

Postgraduate Institute of Medicine, University of Colombo

Guidelines for the MD in Family Medicine by thesis for Indian candidates

1. Eligibility to Apply

- (i) Have an MBBS degree registrable with the Sri Lanka Medical Council/MCI
- (ii) Should have passed the Diploma in Family Medicine, University of Colombo and obtain 60% or above at the DFM.
- (iii) Should have a minimum of 5 years active professional experience in General Practice/Family Medicine, after registration as a medical practitioner with the Indian Medical Council ,during the ten years preceding the date of application
- (iv) Should have a certificate of proficiency in English.

2. Application

Applicants should apply to the IMA with a pre proposal and the relevant documents as indicated below. **The documents should be forwarded to the PGIM by the IMA.** The contact person is Dr. S. Arul Rhaj, the coordinator of the MD program, (Dr. S. Arul Rhaj MD, Sunderam Arulraj Hospitals, 145/5B, Jeyaraj Road, Tuticorin, Tamilnadu, 628002, Telephone – 0461-325061, 322661, 320061, Fax 0461 331509).DR.J.A.Jayalal Hon.Sec.IMACGP HQ

- i. A pre proposal of relevance to General/Family Practice under the following subheadings and be 1000 to 1500 words long.

FORMAT FOR THE PRE PROPOSAL

- (a) The title
 - (b) Clear statement of the problem
 - (c) Rationale and objectives
 - (d) Methodology
- ii. Copy of the DFM Certificate
 - iii. Copy of the Registration Certificate issued by the Indian Medical Council
 - iv. A certificate of English proficiency – **Annex 4**
 - v. Certificate of experience in general practice – **Annex 1**

- vi. The curriculum vitae of a medically qualified Indian supervisor with a PhD, MD ,or MS (Research Degree) approved by the IMA and geographically easily accessible. This could be arranged by the IMA.

3. **Registration**

After an application is found satisfactory, the eligible candidate shall submit a detailed protocol of the research project, and when it is approved by the Board of Study in Family Medicine of the PGIM, the candidate should apply to the Director, Post Graduate Institute of Medicine, University of Colombo, 160, Norris Canal Road, Colombo 7, Sri Lanka for permission to proceed with the MD Family Medicine by thesis.

The candidate should submit duly filled application form of the PGIM and forwarded by the IMA. (**Annexure 5**)

- (a) will be registered by Director/PGIM, to undertake the programme while working in a family/general practice.
- (b) shall pay the fees for the first year (**Annexure 2**)

4. **Protocol**

The detailed protocol should include the following items and be 3000 to 4000 words long

- i. Title
- ii. Introduction
- iii. Hypothesis (wherever relevant)
- iv Objectives of study
- v. Review of relevant literature
- vi. Methods including proposed data analysis
- vii. Time based research plan
- viii Budget
- ix References
- x. Approval of the project by a relevant ethics review committee

5. Supervisors

After approval of the pre proposal, the Board of Study in Family Medicine will nominate an Indian supervisor who will be approved by the Director, PGIM. As far as possible one supervisor should not supervise more than 4 students at any one time

6. Progress reports and submission of thesis

The candidate should submit quarterly progress reports as stipulated by the Board of Study through the supervisor to the Director, PGIM, on the progress of the research project. . If the progress report is not satisfactory both the candidate and the supervisor will be informed and this may be taken in to consideration at the time of defense.

The supervisors shall be consulted and guidance obtained during the research project and in the preparation of the thesis. The final draft of the thesis shall be read, approved and certified by the supervisor before submission.

At the end of a minimum period of two years and a maximum of three years after approval of the detailed protocol, the candidate shall submit **three copies** of the thesis to the Director, PGIM.

It is recommended that the thesis should contain 15,000 to 20,000 words. The format of the thesis should be according to the general guidelines, laid down by the PGIM (**Annex 3**).

7 Research Methodology course and assignments

In the first year, candidates will have to follow a short course on research methodology on a distance education basis or face to face basis.

Candidates will do an assignment on research methodology. Also in the first year, candidates will do a second assignment on a specified subject. Both assignments should be submitted to the Director, PGIM on a specified date. This will be double marked by the Indian and a Sri Lankan Examiner.

8. Eligibility to register for the 2nd year

- (a) A score of 50% in the two first assignments
- (b) Satisfactory progress reports based on the candidate's time based plan.

9. Assignments

Candidates have to do two assignments in the 1st year as stated above and two in the 2nd year.

10. Eligibility to sit the MD examination

- (a) Completion of all assignments
- (b) Submission of thesis certified by both supervisors

11. Marking Scheme

1st assignment	10
2nd assignment	10
3rd assignment	10
4th assignment	10
Thesis	60

Candidates require 60% in assignments and 60% for thesis to pass.

A candidate who scores over 70% will get a merit pass.

12. Examiners:

There will be two examiners for the viva voce examination of the thesis. One internal and one external examiner for each candidate. The internal examiner will undertake to examine a maximum of two candidates and the external examiner will undertake four at any given time.

To the Director, PGIM, Colombo

Subject – MD Family Medicine for Indian Candidates

To be filled up and signed by –

President, IMA or President, IMACGP or Secretary, IMA, or Secretary, IMACGP

Name of person certifying

Designation

Address, e-mail, fax, telephone

Name of candidate

Address, e-mail, fax, telephone

1. The candidate who is doing the research project is the same person who has passed the DFM and applied for the MD Family Medicine Yes/No.
2. The candidate has a minimum of 5 years experience in Indian General Practice/ Family Medicine after registration as a medical practitioner with the Indian Medical Council Yes/No.
3. Please certify that the experience referred in 2 above is during the 10 years preceding the date of application. Yes/No
4. The research is being conducted in a family practice while the candidate is working in a family practice Yes/No.
5. The pre proposal is of relevance to family practice Yes/No.
6. Dr./Prof. is being nominated as the local supervisor according to PGIM guidelines and his Curriculum vitae has been submitted..... Yes/No.
7. The data collection will be started after the protocol is approved .

I do hereby certify the above information as true and correct.

Signature

Name :

Designation :

Address :

Annex 2

MD FAMILY MEDICINE – INDIA

FEES

1 st year	Registration	US \$ 100/-
	Fees	US \$ 500/-
2 nd year	Fees	US \$ 400/-
3 rd year	Fees	US \$ 300/-

Registration fee for the exam US \$ 200

Fees will be revised annually and are subjected to change.

Annex 3

Guidelines regarding format of the thesis

It is recommended that the thesis should be typed written using double spacing on good quality A4 size paper on one side only. A margin of not less than 4 cm should be allowed on the left hand side to facilitate binding, and margins of 2 cm should be left at the top, right hand side and the bottom. Chapter headings should be capitalized and centred, whilst subdivision headings should be typed from the left hand margin in lower case type and underlined. Tables and figures should be placed as near as possible to the part of the text to which they refer.

The contents of the thesis should be given under the following headings:-

- i. Title, author's name and degrees
- ii. A declaration that the work presented in the thesis is the candidate's own and that no part of the thesis has been submitted earlier or concurrently for any other degree.
- iii. Summary
- iv. Table of contents
- v. List of tables
- vi. Introduction
- vii. Review of literature
- viii. Methods
- ix. Results
- x. Discussion
- xi. Limitations of study
- xii. Conclusions
- xiii. Recommendations
- xiv. Acknowledgements
- xv. References

The supervisors should guide the candidate in the preparation of the thesis and also approve of the final draft before the thesis is submitted.

Three copies of the thesis should be submitted unbound (i.e. Loose-leaf form) for the examination. This will facilitate corrections which may be recommended by the examiners to be incorporated into the final form of the thesis to be submitted to the PGIM after the examination.

All relevant data collection forms, questionnaires, analysis forms and annexes should be submitted with three unbound copies of the thesis before the examination.

If the thesis is accepted by the Board of Examiners nominated by the Board of Study in Family Medicine and appointed by the PGIM, the candidate shall defend the thesis at a viva voce examination before the examiners. The candidates supervisors should be invited to be present as observers at this examination. The supervisor should be available at least by telephone at the time of viva.

The results of the examination will be given as follows:

- a. Merit pass
- b. Pass
- c. Pass with modifications subject to approval by the Examiner/s within
 - (I) Six weeks
 - (II) Three months period
- d. Fail - permitted to resubmit at the next examination
- e. Fail - trainee to reregister with a new subject area

Before the conferment of the MD in Family Medicine, the candidate shall submit to the Director of the PGIM one copy of the final form of the thesis bound in hard black cover. The front cover should carry the title on top, the author's name in the center and the year at the bottom. The author's name, degree and year should be on the spine (top to bottom).

Certificate for Standard of English Proficiency

	Lower than standard of Mother tongue	As good as mother tongue	Better than mother tongue
Speech	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Tick the relevant box with an 'X')

I certify that English proficiency
is of the standard required for doing a post graduate medical degree.

Signature :

Name of the authorized person:

Designation :

Organization :

Address :

**APPLICATION FOR REGISTRATION TO THE DEGREE OF MD/FAMILY
MEDICINE – INDIAN CANDIDATES**

01. Name in full (in Block letters):
-
- 02 Surname with initials (in Block letters) :
-
03. Date of Birth :
-
04. Passport No. :
-
05. Sex :
-
06. Marital Status :
-
07. Address : (a) Official :
-
-
- T'No.:
- (b) Permanent :
-
-
- T'No. :
- (c) E.mail Address :
- Mobile :
-
08. Particulars of first Medical Degree
- (1) Degree:
- (2) University :
- (3) Date of Graduation :
- Date of Completion Class Distinctions Prizes Medals
- 2nd MBBS
- 3rd MBBS

Final MBBS
(please attach a certified copy of the Degree Certificate)

09. Details of first appointment (Internship):

	<u>Title of Post</u>	<u>Dates of commencement & completion of Internship appointments</u>	<u>Hospital & Country</u>
(1)
(2)

10. Particulars of appointments held after registration (in chronological order)

<u>Grade or Title or post</u>	<u>Date when post began & ended</u>	<u>Hospital/University/ General Practice</u>	<u>Consultant</u>
.....
.....
.....

(attach separate sheet, if space is not sufficient)

11. (a) Present post (Grade or title):
- (b) Date of Commencement:
Institution (if applicable) :

12. Particulars pertaining to registration with the Indian Medical Council :

- (1) Date of Registration:
- (2) Number assigned by the Indian Medical Council :

(Please attach a certified copy of the certificate)

13. Particulars pertaining to Post Graduate qualifications which you have already obtained from PGIM/ Universities / Colleges

<u>PGIM/University/College</u>	<u>Degree/Diploma/Certificates</u>	<u>Date of passing exam</u>
.....
.....

I do hereby certify that I have read and understood the above. Also that the particulars furnished by me in this application are correct. In the event of my application for registration being accepted, I shall abide by all the regulations governing the programme of the Institute.

I am also aware and agree that the Institution reserves the right to cancel my registration at any time in the event that all necessary conditions laid down by the Board of Management and the respective Boards of Study are not fulfilled.

.....
Signature of the applicant

Date :
To be filled by the Indian Coordinator

Director / PGIM,

Recommended & forwarded the application submitted by

.....
Signature

Date :

Name :

Designation :

MD in Family Medicine - Indian Supervisors

1. Who should supervise

A supervisor should be an academic who is willing to undertake personal responsibility for overseeing the progress of an individual's research project. He or she should have special knowledge in the area of students' research either through clinical work or through research or both. The supervisor also should have an understanding of the research process and the various strategies available for research.

Criteria for Selection of Supervisors

1. Should have a PHD, MD or MS and be nominated by the IMA
2. If the qualifications are by clinical training they should have a minimum of five publications on research in refereed journals
3. Should submit a CV to the PGIM.
4. and will be appointed by the PGIM.

2. What the supervisor needs to do

2.1 Duties of the Supervisor

The supervisor and the student should be able to work together, agree on rules and regulations and the ethical behaviours to be observed. They should both be able to continue a tutor student relationship over a period of at least two years, since the duration of the research project is two to three years. He / She should be available for consultation and guidance during the project.

The supervisor needs to be aware of rules and regulations governing research and the agreements between the PGIM and the IMA. This is given in the Memorandum Of Understanding. (MOU)

The supervisor should be able to direct the student and help him out of difficulties and generally be able to keep the student focused on the research project. He should hold regular meetings with the students. The students need support during this time and the supervisor should be able to give this support and be committed to task of supervision not only academically but in a holistic manner.

The supervisor should make sure that the candidate attend a research methodology course on a face to face or distance education basis. A face to face course can be arranged by the PGIM in Chennai if they wish.

He should monitor the progress of the project and see that the student submits an accurate and honest progress report every three months.

The supervisor should make sure that the student carries out work himself and guide him away from unethical practices such as plagiarism.

The supervisor should see the pre proposal, protocol and the thesis before submission and forward them to the PGIM. He should read and approve the thesis before final submission. The progress reports have to be certified by the supervisor before submission.

The supervisor should be available physically or by telephone at the examination when the student defends his theses.

2.2 Student Assignments.

Students will have to carry out 4 assignments during the two years. The topics will be decided by the Board of Study Family Medicine and will be related to Family Practice. A score of 50% in the 1st two assignments are necessary to proceed to the 2nd year. The assignments will be double marked by a Indian and a Sri Lankan examiner.

2.3 E-Mail Facilities:

Candidates and supervisors should have e-mail facilities for communication.

3. Formats for submission of documents related to the project.

Pre proposal

Should be 1000-1500 words long.

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- (e) The title
- (f) Clear statement of the problem
- (g) Rationale and objectives
- (h) Methodology

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Progress report

Guide lines for preparation of progress report.

- a. Title of the research project and the objectives:
- b. The date of first registration/extension of registration:
- c. Name of the candidate:
- d. Names and addresses of supervisors:
- e. Institute where research is being carried out:
- f. Time period covered by the report:
- g. Description of research carried out:
- h. Results obtained (summary):
- i. Conclusions drawn (point form):
- j. Any publications /scientific communications already made during this period:
- k. Work plan for the next year:
- l. An Explanation of any significant departure from the objective of your study:
- m. Date and signature of the candidate:
- n. Comments of the supervisor/s:
- o. Date and signature of the supervisors (internal):

Thesis

It is recommended that the thesis should be typed written using double spacing on good quality A4 size paper on one side only. A margin of not less than 4 cm should be allowed on the left hand side to facilitate binding, and margins of 2 cm should be left at the top, right hand side and the bottom. Chapter headings should be capitalized and centered, whilst subdivision headings should be typed from the left hand margin in lower case type and underlined. Tables and figures should be placed as near as possible to the part of the text to which they refer. The number of words should be between 15000-20000.

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- j. Fail - trainee to reregister with a new subject area

5. Recommended books

Following books are recommended by the Board of Study in family medicine for students.

1. Learning research. 2nd Ed. C.Sivagnanasundaram BOASCO Arton Printers, Jaffna - Sri Lanka available through the PGIM
2. Research Methodology – Edited by Roshinin Peiris Jhon and Sirimali Fernando, - Piyasiri Printing System Sri Lanka – Available through PGIM.
3. How to Research – Loraine Blackster , Kristyne Hues and Malcolm Tight – Viva Books Pvt. Ltd. Chennai.
4. Guidelines for writing a Scientific Paper – Butler and Khanna WHO Geneva 1992.
5. Clinical Thinking and Practice by Churchill Livingstone Macadam and Wright
6. Family Medicine David B. Shires, Brian K. Henmen, Donald I Ricer , McGraw Hill company , New Delhi , ISBN 0-07-056921-1
7. Clinical method . A General practice approach. Frasier RC London Butterworth's (latest edition)
8. Research Methods and Audit in General Practice.
David Armstrong, John Grace . Oxford General Practice Series. ISBN 0-19-262454-7