



**Indian College
of
Cardiac Anaesthesia
(ICCA)**

**[An Academic Body under the aegis of Indian Association of
Cardiovascular Thoracic Anaesthesiologists]**

By-Laws, Guidelines and Functions

One of the primary principles of any medical organization is to promote the growth and development of that specialty in order to ensure safe medical practices and patient outcome. Cardiac anaesthesia has developed as a super specialty in our country over the last few decades. The Indian Association of Cardiovascular Thoracic Anaesthesiologists (IACTA) was formed in 1997 with the main aim of associating and affiliating into one organization all the anaesthesiologists who are/were practicing / interested in cardiac anaesthesia. It was registered as a society with Registration No. S-31299 with the Registrar of Society, Delhi dated 26 May 1997.

The Indian College of Cardiac Anaesthesia (ICCA) has been established within the governance of the IACTA. This College is organized as an autonomous body for its internal affairs, but shall in no way act in a manner prejudicial to the parent association or contrary to the association's (IACTA) by-laws, which shall take precedence over this document.

Aims and Objectives

- To implement and carry out the educational activities of IACTA.
- To conduct certified courses in cardiac anaesthesia such as fellowship of IACTA (FIACTA) and Fellowship in TEE (FTEE).
- To conduct examinations.
- To encourage and promote research in cardiac anaesthesia.
- To establish guidelines and protocols for procedures, and management criteria of patients undergoing cardiac anaesthesia aimed at upgrading knowledge and skills of members of IACTA.
- To seek affiliation with national and international associations and societies or similar bodies to achieve the objectives of the parent association.
- To guide the IACTA from time to time in academic activities and develop new programs.
- To promote IACTA's professional certifications and examinations within the country and to gain national and international accreditation for the same from statutory bodies like MCI, DNB, IGNOU and others.

Finance

ICCA will not have any independent income of any form. All financial supports are from the IACTA and the college shall be responsible for the distribution of funds. The detailed

report of the expenditure will be submitted to IACTA. The parent body will audit the accounts.

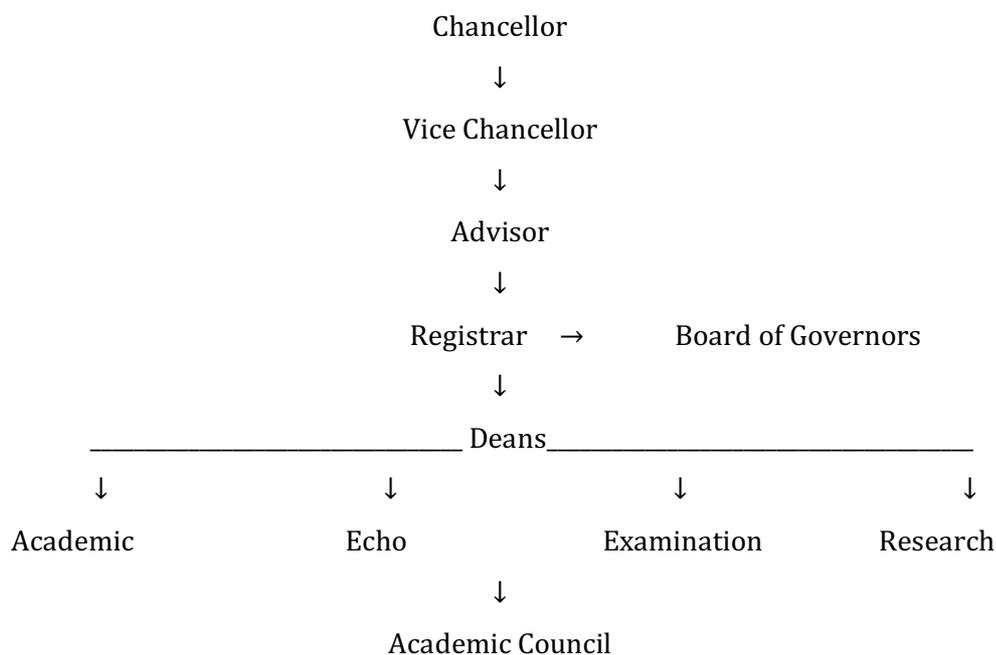
ICCA will have a separate bank account to which IACTA will transfer the yearly expenses required. Therefore, no profit thereof shall be paid or transferred directly or indirectly by way of dividend bonus profits or in any manner whatsoever to the present or future members of the college. No members will have any claim to movable or immovable property of the college or make any profit by virtue of this membership.

Membership

- Membership of ICCA will be restricted to those who passed the fellowship examinations of IACTA and also the honorary fellows.
- Members of IACTA can apply for honorary 'Fellowship' of ICCA. This will be reviewed by the College Board and an honorary Fellowship can be awarded, provided the applicant fulfills the criteria for honorary fellowship.

Structure and Administration

The affairs and business of the College shall be managed by the College Board. Its structure is given below.



The College Board of ICCA comprises of the above mentioned members along with President of IACTA. Secretary and Treasurer of IACTA are ex-officio to the board. The College Board should meet at least twice every year. At least one of these meetings should be attended by the Academic

Council members. The roles, responsibilities and the tenure of the members of the College Board are given below. The members of the College Board are nominated by the Executive Committee of IACTA.

Roles and Responsibilities of Various Members of Indian College of Cardiac Anaesthesia

Chancellor

1. The Chancellor is a senior respected member of the IACTA who has spent several years in Cardiac Anaesthesia with a significant role in the association's academic activities.
2. The Chancellor shall chair all the College Board meetings.
3. Shall award the fellowship certificates: FIACTA to the successful candidates during the national conference of IACTA.
4. Shall affix his signature in the fellowship certificates (FIACTA).
5. Essential role of advisor to overall activities of ICCA.
6. Oversees academic planning, academic programs and reviews curriculum development of fellowship courses especially FIACTA.
7. Maintains liaison with external universities and other organizations within the country or outside.
8. Supervises and advises regarding the financial expenditure of the college.
9. Overall supervision of the examination, research activities of the college and advises the Registrar regarding modifications or changes required.
10. The Chancellor shall be the disciplinarian for all the members of the College Board.
11. The tenure of the Chancellor is for a period of three years. This is a single time post.

Vice Chancellor

1. The Vice Chancellor is a senior respected member of IACTA who has spent several years in Cardiac Anaesthesia with a significant role in the association's academic activities.
2. Steps into the role of Chancellor in case the Chancellor is not available.
3. Shall award the fellowship certificate: FTEE to the successful candidates during the national conference of IACTA.
4. Shall affix his signature in TEE fellowship certificates

5. Contributes to academic planning, examination patterns and curriculum development of fellowship courses especially FTEE.
6. Act as a link between the Deans and the Chancellor.
7. As an arbitrator when there is dispute or difference of opinion among members of the College Board.
8. The tenure of the Vice Chancellor is for a period of three years. This is a single time post.

Advisor

1. The Advisor is a senior respected member of IACTA who has spent several years in Cardiac Anaesthesia with a significant role in the association's academic activities.
2. Supervises the research activities of the college in association with the Dean-research.
3. Supervises the refresher courses, mock examinations and other periodic evaluations of fellowship students.
4. Reviews the guidelines and functions of College periodically and suggest modifications.

Registrar

1. The Registrar is the executive official and the primary responsible person for all day to day activities of the college.
2. He/She handles and maintains all official documents of the college.
3. He/She manages the finances of the college and maintains its accounts.
4. He/ She shall receive the projected budget amount from IACTA at the beginning of every financial year. Shall maintain receipts & payments details of the ICCA and present it in the executive committee meetings of IACTA. Registrar will also submit yearly financial statement to the Treasurer IACTA for auditing.
5. He/She will be working in close association with all the Deans of the college.
6. He/She will maintain the guidelines / functions / duties of the college.
7. He/She shall also uphold the bye-laws of IACTA and ensure the correct tenure of every member of the college board.
8. He/She will arrange the college board meeting in close liaison with the Chancellor, Vice Chancellor and Advisor.
9. He/She will be maintaining the minutes of the college board meetings.

10. He/She will be keeping the members of the college board well informed with its activities.
11. He/She is the representative of the College to the Executive Committee of IACTA.
12. He/She is the representative of the College to external bodies including Universities both within and outside the country.
13. He/She shall receive complaints and suggestions regarding improvement in academic or any other activity related to the College and take the final decision after consultation with the Chancellor and Vice Chancellor.
14. He/She shall consult with Chancellor, Vice Chancellor and the Advisor in taking major decisions.
15. He/She shall be responsible for all academic records of current and former students.
16. He/She shall finalize the results of FIACTA & FTEE examination in co-ordination with Dean-Academics, Dean-Examination and Dean-Echo.
17. Shall officially inform the candidates of their results and academic standards.
18. Shall prepare the fellowship certificates and affix his/her signature.
19. Shall be responsible for publishing the results of FIACTA & FTEE in IACTA website/Newsletter.
20. Shall organize the presentation of the certificates (convocation) to the successful candidates during the national conference of IACTA.
21. Shall be responsible for honorary FIACTA and FTEE selection process.
22. He/She shall prepare an annual college calendar.
23. The tenure of the Registrar is for a period of three years.

Dean Academics

1. Leading and coordinating the governance of all academic activities of the College.
2. He/She shall be primarily responsible for all the activities related to Fellowship of IACTA (FIACTA).
3. Shall process the applications for FIACTA student and FIACTA center registrations passed on by IACTA office.
4. Shall process and execute paperwork related to teacher and center recognition for FIACTA.
5. Shall nominate members from the college for inspection and accreditation of centers for FIACTA or other fellowship courses.
6. Shall communicate with the students, teachers and centers regarding FIACTA.

7. Facilitate efficient and smooth student registration and build secure student data files.
8. Shall be responsible for preparation of curriculum/syllabus, log book, teaching & training, examination of FIACTA.
9. Shall plan and execute FIACTA examination related work, such as choosing & informing the examiners & examination centers, preparation of question papers, valuation of answer sheets. The details should be communicated to the Registrar and Dean-examinations.
10. Co-ordinate with Registrar and Dean-Examinations to finalize FIACTA results.
11. Shall affix his signature in FIACTA certificates.
12. Shall prepare the curriculum / syllabus for new courses proposed by college / IACTA.
13. Shall be responsible for periodic revision of the curriculum / syllabus of various courses.
14. Advise Registrar regarding the quality of academic programs.
15. Advise Registrar regarding changes / quality improvements required in the teaching programs and examinations.
16. Dean of Academics will also coordinate the activities of other Deans (Examination, Research and TEE).
17. Responsible for accreditation / re-accreditation of centers for Fellowship training.
18. Develop external relationships for purpose of a) enhancing student placement opportunities b) upgrade the academic stature to ensure appropriate recognition for the college
19. Encourage more research / training / publications from registered students.
20. The tenure of the all Deans of the College is for a period of three years.

Dean Examinations

1. He/She is responsible for the proper conduct of all examinations conducted under the auspices of ICCA.
2. He/She is responsible for choosing the examination centers and examiners coordinating with Dean-academics
3. He/She is responsible for allotment of candidates to examination centers.
4. He/She is responsible for the authenticity of the examinations conducted and all complaints related to the conduct of examination has to be directed to him.

5. Shall co-ordinate with Registrar, Dean-Academics, and Dean-Echo to finalize the results of FIACTA and FTEE.
6. The tenure is for a period of three years.

Dean Research

1. He/She is primarily responsible for promoting research activity in the College and IACTA.
2. He/She can initiate and supervise multi-center studies.
3. He/She will guide FIACTA candidates in research projects and publications.
4. Promote ICCA as a research organization throughout India and abroad.
5. In association with Registrar, promote financial support for research activities within the College.
6. Identify young cardiac anaesthesiologists with research potential and promote them with projects, presentations and publications.
7. The tenure is for a period of three years.

Dean Echocardiography

1. Dean Echocardiography is primarily responsible for all echo related activities of the College.
2. He/She shall be primarily responsible for all the activities in relation to Fellowship of Trans Esophageal Echocardiography (FTEE) examination / courses.
3. Shall process the applications for FTEE passed on by IACTA office and communicate with the applicants.
4. Shall be responsible for preparation of curriculum/syllabus, log book, teaching & training, examination of FTEE.
5. Shall plan and execute FTEE examination related work, such as choosing & informing the examiners & examination centers, preparation of question papers, pattern of examination and valuation of answer sheets. The details should be communicated to the Registrar.
6. Shall co-ordinate with Registrar and Dean-Examinations to finalize FTEE results.
7. Shall affix his/her signature in FTEE certificates.
8. He/She is responsible for all training / certification courses in echo.
9. Advises the Registrar regarding changes / quality improvements required in the teaching & training and examinations in echo in India.
10. Plan expansion of echo programs when required (TTE, Epicardial echo, 3D Echo)

11. Responsible for accreditation / re-accreditation of centers for TEE training in the country.
12. The tenure is for a period of three years.

Board of Governors

1. Senior members of Society with significant contribution to the growth of the Society with strong academic background.
2. Functions as advisory committee to the Registrar, the Dean and the Academic Council members.
3. Approval of the Annual College calendar.
4. Suggestions / Approval of the fellowship course contents and course materials.
5. Advices the college regarding quality of teaching program and changes required.
6. Contributes to the teaching programs / refresher courses of the College.
7. Contributes to maintain the quality of the examinations and academic standards of the College.
8. Advices the college board members regarding changes and modifications required.
9. Review the Annual Report of the College.

Academic Council Members

1. Implementation of the teaching program for various skills required in cardiac anaesthesia and intensive care.
2. Helping in the development and coordination of the college curriculum
3. Contribute to the expansion of academic programs when required.
4. Help in the management of the non-faculty members of the College
5. Help set up policies and procedure for the students
6. Encourage more research / training / publications from registered fellowship students and support them academically
7. Generate student data files based on their performance during the course
8. The tenure of the academic council members is for two years but members with significant contribution may be re-elected more than once.

ICCA Protocols and Processes

I. Eligibility Criteria for a FIACTA Center

1. The center should have an annual turnover of at least 400 cardiac surgical procedures.
2. The number of cases: student ratio should be 400:2 i.e., for every 400 cardiac operations, there can be 2 FIACTA students. A single center can have a maximum of 4 candidates per year.
3. The teacher student ratio is 1:2. If the center has other courses like DNB, DM, PDCC, the ratio will be 1:1.
4. The operating rooms and intensive care beds must have state of the art equipment for invasive & non-invasive monitoring and ventilation. In addition, there should be 24 hours biochemical laboratory services including an arterial blood gas analyser. Availability of echocardiography facilities with Transesophageal echo is mandatory.
5. The center should have access to at least two journals of cardiovascular thoracic anaesthesia, two journals of cardiac surgery and two journals related to critical care medicine. Standard text books dealing with cardiac anaesthesia, transesophageal echocardiography, pediatric cardiac anaesthesia and general critical care should be available. Furthermore, the center should propose a twice weekly academic schedule.
6. The center shall not levy any direct or indirect charges from the FIACTA candidates in relation to the fellowship program. However, the students shall pay the registration and examination fees directly to IACTA.
7. The candidate shall be paid stipend/remuneration as applicable to a senior resident by the center.
8. Newly started centers desirous of accreditation need to be functional for at least one year before it can be inspected for recognition.

9. All accredited centers will be re-inspected after 5 years. In case an accredited center has candidates failing their FIACTA examination / no appearance consecutively for 3 years, the recognition will be withdrawn and a re-accreditation will be subjected to further inspection.
10. For newly opened centers, initial recognition will be for 2 years following which re-accreditation will be required, which will be valid for 5 years.
11. IACTA assumes no responsibility for accidents/illness/insurance etc. towards the candidate during the course of the fellowship.
12. The center should have a FIACTA Certified teacher who is a full time cardiac anaesthesiologist. No center can be accredited without certified teachers. In case a certified teacher leaves an accredited center, this should be informed to ICCA office.
13. ICCA permits more than one center to seek combined accreditation. However, when more than one / multiple centers seek combined accreditation for a good case mix of CABG, Valves and Congenital heart surgeries (50 cases/year and sufficient number of Thoracic & Vascular cases, they will be treated as one center of training and need to meet all the above criteria. The duration spent by a candidate in each center needs to be specified at the time of application for accreditation.
14. Accreditation Fee: The center will be required to pay IACTA a registration fee of Rs. 25,000/- towards accreditation. In addition, Travelling expenditure and local hospitality of the Inspector/inspectors are also to be borne by the center. For re-accreditation, the registration fee is Rs.10000/-only.
15. On the receipt of application on the prescribed form and registration fee for center recognition, the ICCA will depute an expert member to inspect the center.
16. The eligibility criteria are mentioned on the reverse side of the application form for FIACTA Center Accreditation posted on the website. Application form for FIACTA Teacher Certification is also available on the IACTA website.

II. Process for Recognizing a FIACTA Center

1. The interested center should submit an application to the Registrar ICCA on the prescribed 'Application for 'FIACTA Center Accreditation/Re-Accreditation' posted on the IACTA website along with an Accreditation fee of Rs 25000/-.
2. Registrar to examine the application form and the supporting documents.
3. Registrar appoints (after due approval from the Vice Chancellor) an ICCA Board member/IACTA Executive Committee member as an inspector to an onsite visit and review of the center. The inspector should preferably from a nearby recognised center, but exceptions can be made, if necessary. The filled Application form and the Proforma for inspection findings are forwarded to the inspector.
4. Registrar informs the details about the proposed inspection to the center and directs it to take care of the travel and local hospitality of the inspector. The center is also advised to keep all the necessary documents ready for inspection.
5. Inspector visits the center and prepares his report in the prescribed proforma and submits it to the Registrar.
6. Registrar to examine the application form along with the proforma duly filled & signed by the inspector. He/she then puts-up the case to the Vice Chancellor with his/her recommendation / opinion.
7. Vice Chancellor examines the report and agrees or disagrees with the Registrar. If he agrees, the case to be submitted to the Chancellor for his approval.
8. The Chancellor approves / rejects / suggests modifications and returns the case to the Vice Chancellor. If the Chancellor approves the case, the Vice Chancellor will convey the approval to the Registrar.
9. Registrar will issue the order of FIACTA Accreditation to the center on the ICCA letter head. A copy to be marked to the Secretary IACTA, along with all the Deans, Advisor, Board of Governors (BOG) and the Academic Council members. If the center is not approved, a letter of rejection is issued highlighting the deficiencies to be addressed.
10. In case, the Vice Chancellor disagrees or suggests changes at step number 7, the case is returned to the Registrar and he may resubmit the case again with modifications, if necessary.
11. In case, the Chancellor rejects or suggests changes at step number 8, the case is returned to the Registrar via the Vice Chancellor to be resubmitted again with modifications, if necessary.

12. A separate file to be prepared for each center, where all the above documents are kept for records.

III. Eligibility Criteria for a FIACTA teacher

In order to be able to impart high quality of training to candidates desirous of a fellowship in cardiac anaesthesia, the FIACTA teacher must fulfill the following minimum criteria:

1. A postgraduate qualification (MD / DNB in Anaesthesia) from a recognized university/national board with at least 10 years experience in cardiac anaesthesia in a recognized major hospital or institute. The center should have a minimum turnover of 400 cardiac cases per year. They must devote most of their professional time in cardiac anaesthesia. Out of 10 years, at least 3 years should be in a teaching hospital. (A teaching hospital is one where a MD/DNB in Anaesthesia or DM/PDCC/DNB/FNB/FIACTA in Cardiac Anaesthesia is going on)
2. The teacher must be a life member of IACTA.
3. He / She must be competent in different clinical/administrative skills required for cardio thoracic anesthesia inside the OT and ICU. Further he /she must have the time and dedication to fulfill the teaching responsibilities.
4. The teacher must demonstrate commitment to training and practice of cardiac anaesthesia by participating/ associating with regional, national or international cardiac anaesthesia CME's, seminars and conferences (preferably as a faculty) and associating with the regional, national or international cardiac anaesthesia organizations.
5. He / She must exhibit active interest in medical research, scientific presentations or publications in or related to the

field of cardiac anaesthesia.

6. Should have 5 publications in peer reviewed indexed journals as one of the first three authors or the corresponding author. E journals are not acceptable.
7. The Indian College of Cardiac Anaesthesia (ICCA) board would verify the credentials before certifying him/her as a teacher in cardiac anaesthesia.
8. Application form for FIACTA Teacher Certification is available on the IACTA website.

IV. Process for recognising a FIACTA teacher

1. The interested candidate should submit an application to the Registrar on FIACTA Teacher Certification Application form posted on the website.
2. Registrar to examine the application form and the supporting documents and put-up the case to the Vice Chancellor with his/her recommendation / opinion on a Proforma.
3. Vice Chancellor examines the case and agrees or disagrees with the Registrar. If he agrees, the case to be submitted to the Chancellor for his approval.
4. The Chancellor approves / rejects / suggests modifications and returns the case to the Vice Chancellor. If the Chancellor approves the case, the Vice Chancellor will convey the approval to the Registrar.
5. Registrar will issue the order of the approval/disapproval to the Applicant on an ICCA letter head. If not certified as a teacher, the reasons to be mentioned in the letter. A copy of the order of approval is mailed to all the Deans, Advisor, BOG and Academic Council members.
6. In case, the Vice Chancellor disagrees or suggests changes at step no. 3, the case is returned to the Registrar and he may resubmit the case again with modifications, if necessary
7. In case, the Chancellor rejects or suggests changes at step no. 4, the case is returned to the Registrar via Vice Chancellor to be resubmitted again with modifications, if necessary.

8. The above documents to be kept along with the file of the FIACTA center.

V. Eligibility Criteria for FIACTA Examiners

In order to be able to conduct a thorough evaluation of candidates desirous of passing a fellowship examination in cardiac anaesthesia, the FIACTA examiner must fulfill the following minimum criteria:

1. All FIACTA teachers are eligible to be FIACTA examiners, hence they need not apply to be appointed as examiners. The criteria for being a FIACTA examiner are as under:
 - a. A postgraduate qualification (MD / DNB in Anaesthesia) from a recognized university/national board with at least 10 years experience in cardiac anaesthesia in a recognized major hospital or institute. The center should have a minimum turnover of 400 cardiac cases per year. They must devote most of their professional time in cardiac anaesthesia. Out of 10 years, at least 3 years should be in a teaching hospital. (A teaching hospital is one where a MD/DNB in Anaesthesia or DM/PDCC/DNB/FNB/FIACTA in Cardiac Anaesthesia is going on)
 - b. The examiner must be a life member of IACTA.
 - c. He / She must be competent in different clinical/administrative skills required for cardio thoracic anesthesia inside the OT and ICU. Further he /she must have the time and dedication to fulfill the teaching responsibilities.
 - d. The examiner must demonstrate commitment to training and practice of cardiac anaesthesia by participating/ associating with regional, national or international cardiac anaesthesia CME's, seminars and conferences (preferably as a faculty) and associating with the regional, national or international cardiac anaesthesia organizations.

- e. He / She must exhibit active interest in medical research, scientific presentations or publications in or related to the field of cardiac anaesthesia.
 - f. Should have 5 publications in peer reviewed journal as one of the first three authors or the corresponding author. E journals are not acceptable.
 - g. The application form to be signed by the HOD and if the applicant is the HOD, the application to be signed by two existing FIACTA examiners.
 - h. The Indian College of Cardiac Anaesthesia (ICCA) board would verify the credentials before certifying him/her as a teacher in cardiac anaesthesia
 - i. Application form for FIACTA Examiner is available on the IACTA website.
2. The teachers working in the teaching institutions should also apply if they are interested to become FIACTA examiners.
 3. ICCA can also appoint eminent teachers from teaching institutions as examiners.

VI. Process for selecting examiners to be included in the Pool of FIACTA

Examiners

1. A pool of examiners is to be prepared by the Dean of Examinations from those who qualify as FIACTA teachers.
2. ICCA will also advertise for FIACTA Examiners on the IACTA website.
3. An interested teacher should submit an application to the Registrar in the prescribed format along with all the necessary enclosures for recognizing him as a FIACTA examiner.
4. The recognized FIACTA teachers automatically are eligible to become FIACTA examiner and hence need not apply.
5. The applicant should submit all the supporting documents related to his experience and publications.

6. The Registrar examines the case and puts up to the Vice Chancellor with his recommendations.
7. Vice Chancellor examines the case and agrees or disagrees with the Registrar. If he agrees, the case to be submitted to the Chancellor for his approval.
8. The Chancellor approves / rejects / suggests modifications and returns the case to the Vice Chancellor. If the Chancellor approves the case, the Vice Chancellor will convey the approval to the Registrar.
9. Registrar will issue the order of the approval/disapproval to the Applicant on an ICCA letter head. If not certified as an examiner, the reasons to be mentioned in the letter. A copy of the order of approval is mailed to all the Deans, Advisor, BOG and Academic Council members.
10. In case, the Vice Chancellor disagrees or suggests changes at step no. 7, the case is returned to the Registrar and he may resubmit the case again with modifications, if necessary
11. In case, the Chancellor rejects or suggests changes at step no. 8, the case is returned to the Registrar via Vice Chancellor to be resubmitted again with modifications, if necessary.
12. The 'Pool of FIACATA Examiners list' prepared by Dean of Examination is to be approved by the Dean of Academics and Vice Chancellor (through Registrar) each year. The Vice Chancellor should communicate this to the Chancellor.
13. Registrar communicates the list to the Advisor, BOG along with members of Academic Council and Secretary IACTA.
14. The Dean Examination also has an authority to recommend an eminent teacher from a teaching institute as an examiner after due approval from the Vice Chancellor.
15. The Application form for FIACATA Examiner is posted on the website.

VII. Process for selecting list of Examiners for a particular FIACATA Examination

1. From the 'Pool of FIACATA Examiners list', required number of examiners are chosen by the Dean of Examinations for a period of two/three years. (e.g. in the year 2018, this will be for the years 2019-21).

2. A rotational policy shall be followed so that new set of examiners is appointed after every 2-3 years.
3. The list prepared by the Dean of Examinations for a particular FIACTA Examination is to be approved by the Dean of Academics and Vice Chancellor (through Registrar). The Vice Chancellor should communicate this to the Chancellor.
4. Registrar to communicate the list to the Advisor, BOG along with members of Academic Council and Secretary IACTA each year.
5. The Dean (examinations) is also empowered to recommend examiners on time, (if an appointed examiner fails to turn up on time). He should seek telephonic approval from the Vice Chancellor for this purpose.

VIII. Eligibility Criteria for FTEE Examiners

1. He/ she must possess MD / DNB (anaesthesia) from a MCI recognized university/national board.
2. Those with DM / PDCC / FIACTA / FNB in cardiac anesthesia will be given preference.
3. 10 years of experience in cardiac anaesthesia out of which 3 years should be in a teaching hospital. A teaching hospital is one where a MD/DNB in Anaesthesia or DM/PDCC/DNB/FNB/FIACTA in Cardiac Anaesthesia is going on.
4. He/ she must possess a fellowship in TEE (Indian/ European/American / British or Equivalent).
5. He/ she should have interest in teaching and mentoring in Transesophageal Echocardiography by being a faculty in IACTA or Cardiac Anesthesia conferences/TEE workshops.
6. There should be at least 2 publications related to TEE in peer-reviewed indexed journals as one of the first three authors or the corresponding author.
7. E journals are not acceptable.
8. The applicant must be a life member of IACTA.
9. Application form for FTEE examiner is posted on the IACTA website.
10. ICCA will verify the credentials before certifying him/her as an Examiner for FTEE exam

IX. Process for selecting examiners to be included in the Pool of FTEE Examiners

1. A panel of examiners are to be prepared by the Dean Echo from those who qualify the criteria of FTEE examiner.
2. ICCA will also advertise for FTEE Examiners on the IACTA website.
3. The interested teacher should submit application in the prescribed proforma along with all the necessary enclosures to the Registrar.
4. The Registrar examines the case and puts up to the Vice Chancellor with his recommendations.
5. Vice Chancellor examines the case and agrees or disagrees with the Registrar. If he agrees, the case to be submitted to the Chancellor for his approval.
6. The Chancellor approves / rejects / suggests modifications and returns the case to the Vice Chancellor. If the Chancellor approves the case, the Vice Chancellor will convey the approval to the Registrar.
7. Registrar will issue the order of the approval/disapproval to the Applicant on an ICCA letter head. If not certified as an examiner, the reasons to be mentioned in the letter. A copy of the order of approval is mailed to all the Deans, Advisor, BOG and Academic Council members.
8. In case, the Vice Chancellor disagrees or suggests changes at step no. 5, the case is returned to the Registrar and he may resubmit the case again with modifications, if necessary
9. In case, the Chancellor rejects or suggests changes at step no. 6, the case is returned to the Registrar via Vice Chancellor to be resubmitted again with modifications, if necessary.
10. The 'Pool of FTEE Examiners list' prepared by Dean Echo is to be approved by the Dean Examination and Vice Chancellor (through Registrar) each year. The Vice Chancellor should communicate this to the Chancellor.
11. Registrar communicates the list to the Advisor, BOG along with members of Academic Council and Secretary IACTA once every year.
12. The Dean Echo also has an authority to recommend an eminent teacher from a teaching institute as an examiner after due approval from the Vice Chancellor.
13. The Application form for FTEE Examiner is posted on the website.

X. Process for selecting list of Examiners for a particular FTEE Examination

1. From the 'Pool of FTEE Examiners list' required number of examiners are chosen by the Dean Echo for a period of two/three years. (e.g. in the year 2018 this will be for 2019-21)
2. A rotational policy shall be followed so that new set of examiners is appointed after every 2-3 years.
3. The list prepared by Dean Echo for a particular FTEE Examination is to be approved by the Dean Examination and Vice Chancellor (through Registrar). The Vice Chancellor should communicate this to the Chancellor. The list is communicated to Dean Academics also.
4. Registrar to communicate the list to the Advisor, BOG along with members of Academic Council and Secretary IACTA each year.
5. The Dean Echo is also empowered to recommend examiners on time, (if an appointed examiner fails to turn up on time). He should seek telephonic approval from the Vice Chancellor for this purpose.

XI. Conduct of FIACTA examination

1. Candidate must have a postgraduate qualification (MD / DNB in Anaesthesia) from a recognized university/national board and have completed the two year FIACTA course in a recognized center. Those who join for 3 year cardiac anesthesia programs like DM,FNB,DNB or PDCC (2 year) can enroll for FIACTA course at the beginning of their course by paying the registration fee and can take up the FIACTA examination at the end of two years.
2. Those who had passed DM/FNB/DNB/ PDCC (2 year duration) can apply directly for FIACTA examination by paying the examination fee and registration fee
3. Candidate must be a life member of IACTA.
4. The fee for registration of a candidate for FIACTA is Rs 10,000/-. This should be paid to the IACTA office at the time of enrolment as a FIACTA candidate. Further the candidate will have to pay the examination fee of Rs 10,000/- at the time of applying for the examination.

5. Direct candidates (DM / FNB / DNB / FNB Cardiac Anesthesia) will have to pay a registration fee of only Rs 2000/- in addition to the examination fee of Rs. 10000.
6. Candidates who register for the examination, but do not appear will forfeit the examination fee. Fee for second or subsequent attempts is also Rs 10,000/-.
7. Students who do not appear due to medical reasons will have to pay Rs 5000/- during the next attempt. He/ She should submit a medical certificate which should be forwarded by the HOD. The ICCA office will make the final decision.
8. Completed application forms to be sent to the ICCA office along with information of mode of payment. Candidates will receive confirmation of receipt of examination form (and Life membership if applied) from ICCA office once the payment has been received.
9. Log book of 100 cases, certified by the Head of Department or Mentor to be submitted at the time of examination. The format of log book is given on the website. Those appearing after completion of DM/DNB/FNB/PDCC need to submit their course logbooks only
10. Syllabus of FIACTA can be downloaded from the website www.iacta.co.in
11. For passing the examination, candidate is required to score 50% marks in each component.
12. The proposed dates of examination are Second Saturday & Sunday of August every year. The exact dates should be confirmed from the website / ICCA office.
13. The last date for application is two months before the examination; last date for cancellation is one month before the examination. Please visit www.iacta.co.in or contact ICCA office for updates.
14. Accommodation will be made available for 2 days (exam days) on payment.
15. Dean Examination is responsible for choosing the examination centers and examiners after due approval from the Vice Chancellor.
16. Dean Examination will allot the candidates to different examination centers.
17. Dean Academics is in charge of preparation of Question papers for the FIACTA examination and this to be communicated to the Registrar and Dean Examination. The question pattern is 50 MCQs (50 marks) and 10 short notes

(100 marks) for a time frame of 3 hours.

18. The Examiners' list prepared by Dean of Examination for a particular examination is to be approved by Dean of Academics and Vice Chancellor (through Registrar). The Vice Chancellor should communicate this to the Chancellor. Registrar along with the Dean Examination is the overall in charge of conduct of the examinations.
19. Dean Academics will co-ordinate with Registrar and Dean Examination to finalize FIACTA results which are communicated to the Advisor, Vice Chancellor and Chancellor and published on the IACTA website.
20. Board of Governors would function as advisers for the Dean and Registrar
21. Registrar to communicate the lists and the results to the Advisor, BOG, Academic Council Members and Secretary IACTA

XII. Conduct of FTEE examination

1. The FTEE examination is conducted at Narayana Health City, Bangalore during the Annual National TEE Workshop-CME every August / September.
2. Candidate appearing for the examination must be a Life member of IACTA or Indian Academy of Echocardiography.
3. Log book of 100 cases, certified by HOD/Mentor & CD or Pen drive containing TEE loops & images of 25 patients with the name of the candidate as the primary echocardiographer are mandatory. Candidates are advised to bring their own laptops to demonstrate before the examiners. Log book format is available on the website.
4. Examination fee is Rs 10000/- for the first attempt. Fee for the second or subsequent attempts is also Rs 10000/-.
5. Candidates who do not appear for the examination will forfeit the amount except under exceptional circumstances. Students who could not appear due to medical reasons will have to pay Rs 5000/- at the next attempt. Candidates should submit medical certificate and the Medical reasons given will be verified by the ICCA office.
6. Last date of application is one month before the examination. Last date for cancellation is two weeks before the examination. Visit IACTA website www.iacta.co.in or contact ICCA office for updates

7. Dean Echo is responsible for choosing the panel of examiners and also the examiners for a particular examination, after due approval from Dean Examinations and Vice Chancellor (through Registrar).
8. Dean Echo is also in charge of preparation of Question papers for the FTEE examination in coordination with Dean Examination and the Registrar. He can take the help of the examiners for the preparation of theory and video question papers.
9. The list of examiners prepared by the Dean of Echo is to be approved by the Dean Examination & Academics and Vice Chancellor (through Registrar). The Vice Chancellor should communicate this to the Chancellor and Advisor.
10. Dean Echo is in charge of conduct of the FTEE examination spread over two days during the IACTA TEE Workshop. As the examination is conducted in Narayana Health City, Bangalore, he / she should closely coordinate with the organizers of the IACTA National TEE workshop-CME.
11. Dean Echo will co-ordinate with Dean-Examination and Registrar to finalize FTEE results which are communicated to the Advisor, Vice Chancellor and Chancellor and published on the IACTA website.
12. BOG would function as advisers for the Dean and Registrar.
13. Registrar to communicate the results to the BOG, Academic Council Members and Secretary IACTA