

Indian Society of Anaesthesiologists (ISA)

Sponsored CME 2013



Protocol

All the promotional materials of this CME should contain ISA logo, in proper colour format

1. This Protocol is published to serve as guide line to branches of Indian Society of Anesthesiologists in conducting CME programme/ refresher course/ workshop.
2. The CME's/ refresher course lectures/workshops conducted by ISA will be 'stand alone 'CME's and are regionally based.
3. President, Secretary and Education Committee Chairman of ISA, assisted by the Editor IJA, will jointly select faculty members for every year. Faculty will be a well matched group from all areas in India. The topics will be decided by the above committee for every year.
4. There will be a coordinator, a GC member of the nearby zone, nominated by ISA HQ for every programme. Each programme is open to all ISA members, and as far possible should be organised to meet the selective needs of (a) Practitioners (b) Post graduate students (c) Academic groups.
5. An average of 8 hours teaching will be done in a day and each single lecture will be of 40 mins duration followed by 15 mins of interaction; 4 speakers will be from the state hosting the programme and 4 speakers from outside of the state.
6. Number of credit hours **(by ISA- not by MCI)** allotted for each programme is 8 (eight hours) and organisers will issue participation certificate to delegates showing attendance during CME. Sample certificate is made available from ISA HQs, on request.

7. ISA will meet the traveling expenditure of faculty and coordinator members and cost of CME / materials / workshops materials. Traveling expenditure will be given in AC two tier with return journey in a shortest route from home town. For these, ISA HQ will release the fund. The quantum of fund at present is Rs. 75,000/-(Seventy thousands only). The convener has to submit a statement on expenditure from this fund with supportive documents within 15 days of the CME. Local sponsors will meet the hospitality of faculty members joining for the programme (accommodation in a moderate hotel and food for the duration).
8. Local sponsor (inviting branch) can collect funds to meet the programme expenditure through delegate registration fee and industry support. As far possible, local sponsor should arrange subsidized accommodation for attending delegates.
9. The coordinator will present a report to ISA on the conduct of programme and suggestions for correction in future.
10. During inaugural session, a banner **displaying ISA logo, 'ISA Sponsored CME' programme with place and date**, is to be exhibited at the backstage and a photo with same banner in the back ground while actual inauguration is going on is to be taken. The photo is needed for ISA - educational promotion work.
11. All the Publications, Brochures, Certificates should contain ISA logo.
12. Copies of the CME Booklet, Certificate, CD/DVD of Inaugural programme, continuous recording of the CME lecture presentation and PPTs should be sent to the ISA HQs.
13. The CME material / presentation and .ppt become the property of the ISA, for use in educational/ e learning activities of ISA. **A written undertaking from the speakers** is to be taken in this regard.
14. Invitation to the ISA President and all governing council members is to be sent for the CME. There shall be no financial obligation on the part of the organisers.

Dr. Anjan Datta

Chairman, Scientific Committee, ISA