

1. ICD – 10 (TOT)

2. ICF (TOT)

Training Calendar	Training of Trainers (TOT) on Family of International Classification (ICD – 10 & ICF) (4 days)	1. RHSTC, Mohali, Punjab (Near Chandigarh)	24-28 th Sept, 2018	17 Aug, 2018	Whole India (All States / UTs)
			11-15 th Feb, 2019	01 Jan, 2019	
	Training of trainees TOT on ICF International Classification of Functioning Disability and Health ICF (3 days).	1. RHSTC, Mohali, Punjab (Near Chandigarh)	4-6 July, 2018	25 th May, 2018	Whole India (All States / UTs)
			5-7 Sept, 2018	31 st July, 2018	
Eligibility	<p>Two to Three Officer(s) from the following categories may be nominated for this training course from each States / UT.</p> <ol style="list-style-type: none"> (1) Chief / In-charge of State Bureau of Health Intelligence (SBHI). (2) State Nodal Officer for Health Information System (HIS) in the State Directorate of Health & FW. (3) An Officer of the rank of Associate / Assistant Professor from Bio-Statistics or Community Medicine Department from a Govt. Medical College preferable in the State capital. However, if there is no Medical College in the State, then Joint Director (PH) in the State Directorate of Health & FW may be considered. (4) Officer In-charge for Registration of Births & Deaths & / or Nosologist in the State / UT (HQ). 				
Guidelines	<p>Central Bureau of Health Intelligence (CBHI) conducts In-service orientation training courses regularly for the Officers / Staff of Central / State Government, Public Sector Undertaking working in the health related fields through its various training centers. As you are aware that in order to facilitate the trained manpower development, the CBHI through its Training Centres at Medical Records Department of Safdarjung Hospital, New Delhi, Dr. RML Hospital, New Delhi and JIPMER, Puducherry conducts long duration training for Medical Record Technician (six months) and Medical Record Officer (One year) on regular basis.</p> <p>Besides these, CBHI also conducts following short duration (one week) training courses through its training centers at RHSTC, Mohali and Six Field Survey Units (FSUs) functioning from Regional Offices for Health and Family Welfare / GOI, Bengaluru, Bhopal, Bhubaneswar, Jaipur, Lucknow and Patna.</p> <ol style="list-style-type: none"> (i) Training of Trainers (TOT) on Family of International Classification (ICD – 10 & ICF) one week. (ii) Training of trainees TOT on ICF International Classification of Functioning Disability and Health ICF (3 days). <p>The schedule of these In-service training courses during the financial year 2018-19 at various training centers of CBHI is enclosed as Annexure – I, which also highlights the eligibility criteria for selection of the candidates to these course, dates of training course, batch size and the last date of receipt of duly recommended application(s) in the prescribed format at various training centers covering specific States / UTs. The complete address. Tel / fax & E-mail of all the training centers of CBHI are attached as Annexure – II.</p> <p>The selected candidates, for these courses, working in the Government establishment (inclusive of Public Sector undertaking) will be paid entitled TA and DA as per provisions of Govt. of India rules and honorarium @ Rs. 200/- for Group ‘A’ (and equivalent) and @ Rs. 125/- for Group ‘B’ & ‘C’ (and equivalent) per working day on which training is attended by the selected candidate. The period of training will be treated as “on duty” for the selected candidates. The local candidates selected for training will not be entitled for any TA and DA but will be entitled for honorarium only as mentioned above.</p>				

The candidates from Non-government establishment(s) can also apply for these courses; however, their candidature will be considered subject to the availability of seats after selecting candidates from Govt. establishment. Any such candidates from Non – Government organizations, if selected, for any of these training courses will not be entitled for any TA & DA and honorarium.

The person working / deployed on voluntary basis in any organization will not be considered for any of these mentioned training courses.

It is requested to kindly circulate this training schedule to all the Government, local Govt. Bodies, Public Sector Undertaking, Autonomous Govt. Establishment, District Health Officers, Municipal Corporation, Medical Superintendent of District & Taluka Hospital, Rural Health Establishment such as Primary Health Centre, Community Health Centre, registered Non-Govt. Establishment involved in Medical and health fields in your State / UT & organizations and kindly sponsor only the eligible candidates for the above said training courses.

A copy of the prescribed application form is enclosed at Annexure – III, which may be photocopied / typed in requisite number(s). This application form can also be downloaded from the CBHI website www.cbhidghs.nic.in . The duly recommended application(s) of eligible candidate(s) complete in all respects, please be sent to the relevant / concerned training centre covering your State / UT as per training schedule, positively to reach the training institution before / by the last date of receipt as indicated against each course in the enclosed scheduled. The selected candidates & their sponsoring organizations for the said course will be informed accordingly well before the commencement of the course(s). The selected candidate(s) will be required to report for the concerned training course on time. Any candidate if does not report in the forenoon of the first day of concerned training course, he / she will not be permitted to join the course.

These orientation In-service training courses are very crucial in the direction of improving and strengthening the much needed Health Information System and use of uniform ICD – 10 & ICF Codes for morbidity, mortality, functions, disability & related health aspects in the country, at every level of health / medical care system. Your valuable cooperation is extremely essential for ensuring full utilization of these In-service training facilities in order to improve & strengthen the health information as well as medical record departments in various medical / public health institutions in your State / UT organization in the overall national interest.