**Programme Inspection Proforma**



# 

# **For**

# **MS ENT**

# **UNIVERSITY OF HEALTH SCIENCES, LAHORE**

**Legal Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. #** | **Parameter** | **Required** | **Actual / Observed** |
| 1 | Ownership | Institution can vest in  i. A body corporate registered under the relevant laws of companies ordinance / societies / trust  ii. Federal/ provincial or local Government   1. A Pakistani university seeking affiliation for medical/ dental/allied health sciences courses   iv. An autonomous body promoted by federal/provincial/local government by or under a statute for the purpose of nursing education  v. A public or private charitable trust registered under the related act |  |
| 2 | Teaching Hospital | Independent or hospital based radiology having workload of minimum 500 laboratory tests per day as a total including different departments, chemistry, hematology, immunology, microbiology, histopathology and molecular biology. |  |
| 3 | Area of Premises | Minimum 1 acre |  |
| 5 | Ownership / Possession of Land | Ownership / Lease of 33 years |  |

**Financial Status and Sustainability**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr #** | **Parameter** | **Required** | **Actual / Observed** |
| 1 | Working Capital | Minimum Rupees 10 million (For private Institution) |  |

**Common Facilities Shared within Institute**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Parameter** | **Capacity** | **Actual / Observed** | **Area per Person** | **Min. Area** | **Actual / Observed** |
| Auditorium | (1) 300 capacity |  | 10 sqft/person | 1000 sqft |  |
| Lecturer Hall | (1) 100 capacity |  | 10 sqft/person | 1000 sqft |  |
| Library | (1) 300 capacity |  | 10 sqft/person | 2000 sqft |  |
| Cafeteria | (1) 100 capacity |  | 20 sqft/person | 2000 sqft |  |
| Examination Hall | (1) 300 capacity |  | 10 sqft/person | 1000 sqft |  |
| Internet / Computer Labs | (1) 50 Capacity |  | 10 sqft/person | 500 sqft |  |

**Administrative Staff – Essential**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.#** | **Categories of staff** | **Required** | **Qualification and responsibility** | **Actual / Observed** |
| 1 | Program director | 1 | * Faculty member * (Professor/ Associate Professor/ Assistant Professor) |  |
| 2 | Librarian | 1 | * Graduate in library science and computer literate. * B.Sc. |  |
| 3 | Administrative officer /Computer technician/operator/typist | 1 | - Diploma in computer  - Fluent in language |  |
| 4 | Veterinary Officer | 1 | Bachelor in Veterinary Medicine |  |
| 5 | Biostatistician | 1 | - M.Sc Biostatistics  - Minimum two years experience |  |
| 6 | Lab Attendant | 2 | F.Sc in biological Sciences with 2 year experience |  |
| 7 | Animal house attendant | 2 | Matric |  |
| 8 | Peon | 2 | Matric |  |
| 9 | Security guards | 1 | Matric |  |
| 10 | Cleaners | 1 |  |  |

**Teaching Faculty/Staff**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Designation** | **Requirements/Qualifications** | **Available** | **Deficiency** | **Name** | **Registrations No. with PMDC** | **Experience**  **(Institution Name)** | **Publications in last 3 years** |
| Professor | MBBS with FCPS, MS, or equivalent |  |  |  |  |  |  |
| Associate Professor | MBBS with FCPS, MS, or equivalent |  |  |  |  |  |  |
| Assistant Professor | MBBS with FCPS MS, or equivalent |  |  |  |  |  |  |
| Senior Registrar | MBBS with FCPS, MS, or equivalent |  |  |  |  |  |  |

**Basic Requirement for ENT Department**

|  |
| --- |
|  |

1. **Number of units with beds in each unit:**

|  |
| --- |
|  |

1. **Number of Patients on the day of Inspection**
2. **Year wise available clinical materials (during previous 3 year) for department of ENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Parameters** | **Year 1** | **Year 2** | **Year 3** |
| Total number of patients in OPD |  |  |  |
| Total Number of patients in IPD |  |  |  |
| Operations  Major  Minor |  |  |  |
| Average daily investigative workload of the department & its distribution   * Radiology * Biochemistry * Pathology * Microbiology |  |  |  |

1. **Publications from the department during last 3 Years**

(*Give only full articles published in indexed Journals*)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. #** | **Author’s Name** | **Topic** | **Name of Journal** | **Year of Publications** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |

1. **Blood Bank**

* License Valid **Yes/No**
* Blood component facility available **Yes/No**
* Number of blood units stored on the inspection day ( )
* Average units consumed daily (Entire Hospital) ( )

1. **Specialized services provided by the department** Adequate/Not Adequate
2. **Specialized intensive care services provided by the Dept.** Adequate/Not Adequate
3. **Specialized equipment available in the department** Adequate/Not Adequate
4. **Space (OPD, IPD, Offices, Teaching areas)** Adequate/Inadequate
5. **Casualty Number of Beds Available Equipment** Adequate /In Adequate
6. **Common Facilities**

* Central Supply of Oxygen/Suction Available/Not Available
* Central Sterilization Department Adequate/Not Adequate
* Laundry Manual/Mechanical/ Outsourced
* Kitchen Gas/Fire
* Incinerator Functional/Non Functional
* Bio waste disposal Outsources/ Any other Method
* Generator Facility Available/Not Available
* Medical Record Section Computerized/Non computerized
* ICD 10 classification Used/ Not Used

1. **Total number of OPD, IPD and Deaths in the Institution during the last one year**

|  |  |  |  |
| --- | --- | --- | --- |
| **In the Entire Hospital** | | **In the Department of ENT** | |
| OPD |  | OPD |  |
| IPD |  | IPD |  |
| Deaths |  | Deaths |  |

1. **Total Number of PG Seats in the concerned**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Subject** |  | **Recognized Seats** | **Date of Recognition** | **Permitted** | **Date of Permission** |
|  | Degree |  |  |  |  |
|  | Diploma |  |  |  |  |

1. **Year wise PG students admitted (In the department inspected) during the last 5 years and available PG teachers**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **No. of PG students Admitted** | | **No. of PG Teachers available in the department** |
|  | Degree | Diploma |  |
|  |  |  |  |
|  |  |  |  |

1. **Central Research Lab:**
2. Whether it exists? **Yes No**
3. Administrative Control:
4. Staff:
5. Equipment:
6. Workload:
7. **Skills training Lab:**

Facilities Available:

1. **Central Laboratory**
2. Controlling Department
3. Working Hours
4. Investigative Workload

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Radiology** | **On Inspection Day** | **Average (Monthly)** | **Microbiology** | **On Inspection Day** | **Average (Monthly)** |
| Plain X Rays |  |  | Bacteriology |  |  |
| CT Scans |  |  | Serology |  |  |
| MR Scans |  |  | Mycology |  |  |
| Mammography |  |  | Parasitology |  |  |
| Barium Studies |  |  | Virology |  |  |
| Ultrasonography |  |  | Immunology |  |  |
| DSA |  |  |  |  |  |
| Others |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Pathology** | **On Inspection Day** | **Average (Monthly)** | **Biochemistry** | **On Inspection Day** | **Average (Monthly)** |
| Haematology |  |  | Blood chemistry |  |  |
| Histopathology |  |  | Endocrinology |  |  |
| FNAC |  |  | Other fluids |  |  |
| Cytology |  |  |  |  |  |

1. **Operation Theatres:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ac/ Non Ac** |  | **Number of OTs functional per day** |  |
| Numbers |  | Number of days operations carried out |  |
| Pre- Anesthetic clinic |  | Average No. of case operated daily(Entire hospital) | Major  Minor  Total |
| Post Anesthetic Care |  |  |  |
| Resuscitation Arrangements | Adequate/ Inadequate | Equipments |  |

1. **Particulars of HOD**

**Name:**

|  |  |  |  |
| --- | --- | --- | --- |
| **PG Degree**  ***Recognized/Not Recognized*** | **Year** | **Institution** | **University** |
|  |  |  |  |

**Teaching Experience**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Designation** | **Institution** | **From** | **To** | **Total Experience** |
| Asst. Professor |  |  |  |  |
| Assoc. Professor/ Reader |  |  |  |  |
| Professor |  |  |  |  |
| **Grand Total** | | | |  |

1. Purpose of present Inspection**:** Grant of permission/Recognition/Increase of seats

Renewal of recognition/Compliance Verification

1. Date of last inspection of the department:

(Not Applicable for first inspection)

1. Result of last inspection

(Copy of letter be attached)

1. **If course already started, year wise number of PG students admitted and available PG teachers during the last 5 years:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **No. of PG students admitted** | | **No of PG teachers available in the dept.** |
| **Degree** | **Diploma** | **(Give Names)** |
| 2014 |  |  |  |
| 2013 |  |  |  |
| 2012 |  |  |  |
| 2011 |  |  |  |
| 2010 |  |  |  |

1. **Departmental General Facilities:**

* Total number of beds in the department …………………………………………………..
* Number of units in the department …………………………………………………………..
* Unit wise teaching resident staff (Annexed) …………………………………………….

1. **List of non- teaching staff in the department of ENT:**

|  |  |  |
| --- | --- | --- |
| **Sr. No** | **Designation** | **Name** |
| 01 | Speech Therapist |  |
| 02 | Audiometrician |  |
| 03 | Lab Technician |  |
| 04 | BERA Technician |  |
| 05 | Record Clerk/ Stenographer |  |
| 06 | Lab Attendant |  |
| 07 | Nurses |  |

1. **Available clinical Material**: (Give the data only for the department of ENT )

**On Inspection day Average of 3 random days**

* Daily OPD …………………………. ………………………………………
* Daily admissions through OPD …………………………. ………………………………………
* Daily Admission through causality …………………………..` ………………………………………
* Total daily admissions ……………………………. ………………………………………
* Operation **Major** ………………………………. **Minor** ……………………………………..
* No. of audiometery cases ……………………………………………………………..
* No. of BERA done ……………………………………………………….
* No. of Speech Therapy ……………………………………………………….
* No. of Impedance ……………………………………………………….
* Bed occupancy in the Deptt. ……………………………………………………….
* Total no. of patient in the department on inspection day………………………**Percentage**……………………
* Weekly clinical work load for OPD & IPD
* Weekly Major & Minor Operations

1. **Number of Surgical procedures performed in the past three years**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No** | **Procedure** | **Year 1** | **Year 2** | **Year 3** | **Total** |
| **1** | Myringoplasty & Mastoidectomy |  |  |  |  |
| **2** | Stapedectomy |  |  |  |  |
| **3** | Myringotomy/Grommet |  |  |  |  |
| **4** | Cochlear implant |  |  |  |  |
| **5** | Tracheostomy |  |  |  |  |
| **6** | MLS |  |  |  |  |
| **7** | Direct Laryngoscopy |  |  |  |  |
| **8** | Laryngectomy |  |  |  |  |
| **9** | Oesophagoscopy |  |  |  |  |
| **10** | Bronchoscopy |  |  |  |  |
| **11** | Foreign body removal aero |  |  |  |  |
| **12** | digestive tract |  |  |  |  |
| **13** | Laryngo/tracheoplasty |  |  |  |  |
| **14** | Adenoidectomy& Tonsillectomy |  |  |  |  |
| **15** | Septoplasty |  |  |  |  |
| **16** | Rhinoplasty |  |  |  |  |
| **17** | FESS |  |  |  |  |
| **18** | Nasal Polypectomy |  |  |  |  |
| **19** | Maxillectomy |  |  |  |  |
| **20** | Angiofibroma |  |  |  |  |
| **21** | DCR |  |  |  |  |
| **22** | Any others |  |  |  |  |

1. **Specialty clinics and number of patients in each, being run by the department.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No** | **Name of the clinic** | **Days on which Held** | **Timings** | **Average No. of cases attended** | **Name of clinic In-charge** |
| 1 | Otology related |  |  |  |  |
| 2 | Rhinology related |  |  |  |  |
| 3 | Cancer related |  |  |  |  |
| 4 | Any others |  |  |  |  |

1. **Services provided by the Department.**
2. Speech Therapy
3. Audiology
4. Hearing aid trials
5. Neonatal screening programmes
6. Speech & voice analysis/services
7. Diagnostic endoscopy: Nasal, Larynx, Oesophagus
8. Investigative facilities like Nerve conduction, EMG, BERA etc.
9. Any other special facilities being provided by the department.
10. **Departmental Museum (Wherever applicable )**

* Space:
* No. of specimens
* Charts/Diagrams

1. **Clinico-Pathological conference**
2. **Death Review**
3. **Publication from the department during the last 3 years in indexed and non-indexed journals.**

**Indexed**  **Non Indexed**

1. **List of Major equipment In the department**

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment** | **Min Requirement** | **Deficiency** | **Remarks**  **Working/ Not Working** |
| Operating Microscope with teaching aid |  |  |  |
| High speed drill in operation theatre |  |  |  |
| Flexible fibreoptic nasopharyngolaryngoscope |  |  |  |
| Bronchoscope Rigid Paediatric Bronchoscopy set |  |  |  |
| Rigid Oesophagoscopy |  |  |  |
| set Microlaryngoscopy set |  |  |  |
| Sinus endoscopy set |  |  |  |
| Microde brider for sinus surgeries |  |  |  |
| Digital mono & bipolar cautery |  |  |  |
| Nerve stimulator/ monitor |  |  |  |
| High definition digital camera with recording system OAE  BERA |  |  |  |
| Impedance Audiometer |  |  |  |
| Pure tone audiometer |  |  |  |
| Sleep Lab (in the Institute) Simulators (teaching aids) for ear, nose surgeries CO2 LASER |  |  |  |
| Diode LASER |  |  |  |
| Harmonic scalpel |  |  |  |
| Stroboscope/ High Speed camera |  |  |  |

1. **Teaching Programme**
2. Didactic talks
3. Seminars
4. Case presentations
5. Journal Club
6. Invited Talks
7. Courses organized by department
8. **Academic outcome based parameters**
9. Theory classes taken in the last 12 months – (Dates, Subjects, **Number-----------------------**

Name & Designation of teachers, Attendance sheet) **Available/Verified/Not**

**Available**

1. Clinical Seminars in last 12 months **Number-----------------------**

(Dates, Subjects, Name & Designation of teachers, **Available/Verified/Not**

Attendance sheet)  **Available**

1. Journal Clubs held in last 12 months  **Number-----------------------**

(Dates, Subjects, Name & Designation of teachers, **Available/Verified/Not**

Attendance sheet) **Available**

1. Case presentations held in last 12 months **Number-------------------**

(Dates, Subjects, Name & Designation of teachers, **Available/Verified/Not**

Attendance sheet) **Available**

1. Group discussions held in last 12 months **Number-------------------**

(Dates, Subjects, Name & Designation of teachers, **Available/Verified/Not**

**Available**

Attendance sheet)

1. Guest lecturers held in last 12 months  **Number-------------------**

(Dates, Subjects, Name & Designation of teachers, **Available/Verified/Not**

Attendance sheet) **Available**

1. **Library**

Central Library Available/Not Available

Total Books in Central Library ------------------------------

Books Pertaining to ENT ------------------------------

Departmental Library Available Available/Not Available

**Recommended Books for Course Work**

|  |  |  |
| --- | --- | --- |
| **Name** | **Edition** | **Available/Not Available** |
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