



HOLY FAMILY HOSPITAL



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PROSPECTUS

**Diploma in Dialysis Technology Training Programme
(2 Years Course and 6 Months Internship)**



**Learning, Quality Health Care, Compassionate, Selfless Service to the
Suffering Humanity**

Price: Rs. 500/-

**Holy Family Hospital
Okhla Road, New Delhi – 110025**

Diploma in Dialysis Technology Training Programme

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Director's Message

Holy Family Hospital is a 345 bedded Multi-specialty charitable Hospital run by **The New Delhi Holy Family Hospital Society** and managed by **Delhi Catholic Archdiocese**. Our vision and endeavor have been and will be to serve humanity continuously at an affordable cost by providing state of the art facilities with the assistance of competent professionals. We at Holy Family Hospital offer a personal touch rather than a commercial touch when it comes to patient care.



Fr. George P.A.
Director

Our greatest strength is committed and competent managers, doctors, nurses and technicians. We are proud to have been accredited by the NABH and NABL for maintaining quality services.

We are also running a Nursing College as well as Medical Laboratory Technology and X-Ray Technology Schools at present.

We also provide 24 hours Emergency, Blood Bank and Pharmacy Services and place special emphasis on quality control, adhering to effective standard operating procedures.

Our vision is to raise the bars to define new standards of quality health care for our patients.

Fr. George P.A.
Director

HISTORY OF HOLY FAMILY HOSPITAL

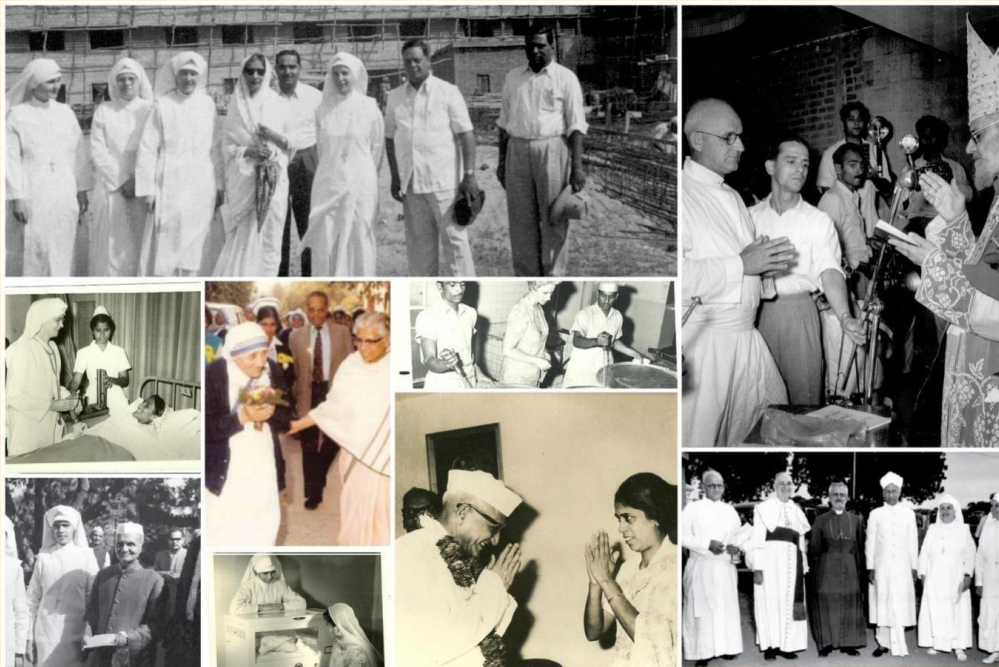
In 1920, the President of St. Catherine's Hospital, Rawalpindi noticed that no female patients were coming for treatment. He discovered that the absence of female doctors was mainly responsible for this. Dr. Anna Dengel, a young Austrian doctor was requested to join the hospital.

When Dr. Anna Dengel reached Rawalpindi, she discovered that women were dying of preventable ailments. Cultural taboos and illiteracy prevented them from seeking treatment from male doctors. After four years of struggle, she was convinced that dedicated and committed female medical staff was urgently needed. Therefore she went to the United States of America to seek help.

By 1925, Dr. Anna Dengel was able to gather the support of four pioneers. From this core group grew the Medical Mission Sisters (MMS). Later in 1936, MMS was recognized as a full-fledged religious congregation with an international mission in health care. The Medical Missions Sisters have now expanded to about 800 members working in different parts of the world.



Dr. Sumit Ray
Medical Director



Meanwhile, she returned to Rawalpindi with her core group of 4 sisters and took over the management of the St. Catherine's hospital. Soon, the top management of the Hospital realised dedicated services of Dr. Anna Dengel and her team and handed over the Hospital to the Medical Mission Sisters. She renamed it Holy Family Hospital, the first hospital of the Medical Mission Sisters.

Later, sometime in 1950, Rev. Mother Anna Dengel was invited by the then Archbishop of Delhi and Shimla to start a general hospital and nurses training programme in Delhi. In February 1953, New Delhi Holy Family Hospital Society was registered and the hospital was built in 21.5 acres land which was donated by the Bishops and Rs. 2 lakh as donation by public. The Medical Mission Sisters also contributed and supervised the construction of the hospital. Efforts were made to raise funds by every means they could think of. Every embassy and business organizations were contacted and many of them supported in building of the hospital.

On 3rd October, 1953 after blessings by His Grace Joseph Fernandes, Archbishop of Delhi-Shimla, the foundation stone ascribed with “Dedicated to the greater glory of God and to the cause of suffering humanity” was laid by Dr. Radha Krishnan, the then Vice-President of India in the presence of first Health Minister of India Ms. Raj Kumari Amrit Kaur, Health Minister of Delhi Dr. Sushila Nayar and eminent citizens of Delhi. Holy Family Hospital was opened to the public on 6th January 1956 with 8 beds which has now expanded to 345 beds. It is now a multispeciality hospital rendering GOPD service to 900 patients and private OPD services to 300 patients, emergency services to 200 patients and about 75 admissions per day. It provides also services in many super-specialty services, Cardiology being the latest. It follows holistic approach, it also provides services in Ayurveda and Homeopathy.



Training of health personnel was emphasized upon from the beginning; Therefore Nursing school was started in 1956 which has now become the Holy Family College of Nursing affiliated to the Delhi University. In 1962, Diploma courses in Medical Laboratory

Technology and Diploma in X-ray Technology were started.

Internship as well as house jobs in Medicine, Surgery, Paediatrics and Obstetrics & Gynecology were recognized by the Medical Council of India and DNB training in these specialties was recognized by the National Board of Examinations in 1996. Efforts are on to start a Medical College under the name of Holy Family Medical College and Hospital.

We are expanding our infrastructure with latest technology like comprehensive oncology service, including Radiation, Oncology, Bone marrow transplant and cutting edge transplant and Neurological facilities for which a super specialty new block is being constructed.

A Community Health Department was set up way back in 1968 which provides free medical care to thousands of slum dwellers in the 12 slums allotted by the government of NCT of Delhi. Free clinics are also conducted in the department and it participates in the health campaigns of the Delhi Govt.

The Medical Mission Sisters handed over this running hospital to Delhi Archdiocese in 1991 and the hospital since then is managed by the Delhi Catholic Archdiocese. Presently Archbishop of Delhi Most Rev. Anil J. T. Couto is the President of the Society and Fr. George PA is the Director of the Holy Family Hospital, Okhla Road, New Delhi – 110025.

Dr. Sumit Ray
Medical Director

Diploma in Dialysis Technology Training

Description of Dialysis Technology Training Programme

Diploma in Dialysis Technology Training Programme course is aimed to train students to become a qualified Dialysis Technician who can play a very important role in ensuring the smooth functioning of a healthcare organization. A dialysis technician is a **medical professional who administers the dialysis procedure**. Technicians work under the supervision of a nurse or nephrologist during dialysis.

Organisation of CMAI Courses and Centres

Course affiliated to the CMAI for the training of "Dialysis Technologists" is coordinated by Central Education Board of CMAI. This Board consists of representatives from Executive Committee of CMAI and convenors of training committees.

Course Duration

Diploma in Dialysis Technology Training Programme course is a 2 years full time course and 6 months Internship. The candidate must complete the course and pass all Theory and Practical Examinations.

Eligibility

- **Age :-** The candidate must have completed 17 years of age and must be less than 27 years of age on the date of commencement of the course. Management has all the rights to make relaxation on the age criteria.
- **Educational Qualification :-** The applicant should have passed 10+2 Examination or its equivalent from a recognized University or Board of Education, having also passed in English with a minimum of 50% marks in the aggregate. Candidate who has passed 10+2 with Biology will be given preference.

Details of Courses offered by DTTC of CMAI

I Year

Sections	Year	Subject
I	First year	Anatomy, Physiology
II	First Year	Nutrition & Biochemistry
III	First Year	Principles of Nursing & Pharmacology
IV	First Year	Dialysis Technology – Part –I
V	Second year	Microbiology & Pathology
VI	Second Year	Concepts of Diseases & Outline of Clinical Evaluation with BLS
VII	Second Year	Dialysis Technology – Part II
VIII	Second Year	Practical with Viva Voce
Practical and Viva Voce at the end of II year training.		

EXAMINATION

Controller of examinations: (For well-established training committees)

Question papers: Question papers on each subject consist of two parts, part 1 containing questions involving short answers and definitions for forty marks and part 2 consisting of relatively long questions for sixty marks. Duration of each paper (part 1 and 2 put together) is three hours.

Evaluation: One examiner for each subject shall evaluate the answer sheet. Pass mark for each section shall be 50%.

Revaluation: Revaluation of answer sheets after the publication of results will be permitted on request from the candidate through the Head of the Training Centres with the necessary fee fixed by the committee from time to time. The request for re-evaluation should reach the Convenor / Controller of Examination, through the Head of the Institution within three weeks from the date of the letter declaring the marks.

Any candidate who intends to get his or her grievance redressed by the convenor or controller of examinations must forward his request through the training centre from where he/she was trained. Complaints sent directly to the convenor or controller of examinations will not be entertained.

2023-2025
Fee Structure

Diploma in Dialysis Technology Training Programme		
1.	Registration Fee	10000
2.	Tuition Fee	62500
3.	Examination Fee	5000
4.	Library Fee	3000
5.	Uniform Fee	5000
6.	Other Activity	5000
7.	Total: (For 2 Years)	90500

XI. OTHER FEES :

1. The students have to pay mess charges Rs. 2000/- per Month in advance by 7th of each month. This amount is subject to change according to the hospital policy. During the period of annual leave, mess money will not be charged.
2. Medical Examination fees to be paid separately.
3. Vaccination charges – Hepatitis B and Chicken Pox to be paid separately.

RULES & REGULATIONS

The following rules and regulations are expected to be strictly adhered by the students. Misconduct in any form may result in strict disciplinary action, including expulsion.

Leave rules

1. All leaves will be sanctioned by the Head of the Department.
2. Annual Leave : 30 days per year at the convenience of department.
3. Festival Leave : 9 days per year.
4. Sick Leave : 10 days per (Non-cumulative)
5. Time lost in excess of sick leave is made up from the annual leave.
6. Medical Leave can only be granted by the hospital staff physicians and the student is to get this ratified from the Head of the Department.

Medical Facilities

Free Medical Facilities up to Rs. 10000 /- per year (Non-Cumulative). These Medical Facilities are available for 2 years only.

Dress Code

1. Student should be in uniform during training hours and maintain personal cleanliness and neatness.
2. Students are required to display their Identity Cards issued by the Hospital.
3. Students should not wear any valuable jewelry and other accessories during training hours.

Hostel Accommodation

1. Hostel Accommodation will be provided to out-station students only, if available.
2. Those provided hostel must follow all rules and regulations of the hostel.

Departmental Postings

1. Students should punch their incoming & outgoing biometric attendance daily.
2. Late coming of 3 times in a month will amount to cancellation of half day from the assigned leave. Further, regularly late coming more than 3 times in a month will be liable to disciplinary action.
3. During the course, the students are expected to perform all work assigned by Head of the Department. Further, they are to adhere to their duty timings.
4. Students are not allowed to leave their assigned area of duty without prior permission from the Head of the department/ Nursing In-charge of the Dialysis Unit
5. Students are not authorized to attest or verify any record of the patients, and communicate or deliver any information of the patient to anyone particularly outsider.
6. Students are not allowed to take photo of any patient's record in their mobile phones.

Schedule & Attendance

Students will be on a rotation schedule for their clinical experience, which covers 8-9 hrs/day, six days/week, including class room lectures and refreshment breaks. They will be on any shift –day, Sunday or evening. Students should have 100 % class attendance. Absence from class may be permitted by the Head of The Department/Nursing In-charge.

Miscellaneous

1. Students are not allowed to use mobile phone during training hours. Those violating this rule are liable to have their phones confiscated.
2. Students are not allowed to continue any other academic course during their training

period in this Hospital or elsewhere. No leave will be permitted for any other course / training.

3. Students are expected to observe universal precautions against communicable diseases.
4. Students are required to complete clearance formalities upon completion or discontinuation of the course.
5. Mark Sheet and Certificates of each candidate will be verified from the respective boards. Any student found having submitted fake mark sheets / certificate shall be expelled from the course at any stage and shall not be entitled for any refund of fee.

Changes / Additions to Rules and Regulations.

These Rules and Regulation may be amended / changed by the Hospital at any time without notice and the students will abide by those amended / changed rules.

APPLICATION PROCEDURE

1. To apply for the course, fill application Form enclosed with this prospectus.
2. **The Application Form can be downloaded from website <https://www.hfhdelhi.org/>, filled application form should be submitted to Holy Family College of Nursing to the Paramedical Coordinator -Room no. 14 (between 12 Noon to 4pm), during working days.**
3. The Application Form should be supported by duly self attested photocopies of all relevant mark sheets and certificates.
4. Candidates are required to affix a recent copy of their passport-size photograph on the Application Form and another copy of the same photograph with their name and Application Form Number written on the back side of the photograph.
5. Mere submission / acceptance of the Application Form or issue of the Call Letter/admit Card for the written test or being called for interview does not imply the candidate is eligible to apply for the course.
6. Incomplete Application or not supported by photocopies of relevant documents will be rejected.
7. Any queries regarding Application Form/Submission contact Paramedical Coordinator **011-44020000, 011-35034000/Ext. 7456**

The following documents must be enclosed with the Application Form :

1. Two recent Passport-size photographs – one is to be affixed on the Application Form in the space provided; the second is to be attached separately giving candidate's name and Application Form number written on the back side.
2. Photocopies of Birth Certificate or class 10th certificate from a recognized Board of examination for proof of age.
3. Photocopies of 10+2 certificate and mark-sheet or equivalent examination from recognized Board of Examination.
4. Any other certificate.

SELECTION PROCEDURE

For the selection, all the candidates will have to go in 3 stages – a written test, interview and medical examination.

Admit Card

In case you do not receive your admit card before the Date of Written Examination, you can contact the Head of the Department.

All eligible candidates can appear for the written examination even if they have not received the Admit Card.

Written Examination

All eligible candidates will be allowed to appear in the written examination.

Interview

Only those candidates who pass in written examination will be called for the interview.

All relevant certificates, mark-sheets and documents will be verified by seeing original certificates at the time of interview.

The list of selected candidates will be displayed for the Medical examination on the Hospital Notice Board.

Medical Examination

Successful candidates in written test and interview will be required to undergo a medical

examination in Holy Family Hospital, Okhla Road, New Delhi. Candidates will have to pay a nominal amount for the medical examination. Those found to be medically unfit would not be admitted for Diploma in Dialysis Technology Training Programme.

Decision of the Selection Committee shall be final.

Admission will be confirmed only after making the complete payment and submitting required documents to the Head of the Department.