

International Hepato-Pancreato-Biliary Association (IHPBA) Indian

Chapter

General Guidelines for Holding the Certificate Course

1. Certificate course is intended as a teaching and training course
2. Basic aim of the course is to teach and train young surgeons, (preferably those pursuing MCh/DNB-Surgical Gastroenterology) in the concepts and practice of HPB surgery
3. Content of the course ranges from anatomy, physiology, laboratory investigations, pathology, radiology, nuclear medicine, clinical approach, work up of patients, established management, upcoming and evolving strategies, technology, recent advances and research.
4. Only teaching and training centres should conduct the course
5. Course Director will be from the host institution.
6. The content of the course will be prepared by the scientific committee of the IHPBA India and the course Director can give inputs.
7. There will be two/three courses per year in different zones. Zones which didn't do any course in the last five years will get priority.
8. Unless there are no applicants, one centre cannot repeat the course within five years.

9. The faculty for the course should be established teachers and trainers with long years of career and practice in the subject area. The panel of faculty has to be approved by IHPBA India
10. A panel of faculty should be called for each subject area. Each day a maximum of six faculties can be included to cover the entire subject domain for that day. A faculty once committed cannot designate another faculty themselves if they cannot attend. In all allied specialities like radiology, faculties can be arranged from host institution or hosting city.
11. The entire course should be conducted as interactive. There should not be more than 20 minutes formal presentations for each session. Any session should not be less than 30 minutes including discussion.
12. A maximum of 30 participants are only allowed. Beyond this approval of the secretary of IHPBA India should be obtained for a further of maximum ten delegates. In case the course Director receives more applications, he/she should scrutinise the applications and select the most deserved 30.
13. Course Director is fully responsible to arrange the travel, venue and other logistics for the course and its faculty.
14. For course participants, a comfortable shared accommodation can be provided.
15. Course fee will be decided by IHPBA India and usually this should cover the expenses.

16. There will not be any financial support from IHPBA India. Academic grant may be obtained from the industry for the same.
17. Course Director should ensure proper conduct of the course. The course should not be considered as a CME or conference.
18. Formal inaugural function should be avoided as far as possible
19. In case of any conflicts of interest, the decision of the President and Secretary, IHPBA India will be final.
20. A structured feedback form (digitally fillable) should be issued to each of the candidates so that we can have an idea regarding the course content, the teacher's abilities, organisation, venue etc