

## Guidelines for MEU

### MEDICAL EDUCATION UNIT

- **Officer- in-charge** : Dean/Principal/Vice-chancellor
- **Coordinator** : Professor/ Associate Professor (same coordinator to continue for a minimum of three years and any change to be intimated to Academic Cell of MCI), should have undergone MCI Orientation workshop and MCI Basic Course Workshop in MET at the allocated Nodal/Regional Centre and Advance Course in Medical Education at the allocated Nodal Centre, or any other additional qualification like M. Med, MHPE, Diploma in Medical Education, FAIMER Fellowship, or IFME, within such prescribed period as decided by the MCI from time to time.
- **MEU faculty** : Minimum 8 core faculty including all cadres of faculty with the following qualifications:
  - ✓ Have undergone MCI Basic/Revised Basic Course in MET at the allocated Nodal / Regional Centre, or in the medical college under MCI observership.
  - ✓ At least 4 (50%) should have received additional educational qualification or training: eg. MCI Advance Course in ME at MCI Nodal Centre, or any other additional qualification like M. Med, MHPE, Diploma in Medical Education, FAIMER Fellowship or IFME, within such prescribed period as decided by the MCI from time to time.

#### Supportive Staff:

As per Minimum Standard Requirements notified from time to time.

#### Journals

MEU/ college library should have books on medical education (10 nos) and should have access (print or web) to at least two of the following Journals:

- (a) Medical Teacher
- (b) Medical education
- (c) Academic Medicine
- (d) The Clinical Teacher
- (e) BMC medical education

#### Infrastructure and equipments

The Medical Education Unit is to be housed in an appropriate area which can accommodate around 30 participants in a workshop format and should have the following equipments:

Two Multimedia PCs internet enabled with colour Monitors : 2

Computers will be utilized for the entire media

operation, i.e. for connectivity with printers, digital

photography and scanners. It should have video-editing facility

<b>Multimedia projector</b>	<b>: 2</b>
<b>Screen for projection</b>	<b>: As per requirement</b>
<b>Scanner + printer + copier</b>	<b>: 1</b>
<b>Laptop</b>	<b>: 1</b>
<b>Magnetic Board /flip boards</b>	<b>: As per requirement</b>
<b>Overhead projector (Optional)</b>	<b>: 1</b>
<b>PA system with cordless mikes (2) and Collar mikes (2)</b>	

## Revised list for online CISP

The Medical Education Unit to be housed in an appropriate area which can accommodate around 30 participants in a workshop format and should have the following equipment:

- Two Multimedia PCs high speed broadband 4G internet enabled with colour Monitors : 2
- high speed broadband 4G internet enabled with one colour Monitors desktop/laptop with LCD projector in a MEU rooms where MEU training program to be conducted
- Moodle based or any other learning management system (LMS) for faculty training
- Audio Video capture system at least in one of the class room for Audio video recording and being uploaded in the LMS system
- high speed broadband 4G internet enabled linking of live sessions of the workshop to MCI if required with two high resolution camera- one facing faculty while conducting sessions and another facing the entire participants
- high speed broadband 4G internet enabled monitoring system for online observation of MEU training programmes under RC/NC
- Facility for recoding and storing all MEU workshops in online LMS as well as storage in the MEU in their own institute as well as under observation RC/NC
- System of conducting live webinars on MEU session with colleges under RC/NC with high Speed broadband 4G internet
- Sound proof audio video recording studio system