



State Medical Faculty of West Bengal

INFORMATION BROCHURE

FOR

DIPLOMA IN OPERATION THEATRE TECHNOLOGY 2015

State Medical Faculty of West Bengal

**14/C Beliaghata Main Road,
Kolkata – 700 010**

☎ 2372-0185 / 2372-0181

Fax No : 2372-0184

Website: www.smfwb.in

Price : Rs. 500/-



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INTRODUCTION:

State Medical Faculty of West Bengal was established as a statutory body by the Government of West Bengal in the Year 1914. The Faculty was entrusted with conduction of Licentiate Courses in Medical Sciences (L.M.F.). Subsequently the Faculty started conducting examination of Diploma in Pharmacy.

With the rapid growth of medical sciences it was felt necessary to train the paramedical personnel of the State. With this object in view, the State Medical Faculty started conduction of different diploma and certificate courses with the approval of the Government of West Bengal. It is essential to have a uniform standard while conducting the courses not only in Government Institutions but also in the Private Organizations and as such, the Faculty has already stipulated minimum requirement for starting conduction of different Para Medical Courses.

As per provision of Clinical Establishment Act of West Bengal any Diagnostic Laboratory possessing Valid Licence under the said Act can start the Training Course with the permission of appropriate authority provided the diagnostic laboratory fulfills the minimum requirements as stipulated by the State Medical Faculty of West Bengal.

Any Institution desirous of starting Para Medical Courses with the affiliation of State Medical Faculty of West Bengal has to fulfill the stipulated requirements and to follow the syllabus as prescribed by the Faculty. The State Medical Faculty also acts as an Examining Authority for such courses.

Conduction of a Para Medical Course in Affiliated Institutions is being monitored by the Faculty so that uniformity is maintained while conducting the same course in different institutions.

Presently, the State Medical Faculty of West Bengal is considering grant of recognition to Institutions for conducting the following courses:

<u>Sl.</u>	<u>Name of the Courses</u>
1.	Diploma in Medical Laboratory Technology
2.	Diploma in Radiography
3.	Diploma in Radiotherapeutic Technique
4.	Diploma in Optometry with Ophthalmic Technique
5.	Diploma in Perfusion Technology
6.	Diploma in Neuro Electro Physiology
7.	Diploma in Cath-Lab-Technician
8.	Diploma in Dialysis Technician
9.	Diploma in Critical Care Technology
10.	Diploma in Operation Theatre Technology

COMMON PROCEDURE FOR OBTAINING AFFILIATION FOR ANY DIPLOMA COURSE RUN BY THE FACULTY

PART – I

The intending institute which wants to start a particular course is required to collect the booklet "**Information Brochure**" for that particular Course by paying the requisite fee of **Rs.500/-**.

The Institute should create the facilities required for starting the course as per norms of the course.

The Institute after fulfilling the norms for the course is required to apply in the prescribed form annexed in **Part-II** alongwith the requisite Inspection Fee of **Rs. 5000/- for each course**. Inspection fee is not refundable.

The Faculty will send Inspection Team for physical verification of the facilities to start the course.

On the basis of report received from the Inspection Team, the Faculty may ask the Institute for compliance or modification, as the case may be, or accord permission to start the course.

Caution Money Deposit:

- i) Private Institutions to be recognized are required to deposit with State Medical Faculty of West Bengal Caution Money of Rs.50,000/- per course.
- ii) Caution Money will be treated as one-time payment till students of private institutions continue their studies.
- iii) Caution Money deposited by Private Institutions will not accrue any interest payable to the concerned depositors.
- iv) Caution Money will be refunded without any interest at the time when the institute closes their course of studies with prior intimation to the Faculty.
- v) In the event of de-recognition of the institution by the Faculty, Caution Money deposited would be forfeited.
- vi) Caution Money deposit is applicable in case of new Institute / existing Institute to conduct new course(s).

Conduction of Paramedical Courses:

Paramedical Courses should exclusively be conducted at the institute premises under the control of the Affiliated Institute, save and except Blood Bank Training for DMLT [Tech] Course, which could be done in any Government Hospital or any Private Hospital with their consent. Consent letter to be attached in Application Form for recognition.

In case of rented building of the institute, three years' rental agreement with the owner of the premises be submitted with the Application Form for grant of recognition/extension of recognition.

Fire Safety Measures:

Fire Safety Measures should be ensured. Provision for alternative exit be arranged.

In case of non-availability of Fire Safety Measures, the same may be informed and also their plan of actions for introduction/improvement of Fire Safety Measures.

Duration of Course:

Duration of Para Medical Courses is 2 years followed by 6 months compulsory Post Examination Practical Training of minimum **600 hours in 6 months** after passing of Final Examination of Para Medical Courses.

Eligibility:

Any person seeking admission into the course of study in Para Medical Courses must fulfill the following conditions:

- a) That he/she has passed the Higher Secondary or an equivalent Examination of any Indian University or duly constituted Board, with pass mark in Physics, Chemistry and Biology.
- b) That he/she has attained the age of 17 years on 1st September of the respective year of his/her admission into the course in an approved institution.
- c) That he/she has furnished a certificate of physical fitness from a registered medical practitioner and two references from persons other than relatives testifying to satisfactory general character.

Selection:

Selection will be made on the basis of pass marks obtained in Physics, Chemistry and Biology in the Qualifying Examination [i.e. Higher Secondary and/or equivalent Examination]. The Faculty will, however, reserve the right to amend/alter/modify the selection procedure at its sole discretion.

Fees:

The admission and tuition fees will be charged by the individual institution with the approval of the Faculty. The Tuition Fees will be Rs.15,000/- per course per annum in respect of all Affiliated Institutions.

The Registration Fees of Rs.500/- per student per course and Examination Fees of Rs.400/- per student per examination will be charged by the State Medical Faculty of West Bengal separately in respect of students admitted in Para Medical Courses in Affiliated Institutions. Students of **ESI Hospitals, Kolkata Port Trust Centenary Hospital, Chittaranjan National Cancer Institute are required to pay Registration Fees and Examination Fees.**

Academic Session:

The Session will commence ordinarily in September of every year. The exact date is to be announced at the time of admission.

Inspection, Counseling, etc.:

Inspection is to be carried out to all Institutions including existing Institutions.

All affiliated Institutions have to join Counseling of the Faculty on scheduled date, time and venue. Seed money for joining the Counseling is Rs. 4000/- for each course. However, if they do not get students in Joint Counseling then they will be allowed for second counseling at their end.

Prospectus and Application Forms, etc. are to be issued by the Affiliated Institutions by their own arrangements for the second counseling, if any. Subject to the approval of the Faculty.

Students of the Non-Government Institutions, selected in the Joint Counseling, have to deposit Rs.15,000/- preferably by Demand Draft in favour of State Medical Faculty of West Bengal at the time of admission in the Counseling Hall. Faculty will remit this amount to the concerned Institution in due course.

Affiliated Institution has to pay Rs.500/- per student per month for six months as stipend to the students during Internship (Clinical) and/or Post-Examination Practical Training.

Affiliated Institution has to pay **Recognition Fee of Rs. 10,000/-** per course per annum.

Affiliated Institutions have also to pay **Rs.4000/-** as Examination Fee per examination per course.

Institutions should have been attached with Multi Specialty Hospital of its own; in case of DMLT [Tech] Course, Diagnostic Centre with large laboratory and in case of DRD [Tech] Course, well equipped Radio Diagnostic Centre, should have been attached.

New Institution (other than existing one) has to submit "No Objection Certificate" for conduction of course from the State Government.

Internship for all the passed out students of Diploma Courses is compulsory and that same should be completed just after passing the Final Examinations.

No Objection Certificate

I. In case of new Institute proposed for affiliation to conduct different Para Medical course(s) is required to submit Noc from State Govt

II. Similarly existing Institutes intend to conduct new Para Medical course(s) is also required to submit Noc from State Govt.

PART II

**Application for obtaining fresh affiliation or extension of affiliation of
State Medical Faculty of West Bengal for conducting _____
(Name of the Course(s))**

1. Name and address of the applicant:

Name _____

Address with Pin Code _____

Phone No. _____ Fax No. _____ E-mail _____

2. Whether any other training course(s) are running by the Institute: Yes/No

If yes, please indicate the name of other course(s): _____

3. Status of the Institution: _____

4. Details of the Institution: _____

A. If it is Society/Trust _____

The Society Registration Act No. or the Trust No. under which the Society/Trust was formed:

(i) Registration No. -----

(ii) Date of Registration -----

(iii) Place of Registration -----

(Attached copy of Registration of Society/Trust alongwith detail of constitution/Memorandum of Association of the Society/Trust)

(iv) Details of member/Trustees and their experience in running Para Medical Courses alongwith present occupation and academic background:

Name of the Member/Trustees	Designation in Society	Present Occupation	Academic Background	Experience

B. If other, specify:

- i) Name and complete postal address of the proposed Institution.
- ii) Name and address and Telephone No. of the authorized person for communication.
- iii) Furnish the details of Resource and funding agencies.
- iv) Number of students proposed to be admitted.
- v) Year of starting/proposed date of starting the course.
- vi) Specify the nature of attached hospital/laboratories with full description thereto and status of the same.
- vii) Registration No. of the establishment for Practical Training.

5. Details of Fire Safety Measures are as under :
(Attach separate sheet)
6. Alternative exit arranged or not.
7. Rented Building, Yes/No.
8. Name of the authorized person to sign Registration forms, Admit Cards and other documents.

Note:-

- a) Copy of current license under Clinical Establishment Act of West Bengal be attached.
- b) In case of new Institution, copy of permission letter from the Government of West Bengal for conducting Para Medical Course be attached.
- c) In case of rented building of the institute, three years' rental agreement with the owner of the premises be submitted with the Application Form for grant of recognition/extension of recognition.
- d) Copies of **Blood Bank Facility (For DMLT [Tech] Course only)** provided by Govt. Hospital / Private Blood Bank if any.
- e) Copies of updated **Registration Certificate** of WBMC for Medical Faculty are attached.
- f) Copy of License under clinical Establishment Act is attached

Name :

Signature of the Head of Institute :

Date with stamp :

Availability of Existing Infrastructural Facilities:

- Whether the Institution is/will be established in own building or in a rented building –
(Documentary evidence is required in case of owned building and in case of rented building the rent receipt and Agreement with the owner is required.)

A. The Institution must provide:

- Potable water
- Electricity
- Toilets (with proper hygiene maintenance) separate for Male & Female
- Common Room for students (Preferably with Gymnasium) –
- Separate for Male & Female
- Canteen Facilities
- Fire Protection Training & mock exercises
- Proper Waste Disposal System
- Basic Computer Training.

B. Accommodation:

1. Administrative Area:

Sl. No.		Area/Size	Remarks of Inspectors
a)	Room for Course Coordinator/HOD		
b)	Room for Faculty Members/Teachers		
c)	Office Room with departmental hard copy records		
d)	Toilets : 2		

2. Academic Area:

Sl. No.	Particulars	Size of the Room	Remarks of Inspectors
a)	Class Room/Seminar Room – 1 With sitting accommodation of Teachers, 15-20 students, Black/White Boards, Laptop and LCD Projector, View Box		
b)	Library with facilities for reading/writing of 15-20 students, Display of Books & Journals and preferably Xerox facilities.		

C. Equipments/Appliances:

Sl. No.	Particulars	Equipments/Appliances
c)	<p>Equipments/Appliances (The Institution must undertake atleast 3000 operation/year) Must be available in Operation Theater complex or its immediate vicinity.</p> <p>Students must have free access <u>under guidance</u> into Operation Theatre.</p> <p>Pre-operative and Post-operative area, Labor Room, CSSD (Critical Sterile Services Department), Biomedical Waste Generation, Segregation & Disposal System and Instrument laying area.</p>	<ol style="list-style-type: none"> 1. Operating Tables – General/Special/Attachments 2. Surgical Light System – Overhead/Spot Light/Fibreoptics 3. Anesthetic Apparatus : <ul style="list-style-type: none"> - General/Special/Modern - Gas Attachments - (Cylinders/Manifold/Liquids) - ET Tubes/LMA/Bongies/Ambrabags 4. Electrosurgical diathermy/Vessel Sealing Systems. 5. Endoscopy units including al accessories/hand instruments 6. Sucker machine/apparatus/Central Suction 7. C-Arms 8. Infusion Pumps & Syringe Pumps 9. Multichannel Monitors/Multimodality Monitors 10. Pulse Oximeters 11. Defibrillators 12. Warming Units (Blood/Fluids) 13. Heart-Lung Machine 14. Blood Gas Analyzer 15. Ventilators 16. Emergency Crash Trolleys 17. Tracheotomy Set 18. Lumber Puncture Set 19. CPR Manikins 20. Computer Desktops

D. Staff:**1. Teachers/Faculty Members:**

Teachers/Faculty Members (Having atleast 2 years of teaching experience in his/her speciality_	Discipline	With minimum number of Teachers	Remarks of Inspectors
Final Course :-	Anesthesiologist		
	General Surgeon		
	Orthopedic Surgeon		
	Gynecologist		
	Pediatric Surgeon		
	Plastic Surgeon		
	Neurosurgeon		
	Cardiothoracic Surgeon		
	Urologist		
	Eye Surgeon		
	ENT Surgeon		
	Nursing Tutor		
Biomedical Engineer			
Preliminary Course:-	Anatomy		
	Physiology		
	Biochemistry		
	Pharmacology		
	Pathology		
Microbiology			

2. Non-Teaching Staff Members:

Non-Teaching Staff	Discipline	With minimum number	Remarks of Inspectors
a)	Office Assistant/Secretary (Graduate with experience in Computer Operation and Data Processing)		
b)	Library Assistant		

Name :

Signature of the Head of Institute :

Address :

Phone No. :

Date with stamp :

PART III

**Standard requirements of infrastructural facilities
To start Para Medical Course of Diploma in Operation Theatre
Technology: DOTT Course**

A. The Institution must provide:

1. Potable water
2. Electricity
3. Toilets (with proper hygiene maintenance) separate for Male & Female
4. Common Room for students (Preferably with Gymnasium) –
- Separate for Male & Female
5. Canteen Facilities
6. Fire Protection Training & mock exercises
7. Proper Waste Disposal System
8. Basic Computer Training.

B. Accommodation:

1. Administrative Area:

Sl. No.		Area/Size	Remarks of Inspectors
a)	Room for Course Coordinator/HOD	18 Sq. meters	
b)	Room for Faculty Members/Teachers	24 Sq. meters	
c)	Office Room with departmental hard copy records	18 Sq. Meters	
d)	Toilets : 2	Ladies – 1 and Gents-1	

2. Academic Area:

Sl. No.	Particulars	Size of the Room	Remarks of Inspectors
a)	Class Room/Seminar Room – 1 With sitting accommodation of Teachers, 15-20 students, Black/White Boards, Laptop and LCD Projector, View Box	24 Sq. meters	
b)	Library with facilities for reading/writing of 15-20 students, Display of Books & Journals and preferably Xerox facilities.	24 Sq. meters	

C. Equipments/Appliances:

Sl. No.	Particulars	Equipments/Appliances
c)	<p>Equipments/Appliances (The Institution must undertake atleast 3000 operation/year) Must be available in Operation Theater complex or its immediate vicinity.</p> <p>Students must have free access <u>under guidance</u> into Operation Theatre.</p> <p>Pre-operative and Post-operative area, Labor Room, CSSD (Critical Sterile Services Department), Biomedical Waste Generation, Segregation & Disposal System and Instrument laying area.</p>	<ol style="list-style-type: none"> 1. Operating Tables – General/Special/Attachments 2. Surgical Light System – Overhead/Spot Light/Fibreoptics 3. Anesthetic Apparatus : <ul style="list-style-type: none"> - General/Special/Modern - Gas Attachments - (Cylinders/Manifold/Liquids) - ET Tubes/LMA/Bongies/Ambrabags 4. Electrosurgical diathermy/Vessel Sealing Systems. 5. Endoscopy units including al accessories/hand instruments 6. Sucker machine/apparatus/Central Suction 7. C-Arms 8. Infusion Pumps & Syringe Pumps 9. Multichannel Monitors/Multimodality Monitors 10. Pulse Oximeters 11. Defibrillators 12. Warming Units (Blood/Fluids) 13. Heart-Lung Machine 14. Blood Gas Analyzer 15. Ventilators 16. Emergency Crash Trolleys 17. Tracheotomy Set 18. Lumber Puncture Set 19. CPR Manikins 20. Computer Desktops

D. Staff:**1. Teachers/Faculty Members:**

Teachers/Faculty Members (Having atleast 2 years of teaching experience in his/her speciality_	Discipline	With minimum number of Teachers	Remarks of Inspectors
Final Course :-	Anesthesiologist	04	
	General Surgeon	03	
	Orthopedic Surgeon	01	
	Gynecologist	01	
	Pediatic Surgeon	01	
	Plastic Surgeon	01	
	Neurosurgeon	01	
	Cardiothoracic Surgeon	01	
	Urologist	01	
	Eye Surgeon	01	
	ENT Surgeon	01	
	Nursing Tutor	01	
	Biomedical Engineer	01	
Preliminary Course:-	Anatomy	01	
	Physiology	01	
	Biochemistry	01	
	Pharmacology	01	
	Pathology	01	
	Microbiology	01	

2. Non-Teaching Staff Members:

Non-Teaching Staff	Discipline	With minimum number	Remarks of Inspectors
a)	Office Assistant/Secretary (Graduate with experience in Computer Operation and Data Processing)	01	
b)	Library Assistant	01	

RULES, REGULATIONS AND SYLLABUS

PART – IV

Duration of the DOTT Course:-

(a) The first one year of the course shall be devoted to the training in the subjects of the Preliminary Courses.

(b) On completion of the Preliminary Course, the Preliminary Examination will be held.

(c) On passing the Preliminary Examination, the students shall follow for one year the curriculum of the Final Course. On completion of the course, the Final Examination will be held.

(d) After successfully passing the Final Examination, the students shall undergo Compulsory Practical Training of not less than 600 hours in not less than 6 months in a recognized hospital.

1. The Preliminary and Final Course shall include the respective subjects as given in the Tables as well as the minimum number of hours devoted to each subject, lectures, practical and demonstration, subject to addition and alteration at the discretion of the Governing Body of the State Medical Faculty.

The detailed syllabus of each subject is given in **Appendix I**.

Preliminary Course

<u>Subject to be taught</u>	<u>No. of Theoretical Classes</u>	<u>No. of Demonstrations and Practical classes</u>
1. Paper I : Basic Sciences	60	120
2. Paper II : OT Room related matters Common General Surgical Procedures and CPR		

Final Course

<u>Subject to be taught</u>	<u>No. of Theoretical Classes</u>	<u>No. of Demonstrations and Practical classes</u>
1. Paper I : Maintenance of Equipments Sterilization IV Fluids & Transfusion	60	120
2. Paper II: Special Surgeries	40	

Examination for the Diploma Course:

1. No person other than a student borne on the roll of an approved training institution and studying therein at the time shall be eligible for appearing at the examination held by the Governing Body of the Faculty.
2. Every student after admission into the course of study in an approved Institution shall apply in the prescribed form **Appendix II** through the Principal/Director of the Institution with a fee of Rs.500/- to have his/her name registered in the Students' Register maintained by the Governing Body. A registration certificate bearing serial number allotted to the student will be sent to him/her through the Head of the Institution.
3. (a) There will be two examinations – (a) Preliminary and (b) Final. The examinations shall be held twice a year at such time and place as may be determined by the Governing Body.

(b) **Internal Assessment** marks for all Para Medical Courses have been introduced from the academic session 2013, **20% of allotted marks in Theory and 10% of allotted marks in Oral and Practical in each paper of Diploma courses** would be assigned for internal assessment marks. **Pass marks in Internal assessment is 50% in each paper rounded off to the nearest five.** A candidate should not be allowed to sit for examination without pass marks in Internal Assessment.

4. **Preliminary Examination** : Only such students, who produce certificate from the Head of the approved Institutions in proof of their having regularly undergone the Preliminary Course of study by attending not less than 75% of classes, both in theoretical and practical in each subject, shall be eligible for appearing at the Preliminary Examination.

The Examination will be conducted according to the following table:

<u>Subject of Examination</u>	<u>Total marks Theory+IA</u>	<u>Total marks Oral/Practical+IA</u>
1. Paper I :		
Basic Sciences	80+20	90+10
2. Paper II:		
OT room related matters Common		
General Surgical Procedures		
And CPR	80+20	90+10

5. All written examinations shall be of three hours' duration and the number of papers in each subject shall be as mentioned above.
6. Every candidate for the Preliminary Examination shall apply to the Secretary, State Medical Faculty of West Bengal through the Head of the Institution where he/she is undergoing his/her study, in the prescribed form together with the necessary certificates **Appendix III**.
7. No application will be entertained unless it reaches the Secretary atleast 21 days before the date notified for commencement of the examination. An application received later but not later than 14 days before the commencement of examination, may on sufficient grounds being shown and accepted, be entertained provided that a late fee of Rs.20/- is paid for the delay.

8. **Final Examination:** Only such students, who produce certificate from the Head of the Institution concerned in proof of their having regularly undergone after successfully passing the Preliminary Examination by attending not less than 75% of classes – lectures, practical and clinical of each subject separately and has worked for atleast 350 days in the General Surgery Department of a recognized Hospital shall be eligible for appearing at the examination as given in the following table:

<u>Subject of Examination</u>	<u>Total marks Theory+IA</u>	<u>Total marks Oral/Practical+IA</u>
1. Paper I : Maintenance of Equipments Sterilization IV Fluids & Transfusion	80+20	90+10
2. Paper II: Special Surgeries	80+20	90+10

NB: All written examination shall be of 3 hours' duration and the number of papers in each subject shall be as shown against each.

9. Every candidate for the Final Examination shall apply to the Secretary, State Medical Faculty of West Bengal through the Head of the Institution where he/she had been undergoing his/her course of studies, together with the necessary certificates from the Head of the Institution **Appendix IV**.
10. The fee payable with the application shall be such as may be prescribed by the Governing Body from time to time. The fee is not refundable on any account.
11. No such application will be entertained unless it reaches the Secretary atleast 21 days before the date notified for commencement of the examination. An application received later but not later than 14 days before the commencement of examination, may on sufficient grounds being shown and accepted, be entertained provided that a late fee of Rs.20/- is paid for the delay.
12. A candidate declared to have passed the above examinations – both Preliminary and Final – if he/she secures 50% of the total marks in each subject – Theoretical + Oral – 50% and Practical – 50%. A candidate securing 75% marks or above in any subject or subjects, shall be declared to have obtained "Distinction" in that subject or subjects, provided he/she passes in all the subjects of the examination at the same time and at his/her first appearance at the examination.
13. A candidate, who appears at the Preliminary or Final Examination for the course but fails to pass in all the subjects or in one or more subjects, may be admitted to one or more subsequent examinations in subject or subjects in which he/she failed provided, however, that he/she passes in all the subjects in three subsequent examinations within a period of two years computed from the date of the examination in which he/she appeared for the first time. If he/she does not pass the entire examination within a period of two years, as mentioned above, he/she shall have to take the whole examination in all the subjects at the time when he/she appears next.

14. A failed candidate shall have to undergo a further course of training and produce a certificate from the Head of the Institution stating that he/she has, since the date of the last examination and within the period of six months proceeding his/her re-examination, attended to the satisfaction of the Head of the Institution further course of study in the subject or subjects in which he/she failed **Appendix V**.
15. The general rules and regulations regarding conduct of examinations of the State Medical Faculty of West Bengal shall apply with necessary modifications for the conduct of Diploma in Operation Theatre Technology Course examinations. Detailed rules and regulations may be framed by the Governing Body from time to time.

AWARD OF DIPLOMA IN OPERATION THEATRE TECHNOLOGY: DOTT COURSE]

1. A candidate who passes successfully the Final Examination will be granted a Diploma in Operation Theatre Technology – DOTT Course.
2. Every such application shall be accompanied by a certificate from the Head of the recognized Hospital, in the form given in **Appendix VI**, with all the particular mentioned therein and the Head of the Institution shall forward the same to the Secretary, in the form given in **Appendix VII**, stating whether he/she considers him/her eligible to receive the Diploma in Operation Theatre Technology – DOTT Course.
3. The Governing Body may then, if satisfied that all requirements of these regulations have been fulfilled, issue the Diploma, which shall be in the form given in **Appendix VIII**.

PART IV**Appendix I****SYLLABUS FOR**
DIPLOMA IN OPERATION THEATRE TECHNOLOGY**CURRICULUM**

Preliminary Course- Basic Sciences (Anatomy, Physiology, Bio Chemistry, 1st year Pharmacology, Pathology, Microbiology)

Recovery Room and Nursing Care

Patient Handling and shifting techniques

Operating Room Ethics, Discipline, Layout, Equipments, Sterilization.

Basic Anesthesia and Boyles Apparatus

Introduction to equipments in OT- Lights, OT Table, Sucker, Diathermy etc.

CPR (Cardiopulmonary Resuscitation)

Common General Surgical Operations and Dressings

Computer Data Processing.

Final Course (2nd year)

Routine maintenance of equipments and instruments.

Laying out of instrument trolleys.

Sterilization of OT, Instruments and CSSD.

IV fluids and transfusion related matters.

Special instruments like Monitors, Endoscopes, C-arm

Trouble shooting in OT.

Special Surgeries-

Gynecology, Orthopaedics, Urology,

Paediatric Surgery, Plastic Surgery,

CTVS, Neuro Surgery, Ophthalmology

ENT, Endoscopic Procedures including

Laparoscopy and Minor OT techniques

Exposure to Critical Care Unit for Surgical Patients.

DURATION OF PRELIMINARY COURSE- 1 YEAR

Teaching hours-

Theoretical classes: 60 hours
 Practical classes
 And Demonstration- 140 hrs

Teaching Hours - Theoretical classes: 60 hours
 Practical classes
 And Demonstration- 140 hrs.

EXAMINATION

Preliminary Examination at the end of 1st year

Theoretical	Practical & Oral
(Total 160 marks)	(Total 180 marks)
Pass Marks- 80 (40 in each paper)	Pass Marks -90 (45 in each paper)

Paper I - (Total Marks- 80)
 Subjects- Basic Sciences

Paper II - (Total Marks -80)
 Subjects- OT room related matters
 Common General Surgical
 Procedures and CPR

Final Examination at the end of 2nd year

Theoretical	Practical & Oral
(Total 160 marks)	(Total 180 marks)
Pass Marks – 80 (40 in each paper)	Pass Marks -90 (45 in each paper)

Paper I - (Total Marks – 80)
 Subjects – Maintenance of equipments
 Sterilization
 IV Fluids & Transfusion

Paper II – (Total Marks -80)
 Subjects- Special Surgeries

Candidates should pass separately in theoretical as also in oral and practical parts.

SYLLABUS FOR DIPLOMA IN OPERATION THEATRE TECHNOLOGY

Preliminary Course (1 year)

- **Theoretical Classes (60 hours)**

A. ANATOMY- 8 CLASSES

1. Introduction to Human Anatomy
2. Skeletal system- bones, joints muscles of extremities.
3. Abdominal wall, Chest wall, Back, head & Neck.
4. Heart & vascular system – arteries, veins, lymphatics.
5. Airway, Larynx, Trachea, Bronchi, Lungs, Mediastinum, pleum, Diaphragm
6. GL Tract, Liver, Spleen, Pancreas, Peritoneum.
7. Kidney, Ureter, Bladder, Prostate, Genital Organs (M/F)
8. Thyroid, Breast, Brains, Spinal Cord & Nerves.

B. PHYSIOLOGY- 8 CLASSES

1. Introduction
2. Circulatory system
3. Respiratory system
4. Gastrointestinal system
5. Hepatobiliary & Pancreas
6. Excretory system & skin
7. Reproductive, Endocrine and Metabolic system
8. Musculoskeletal & Neurological system, Eye & ENT

C. BIOCHEMISTRY- 4 CLASSES

1. Introduction
2. Metabolism of Carbohydrate, Protein, Fat
3. Common biochemical examinations.
4. Collection and sending of materials

D. PHARMACOLOGY – 4 CLASSES

1. Introduction – IV fluids, Blood and it's products, surgical nutrition (Enteral & Parenteral)
2. Analgesics & Antipyretics
3. Antibiotics and Disinfectants
4. Anaesthetic agents

E. PATHOLOGY – 8 CLASSES

1. Introduction
2. General Pathology- infective and neoplastic disorders
3. General Pathology- cystic, degenerative Metabolic & Endocrine disorders
4. Collection and sending of materials for examination Diagnostic modalities – Cytology/ Histopathology
5. Systemic pathology – Cardiovascular & Respiratory system.
6. GI & Hepatobiliary
7. Excretory and Reproductive system.
8. Musculoskeletal, Eye, ENT.

F. MICROBIOLOGY- 4 CLASSES

1. Introduction to common pathogens
2. Bacterial & Viral disorders- transmission & prevention
3. Principles of diagnosis & sending of materials.
4. Sterilization and other preventive aspects.

G. PRINCIPLES AND PRACTICES OF SURGERY – 10 CLASSES

1. Introduction
2. Nasogastric tube, IV, line, Catheters, Drains
3. Trauma & Infective disorders.

4. Common neoplastic & Cystic disorders
5. Common operations – GL System
6. Operations on Hepatobiliary & Pancreas, Spleen
7. Operations on Excretory and Reproductive system.
8. Operation on face, neck, breast
9. Operations for Hernia and Hydrocele
10. Anorectal operations

H. STERILIZATION, DISINFECTION AND WASTE DISPOSAL – 4 CLASSES

1. Sterilization of equipments and instruments. CSSD
2. OT Sterilization.
3. Prevention of Transmission & care of Immuno compromised Waste Disposal

I. BASICS OF ANAESTHESIS & CPR – 8 CLASSES

1. Principles of GA
2. Regional Anaesthesia
3. Anaesthetic machine & related matters
4. Common medicines used in anaesthesia
5. Emergency drugs & Emergency Tray/ Trolley
6. Importance of monitoring in Pre & Post operative patients
7. Maintenance of airway & Basics of Critical Care
8. CPR

J. COMPUTER AND DATA PROCESSING – 2 CLASSES

II. Practical Classes and demonstration -	120 Hours
A) General Surgery Elective OT -	80 Hours
B) General Surgery Emergency OT -	20 Hours
C) General Surgery Minor OPD OT-	10Hours
D) General Surgery Emergency casualty OT-	10 Hours
Total -	120 Hours

Final Course (1 Year)

1. Theoretical Classes (60 Hours)

- | | |
|--|-----------|
| A. Equipments- Know-how and maintenance of OT Tables, OT. Lights, Diathermy, Sucker Machine etc. | 3 Classes |
| B. General Instruments – Maintenance, Cleaning, Sterilization | 3 Classes |
| C. Endoscopic Instruments including Laproscopy Set- Maintenance, Cleansing, Sterilization | 3 Classes |
| D. Laying of Instrument Trolleys- General Surgery | 4 Classes |
| E. Monitors, Pulse Oximeters, Syringe Pump, Infusion Pump | 2 Classes |
| F. Ventilators and other critical care related matters | 3 Classes |
| G. Sterilization of OT, Concept of Modular OT, Laminarair flow CSSD | 2 Classes |

K. SPECIAL SURGERIES: COMMON OPERATIONS AND LAYING OF INSTRUMENT TROLLEYS (40 CLASSES)

1. Gynaecology & Obstetrics	- 4 Classes
2. Orthopaedic Surgery	- 4 Classes
3. Urological Surgery	- 4 Classes
4. Paediatric Surgery	- 4 Classes
5. Cardio Thoracic & Vascular Surgery	- 4 Classes
6. Plastic Surgery	- 4 Classes
7. Neurosurgery	- 4 Classes
8. Ophthalmology	- 4 Classes
9. ENT	- 4 Classes
10. General Emergency (Casualty OT)	- 4 Classes

Practical Classes and demonstration- 120 Hours

A) Gynaecology & Obstetrics	30 Hours
B) Orthopaedic Surgery	20 Hours
C) Urology	10 Hours
D) Paediatric Surgery	10 Hours
E) CTVS	10 Hours
F) Plastic Surgery	10 Hours
G) Neuro Surgery	10 Hours
H) Ophthalmology	10 Hours
I) ENT	10 Hours

TOTAL - 120 Hours

STATE MEDICAL FACULTY OF WEST BENGAL

APPENDIX II

Form of application for registration of the name of a student admitted to an approved Training institution for Diploma in Operation Theatre Technology – DOTT.

[Vide Regulation 2 of Part IV]

1. Name of the student in full :
2. Address –
(a) Permanent :

- (b) Present :
3. Father's Name :
{In case of married women, her
Husband's name}
4. Age [as on the date of admission] :
5. Race – Caste or religion :
6. Name of the approved training Institution :
7. Date of admission :
8. Preliminary educational qualification :

Signature of the applicant

I hereby certify that the above particulars are true to my knowledge.

Dated, the20
Place :

Signature of the Head of the Institute

STATE MEDICAL FACULTY OF WEST BENGAL

APPENDIX III

Application for admission to the Preliminary Examination for Diploma in Operation Theatre Technology – DOTT Course
[Vide Regulation 6 of Part IV]

To
The Secretary, State Medical Faculty of West Bengal.

Sir,

I beg to apply for admission to the ensuing Preliminary Examination for Diploma in Operation Theatre Technology : DOTT Course to be held by the Governing Body of the State Medical Faculty of West Bengal from

The required certificate from the Head of the Institution is given herewith and I have paid the prescribed fee of Rs. in his office.

- 1. Name in full (Block letters) :
- 2. Father's Name :
- 3. Present Age :
- 4. Student Registration No. :
- 5. Permanent Address :
- 6. Present :

Dated, the20

Signature of the applicant in full

Certificate of the Head of the Institution

I certify as below –

[1] that the above named was admitted in this Institution for the course of Diploma in Operation Theatre Technology – DOTT Course on

[2] that previous to his/her admission, he/she has attended regularly the course of studies as laid down in the Regulations. His/her attendance in the several subjects being as below:

<u>Subject to be taught</u>	<u>No. of Theoretical Classes</u>	<u>No. of Demonstrations and Practical classes</u>	<u>Attendance</u>
1. Paper I : Basic Sciences	60	140	
2. Paper II : OT Room related matters Common General Surgical Procedures and CPR			

[3] That he/she has paid in my office the prescribed fee of Rs.400/- which is being separately remitted to the Faculty.

[4] That his/her conduct in the Institution was satisfactory.

Signature of the Head of the Institute

Dated, the20

STATE MEDICAL FACULTY OF WEST BENGAL

APPENDIX IV

Application for admission to the Final Examination for Diploma in Operation Theatre Technology – DOTT Course.

[Vide Regulation 9 of Part IV]

To
The Secretary, State Medical Faculty of West Bengal.

Sir,

I beg to apply for admission to the ensuing Final Examination for Diploma in Operation Theatre Technology – DOTT Course to be held by the Governing Body of the State Medical Faculty of West Bengal from*

The required certificate from the Head of the Institution is given herewith and I have paid the prescribed fee of Rs. in his office.

I passed the Preliminary Examination in and my present age is

- | | | | |
|----|------------------------------|---|--|
| 1. | Name in full (Block letters) | : | |
| 2. | Father's Name | : | |
| 3. | Present Age | : | |
| 4. | Student Registration No. | : | |
| 5. | Permanent Address | : | |
| 6. | Present | : | |

Dated, the20

Signature of the applicant in full

* State name of the training institution.

Certificate of the Head of the Institution

I certify as below –

[1] that the above named passed the Preliminary Examination for Diploma in Operation Theatre Technology – DOTT Course in

[2] that he/she has attended regularly in this Institution. The 2nd Year's course of studies laid down in the Regulations and fulfilled the other requirements.. His/her attendance in the several subjects being as below:

<u>Subject to be taught</u>	<u>No. of Theoretical Classes</u>	<u>No. of Demonstrations and Practical classes</u>	<u>Attendance</u>
1. Paper I :	60	140	
Maintenance of Equipments			
Sterilization IV Fluids & Transfusion			
2. Paper II:			
Special Surgeries	40		

[3] That he/she has paid in my office the prescribed fee of Rs.400/- which is being separately remitted to the Faculty.

[4] That his/her conduct in the Institution was satisfactory.

Signature of the Head of the Institute

Dated, the20

STATE MEDICAL FACULTY OF WEST BENGAL

APPENDIX V

(Certificate by the Head of the Institution regarding further course of training in the subject or subjects in case of a failed candidate)

[Vide Regulation 14 of Part IV]

This is to certify that Sri/Sm. who appeared at the Preliminary/Final Examination for the Diploma in Operation Theatre Technology – DOTT Course in20 and failed in has undergone a further course of training in the following subject/subjects since the date of the last examination to my entire satisfaction.

Sl. No.	Subject(s)	Number of Theoretical Lecturers/ Demonstrations attended
-----	-----	-----

Signature of the Head of the Institute

Dated, the20

Place :

STATE MEDICAL FACULTY OF WEST BENGAL

APPENDIX VI

(Certificates to be produced by students of Diploma in Operation Theatre Technology – DOTT Course after completion of Practical Training)

[Vide Regulation 2 (Award) of Part IV]

No. :

Date :

I....., hereby certify that.....
[name of the student] after passing the Final Examination for Diploma in Operation Theatre Technology – DOTT Course underwent practical training forhours during the period fromto under my supervision and guidance.

Signature

Name

Designation

Address

(Countersigned by the Head of the Hospital)

STATE MEDICAL FACULTY OF WEST BENGAL

APPENDIX VII

[Vide Regulation 2 (Award) of Part IV]

To
The Secretary
State Medical Faculty of West Bengal
Dated, the20

Sir,

I am to say that the under-mentioned students have passed the Final Examination for the Diploma in Operation Theatre Technology – DOTT Course held by the Faculty in20 and have thereafter undergone the practical training as required under the Regulations of which the necessary certificates are enclosed. I certify that I consider the students to be eligible to receive the Diploma in Operation Theatre Technology – DOTT Course.

Yours faithfully,

Head of the Institution

STATE MEDICAL FACULTY OF WEST BENGAL

APPENDIX VIII

[Vide Regulation 3 (Award) of Part IV]

Diploma in Operation Theatre Technology : DOTT

We, the President and Members of the Governing Body of the State Medical Faculty of West Bengal, acting under the authority vested in us by Article of the Statutes of the said Faculty and in accordance with the Regulations made there under with the approval of the Government of West Bengal, do hereby declare thatafter undergoing the prescribed course of training for the Diploma in Operation Theatre Technology : DOTT, duly passed the Final Examination for the Diploma in Operation Theatre Technology : DOTT held by this Faculty in the month of20 with distinction.

And we, accordingly, grant him/her this Diploma in Operation Theatre Technology : DOTT of this Faculty.

Dated at Kolkata, theday ofin the year

Signed on behalf of the Governing Body of the State Medical Faculty of West Bengal.

Secretary

President

Signature of the holder

REPORT OF THE INSPECTORS

Part V

Summary of findings by the Inspectors in respect of _____

For _____ Course.

Name of the Institution

- | | | |
|-----|--|---|
| 1. | Accommodation (including toilet, ventilation, light) | : |
| 2. | Fire Safety Measures available or not? | : |
| 3. | Water, Electricity, Gas & Waste Disposal | : |
| 4. | If the Institute is in rented building, then 3 years Agreement is shown or not? | : |
| 5. | Furniture | : |
| 6. | Office Records | : |
| 7. | Laboratory equipment | : |
| 8. | Qualification of Teachers | : |
| 9. | Teacher-student ratio | : |
| 10. | Workload of teachers | : |
| 11. | Library books and Journals | : |
| 12. | No. of working days in the session | : |
| 13. | Daily working hours | : |
| 14. | Laboratory facilities provided to the students | : |
| 15. | Standard of teaching | : |
| 16. | Standard of students | : |
| 17. | Performance of students in | : |
| | i) Theoretical | : |
| | ii) Practical | : |
| | iii) Oral | : |
| 18. | Facilities provided for conducting the examination
(Examination hall rented may be allowed) | : |

19. Date of Last Inspection :
20. In case of DMLT [Tech] Course Blood Bank facilities have been shown in Government Hospital/Private Hospital and attendance of DMLT students in Blood Bank has been seen. :
21. Compliance of past deficiencies (if any) :
22. NOC from State Govt. for conduction of new course has been seen. :
23. Updated License for clinical Establishment Act. has been seen. :
24. Updated Registration Certificates of the Doctor Tutors from WBMC. :
25. Recommendation of Inspectors: The Institution may be granted affiliation/following conditions are to be fulfilled before consideration of extending/according affiliation.
 - 1.
 - 2.

Name and Signature of the Inspectors with date