functions of a teacher (analyzing, planning, directing, controlling, coordinating, evaluating)
- Management of the learning process
- Role of a teacher as a coordinator
- Delegation of work
- Knowledge management
- Functions and styles of leadership
- Performance management and appraisal of trainer and trainee
- Motivation
- Team and group dynamics
- Communication skills
- Staff development
- Principles of management
- Managerial process
- Management by objectives
- Teaching strategy
- SWOT analysis
- SMART Objective setting
- Preparation of action plan
- Preparation of GANNT chart
- Program budgeting
9. **Assessor**

At the end of this module trainee should be able to,

1. Describe Miller’s pyramid of assessment
2. Define validity and reliability of assessment procedures
3. Describe principles of preparation of MCQs
4. Prepare MCQs using above principles
5. Discuss principles of preparation of ETQs
6. Prepare ETQs using above principles
7. Prepare an OSPE station
8. Discuss the methods curriculum evaluation

**Content**-

- Miller’s pyramid of assessment
- Validity
- Reliability
- Principles of preparation of MCQs
- Prepare MCQs using above principles
- Principles of preparation of ETQs
- Steps in preparation in OSPE station
- Methods curriculum evaluation

10. **Communicator**

Learning outcomes

At the end of this training module trainee should be able to,

1. Discuss the need for better communication
2. Select better methods of communication in order to facilitate learning
3. Describe barriers to communication
4. Identify non-verbal communication
5. Evaluate communication skills

**Content**-

- Principles of communication
- Components of communication
• Different methods of communication (verbal and nonverbal)
• Barriers to communication
• Factors enabling better communication
• Principles of selecting a communication method for a given situation
• ‘I’ messages
• Interpersonal skills
• How to evaluate communication skills (self & trainees)

11. Researcher

At the end of this module trainee should be able to,

1. Discuss the benefits of research
2. Write a research proposal

Content-

• Benefits of research
• Introduction to Educational Research
• Identifying and prioritizing problems for research
• Analysis and statement of the problem
• Literature review
• Formulation of research objectives
• Research methodology
• Variables
• Study types
• Data collection techniques
• Sampling
• Plan for data collection
• Plan for data processing and analysis
• Pretesting the methodology
• Work plan
• Plan for project administration, monitoring and utilization of results
• Budget
4.3. Attendance requirement:

80% attendance is mandatory for the trainees to obtain the certificate.

5. Evaluation of trainees

Evaluation

<table>
<thead>
<tr>
<th>Exit outcomes</th>
<th>Methods of assessment</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Educational Science//Educational Psychology</td>
<td>MCQ; ETQ/SAQ</td>
<td>200</td>
</tr>
<tr>
<td>2. Lecturer</td>
<td>Microteaching Session</td>
<td>100</td>
</tr>
<tr>
<td>3. Practical teacher</td>
<td>Demonstration</td>
<td>100</td>
</tr>
<tr>
<td>4. Learning facilitator</td>
<td>Assignment</td>
<td>50</td>
</tr>
<tr>
<td>5. Curriculum developer</td>
<td>Assignment</td>
<td>50</td>
</tr>
<tr>
<td>6. Resource material developer</td>
<td>Assignment</td>
<td>50</td>
</tr>
<tr>
<td>7. Role model</td>
<td>Assignment</td>
<td>50</td>
</tr>
<tr>
<td>8. Communicator</td>
<td>Assignment</td>
<td>50</td>
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<tr>
<td>9. Manager</td>
<td>Assignment</td>
<td>50</td>
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<tr>
<td>10. Assessor</td>
<td>Assignment</td>
<td>50</td>
</tr>
<tr>
<td>11. Researcher</td>
<td>Assignment</td>
<td>50</td>
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<tr>
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<td>Portfolio assessment</td>
<td>200</td>
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<td><strong>Total</strong></td>
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Educational Science/Educational Psychology (200)

**Written Examination**

- Essay Type Questions / Short Answer Questions - Any 04 questions to be answered (out of 06 questions) within one hour (40x4=160 marks)
- Examination papers will be in English Language. Explanations will be given in Sinhalese/Tamil if required
- Multiple Choice Questions - single best - 10 items - 30 minutes (40 marks)

**Lecturer (100 marks)**

- Evaluation will be carried out through Micro teaching sessions
**Practical teacher (100 marks)**
- Should conduct two practical sessions and reflective logs should be included in the portfolio. The portfolio should be submitted to the Department of Educational Science (DES) on or before the stipulated date.
- Marks would be given as follows: Evidence for conducting practical teaching (15x2=30 marks); Reflective logs (35x2=70 marks)

**Learning facilitator (50 marks)**
- Conduct a focus group discussion/Problem Based Learning session /Team Based Learning/Panel discussion session and write a reflective log.
- Ten marks will be given for the evidence of conducting the session and 40 marks will be given for the reflective logs that are included in the portfolio.

**Curriculum developer (50 marks)**
- Assignment based evaluation
- Prepare a curriculum for 05 day training programme
- Prepared curriculum should hand over to the DES on or before the stipulated date.

**Resource material developer (50 marks)**
- Book /manual (40%)
- One study guide (30%)
- Three quick study guides (10x3=30%)
- Should hand over to DES on or before the stipulated date.

**Role model (50 marks)**
- Evidence of conducting a mental training session -10%
- Evidence of conducting a physical exercise session -10%
- Reflective logs should be included in the portfolio and will be given 15x2=30 marks
- Supervisor’s continuous observations-25%
- Attendance-25%
Communicator (50 marks)
- Assignment based evaluation
- Discuss how to use communication skills effectively in your teaching learning process
- Should be one thousand (1000) words
- Should hand over to DES on or before the stipulated date.

Manager (50 marks)
- Assignment based evaluation
- Critically evaluate your role as a training manager at your work place and make suggestions on how to improve it.
- Should be one thousand (1000) words
- Should hand over to DES on or before the stipulated date.

Assessor (50 marks)
- Assignment based evaluation
- Assignment
- Prepare a test item for an evaluation
- Critically evaluate prepared test item
- Should hand over to DES on or before the stipulated date.

Researcher (50 marks)
- Should submit the proposal only – evaluation commences from 50% of the total marks allocated i.e. 25 marks
- Research has progressed up to showing evidence of data collection. Evaluation commences from 75% of the total marks allocated i.e. 37.5 marks.
- Research is completed following submission of the report - evaluation commences from 100% of the total marks allocated i.e. 50 marks
- Should hand over the report to DES on or before the stipulated date.
**Portfolio Assessment - 200 marks**

- Portfolio-160 marks  Portfolio viva-40marks
- Should hand over portfolio and assignments on or before the stipulated date.
- Portfolio viva will be held one month after the deadline of submitting it for the successful candidates who scored over 50% for portfolios. Unsuccessful candidates should resubmit the portfolio in a stipulated time.
- For each component (exit outcome) pass mark will be 50%
- Individuals who get 50% or more for the entire assessment and who have passed each component will be awarded Diploma in Tutor Training (Educational Science). Those who have not scored 50% for any component will be referred in that component and will have to complete it within a stipulated time.

6. **Award of the Certificate**

   6.1 Trainees who will fulfill the attendance requirement of not less than 80% and

   6.2. Individuals who get 50% or more for the entire assessment and who have passed each component will be awarded Diploma in Tutor Training (Educational Science). Those who have not scored 50% for any component will be referred in that component and will have to complete it within a stipulated time.

6.3. Certificate will be signed by the Director/NIHS, Deputy Director General (Education, Research & Training)

7. **Resource personnel involved in training**

   Lecturers from the Department of Educational Sciences and staff of NIHS are involved in training.

8. **General regulations**

   8.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.

   8.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS.
1. Introduction

The International Statistical Classification of Diseases Tenth Revision (ICD-10) is the international standard for the coding of diseases for morbidity and mortality reporting. It is published by the World Health Organization and maintained by the WHO Family of International Classifications Network (WHO-FIC). Clinical coding is the translation of diseases, health related problems and procedural concepts from text to alphabetic/numeric codes for storage, retrieval and analysis. Use of ICD-10 for the coding of hospital discharge (morbidity) or death certificate (mortality) data, using the rules established by WHO, ensures data which are comparable between individual hospitals or between provinces or states or internationally, as well as at different points in time.

Classifications have been used to describe diagnoses and procedures for many years. WHO has published revisions and updates to the ICD since 1948. Coded data are used for public health research and epidemiological studies at the population level and also for hospital management and funding purposes. Health data coded with ICD-10 forms the basic building blocks for the assessment of health system performance, to analyze burden of disease and for planning of health programmes for the improvement of population health. WHO and its regional offices, through the evidence and information for Health policy program, encourage use of the classification.

National Institute of Health Sciences, Sri Lanka is an internationally recognized centre of expertise in the classification of morbidity data. Through its work, the NIHS makes significant contributions to the quality of health data collections and health information systems throughout the Sri Lankan healthcare system and even internationally. NIHS is the first WHO recognized training centre on ICD-10 in South East Asia. NIHS’s ICD – 10 training materials have been reviewed by the joint collaboration of WHO – FIC (Family of International Classification) – IFHRO (International Federation of Health Record Organizations) and recommended that they meet the international standards for high quality teaching and approved for
international use. These experiences have allowed us to build a substantial pool of international training expertise and resources. The adaptation of training materials to suit each program of study means that high quality relevant resources are provided to meet varying needs of professional health workers who deal with health records or who are responsible for clinical coding. This course is offered to meet the needs of Medical Record personnel using the ICD-10 health classification system and who require formal introductory training in the use of this classification. This prospectus outlines a two-week training program to introduce the rules and guidelines for the use of the ICD-10 health classification system for morbidity (hospital) coding.

2. Objectives of the training programme

All Course participants are trained in ICD – 10, enabling them to,

1. Understand and use basic ICD-10 coding conventions.
2. Interpret and apply World Health Organization rules for coding.
3. Accurately assign codes for principal (main) diagnoses.
4. Appreciate the concept of multiple coding for morbidity collections.
5. Appreciate inputs to quality coding and apply strategies for improving coded data.

3. Eligibility criteria for selection

Those who work under the Ministry of Health as Medical Record Officers, Medical Record Assistants or any other category of officers who have been assigned to do medical record related work are selected by the Ministry of Health.

4. Training programme

4.1. Duration: The training course will be of 10 days duration.

4.2. Course work:

Consists with theory, practical exercises, revision time, site visits and assignments
4.2.1. **Course will consist of 7 sections and 26 Modules:**

The 7 sections are:

1. Course orientation, introduction to NIHS, Kalutara
2. ICD-10 introduction, why coding?, coded data uses, ICD-10 structure and conventions
3. Using ICD-10 volume 2, WHO morbidity and mortality coding rules, WHO short tabulation lists
4. How to code with ICD-10, chapter by chapter – lectures, training software and work books, group exercises
5. Student presentations about coding in Sri Lanka, coding issues and problems open forum, future coding activities plans
6. Quality assurance mechanisms for coded data
7. Site visits to statistical organizations and health departments

4.2.2. **Practical exercises:**

Each participant is provided with a set of student work book and answer book containing a variety of materials for the training course. At the end of each session student has to work out coding exercises relevant to the chapter. These will provide a valuable reference resource following completion of the course.

4.2.3. **Site visit:**

After completion of teaching modules, the students will be taken on a visit to well developed medical record departments in public and private sector hospitals. During this exercise the student will be given opportunity to observe operations of a number of health care facilities in the light of newly acquired skills in medical record management.

4.3. **Attendance requirement:**

It is mandatory for the trainees to have not less than 80% of attendance for related to this course work. Trainees who fail to meet this attendance requirement will not be eligible to sit for the final examination held at the end of the course.
5. Examination

5.1. End course assessment of participants’ progress (on theory) is done.

5.2. Minimum marks to pass the examination is 60%

5.3. Examiners for setting of question papers & marking of answer scripts will be appointed by the Deputy Director (Training)/NIHS

6. Award of the Certificate

6.1. Trainees successful at the examination will be awarded the ‘Certificate of successful completion’

6.2. Certificate will be signed by the Director/NIHS, Deputy Director General (Education, Training and Research) & Director General of Department of Health Services

7. Resource personnel involved in training

- Experienced educators, who are staff members of National Institute of Health Sciences, Kalutara, Sri Lanka will conduct the course.

- The main lecturers are postgraduate qualified medical officers in Community Medicine and have undergone training in Health Information Management, ICD classification and it’s quality assessment, nationally & internationally.

- ICD 10 training courses that were conducted at NIHS were evaluated by the National Centre for Classification in Health, Queensland University of Technology, Brisbane, Australia and World Health Organization and it received an excellent evaluation.

- All educators are highly experienced and skilled in the implementation and use of ICD-10, both in Sri Lanka and internationally.

8. General regulations

8.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.

8.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS.
1. Introduction

The Medical Record, in manual or automated form, houses the medical information that describes all aspects of patient care. Physicians, Nurses and other health care providers require medical information for treating a patient. The Medical Record serves as a communication link among caregivers. Documentation in the Medical Record also serves to protect the legal interests of the patient, health care provider, and health care facility. Other uses of Medical Record include provision of data for medical research, education of health care providers, public health studies and quality review. Medical Records form an important document in record keeping process in a hospital.

The NIHS is an internationally recognized Sri Lankan centre of expertise in the classification of morbidity data. Through its work, the NIHS makes significant contributions to the quality of health data collections and health information systems throughout the Sri Lankan healthcare system and internationally.

NIHS is the first WHO recognized training centre in Medical Record, Health Information Management and ICD 10 in south East Asia. These experiences have allowed us to build a substantial pool of international training expertise and resources. The adaptation of training materials to suit each program of study means that high quality relevant resources are provided to meet varying needs of professional health workers who deal with health records or who are responsible for clinical coding.

This course is offered to meet the needs of Medical Record personnel working in health care facilities and who require formal introductory training in Basic Medical Record Practice and Health Information Management. This prospectus outlines a ten-week comprehensive training program to introduce the principles and practice of Medical Record and Health Information Management.
2. Objectives of the training programme

Course participants were trained in Medical Record and Health Information Management enabling them to:

1. Analyze component parts of medical terms
2. List, describe and use common prefixes, suffixes and combining forms
3. Define common diagnostic, therapeutic and operative terms related to body systems
4. Have a basic understanding of the anatomy of a medical record in its various applications, as well as the responsibility for and uses of a patient’s medical record
5. Understand how the role and responsibilities of the Health information manager/ Medical Record Manager have developed over time and may vary from site to site.
6. Gain insight into the part, the medical record manager may play in developing and maintaining the data management system in a health care facility.
7. To generate high quality morbidity and mortality data to enhance, decision making, planning out strategies for prevention, health system planning, allocation of scarce resources etc.

3. Eligibility criteria for selection

Those who work under the Ministry of Health as Medical Record Officers, Medical Record Assistants or any other category of officers who have been assigned to do medical record related work are selected by the Ministry of Health.

4. Training programme

4.1. Duration: The training course will be of 10 weeks duration.

4.2. Course work:

Consists with theory, group activities, group presentations, data extraction exercises, site visits and assignments
4.2.1. Course will consist of 5 Modules:
The 5 modules are:
Module 1 – Anatomy, Physiology and Medical Terminology
Module 2 – Medical Record Management
Module 3 – Data Management
Module 4 – Epidemiology
Module 5 – Practical experience – Hospital visits

4.2.2. Site visit:
After completion of teaching modules, the students will be taken on a visit to well developed medical record departments in public and private sector hospitals. During this exercise the student will be given an opportunity to observe operations of a number of health care facilities in the light of newly acquired skills in medical record management.

4.3. Attendance requirement:
It is mandatory for the trainees to have not less than 80% of attendance for this course work. Trainees who fail to meet this attendance requirement will not be eligible to sit for the final examination held at the end of the course.

5. Examination
5.1. End course assessment of participants’ progress (theory) is done.
5.2. Minimum marks to pass the examination is 60%
5.3. Examiners for setting of question papers & marking of answer scripts will be appointed by the Deputy Director (Training)/NIHS

6. Award of the Certificate
6.1. Trainees successful at the examination will be awarded the ‘Certificate of successful completion’
6.2. Certificate will be signed by the Director/NIHS, Deputy Director General (Education, Training and Research) & Director General of Department of Health Services
7. **Resource personnel involved in training**

   Experienced educators, who are staff members of National Institute of Health Sciences, Kalutara, Sri Lanka will conduct the course.

   The main lecturers are postgraduate qualified medical officers in Public Health and have undergone training in Health Information Management, ICD classification and its quality assessment, nationally & internationally.

8. **General regulations**

   8.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.

   8.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS.
3.11 Community Health Training for Post Basic Nurses (Ward Sisters and Tutor Sisters)

1. Introduction

Post Basic Nurses who undergo Management Training in the Post Basic School, Colombo, are attached to the NIHS for one month training on orientation on Community Health, which is a part of their one year training on Management and Supervision.

The aim of this training programme at NIHS is to develop Post Basic Nurses to provide productive and efficient services as supervisory and managerial officers in their relevant fields, once they assume duties as ward sisters/tutor sisters. Through this training at NIHS trainees would be able to improve knowledge, attitudes and skills on public health and thereby provide better services to patients/community efficiently and effectively. National Institute of Health Sciences conducts this programme on the availability of Post Basic Nursing groups at Post Basic School.

2. Objectives of the training programme

General Objective:
To improve knowledge, attitudes and skills on Community Health to provide efficient and effective health care services to patients/community as a supervisory and managerial officer.

Specific Objectives:
1. To provide better health services to patients through efficient health management
2. To improve the quality of MCH/Child health services based on accepted managerial principles
3. To function efficiently and effectively as a trainer
4. To become an effective communicator to help patients and guardians to solve their problems when needed
3. Eligibility criteria for selection

All the Post Basic Nurses who are enrolled in the Management and Supervision training in the Post Basic School, Colombo, are sent to the NIHS for this one month training on community health.

4. Training programme

4.1. Duration: The training course will be of 4 weeks duration

4.2. Course work:

Consists of theory, field work, assignments, group work and student presentations

4.2.1. Course will consist of following subject areas:

1. Primary Health Care System
2. Functions and responsibilities of public health staff
3. Management and Supervision
4. Family Health and Reproductive Health
5. School Health
6. Epidemiology and surveillance
7. Immunization
8. Health Education
9. Educational Sciences
10. Environment and occupational Health
11. Food safety

4.3. Attendance requirement:

80% attendance is mandatory for the trainees to sit for the examination conducted at the NIHS.

5. Examination

5.1. Components of the examination:

Theory
- MCQ Paper
- Short Answered Question Paper
5.2. Minimum marks to pass the examination:

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<tr>
<th>Theory</th>
<th>Pass Mark</th>
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<tbody>
<tr>
<td>MCQ</td>
<td>50%</td>
</tr>
<tr>
<td>SAQ</td>
<td>50%</td>
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A candidate will be considered as ‘pass’ if she takes minimum 50% marks for each written papers separately.

5.3. Selection of Examiners

Examiners for setting of question papers, marking of answer scripts and selection of invigilators will be appointed by the Deputy Director (Training)/NIHS

6. Resource personnel involved in training

Lectures and practical sessions were mainly done by the NIHS teaching staff (CCPs/ MOs/ Special Grade Public Health Nursing Tutors) of relevant departments (Public Health Training/ Educational Sciences/ Research/ Management) and Health Education Officer

7. General regulations

7.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.

7.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS/Post Basic Nursing School.
3.12 Training programme on Supervision for PHNS and RSPHNO

1. Introduction

Above training programme was first started at the NIHS three years back, to cater to the growing demand for a supervisory training for Public Health Nursing sisters and Regional Supervisory Public Health Nursing officers. Aim of this training is to improve supervisory skills of supervisory officers and thereby improving capabilities to perform relevant supervisions of her field staff efficiently and effectively.

Course is conducted bi-annually as a residential course and depending on the demand of the supervisory staff.

2. Objectives of the training programme

**General Objective:**

To enhance the supervisory skills to perform supervisions on her field staff, efficiently and effectively.

**Specific Objectives:**

At the end of the training programme participants should be able to,

1. Understand “Triple A” process.
2. Develop capabilities on supervision of MCH/FP services.
3. Develop positive thinking and attitudes which enabling empowerment of her field staff.
4. Prepare action plan to supervise her field staff.

3. Eligibility criteria for selection

A self administered questionnaire based on supervision is sent to PHNSS and RSPHNOO to assess their work performance, by the Department of Public Health Training (DPHT) of NIHS. Following the receipt of completed questionnaire from PHNSS and RSPHNOO, selection of the participants is carried out based on their work performance by the DPHT.
4. Training programme

4.1. Duration: The training course will be of five days duration.

4.2. Course work:

Consists of theory, field visits, group activities and presentations

4.2.1. Course will consist of following subject areas:

1. ‘Triple A’ process for supervision
2. Supervision of components of Family Health Programme
3. Preparation of supervision guide for Family Health components
4. Assessment of service provision in a given quarter; Master sheet of her area

4.2.2. Field and clinic visits:

Each trainee is given a task on supervision based on the PHM’s performance (antenatal care, postnatal care, family planning, infant and child care) and clinic services.

5. Evaluation of students

Evaluation of trainees being done on the assessment of supervisions done by them.

6. Resource personnel involved in training

Lecturers and resource personnel from Department of Public Health Training, Department of Management/NIHS and field staff of NIHS field practice area.

7. General regulations

7.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.

7.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS.
3.13 Management Training for Medical Officers In-charge of Primary Care Hospitals

1. Introduction

Above training programme was first started at the NIHS in 2005 to cater to the growing demand for management training for medical officers in charge of primary care hospitals that are located mainly in the peripheries and managed by medical officers who have passed out recently from the medical faculties.

Course duration one week initially and later as more subjects and field visits were added it was increased up to two weeks (ten working days). Orientation is given to the participants in most relevant subjects that are useful in hospital management such as establishment code, financial management, health information management, hospital management and medico legal work. In addition to the lectures, group activities and a field visit to observe a model primary care hospital are included to the course.

Course is conducted annually as a residential course. Applications are called island-wide and thirty participants are selected for the course. On successful completion a certificate of attendance is given to each participant.

2. Objectives of the training programme

   General Objective:
   To enhance efficient and effective health care services to the population through primary care institutions by improving competencies on general administration of MOO/IC of primary care institutions.

   Specific Objectives:
   At the end of the training programme participants should be
   1. Competent on general administrative procedures such as disciplinary procedures, stores management and vehicle management
   2. Well knowledgeable on financial regulations
   3. Technically proficient managers by gaining competencies on supervision, management, communication and public relations
3. Eligibility criteria for selection
Having MBBS or equivalent degree and being a medical officer in charge of a primary care hospital

4. Training programme
4.1. Duration: The training course will be of ten working days duration.
4.2. Course work:
Consists of theory, field visits, group activities and student presentations
4.2.1. Course will consist of following subject areas:
1. Administrative procedures
2. Financial management
3. Stores management
4. Management of vehicles
5. Health Information management
6. Health promotion
7. Medico legal work
8. Supervision
9. Communication and public relations
10. Evidence based management

4.3 Attendance requirement
It is mandatory for the trainees to have not less than 80% of attendance. Trainees who fail to meet this attendance requirement will not be eligible to get the certificate of attendance at the end of the course.

5. Evaluation of students
5.1. Structured type question paper will be given as the pre and post tests.
5.2. Officers for setting of question papers and paper marking will be appointed by the Deputy Director (Training) of NIHS.
6. Award of the Certificate

6.1. Participants who have 80% attendance will be awarded the ‘Certificate of Attendance’.

6.2. Certificate will be signed by the Director/NIHS, Deputy Director General (Education, Training and Research) & Director General of Department of Health Services

7. Resource personnel involved in training

Lecturers and resource personnel from Department of Management/NIHS and administrative officer/NIHS

8. General regulations

8.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.

8.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS.
Management Training for Senior Paramedical staff of Government Hospitals

1. Introduction

Above training programme was first started at the NIHS in 2006 as it has come to light that lack of knowledge in basic management among the senior paramedical staff has given rise to many operational problems in running their units.

Course duration is two weeks (ten working days) during which participants are given the orientation on subjects such as productivity, quality management, supervision, team work, leadership and public relations. In addition to formal lecture discussions, group activities and field visits are included during these two weeks.

Course is conducted annually as a residential course. Applications are called island wide and 30 participants are selected for the course. On successful completion a certificate of attendance is given to each participant.

2. Objectives of the training programme

At the end of the workshop, participants should be able to,

1. Describe basic management principles applying to individuals, small and large organizations
2. Describe the basics of management functions
3. Identify the ideal characteristics of a good manager
4. Describe the planning process and its uses
5. Be competent in promoting ‘Team Spirit’ in their respective working places
6. Be competent in captivating ‘Leadership’ in enhancing ‘Productivity and Quality’ of the existing services
7. Become an effective communicator
8. Be competent in developing ‘Supervision’ tools to ‘Monitor’ the work with the view to achieve organizational objectives and goals in time
9. Describe varying conflict resolution techniques and processes; and their applications to management situations
3. Eligibility criteria for selection

Being a duly qualified paramedic and having a service of five years or more.

4. Training programme

4.1. Duration: The training course will be of ten working days duration.

4.2. Course work:

Consists of theory, field visits, group activities and presentations

4.2.1. Course will consist of following subject areas:

1. Management and Planning
2. Administrative procedures
3. Team concept
4. Productivity and Quality
5. Health information management
6. Communication and public relations
7. Health promotion
8. Supervision
9. Evidence based management

4.3. Attendance requirement:

It is mandatory for the trainees to have not less than 80% of attendance. Trainees who fail to meet this attendance requirement will not be eligible to get the certificate of attendance at the end of the course.

5. Evaluation of students

5.1. Structured type question paper will be given as the pre and post test
5.2. Officers for setting of question papers and paper marking will be appointed by the Deputy Director (Training)/NIHS
6. Award of the Certificate

6.1. Participants who have 80% attendance will be awarded the ‘Certificate of Attendance’

6.2. Certificate will be signed by the Director/NIHS, Deputy Director General (Education, Training and Research) & Director General of Department of Health Services

7. Resource personnel involved in training

Lecturers and resource personnel from Department of Management/NIHS and administrative officer/NIHS

8. General regulations

8.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.

8.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS.
3.15  Training Course in Community Health Management for Mid Level Managers

1. Introduction

Training course in Community Health Management is designed to improve the managerial and social skills of middle level managers to improve health of people and communities, by empowering the community to maintain healthy lifestyles.

This course is offered to meet the needs of middle level managers working in public health institutions and who require formal introductory training in management and community health. Management and social skills training is essential for public health staff for scientific identification of health problems in the community and analyze underling causes to implement more effective interventions to improve the community health based on evidence. This course has been successfully conducted in National Institute of Health Sciences, Sri Lanka for the local participants with government funds.

This training course, extending two weeks covers all the essential components of management and community participation in health development. Participants are given an opportunity to obtain hands on experience to explore the community health problems and data collection on underline causes for a simple project which they will plan during the course.

Following the introduction to key concepts, training is based on the mini project they will be carrying out during the training course. At the end of the program, participants should be able to carry out a community health project by their own.

NIHS will host and conduct the training programs for participants from local and other countries in SEA Region and will be providing the necessary human resources for the training and its field component and RA-SEARO will help in identifying the participants from SEAR member countries.
2. Objectives of the training programme

All Course participants are trained in Management enabling them to,

1. Understand and use basic principles of management
2. Identify and analyze the community health problems
3. Understand the Participatory Methods in Community Health Development
4. Appreciate the concept of supportive supervision
5. Conduct community health project to improve the health

3. Eligibility criteria for selection

Candidates are Middle Level Managers of government health organizations, who are nominated by the respective organizations and the ultimate selection by NIHS according to the number of vacancies available in the programme.

4. Training programme

4.1. Duration: The training course will be of two weeks duration

4.2. Course work:

Consists of lectures, group activities, group presentations, field assignments, site visits and an end course assessment of participants’ progress.

4.2.1. Course will consist of 5 Modules:

Module 1 - Basic principles of Management
Module 2 - Community Health Management
Module 3 - Participatory methods and social skills
Module 4 - Supportive Supervision using triple A process
Module 5 - Field Project

Participants will return to their respective working places and will engage in community health projects which are important empowering the community for enabling them to take control over their health.

The methodologies and the plans for the projects will be jointly owned by the participants who have planned the project and departments of Public Health Training, Management and Research of the NIHS.
All project findings will be jointly under the person planning and the institution's own names and copyright will be vested in them, unless otherwise agreed.

4.3. Attendance requirement:
80% attendance is mandatory for the trainees to get the certificate of participation.

5. Evaluation of students
An end course assessment of participants' progress will be done.

6. Award of the Certificate
5.1. Participants who have 80% attendance will be awarded the ‘Certificate of Participation’
5.2. Certificate will be signed by the Director/NIHS, Deputy Director General (Education, Training and Research) & Director General of Department of Health Services

7. Resource personnel involved in training
Lecturers from NIHS & external lecturers for relevant study areas if needed

8. General regulations
8.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.
8.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS.
### 3.16 Human Resource Management Training for Middle Level Managers

#### 1. Introduction

Human Resource Management (HRM) is an essential component in any organization. Human factor in organizations is combination of intelligence, skills, expertise and attitudes. Further those capable of learning, changing, innovating and providing creative thrust. Human Resource Management works under the assumption that people are the most important resource in an organization. Therefore the concept of human resource management, to manage the employees in such a way so as to keep them satisfied, and getting maximum output from them.

Human Resource Management involves everything from planning, to selection, performance management, remuneration, health and safety right up to termination. It is about having right people at right places. To have right people recruitment plays a key role at the same time Human Resource Development of the existing staff is mandatory. In organizations, there are typically three levels of management: top-level, middle-level, and first-level.

Middle-level managers are responsible for carrying out the goals set by top management. They do so by setting goals for their departments and other units. This programme is developed to address overall issues which are relevant to health sector middle level management category.

Similar programmes had been conducted by National Institute of Health Sciences, Kalutara from the Health Planning and Management Unit since 2005 to address the need for Human Resource Management in the health service. The structure and content had been changed markedly than the previous programmes to cover diverse concepts in Management which is relevant.
2. **Objectives of the training programme**

After successful completion of the programme, participants should be able to,

1. Understand the conceptual knowledge and practices applicable to Human Resource Management in an organization
2. Enhance the skills to implement and perform the Human Resources functional activities efficiently and effectively in an organization
3. Develop positive thinking and attitudes to make use of human talent in an organization

3. **Eligibility criteria for selection**

Candidates are Middle level managers of government health organizations, who are nominated by the respective organizations and the ultimate selection by NIHS according to the number of vacancies available in the programme.

4. **Training programme**

4.1. **Duration**: Duration of the training courses will be as follows:

- Five days training programme
- or
- Ten days training programme

4.2. **Course work**:

Consists of theory, field work, practical sessions and projects

4.2.1. **Course will consist of following subject areas**:

1. Management and Planning
2. Human resource management
3. Strategic management
4. Financial management
5. Positive organizational behavior
6. Performance management/appraisal
7. SWOT analysis, (Strength, Weaknesses, Opportunities and threats)
8. SMART goal setting (Specific, Measurable, Achievable, Realistic, Timeliness)
9. Total Quality Management (TQM) - quality tools, Productivity
10. Introduction to work study
11. Importance of facility layout
12. How to prepare an action plan
13. Concept of team work, team building, leadership styles, leader vs manager
14. Communication / Public Relations / Conflict Resolution
15. Supervision
16. Monitoring and Evaluation

4.3. Attendance requirement:

80% attendance is mandatory for the trainees to get the certificate of participation.

5. Award of the Certificate

5.1. Participants who have 80% attendance and passed the post test will be awarded the ‘Certificate of Participation’

5.2. Certificate will be signed by the Director/NIHS, Deputy Director General (Education, Training and Research) & Director General of Department of Health Services

6. Resource personnel involved in training

Lecturers from NIHS for relevant study areas and lecturers from universities if needed

7. General regulations

7.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.

7.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS.
Management Training Programme for Chief Pharmacists

1. Introduction

After the basic training, pharmacists are deployed to various medical care institutions under the Ministry of Health. The most senior officer among the group in the institution is designated as the Chief Pharmacist. The Chief Pharmacist carries out managerial and administrative functions in addition to his/her usual duties. Occasionally in certain institutes the Chief Pharmacist may be a person who is having work of experience less than one year. Therefore they may not possess necessary knowledge or skills to cope with the grievances they face when they discharge the duties as the Chief Pharmacist. Therefore it is essential to provide an in-service training programme for the Chief Pharmacists to develop managerial skills in order to function as a leader, role model or as a supervisor.

2. Objectives of the training programme

General Objective:
To develop and improve the Managerial skills of Chief Pharmacists of medical care institutions

Specific objectives:
1. To update the knowledge of administrative regulations
2. To improve the knowledge of financial regulations
3. To develop supervisory skills
4. To strengthen the public relations
5. To strengthen the team effect
6. To motivate as a leader
7. To function as a front line manager

3. Eligibility criteria for selection

Pharmacists in-charge of the Department of pharmacy in medical care institutions

Selection criteria: Call for nominations from the Heads of Decentralized units and preference will be given to those who have not exposed to any in-service training
4. Training programme

4.1. Duration: The training course will be of two weeks duration

4.2. Course work:
Consists of theory & practical sessions

4.2.1. Course will consist of following subject areas:
1. Establishment code
2. Financial regulations
3. Supervision and supervisory tools
4. Communication and public relations
5. Team concept
6. Disciplinary procedure
7. Budgeting
8. Management cycle and Medical Stores Management

4.3. Attendance requirement:
80% attendance is mandatory for the trainees to get the certificate

5. Evaluation of trainees
A self administered question paper is given as pre-test and post-test

6. Award of the Certificate
A certificate is issued to the participants at the end of the programme

7. Resource personnel involved in training
- Director/NIHS
- Deputy Director/NIHS
- Principal School of pharmacy
- Senior Tutor of School of Pharmacy
- Pharmacy Tutors School of Pharmacy
- External lecturers for relevant subjects
8. General regulations

8.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.

8.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS.
3.18 In-service Training Programme for Government Pharmacists

1. Introduction

In-service training is an essential component in updating the knowledge, skills and attitudes in any profession. At present in-service training or continuing education for pharmacists is not available. Pharmaceutical sciences have been developed dramatically all over the world. If our pharmacists are not competent enough to meet the current developments it will lead to deterioration of pharmaceutical care service in Sri Lanka. By providing this training it is expected that pharmacists in the medical care institutions would be competent enough to provide a better health care service. To strengthen the skills of practicing pharmacists, conducting in-service training is a necessity.

2. Objectives of the training programme

General Objective:
To develop and improve the skills of practicing pharmacists of medical care institutions

Specific objectives:
1. To update the knowledge of administrative regulations
2. To improve the knowledge of financial regulations
3. To strengthen the public relations
4. To strengthen the team effect
5. To strengthen the dispensing skills of pharmacists

3. Eligibility criteria for selection

Pharmacists attached to the Department of pharmacy in medical care institutions

Selection criteria: Call for nominations from the Heads of Decentralized units and preference will be given to those who have not exposed to any in-service training
4. Training programme

4.1. Duration: The training course will be of two weeks duration

4.2. Course work:
Consists of theory & practical sessions

4.2.1. Course will consist of following subject areas:

1. Establishment code
2. Financial regulations
3. Supervision and supervisory tools
4. Communication and public relations
5. Team concept
6. Disciplinary procedure
7. Extemporaneous preparations
8. Good pharmacy practice
9. Labeling requirements for pharmaceuticals

4.3. Attendance requirement:
80% attendance is mandatory for the trainees to get the certificate

5. Evaluation of trainees
A self administered question paper is given as pre-test and post-test

6. Award of the Certificate
A certificate is issued to the participants at the end of the programme

7. Resource personnel involved in training

- Director/NIHS
- Deputy Director /NIHS
- Principal School of pharmacy
- Senior Tutor of School of Pharmacy
- Pharmacy Tutors School of Pharmacy
- External lecturers for relevant subjects
8. **General regulations**

8.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.

8.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS.
3.19 In-service Training Programme for Dispensers

1. Introduction

Comprehensive training programme for the dispensers is not available and majority of them receive only on the job training. Following on the job training they are deployed to medical care institutions in rural areas. They discharge their functions without the supervision of a pharmacist. This could lead to irreparable service deficiencies. Therefore exposure to an in-service training for dispensers is of vital in order to improve the quality of service provision.

2. Objectives of the training programme

   **General Objective:**
   To develop and improve the skills of dispensers of medical care institutions

   **Specific objectives:**
   1. To update the knowledge of extemporaneous preparations
   2. To improve the knowledge of financial regulations
   3. To strengthen the public relations
   4. To strengthen the team effect

3. Eligibility criteria for selection

Dispensers attached to the Department of pharmacy in medical care institutions

**Selection criteria:** Call for nominations from the Heads of Decentralized units and reference will be given to those who have not exposed to in-service training programme.

4. Training programme

   **4.1. Duration:** The training course will be of one week duration

   **4.2. Course work:**
   Consists of theory & practical sessions

   **4.2.1. Course will consist of following subject areas:**
   1. Establishment code
   2. Financial regulations
3. Communication and public relations
4. Team concept
5. Extemporaneous preparations
6. Labeling requirements for pharmaceuticals
7. Regulatory control of pharmaceuticals in Sri Lanka

4.3. Attendance requirement:
80% attendance is mandatory for the trainees to get the certificate

5. Evaluation of trainees
A self administered question paper is given as pre-test and post-test

6. Award of the Certificate
A certificate is issued to the participants at the end of the programme

7. Resource personnel involved in training
- Director/NIHS
- Deputy Director/NIHS
- Principal School of Pharmacy
- Senior Tutor of School of Pharmacy
- Pharmacy Tutors School of Pharmacy
- External lecturers for relevant subjects

8. General regulations
8.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.
8.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS.
3.20 In-service Training Programme in Laboratory Quality Management for Government Medical Laboratory Technologists

1. Introduction

The Medical Laboratory technologists working in the government health care institutions of Sri Lanka, are officers who have undergone two year basic proficiency training at school of Medical Laboratory technology. After successful completion of the basic training most of these officers get appointed to various government institutions. Most of them do not get an opportunity to undergo further training (in-service-training) to improve their knowledge, skills and attitudes.

Medical Laboratory technology is a fast developing science and therefore it is very important to improve and update the knowledge and skills of medical Laboratory technologist who are in service, to keep pace with the latest developments in quality management.

Quality Assurance (QA) is the total process whereby the quality of laboratory reports can be guaranteed. Incorrect Laboratory results may be due to errors occurring during specimen collection (pre-analytical stage), testing (analytical stage) and/or while reporting and interpreting (post-analytical stage) test results. Whereas, Internal Quality Control (IQC) refers to the process of minimizing analytical errors, QA encompasses procedures adopted for minimizing errors that may occur at any stage. Provision of precise and accurate laboratory results optimizes medical management.

Reports from a laboratory with a high level of QA will help the physician to arrive rapidly at a correct diagnosis. To provide QA, all laboratories must have a Quality Assurance Programme (QAP) in place.
2. Objectives of the Training Programme

1. Establish Quality Control Policy & Quality Control Procedure
2. Secure Quality Control material supply for several months, preferably for one year with same lot number for both normal & abnormal Quality Control
3. Construct Leavy & Jennin’s (LJ) charts and plot daily Quality Control values
4. Scan LJ charts for trends and shifts
5. Define "out-of control limits" and corrective actions
6. Participate in External Quality Assurance (EQA) programmes
7. Evaluate Internal Quality Assurance (IQC) & EQA reports once a month towards method / analyzer modifications
8. Evaluate the whole Quality Control programme once a year for its effectiveness.

3. Eligibility criteria for selection

Applications are posted from the School of MLT to Provincial Directors, Hospital Directors, laboratory consultants and superintendent MLTT.

Eligibility:

- Laboratory Managers and Medical Laboratory Technologists
- At least three years of practical work experience

Selection Procedure:

The selection of candidates based on a prioritized list, using following factors.

- Service requirement
- Candidate’s work experience in the relevant subject
- Institutional basis (TH, GH, BH, DH etc.)

4. Training programme

4.1. Duration: Two weeks training

4.2. Course work: Course will consist of following lessons/practicals.
i. Laboratory Management
- Standard operation procedure
- Good laboratory practice
- Total Quality Management, laboratory audits and accreditation

ii. Haematology and Blood Bank Serology
- Preparation of Cyanmeth Haemoglobin standard
- Quality Control in reporting of blood and marrow films

iii. Microbiology
- Qualitative Quality Control (Media and stained slides)
- Quality in microbiological practice (Antibiotic susceptibility testing)

iv. Chemical Pathology
- Quantitative Quality Control (Sheewart Chart, Wesgard rules)
- EQA and Lab Accreditation

Course Outline:
The training programme is divided into theoretical sessions in the morning and practical sessions in the afternoon. The programme begins with introductory sessions on the National Quality Assurance Programmes, the three stages of Quality Assurance (Pre-analytical Stage, Analytical Stage and Post-Analytical Stage) and an introduction to Standard Operating Procedures.

Following sessions are divided by subject areas: Haematology, Biochemistry, Microbiology, Parasitology and Urine Analysis. Each subject is introduced with a theoretical session on sample collection, sample storage & transportation, and waste disposal & precautions. Internal Quality Control procedures for selected tests are highlighted. Practical sessions are focused on selected tests and done through group work.

During the training the candidates will familiarize themselves with the laboratory set up, the routine laboratory procedure, laboratory instruments and basic test procedures. They will also attend class room lecture discussions and practical demonstrations different disciplines in Total Quality Management (TQM). After this period the candidates are assessed to respective work station for further self
motivated practice. Further students will be assessed on their academic, practical, professional and overall performance at the end of each period of training/end of each lesson.

During the training candidates are exposed to actual clinical and laboratory environment with their peers that will help to resolve problems en-counted during their work places. The students are posted to the Medical Laboratories in specialized units for observation based study.

5. Examination
80% attendance is compulsory for the eligibility to the post evaluation test. The evaluation system consists of Pre and the Post tests with comprehensive evaluation after each day’s session (MCQ paper, SEQ paper and presentations).

5.1. Mode of Evaluation
1. Pre and post test marks
2. Verbal questions and discussions
3. Questionnaire to evaluate individual session

5.2. Successful candidate
To be a successful candidate at the end of the Final Evaluation following basic requirements should be fulfilled; (subject basis)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Un satisfactory</th>
<th>satisfactory</th>
<th>Pre- post test % difference</th>
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<tr>
<td>Final pass mark</td>
<td></td>
<td>&lt; 40</td>
<td>40%</td>
</tr>
</tbody>
</table>

Students who fail to obtain above specified requirements shall be considered as referred in that subject and the course.

6. Award of the certificate
Candidates who are successful at the evaluations are awarded the ‘Certificate on Laboratory Quality Management’. An educational transcript as a detailed certificate will be provided on request. The certificate will be signed by the Principal/School of Medical Laboratory Technology, Director/NIHS, Deputy Director General
(Education, Training and Research) & Director General of Department of Health Services.

7. **Resource personnel involved in training**
   Special Grade Tutors and Class 1 Tutors of School of MLT, medical officers of Department of Medical Sciences-NIHS, Supervising and Supra Grade MLTT, subject consultants from Ministry of Health and universities such as Histopathologist, Microbiologist, Chemical Pathologists, Virologists, Entomologists, Parasitologists, Haematologists, Bio- chemists, demonstrators and other laboratory personnel.

8. **General Regulations**
   8.1. Candidates should follow the general rules/regulations published by the Ministry of Health as ‘Guideline for Basic Diploma Training of Medical Laboratory Technology’
   8.2. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.
   8.3. Any part of this prospectus may be changed from time to time at the discretion of the Ministry of Health
1. Introduction

The Medical Laboratory technologists working in the government health care institutions of Sri Lanka are officers who have undergone two year basic proficiency training at the school of Medical Laboratory technology.

After successful completion of the basic training most of these officers get appointed to various government institutions. Most of them do not get any opportunity to undergo further training (in-service training) to improve their knowledge, skills and attitudes.

Medical Laboratory technology is a fast developing science and therefore it is very important to improve and update the knowledge and skills of the Medical Laboratory Technologist who are in service, to keep pace with the latest developments.

The main aim of the programme is to develop knowledge, skills and attitudes in performing laboratory investigations in each disciplinary of Laboratory Medicine, team work as well as communication skills.

2. Objectives of the Training Programme

General objective:
To strength the knowledge, skills and attitudes of Medical Laboratory Technologist in Government Health care institutions in different disciplines of laboratory medicine.

Specific objectives: For each subject area, specific objectives are identified
**Subject – Haematology.** At the end trainee should be able to,

1. Explain the myeloproliferative disorders
2. Classify leukaemias
3. Diagnose leukaemia by examination of peripheral blood films and marrow films
4. Explain automation in haematology
5. Diagnose thalassaemias
6. Prepare trephine slides
7. Estimate adult haemoglobin and fetal hemoglobin levels
8. Explain and identify red cell abnormalities
9. Demonstrate haemoglobin Electrophoresis
10. Identify and diagnose coagulation and bleeding disorders
11. Carry out prothrombin time, INR (International Normalised Ratio) and factor assay
12. Report a blood film

**Subject – Laboratory Management.** At the end trainee should be able to,

1. Explain the role of a senior MLT as a manager
2. Explain the advantages of good communication setup
3. Explain how to develop interpersonal relationship and public relationship relevant to his/her Hospital setup
4. Develop a management process in his/her laboratory
5. Develop a planning process in his/her laboratory
6. Explain the advantages of the team concept in day to day work
7. List the qualities of a good leader
8. Grade the main conflicts which liable to face during his/her working experiences
9. Explain the techniques which can be used for resolving of the conflicts
10. Explain the supervisory techniques used in motivation and evaluation of his/her team members
11. Develop the knowledge on Establishment Code
12. Develop the knowledge in financial regulations
13. Be a member of working effectively and efficiently based on government regulations
14. Prepare the supervisory sheets to adopt the disciplinary procedures in the laboratory
15. Develop the laboratory management procedures on indenting, obtaining and condemning laboratory items with proper management of surgical/laboratory inventories

Subject – Microbiology. At the end trainee should be able to,

1. Express the procedures in collection and transport of microbiological samples
2. Discuss the processing of respiratory samples for diagnosis of pathogens and ABST
3. Identification of parasitological pathogens from watery stools and other specimens
4. Express laboratory safety in medical Microbiology
5. Be a member in a good quality microbiology laboratory
6. Perform ABST

Subject – Chemical Pathology. At the end trainee should be able to,

1. Explain the body cavities and fluids associated with each cavity
2. Discuss the composition of body fluids
3. Describe the factors associated with classification of transudates and exudates
4. Outline the tests associated with each body fluid
5. Perform laboratory physical, chemical and cytological test of CSF and other fluids
6. Issue laboratory reports on body fluid analysis
7. Identify Body fluid analysis is a critical and life saving emergency test procedure

3. Eligibility criteria for selection

Applications are posted from the School of MLT to Provincial Directors, Hospital Directors, laboratory consultants and superintendent MLTT.

Eligibility:

1. Government Medical Laboratory Technologist
2. Work experience in the relevant field
3. Not participate in a similar type of training
Selection Procedure:
The selection of candidates based on a prioritized list, using following factors.

- Service requirement
- Candidates work experience of the relevant subject
- Institutional basis (TH, GH, BH, DH etc.)

4. Training programme

4.1. Duration:
1. 01 day work shops
2. 03-05 day work shops
3. 10 day work shops

4.2. Course work:
Course will consist of following lessons/practicals

1. Laboratory Management
   - Role of MLT and the different roles of manager
   - Communication and presentation skills and development of interpersonal skills
   - Management process
   - Productivity and planning process
   - Motivation, leadership qualities and team concept
   - Conflicts and conflicts resolution
   - Supervision, monitoring and evaluation
   - Supervisory visit to TH Ampara
   - E-code and financial regulations

2. Haematology and Blood Bank Serology
   - Myeloproliferative disorders
   - Leukaemias and classification/laboratory diagnosis of leukaemias
   - Thalassaemia and laboratory diagnosis of thalassaemias
   - Haemoglobin estimation (adult & fetal) and haemoglobin electrophoresis
   - Red cell abnormalities and blood picture reporting
   - Anaemia and classification of anaemias
   - Coagulation disorders and relevant lab diagnosis with factor assay
3. **Microbiology**
   - Bacteriological samples and processing of samples
   - Mycological, virological and parasitological samples and there processing
   - Processing of sterile sample sites
   - Safe microbiological practice
   - Quality in microbiological practice
   - Antibiotic susceptibility testing

4. **Chemical Pathology**
   - Body cavities and type of body fluids
   - Transudates/Exudates and classification of body fluids
   - Quality control in body fluid analysis
   - CSF analysis and reporting of CSF full reports

5. **Phlebotomy techniques**
   - Best practice in phlebotomy
   - Vacutainer blood collection system
   - Pre-analytical variables in laboratory medicine
   - Laboratory blood sample collections and sources of errors
   - Sample collection containers
   - Demonstration of sample collection devices
   - Safety measures applied in the collection of blood

During the training the candidates will familiarize themselves with the laboratory set up, the routine laboratory procedures, laboratory instruments and basic test procedures. They will also attend class room lecture discussions and practical demonstrations in different deciplinarries in laboratory medicine. Further students will be assessed on their academic, practical, professional and overall performance at the end of each period of training/end of each lesson.

During the training candidates are exposed to actual clinical and laboratory environment with their peers that will help to resolve problems en-counted during their work places. The students are posted to the medical laboratories in specialized units for observation based studies.
5. Examination

80% attendance is compulsory for the eligibility to the post evaluation test. The general evaluation system consists of Pre and Post tests with comprehensive evaluation after each day’s session (MCQ paper, SEQ paper and presentations).

5.1. Mode of Evaluation

1. Pre and post test marks
2. Verbal questions and discussions
3. Questionnaire to evaluate individual session

5.2. Successful candidate

To be a successful candidate at the end of the Final Evaluation following basic requirements should be fulfilled; (subject basis)

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Students who fail to obtain above specified requirements shall be considered as referred in that subject and the course.

6. Award of the certificate

Candidates who are successful at the evaluations are awarded a certificate for the particular skill development. An educational transcript as a detailed certificate will be provided on request. The certificate will be signed by the Principal/School of Medical Laboratory Technology, Director/NIHS, Deputy Director General (Education, Training and Research) & Director General of Department of Health Services.

7. Resource personnel involved in training

Special Grade Tutors and Class 1 Tutors of School of MLT, medical officers of Department of Medical Sciences/NIHS, Supervising and Supra Grade MLTT, subject consultants from Ministry of Health and universities such as Histopathologist,
Microbiologist, Chemical Pathologists, Virologists, Entomologists, Parasitologists, Haematologists, Bio-chemists, demonstrators and other laboratory personnel.

8. General Regulations

8.1. Candidates should follow the general rules/regulations published by the Ministry of Health as ‘Guideline for Basic Diploma Training of Medical Laboratory Technology’

8.2. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.

8.3. Any part of this prospectus may be changed from time to time at the discretion of the Ministry of Health
3.22 In-service Training Programme for Estate Medical Assistants

1. Introduction

Health services in Sri Lanka are mainly provided by the government, private and estate sectors. Health indicators of Sri Lanka considered being at highest level when compared with the other countries of South East Asian region. Improving the service provision of estate sector would contribute to further enhancement of these health indicators. Health services of estate sector are mainly looked after by Estate Medical Assistants since British era. There are 267 Estate Medical assistants providing health care services for estate sector. They are responsible to treat and prevent illnesses and to promote health in the estate community.

Ministry of Health and Plantation Human Development Trust recognized the importance of enhancing knowledge and clinical skills of Estate Medical Assistants and entrusted the responsibility to NIHS to organize the three-day in-service training programme. The training programme commenced at NIHS in 2012 to cater for this need.

Orientation is given to the participants in most relevant subjects that are useful in service provision to the estate sector pertaining to management of maternal and child health, disease prevention and management of common medical conditions.

In addition to the lectures, group activities and practical orientation are provided in Out Patient Department, primary care unit, emergency management unit, selected clinics in General Hospital, Kalutara.

Training is conducted as a residential course. Fifty participants for each programme is selected by Plantation Human Development Trust. On successful completion a certificate of attendance is given to each participant.
2. Objectives of the training programme

General Objective:
To enhance efficient and effective health care services to the estate population through Estate Medical Assistants by improving competencies on clinical management and essential public health disciplines.

Specific Objectives:
1. To upgrade knowledge on maternal and child health
2. To upgrade knowledge on prevention of common diseases
3. To upgrade knowledge on basic management of common diseases
4. To upgrade knowledge on basic management of common medical emergencies
5. To provide practical orientation in Out Patient Department, primary care unit, emergency management unit and selected clinics in hospital set up

3. Eligibility criteria for selection
Health care personnel working as Estate Medical Assistants

4. Training programme

4.1. Duration: The training course will be of three working days duration.

4.2. Course work:
Consists of theory, hospital visit and group activities

4.2.1. Course will consist of following subject areas:
1. Maternal and child health
2. Breast feeding and nutrition
3. Immunization
4. Family planning
5. Non communicable diseases
6. Prevention of cancer
7. Oral and dental health
8. Common skin diseases
9. Occupational health
10. Emergency medical management
11. Rational use of antibiotics
12. Primary laboratory services
4.3. Attendance requirement
It is mandatory for the trainees to participate in all three days

5. Evaluation of the programme
Course evaluation is done by using standard evaluation tool

6. Award of the Certificate
6.1. Participants who have completed three day programme will be awarded the ‘Certificate of Attendance’.
6.2. Certificate will be signed by the Deputy Director Training and Director/NIHS

7. Resource personnel involved in training
Lecturers and resource personnel from NIHS and General Hospital Kalutara
4. Guidelines for Training of Postgraduate trainees from Post Graduate Institute of Medicine

National Institute of Health Sciences conducts following Training Programmes for postgraduate trainees from Post Graduate Institute of Medicine

4.1. Practical Orientation on Community Health for MSc (Community Medicine / Community Dentistry)

4.2. MD (Community Medicine) Part II Training Attachment

4.3. Training on Public Health for MSc (Biomedical Informatics)

4.4. Training on Community Paediatrics for MD (Paediatrics)
4.1 Practical Orientation on Community Health for MSc (Community Medicine / Community Dentistry)

1. Introduction

National Institute of Health Sciences is conducting this training programme for post graduate trainees of MSc Community Medicine / Community Dentistry trainees attached to the Post Graduate Institute of Medicine (PGIM) annually, since 2005. There is a prospectus for this course formulated by the PGIM. NIHS has undertaken a field component of this course which lasts three weeks out of this one year training.

The students are given a practical exposure at the level of Medical Officer of Health through field visits, group discussions, classroom lecture discussions and student presentations facilitated by the training staff of NIHS.

2. Objectives of the training programme

1. Critically review health development programmes conducted at the Divisional Level
2. Supervise Divisional Level health staff
3. Develop an in-service training programme to meet identified educational needs of the staff
4. Critically review the inter-sectoral collaboration and community participation received to improve the health of the area
5. Critically review the progress review mechanism at the Divisional Level
6. Develop an action plan to overcome priority community health problems and service deficiencies

3. Eligibility criteria for selection

NIHS is conducting this training programme for MSc Community Medicine / Community Dentistry trainees attached to the Post Graduate Institute of Medicine (PGIM). All the students who are following this course are sent to the NIHS by the PGIM.
4. **Training programme**

4.1. **Duration:** NIHS has undertaken a field component of this course which lasts three weeks out of this one year training (as per PGIM prospectus).

4.2. **Course work:**

Consists of theory, field visits, supervisions, group discussions and student presentations

4.2.1. **Course will consist of following subject areas:**

1. Health care system at National, Provincial, District and Divisional levels

2. Duties and responsibilities of MOH / AMOH, divisional level PHC staff and district level public health staff

3. Critical evaluation of health development programmes

4. Preparation of indicators for monitoring & evaluation

5. The National Health Information System (NHIS) pertaining to Maternal and Child Health, Immunization, School Health, Food Sanitation, Environmental and Occupational Health

6. Analysis of H-509 and usefulness of its information at National, Provincial, District and Divisional levels

7. Analysis of Monthly Report of PHI and usefulness of its information at National, Provincial, District and Divisional levels

8. Supervision of Divisional level Public Health field staff

9. Identify training needs and prepare a mini curriculum for in-service training

10. Prepare an annual action plan for the development of the area

11. Critically Review the:

   - Immunization Programme
   - Conduct of a Poly Clinic
   - Conduct of progress review meeting
   - Maintenance of PHM office
   - School health programme
   - Maintenance of PHI office and disease surveillance
   - Maintenance of MOH office
   - Health education programme
- Food sanitation programme
- Special programmes conducted
- Inter-sectoral cooperation for health development at divisional level.

4.3. Attendance requirement:
The details of the students’ attendance are sent to the PGIM.

5. Evaluation of trainees
5.1. Evaluation of participants at NIHS will be done by an Objective Structured Practical Examination (OSPE). At present, this is an informal evaluation.
5.2. Officers for setting of questions for OSPE and paper marking will be appointed by the Deputy Director (Training), NIHS.

6. Resource personnel involved in training
Trainers include Director, Deputy Directors, Consultant Community Physicians, medical officers with post graduate qualifications of NIHS and Field trainers (MOH, MO/MCH, RE, RSPHNO, RDS, F & DI, MO/MH, MO/NCD, SPHM, SPHI, PHM, PHI).

7. General regulations
7.1. Candidates should follow the ‘Code of Conduct for trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.
7.2. Any part of this prospectus may be changed from time to time at the discretion of the Board of Study-Community Medicine/ Post graduate Institute of Medicine, Sri Lanka.
4.2 MD (Community Medicine) Part II Training Attachment

1. Introduction

National Institute of Health Sciences undertake the training attachment for Post Graduate trainees of MD (Community Medicine) part II attached to the Post Graduate Institute of Medicine (PGIM) annually, since 2008. There is a prospectus for this course formulated by the PGIM.

The MD (Community Medicine) Part II includes an attachment to a training institution/unit and an advanced research project leading to the preparation of a thesis. Few trainees are assigned to NIHS for a period of one year and nine months from the date of registration for MD (Community Medicine) Part II training programme.

During this period, the trainee shall gain experience in general public health as required of a Consultant in Community Medicine. The trainee shall participate in teaching and service activities of the training unit, under the supervision of the Head of the unit/board certified Consultant Community Physician to which he / she is attached and should be exposed to all areas of expertise/ work experience within the training unit during the attachment. The Head of the institution/board certified Consultant Community Physician will be responsible for overall supervision of the training programme with a focus on achieving the specified objectives. The final report of the Head of the institution/ unit should describe the achievements of the trainee under each of the specific objectives. The trainee should maintain a record of the activities undertaken and the experience gained during the attachment in the form of a portfolio.

This record should be endorsed on a quarterly basis by the Head of the institution/unit. The trainee shall submit progress reports to the PGIM once in every four months on a date specified by the PGIM for each batch of trainees.
At the end of one year and nine month period, the Head of the Training Unit/designated trainers shall certify that the trainee has satisfactorily completed the assignment.

2. Objectives of the training attachment (as per PGIM prospectus)

   General Objective:
   To develop knowledge, skills and attitudes necessary to practice as a specialist in Community Medicine and have knowledge of public health practice and services in the country

   Specific objectives:
   At the end of the training attachment, the candidate should be able to
   1. Describe the functions and activities of the training institution to which the candidate is attached to
   2. Show evidence of participation in at least two continuing professional development programmes in the field of public health
   3. Write a research proposal for funding
   4. Write a research proposal and should have at least submitted the detailed proposal for approval
   5. Write a review or a report on an important public health issue
   6. Plan and conduct training programmes for the public health staff
   7. Provide evidence of presentation of at least one research paper at a scientific forum

3. Eligibility criteria for selection

   On successful completion of MD (Community Medicine) Part I examination, the candidate will be eligible to register for the MD (Community Medicine) Part II training programme of the PGIM. NIHS undertake this training attachment for MD (Community Medicine) part II trainees attached to the PGIM. Selected students who are following this course are sent to the NIHS by the PGIM.
4. Training programme

4.1. Duration:
The training attachment will be of one year and nine months from the date of registration for MD (Community Medicine) Part II training programme.

4.2. Course work:
The trainee shall gain experience in general public health as required of a Consultant in Community Medicine. The trainee shall participate in teaching and service activities of the training unit. The trainee shall prepare a thesis based on an advanced research project approved by the Board.

The proposal shall include the following:
- Title of research project
- Justification of the study
- General and specific objectives
- Short literature review
- Materials and methods
- Plan of implementation
- Plans for data analysis
- Budget with justification (optional)
- Source of funds (where relevant)

Portfolio

The trainee should maintain a record of the activities undertaken and the experience gained during the attachment in the form of a portfolio.

Progress Report

This record should be endorsed on a quarterly basis by the Head of the institution/Consultant Community Physician. The trainee shall submit progress reports to the PGIM once in every four months on a date specified by the PGIM for each batch of trainees.

5. Resource personnel involved in training

Trainees are attached to board certified Consultant Community Physicians at NIHS.
6. General regulations

6.1. Candidates should follow the ‘Code of Conduct for trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.

6.2. Any part of this prospectus may be changed from time to time at the discretion of the Board of Study-Community Medicine/ Post graduate Institute of Medicine, Sri Lanka.
4.3 Training on Public Health for MSc (Biomedical Informatics)

1. Introduction

At present, almost all the data collected in health system, both curative and preventive sectors, are collected manually. These data sometimes computerized and analyzed, but mainly are not used extensively for the improvements of the system. Biomedical Informatics is a modern development of the health system of Sri Lanka to overcome the constraints of the health information system using information technologies widely available in the modern world.

Post Graduate Institute of Medicine conducts a two years masters programme in Biomedical Informatics with collaboration of University of Oslo, Norway. In this programme Public Health Informatics is the key component of the curriculum. National Institute of Health Sciences has undertaken the public health component of this course which lasts two weeks out of this two years’ training. Further, NIHS have been able to contribute from the beginning to give overall picture of health system of the country to future professionals of Biomedical Informatics as the leading health training institution in the region.

2. Objectives of the training programme

At the end of the programme, the trainee should be able to,

1. Get basic/brief idea on public health data flow and how to incorporate information technology in to the existing system
2. Support the health information capturing, management, design & facilitate the development of health information systems
3. Understand National Health Information System (NHIS) pertaining to public health
4. Understand indicators pertaining to public health
3. Eligibility criteria for selection

National Institute of Health Sciences is conducting this training programme for MSc Biomedical Informatics trainees attached to the PGIM. All the students who are following this course are sent to the NIHS by the PGIM.

4. Training programme

4.1. Duration: NIHS has undertaken a public health component of this course which lasts two weeks out of this two years’ training at PGIM

4.2. Course work:
Consists of theory, field visits and observations, group discussions and student presentations

4.2.1. Course will consist of following subject areas:

1. Overview of Primary Health Care
2. The organization of National, Provincial Health care services and concept of Divisional health system
3. Duties and responsibilities of MOH / AMOH, divisional level PHC staff and district level public health staff
4. Disease surveillance
5. The National Health Information System (NHIS) pertaining to Maternal and Child Health (MCH), Immunization, School Health, Food Sanitation, Environment and Occupational Health (E & OH)
6. Indicators pertaining to MCH/FP, disease surveillance, Environment and occupational health (E & OH)
7. Problems related to current NHIS pertaining to MCH/FP, disease surveillance, E & OH and possible solutions

4.3. Attendance requirement:
The details of the students’ attendance are sent to the PGIM.

5. Evaluation of trainees

5.1. Structured type questionnaire will be given as the pre and post test.
5.2. Officers for setting of question papers and paper marking will be appointed by the Deputy Director (Training), NIHS
6. **Resource personnel involved in training**

Trainers include Director/NIHS, Deputy Directors, Consultant Community Physicians, and medical officers of NIHS.
4.4 Training on Community Paediatrics for MD (Paediatrics)

1. Introduction

The board of study in Paediatrics has decided to include a ‘Day release programme’ for Registrars in Paediatrics as one of the prerequisites, in which the trainees would have to fulfill in order to become eligible to sit for the MD (Paediatrics) Part II examination. National Institute of Health Sciences (NIHS), the premier public health institute that trains the health manpower for the Ministry of Health has been selected as one of these institutions by the Board of Study in Paediatrics. NIHS is conducting this training programme for MD Paediatrics trainees attached to the Post Graduate Institute of Medicine (PGIM), University of Colombo bi-annually.

There is a prospectus for this course formulated by the PGIM, and NIHS has undertaken one of the field components of this course. Here trainees are oriented at NIHS on how the public health components function in the field.

2. Objectives of the training programme

At the end, the trainees should be able to describe the

1. Organization structure of NIHS including planning, co-ordination & monitoring
2. Objectives of the institute (NIHS)
3. Main activities conducted
4. Special programmes conducted by NIHS including in-service training & research
5. Preventive programmes and health education programmes carried out to improve the health of the community
6. Future trends of the organization
3. Eligibility criteria for selection

NIHS is conducting this training programme for MD Paediatrics trainees attached to the Post Graduate Institute of Medicine. All the students who are following this course are sent to the NIHS by the PGIM.

4. Training programme

4.1. Duration: One day at NIHS.

4.2. Course work: Consists of theory, field visits and observations, group discussions and presentations

Course will consist of following subject areas:

1. Introduction to NIHS, Vision, Mission & Objectives
2. Main activities conducted at NIHS, special programmes including In-service training, research, prevention of diseases, health education and future trends
3. Duties and responsibilities of MOH / AMOH and public health staff
4. Introduction to maintenance of MOH office, PHM office and PHI office
5. Introduction to maternal and child health, Immunization Programme, dengue control programme, school health programme, disease surveillance, health education programme, and food sanitation programme

4.2.2. Field visits and observation:

Field visit is organized to observe the office of the Medical Officer of Health (MOH) in order to study the health services management, office of the Public Health Inspector (PHI) and office of the Public Health Midwife (PHM).

4.3. Attendance requirement:

The details of the students’ attendance are sent to the PGIM.

5. Resource personnel involved in training

Trainers include Director/NIHS, Deputy Directors, Consultant Community Physicians, medical officers of NIHS and field staff of NIHS field practice area.
6. General regulations

6.1. Candidates should follow the ‘Code of Conduct for trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.

6.2. Any part of this prospectus may be changed from time to time at the discretion of the Board of Study - Paediatrics/ Post graduate Institute of Medicine, Sri Lanka.
5. **Guidelines on International Training Programmes**

National Institute of Health Sciences conducts following International Training Programmes

5.1. Clinical Placement of Diploma in Primary Health Care for Maldivian PHC students

5.2. Clinical Placement of Advanced certificate in Primary Health Care for Maldivian PHC students

5.3. Training course on International Classification of Diseases – 10th Revision

5.4. Training course on Medical Record and Health Information Management

5.5. Training Programme on Research Methodology

5.6. Training Programme on Primary Health Care Management for Mid Level Health Officials

5.7. Community Health Orientation for International Participants
5.1 Clinical Placement of Diploma in Primary Health Care for Maldivian PHC Students

1. Introduction

National Institute of Health Sciences is conducting specially designed international training programmes geared to train different categories of health care providers mainly from South East Asian region since last few decades.

The Clinical Placement of Diploma in Primary Health Care for Maldivian PHC students from Faculty of Health Sciences, Male, is being conducted annually at NIHS. Duration of the course is one month. This is the ‘overseas experience’ on field observations and clinical attachments which is a part of their training course as well as a prerequisite for their final examination. The PHC students have undergone training for 2½ years on theory and practicals in their faculty, before their attachment at NIHS.

The PHC worker in Maldives who is in-charge of a health centre or health post is the key facilitator in implementing PHC and is envisaged for the provision of preventive, promotive and curative health care services to the entire community and therefore he/she is responsible to prevent illnesses and to promote health in the community. The PHC worker is also responsible for the coordination, supervision and monitoring of all health related activities in the islands served by the health centre and act as the key player in supporting and guiding the other PHC staff in the implementation of the PHC programmes and the management of administrative matters in the smooth functioning of the health centre.

Based on the experience and evaluation of previous programmes the present programme is modified to meet the identified needs. It is expected that the trainees would be able to perform their activities more efficiently and effectively for better delivery of curative, preventive and promotive health care in their respective institutions.
2. Objectives of the training programme

**General objective:**
To strengthen the knowledge, attitudes and skills of the Primary Health Care trainee for better delivery of curative, preventive and promotive health care at health centers.

**Specific objectives:**
1. To identify the components of Primary Health Care as it is applied in Sri Lanka.
2. To identify the Primary Health Care programmes carried out in Sri Lanka.
3. To observe Primary Health Care / health promotion programmes / activities carried out in Sri Lanka.
4. To gain knowledge and skills in identifying and managing disease conditions related to Paediatrics, ENT, Ophthalmology, Psychiatry, Dermatology, Rheumatology and Obstetrics and Gynecology.
5. To compare health care delivery system in Sri Lanka with that of Maldives.

3. Eligibility criteria for selection

**Selection criteria:**
Selection of students for the overseas training programme at NIHS, Kalutara is done by the Faculty of Health Sciences (FHS), Maldives National University, Male, Maldives. They have gained their basic knowledge on preventive, promotive and curative health in the Faculty of Health Sciences, Maldives for 2½ years for the Diploma course before their overseas experience in Sri Lanka.

**Educational qualifications:**
London GCE (O/L)

4. Training programme

**4.1. Duration:** The training course will be of four weeks duration.

**4.2 Course work:**
Consists of theory, practical sessions during field visits and clinical appointments, demonstrations, group work and presentations, assignments, assessment of skills was done using ‘Field visit note book’ which is maintained by each student. During the training programme participants work individually and also in groups with the assistance of resource personnel.
4.2.1. Course will consist of following study areas:

1. Health care delivery system in Sri Lanka (Preventive and curative care)
2. Overview of Primary Health Care (Components of PHC in Sri Lanka)
3. Maternal and child health (clinic care and domestic care)
4. School health (Health promotion and school medical inspection)
5. Epidemiology and Disease surveillance
6. Environmental health, Safe food, Safe water and waste disposal
7. Health promotion and Health Education
8. Community services (for drug addicts and alcoholics)
9. Special needs facilities (for disables, deaf and blind, orphanges)
10. Support for older people

4.2.2. Field visits:

For each study area students are attached to the relevant field activity and they have to do the entries in ‘Field Visit Note Book’ individually.

4.2.3. Clinical appointments:

Students are attached to the General Hospital, Kalutara for major and minor specialties under relevant consultants to gain experience in identifying and managing disease conditions related to those specialties.

4.3. Attendance requirement:

It is mandatory for the trainees to have not less than 90% of attendance for this course work. Trainees who fail to meet this attendance requirement will not be eligible to get the certificate issued by the NIHS for completion of the course.

5. Evaluation of students

Assessment of the students’ performances is being done at the beginning, during and at the end of the training programme.
5.1. Pre-test and Post-test
A pre-test is conducted on the first day of the training course and it consists of structured questions of all the activities that they had to cover during their stay at NIHS. The same question paper given in the pre-test will be given as the post-test to the students in the latter part of the programme.

5.2. Continuous assessment
Skills assessment is done using a ‘Field visit note book’ which consisted with all the activities that students had to cover. It must be maintained by each student after completing the relevant activity and get it signed by the resource personnel.

6. Award of the Certificate
6.1. Candidates who have not less than 90% of attendance will be awarded the ‘Certificate for completion of the training programme at NIHS, Kalutara’
6.2. Certificate will be signed by the Director/NIHS, Deputy Director General (Education, Training and Research) & Director General of Department of Health Services

7. Resource personnel involved in training
Experienced educators, who are staff members of National Institute of Health Sciences, Kalutara, resource personnel of NIHS field practice area, consultants and medical officers of General Hospital, Kalutara and other resource personnel from relevant institutions will conduct the course.

8. General regulations
8.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.
8.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS/Faculty of Health Sciences, Maldives.
5.2 Clinical Placement of Advanced certificate in Primary Health Care for Maldivian PHC students Clinical

1. Introduction

National Institute of Health Sciences is conducting specially designed international training programmes geared to train different categories of health care providers mainly from South East Asian region since last few decades. The Clinical Placement of Advanced Certificate in Primary Health Care for Maldivian PHC students from Faculty of Health Sciences, Male, Maldives is been conducted annually at NIHS. Duration of the course is one month. This is the ‘overseas experience’ on field observations and clinical attachments which is a part of their training course as well as a prerequisite for their final examination. The PHC students have undergone training for 1½ years on theory and practicals in their faculty, before their attachment at NIHS.

The PHC worker in Maldives who is in-charge of a health centre or health post is the key facilitator in implementing PHC and is envisaged for the provision of preventive, promotive and curative health care services to the entire community and therefore he/she is responsible to prevent illnesses and to promote health in the community. The PHC worker is also responsible for the coordination, supervision and monitoring of all health related activities in the islands served by the health centre and act as the key player in supporting and guiding the other PHC staff in the implementation of the PHC programmes and the management of administrative matters in the smooth functioning of the health centre. Based on the experience and evaluation of previous programmes the present programme is modified to meet the identified needs. It is expected that the trainees would be able to perform their activities more efficiently and effectively for better delivery of curative, preventive and promotive health care in their respective institutions.
2. Objectives of the training programme

General objective:
To strengthen the knowledge, attitudes and skills of the Primary Health Care trainee for better delivery of curative, preventive and promotive health care at health centers.

Specific objectives:
1. To identify the components of Primary Health Care as it is applied in Sri Lanka.
2. To identify the Primary Health Care programmes carried out in Sri Lanka.
3. To observe Primary Health Care / health promotion programmes / activities carried out in Sri Lanka.
4. To gain knowledge and skills in identifying and managing disease conditions related to Paediatrics, ENT, Ophthalmology, Psychiatry, Dermatology, Rheumatology and Obstetrics and Gynecology.
5. To compare health care delivery system in Sri Lanka with that of Maldives.

3. Eligibility criteria for selection

Selection criteria:
Selection of students for the overseas training programme at NIHS, Kalutara is done by the Faculty of Health Sciences (FHS), Maldives National University, Male.

They have gained their basic knowledge on preventive, promotive and curative health in the Faculty of Health Sciences, Maldives for 1½ years for the Advanced Certificate course, before their overseas experience in Sri Lanka.

Educational qualifications:
London GCE (O/L)

4. Training programme

4.1 Duration: The training course will be of four weeks duration.

4.2 Course work:
Consists of theory, practical sessions during field visits and clinical appointments, demonstrations, group work and presentations, assignments, assessment of skills was done using ‘Field visit note book’ which is maintained
by each student. During the training programme participants work individually and also in groups with the assistance of resource personnel.

4.2.1. Course will consist of following study areas:

1. Health care delivery system in Sri Lanka (Preventive and curative care)
2. Overview of Primary Health Care (Components of PHC in Sri Lanka)
3. Maternal and child health (clinic care and domestic care)
4. School health (Health promotion and school medical inspection)
5. Epidemiology and Disease surveillance
6. Environmental health, Safe food, Safe water and waste disposal
7. Health promotion and Health Education
8. Community services (for drug addicts and alcoholics)
9. Special needs facilities (for disables, deaf and blind, orphanages)
10. Support for older people

4.2.2. Field visits;

For each study area students are attached to the relevant field activity and they have to do the entries in “Field Visit Note Book” individually.

4.2.3. Clinical appointments:

Students are attached to the General Hospital, Kalutara for major and minor specialties under relevant consultants to gain experience in identifying and managing disease conditions related to those specialties.

4.3. Attendance requirement:

It is mandatory for the trainees to have not less than 90% of attendance for this course work. Trainees who fail to meet this attendance requirement will not be eligible to get the certificate issued by the NIHS for completion of the course.

5. Evaluation of students

Assessment of the students’ performances is being done at the beginning, during and at the end of the training programme.
5.1. Pre-test and Post-test
A pre-test is conducted on the first day of the training course and it consists of structured questions of all the activities that they had to cover during their stay at NIHS. The same question paper given in the pre-test will be given as the Post-test to the students in the latter part of the programme.

5.2. Continuous assessment
Skills assessment is done using a ‘Field visit note book’ which consists of all the activities that students had to cover. It must be maintained by each student after completing the relevant activity and get signed by the resource personnel.

6. Award of the Certificate
6.1. Candidates who have not less than 90% of attendance will be awarded the ‘Certificate for completion of the training programme at NIHS, Kalutara’
6.2. Certificate will be signed by the Director/NIHS, Deputy Director General (Education, Training and Research) & Director General of Department of Health Services

7. Resource personnel involved in training
Experienced educators, who are staff members of National Institute of Health Sciences, Kalutara, resource personnel of NIHS field practice area, consultants and medical officers of General Hospital, Kalutara and other resource personnel from relevant institutions will conduct the course.

8. General regulations
8.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.
8.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS/Faculty of Health Sciences, Maldives.
5.3 Training course on International Classification of Diseases – 10th Revision

1. Introduction

The International Statistical Classification of Diseases Tenth Revision (ICD-10) is the international standard for the coding of diseases for morbidity and mortality reporting. It is published by the World Health Organization and maintained by the WHO Family of International Classifications Network (WHO-FIC). Clinical coding is the translation of diseases, health related problems and procedural concepts from text to alphabetic/numeric codes for storage, retrieval and analysis. Use of ICD-10 for the coding of hospital discharge (morbidity) or death certificate (mortality) data, using the rules established by WHO, ensures data which are comparable between individual hospitals or between provinces or states or internationally, as well as at different points in time.

Classifications have been used to describe diagnoses and procedures for many years. WHO has published revisions and updates to the ICD since 1948. Coded data are used for public health research and epidemiological studies at the population level and also for hospital management and funding purposes. Health data coded with ICD-10 forms the basic building blocks for the assessment of health system performance, to analyze burden of disease and for planning of health programmes for the improvement of population health. WHO and its regional offices, through the evidence and information for Health policy program, encourage use of the classification.

The NIHS is an internationally recognized Sri Lankan centre of expertise in the classification of morbidity data. Through its work, the NIHS makes significant contributions to the quality of health data collections and health information systems throughout the Sri Lankan healthcare system and internationally. The NIHS has been invited to conduct training for students from over 12 south East Asian countries in ICD-10 and Health Information management by the WHO. NIHS is the first WHO recognized training centre on ICD- 10 in South East Asia. NIHS’s ICD – 10 training materials have been reviewed by the joint collaboration of WHO – FIC (Family of
International Classification) – IFHRO (International Federation of Health Record Organizations) and recommended that they meet the international standards for high quality teaching and approved for international use. These experiences have allowed us to build a substantial pool of international training expertise and resources. The adaptation of training materials to suit each program of study means that high quality relevant resources are provided to meet varying needs of professional health workers who deal with health records or who are responsible for clinical coding. This course is offered to meet the needs of Medical Record personnel using the ICD-10 health classification system and who require formal introductory training in the use of this classification. This prospectus outlines a two-week training program to introduce the rules and guidelines for the use of the ICD-10 health classification system for morbidity (hospital) coding.

2. **Objectives of the training programme**

   All Course participants were trained in ICD – 10 enabling them to,
   1. Understand and use basic ICD-10 coding conventions.
   2. Interpret and apply World Health Organization rules for coding.
   3. Accurately assign codes for principal (main) diagnoses.
   4. Appreciate the concept of multiple coding for morbidity collections.
   5. Appreciate inputs to quality coding and apply strategies for improving coded data.

3. **Eligibility criteria for selection**

   Selection of participants for international training programs is at the discretion of responsible authorities of respective countries.

4. **Training programme**

   4.1. **Duration:** The training course will be of 10 training days duration.
   4.2. **Course work:**

      Consists with theory, practical exercises, revision time, site visits and assignments
4.2.1. Course will consist of 7 sections and 26 Modules:

The 7 sections are:

1. Course orientation, introduction to NIHS, Kalutara and Sri Lanka
2. ICD-10 introduction, why coding ?, coded data uses, ICD-10 structure and conventions
3. Using ICD-10 volume 2, WHO morbidity and mortality coding rules, WHO short tabulation lists
4. How to code with ICD-10, chapter by chapter – lectures, training software and work books, group exercises
5. Student presentations about coding in participants’ countries, coding issues and problems open forum, future coding activities plans
6. Quality assurance mechanisms for coded data
7. Site visits to statistical organizations and health departments

4.2.2. Practical exercises:

Each participant is provided with a set of student work book and answer book containing a variety of materials for the training course. At the end of each session student has to work out coding exercises relevant to the chapter.

These will provide a valuable reference resource following completion of the course.

4.2.3. Site visit:

After completion of teaching modules, the students will be taken on a visit to well developed medical record departments in public and private sector hospitals. During this exercise the student will be given opportunity to observe operations of a number of health care facilities in the light of newly acquired skills in medical record management.

4.3. Attendance requirement:

It is mandatory for the trainees to have not less than 80% of attendance related to this course work. Trainees who fail to meet this attendance requirement will not be eligible to sit for the final examination held at the end of the course.
5. Examination

5.1. End course assessment of participants’ progress (theory) is done
5.2. Minimum marks to pass the examination is 60%
5.3. Officers for setting of question papers, paper marking and examiners will be appointed by the Deputy Director (Training)/NIHS

6. Award of the Certificate

6.1. Trainees successful at the examination will be awarded the certificate of successful completion.
6.2. Certificate will be signed by the Director/NIHS, Deputy Director General (Education, Training and Research) & Director General of Department of Health Services

7. Resource personnel involved in training

Experienced educators, who are staff members of National Institute of Health Sciences, Kalutara, Sri Lanka will conduct the course.
The main lecturers are postgraduate qualified medical officers in Community Medicine and have undergone training in Health Information Management, ICD classification and it’s quality assessment, nationally & internationally.

8. General regulations

8.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.
8.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS.
5.4 Training course on Medical Record and Health Information Management

1. Introduction

The Medical Record, in manual or automated form, houses the medical information that describes all aspects of patient care. Physicians, Nurses and other health care providers require medical information for treating a patient. The Medical Record serves as a communication link among caregivers. Documentation in the Medical Record also serves to protect the legal interests of the patient, health care provider, and health care facility. Other uses of Medical Record include provision of data for medical research, education of health care providers, public health studies and quality review. Medical Records form an important document in record keeping process in a hospital.

The NIHS is an internationally recognized Sri Lankan centre of expertise in the classification of morbidity data. Through its work, the NIHS makes significant contributions to the quality of health data collections and health information systems throughout the Sri Lankan healthcare system and internationally.

The NIHS has been invited to conduct training for students from over twelve south East Asian countries in Health Information management by the WHO. NIHS is the first WHO recognized training centre in Medical Record, Health Information Management and ICD-10 in South East Asia. These experiences have allowed us to build a substantial pool of international training expertise and resources. The adaptation of training materials to suit each program of study means that high quality relevant resources are provided to meet varying needs of professional health workers who deal with health records or who are responsible for clinical coding.

This course is offered to meet the needs of Medical Record personnel working in health care facilities and who require formal introductory training in basic medical record practice and Health information management. This prospectus outlines a ten-week comprehensive training program to introduce the principles and practice of Medical Record and Health Information Management.
2. Objectives of the training programme

Course participants are trained in Medical Record and Health Information Management enabling them to:

1. Analyze component parts of medical terms
2. List, describe and use common prefixes, suffixes and combining forms
3. Define common diagnostic, therapeutic and operative terms related to body systems
4. Have a basic understanding of the anatomy of a medical record in its various applications, as well as the responsibility for and uses of a patient’s medical record
5. Understand how the role and responsibilities of the Health information manager/ medical record manager have developed over time and may vary from site to site.
6. Gain some insight into the part the medical record manager may play in developing and maintaining and data management system in a health care facility
7. And finally to generate high quality morbidity and mortality data to enhance, public health decision making, planning out strategies for prevention, health services planning, allocation of resources etc.

3. Eligibility criteria for selection

Selection of participants for international training programs is at the discretion of responsible authorities of respective countries.

4. Training programme

4.1. Duration: The training course will be of four weeks duration.

4.2. Course work:

Consists of theory, group activities, group presentations, data extraction exercises, site visits and assignments

4.2.1. Course will consist of 5 Modules:

The 5 modules are:

Module 1 - Anatomy, Physiology and Medical Terminology
Module 2 - Medical Record Management
Module 3 - Data Management
Module 4 - Epidemiology
Module 5 - Practical experience – Hospital visits

4.2.2. Site visit:
After completion of teaching modules, the students will be taken on a visit to well developed medical record departments in public and private sector hospitals. During this exercise the student will be given opportunity to observe operations of a number of health care facilities in the light of newly acquired skills in medical record management.

4.3. Attendance requirement:
It is mandatory for the trainees to have not less than 80% of attendance. Trainees who fail to meet this attendance requirement will not be eligible to sit for the final examination held at the end of the course.

5. Examination
5.1. End course assessment of participants’ progress (theory) is done
5.2. Minimum marks to pass the examination is 60%
5.3. Officers for setting of question papers, paper marking and examiners will be appointed by the Deputy Director (Training)/NIHS

6. Award of the Certificate
6.1. Trainees successful at the examination will be awarded the certificate of successful completion.
6.2. Certificate will be signed by the Director/NIHS, Deputy Director General (Education, Training and Research) & Director General of Department of Health Services

7. Resource personnel involved in training
Experienced educators, who are staff members of National Institute of Health Sciences, Kalutara, Sri Lanka will conduct the course.
The main lecturers are postgraduate qualified medical officers in Community Medicine and have undergone training in Health Information Management, ICD classification and it’s quality assessment, nationally & internationally.
8. General regulations

8.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.

8.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS.
1. Introduction

Research is systematic collection, analysis and interpretation of data to answer a certain question or solve a problem. Thus research plays a very important role in maintaining health and combating diseases by providing evidence for policies and decisions to improve the health and health systems.

During the two weeks of training, participants will be offered high quality hands-on research methodology training. Course will cover all subtopics in research methods. Review of literature; identification of research issues; formulation of objectives and hypothesis; identifying study population and study sample; sampling techniques; sources of data and methods of data collections; selection of tools of data collection; conduct of field work; application of suitable analytical techniques; and reporting of results are some of the sub topics cover in the training programme.

2. Objectives of the training programme

By end of this training programme, the participants are expected to have skills and competencies across the spectrum of research methods with ability to apply a range of research techniques in a practical environment.

Specific Objectives of the programme are as follows.

1. To understand the basic concepts of Research Methods
2. To acquire the essential knowledge on conducting a Research
3. To develop the essential skills in conducting a Research

3. Eligibility criteria for selection

Suitable candidates will be selected based on service, seniority at present position, relevancy of training programme for personal and institutional development.
4. Training programme

4.1. Duration:
The training course will be of two weeks (10 working days). Depend on the profile of the participants, programme will be conducted over two weeks continuously, two separate teaching blocks of two weeks, or as separate teaching modules of 10 working days over a period of 10 weeks.

4.2. Teaching Methods:
Outcome based learning approach will be used. Facilitators will guide participants to develop their own proposal through a series of short lectures, group discussions. Participants will work in small groups and design research proposals, step by step on a priority problem they have selected. As each new step is introduced, new concepts and research procedures will be presented. Skills will be developed to handle collected data, simple data analysis and drawing of conclusions using a sample data set. Since all sessions will be conducted in English, participants are expected to have competency in spoken and written English.

A mentor / supervisor will be allocated (if necessary) for each student / group from the panel of technical experts at NIHS for this period.

4.3. Course content
The training programme will consist of following subject areas:
1. Introduction to research
2. Importance of health system research in public health
3. Selecting a research problem/topic
4. Problem analysis
5. Literature review/search
6. Writing objectives
7. Overview of study designs : Descriptive studies-observational and analytical, Case control, Cohort, Intervention studies
8. Selecting the study population, Inclusion and exclusion criteria
9. Sample size calculation and Sampling techniques
10. Types of data and Different data collection methods
11. Variables and variability
12. Measurement and measurement error
13. Principals of developing an data collection instrument
14. Pretest and pilot study
15. Data collection
16. Data management-coding editing and proof reading
17. Data entry
18. Analysis of data-descriptive statistics, inferential statistics 1, inferential statistics 2
19. Ethics in health system research
20. Systematic errors in research-bias and confounding
21. Preventing/ minimizing bias and confounding
22. Disseminating of results

4.4. Attendance requirement

90% attendance is mandatory.

5. Award of the Certificate

5.1. On successful completion of the training program, the participants having more than 90% attendance and those who obtain the pass mark for competency test at the end of the training programme will eligible for the “Certificate of successful completion of training programme on Research Methodology”.

5.2. Certificate will be signed by the Director/NIHS, Deputy Director General (Education, Training and Research) & Director General of Department of Health Services

6. Resource personnel involved in training

All resource members are skilled and experienced in research methods and have undertaken research projects in their respective specialty.
The resource team will include Consultant Community Physicians, Medical officers with post graduate experience (MD and MSc in community medicine and medical administration).
7. **General regulations**

7.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.

7.2. Any part of this prospectus may be changed from time to time at the discretion of NIHS.
Training Programme on Primary Health Care Management for Mid Level Health Officials

1. Introduction

Sri Lanka is known for its good public health indices. This is an example to the region, with a low contribution to health from its budget the country has achieved remarkably high health status. Sri Lanka has a lot to show on how the system is being managed at the Primary Health Care (PHC) level.

Hence WHO SEAR office has requested the involvement and interaction with faculty at NIHS to familiarize the Mid Level Health officials with the health system and health status in Sri Lanka.

This would involve interaction with faculty at NIHS to familiarize the participants with the health system and health status in Sri Lanka, visits to the relevant units in the Ministry of Health, training institutions, sub-national health management units and Primary Health Care service delivery points.

2. Objective of the training programme

Observe the current health system and processes that have led to the strong PHC base in Sri Lanka.

3. Eligibility criteria for selection

Selection of participants is done by the WHO under WHO criteria.

4. Training programme

4.1. Duration: The training course will be of ten days duration.

4.2. Course work:

Consists of lecture discussions, observation & hands on experience of field work and practical sessions.

4.2.1. Course will consist of following study areas:

- Introduction to Primary health care -Sri Lankan perspective
- Sri Lankan experience in control of Maternal & Infant Mortality
• Main partners in PHC level (PHM, PHI, PHNS)-how grassroot level got involved in bottom up management approach
• Sri Lanka-South Asia’s outlier-Decentralization of power Social, political and cultural factors that have contributed to Sri Lankan success in health, female literacy, education, social marketing & health promotion
• Introduction to Health Management Information System (MIS) - the success story of Sri Lanka.
• Developing human resources for health: the Sri Lankan experience
• Environmental health, safe food, safe water and waste disposal by PHC staff
• Management Information System (MIS) - (Hospital)
• Epidemics control in Disasters by PHC staff -NIHS field experiences
• Family Planning service management in PHC in Sri Lanka

4.2.2. Field visits:
• Curative institutions delivering PHC and to observe the referral system - District Hospital and Maternity home
• Regional training centers functioning with NIHS-capacity building of Primary Health care (preventive) staff
• Intersectoral collaboration in health, the Sri Lankan experience: visits to Divisional Secretary office, local government offices, educational institutions etc.
• Professional organizations which has success to PHC in SL: Visit to Sarvodaya: NGOO and CBOO in Sri Lankan health
• PHC services and its supervision - visiting MOH Office
• PHC services - visiting PHM and PHI Office
• Poly clinic - observation of PHC delivery
• Home visit by PHM and Public Health Nursing Sister and the supervising activities carried out in the field
• ECCD and infant and child nutrition activities
• School Medical Inspection
• Food Safety Programme
• Projects on community empowerment and community participation
- Community support center - Mental Health services delivery at community level
- Observation of Control of Non Communicable Diseases

4.2.3. Visits to National level Institutions:
- Family Health Bureau-MCH programme management at national level
- Epidemiology Unit, Colombo - Immunization programme, Disease surveillance system and control of epidemics at national level
- Health Education Bureau-Health Education & Health Promotion at national level

5. Evaluation of participants
Presentation of the participants of what they have leaned at the end of the programme and a comparative analysis of both countries

6. Resource personnel involved in training
Lecturers and Resource personnel from NIHS Training faculty and Field practice area.

7. General regulations
7.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.
7.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS.
5.7 Community Health Orientation for International Participants

1. Introduction

NIHS is responsible for conducting basic, post-basic, in-service training for different categories of health care workers and specially designed international training programmes geared to train health care providers from different parts of the world.

The Community Health Orientation for international participants (health professionals, nursing students & medical students) from various universities & institutions is being carried out by the NIHS for the past few years.

This is the “overseas experience” where the duration varies from five days to ten weeks which is mainly on field visits and observations. With past experiences and evaluations the training programme at NIHS is geared to meet their objectives and study areas. The Medical students & nursing students have undergone training in their universities on basic medical & nursing care, before their elective attachment at NIHS.

2. Objectives of the training programme

At the end of the programme trainees should be able to,

1. Describe Primary Health Care system of Sri Lanka
2. Observe Primary Health Care / health promotion programmes / activities carried out in Sri Lanka
3. Discuss the achievements in the area of preventive health care in Sri Lanka
4. Describe Maternal and Child Health care services carried out in the field
5. Describe Epidemiological transition in Sri Lanka
6. Identify the challenges in promotion of health in Sri Lanka
7. Compare health care delivery system in Sri Lanka with that of their country
8. To compare the outcomes of the determinants of health in Sri Lanka and their country
9. Discuss risk factors and preventive measures for common communicable and non-communicable diseases in Sri Lanka
3. Eligibility criteria for selection

Selection criteria:
Selection of participants for the overseas Community health training programme at NIHS, Kalutara is done by their own university/institution.

4. Training programme

4.1 Duration: The training course will be of one to ten weeks duration (time to time duration is changed).

4.2 Course work:
Consists of theory, field observations, practical sessions and demonstrations during field visits, student presentations and assessments.

4.2.1. Course will consist of following study areas:
1. Primary Health Care in Sri Lanka
2. Maternal and child health (clinic care and domiciliary care)
3. Family Planning
4. Immunization
5. Nutrition
6. School health (Health promotion and school medical inspection)
7. Epidemiology and Disease surveillance
8. Health promotion and Health Education
9. Environmental health, Safe food, Safe water and waste disposal

4.2.2. Field visits and Demonstrations;
For each study area students are attached to the relevant field activity.

4.3. Attendance requirement:
It is mandatory for the trainees to have not less than 90% of attendance for this course work.

5. Evaluation of students
Continuous assessment is done when the students are attached to the field and during their presentations by the resource personnel. At the end of the programme progress report, which is based on students’ performances (consisted with all the activities that students have to cover) is submitted by the coordinator to the authorities.
6. Resource personnel involved in training

Experienced educators, who are staff members of National Institute of Health Sciences, Kalutara, resource personnel of NIHS field practice area and other resource personnel from relevant institutions is conduct the course.

7. General regulations

7.1. Candidates should follow the ‘Code of Conduct for Trainees’ during the stay at NIHS, in addition to the rules and regulations specified in this prospectus.

7.2. Any part of this prospectus may be changed from time to time at the discretion of the NIHS.
Acknowledgements

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