



AIIMS CADAVERIC SURGICAL SKILL TRAINING
JAI PRAKASH NARAYAN APEX TRAUMA CENTRE
FORMAT FOR SUBMISSION OF REQUEST FOR ORGANIZING WORKSHOP etc.
(ALL DETAILS IN CAPITAL LETTERS ONLY)

1. Name of Faculty organizing the Programme _____
2. Name of the Department _____
3. Title of Programme _____

4. If Cadaver workshop is part of the conference – Yes/ No _____
5. Nature of Programme i.e. (Conf./CME/Workshop etc.) _____
6. Date _____ 7. Venue: _____
8. Copy of Permission from Dean (ACAD.) Yes/ No.
If yes please provide copy _____
9. No. of Delegates/ (National/International) _____
10. No. of Cadavers required _____

UNDERTAKING

11. I have read the Rules & Regulations of ACSST Facility & shall be abiding with the same.
In case violation of rules & regulations, no further programme shall be allowed/ permitted for the concerned faculty in further.

Signature

Name of the Organizer.....

Designation.....

Department.....

Dated:

Forwarded by
Chief of Centre /Head of Department _____

(P.T.O.)

Your application will be considered and soon replied (within one week) after checking the logistic feasibility and clash with other courses with the following terms and conditions: -

1. All such seminars/ conferences/ workshops/ training/ teaching courses should have proper prior approval of the Dean, AIIMS, clearly stating the dates of conduct of such a course/ course.
2. ACSST's facility shall only be available to the faculty/Departments from AIIMS and the blocks/centers it covers.
3. A requisite Performa (provided in the website's downloads section) has to be duly filled by the concerned faculty and submitted to the office of the ACSST chairperson along with the Deans permission through Chief JPNATC.
4. Registration: The delegates' registration is the responsibility of the requesting department, and the ACSST will NOT provide stationaries such as pens, pads, certificates, mementos, etc.
5. All fliers/program schedules related to the cadaveric workshop must use the ACSST Facility logo and the Chief JPNATC's name.
6. The Course agenda and list of faculties (AIIMS Faculty and Invited Faculty) shall be approved by the Head of the department and the Chief JPNATC. The same must be submitted at least 15 Days before the Scheduled Program.
7. No expenses will be borne by the ACSST other than the maintenance of cadavers during the workshop.
8. The workshop conducting faculty must be physically presented during hands-on in ACSST lab.
9. The conducting department should provide ACSST the video recordings of the training programs conducted at the ACSST facility for educational purposes.
10. Disposable: The ACSST will provide gowns, gloves, shoe covers, face Masks, caps, Betadine, Saline, Gauze Picc & Suture for the body suturing, soap, room freshener, and sheets for the body and table.
11. Suturing of the body: Proper Suturing of the body is a must after the course by the candidates and should be ensured by the conducting faculty members.
12. Equipment and Instrument: ACSST will provide only available Equipment and Instruments. The lab has general surgical instruments available, along with one microscope and one endoscopy equipment. The latter two are for demonstration purposes only, and additional equipment if needed must be arranged by the conducting department. In addition, it is the responsibility of the conducting faculty to ensure that the required instruments are complete for their use. Any equipment/instrument damage expenses will need to be borne by the conducting department.
13. NO Food and Beverages: ACSST will not be responsible for such arrangements, and no such activity will be permitted in/near the ACSST lab. The organizing departments are to make separate arrangements for the same. However, limited space will be provided for running tea/Coffee. No eatables, Lunch, or dinner will be allowed inside the premises of the ACSST. The organizers are requested to maintain the cleanliness and hygiene of the area where food is served and get it cleaned after the event.

14. No advertisements/decoration is allowed on ACSST premises.
15. The seminar room or lecture venue is to be booked by the organizer faculty. In case of any damage to the property /Audio Visual system or any other fixtures in the ASST Facility, the organizers will have to bear all the expenses (actual) incurred for such damage.
16. All payments shall be made at least one week before the workshop date. The payment shall be made directly to the ACSST account (details below).
17. Any specific requirements shall be with the approval of the Chief, JPNATC.

Details of charges:

Total Number of delegates: 24 (Maximum)

Total cadavers: 6 (Six)

Charges (Per delegates): -

- Rs. 8000/- (For Invasive Procedures)
- Rs. 1000/- (For Non-Invasive Procedures)

Account Details

Account / Beneficiary Name: AIIMS Cadaveric Surgical Skills Training

Bank Name: State Bank of India

Branch: Ansari Nager, New Delhi

Current Account No: 37093919250

CIF No: 89929196156

IFSC: SBIN0001536