**Programme Inspection Proforma**


# **For**

# **M. Phil Hematology**

# **UNIVERSITY OF HEALTH SCIENCES, LAHORE**

**LEGAL REQUIREMENTS**

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| **Sr. #** | **PARAMETER**  | **REQUIRED**  | **ACTUAL / OBSERVED**  |
| 1 | Ownership  | Institution can vest ini. a body corporate registered under the relevant laws of companies ordinance / societies / trust.ii. Federal/ Provincial or Local Government1. 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 laboratory having workload of minimum 1000 laboratory tests per day as a total including different departments, chemistry, hematology, immunology, microbiology, histopathology and molecular biology.Participation of Lab in internal and external quality assurance programmes. |  |
| 3 | Area of Premises  | Minimum 1 acre |  |
| 5 | Ownership / Possession of Land  | Ownership / Lease of 33 years  |  |

**FINANCIAL STATUS AND SUSTAINABILITY**

|  |  |  |  |
| --- | --- | --- | --- |
| **S #** | **PARAMETER**  | **REQUIRED**  | **ACTUAL / OBSERVED**  |
| 1 | Working Capital  | Min. Rupees 2.5 Million (For Private Institution) |  |

**COMMON FACILITIES**

**“INFRASTRUCTURE”**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PARAMETER**  | **CAPACITY**  | **ACTUAL / OBSERVED**  | **AREA PER PERSON**  | **MIN. AREA**  | **ACTUAL / OBSERVED**  |
| Auditorium  | (1) 300 capacity  |  | 10 sqft/person  | 1000 sqft  |  |
| Lecturer Hall  | (2) 50 capacity  |  | 10 sqft/person  | 600 sqft  |  |
| Library  | (1) 50 capacity  |  | 20 sqft/person  | 1000 sqft  |  |
| Common Room for girls  |  |  | Lump sum  | 1000 sqft  |  |
| Cafeteria  |  |  | Lump sum  | 1000 s qft  |  |
| Tutorial (x4) | 25 capacity  |  | 10 sqft/person | 1000 sqft |  |
| Main Laboratory with four - six sections | 25 capacity  |  | Lump sum  | 2000 sqft  |  |
| Phlebotomy Area | Two sectionsMale/Female |  | Lump sum | 200 sqft |  |
| Offices (x4) | 200 sqft  |  |  | 1000 sqft |  |
| TOTAL  | 10,800 sqft |  |

**BASIC REQUIREMENTS FOR M.PHIL Hematology PROGRAMME**

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| **S #** | **PARAMETER**  | **REQUIRED**  | **SPECIFICATION/CAPACITY** | **ACTUAL / OBSERVED**  |
| 1 | **Offices**a) Teaching Staffb) Administrative Staff | a) 5 Minimumb) 2 Minimum |  |  |
| 2 | Seminar/meeting room | 1 | 25 Capacity |  |
| 3 | Refreshment/tea room | 1 | 20 Capacity |  |
| 4 | Library for PG Students | 1 | a) 20 Capacityb) Equipped with at least 3 computers with internet accessb) Minimum 2 copies of Text Books of all four major disciplines of Pathology c)Minimum 2 sets of at least 5 reference Books d) Availability of indexed journals  |  |
| 5 | Basic Hematology Laboratory | 1 | Optimum space for equipment and researchers with an area not less than 1000 sqft |  |
| 7 | Sample Collection/Patient Access |  | A tertiary hospital with minimum of daily 200 outdoor patients |  |
| 8 | Animal Research Facility/Laboratory | 1 | a) Animal House Rooms: 2 min with temperature and humidity monitor b) Office for Veterinary officerc) Designated space for house attendantd) Changing areae) Procedure room with proper OT lightf) 01 Colony breeding roomg) Cage washing areah) Feed preparation/storage roomi) Corridor to accommodate extra cage racks |  |

**ADMINISTRATIVE STAFF – ESSENTIAL**

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| --- | --- | --- | --- | --- |
| **S.#** | **Categories of staff** | **Req No.** | **Qualification and responsibility** | **Actual / Observed** |
|  | Programme Director | 1 | Faculty member(Professor, Associate Prof/ Assistant Prof) |  |
|  | Librarian | 1 | * Graduate in library Science and Computer literate.
* B.Sc.
 |  |
|  | Administrative officer /Computer technician/operator/typist | 1 | * Diploma in computer
* Fluent in language
 |  |
|  | Bio Statistician | 1 | M.Sc BiostatisticsMin two years experience |  |
|  | Peon | 2 | - Matric |  |
|  | Security guards | 1 | - Matric |  |
|  | Cleaners | 1 | -  |  |

**TEACHING STAFF – FACULTY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Designation**  | **Requirements/Qualifications** | **Available**  | **Deficiency**  | **Names with Qualifications** | **No of MPhil Produced** | **Publications in last three years**  |
| Professor or Associate Professor of Hematology | MBBS with PhD, FCPS, MPhil, FRCPath, DABP (Hematopathology) or equivalent |  |  |  |  |  |
| Assistant Professor of Hematology | MBBS with PhD, FCPS, MPhil, FRCPath, DABP (Hematopathology) or equivalent |  |  |  |  |  |
| Senior Demonstrator (Hematology) | MBBS and having attended and passed the theory examination for MPhil pending defense of thesis. |  |  |  |  |  |
| Professor/Associate Professor/Assistant Professor of Histopathology | MBBS with PhD, FCPS, MPhil, FRCPath, DABP AP/CP or equivalent |  |  |  |  |  |
| Professor/Associate Professor/Assistant Professor of Chemical Pathology | MBBS with PhD, FCPS, MPhil, FRCPath, D(ABCC) or equivalent |  |  |  |  |  |
| Professor/Associate Professor/Assistant Professor of Microbiology | MBBS with PhD, FCPS, MPhil, FRCPath, D(ABMM) or equivalent |  |  |  |  |  |
| Laboratory Manager | MSc (MLT) or Graduate (4 years program) with 2 years’ experience |  |  |  |  |  |
| Laboratory Technologists (02) | Graduate (4 years program) |  |  |  |  |  |
| Computer Education | Bachelor of Computer Sciences |  |  |  |  |  |
| Biostatistics & Research Methodology | MSc (Biostatistics) or MPH |  |  |  |  |  |

**PART III**

**EQUIPMENT**

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| **PATHOLOGY(Equipment)** |
|  | **Section** | **Min Required** | **Deficiency** | **Remarks Working/Not working** |
| **HEMATOLOGY (min workload of 200 samples/day)** |
|  | Automated haematology analyser (3 Parts or 5 parts) | 5 parts min 13 parts min 2 |  |  |
|  | Fully/semi automated coagulation analyzer | 1 |  |  |
|  | Apparatus electrophoresis complete with accessories, densitometry and UPS | 1 |  |  |
|  | Haemocytometer | 1 |  |  |
|  | Westergren ESR system(bottles+ tubes +stand) | 10 |  |  |
|  | Stain dropping bottles(250 ml) | 5 |  |  |
|  | Wash bottle(500ml) | 5 |  |  |
|  | Staining rack adjustable | 5 |  |  |
|  | Refrigerator 2-8°C | 1 |  |  |
|  | Water Bath with stirrer,temperature control and display | 1 |  |  |
|  | Microscope binocular | 2 |  |  |
|  | Microscope multie head(5 place) | 1 |  |  |
|  | Differential leucocyte counter manual(8-10 keys) | 2 |  |  |
|  | Differential lecucocyte counter electronic | 2 |  |  |
|  | Automatic pipette 5-10ul | 2 |  |  |
|  | Automatic pipette 10-100 ul  | 2 |  |  |
|  | Automatic pipette 100-1000ul | 2 |  |  |
|  | Centrifuges micro haematocrit with reader. | 1 |  |  |
|  | Bone marrow aspiration needles adult(Islam) | 2 |  |  |
|  | Bone marrow aspiration needles Paediatric(Islam) | 2 |  |  |
|  | Bone marrow trephine biopsy needles adult(Islam) | 2 |  |  |
|  | Bone marrow trephine biopsy needles Paediatric(Islam) | 2 |  |  |
|  | All facilities of Routine and Special Staining |  |  |  |
| **BLOOD BANK** |
|  | Blood bank Refrigerator large with temperature control\,alarm and record graph | 1 |  |  |
|  | Blood grouping tiles | 10 |  |  |
|  | Cryofuge | 1 |  |  |
|  | Blood bag Rotator | 2 |  |  |
|  | All facilities of blood grouping and Cross match. |  |  |  |
|  | Binocular Microscope | 1 |  |  |
|  | Weight Machine | 2 |  |  |
|  | BP Apparatus | 1 |  |  |
|  | Precision electronic balance | 1 |  |  |
| **GENERAL GLASS WARE** |
|  | Piptte glass(Pyrex) graduated 5 m1 | At least 2 |  |  |
|  | Piptte glass(Pyrex) graduated 10 m1 | At least 2 |  |  |
|  | Glass beaker (Pyrex) 100 ml graduated | At least 2 |  |  |
|  | Glass beaker (Pyrex) 500 ml graduated | At least 2 |  |  |
|  | Glass cylinder (Pyrex) 500 ml graduated | At least 2 |  |  |
|  | Flask conical glass(Pyrex) graduated | At least 2  |  |  |
|  | - 20 or - 40°C Freezer | At least 1 in lab |  |  |

**Recommended books**

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| **Sr.#** | **Name** | **Available/Not available**  |
| 1 | Post graduate hematology by A.V Hoffbrand 6th edi 2011 |  |
| 2 | WHO. Tumors of hematopoietic & lymphoid tissues 2008 |  |
| 3 | Practical hematology by Deccie & Lewis 11th edition 2012 |  |
| 4 | Manual of laboratory medicine Armed Forces Institute of Pathology Rawalpindi 2nd edition 2003 |  |
| 5 | Manual of Medical Laboratory Techniques. Jaypee  |  |