

Preamble

Critical care medicine (CCM) is an evolving specialty overlapping multiple primary specialties. Recognizing the increasing need to consolidate the field and to promote awareness, continuing education and research in this field, the Indian Society of Critical Care Medicine (ISCCM) was formed on 9th October 1993.

1. The name of the Society will be "Indian Society of Critical Care Medicine. (ISCCM)"
2. The headquarters shall be at Unit 6, First Floor, Hind Service Industries Premises Co-operative Society, Near Chaitya Bhoomi, Off Veer Savarkar Marg, Dadar, Mumbai – 400028

3. Aims and Objectives

- 3.1 To promote academic and scientific activity in the field of CCM
- 3.2 To encourage research in the field of critical care medicine.
- 3.3 To organise continuing medical education and training programmes, meetings and conferences in CCM.
- 3.4 To establish guidelines for the running and staffing of ICU's.
- 3.5 To publish scientific papers, journals, monographs and text books aimed at upgrading knowledge and skill.
- 3.6 To seek affiliation with national and international associations and societies or similar bodies to achieve the objectives of the Society.
- 3.7 To generate funds to carry out the objectives of the society.
- 3.8 To take such action as shall be considered with furthering the aims and objectives of the Society.

Part II : Rules and Byelaws of the Society

1. Definitions and Abbreviation

Unless otherwise specified in succeeding paragraphs "Society" means ISCCM, "Committee" means Executive Committee & "Member" means member of the ISCCM.

2. Management

- 2.1 The affairs of the ISCCM shall be managed by the Executive Committee.
- 2.2 The committee shall consist of:
 - 2.2.1 President - 1
 - 2.2.2 Immediate Past President - 1

- 2.2.3 President Elect-1
- 2.2.4 Vice President - 2 (Both of them should not be from the same zone)
- 2.2.5 Members - 8 (of which not more than 3 shall be from the same zone)
- 2.2.6 Treasurer - 1 (from Headquarters)
- 2.2.7 General Secretary - 1, (Open to any where in country) Secretary -1 (Secretary from Headquarters).
- 2.2.8 Zonal Members -5 (one from each zone - North, South, East, West, Central) The zones being defined as below: North Zone: Delhi, Haryana, Himachal Pradesh, Jammu and Kashmir, Punjab, Uttarakhand South Zone: Andhra Pradesh, Karnataka, Kerala and Tamil Nadu, Lakshya Dip East Zone: Assam, Bengal, Jharkand, Orissa and Tripura, Entire North East, Sikkim, Manipur, Andaman and Nicobar West Zone: Gujarat, Maharashtra, Goa Daman, Diu Central Zone: Madhya Pradesh, Rajasthan, Uttar Pradesh.
- 2.2.8.1 Chairperson – Paediatric Section 1 post
- 2.2.8.2 Chairperson Nursing section shall be elected by the Nursing ALMs
- 2.2.9 Nominated Members
 - 2.2.9.1 Joint Secretary -1; (from place of the President, to be nominated by the President)
 - 2.2.9.2 Organizing Secretary of the Annual Conference (Present) OR Organising Chairman of the Annual Conference (Present)
 - 2.2.9.3 Chairperson of City Branch Hosting the annual Conference (Present) OR Secretary of City Branch hosting the Annual Conference (Present)
 - 2.2.9.4 Editor IJCCM. Editor IJCCM shall not be a nominated member of EC. He will inform about the progress of the IJCCM electronically to the EC.
 - 2.2.9.5 Immediate Past Organizing Secretary of Annual Conference
- 2.2.10 Co-opted Members
 - 2.2.10.1 Chairperson - Credential Committee
 - 2.2.10.2 Chairpersons of the Various Committees
 - 2.2.10.3 Chairman Research Committee. Nominations shall be invited for this post via an advertisement in the newsletter and journal and on the website. These nominations shall be sent to the credentials committee. The tenure shall be 2 years. Four more members will be inducted suggested by chairman & co-chairman & approved by executive committee. The tenure of chairman & members cannot be beyond full two terms.

2.2.10.3.1 Research committee will meet at least twice a year independently of executive committee meeting to deliberate on various research projects. The airfare will be reimbursed as per society rules (as applicable at that time i.e. within one month of notice being given for the meeting)

2.2.10.3.2 Funding: 1.15% of the share of the Central ISCCM Money received from the annual conference will be kept for research purposes.

2. Funding may obtained from the Pharma industries provided there is no conflict of interest with goals or credibility of ISCCM.

2.2.10.4 Chairman Constitutional Review Committee will be the President Elect.

2.2.10.5 The Vice-Chancellor and secretary of the Indian College of Critical Care Medicine.

3. Membership of the Society

3.1 Membership of the Society shall be of 7 categories viz. (a) Patrons, (b) Founder Life Members, (c) Life Members, (d) Associate Life Members, (e) Honorary Life Members, (f) Corporate Life Members, (g) International Life Members.

3.2 Eligibility Criteria for Various Memberships

3.2.1 PATRON: The present Patron of the society shall be henceforth called Founder Patron, no other patrons will be nominated.

3.2.2 FOUNDER LIFE MEMBER: Same as Life member but joining the Society before 31/12/93.

3.2.3 LIFE MEMBER: Postgraduation in specialities approved as pre-requisite for Indian Diploma in Critical Care Medicine (IDCCM). The postgraduate degree or diploma must be recognized by Medical Council of India. Candidates applying for life membership must confirm active interest and work in critical care. All the other specialities doctors based on their MBBS will be considered for Associate Life Member only.

As per eligibility prevailing earlier the MBBS Doctor who had completed IDCCM successfully can pay the difference fees & become Life Member subject to approval by the national executive committee in its regular meeting.

Successful Post MBBS course Doctor who has enrolled for IDCCM and successfully completed IDCCM also can pay the difference fees & become Life Member subject to approval by the national executive committee in its regular meeting.

- 3.2.4 ASSOCIATE LIFE MEMBER: An allopathic doctor, or persons with nursing or technical backgrounds, with an active interest in CCM but not fulfilling the criteria for Life member. They shall have no voting rights nor shall they contest any position in the Executive Committee.
- 3.2.5 HONORARY LIFE MEMBER: Person of renown who has made outstanding contribution to the field of CCM. These will be nominated by unanimous vote of Executive Committee & will be ratified by simple majority of the General Body.
- 3.2.6 INTERNATIONAL LIFE MEMBER: Life member from a country other than India but without voting rights.
- 3.2.7 SAARC members will be offered international membership at rates given to Indian members. The eligibility criteria will be the same as the Indian LMs. They will receive only online access to journal and newsletter.
- 3.3 Membership Procedure:
- 3.3.1 The Executive Committee shall have the authority to admit applicants to all categories of membership. However, conversion of an existing Associate Member to a Life Member shall be done by the Secretary on payment of appropriate fees and with information and approval by the Executive Committee.
- 3.3.2 The membership application shall be in the form prescribed by the Executive Committee and shall be duly proposed and seconded by existing valid members. It shall be accompanied by documentary evidence of eligibility, qualification and prescribed fees by bank draft payable at Mumbai.
- The membership application in addition to already prescribed requirements will provide following : Members' ID proof, Registered email ID; Registered Mobile no.
- 3.3.3 The duly completed application form; after due scrutiny by the Gen Secretary will be placed before the National Executive Committee in its regular meeting for approval after which the membership will be conferred to the applicant.
- 3.3.4 The National Executive Committee shall also accept the resignation from membership, as also decide cessation of membership for any other reason.
- 3.4. Membership Fees
- 3.4.1 Fees shall be as follows, Life Member Rs. 6,700, Associate Life Member Rs. 3,400, Life Member (SAARC) Rs 6,700 International Life Member U.S. \$ 510. Honorary Members shall pay no fees. 2% extra will be charged for card payments. The fees of membership will be increased by 5% every year after Annual conference. Out of the fees collected 2/3rd will be retained by the Headquarters, and 1/3rd will be given to the concerned City Branch as contribution. For Paediatric members (1/3rd to be retained by the Headquarters, 1/3rd to be given to the Paediatric section and 1/3rd to be given to the concerned city branch). No additional membership fees to be collected by the city branch from the member. Sharing of membership fee: 75%

national account, 25% city branch account, Paediatric members Out of the 25% city branch sharing 50% will go the account of Paediatric wing account of ISCCM. Paediatric wing's account will be run parallel along with main ISCCM account in the same branch. Signatories to this account will be Chairman Paediatric section and secretary/treasurer of the society. However signatories to the main ISCCM account will also be able to operate this account in times of contingency. This account will also be subject to auditing annually like main ISCCM account by the auditor appointed to look after main ISCCM accounts.

3.4.2 The Associate Member on completing the requirements for Life Membership can pay the difference & become Life Member on furnishing necessary documents, subject to approval by the national executive committee in its regular meeting.

3.5 Cessation of Membership

The Executive Committee by 2/3 majority of the number of attending members may recommend to remove the name of any member of the Society from the Register of Members for gross misconduct after sending him / her a notice by registered post and giving him / her a proper opportunity to defend himself/herself including a hearing in person. Such action shall be subject to ratification by the General Body by 2/3rd majority of members present at the General Body Meeting.

3.6 Register of Membership

A register of members containing their names and addresses shall be kept. All changes in the status of members or their addresses, taking place from time to time shall be recorded. A complete list of members with their addresses shall be circulated to all members once in three years.

3.7 Privileges of Membership

3.7.1 All members will get the publications (IJCCM & Critical Care Communication) online only in the form of soft copy via the ISCCM & IJCCM websites, eTOC on their registered e-mail ID and the IJCCM app.

3.7.1.1. All communications to the members shall be in electronic format henceforth. This means that the proposed amendments to the constitution, Annual Report, Audited accounts shall be sent by e-mail and also put up on the ISCCM website in the members area. The annual report and the latest version of the constitution will be available to members only as a soft copy on the ISCCM website. Only in extraordinary circumstances shall the communication be via post.

3.7.2 The right to vote shall rest with all the Life Members approved until the last held AGM

3.8 Resignation

A member wishing to resign his / her membership shall send a written communication to the General Secretary. Membership fees paid by the members to the Society shall not be

refunded and the name of such member shall be removed from the Membership Register after approval by the National Executive Committee in its regular meeting.

4. Elections

4.1 Eligibility

4.1.1 For the post of President and Vice-Presidents, Gen. Secretary, Gen. Secretary-Elect, Secretary, the candidate should have been elected and not nominated for 4 (four) years as follows; on the National Executive Committee for a minimum of 2 (two) terms i. e. total 4 (four) years in the National Executive Committee or 1 (one) term of 2 (two) years in National Executive Committee and 2 (two) years as office bearer in the City Branch Executive Committee, the 2 terms not running concurrently. The coming elections will be held for both Gen. Secretary, Gen. Secretary-Elect. After 2016 elections will only be held for the post of Gen. Secretary-Elect.

4.1.2 For all other positions, membership of the Society for at least 5 year is mandatory. For re-eligibility to contest election for any post on the National Executive Committee the candidate must have attended at least 2(two) out of the last 4 (four) Executive Committee Meetings held in both years of his/her previous term. In case of such absence the member shall not be eligible to contest elections for one term (i.e. two years) and can contest after this term is over.

4.1.2.1 For re-eligibility to contest election for the post of President-Elect, Vice-Presidents, General Secretary or Treasurer on the National Executive Committee the candidate must have attended at least 3 (three) Executive Committee Meetings out of the 4 (four) last Executive Committee Meetings held in the term that he/she had served on the National Executive Committee. (This will be applicable to members serving on the on the National executive committee on or after February 1,2008).

4.1.3 No member shall be eligible to seek election for more than 2 tenures as Vice-President, Gen. Secretary-Elect, Treasurer, or Elected Member of the Executive Committee.

4.1.3.1 The term for President, President-elect, Immediate past president, General Secretary Elect, Secretary, Treasurer is one year and for Vice presidents two years, excepting the forthcoming elections (August 2013) when the President Elect will have 2 years tenure followed by one year each as President and Immediate Past President. The term for all position shall be 1 year except the 2 vice presidents who shall have tenure of 2 years. One vice president shall be elected alternate year. The term for executive committee member is two years and for zonal member is two years. Only members from that zone can vote for the zonal members Zone as defined above.

4.1.4 The President/President-Elect shall not seek election for any position in the Executive Committee after completing his / her tenure. However he / she can be nominated on

the executive committee as may be decided by the Executive Committee provided his tenure in the EC does not exceed 15 years, except the Editor,

- 4.1.5 A member shall not contest simultaneously for more than one office-bearers post (i.e., of President-Elect, Vice-President, Gen. Secretary-Elect & Treasurer)
- 4.1.6. No member except the president shall be on the executive committee for more than eight years regardless of posts held in the EC. After completing 8 years in the EC, the member can contest only for the post of President. Thus the president shall remain on the EC for 11 years i.e. 8 years as EC member and 1 year each as President elect, President and Immediate Past President. Apart from this only Editor of IJCCM & Chairman Credentials committee may be nominated after completing 11 years on EC. Total tenure in the EC for any member shall not be more than 15 years in any capacity henceforth (Feb 2013). The tenure of Vice Chancellor will be one year. Editor IJCCM and the Chairman Credentials committee shall be fixed at 2 years.
- 4.1.7 The tenure of all office bearers in all committees including College Board will be for one year as term of EC is now one year.

4.2 Election Procedure

- 4.2.1 The President shall become Immediate Past President and the President-Elect shall become President automatically after the expiry of their tenure at the End of their term during the concerned Annual General Body Meeting. The Elections shall be held for President-Elect, 2 Vice Presidents, Gen. Secretary, Secretary, Treasurer, Four Elected Governing Body Members (All-India basis) every two years.
- 4.2.2 By the 15TH of MAY, the General Secretary shall INFORM each member a list of vacancies in the Executive Committee, and invite nominations for these vacancies through e-mail and it will be put on website on the membership page. The nomination paper which shall set out the candidate's name, address and the office for which the candidate is nominated, shall be proposed by one valid member and duly signed by the candidate, signifying his/her willingness to stand for the election and to serve on the Executive Committee if elected. There shall be a separate nomination paper for each candidate, and for each post. These nominations must reach the General Secretary not later than 15th June. For every post, the nomination paper must be accompanied by a sum of Rs.5000/- (Rupees five thousand only) from a candidate, in the form of a demand draft payable at Mumbai. A nomination paper not accompanied by a Bank Draft of Rs.5000/-, shall be deemed invalid. A short bio-data not exceeding 200 words, may accompany the nomination if desired or it can also be sent as soft copy.
 - 4.2.2.1 The National Executive Committee in its meeting AT THE ANNUAL CONFERENCE shall appoint an Election Commission headed by President-Elect as chairperson along with three non-contesting Executive Committee members as members of the election commission to conduct the entire proceedings of the election, once the elections are announced by EC. If any

of the office bearers is contesting re- election he should not be the part of the election commission. Election administrator will be the chairman of the election commission i.e. the president elect along with three members The EC shall ascertain that only impartial and unbiased members are selected for this committee. The full details of the results of the election will be submitted to the EC for its approval. The results shall then be announced in the forthcoming Annual General Body Meeting. After this the new executive committee will assume office.

- 4.2.2.2. It shall be mandatory for all office bearers to sign the declaration about Conflict of Interest with the society during the EC meeting during annual conference each year. In case the member is absent he should sign the COI document within 30 days of the meeting.
- 4.2.3 After announcement of elections - the proceeding will be taken over by the election commissioner. All nominations will be received by the election commissioner. The Election commission shall inform BY EMAIL the contesting candidate of all the nominations received for the post they are contesting, and if any one wishes to withdraw his/her nomination, he/she should inform Election commissioner in writing or from the official e- mail address (i.e. registered with ISCCM headquarters previously) on or before the 30TH of June. No office bearer of ISCCM EC will indulge in any manner in the Election process.
- 4.2.4 Elections henceforth (2011) onwards will be held electronically to allow smooth web based online election, to facilitate transparent election process and to reach out to larger voter base. All possible efforts will be taken to maintain the sanctity of the electoral process.
- 4.2.5 CHANGE OF EMAIL ID AND ADDRESS: The members will be able to change address and email IDs only with request in writing or filling the database proforma which can also be downloaded from the website. The general secretary will personally verify the signature from the original form filled at the time of becoming member of the society. Only then the email id and address will be changed, .All the original letter request and data base form will be retained in the office. Members can request for change of email IDs until 1st July. The election process will start from 2nd July and no change in email IDs can be entertained after the election process has been started.
- 4.2.6 The date of election will be first week of August. From 00.00 hrs. on the first day of election to 1200 noon) on the last day of election. All members will receive a check e-mail one month before the date of elections. Members can check their email ids and authorized mobile nos. on the website of the society. The electronic voting will be held after a due process of database update, verification and security recommended by expert consultant /s and approved by the EC. All the details for electronic voting will be made available on the ISCCM website in the member's area. All the software checking will be done by Chairman along with at least one election commission member. In case of allegations or disputes the Executive Committee of the Society

(ISCCM) C shall appoint an external technical expert group investigate and give its verdict which will be binding on all concerned.

- 4.2.6.1. Canvassing in any form will result in automatic disqualification from the election process. This includes emails, SMS etc.
- 4.2.7 The results of the elections shall be declared preferably at the meeting of the Executive Committee on the last day of election or no later than 30th October.
- 4.2.8 In case of a vacancy arising out of an uncontested position, fresh nominations shall be invited by the Gen. Secretary by issuing a notice in the Journal by 31st December. Withdrawals and voting if necessary shall be held at the time of Annual General Body Meeting.
- 4.2.9 If a candidate gets elected to two positions in the Executive Committee, he/she shall vacate one position of his or her choice and the vacancy shall be filled by the candidate who polled the next highest votes in the category of the vacated position.
- 4.2.10 Any Executive Committee Member may resign his/her position by giving notice in writing to the Gen. Secretary or the President. The resignation shall take effect from the date of its acceptance by the Executive Committee. Once results are declared, it cannot be changed by any committee including election committee. It can be changed only following decision taken sequentially by either a Redressal Committee, or panel of past presidents or arbitration committee, in that order.
- 4.2.11 Any Executive Committee Member who ceases to be a valid member shall be deemed to have vacated his or her position in the Executive Committee.
- 4.2.12 If a vacancy occurs in any office otherwise than by efflux of time, the Executive Committee shall elect a member to fill this vacancy-not withstanding anything contained in clause 4.2.8 However, the Gen. Secretary shall invite nomination by an urgent short-notice. In the event of a contest, voting will be held in the ensuing National Executive Committee meeting by the members attending the Executive meeting.
- 4.2.12 Performance of election vendor will be reviewed and vendor changed if necessary through appropriate process of inviting applications. This will be done at the 1st meeting after the ISCCM annual conference by the president elect/chairperson ISCCM election commission and presented to the executive committee for approval

4.3 ELECTION DISPUTES

- 4.3.1 In the first instance, any complaint pertaining to any process of election must be lodged with the Chairperson of Election Commission along with documentary proof of any irregularity before the start of the counting procedure. No complaint other than that of the counting procedure shall be entertained once the counting procedure has started. Complaints pertaining to the counting procedure or counting irregularities, if any, must be lodged in writing by the contestant or his representative with the Chairperson of Election Commission during the counting procedure or immediately

after the counting has been completed or within fifteen days after the completion of counting.

- 4.3.1.1 Election commission chairperson and members should view election window prior to closure on last day.
- 4.3.1.2 Election contestants can request to see the post election voting pattern for his or her post at the Mumbai office. This will be through a written request and will be in the presence of at least one election commission member nominated for this process. Cost of this will be borne by the contestant.
- 4.3.2 An Election Redressal Committee comprising of the President and two immediate Past Presidents would review the evidence provided by the complainant and would give its ruling within 15 days. This ruling will be binding on all concerned. There cannot be any appeal against it.
- 4.3.3 If the complainant remains unsatisfied with the decision of the Election Redressal Committee, he/she may ask for hearing by the Panel of Arbitrators.
 - 4.3.3.1. Every attempt shall be made to avoid arbitration by constituting a bench of three past presidents who have not participated in the decision making in Redressal Committee to find an amicable solution.
 - 4.3.3.2 Past President/s who have not been part of the Redressal committee shall be nominated to the arbitration by the society. In any case, complete panel of arbitrators should be acceptable to all parties holding stake in the election process.
- 4.3.4 The Panel of Arbitrators shall comprise of
 - i) 2 Past Presidents
 - ii) Retired High Court Judge / Eminent Jurist
- 4.3.5 The arbitration proceedings shall be conducted in accordance with the Indian Arbitration and Conciliation Act, 1996.
- 4.3.6 The seat of Arbitration shall be at the Head Quarters of the Society at Mumbai.
- 4.3.7 The decision of the panel of Arbitrators shall be final and binding on all parties.
- 4.3.8 The National Executive Committee of the Society shall determine the fees payable to the non-ISCCM arbitrators.
- 4.3.9 The fee payable to the Arbitrators shall be borne by the contestant seeking arbitration if he loses arbitration. However society will bear this cost if he wins it. However the candidate cannot claim any compensation what so ever
 - 4.3.9.1 However no candidate holding stake in election either appellant or defendant can claim any compensation or any allowances related to any head during this redressal or arbitration process.

4.3.10 Once results are declared, it cannot be changed by any committee including election committee. It can be changed only following decision by either a Redressal Committee, or panel of past presidents (proposed) or arbitration committee.

4.4 Co-Option of Governing Body Members

4.4.1 The Executive Committee shall co-opt the following members in their first meeting after the Annual General Body Meeting.

4.4.1.1 Joint Secretary from the place of the President, to be nominated by the President.

4.4.1.2 Organising Secretary of Conference if any, Chairmen of Committees & Editor of the official Journal.

4.4.2 The Gen. Secretary shall receive nomination for the co-opted positions along with the consent of the nominees before-hand. The nomination for Joint Secretary shall be made by the President, the nomination for the Organising Secretary shall be made by the Branch hosting the Conference while the nomination for other posts, if any can be proposed by any sitting Executive Committee members.

4.4.2 President, president-elect and general secretary shall be exofficio members of the College Board

5. Order of Precedence and Protocol

5.1 Order of precedence shall be as under;

1. President.
2. Imm. Past President.
3. President-Elect.
4. Vice Presidents.
5. General Secretary.
6. Secretary.
7. Treasurer.
8. Joint Secretary.
9. Elected Members.
10. Editor IJCCM.
11. Organising Secretary (Present).

5.2 Protocol and seating arrangement on dais at various functions.

- Organising Secretary
- General Secretary ISCCM
- President ISCCM
- Chief Guest
- Guest of Honor
- Chairman Organising Committee
- Chairman Scientific Committee

6. Meetings

6.1 General Body

- 6.1.1 Annual General Body Meeting : The Annual General Body Meeting of the Society shall be held each year on a day, time and place to be fixed by Executive committee (January / February unless otherwise decided by the executive committee under exceptional situations) when the change of office bearers, if any, will take place. The Notice and Agenda for the Annual General Body Meeting of the Society shall be posted at least 30 days in advance of the date fixed for the meeting. Any member desiring to move a resolution at the Annual Meeting shall give notice of the same in writing to the General Secretary at least sixty days before the date fixed for the General Meeting.
- 6.1.2 The President shall preside over all meetings of the Executive Committee and the General Body. If the President is not present, one of the Vice-Presidents in order of seniority or in their absence, one of the Committee member present at the meeting shall be elected by other members to preside over the meeting. The seniority of the Vice-President shall be decided by the number of votes polled in the elected or, in case of uncontested election, by the length of membership of the Society.
- 6.1.3 The President may, whenever he thinks fit, and upon a requisition made in writing and signed by not less than 20% or 100 whichever is less, Members of the Society, shall convene a Special General Body Meeting at such place as he may decide. Any requisition made by the members shall state the objects of the Special Meeting proposed to be called and shall be addressed to the General Secretary.
- 6.1.4 The General Secretary shall, upon receipt of such a requisition, proceed to convene, under orders of the President, a Special General Body Meeting which shall be held within sixty days from the date of receipt of such a requisition, at a place and time fixed by the President.
- 6.1.5 At the Special General Body Meeting, only the business for which notice has been given or such questions as naturally arises thereon shall be discussed.
- 6.1.6 20% of members or 100 whichever is less present at a General Body Meeting shall form the quorum for that meeting.
- 6.1.7 If within half an hour from the time appointed for a General Body Meeting there is no quorum, the meeting, if convened on the requisition of members, shall be dissolved, and in any other case, shall stand adjourned to half an hour and will meet on the same day and at the same place.
- 6.1.8 The person presiding at the General Body Meeting may, with the consent of the Members, adjourn the same from time to time and from place to place: but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 6.1.9 No quorum shall be necessary for any adjourned General Body Meeting.

6.1.10 Subject to the law being in force at that time the resolutions passed in a General Body Meeting shall be given immediate effect to, by the office-bearers of the Society, unless stated otherwise.

6.2 Executive Committee

6.2.1 A meeting of the Executive Committee shall be convened by the General Secretary with the consent of the President.

6.2.1.1. The airfare for the travel to the EC meeting will be reimbursed as per society rules i.e.; as per the minimum decided by the EC at the beginning of the year once the dates for EC are fixed.

6.2.1.2. No reimbursement shall be given in case of cancellation of ticket on unless the meeting has been cancelled or postponed by the president.

6.2.1.3. A policy book shall be maintained in the ISCCM head office. All major decision taken during the Executive Committee meeting shall be recorded in it after confirmation of minutes in the next EC.

6.2.2 Executive Committee Meeting: The Executive Committee shall meet atleast four times in a year or at such times necessary for transactions of the business for the Society. It will submit an annual report of the activities of the various Sub-Committees if any, and the activities of the Society together with a statement of the assets and liabilities of the Society and an abstract of receipts and disbursements during the year and the report of the Auditors, if any during the last Executive Committee Meeting before the Annual General Body Meeting.

6.2.2.1. E-executive meeting—A meeting of all the executive members via e-mail in the interval between the 4 EC meetings. A group of all executive members will be formed on internet after every Annual general body meeting. The secretary will make it assured that every executive member is getting the mail in the group.

6.2.2.2. No person will put agenda directly to all the members. He will refer it to president. If president feels that any agenda requires urgent discussion, he will put in front of the executive through group email addresses.

6.2.2.3. EC members will get one week to give their view point on the issue under discussion. After one week the president will give the conclusion of E-meeting. If there is no objection for 2 days then the proposal will be considered to have been passed.

6.2.2.4. The general secretary will summarize the discussion during the e- meetings which has to be confirmed in the next executive committee.

6.2.3 The General Secretary shall convene a special meeting of the Executive Committee upon a requisition in writing signed by not less than 10 members of the Executive Committee. At least three weeks prior notice shall be given to the members of the

Executive Committee for an ordinary meeting of the Governing Body. An urgent meeting may be called at a shorter notice which should not be less than 7 days.

- 6.2.4 Ten members of the Executive Committee shall be the quorum for meeting of the Executive Committee. If there is no quorum within 15 minutes after the appointed time, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned for half an hour and meet in the same place and on the same day. For such an adjourned meeting a quorum will not be necessary and it may transact the business for which the meeting was called.

7. Management

- 7.1 The management of the Society shall be vested in the Executive Committee, who in addition to the powers by these rules expressly conferred upon them may exercise all such powers, and do all such acts and things, as may be exercised or done by the Society and are not hereby or by law, expressed, directed or required to be exercised or done by the Society in the General Body Meeting.
- 7.2 Without prejudice to the general powers hereby conferred, the Executive Committee shall have the following powers, that is to say; power.
- 7.2.1 To acquire by purchase, lease or otherwise, for the Society any property, rights, or privileges which the Society is authorised to acquire at such price and generally on such terms and conditions as they may think it.
- 7.2.2 To enter into all such negotiations and contracts, and rescind and execute and do all such acts, deeds and things, in the name and on behalf of the Society as they may consider expedient for, or in relation to any of the properties, rights, and privileges
- 7.2.3 To borrow or secure the payment of any sum or sums of money for the purposes of the Society.
- 7.2.4 To institute, conduct, defend, compound or abandon any legal proceedings by or against the Society or otherwise concerning the affairs of the Society and to compound and allow time for payment or satisfaction of any debts due, and of any claims or demands by or against the Society.
- 7.2.5 To refer any claim or demands by or against the Society, to arbitration and to observe and perform the awards.
- 7.2.6 To make and give receipts, releases and other discharges for money payable to the Society and for the claims and demands of the Society.
- 7.2.7 To receive donations and any other sums of money and all and any other materials, articles and things due to or intended for the Society.
- 7.2.8 To incur all necessary expenses for the maintenance and carrying out of the objects and intentions of these Rules and Memorandum of the Society.

- 7.2.9 To appoint one or more persons whether members or not to constitute a Board of Examiners, whenever necessary.
- 7.2.10 To appoint and, at their discretion, remove or suspend such managers, clerks, agents and servants for permanent, temporary, or special services as they may from time to time think fit, and to determine their powers and duties and fix their salaries or emoluments and to require security in such instances and to such amount as they may think fit.
- 7.2.11 To appoint committees and to delegate, subject to such conditions as they may impose, any of their powers to such committees or such member or members of their body as they may think fit and revoke from time to time such delegation.
- 7.2.12 To nominate a Chairman and a Convener from amongst the members of such a Committee. The Chairman will preside at such Committee meetings and the Convener shall be responsible for convening, keeping accurate minutes for forwarding the reports of these Committees to the Executive Committee. The President, President-Elect, the General Secretary will be ex-officio members of these Committees and for Finance Committee, Treasurer shall be Convener.
- 7.2.13 To make, vary and repeal bye-laws for the regulation of the Society, its officers, managers, clerks, agents and servants.
- 7.2.14 **Credential Committee**
The National Executive Committee shall appoint a Credential Committee to oversee the selection of the Editor of the Journal. The Credential Committee shall consist of One Chairperson, One Sitting member of the Executive Committee, One Nominated member of Society of repute with President and General Secretary as Ex-officio members. The Committee shall come into existence when the election for the Editor is announced by the General Secretary who shall call for nominations as per election procedure (clause 4.2.2).
- 7.2.15 Credentials committee to be common for both ISCCM and ICCM. This will have 5 members and will be nominated by President in EC meeting

8. Property, Money and Accounts

- 8.1 The property, moveable or immovable, belonging to the Society shall vest in the Executive Committee.
- 8.2 No sale, exchange, mortgage, lease or other transfer of immovable property belonging to the Society shall be valid till atleast the President and one of the Vice-President or the General Secretary shall execute the document of transfer.
- 8.3 All moneys of the Society shall be deposited and /or invested:-
- 8.3.1 In approved Bank or Banks.

- 8.3.2 In Government and other negotiable trust securities or in any other mode permitted under the Act or in accordance with the administrative orders of Government from time to time.
- 8.4 Accounts and other investments in the name of the Society shall be operated by the President, General Secretary, Secretary, Treasurer, each document being signed by any two of them.
- 8.5 All finances, funds raised in the name of ISCCM (Central body) by any individual, committee, subcommittee, will be deposited in the central body account at Mumbai.
- 8.6 No money can be spent without prior approval of the EC irrespective of who has raised the fund.

9. Duties of Office-Bearers

- 9.1 **President:** The President will preside over the General Body and all other official meeting of the Society. The President shall guide the activities of the Society and further the aims and objectives of the Society. The President may allocate all or any of the powers and duties under this or any other clause of these rules to the General Secretary.
- 9.2 **Vice - President:** Vice-President will preside over the meetings in the absence of the President. They will act according to the duties assigned by the President and help the President actively to further the aims and objects of the Society.
- 9.3 **President-Elect:** He / She will act according to the duties assigned by the President and help the President actively to further the aims and objects of the Society.
- 9.4 **General Secretary:** Subject to the control and regulations of the Executive Committee, the General Secretary shall be responsible for carrying out the directions and decisions of the Executive Committee. In particular, the General Secretary shall:
- 9.4.1 Convene meeting of the Executive Committee whenever necessary or called upon to do so.
- 9.4.2 Have administrative control over all the affairs of the Society.
- 9.4.3 Keep accurate minutes of all the meetings of the Society and Executive Committee.
- 9.4.4 Prepare the annual report of the Society.
- 9.4.5 Be in charge of the furniture, library and all documents and other assets of the Society.
- 9.4.6 Collect all dues of the Society and pay in all such amounts into the banking account of the Association, and inform the Treasurer once every month of the money so paid.
- 9.4.7 Make disbursement and maintain vouchers, provided that any expenditure exceeding Rs. 5000/- in a month shall be made after obtaining sanction of the Executive Committee.

- 9.4.8 Perform such duties as are incident to his office.
- 9.4.9 All notices, communications, letters, memoranda and other papers whether they are acts of the Executive Committee or of the General Body shall be signed or authenticated by the General Secretary and when so signed or authenticated shall be conclusive.
- 9.5 Secretary: He shall carry out such duties as assigned by the President or the General Secretary.
- 9.6 Joint Secretary: He shall carry out such duties as assigned by the President or the General Secretary, Secretary.
- 9.7 Treasurer: The Treasurer shall maintain true accounts of the funds and other assets of the Society and of funds and other assets connected with or in any way controlled by the Society.
- 9.8 Elected Office Bearers (President, President-Elect, Vice President, General Secretary, Secretary) of the National Executive Committee shall not hold any office-bearer post in the Executive Committee of the City Branches (i.e. Chairperson, Secretary) during their tenure on the National Executive Committee.

10. Miscellaneous Administrative Rules

- 10.1 Every question submitted to a meeting of the Executive Committee or of the General Body shall be decided according to the majority of the votes cast by the members present and voting at such a meeting. In case of equality of votes, the person presiding shall have a second or casting vote in addition to his vote as a member.
- 10.2 Once at least in every year the accounts of the Society shall be examined and audited and their correctness ascertained by one or more registered accountant appointed for the ensuing year by the members at Annual General Body Meeting each year. The report of the Auditor or Auditors shall form part of the Annual Report submitted to the next General Body meeting. The Auditor of the Society shall hold office until the next Annual General Body Meeting. The retiring Auditors shall be eligible for reappointment. The Auditor or Auditors shall be paid such remuneration or honorarium as the members may fix at the Annual General Body Meeting at which such Auditor or Auditors may be appointed.
- 10.3 Any notice required by these Rules may be given by sending by ordinary post prepaid letter to the address mentioned in the register of members and the same shall be deemed to have been received by the addressee on the date on which it would have reached him in the ordinary course of post.

11. Publications and Editors

- 11.1 The Society may Publish a Journal, books, pamphlets or any other publications under the general directions of the Executive Committee. The Journal shall be published under the direction of an Editorial Board, consisting of Editor (1), Executive Editor (1), Assistant Editors (2), Members (5). The Board shall be in office for three years and will be eligible for re-

nomination so as to have a total tenure of not more than six years. The Board shall work under the general control and supervision of the Executive Committee and shall submit six monthly reports to that Body at its next meeting.

- 11.2 The Editor's post shall be filled by inviting nominations from amongst the members of the Society. The Credential Committee will review these nominations and recommend 3 names to the Executive Committee in the order of merit for consideration to nominate one person out of these as the Editor. The Editor so nominated shall hold the position for a period of 3 years but shall be eligible for renomination for a maximum of one more tenures of 3 years, consecutive or otherwise. For all other periodicals or books or books to be published by the Society, nominations for the Editorship shall be processed by the Credential Committee and Executive Committee in a similar manner.

- 11.2.1 The Executive Editor, 1 Asst. Editor and 3 members shall be nominated by the National Executive Committee as and when the vacancies arise in consultation with the Chief Editor. The remaining 1 Asst. Editor and 2 members shall be nominated from the place of publication of the journal with the concurrence of the Editor.

ISCCM shall publish a bimonthly newsletter called the Critical Care Communications. The President-elect shall be the editor of the newsletter. His term will not extend beyond 1 year effective 2016. At the time of change of Editor, the EC will nominate 3 associate editors.

12. Academic Wings

- 12.1 The Society may constitute one or more Academic Wings under its framework to carry out its Academic and Research objectives.
- 12.2 Such wings or units shall evolve their own working rules and regulation within the framework of the Society.

13. Branches (Revised)

- 13.1 Any City having atleast 10 valid life members of the Society can form a Branch.
- 13.2 All City Branches shall be governed by the Constitution of the Society. Branches will follow society constitution in letter and spirit when a provision is not there in branch constitution.
- 13.3 Membership of the Society is mandatory to become a member of the City Branch. There shall be no separate membership form of the City Branch.
- 13.4 All members must pay their dues to the Central Office of the Society only. All City Branches will forward the entire amount of membership fees along with membership form of the society to the Headquarters if received by them. No additional membership fees are to be collected by the city branch from the member. (see also clause 3.4.1)
- 13.5 The administrative, financial and local academic activities of the Branches are governed by their own Executive Committee.

13.6 The head of the City Branch shall be known as 'Chairman' and not as 'President'. The Executive Committee shall consist of 1 Chairman, 1 Secretary, 1 Treasurer and 6 Committee members

13.7 Applications for the formation of City Branch shall be made to the General Secretary who after due scrutiny shall place before the National Executive Committee his / her recommendations for their consideration. The decision of the National Executive Committee shall be final. The Secretary of the proposed City Branch after receiving the approval letter to form the City Branch from the General Secretary will proceed to open a bank account in the name of "ISCCM - City Branch" and complete all other necessary formalities viz. charity commissioner, society registration, legal and other taxation or any other relevant/related formalities. The city branch will be solely responsible for maintaining its own accounts, including auditing of the accounts, investments, filling of income tax returns and tax liabilities and any other related/relevant matters and liabilities. No liabilities, financial or legal or any other matters arising of/in regards to above shall be the responsibility of the Society.

13.7.1. All city branches shall hold elections every 2 years. The election formalities shall be completed before 30th November and, the new EC will assume office from 1st week of April of the following year. The results should be informed to the central body within one month of announcement of elections results which will also be called completion of election process. No office bearer of the branch shall hold office for the same post for more than 2 terms. The Chairman can hold only one term of 2 years. In case of small branches, the members of the local EC can continue to function in case two thirds of the life members of the local branch pass a resolution stating this and send it to the centre. With this provision the Chairman can continue for no longer than 3 terms. The immediate past chairman and secretary will be ex-officio members of the next EC of the branch.

In case the city branch is organizing the National annual conference, the elections shall be held only after the election process is over, which must be completed before the yearend i. e. before November and the new EC will take over from first week of April of the next calendar year .

If elections are not held as per constitution, the previous executive committee of the branch will stand dissolved automatically without any notice. Non compliant branches will be suspended by the National executive committee. If any branch , thus suspended, will have to reapply for re- recognition to National executive committee

13.8 Each City Branch must submit an Annual Report of its activities in each calendar year, as well as a copy of its audited accounts to the National Secretariat.

13.8.1 Branches failing to comply with this requirement (13.8) will not be eligible to receive any financial assistance from Headquarters or to host any National, International Conference / CME under the auspices of the Society.

13.8.2 The National Executive Committee alternatively (over and above clause 13.8.1) reserves the rights to dissolve the city branch or only dismiss the office bearers of the City Branch with caretaker office bearers in their place till fresh elections are held

(within three months) should clause 13.8 be not complied for a consecutive period of two years.

- 13.8.3 These dismissed office bearers will not be eligible for re-election to any executive / academic committee posts in the City Branches or National Executive Committee of ISCCM for a period of four years.
- 13.9 The City Branch may organize local academic activities in any sub-specialty of Critical Care Medicine. The City Branch will not be a sponsor/co-sponsor with any organization with similar ideology for any academic programmes without prior written approval of the National Executive Committee. The central office shall not be responsible for providing any form of financial assistance to hold these academic activities.
- 13.9.1 The National Executive Committee at any given time reserves the rights to discuss / scrutinize / question any such sponsorship / co-sponsorship (13.9) by the City Branch which has worked against the interest of the Society. The Chairperson and Secretary of the concerned City Branch in which case, will be invited to the National Executive Committee for discussion. The matter after due discussion in the National Executive Committee meeting, if a prima facie is found by 2/3 majority of the attending members, the matter will be referred to the General Body for necessary remedial measures. The decision taken at the General Body Meeting will be final and binding on the concerned city branch.
- 13.9.2 Annual conference bid application must be accompanied by pre-signed contract agreement form with ISCCM EC – this contract will be signed by the proposed organizing chairperson, Organizing secretary, local branch chairman, and local branch secretary. In case the organizing chairman and secretary happen to be the office bearers then 2 EC members should also sign the agreement. If the bid is successful then such EC of the city branch will not change (no election of city branch will be held) till conference process is pronounced completed by EC, through an EC mandate. EC can dismiss errant organizing committee/ Local city branch EC after due warning. It will have the powers to take control of all conference accounts if audited accounts are not submitted within six months of completion of conference month to month.
- 13.9.3 The city branch that has been selected to host the National Annual conference will enter into a contractual agreement with the ISCCM. This agreement will reflect the provisions of the constitution governing the conference conduct and accounts. The agreement will be signed by the President and General Secretary of the ISCCM on behalf of the ISCCM, and by the (1) Chairperson of the city branch hosting the conference, (2) Secretary of the city branch hosting the conference, (3) Chairman of the Conference Organising Committee and (4) Organising Secretary of the Conference. The same individual must sign in his/her individual capacity, as the case may arise. This agreement will be signed by all the concerned signatories within one month of the date on which the conference is awarded to the city branch, and must be presented to the Executive Committee for ratification at the next executive committee meeting. In case of a change in the conference organising committee or

city branch executive committee, the agreement will have to be signed again by the concerned persons.

13.9.4 The ISCCM will appoint one or more advisors to the conference organizing committee. There will be one advisor to oversee the scientific programme. Another advisor/s may be appointed to look into financial and administrative aspects of the programme. The advisors will have the right to examine all accounts and financial transactions related to the conference at any time. These advisors will act on behalf of and report to the ISCCM executive committee.

13.10 All receipts in name of conference on any head what so ever will be deposited in the central ISCCM account only. Automatically 70% of such received amount will be transferred to the account of organizing committee. However, all expenses incurred by the organizing committee of the conference are subject to auditing and will have to be presented to EC within 6 months of completion of the conference and should be approved. EC if so desires, can appoint its own auditors to look into the accounts of the conference. It is advised that no wasteful expenditure is incurred in organization of the conference and maximum savings be done for the city branch also.

13.10.1 The ISCCM will appoint one or more advisors to the Conference Organising Committee. These advisors will supervise and oversee the scientific, financial and administrative aspects of the conference. The advisors will have the right to examine all accounts and financial transactions related to the conference at any time. These advisors will act on behalf of and report to the ISCCM executive committee.

13.10.2 The audited accounts of the conference will be submitted to the ISCCM within 6 months from the last date of the conference. All conference accounts will be subject to scrutiny by the ISCCM at any time. Either the National advisors on the Organising committee or the ISCCM may call for verification of the conference accounts by auditors appointed by it.

13.10.3 The City Branch holding such conference will also strictly abide by the provisions of the contractual Conference Agreement and other conference guidelines in force at that time which may be subject to revision from time to time. Any breach of agreement on the part of the organizing committee or the city branch will invite penal action against the signatories of the Branch and Organising Committee to the agreement and other office bearers of the city branch. Penal action will be similar to that detailed in the Constitution, Sections 13.8.1, 13.8.2 and 13.8.3. The Executive Committee may investigate and take action based on receipt of any complaints received by it from any member of the ISCCM, on its own cognizance, or on the recommendation of the National advisors or auditors appointed by the National Executive Committee to oversee the conference.

13.11 Proper decorum shall be maintained by inviting the President, President-Elect, Secretaries and Treasurer of Indian Society of Critical Care Medicine to such National and International Conferences. Proper sitting arrangement on the dias during inaugural function of such conferences and workshops shall be maintained as specified in clause 5.2.

13.12 Elections

13.12.1 The new executive committee shall take office immediately after the Annual General Body Meeting of the Branch.

13.12.2 The Executive Committee shall hold its executive meeting at quarterly intervals in a given year or more often if required.

13.12.3 The Executive Committee shall maintain proper records of the minutes of their executive committee meeting and annual general body meeting.

13.12.4 Executive committee of the City Branch will be constituted either by representation from individual hospital, if so possible; by rotation every two years or through local elections to all committee posts every two years. The dates of election will be the same as for the National Executive Committee posts every year. The result of which will be communicated by the Chairman of the respective City Branch to the General Secretary.

13.12.5 Exception to 13.12.4 : In case a city branch is selected to host the national annual conference, the office bearers (Chairperson, Secretary, Treasurer) of the committee at the time the conference is awarded to the branch will remain in office till 6 months after the last date of the national conference.

14. Amendment & Repeal

14.1 Subject to the law for the time in force, the members in General Body Meeting shall have power to add, to vary or repeal any of the provisions contained in these Rules, provided that such additions, variations or repeal is effected by means of a resolution of which due notice (as defined in Rule 5.1.5) shall have been given and which shall be ascended to by the vote of at least two-third of the members present at the meeting.

14.2 Any proposal/suggestion which has been discussed after a due notice in the Annual General Meeting and has been rejected shall not be brought up again for a period of 3 years. as per clause 12 of the Society Registration Act 1860.

15. Funds

15.1 Source of funds shall be

15.1.1 Membership fees

15.1.2 Publications

15.1.3 Training programme fees, Conference, Exhibition fees

15.1.4 Contributions from Patrons

15.1.5 Donations

16. Indian College of Critical Care Medicine

CHAPTER 1

AIM

This College has been established within the governance of the Indian Society of Critical Care Medicine for the following purposes

- 1) To implement and carry out all the educational activities including Indian fellowship in critical care medicine(IFCCM) and Indian diploma in critical care medicine (IDCCM)
- 2) To recognize and honor members of the Society who have shown dedication and leadership in the practice of Critical Care.
- 3) To promote a forum for the development of collaborative practice amongst the specialties and professions providing Critical Care.
- 4) To Guide the Society from time to time in academic activities and develop new programmes

This College is organized as an autonomous body for its internal affairs, but shall in no way act in a manner prejudicial to the Society or contrary to the Society's by laws, which shall take precedence over this document.

CHAPTER 2

Name and Offices

2. 1 - Name

The name of this College is the Indian College of Critical Care Medicine

Members inducted into the College, and who retain their Fellowship status, shall use the designation Fellow of Indian college of Critical Care Medicine [FICCM].

2. 2 - Offices

The offices of the college will be maintained in the registered office of the Society or an area approved by the executive committee of the society.

CHAPTER 3

Fellows

SECTION 1 - Eligibility

Only active members of the Society shall be eligible to apply for Fellowship or be nominated for Fellowship.

SECTION 2 - Election of Fellows

1. Fellowship by Application

Candidates applying for fellowship should meet the following criteria

1. Candidates should be member of ISCCM for 5 years.
2. Physicians with Subspecialty certification in anesthesia or chest medicine, Internal Medicine, Pulmonary Medicine, Surgery, Critical Care, pediatrics or equivalent as approved by the Board can apply This also includes diploma in the same subjects. Those who fulfill the following criteria can apply :
 - 1) Candidates who have cleared Indian fellowship of critical care medicine OR who have cleared Fellowship of National Board in critical care (FNB) OR Members who are honorary fellow of Indian society of critical care medicine (FISCCM)
 - 2) Candidate who have cleared Indian diploma in critical care Medicine and has demonstrated involvement in the practice of Critical Care by research, publication and outstanding dedication and leadership in the practice of critical care sufficient to recommend election

OR

3) Candidates who are American board certified in critical care medicine

4) Candidates who have cleared European diploma in critical care Medicine or FJICCM from Australia and practicing in India for the last 2yrs

AND

Demonstrated involvement in the practice of Critical Care by research, publication, or by involvement in national and community forums and demonstrated outstanding dedication and/or leadership in the practice of Critical Care.

Or

All present teachers of the Critical Care Courses being run by the National Board

Or

All present and past teachers of educational courses run by ISCCM (IDCCM and IFCCM)

Or

Teachers of DM (critical Care) or Pulmoary and Critical Care

(a) Procedure for Application: Information and application forms shall be obtainable from the Society's office. Applications, requested documentation, and application fee shall be returned to the Society's office for processing. A onetime fee of Rs10000 will be charged along with application.

Credentialing: The Credentials Committee of the College shall examine the application to substantiate the applicant meets the established criteria for Fellowship. A onetime fee of Rs 10000/ will be charged along with application.

If the member wants the application can remain under active consideration for next 3 years. If the applicant wishes to withdraw application then Rs 5000/- shall be refunded and Rs 5000 shall be retained by the ISCCM as processing charges.

(b) Procedure for Election: The Credentials Committee shall forward a list of suitable applicants to the Board of college. A two-thirds (2/3) majority of the Board will be required to admit the applicant to Fellowship. The election procedure shall be completed three months prior to the annual meeting of the Society. Candidates shall be notified in writing of the Board's decision.

(c) Procedure for Appeal: At the time of application, candidates shall be notified of the appeals process as set forth in the Policy.

2) Fellowship by Nomination

Select very senior member will be nominated by the President of the Society and may be admitted to the College as fellow if their contributions to multispecialty and multi-disciplinary Critical Care Medicine. Their number would not be more than one fellow per year. He should be member of the society at least for 6 years. Members may not apply for Fellowship; rather, the election process will be as follows: The name can also be proposed by any fellow or EC member by 31st Sept each year. They should send it to the President along with a brief about the member not exceeding 200 words.

The decision of the President would be final

SECTION 3 – Induction and convocation ceremony

(a) No member of the Society elected to Fellowship shall be designated Fellow in Critical Care Medicine (FICCM) until they have attended the induction convocation ceremony held in conjunction with the ISCCM Annual Meeting.

- 1) Elected Candidates who fail to attend an induction ceremony for three years after selection shall be asked to reapply for Fellowship. Extensions may be granted by the Board when candidates have been prevented from attending for more pressing professional or personal reasons. Candidates who wish to obtain an extension shall write to the Chancellor, indicating why they are unable to attend and confirm their continued involvement in multidisciplinary Critical Care.
- 2) The function will be held on 1st or 2nd day of the conference.
- 3) The function will have the following agenda:
 - i) Welcome
 - ii) Report of the secretary

- iii) Chancellor address
- iv) Past president oration
- v) Award of fellowship
- vi) Other awards
- vii) Vote of thanks

4) The arrangement on the dais would be like this:

Front Row

- i) Chancellor - In the centre
- ii) President - Right side
- iii) Vice chancellor - Left side
- iv) Secretary of the college – Left to vice chancellor
- v) President (elect) – Right to president

Back Row

All the members of College Board

SECTION 4 - Termination of Fellowship

Any Fellow of the College whose membership of the Society ceases for any reason shall automatically be removed from Fellowship of the College.

SECTION 5 - Voting rights

All Fellows in good standing as members of the College and Society shall be entitled to one vote on each matter of business submitted to vote of the Fellows in fellows meeting

CHAPTER 4

Meetings of Fellows

SECTION 1 - Annual Meeting

There will be an Annual Meeting to conduct the business of the College in conjunction with each Annual Meeting of the Society. This will have following agenda: Chancellor will preside over the meeting.

- 1) Secretaries report -15mts (5mts for each secretary and nursing coordinator)
- 2) Financial Report
- 3) Approval of the constitutional amendments
- 4) Felicitation of Fellows
- 5) Any other with the prior permission of the chancellor. This should occur on any day of the annual conference. The fellows should be informed one month before the meeting.

SECTION 2 - Notice of Meeting

Fellows will be notified thirty days prior of the day, time and place of any business meeting.

SECTION 3 - Quorum

The voting membership present at any Annual Business Meeting shall constitute a quorum for business. The number should not be less than 10.

SECTION 4 - Rules

The conduct of all meetings of the College shall be governed by proper parliamentary procedure.

Chapter 5

College board

SECTION 1 - Authority and Duties

(a) The affairs and business of the College shall be managed by the college board

College board will consist of the following

- . Chancellor-President ISCCM
- . Vice chancellor
- . Past chancellor
- . 4 Secretaries one each for College, Accreditation, Nursing and Examinations
- . 4 Secretary Elects one each for College, Accreditation, Nursing and Examinations and they will take over as secretaries in the next term. If any of these are unwilling to work on the given post, Chancellor will have power to nominate.

- . President-elect, ISCCM
- . General Secretary, ISCCM
- . Chairman, Pediatric Section of the society,
- . ISCCM Past President till 2017

- (b)** The College shall be responsible for its own internal organization and for the distribution of funds approved by executive committee of ISCCM.
- (c)** Official correspondence of the College shall be conducted through the Society by college secretary.
- (d)** Serving President of ISCCM would be The Chancellor of the Board of the Indian College of Critical Care Medicine In the event that The Chancellor is unable to attend a Board meeting, he/she shall designate vice chancellor, past chancellor in that order to chair the meeting. Vice –chancellor will be the executive and academic head of the college for its activities.

Responsibility of chancellor:

- 1)** Be responsible for maintaining communication within the College.
- 2)** Shall report on the activities of the College to the board and to the Membership at the society's annual business meeting.
- 3)** Shall coordinate with secretary college for the IDCCC and IFCC and post MBBS courses and other Courses, secretary accreditation and coordinator Nursing course

SECTION 2 - Number and Classes

- 1) Only President, President-elect, General Secretary and Chairman, Pediatric Section of the society would be ex-officio members of the board. Past President will be ex-officio member for the year 2014 to 2017.
- 2) Nominated/elected Board members will be redesignated as secretary elects. Each one will be given responsibility by the chancellor, one each for college, accreditation, nursing critical care and examinations after their consent. They will take over as the secretaries in the next term. They will work in close association with secretaries to understand the working. College secretary will coordinate with all secretaries and secretary elects of all the activities of the college.
- 3) The term for all members will be one year except member secretary elects; which will be two years (one year as secretary elect and next year as secretary)

SECTION 3 - Nomination and Election

- (a)** Nominating Committee – A nominating committee shall be appointed by the Chancellor to prepare a list of candidates after their written approval for elections to the board prior to the Annual Meeting of the College.

(b) Eligibility:

1. He should be the fellow of the college for the last 3 years.
2. He should be teacher of the college run courses for the last four years (IDCCM/IFCCM).
3. He is willing to work as Secretary Elect for one year followed by Secretary for the next one years in the designated department (accreditation, college, controller of examination, Nursing). Total duration two years.

(c) Selection Process:

1. The applicant will apply for the desired secretary elect post in detailed form with detailed resume.
2. One fellow can apply only for one category of secretary elect post
3. Applicant will apply along with a non-refundable fee of Rs. 5000/- .
4. Credential Committee will scrutinize the form within three weeks after the last date of withdrawal.

5. If the candidates are more than one in any of the category of secretary elect than there could be election electronically.
 6. The process should start with the general election of ISCCM and should finish at the same time.
 7. If there is no application in any of the category, the Chancellor and the College Board will nominate that secretary elect in that category.
 8. For a particular post, same candidate cannot be nominated for more than 2 tenures.
- (d)** President elect ISCCM will oversee the election of board members. This process should start 5 months before the annual general body meeting of college.
- (e)** Election of Vice – Chancellor: Eligibility: He should be fellow of the college. He should have served on the board for at least one term. His credentials should be approved by the credential committee. Election: Will be elected by fellows by votes cast electronically or written ballot as decided by the President Elect.
- Election process for all the posts of the college should start by August and complete by December.

SECTION 4 – Tenure and Qualifications of the Board members

- (a)** There will be no post of Board members as they will be redesignated as secretaries and secretary elects.
- (b)** Members of board who fail to attend two consecutive, regularly scheduled meetings shall be removed unless reinstated by 2/3 vote of the board]
- (c)** Chancellor, Vice-Chancellor and Secretaries (college and accreditation) term will not be more than one term i.e. 1 year
- (d)** No member will be on college board for more than 6 years including as a copted member

SECTION 5 - Vacancies

Vacancies on the board will be filled by nomination of the Chancellor and approval of the 2/3rd o the board, for the unexpired term.

SECTION 6 - Meetings

- (a)** An annual meeting of the board shall take place in conjunction with the Society's Annual Meeting, following the annual meeting of the College.
- (b)** Interim meetings of the board may be called by or at the request of the Chancellor not more than four times a year. Members will be given at least thirty (30) days notice of such a meeting. This could be prior to executive meeting of ISCCM.

SECTION 7 Quorum

A majority of the authorized number of the board shall constitute a quorum.
Minimum of 4 members should be present.

SECTION 8 - Action of board

Except as otherwise specified in these Guidelines for Governance, every decision done or made by a majority of the members of the members present at a meeting duly held at which a quorum is present. The Chancellor, or Acting Chancellor, shall have no vote in the conduct of College business unless the votes cast are tied.

SECTION 9 - Officers

- (a)** Officers and Their Nominations: The officers of the Board of members shall be the Chancellor, the Vice Chancellor, the Past Chancellor, and the Secretary of college. The officers constitute the College Executive Committee and are empowered to act for the Board in the interval between its meetings. On the College Executive Committee, only the position of Secretary will be an elected position. The Board prior to the Annual Meeting of the College must confirm the nomination(s).

Additional nominations may be made by written petition, signed by 10 Fellows in good standing and filed in the College's office thirty (30) days prior to the interim meeting of the Board.

- (b) Vacancies: A vacancy in any office, other than the Chancellor, shall be filled by nomination of the Chancellor with the approval of two-thirds (2/3) of the Board present at the next meeting. A vacancy in the office of Chancellor shall be automatically filled by the Vice Chancellor, who shall serve for the unexpired portion of the Chancellor's predecessor's term prior to beginning his/her own term. Thereafter, the order of precedence shall be Past Chancellor and secretary of college..
- (c) Role of the Chancellor: It shall be the duty of the Chancellor to preside over all meetings of the College and Board, to cast a deciding vote, to see that the proper parliamentary procedure and decorum are enforced in all deliberations of the College. The Chancellor shall appoint committee members
- (d) Role of the Vice Chancellor: He will be the executive head of the college. the Vice Chancellor shall preside over deliberations of the College in the absence of Chancellor. The Vice Chancellor shall act on behalf of the Chancellor in the event of the Chancellor's incapacity.
- (e) Role of the Past Chancellor: In the absence of the Chancellor and the Vice Chancellor, the Past Chancellor shall preside over the deliberations of the College.
- (f) Role of the Secretary of college: The Secretary shall keep minutes of the meetings of the College and forward these minutes to the Society's office for distribution to Fellows. The Secretary- shall maintain current list of Fellows in the Society's office. The Secretary shall preside over the deliberations of the College in the absence of the Chancellor, the Vice Chancellor, and the Past Chancellor. He will be responsible for monitoring IDCCM, IFCCM. Post MBBS courses Secretary Accreditation- will supervise the accreditation of all the institutes and teachers.
- (g) Examination coordinator: The board in its first meeting will appoint a Controller of examinations for one years who will look after the exams being held twice a year for IDCCM and IFCCM and Post MBBS. His responsibilities will be as follows.
 1. Overall coordination of all the IDCCM, IFCCM and Post MBBS Certificate Course exams every year. The exams for Indian Diploma in Critical Care Nursing (IDCCN) will be coordinated by designated Nursing Program Coordinator
 2. Preparing the theory exam question paper for IDCCM exams
 3. Planning the centers to conduct the exam and appointing Chief examiner and other examiners
 4. Obtaining results promptly and ensuring that results are declared in the website no later than 7 days after completion of exams
 5. Communicating results of exams to all the candidates
 6. Ensure Preparation of certificates and distributing to candidates
 7. Appropriate coordination with college Secretary to ensure smooth communication and implementing standard procedures for the examination
 8. Addressing any grievances from candidates pertaining to conduct of exams
 9. The Controller of exams will not serve as an examiner in practical exams during his tenure
 10. His term will be for maximum of two years

CHAPTER 6

Committees

SECTION 1

a)The Credentials Committee

The credential committee will be nominated by president in its first EC meeting. The Credentials Committee is composed of 5 members including a chair, vice-chair and three members. The chair should

be a person with great integrity.

The committee's charge is analyzing all applications for Fellowship and recommending a course of action for each applicant to the Board. The credential committee will also decide about the election of chancellor and approve the credentials of vice chancellor whether he is appropriate for the post. He will then give the list of suitable candidates to the board for election of vice-chancellor by fellows.

b)The Finance Committee

The Vice-Chancellor will be responsible for analyzing and reporting the financial trends of the College at each face-to-face meeting and to review the budget. An ad hoc group can be convened should the need arise.

SECTION 2 - Appointments

Committee appointments shall be made by the Chancellor and confirmed by the Board. Appointments to committees shall be for two years.

SECTION 3 - Reporting

Committees shall report to the Board of members at intervals specified by the Chancellor, who may also request reports at other times when the Board of members deems it necessary.

CHAPTER 7

Board

The Vice- Chancellor and Secretary College of the Board of members will be an ex-officio member of the executive committee of the Indian Society of Critical Care Medicine. The Vice-Chancellor shall report on the activities of the College and present future programs to the executive committee. In the event of the absence of Vice- chancellor; the Secretary will attend EC meeting and report to EC.

CHAPTER 8

Amendments to the Guidelines for Governance

Any Fellow to the Guidelines may propose changes in these Guidelines for Governance. The Board shall review all proposed changes. After Board approval and at least 30 days prior to voting, the proposed changes will be circulated to the membership of the College for review and will be voted on at the same time and in the same manner as the elections for members. If they are approved with a two-thirds (2/3) majority, they will then be forwarded to executive committee for ratification by a majority vote in accordance with Society's by laws. They will then be included in the College Guidelines for Governance.

CHAPTER 9

Dissolution

A resolution recommending dissolution of the Indian College of Critical Care Medicine may be passed by a two-thirds (2/3) majority of the Council. This resolution must be confirmed by two-thirds majority of the membership at the Annual General Meeting of the Society.

CHAPTER 10

Guidelines for Governance

These Guidelines for Governance become effective when approved by a majority of executive committee,

CHAPTER11

The Education committee will be under Indian college of critical care Medicine but will work independently for its activities.

ANNEXURE 1

Education committee

Constituents: Chairman, Secretary - Education, Secretary -Accreditation and four to six members

Selection: All the members will be nominated by nomination committee and approved by College Board, Duties Education committee would be responsible for accrediting institutions for training, teachers, drafting and modifying syllabus of courses and conducting the exams for Indian diploma in critical care

medicine (IDCCM) and Indian fellowship in critical care medicine (IFCCM). The list of recognized Institute will be available in the office and will be periodically updated in Website.

Changes relating to the courses are planned and executed by the Education Committee. Decisions of Educational Committee would be presented to College Executive Committee whose decisions shall be final and binding on any aspects relating to above courses.

INDIAN DIPLOMA IN CRITICAL CARE MEDICINE

Duration

Duration of the Indian Diploma in Critical Care course (IDCC) is one year for MD/MS/DNB candidates and 2 years for DA/DTCD or equivalent candidates.

Eligibility

Diploma in Anaesthesia/Diploma in Chest diseases/Diploma in Orthopedics.

MD Medicine/Chest/Anaesthesia

DNB Medicine/Chest/Anaesthesia

MS General Surgery/Orthopedics

The post graduate qualification must be from a University and recognized by Medical Council of India. In case of any doubt/controversy regarding the eligibility, the Chairman & Secretary (Education) shall discuss with the Education Committee and present the decision to College Executive Committee whose decision in this regard will be final and binding.

Selection

Candidates need to apply directly to the recognized institute of their choice. Selection will be done by the ISCCM recognized teacher of the respective institute based on candidate's eligibility which should be confirmed by the individual teachers & institutes.

The selection process in different institutions may vary and is at the discretion of Teacher and Institution. ISCCM is not involved in selection process directly or indirectly.

Candidates should be paid a salary/stipend as per the rules of the institute where they are appointed.

Registration

After selection candidate must register himself/herself with ISCCM by filling Student Registration form accompanied with fee of 10,000/- which includes the registration & examination fee for the first attempt.

Registration form and fee (demand draft/at par cheque favoring "ISCCM" payable at Mumbai) should be sent to the ISCCM General Secretary at the Mumbai ISCCM secretariat address at the time of registering for the course.

No hospital, institute or individual may levy any direct or indirect fee to an individual candidate in any relation to the course. The only fee is that which is to be given directly to the society at the time of registration or repeat examination

Once selected, it is mandatory for the candidate to become ISCCM member and the membership number remains the candidate's identification number during the duration of the course. No separate candidate registration number will be provided.

Candidates should remain in the Institution during the period of enrollment (January to December or July to June as appropriate) as a student and are strongly discouraged from moving to another institution except under extraordinary circumstances which should be approved in writing by the Secretary (Education) Initial Registration Fee of Rs.10, 000/- (Ten thousand only) covers the fees for the first attempt only

- Candidates should formally inform the ISCCM Office at least 15 days prior to the date of the examination if they are not appearing and the fees can cover one future attempt

- Those candidates who do not inform the ISCCM Office as above will forfeit this fee and have to pay additional fee of Rs.5,000 (Five thousand only) per attempt when they register for future exam
- Candidates who pass theory but fail the practical exam may make ONE more attempt at Practical exam within two years of completion of the theory exam for no additional fee. After this prescribed deadline, they will have to pay additional fee of Rs.5, 000 (Five thousand only) per attempt.
- All candidates who repeat the exam would have to pay the additional fee of Rs. 5,000 (Five thousand only) per attempt
- All candidates who are registered for the period leading to the exams are automatically enrolled for the exam and must notify the ISCCM Head Office if they are NOT appearing for the exams
- All other candidates who have completed course requirements earlier and plan to appear or re-appear for the exam MUST notify ISCCM prior to the prescribed deadline

Institutions/Teachers may register candidates in January or July (based on availability of seats) as follows:

1. January Batch: Candidates should send their completed registration form to reach ISCCM Mumbai office before February 28th and should remain in the Institution for a period of one (PG degree holders) or two years (Diploma Holder) from the date of registration.
 2. July Batch: Candidates should send their completed registration form to reach ISCCM Mumbai office before August 31st and should remain in the Institution for a period of one (PG degree holders) or two years (Diploma Holder) from the date of registration.
- Initial Registration Fee of Rs.10, 000/- (Ten thousand only) covers the fees for the first attempt only
 - Candidates should formally inform the ISCCM Office at least 15 days prior to the date of the examination if they are not appearing and the fees can cover one future attempt
 - Those candidates who do not inform the ISCCM Office as above will forfeit this fee and have to pay additional fee of Rs.5,000 (Five thousand only) per attempt when they register for future exam
 - Candidates who pass theory but fail the practical exam may make ONE more attempt at Practical exam within two years of completion of the theory exam for no additional fee. After this prescribed deadline, they will have to pay additional fee of Rs.5, 000 (Five thousand only) per attempt.
 - All candidates who repeat the exam would have to pay the additional fee of Rs. 5,000 (Five thousand only) per attempt
 - All candidates who are registered for the period leading to the exams are automatically enrolled for the exam and must notify the ISCCM Head Office if they are NOT appearing for the exams
 - All other candidates who have completed course requirements earlier and plan to appear or re-appear for the exam MUST notify ISCCM prior to the prescribed deadline

Syllabus

Syllabus/ Competencies

- The candidate must have gained experience in the diagnosis and treatment of patients with serious medical and surgical disease including coronary artery disease and neurosurgical disease.
- During the training the candidate must gain knowledge in two aspects - The knowledge about pathophysiology, diagnosis and treatment of a series of disease processes and skills of specific procedures and interventions that the candidate must be able to perform.
- **Theoretical Knowledge**
 - The candidate must understand the pathophysiology, construct a differential diagnosis and apply the appropriate prophylactic and therapeutic interventions in the following disorders. This list is not comprehensive.
 - **Respiratory**
Management of airways (including respiratory arrest, upper airways obstruction, smoke or burns airways damage), pulmonary edema, adult respiratory distress syndrome and hypercapnic respiratory failure, severe asthma, chest trauma, respiratory muscle disorders, thoracic surgery.
 - **Cardiovascular**
Haemodynamic instability and shock, cardiac arrest acute myocardial infarction and unstable angina severe heart failure, common arrhythmias and conduction disturbance, specific cardiac disorders (cardiomyopathies, valvular heart disease, atrial or ventricular septal defects, myocarditis), cardiac tamponade, pulmonary embolism, aortic dissection, hypertensive crisis, peripheral vascular diseases. Cardiovascular surgery. Cardio pulmonary resuscitation (CPR) Training in Basic Life Support (BLS), and Advance Life Support (ALS)
 - **Neurology**
Coma, head trauma, intracranial hypertension, cerebrovascular accidents, cerebral vasospasm, meningo-encephalitis, acute neuromuscular disease (including myasthenia &GuillainBarre syndrome), post anoxic brain damage, acute confusional states, spinal cord injury, neurosurgery, brain death.
 - **Renal**
Oliguria. Acute renal failure, renal replacement therapy
 - **Metabolic & Nutritional**
Fluid electrolyte and acid-base disorders, endocrine disorders (including diabetes), nutritional requirements, monitoring of nutrition.
 - **Haematological**
Disseminated intravascular coagulation and other coagulation disorders, haemolytic syndromes, acute and anaemia, blood component therapy, immune disorders.
 - **Infections**
Severe infection due to aerobic and anaerobic bacteria, viruses, fungal and parasites, nosocomial infection, infection in the immunocompromised, tropical disease, antimicrobial therapy, immunotherapy.
 - **Gastro-intestinal**
Inflammatory bowel diseases, pancreatitis, acute and chronic liver failure, prevention and treatment of acute G.I. Bleeding (including variceal bleeding) peritonitis, mesenteric infarction, perforated viscus, bowel obstruction, abdominal trauma, abdominal surgery.
 - **Obstetric**
Toxemia (including in HELLP syndrome), amniotic fluid embolism, eclampsia, and haemorrhage.

- **Environmental Hazards**
Burns, hypo-and hyperthermia, near-drowning electrocution, radiations, chemical injuries, animal bites.
- **Toxicology, poisoning**
Acute intoxications, drug overdose, serious adverse reactions, anaphylaxis.
- **General**
Pharmacology, pharmacokinetics and drug interactions. Analgesia, sedation and muscle relaxants, inflammation and anti-inflammatory agents, multiple trauma, transport of the critically ill, multisystem disorders (including Multi-Organ Dysfunction syndrome MODS and the Systemic Inflammatory Response Syndrome SIRS) Management of the organ donor.
- **Interventions and procedures**
 - **General**
Pharmacology, pharmacokinetics and drug interactions. Analgesia, sedation and muscle relaxants, inflammation and anti-inflammatory agents, multiple trauma, transport of the critically ill, multisystem disorders (including Multi-Organ Dysfunction syndrome MODS and the Systemic Inflammatory Response Syndrome SIRS) Management of the organ donor.
 - **Respiratory**
Maintenance of open airway, endotracheal intubation (oral and nasal) and emergency cricothyrotomy, suctioning of the airway, setting and turning of the respirator with different modes of ventilation, titration of oxygen therapy, use of ambubag, techniques of weaning from mechanical ventilation, placement of a intercostal tube, implementation of respiratory pharmacological support, fiberoptic bronchoscopy, interpretation of arterial and mixed venous blood gases, assessment of gas exchange and respiratory mechanics.
 - **Cardiovascular**
Placement of a central venous catheter (by different routes), pulmonary artery (Swan Ganz) catheter, arterial catheter (by different routes) measurement and interpretation of the hemodynamic variables (including the derived variables), implementation of cardiovascular support antiarrhythmic therapy and thrombolysis.
 - **Neurologic**
Basic interpretation of brain CT/MRI scan, intracranial pressure monitoring.
 - **Nutrition**
Metabolic and Nutritional Implementation of intravenous fluid therapy, enteral and parental nutrition.
 - **Haematologic**
Correction of haemostatic and coagulation disorders, interpretation of a coagulation profile, implementation of thrombolysis.
 - **Renal**
bladder catheterization, renal replacement techniques.
 - **Gastro-intestinal**
Placement of gastric tube, an esophageal and gastric tamponade balloon
 - General Measurement of severity of illness and outcome assessment. Exposure to clinical research, ethical and legal aspects of critical care.
 - Participation in regional and national CME's seminars, and conference in critical care

INDIAN FELLOWSHIP IN CRITICALCARE MEDICINE

Duration

Duration of IFCCM is one year post IDCCM.

Eligibility

Successful completion of IDCCM

Selection

Candidates are selected after they pass the IDCCM exam by recognized teacher of the respective institutes.

The selection process in different institutions may vary and is at the discretion of Teacher and Institution. ISCCM is not involved in selection process directly or indirectly.

Candidates will be paid a salary/stipend as per the rules of the institute where they are appointed

The registration & examination fee is Rs. 10,000/-

Start Date: April 1st. Candidates should send their completed registration form to reach ISCCM Mumbai office before May 31st and should remain in the Institution for a period of one year from the date of registration.

Candidates should remain in the same Institution during the period of enrollment as a student and are strongly discouraged from moving to another institution except under extraordinary circumstances which should be approved in writing by the Secretary (Education)

Fee should be sent as demand draft/at par cheque favoring "ISCCM" payable at Mumbai to the ISCCM secretary at the Mumbai ISCCM secretariat address at the time of registering for the course.

No hospital, institute or individual may levy any direct or indirect fee to an individual candidate in any relation to the course. The only fee is that which is to be given directly to the society at the time of registration or repeat examination.

Examination

- **Eligibility for appearing in Exam of IFCCM**
 - Candidates are eligible to appear for the fellowship exam (IFCCM) after completing one year training post IDCCM in a recognized centre,
- **Mandatory requirements to be completed prior to exam**
 - Certificate from the teacher/institute stating satisfactory completion of training.
 - CoBaFolio competencies record should be duly filled and certified by teacher.
 - Candidates with a basic qualification in medicine or allied subjects should undergo training for at least 3 months in anaesthesia with emphasis on airway management and use of anaesthetic drugs.
 - Candidates with a basic qualification in anaesthesia should undergo training for at least 3 months in clinical disciplines relating to critical care.
 - Candidates for the IFCCM must do a research project in this period and present a paper/poster at the ISCCM national conference. This should not be a case report.
- **The structure of IFCC exam**
 - Exam will be conducted by four examiners in an ICU setting & will include
 - One long ICU case & two short ICU cases (actual patients)
 - Objective structured clinical exam will be conducted pertaining to reports, X-rays, drugs, Mechanical Ventilation, Haemodynamic Monitoring etc
 - Communication skills
 - Critical appraisal of a research paper
 - Viva Voce/ Discussion on Project

Candidates will be awarded the fellowship after passing the exam in the convocation ceremony at the next annual conference of the ISCCM

Alternative Pathways

To accommodate candidates with experience or those who have passed IDCCM prior to introduction of IFCCM in 2007, the following pathways are there

- **Pathway 1 (For Candidates with IDCCM)**
 - Candidates who have previously completed IDCCM (prior to 2007) may appear directly for the IFCCM exam if they continue to work in Critical Care for two years with at least 50% of their clinical time dedicated to critical care medicine. This pathway would be allowed only until 2011.
 - Such candidates also have to present a research paper/audit either as a poster or oral presentation at the ISCCM national conference or at an equivalent national or international conference. They should also complete the CoBaFolio competencies record & present it at the time of the examinations.
- **Pathway 2 (For candidates with Clinical experience without IDCCM):**
 - Candidates with a post graduate degree in Internal Medicine, Anaesthesiology, Chest Medicine, or General Surgery who have not previously completed IDCCM may apply for IFCCM if they meet all the following criteria:
 - Life Member of Indian Society of Critical Care Medicine for at least 8 years.
 - At least 10 (ten) years of Critical Care experience (at least 50% of their clinical time should be in Critical Care Medicine). Currently practicing Critical Care Medicine at a Consultant or Associate level.
 - Have no conflict of interest with ISCCM.
 - In addition it is imperative that they attend the following courses within two year period prior to appearing for the exam.
Mandatory Courses
 - FCCS or BASIC Provider Course.
 - ACLS Course
 - CME/Refresher Course (Chennai or Pune Refresher Course, Delhi Critical Care Symposium or two day CME prior to National Conference).

Any THREE of the following courses/workshops conducted by ISCCM branches or endorsed by ISCCM.

- Mechanical Ventilation
- Hemodynamic Monitoring
- Airway Management
- ICU Procedures
- Simulation Workshop
- Ultrasound in ICU
- Echocardiography in ICU
- CRRT workshop
- Toxicology
- Neurocritical Care
- Cardiac Critical Care

Pathway 2 is implemented from Jan 2010 when candidates with interest may register and start accruing credits based on attendance of above courses. A one time fee of Rs.15, 000 (Fifteen thousand only) would be charged to cover registration and exam fee. The first exam will be conducted in 2012 and this pathway will be offered only for a fixed period (until 2015). The exam will be same as regular IFCCM exam.

Annexure I

Guidelines for Accreditation

1. Responsibility of Accreditation Coordinator:

Accreditation coordinator will be over all responsible for the process of accreditation including reaccreditation. It will be his/her duty to present the report to EC for final decision.

How to apply:-

- I. The institution will apply on a preformed Performa available on ISCCM web site to the ISCCM secretariat. The institutes need to send all the documents in triplicate to the head office. The documents should be spiral bound.
- II. Each application has to be accompanied with inspection fees decided from time to time by EC of the society/College.
- III. At the time of application the institute must give an undertaking in the prescribed format (available on the website) that they will not charge any donation etc. for giving registration to the candidate.

2 Duration of completion of Process of accreditation

Every attempt will be made to complete the accreditation process within three months (but no later than six months) from the date of receipt of the application.

3 Eligibility Criteria for accreditation for IDCCM/IFCCM:

Institutions:-

- I. Institutions interested in starting IDCCM can apply only if they have been functioning for at least 3 years &
 - a. Have teachers with adequate experience to be eligible to be considered for the same as per ISCCM eligibility criteria on their rolls.
 - b. Have appropriate infrastructure, patient volume and case mix in ICU (recommended to have a minimum of 12 critical care beds) to provide a multidisciplinary training for candidates
- II. The institute applying for the accreditation must give an undertaking in addition to teacher that & (a) all facilities in the institute will be provided to the trainee during his period of training in the institute & (b) in case a teacher leaves the institute they will continue to provide training to the trainee with the help of other faculty and not recruit additional candidates until they have an accredited teacher. The institution loses its accreditation automatically if it does not have an accredited teacher.
- III. The institutes applying for the IDCCM must have in addition to approved teachers a functional unit in critical care as given below.
- IV. Institutions have to have the teachers' approval first/ before applying for accreditation.

- V. Institutions can apply & will be considered for starting of IFCCM only after 2 years of starting of IDCCM

Teachers:

Eligibility criteria for recognition as a teacher for IDCCM/IFCCM will be as below:

Essential Qualification:

MD/DNB in Medicine/Anaesthesia/Respiratory Medicine/Pulmonary Medicine/TB & Respiratory diseases or MS in General Surgery /Orthopaedics with 2 years experience/training in Critical Care Medicine

Or

DM in Pulmonary & critical care Medicine /Pulmonary Medicine/Critical Care Medicine

Or

Diploma in Anaesthesia/ TB & Chest diseases/Orthopaedics with 3 years experience/training in Critical Care Medicine

Or

American Board Certification in Critical Care Medicine/European Diploma in Critical Care Medicine/JFICCM (Australia)

Experience:

8 years in Critical care after qualification/training in critical care.

(Critical care experience defined as spending 50% or more time in the specialty)

The institutes applying for the IDCCM must have in addition to approved teachers a functional unit in critical care as below:

- (i) Senior consultant : 1 with at least 8 year experience in the specialty
- (ii) Junior consultant : 1 with at least 5 year experience in the specialty
- (iii) Senior Resident or Registrar : 1 (As per essential qualifications)

Or

One senior consultant & 2 Senior Residents or Registrars

In case of transfer of a teacher to a new institution, he must be there for at least a year before his/her claim shall be considered & allowed for intake of candidates.

4 Inspections –

Criteria for appointment of Inspectors

- I. Only recognized teachers as approved by the ISCCM Educational Subcommittee, whose names will be displayed on the official website of the society, shall be appointed as an inspector.

Procedure to be followed for inspections

- I. First time inspection for accreditation shall be carried out by two inspectors

including re-inspection in case of rejection of the institute. However, if there is a dispute between inspectors then a 3rd inspector will be send & his/her decision shall be final.

Remuneration

- I Each inspector shall be paid a remuneration fee as decided by the EC/college from time to time.

Number of Inspections per Inspector

- I. No person as far as possible shall be appointed as an inspector for more than three inspections each year.
- 5 Students who leave the course before completing the required training will not be allowed readmission in IDCCM /IFCCM for next 5 years.
- 6 **Reaccreditation:** -
 - I. All Institutions will have to be reaccredited every three years.
 - II. Failure to do so for the first time shall lead to a warning & if it is still not done within next one year, it will lead to automatic cancellation of recognition & Institutes have to apply a fresh.
 - III. Student feedback will be mandatory at the time of reaccreditation.

Annexure – I

Fees Structure

First time inspection: Rs. 25,000

Re-inspection : Rs. 25,000

Reaccreditation : Rs. 15,000

Inspector's fees : Rs. 5,000

CHAPTER 12

Publication Policy

SECTION 1- First Step

A proposal can come from

- 1) Any ISCCM Member
- 2) Indian College of Critical Care Medicine

SECTION 2- Second Step

Proposal should come with the following details

- 1) Name of the proposer
- 2) Title of the book
- 3) Content of the book
- 4) Why a book should be published on this subject.

SECTION 3- Third Step

- The proposal will be reviewed by the president, President Elect, Chancellor, Vice Chancellor, General Secretary ISCCM & College Secretary.
- If they agree this will be brought to the college board.
- This will then be brought back to Executive Committee for approval.

SECTION 4 - Publisher

- The publisher can be selected by the author. ISCCM can help in finding the publisher.
- Publisher should be selected which have better distributor within India.

SECTION 5 - Signatory of the Contract will be

- Author/editors
- President/General Secretary
- Contract at all times will be kept in the ISCCM.

SECTION 6 - Time Period

The author/editors will be given a time period within which he should submit the material for publication.

SECTION 7 - Editorial Based Book:-

- The selection of authors will initially be done by the editor.
- He must submit the list of chapter of authors & chapters to the college for final approval.
- The college/ISCCM will only interfere if there are strong objections to the author.
- Every quarterly author will send the written report.

SECTION 8 - Copy right:

The book will be a copy right of the ISCCM. No part can be published without the permission from the College/Authors.

SECTION 9 – Change of Editors:

- If the primary editors/authors refuses to bring any future edition or in the event of death of one of the editors the name of additional editors can be proposed by the live editor/College or ISCCM EC. The College/EC should take consent from the current editor.
- In the event of death of the editors. The College will propose a list of editors with their consent for approval by the Credential committee and College and then by ISCCM.

SECTION 10 – Royalty

- This will remain a voluntary work. All the Royalty of the book will remain with the College/ISCCM.
- This amount will be kept separate which can be spent on improving the future editions of the book.
- If EC feels they can give some percentage to the book royalty to the founder primary author.

SECTION 11 – Signing of the contract:

- President of the society will sign the contract along with the authors/editors.

SECTION 12 – Distribution of the Book

- From the ISCCM
- From the branches
- Publishers

17. Dissolution

The Society may be dissolved on the recommendation of two third of the members of the Society. The funds will be distributed for similar object of the Society and as per the rules of the Society Registration Act 1860 at the time of distribution of the Society.