



CERTIFICATION COURSE FOR HEALTHCARE SERVICES

INTRODUCTION

St. John's National Academy of Health Sciences (SJNAHS) is a self-financing private Institution. It was established in 1963 and is managed by the Catholic Bishops' Conference of India (CBCI) with the aim of training healthcare personnel committed to serving the poor and the marginalized. Today, St. John's National Academy of Health Sciences consists of a Medical College - counted as one of the best in the nation, a state-of-the-art Hospital with 1350 beds with all medical and surgical departments including super-specialty departments, a top-class College of Nursing, a Research Institute and an Institute of Health Care Management and Paramedical Studies.

VISION

A world where quality healthcare is accessible and affordable even to the poorest.

MISSION

Education and empowerment of healthcare personnel committed to serve, especially the under-served, with integrity and compassion, in the spirit of Christ.

CORE VALUES

Integrity at a personal level, professional level and at the level of the team. Compassion towards those we interact with, our students, our patients and our colleagues. The pursuit of excellence in education, service and in research.

CERTIFICATION COURSE FOR HEALTHCARE SERVICES

This in-house Certificate Course for Healthcare Services namely: 1) Healthcare Assistant, 2) Medical Record Technicians and 3) CSSD Technicians is conducted by St. John's Medical College Hospital, under the supervision and guidance of the Associate Director of Hospital. The course is designed to focus on supporting Healthcare services through specialized roles like Healthcare Assistant, Medical Record Technicians (Medical Records Department), and CSSD Technicians (Central Sterile Services Department). The training program emphasizes the practical skills and knowledge needed for these important healthcare support roles and can effectively prepare Healthcare Assistant, Medical Record Technicians, and CSSD Technicians to contribute positively to patient care and operational excellence in healthcare facilities. The total duration of this course is 2 years (one year of training and one year of internship).



FIRST YEAR COURSE (TRAINING PERIOD) – TERMS & CONDITIONS

- 1) Eligibility to apply for this course is SSLC/ 10th appeared for Healthcare Assistants and PUC/ VHC/ ITC for Medical Record Technicians and CSSD Technicians.
- 2) After the selection to the course, the student shall complete the joining formalities with the HR department of St John's Medical College Hospital and a pre-course medical check-up as directed by the course coordinators.
- 3) The course fee is Rs 10,000. Scholarships will be available for eligible candidates.
- 4) During the first year the students of Healthcare Assistants will be given Rs 5000 as monthly stipend.
- 5) The training hours of the course will be according to the hospital's policy.
- 6) 80% of attendance is mandatory to appear for the examinations at the end of the course.
- 7) The student is expected to attend all the theory sessions and practical training as per the curriculum and carry out all instructions given by the course coordinators from the nursing service department.
- 8) The student is eligible to avail 12 days of leave and one weekly off during the 1st year of the course. No carry over of leave is allowed.
- 9) All working days of the hospital and public holidays may be working days from the month after the theory classes.
- 10) During the first year of the course the student will not be eligible for any other benefits.
- 11) There will be three examinations during the course period. The first one at the end of the theory classes, second one 6 months later after the first examination and the last one, at the end of the course.
- 12) There will be an internship for one year after the successful completion of the last examination, on completion of which the student is eligible to get the certificate.

SECOND YEAR COURSE (INTERNSHIP) – TERMS & CONDITIONS

- 1) Internship for one year will start immediately after the successful completion of the year end examination.
- 2) During the internship there will be practical training in different areas according to the hospital's schedule and it will include day, night & break duties.
- 3) 12 days of casual leave and 5 days of sick leave along with 1 weekly off are the leaves eligible during the service period. If the leave limits are exceeding, the exceeded days should be compensated.
- 4) If the clinical postings are scheduled on Public Holidays, the student shall be present for duty.



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- 5) The student must immunize him/herself with necessary vaccines as informed by the course coordinators. The hospital will not be responsible to provide any vaccines and treatment of any complication due to the omission of vaccination.
- 6) During their internship the student will be eligible for the medical benefits under the 'A' category.
- 7) During the internship allowance will be provided to the student according to prevailing HR policies.

GENERAL TERMS & CONDITIONS

- 1) This is a full-time course, and it is mandatory that the student be present in the hospital during the course period.
- 2) The student shall always dress and groom neatly. Prescribed uniform should be worn only during course/ duty hours.
- 3) During the course period, paid hostel and food facility will be available on campus depending on the availability of beds.
- 4) ID card should be worn whenever the student is inside the campus.
- 5) The student is expected to consistently demonstrate courtesy and respect towards fellow students, superiors, co-workers, patients, visitors, and the public. Any failure to uphold these standards will be taken seriously
- 6) No student shall bring liquor, other intoxicants or hazardous objects to the campus premises.
- 7) No student shall disturb the peaceful atmosphere in the hospital by shouting, loud talk or horseplay or indulge in any act prejudicial to the interest of patient care or peaceful working of the hospital.
- 8) The student shall maintain utmost confidentiality of information pertaining to any patient, treatment, staff, hospital or institution. No photography or sharing of data or medical records is permitted. If found indulging in any such breach of confidentiality, the student may be terminated without notice.
- 9) The student shall take proper care of the tools, machines, materials, medicines, equipment, furniture, properties and premises of the hospital. The value of any loss caused by negligence will be recovered from the student.
- 10) The student shall enter or leave the premises of the campus, any authorised departments only through the designated gates or doors.
- 11) The student shall follow all the rules and regulations of the hospital and any policy change made by the management from time to time.



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12) A student can be terminated from the course on the following grounds:

- conduct is found dissatisfactory
- performance / work is found poor
- found frequently absent from classes or duty
- found absent, without permission for more than 7 days.
- The completion certificate of the course will be awarded on the following conditions:
- only on completion of two years (training period and internship period) from the starting of the course
- if the student abides to stipulated competency in performance
- obtaining a 'no-due certificate' from the hospital

13) The student shall pay rupees 20000/- to the hospital as compensation if he/she decides to discontinue the course at any point of time.

14) There is no assurance of job or right to claim for any employment in St. John's National Academy of Health Sciences after the completion of this course.

Courses	Duration	Course Fees	Stipend/ Scholarship
Healthcare Assistant	2 Years	Rs 10,000	Rs 5000 per month
Medical Record Technician	2 Years	Rs 10,000	As per eligibility
CSSD Technician	2 Years	Rs 10,000	As per eligibility

Date:

Issued by,

Rev. Fr. John Varghese Thekkekara
Associate Director
St John's Medical College Hospital
Bengaluru – 34

DECLARATION

I (full name)
hereby declare that I have read, understood and agreed to abide by all the terms and conditions mentioned above.

Sincerely,

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(Signature of the Student with Date)