

INTERNSHIP, OBSERVERSHIP AND VOCATIONAL TRAINING POLICY

Jaiprakash Hospital and Research Centre

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1. Objective

The objective of this policy is to establish a comprehensive framework for the management of all individuals enrolled in Internship, Observership, and Vocational Training programs at Jaiprakash Hospital and Research Centre.

This policy aims to ensure a structured, standardized, and transparent approach to onboarding, training, supervision, and evaluation, while maintaining discipline, patient safety, confidentiality, and institutional ethics. It also seeks to facilitate meaningful learning opportunities and skill development, ensuring mutual benefit for both the trainees and the organization.

2. Scope

This policy applies to all **Internship, Observership, and Vocational Training programs** conducted at Jaiprakash Hospital and Research Centre.

It covers:

- **All departments** of the hospital and its associated units where training or observational activities are permitted.
- **All individuals** enrolling for training, including students, graduates, and trainees from **medical, paramedical, nursing, management, technical, and administrative backgrounds**.
- **All categories of training programs**, including:
 - Stipendiary (paid by the institute)
 - Non-stipendiary
 - Fee-based (paid by the trainee)
 - Academic internships
 - Observerships
 - Vocational training programs

This policy governs the **entire lifecycle** of the training engagement, including application, selection, onboarding, training, supervision, evaluation, certification, and exit.

3. Definitions

- **Training:** A structured, time-bound program conducted by the institute to provide learning, exposure, and/or skill development in a real work environment under appropriate supervision. This includes Internship, Observership, and Vocational Training.
- **Trainee:** A collective term used in this policy to refer to all individuals enrolled under any Training program, including Internship, Observership, Vocational Training.
- **Internship:** A type of training program that involves active participation by the trainee in assigned tasks, aimed at gaining practical experience and professional skills under supervision of a trained person.
- **Observership:** A non-participatory training program in which the trainee is allowed to observe clinical or administrative processes without direct involvement in patient care or operational activities.
- **Vocational Training:** A skill-based training program focused on developing practical competencies in a specific field, usually as part of a vocational or professional curriculum.
- **Apprenticeship:** A formal training program conducted under applicable regulations, combining on-the-job training with theoretical instruction to prepare the trainee for a specific trade or profession.

- **Stipendiary Training:** A category of training in which the trainee is paid a stipend by the institute, as per approved norms.
- **Non-Stipendiary Training:** Training in which no financial compensation is provided to the trainee.
- **Fee-Based Training:** A training program for which the trainee is required to pay a predefined fee to the institute for structured learning, access to facilities, supervision, and certification.

4. Application Process

Any student or candidate seeking enrollment in an **Internship, Observership, Vocational Training, program** at the institute must follow the prescribed application process.

- Applications shall be submitted **only through the official website** of Jaiprakash Hospital and Research Centre.
- Upon successful submission, the application shall be forwarded to the **Management Office** for further review, screening, and approval process.

Applications must be submitted at least **2 weeks prior** to the proposed training start date.

After initial screening, eligible applicants shall be contacted regarding confirmation and further onboarding formalities, including:

- Document verification
- Fee submission (if applicable)
- Reporting instructions and departmental allocation.

5. Selection & Approval

I. **Screening Process:**

All applications and supporting documents will be reviewed to assess **eligibility, relevance, and availability of training positions** within the respective departments.

II. **Mode of Selection:**

- An **interview, written test, or interaction session** may be conducted, depending on the nature and category of the training program.
- Selection will be based on **merit, suitability, departmental capacity, and the purpose of the training.**

III. **Approval Process:**

Final approval will be granted by the management based on the evaluation outcome.

IV. **Confirmation of Selection:**

Selected candidates will receive a **formal confirmation via email** (or official communication), which will include:

- Reporting date and time
- Assigned department
- Approved **training duration**
- Any additional requirements (e.g., **fee payment, ID proof, documentation**)

6. Code of Conduct

All trainees are expected to maintain a high standard of professionalism and discipline during their training period. The following guidelines must be strictly adhered to:

- **Mandatory Induction Training:**
All trainees are required to attend the **Induction/Orientation Training Program** conducted at the time of joining. The induction program is mandatory and is intended to familiarize trainees with the institute's policies, rules, regulations, departmental functioning, safety protocols, ethical practices, and expected standards of conduct to ensure smooth and effective training participation.
- **Compliance with Rules & Timings:**
Trainees must follow all hospital rules, regulations, prescribed dress code, and designated working hours. Punctuality and regular attendance are mandatory.
- **Confidentiality & Ethics:**
Trainees must maintain **strict confidentiality** of all patient-related and institutional information and adhere to ethical practices at all times.
- **Scope of Involvement:**
Trainees must **not participate in clinical procedures or patient care activities** unless specifically authorized and supervised by the concerned authority.
- **Identification:**
Trainees must **wear their official ID card visibly at all times** while on hospital premises.
- **Use of Hospital Property:**
Hospital infrastructure, equipment, and resources must be used **only for training purposes** and not for personal use.
- **Professional Behavior:**
Trainees must maintain **courteous, respectful, and professional conduct** with staff, patients, and visitors at all times.
- **Disciplinary Action:**
Any act of **misconduct, indiscipline, breach of confidentiality, or violation of policy** may lead to **immediate cancellation of the training program** without prior notice.

7. Training Tenure & Working Hours

- **Duration:**
The duration of the training program will be determined based on the **type and purpose of training** (Internship, Observership, Vocational Training, etc.) and must be clearly specified at the time of application and approval.
- **Working Hours:**
 - Trainees are required to be present for **8 working hours per day**, excluding designated breaks.
 - Working hours shall be aligned with the **operational schedule of the assigned department** and as directed by the reporting authority.
- **Attendance:**
 - **Full attendance** is expected during the training period.
 - Any absence must be **formally approved**, and missed days must be **compensated by extending the training period accordingly**.

- *Example:* If a trainee misses 10 days during a 45-day training period, the training must be extended by 10 additional working days to be eligible for completion certification.
- **Identification (ID Card):**
 - A **temporary ID card** will be issued to all trainees at the time of joining.
 - The ID card must be **worn visibly at all times** within the hospital premises.
 - The ID card must be **returned to the concerned department/HR** upon completion or termination of the training.

8. Attendance, Leave & Biometric Registration:

- All trainees shall be registered in the institute's **biometric attendance system** for the purpose of attendance monitoring, leave management, and other HR-related processes.
- Leave entitlement for trainees shall be governed in accordance with the applicable **Institutional HR Policy** and shall be credited on a **pro-rata basis**, depending upon the approved duration of the training program. All leave requests must be submitted through the prescribed process and approved by the concerned Reporting Authority/department before availing leave.
- Trainees enrolled in training programs with a duration of **more than 60 days** shall be eligible for leave at the rate of **12 leaves per year**, credited on a **pro-rata monthly basis** (equivalent to 1 leave per completed month of training).
- Trainees enrolled for a training duration of **60 days or less** shall **not be eligible for any leave** during the training period.

9. Uniform, Grooming & Professional Decorum:

- All trainees are required to maintain proper grooming, personal hygiene, and professional appearance in accordance with the institute's prescribed standards and decorum.
- Trainees undergoing training in any **clinical or technical department**(where scrub or apron is required) for a duration exceeding **30 days** shall be required to procure and wear the prescribed institute uniform. Similarly, trainees posted in **administrative or other non-clinical departments** for a duration exceeding **60 days** shall also be required to procure the prescribed uniform.
- The cost of the uniform shall be borne entirely by the trainee. Wearing the prescribed uniform and maintaining professional decorum during working hours shall be mandatory.

10. Key Duties and Responsibilities

- **Assignment of Duties:**
Duties and responsibilities will be assigned in accordance with the **operational scope of the concerned department** and the nature of the training program.
- **Nature of Activities:**
Depending on the type of training, activities may include **observation, documentation, supervised assistance (where permitted), participation in departmental tasks, or administrative support.**
- **Learning & Conduct Expectations:**
Trainees are expected to demonstrate a **strong learning attitude, sincerity, discipline, and accountability** while performing assigned tasks and during all interactions within the institute.

11. Reporting & Supervision

Assignment of Reporting Authority: Each trainee shall be assigned a Reporting Authority, typically the Head of Department (HOD) or a designated Supervisor/Mentor, under whose guidance and supervision the training program will be conducted.

The Reporting Authority shall be responsible for:

- **Monitoring Performance:**
Overseeing the trainee's **daily performance, participation, discipline, and learning progress** throughout the training period.
- **Attendance Management:**
Ensuring **accurate recording and verification of attendance** in accordance with institutional norms.
- **Mid-Tenure Evaluation:**
Submitting a **mid-tenure feedback report** to the management office for training programs exceeding **60 days**, highlighting performance, conduct, and areas of improvement.
- **Final Evaluation:**
Submitting a **comprehensive final evaluation report** upon completion of the training, which shall form the basis for **certification and overall assessment**.

12. Certification

A **Certificate of Completion** shall be issued to the trainee only upon successful fulfillment of the following conditions:

- **Completion of Training Tenure:**
The entire approved training period must be completed, including any **extension to compensate for absences**, if applicable.
- **Attendance Requirement:**
The trainee must maintain **satisfactory attendance** as per institutional norms.
- **Performance & Conduct Evaluation:**
The **final evaluation report** submitted by the Reporting Authority must be **satisfactory**, reflecting appropriate conduct, discipline, and meaningful learning during the training period.

13. Feedback Process

- **Institutional Feedback:**
For trainees sponsored or deputed by an academic institute/college, a **consolidated feedback report** shall be prepared and formally shared with the **parent institution** upon completion of the training program.
- **Trainee Feedback:**
All trainees are required to submit a **training feedback form** at the end of the program, detailing their **learning experience, observations, suggestions, and overall satisfaction**.

14. Non-Issuance of Certificate

The institute reserves the right to withhold or deny issuance of the Training Completion Certificate under the following circumstances:

- Failure to complete the approved training tenure.
- Attendance below the minimum required attendance of **90%**.
- Unsatisfactory performance or adverse feedback from the Reporting Authority/Supervisor.
- Involvement in any form of misconduct, indiscipline, or inappropriate behavior.
- Breach of institutional policies, rules, regulations, or code of conduct.
- Violation of patient confidentiality, ethical standards, or data privacy norms.
- Unauthorized absence or discontinuation of training without prior approval.
- Misuse of hospital property, infrastructure, or resources.

The decision of the institute/management regarding issuance or non-issuance of the certificate shall be final and binding.

15. Discontinuation of Training

The training program may be discontinued or terminated by either the trainee or the institute under the following conditions:

- **Notice Period:**
Either the trainee or the institute may discontinue/terminate the training by providing a minimum **7 days' prior written notice** to the other party.
- **Absconding from Training:**
If a trainee remains absent without information or approval for more than 5 days, the trainee shall be treated as **absconding from training**, and the training may be terminated without further notice.
- **Misconduct:**
Any act of misconduct, indiscipline, inappropriate behavior, harassment, breach of confidentiality, or violation of institutional policies may result in immediate termination of the training.
- **Poor Performance:**
Continuous poor performance, lack of participation, negligence in assigned responsibilities, or unsatisfactory evaluation by the Reporting Authority may lead to discontinuation of the training program.
- **Violation of Institutional Rules:**
Failure to comply with institutional rules, departmental protocols, attendance requirements, dress code, or reporting instructions may result in disciplinary action, including termination of training.
- **Effect on Certification:**
Trainees who discontinue, abscond, or are terminated from the training program shall not be eligible for issuance of a Training Completion Certificate unless specifically approved by the management.

16. Forms and Format

- I. Training Application Approval form
- II. Trainee Feedback Form
- III. Reporting authority Feedback Form
- IV. Training completion certificate
- V. Training Register