

Terms of Reference for ITMC

A. Institutional Training Monitoring Committee formation:

1. Members of the ITMC shall be appointed by the local authority in consultation with RTMD.
2. This will have 3-5 member strength.
3. Senior teachers, preferably with Fellowship or equivalent, of the Institute shall be appointed.
4. Training/diploma or post graduation in Medical Education shall be preferred.
5. Duration of ITMC could be for two years.
6. BCPS should be kept updated with all the modification in the constitution and their activity.
7. Shall have one secretarial staff (full-time or part-time) designated/appointed by the Institute authority.

B. Institutional Training Monitoring Committee functions:

1. The training monitoring cell will monitor all the trainees amongst all the departments accredited by BCPS in that institute.
2. Listing and updating of Supervisor and trainee and communicating to BCPS.
3. Record keeping- keeping records of trainee's performance, assessment record with feedback and keeping relevant curriculum and blank logbook.
4. Regular monitoring of the training and formative assessment as being conducted.
5. Periodic meeting will be arranged by the ITMC involving all or selected supervisor/ supervisors to discuss on training – progress, any difficulties, any conflict, etc and share the strength and weaknesses with Supervisors and administrator.
6. The date of the meeting will be communicated to BCPS in time so that representative from the RTMD can attend the meeting.
7. Keeping on formative assessment and occasional observation of those including record.
8. Six monthly reporting of the training to BCPS after in-depth discussion amongst the committee members and with Supervisors, if felt necessary.
9. This will be done as per structured format.