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**Quality and Accreditation Institute**

**Centre for Accreditation of Health and Social Care**

**Assessor Training Course for ART/IVF Centre/Clinic Accreditation Programme**

**15-19 October 2024, Tuesday-Saturday, Virtual Platform**

**01:00 PM – 06:00 PM**

Quality and Accreditation Institute (QAI) is an accreditation body that provides, education, training and quality improvement activities to healthcare facilities.

QAI's Centre for Accreditation of Health and Social Care (CAHSC), accredited by the International Society for Quality in Health Care External Evaluation Association (ISQuaEEA) is currently seeking interest from suitably qualified professionals who meet the eligibility criteria (stated below) to attend training course to become QAI Assessor for ART/IVF Centre/Clinic accreditation programme.

The Assessors are trained and skilled in accreditation standards and assessment techniques to conduct Assessments of ART/IVF Centres/Clinic in accordance with QAI accreditation standards and to create awareness; sensitize people and other stakeholders to work for improving healthcare quality and patient safety.

As per the Assisted Reproductive Technology (Regulation) Act, 2022, which is introduced to regulate and supervise the assisted reproductive technology clinics and the assisted reproductive technology banks, prevention of misuse, safe and ethical practice of assisted reproductive technology services have made it essential for assisted reproductive technology clinics/banks to get involved in quality and accreditation. The trained assessors will be encouraged to follow the Act to assess the centres/clinics/banks.

**Course details and fee:**

A five-days course shall be conducted online on Zoom and the participants are required to attend on all days. The training course involves presentation, interaction & exercises. There would be an evaluation of the participants which includes daily monitoring and a written test on the last day. Only successful participants would be considered for empanelment as QAI CAHSC assessors.



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**Eligibility Criteria for ART/IVF Accreditation Programme:**

| <b>Essential Criteria</b>                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ✓ <b>For Gynaecologists:</b>                                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• Post-graduate Degree or Diploma in Gynaecology with minimum of 10 years of experience of which a minimum of 5 years should be in Assisted Reproductive Technology (ART).</li> </ul>                                                                                                                                                                               |
| ✓ <b>For Andrologist:</b>                                                                                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>• Post-graduate Degree or Diploma in Urology with minimum of 10 years of experience of which a minimum of 5 years should be in the field of Assisted Reproductive Technology (ART).</li> </ul>                                                                                                                                                                      |
| ✓ <b>For Clinical Embryologist:</b>                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• MBBS or have a post-graduate degree or a doctorate in an appropriate area of life sciences with minimum of 10 years of experience of which a minimum of 5 years should be in mammalian embryology, reproductive endocrinology, genetics and in vitro culture techniques. The person must also be familiar with Assisted Reproductive Technology (ART).</li> </ul> |
| ✓ <b>For Manager/ Administrator</b>                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Post-graduate in healthcare management/ administration (Degree or Diploma) with minimum of 10 years of experience of which a minimum of 5 years should be in Assisted Reproductive Technology (ART) centre.</li> </ul>                                                                                                                                            |
| <b>Desirable Criteria</b>                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"> <li>• Working experience in an ART/IVF centre/clinic</li> <li>• Training on QAI Standards/ any other accreditation standards</li> <li>• Implementation experience of accreditation standards</li> <li>• Computer and internet skills: Creating and editing documents, spread sheets and presentations; e-mail.</li> <li>• Good health condition (physical and mental)</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>General Competencies Required</b>                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"> <li>• Team player and inter-personal skills</li> <li>• Communication skills (verbal and written), including listening skills</li> <li>• Willing to adapt</li> <li>• Planning and organization capability</li> <li>• Time management</li> <li>• Analytical thinking</li> </ul>                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                            |



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**Application Fee:** A non-refundable fee of Rs. 10000 + 18% GST (Rs. 11800/-). (Includes the cost of QAI accreditation standards and course material).

**(Only candidates selected for the training course will be asked to pay the fee)**

**General Information:** All applicants may please note the following:

- Applying for Assessor Course does not guarantee selection for the training course.
- QAI CAHSC reserves the rights of selecting participants as per specific needs.
- Participants who will not be able to qualify the written test but the daily evaluation as per the predefined criteria, will be given an opportunity to re-sit in the written test.
- A non-refundable fee of Rs. 2000 + 18% GST would be applicable at the time of re-sit.
- QAI CAHSC reserves the right to postpone/cancel the training in case of insufficient number of participants, logistical issues, or any other unforeseeable circumstances.
- Completion of the course does not mean automatic empanelment by QAI CAHSC.

**How to apply:** Interested candidates are requested to fill the registration form given below and send to [rehma@qai.org.in](mailto:rehma@qai.org.in) along with all the following documents:

**Last Date to receive applications: 23 September 2024**

**PLEASE SEND ONLY ONE PDF FILE CONTAINING YOUR APPLICATION AS PER THE FOLLOWING:**

**Application Form and copies of:**

- Degree/Diploma Certificate(s) of essential qualification only
- Relevant Training Certificate(s) only
- Registration Certificate(s) (where applicable)
- Photo ID proof (Passport/ Aadhar Card/ Driving License/ Voter ID)



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**Application Form to Apply for Assessor Training**

**Section A (Personal Details)**

1. **Name** (please use block letters): \_\_\_\_\_

2. **Date of Birth** (dd/mm/yyyy): \_\_\_\_\_

3. **Nationality**: \_\_\_\_\_

4. **Present position/appointment**: \_\_\_\_\_

5. **Workplace address**:

\_\_\_\_\_  
\_\_\_\_\_

6. **Residential address**

\_\_\_\_\_  
\_\_\_\_\_

7. **Mobile**-\_\_\_\_\_ **E-mail**\_\_\_\_\_

8. **Preferred address for correspondence** (please tick)

|                                    |                               |
|------------------------------------|-------------------------------|
| <input type="checkbox"/> Residence | <input type="checkbox"/> Work |
|------------------------------------|-------------------------------|

9. **Educational Qualifications** (starting from graduation/diploma)

(You may increase the number of rows according to your qualifications)

| Year | Degree/Diploma | Institution | Major or Specialization | Registration body with number, if applicable | Validity of registration |
|------|----------------|-------------|-------------------------|----------------------------------------------|--------------------------|
|      |                |             |                         |                                              |                          |
|      |                |             |                         |                                              |                          |



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**10. List any significant training courses** (other assessor/auditor courses attended):  
(You may increase the number of rows according to your trainings)

| Year | Training Course | Institution/Organization | Subject/ Area |
|------|-----------------|--------------------------|---------------|
|      |                 |                          |               |
|      |                 |                          |               |

**11. Professional Experience (Describe all formal positions held starting with the current position):**  
(You may increase the number of rows according to your experience)

| Sl. No. | Date (from - to) | Employer | Position | Key Responsibilities |
|---------|------------------|----------|----------|----------------------|
|         |                  |          |          |                      |
|         |                  |          |          |                      |

**12. Other relevant experience and achievements including contributions related to your field (e.g. membership of professional societies; experience as a trainer in the area of accreditation; awards etc.):**

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**13. Computer skills** (MS Office, Internet, Email etc.):

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**14. Language skills** (Especially specify your native language and classify languages in following categorisation):  
(please write the languages against the level of proficiency)

| Level of proficiency   | Language |
|------------------------|----------|
| Elementary proficiency |          |
| Conversant             |          |
| Fluent                 |          |



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**Section B (Statement of Purpose)**

**1. Please mention below (not more than 100 words)**

What motivates you to become a QAI assessor.

**2. Please mention below (not more than 100 words)**

Please describe briefly the particular skills you have to become an assessor in QAI.

**Section C (Reference)**

Please list below a reference

(A professional who has a working relationship, preferably as a senior, with the applicant for at least six months)

Name- \_\_\_\_\_

Position- \_\_\_\_\_

Telephone- \_\_\_\_\_ Mobile- \_\_\_\_\_

E-mail ID- \_\_\_\_\_

Briefly indicate how you know the referee- \_\_\_\_\_



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**Section D (Self statement & Declaration)**

I, the applicant, have read the expected competencies and requirements of QAI Assessor and I am able to comply if selected as an Assessor. Further,

- I hereby certify that all of the information that I have provided in this application is true and accurate to the best of my knowledge, information and belief.
- I understand that QAI has the right to refuse or decline my application without assigning any reasons for the same.
- I shall be responsible for ensuring that the necessary approvals (where applicable) are obtained for participating in the assessor training program (if selected for the same) and conducting assessments thereafter.
- I understand that QAI may contact the reference mentioned above for more information.

Signature of applicant- \_\_\_\_\_ Date- \_\_\_\_\_