

Indian Association of Palliative Care

IAPC Fellowship in Home and Hospice Palliative Care

Accreditation Guidelines for Training Centres

I. Accreditation/Re-Accreditation Guidelines for Institutes

This document outlines the eligibility criteria for Home and Hospice Palliative Care institutes seeking accreditation from the Indian Association of Palliative Care (IAPC) to train fellows in the IAPC Fellowship in Home and Hospice Palliative Care (IAPC-FHHPC).

A. Service Volume and Scope:

- The center should have a minimum annual patient caseload of **300 new palliative care cases** (inclusive of home care and hospice/inpatient palliative care admissions).
- The center should demonstrate exposure to all types of palliative care cases across all age groups.

B. Faculty Requirements:

- The centre must have at least one full-time palliative care physician/specialist who will serve as the faculty mentor for fellows enrolled in the programme and who meets one of the following criteria:

Holds an MD/DNB/Diploma or other recognized medical qualification as per National Medical Commission (NMC) norms and is actively engaged in the practice of palliative care.

OR

Exceptional Experienced Faculty: An MBBS-qualified physician with a minimum of five years of full-time documented experience in palliative care, as approved by the accrediting body.

- This faculty will be approved by IAPC accreditation team, after considering their qualification, experience and training in palliative care.
- If the palliative care physician leaves an accredited center; this must be immediately informed to the IAPC office.
- **Undertaking:** It must be ensured that the palliative care teacher(s) who take the candidate(s) will be available until the completion of the candidate's course. Otherwise, a suitable eligible teacher must be available to take over. An undertaking needs to be submitted for the same.

C. Fellow-to-Case Ratio:

- The number of cases per fellow should be **100:1 (i.e., for every 100 palliative care cases, there can be 1 fellow)**.
- A single center can have a **maximum of 4 fellows** per year, provided the case volume supports this ratio.

D. Faculty-to-Fellow Ratio:

- The teacher-to-fellow ratio must be **1:2**.

E. Academic Infrastructure and Activities:

- The center should have a good **library** providing access to textbooks and journals pertaining to palliative medicine, hospice care, home care, pain management, and related fields (e.g., geriatrics, oncology). Access to online resources is highly desirable.
- The center must propose a **minimum of twice-weekly academic schedule** including seminars, case discussions, journal clubs, and mortality/morbidity review meetings specific to palliative care.

F. Financial and Operational Considerations:

- However, the fellows shall pay the registration (enrollment fees) and examination fees as notified, directly to IAPC.
- The candidate shall be paid a stipend/remuneration as applicable to a junior resident doctor by the training center as per its norms.

G. Accreditation and Re-Accreditation Process:

- All accredited centers will be re-inspected after **5 years**.
- Inactive fellowship programs for 3 consecutive years may undergo reassessment prior to continuation of accreditation.
- For newly accredited centers, the initial recognition will be for **2 years**, after which re-accreditation will be required, which will then be valid for 5 years.
- Newly established centers, desirous of accreditation, need to be fully functional for at least **one year** providing palliative care services before the inspection for recognition.
- IAPC assumes no responsibility for accidents/illness/insurance etc. towards the candidate during the course of the fellowship.

H. Accreditation Fees and Inspection:

- **Accreditation Fee:** The accreditation center or Institute will be required to pay IAPC a registration fee of **Rs. 25,000/-** towards accreditation. In addition, traveling expenditure and local hospitality of the Inspector(s) (which shall be two in number) are also to be borne by the center or institute needing accreditation.
- **Re-accreditation Fee:** For re-accreditation, the registration fee is **Rs. 25,000/-** only.
- Upon receipt of the application on the prescribed form and registration fee for center recognition, IAPC will depute expert members to inspect the center.

I. Collaborative Centers:

- If two centers wish to apply for accreditation together by pooling their resources (e.g., one with strong home care and another with strong hospice inpatient), IAPC will consider

the feasibility. An undertaking from both institutes for sharing and pooling resources needs to be submitted. The final decision shall be taken by the inspectors.

- If a center doesn't have exposure to a particular group of palliative conditions (e.g., pediatric palliative care or specific neurological conditions), the fellow may be sent for a rotation for a minimum period of 2 weeks to a center with such exposure. The logistics regarding travel and accommodation have to be taken care of by the fellow. Regarding the pay and leave during those two weeks, the individual center policies are applicable.

II. Eligibility Criteria for Faculty:

A. Qualifications and Experience:

- Postgraduate degree (MD/DNB/Diploma) in medical specialty (as per NMC norms) or Palliative Medicine, with a minimum of **5 years of clinical experience in Palliative Care** post-MD/DNB/Diploma.
- Exceptional Experienced Faculty: for leaders with significant documented palliative experience (≥ 5 years experience).
- Should have completed Basic Course / Fellowship in palliative care with practical exposure for minimum 15 days recognized by IAPC or equivalent recognized palliative care training body.
- **He /She should be a Life Member of IAPC.**

B. Clinical Involvement:

- Involved in the direct clinical care and management of at least **3 palliative care patients per week** across different settings (home, inpatient, and outpatient).

C. Teaching and Mentoring Experience:

- Active involvement in palliative care teaching/training activities at institutional, regional, national, or international level.
- OR, Faculty to any other teaching program (e.g., DNB Palliative Medicine, other palliative care fellowships/diplomas).

- Instructor for any structured training program like Communication Skills Workshops, Pain Management Workshops, or similar programs at institute/national or international level.
- Involved in conducting workshops as faculty on any platform relevant to palliative care.

III. Eligibility of Fellows and Selection Criteria:

A. Educational Qualification:

- Should be MBBS qualified doctor, registered with State Medical Council (Valid registration).

B. Selection Process:

- The fellow will be selected as per the individual center's selection policies.
- There will be no entry exam conducted by IAPC.
- Once a candidate is selected, the center will notify IAPC about the candidate within 2 weeks.

C. Fellowship Structure and Examination:

- There will be an EXIT EXAM conducted by IAPC at the end of **one year**.
- The place and date of the exam will be finalized based on suitability.
- The duration of the fellowship:

Candidate Qualification	Duration
MBBS	2 years
MD/DNB (NMC-recognized postgraduate qualification)	1 year

- The fellowship will ideally start from February of each year. **Batches will follow the standard 1st February–31st January academic calendar.**

- One faculty from IAPC will be deputed for exit exam. The travel and local hospitality for the examiner will be supported by the centre.
- The centre for examination will be proposed by IAPC, if there are fellows taking exam from more than one centre.
- There will be a maximum of a **1-month grace period (31st March)** to be eligible for the exam for that particular academic year.

D. Other Considerations:

- If there is already a university-affiliated fellowship in a particular center, it's upto that center to run or conduct an IAPC fellowship concurrently.
- The centre should be "**Organisational Member**" of IAPC
- MoU wherever applicable (with respect to training and collaboration with other centres)
- IAPC will assist the centre for advertising the fellowship positions and availability of fellowships at different centers.
- The candidate and the mentor/teacher/guide must be a **life member of IAPC**.
- The fellow should be involved in the comprehensive management of at least **3 palliative care patients every week** (new assessments or complex follow-ups) and maintain a log book for the same.
- It is desirable for the fellow to present a poster or a paper during the National conference of IAPC or any other national conference (with the topic related to palliative care).
- The fellow strongly encouraged to attend the IAPC annual national conference.
- The certificate of fellowship will be given to the passed-out fellows during a convocation ceremony held during the IAPC annual national conference.
- Regarding two batches per year, the decision will be taken based on the number of candidates or will be reviewed periodically by IAPC based on program requirements.