

INDIAN MEDICAL ASSOCIATION
TAMILNADU STATE BRANCH
PARAMEDICAL WING

Constitution, Byelaws, Rules and Regulations

The Indian Medical Association (IMA) is the largest representative organization of doctors of modern systems of medicine in India and looks after the interests of doctors as well as the wellbeing of the community at large. IMA was constituted and registered as a society in the year 1928 in Kolkata and subsequently shifted to and has been functioning in Delhi since 1946. IMA TNSB is the state unit of the Indian Medical Association, Tamil Nadu State, and was established in 1948. IMA TNSB is registered as a society and functions with HQ in IMA House Tambaram. By virtue of the powers constituted in the IMA TNSB, to fulfil its objective of “establish and run colleges and institutions for training nursing and paramedical personnel (modus operandi 17)”, a separate wing was established in 2003 in the style and name of the "IMA TNSB Paramedical Wing" and has been functioning effectively since then as per the constitution of the IMA TNSB. As the need for and demands for paramedical institutions are growing and to suit the changing needs of paramedical education, revised rules and regulations are discussed and approved by the general body. These rules and regulations shall come into force for the 2023–24 IMA year. All the activities of the paramedical wing shall be in coordination with and in concurrence with the parent body, IMA TNSB, of which it shall function as a wing.

I. Memorandum of the wing

The name of the wing is “Paramedical Wing of IMA Tamil Nadu State Branch," hereafter called “IMA TNSB Paramedical Wing.”.

II. Office

The HQ of IMA Tamil Nadu Tambaram will have the office of the paramedical wing, and the secretary of the paramedical wing shall have a window office at his place.

III. Objective

- a. To promote and advance paramedical and allied health education courses as job-oriented empowerment courses in the IMA member institutions.
- b. To uphold and establish standards for a high-quality, multitalented paramedical workforce to suit the needs of small and medium-sized health care delivery hospitals.
- c. To advance, generate, and publish text books of paramedical courses in time with changing demands.
- d. To incorporate life skills, communication skills, and professional etiquette among the paramedical students.
- e. To train and upgrade onsite skill development and knowledge upgrading for the working staff in various hospitals.
- f. To establish council approved or university-affiliated paramedical courses through regular paramedical institutions.
- g. To uphold dignity and teamwork in IMA member institutions.

IV. Methods (Modus operandi)

For the attachment and furtherance of these objectives, the wing in consonance with IMA Tamilnadu shall

- a. Establish, accredit, and regulate paramedical institutions across the state in IMA Member hospitals.
- b. To affiliate with and get approval from paramedical institutions from health universities, NOS, the Council, and other accrediting bodies.
- c. Arrange, from time to time, short- and long-term structural courses for working paramedical staff.
- d. Publish periodic journals and textbooks on paramedical subjects.
- e. Install and run the website in conjunction with IMA TNSB.
- f. assist, subscribe to, or cooperate with any other public body, whether incorporated, registered, or not, and have, altogether or in part, objects similar to those of the association.

V. Area of Jurisdiction

The paramedical wing shall have areas of jurisdiction in the whole of Tamil Nadu state as per the IMA Tamil Nadu State Branch.

VI. Organogram

The paramedical wing functions as the wing of the IMA Tamil Nadu State Branch, and the President of the state branch shall also be the President of the paramedical wing. The State Secretary and State Treasurer, President Elect, shall be the ex-officio office bearers, and the wing shall have a Chairman, Secretary, and Joint Secretary as elected by the electoral College of IMA TNSB and as per the norms and pattern of elections of the IMA Tamilnadu. Paramedical Wing is responsible for reporting to the Finance Committee and State Council of IMA Tamilnadu.

VII. Appellate Body

The President of IMA Tamilnadu shall be the Chairman of the appellate body, and he shall constitute the appellate body as per the constitution of the IMA Tamilnadu State Branch.

VIII. Paramedical Prayer and Emblem: The Paramedical wing shall propagate its Prayer after IMA Prayer in all Paramedical meetings and emblems shall be used in all its communications along with the emblem of State IMA. (annexure)

IX. Paramedical academic Board :

1. IMA TNSB Paramedical wing shall constitute an Academic board in the wing for

- a. Design and approve the curriculum in line with the need for and quality of standard courses.
- b. Design and approve the broad syllabus for each course and resource materials for the same.
- c. To formulate and integrate life skills, soft skills, and communications training for every student.
- d. Periodical preparations of question banks
- e. Organize, monitor, coordinate, and conduct the exams.

- f. Valuation of the answer papers and help in the process of publication of the results
- g. Communications with the universities and other accredited bodies
- h. Organize periodic faculty empowerment programs and serve as experts.
- i. Create and update the pool of external examiners from each institution.
- j. Any other work assigned by the Paramedical Wing

2. The members of the Paramedical Academic board shall be

- a. The Paramedical Chairman shall be the chairman and the Paramedical wing secretary shall be the ex officio secretary
 - b. IMA TNASB shall be represented by the President, Secretary, and Treasurer or their nominee.
 - c. Paramedical Wing is represented by the chairman, secretary, and joint secretary.
 - d. The State president elect and all the State Vice Presidents of the Current Year shall be the special invitee
 - e. 5 Past office bearers of the IMA, or paramedical wing, shall be nominated by the paramedical wing in consultation with the state secretariat,
 - f. The Principals and senior faculties from various institutions shall be selected and nominated as members by the Paramedical Wing representing various courses with minimum five faculty representation for each course .
 - g. Subject experts from other allied organizations as invites on specific needs
3. The Paramedical Academic Boards shall meet once in three months preferably during the Zonal meet and TA/DA will be paid as per the IMA norms.
4. The Paramedical Academic Board shall be a perpetual one with minimum two years and can be re nominated

PARAMEDICAL WING
Constitution, Byelaws, Rules and Regulations
 PART -11

Minimum standard requirement for Paramedical courses

1. Short title and commencement

These regulations may be called the Minimum Standard Requirement for “Paramedical Courses IMA TNSB” of the Indian Medical Association Tamil Nadu State Branch, Chennai. They shall come into force in the academic year 2024–25. These regulations are subject to modification as per the Constitution amendment procedures of the IMA TNSB.

11.. Overall Objective:

The objective of these regulations is to present the minimum standard required for running paramedical courses under IMA in terms of infrastructure, faculty, and clinical materials.

111. Applicability:

These MSR shall applicable to all the following courses run by the IMA TNSB Paramedical wing

- a. Advance Health Assistant (AHA)
- b. Diploma in Health Assistant (DHA)
- c. Diploma in OT Technology (DOT)
- d. Diploma in Medical & Laboratory Technology (DMLT)
- e. Diploma in Dialysis Technology (DDT)
- f. Diploma in Radiology Technology (DRT)
- g. Diploma in Ophthalmic Assistant (DOA)

And also, for the future courses to be.

1V. General requirements to start the paramedical courses in a Hospital

Every hospital/institution running paramedical courses of IMA shall have the basic requirements as follows.

- a. A hospital owned and professionally run by a member of IMA HQ.
- b. The hospital shall have a minimum of 30 beds with 75% occupancy, be affiliated with IMA NHB, and be approved under the Tamil Nadu State Clinical Establishment Act.
- c. Renewal for the existing institution will be done only when they create a minimum of 30 beds during the renewal assessment.
- d. The infrastructure and academic milieu shall be as per the minimum standard requirements (MSR) narrated in this constitution.
- e. Functioning Laboratory, Operation Theatre, 300 MA X-ray Unit, Ophthalmic OT, and Dialysis Unit are in place according to the type of course applied.

1V. Assessment and accreditation

- a. Assessment and accreditation of institutions for empanelment shall be done by the IMA TNSB paramedical wing as per the norms during the time of initial approval and renewal approval once every three years. However, the IMA TNSB (or) IMA TNSB Paramedical Wing has the right for Suo Moto assessment and to decide on the continuity of the approval on complaints or reported misdeeds.
- b. Increase in number of seats sanctioned (or) addition of new courses shall be only after fresh assessment and full filling the needs as per the minimum standard requirement.
- c. The assessor's team shall be constituted by the IMA TNSB secretary in consultation with the Paramedical Wing secretariat. The assessors shall be past or present state office bearers, preferably from the same zone.
- d. The assessment shall be done on prior intimation to the institution and report shall be submitted to IMA TNSB with in 15 days.
- e. An affidavit will be given from the hospital stating that they are conducting only IMA paramedical courses and not any other courses. If any other courses are being conducted, the courses can be dropped during the renewal period.
- f. The paramedical secretariat shall publish the proforma for the assessment or renewal and the prescribed fee for the same on the website.

V. Number of Sanctioned Seats

- a. The maximum number of seats allotted for each course shall be 50, with a minimum of 5.
- b. Seats shall be sanctioned based on the bed strength and the other required infrastructure facilities.
- c. The clinical establishment act-approved bed will be taken into consideration, as will the 2:1 bed-to-student ratio for the Advance and Diploma in Health Assistant courses.
- d. For the OT technician course, a 1:1 (monthly operations: student) ratio will be sanctioned. The number of operations held in the present year will be considered, and the average monthly operations will be calculated from this.
- e. The number of microscopes and laboratory load per month will be considered for the medical laboratory course. Five students for one functioning microscope will be sanctioned.
- f. Three students for one dialysis unit will be sanctioned.
- g. In cases of special areas and increased need, the academic board will consider and recommend a special allotment.
- h. The final authority for sanctioning the seats shall be with the IMA TNSB.

V1. Eligibility of admission/ CODE of procedures

- a. **Eligibility for admission** shall be a 10th pass for two-year courses and a +2 pass for all three-year courses.
- b. **The age limit** shall be MINIMUM 14 years, completed up to 35 years.
- c. The commencement of the courses shall be on August 1st of the academic year.
- d. English shall be the medium of instruction and examination.
- e. The duration of the course shall be two years or three years, along with a six-month internship.
- f. Institutions shall also help the students with job placements.
- g. The student ID card will be issued from IMA TNSB with the candidate photo, IMA seal, and IMA stamp only, not from the hospitals. ID cards should not be used for any other purpose (offense).
- h. It is preferable to have a standard procedure for selecting the uniform/code of dress for the students. The paramedical wing shall give advice every year after consultations with the institution about adopting the standard uniform for students.
- i. Minimum Working days in the academic year shall be 240 working days (excluding all Sundays, TN Government Holidays, and local holidays).
- j. Working time shall be 8 a.m. to 5 p.m. (1 hour lunch break).

VII. Admission process:

- a) The IMA Paramedical wing shall publish the commencement of the course and details of course in TIMA and other media with clear mentioning of that these courses are not for Government job and registration in council. The institution shall also advertise after getting approval of the matter from the Paramedical secretariat and mentioning about the validity of course for Government Job.
- b) All advertisement shall have IMA TNSB and IMA TNSB Paramedical emblem.

- c) All applications for admission shall be received by the institution and after verifying the facts ,should be sent with following documents (Xerox copy of Mark list, TC, Aadhaar card and Physical Fitness certificate) to the Paramedical secretariat for approval of admission.
- d) Fees for payment to the IMA by the institutions per students shall be intimated to the Institutions as per the recommendation of the Finance standing committee and IMA will also prescribe the maximum tuition fees for each course.
- e) Re-admission after break of study for all courses is permitted
- f) Any students wants transfer to another institution shall be done after submitting No objection certificate from both institutions, and paying course fees to the new institution.

V111.Examination :

IMA TNSB Paramedical wing shall conduct the final examinations for each course which shall consists of both theory and practical.

- a. The academic board of Paramedical wing shall be in-charge of conducting centralized examinations and valuations.
- b. Theory exams will be conducted in a institutions having minimum more than 10 candidates appearing for the examinations and if not will be clubbed with the nearby institutions.
- c. IMA paramedical wing may use IMA building infrastructure for conducting theory exams
- d. External invigilators will be nominated, from the pool of external examiners created by the Academic board and their TA/DA will be paid as per the approved norms.
- e. Each theory paper will have MCQ, Short answers and long essay questions.
- f. Practical examinations will be held in the respective institution with a internal examiners.
- g. The Academic board shall make surprise inspections in the examination centre.
- h. The empanelled institutions are responsible for making local arrangements, hospitality for the external examiners and posting all the collected answer sheets to IMA Paramedical secretariat
- i. The model exams shall be conducted once in three months in the respective examinations and it will be used to assess the internal assessment marks
- j. After central valuations , the results will be compiled and published by the IMA Paramedical wing
- k. IMA Paramedical wing will conduct annual convocation to issue certificates to the passed out students .

IX. Academic Infrastructure:

1.The Hospital shall have minimum academic infrastructure:

- a) One lecture room per course, preferably with mass media, PA system and Internet connectivity with capacity of students 1 ½ times of the intake capacity per year.
- b) One administrative room separately for the Principal, faculties together and office staff.
- c) The institution shall have a library with textbooks, Reference books and Journals. The book shall be the new edition one and journals shall be related to subjects. Minimum books shall be One book per year of total admission and one journal for 10 students per year. Reading facility shall be available in the library

2.Hostel:

Accommodation arranged inside the campus is preferable. Management shall provide the adequate rest rooms for day scholar students>

3.Teaching Block:

- a. The institutional teaching block shall be within the same campus or within 30km (or) 1 hour of reach of the hospital
- b. Laboratories and teaching block can be shared between the course
- c. Multipurpose hall with seating capacity 1.5 times of total one-year admission for conducting examinations, seminars and short group teachings. Multipurpose Hall can be shared among the courses.

4. Skill Labs :

For advanced health Assistant / Diploma in Health Assistant:

- a. Nursing foundation including adult health nursing lab with 1 bed for teaching with mannequin (preferable) for 10 students.
- b. Computer lab (One computer for 10 students)
- c. Multipurpose hall

For OT Course :

- a. Operation theatre preferably modular OT with all basic requirements for OT
- b. Post-operative ward
- c. CSSD
- d. Multipurpose Hall

For Laboratory Course :

- a. Central lab with biochemistry and Microbiology lab mandatory. Pathology lab is preferable
- b. Phlebotomy facilities
- c. Multipurpose Hall

For Radio diagnostic Course :

- a. X-ray room as per norms
- b. Dark room
- c. Lecture Hall

For Ophthalmic assistant course

- a. Lecture Hall
- b. Multipurpose Hall
- c. Eye check-up hall

For Dialysis course :

- a. Dialysis Unit
- b. Multipurpose Hall

5.Teaching Faculty:

1. Principal:

The Institute shall have a Principal with graduate degree in the type of course conducted

2. Faculty

- a) Minimum one faculty who shall be a graduate on that discipline for every 20 candidates sanctioned per year as full-time faculty
- b) Part-time faculty minimum 2, who shall be a diploma holder in that discipline for every 20 students suctioned.
- c) Guest lecturer can be Medical graduates (or) Postgraduates of respective discipline.
- d) Basic science teaching faculty minimum 1
- e) Life skill training faculty part time
- f) Computer training faculty.

6. Administrative Staff

- a. Administrator/Co-Ordinator: The institute shall appoint one coordinator, who can be the either Principal, Doctor or qualified person to communicate with IMA TNSB Paramedical wing and the Students.
- b. Office Staff: As per the need of the Institution, Hospital staff can be shared. However minimum two staff shall be designated for the purpose.

7. MSR for various courses :

Course	Faculty	Infrastructure	Teaching Block
AHA/DHA	1.Principal BSc(N) Full time faculty B.Sc.(N) -1 2.Diploma Nursing Faculty -2 3.Guest Lecturers -2	<ul style="list-style-type: none"> • CEA approved Hospital • Bed Minimum 30 (for 10 students 3: 1 ratio) • Affiliated to IMA NHB 	<ul style="list-style-type: none"> • Lecture Hall • Skill lab • Computer lab • Multipurpose Hall • Library
DMLT	<p>1. Full time Faculty(1) BSc(MLT) or DMLT with minimum 5 years' experience.</p> <p>2. Part time faculty DMLT (2)</p> <p>3.Guest Lecturers</p> <p>a. Microbiologist MSc (Human Microbiology)</p> <p>b. Biochemist - MSc(Biochemistry)</p> <p>5. Pathologist (Doctor) preferable</p>	<ul style="list-style-type: none"> • Microscope one for 5 students • Auto Analyzer -1 • Semi Autoanalyzer – 1 • Cell Counter • Centrifuge • Biochemical materials • Quality accreditation of lab. 	<ul style="list-style-type: none"> • Lecture Hall – 1 • Skill lab -1 (other than the functioning hospital lab) • Multipurpose Hall • Library

DRT	<p>1. Full time faculty of Diploma in Radio technology with 5 years' experience-1</p> <p>2. X-ray Technicians 3 years (part time) -2</p> <p>3. Guest Lecturers</p> <p>a. Radiologist (MD/DMRD)</p> <p>b. Radio physicist</p>	<ul style="list-style-type: none"> • X-ray Unit 300mA – 1 • Mobile Unit – 1 • CR – 1(preferable) 	<ul style="list-style-type: none"> • X-ray room as per norms • Dark room • Lecture Hall • Library
OT	<p>OT qualified Nurse (BSc Nursing) as full time faculty</p> <p>2. OT Technician Part time (1)</p> <p>3. Anesthesia Technician Part time (1)</p> <p><u>Guest Lecturer</u> Qualified Anesthetist</p>	<ul style="list-style-type: none"> • Functioning OT (Preferable modular theater) • CSSD 	<ul style="list-style-type: none"> • OT • Post op ward • Multipurpose Hall • Library
DDT	<p>1. Dialysis Technician with 5 years' experience(full time) – 1</p> <p>2. Dialysis Technician with 3 years' experience (part time) – 2</p> <p>3. Basic Science teaching faculty (part time) – 1</p> <p><u>Guest lecturer</u> Physician/Nephrologist (Part time)</p>	<ul style="list-style-type: none"> • Minimum 3 Dialysis machine with 30 dialysis/month • 3 students/ Dialysis Unit 	<ul style="list-style-type: none"> • Dialysis Unit • Multipurpose Hall • Library with Dialysis related Books
DOA	<p>1. Optometrist with degree qualification – Full time (1)</p> <p>2. Ophthalmic Assistants – Part time (2)</p> <p>3. Part time Basic Science faculty (1)</p> <p><u>Guest Lecturer</u> Ophthalmologist (1)</p>	<ul style="list-style-type: none"> • Ophthalmic specific OPD • OT with minimum 100 op/month and 20 surgeries/month • Refraction/Scan/Slit lamp • Advanced Ophthalmic instruments 	<ul style="list-style-type: none"> • Lecture Hall • Multipurpose Hall • Library

8. Finance :

The finance of the Paramedical wing shall be maintained in a separate account operated by the State secretary and the secretary of the Paramedical wing . Quarterly statements shall be submitted to the state finance standing committee and to the state council .

9. Constitutional amendments :

The Paramedical officers after due discussions in the Academic board shall submit the amendments to the constitutional committee state for review as per the standard norms .

10: Dissolution of the wing :

The state council shall take a decision on the dissolution or merger of the wing and the assets and financial values shall be transferred to IMA TNSB .

ANNEXURE !

Paramedic's Prayer

இறைவா!

நான் தன்னலமற்ற அன்போடு,
எனக்கு எதிர்படுகிற அனைவருக்கும்
அரோக்கியத்தையும், நம்பிக்கையும் கொண்டு வர
என்னை முற்றிலும் அர்பணிக்கின்றேன்.

நான் என்னுடைய திறன்களை
நாளுக்கு நாள் புதுபித்துக்கொள்ள
உறுதி அளிக்கிறேன்.

நான் மனித நேயத்தை
சேவிக்கும் படியான அழைப்பில்
ஜாக்கிரதையாய் இருக்கும் படி
எனக்கு உதவி செய்யும்.

நான் என்னுடைய
ஓய்வு நேரங்களிலும்
சிறப்பாக செயல்பட
எனக்கு உதவி செய்யும்.

என்னுடைய எல்லா செயல்களையும்
பேரார்வத்தோடும்
உண்மையான மன உருக்கத்தோடும்
நிறைவேற்ற அருள் புரியும்.

என்னுடைய பராமரிப்பில்
ஒப்படைக்கப்பட்ட நோயாளிகள்
என் நிமித்தமாக ஆசிர்வதிக்கப்படவும்
குணமாகவும் அருள் புரியும்

என்னுடைய அஜாக்கிரதையினால்
ஒருவருக்கும்

இழப்பு நேரிடாமல் இருக்க
அருள் புரியும்.

இதுவே என்னுடைய பணிவான வேண்டுகூல்.

Paramedic's Prayer

Dear Lord,

*I dedicate myself with selfless love
To bring health and hope
To all those who come my way*

*I pledge to keep my skills refined.
Help me to be diligent in my calling
to serve the humanity*

*Help me always to be my best
Even when it's on my hours rest
And fulfill all my deeds with passion
And genuine compassion*

*Grant that the sick that you have
Placed in my care
be abundantly blessed and healed
Through my deed,*

*And not one of them be lost due to any
Neglect on my part.
This is, my earnest prayer.*