

34/15/2009-EO(F)
Government of India
Ministry of Personnel, P.G. and Pensions
(Department of Personnel and Training)

.....
New Delhi, the 2nd March, 2009

OFFICE MEMORANDUM

Subject : Group Training Course in Nursing Management (A) to be held in Japan from 6th May, 2009 to 1st August, 2009 under the Technical Cooperation Programme of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) under the Technical Cooperation programme of the Government of Japan has invited applications for a Group Training Course in Nursing Management (A) to be held in Japan from 6th May, 2009 to 1st August, 2009 under the Technical Cooperation Programme of the Government of Japan. There are 13 slots available globally. The details of the course and the application form can be drawn from the Ministry of Personnel, P.G. & Pensions website (www.persmin.nic.in).

2. The Training Course is offered to the Nurses who have a minimum of three to five years of experience as Head Nurse, Nursing Director, Vice Nursing Director. The Core phase of the training programme will be held in Japan from 6.5.2009 to 1.8.2009. The prescribed upper age for the applicants is 45 years. The candidates should have sufficient command of spoken and written English, be in good health both physically and mentally and should not be serving in any form of military service.

3. The fellowship award covers a round trip air ticket between an international airport designated by the JICA and JAPAN, allowances for accommodation, living expenses, shipping, expenses for JICA study course, free medical care who may fall ill after reaching Japan. The participants are not allowed to take any family member during the training course.

4. It is requested that the nomination of suitable candidates may please be forwarded on the prescribed proforma A2 and A3 duly authenticated by the Department concerned to this office latest by 20th March, 2009.


(Trishaljit Sethi)
Director

To

1. Ministry of Health and Family Welfare, Nirman Bhavan, New Delhi
2. All the State Governments/UTs
- ✓ 3. Director Technical(NIC) with the request to post the circular alongwith the JICA's circular on the Department's website.

No.15/GT-CP/2009

24th February, 2009

Dear R.K. Kharb,

A Group Training Course in Nursing Management (A) will be held in Japan from 6th May, 2009 to 1st August, 2009 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by **31st March, 2009**:-

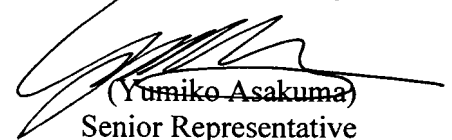
- (1) The Nomination Form A2A3 together with the medical history questionnaire
- (2) The desired Inception Report
- (3) The filled in Questionnaire

Further details are available in the General Information Booklet. It may be noted that the completed Inception Report and Questionnaire are essential for screening of applications.

It is further informed that 13 slots are available globally for the above course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

With regards,

Yours sincerely,



(Yumiko Asakuma)
Senior Representative

Encl: As stated above.
Mr. R.K. Kharb
Desk Officer
Department of Personnel and Training
Ministry of Personnel, Public Grievances and Pensions
New Delhi

Copy to:-

Ms. Arun Prabha, Under Secretary (PMU and Trg), Department of Economic Affairs, Ministry of Finance, North Block, New Delhi

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TRAINING AND DIALOGUE PROGRAMS

**GENERAL INFORMATION ON
NURSING MANAGEMENT (A)
集團研修「看護指導者育成(A)」
JFY 2009**

**<Type: Solution Creation / 類型: 課題解決促進型>
NO. J09-00646/ ID. 0980255
From May 6, 2009 to August 1, 2009**

This information pertains to one of the Training and Dialogue Programs of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

I. Concept

Background

The health conditions of people in developing countries are greatly affected by poverty and development level. Although development so far resulted in improving their health indicators, many challenges related to public health still remain to be solved. It is one of the issues that 12 millions of children under five years of old lost their lives annually from preventable diseases in the world. Also, Millennium Development Goals require taking actions from a policy perspective to tackle global issues such as reduction of maternal and child mortality, measures against infectious diseases like HIV/AIDS, Malaria, and etc. In this context, the need for capacity development of health/medical personnel, especially, nurses and nursing managers in health/medical facilities such as hospitals and clinics or in communities is very high. Nursing managers in medical care facilities in developing countries should be aware of their own role, their work in a medical team in cooperation with other medical professions and client oriented care. So this course is aimed to train nursing managers in hospitals to raise their awareness and to improve their managerial capabilities.

For what?

This course is intended to help participants' hospitals to improve their quality of nursing management and nursing services.

For whom?

Nursing managers in hospitals

How?

Participants shall have following opportunities in Japan to ensure program effectiveness.

1. Lectures on Introductory subjects and General subjects related to leader's training
2. Site visits
3. Clinical Practices in groups at hospitals
4. Discussions
5. Problem Solving Method
6. Formulation of Interim Report (Action Plan)
7. Implementation of Action plan after participants returned their countries and report back within 7 months to INFJ/JICA.

II. Description

1. Title (J-No.): Nursing Management (A) (J0900646)

2. Period of program

May 6, 2009 to August 1, 2009

3. Target Regions or Countries

Viet Nam, India, Sri Lanka, Micronesia, Papua New Guinea, Antigua and Barbuda, Haiti, Guyana, Afghanistan, Liberia (2), Namibia, Senegal

4. Eligible / Target Organization

Nurses, who have a minimum of three to five years of experience as Head Nurse, Nursing Director, Vice Nursing Director (*Head Nurse level is desirable), who have more than seven years' experience in nursing and in a position that requires the skill of leadership and management.

5. Total Number of Participants

11 participants

6. Language to be used in this program: English

7. Program Objective:

This program is aimed to train nursing managers in hospitals to raise their awareness and to improve their managerial capabilities.

8. Overall Goal

Quality of nursing management and nursing services will be improved in Participants' hospitals.

9. Expected Module Output and Contents:

This program consists of the following components. Details on each component are given below:

(1) Preliminary Phase in home country	
(March 2009 to April 2009)	
Preparation of the Report	The participants are requested to prepare Inception Report.

(2)Core phase in Japan (May 11 2009 to July 31 2009) The participants attend the Program implemented in Japan		
Expected Module Output	Subject/Topic	Method of Guidance
<p>(1) To understand and describe the principles/theories of nursing management</p> <p>(2) To comprehend the roles and acquire the ability of planning, coordination and leadership of the nursing manager in the hospital</p>	<p>1) Introductory Subjects:</p> <ol style="list-style-type: none"> 1. Medical & Nursing Ethics: 2. Health, Medical and Welfare System in Japan: 3. Nursing Administration in Japan: 4. Nursing Education system in Japan 5. Community Health, Medicine and Welfare Service 6. Evidence Based Nursing (EBN) 7. Nursing Research 8. Medical Safety 9. Readership and Management: 10. Evaluation of medical practice by Japan Council for Quality Health Care 	<p>Lecture</p> <p>Observation</p> <p>Site visit</p> <p>and Exercise</p>
	<p>2) Nursing Management:</p> <ol style="list-style-type: none"> 1. Outline of Nursing Management: 2. Organizational Theories 3.Objective management in Nursing department 4.Service management: 5. Utilization of Human resources: 6. Information management in nursing: 7. Nursing manager's awareness and participation into Hospital Management : 8. Establishment of Learning Organization and Role of Nursing Manager: 9. To develop education plan for nursing staff 	<p>Lecture</p> <p>Observation</p> <p>Site visit</p>
	<p>3)Nursing in the specific domain:</p> <ol style="list-style-type: none"> 1.Disaster nursing 2.Infection Control 3.Rehabilitation nursing 4.Pediatric nursing 5.Cancer nursing 6. HIV/AIDS 7. Home visiting nursing 	<p>Lecture</p> <p>Observation</p> <p>Site visit</p> <p>and Exercise</p>

	<p>4) Nursing Management at Medical Institutions:</p> <ol style="list-style-type: none"> 1. Outline of Hospital 2. Outline of Nursing Management: 3. Characteristics of Process of Nursing management and System of Providing nursing service 4. Actual condition of establishing Medical & Nursing information system 5. Actual condition of Nursing Administration and Management of Nursing Dept 6. Actual condition of objective management 7. Utilization of EBN in nursing practices 8. In-service Education & Staff Development 9. Use of Specialists and their activities; 10. Nosocomial Infection control in hospital and Risk Management 11. Nursing management and practices in each ward 	<p>Practical training in the hospitals</p> <p>* Hospital practice is based on the observation according to the Japanese medical law.</p>
<p>(3) To clarify the problems of nursing management in their own workplace.</p> <p>(4) To make an Interim Report (Action Plan) to solve the problems and issues in the respective countries.</p>	<p>1) Problem-solving method related to Nursing Management</p> <ol style="list-style-type: none"> 1. Presentation of Inception (Job) report 2. Problem identification related to Nursing Management <ol style="list-style-type: none"> ① Data collection ② Understanding of situation and analysis <ul style="list-style-type: none"> - Target group of analysis and method ③ Identification of the problem 3. Planning the resolution of the problem related to Nursing Management 4. Effective Presentation 5. Implementation and Evaluation <p>2) Preparing and presentation of Interim Report (Action Plan)</p>	<p>Lecture</p> <p>Workshop</p> <p>Consultation</p> <p>Presentation</p>

* For your reference, "Training Schedule"(Sample) is attached.

* Basic subjects will not change, however some topics of lectures might be changed according to participants' works.

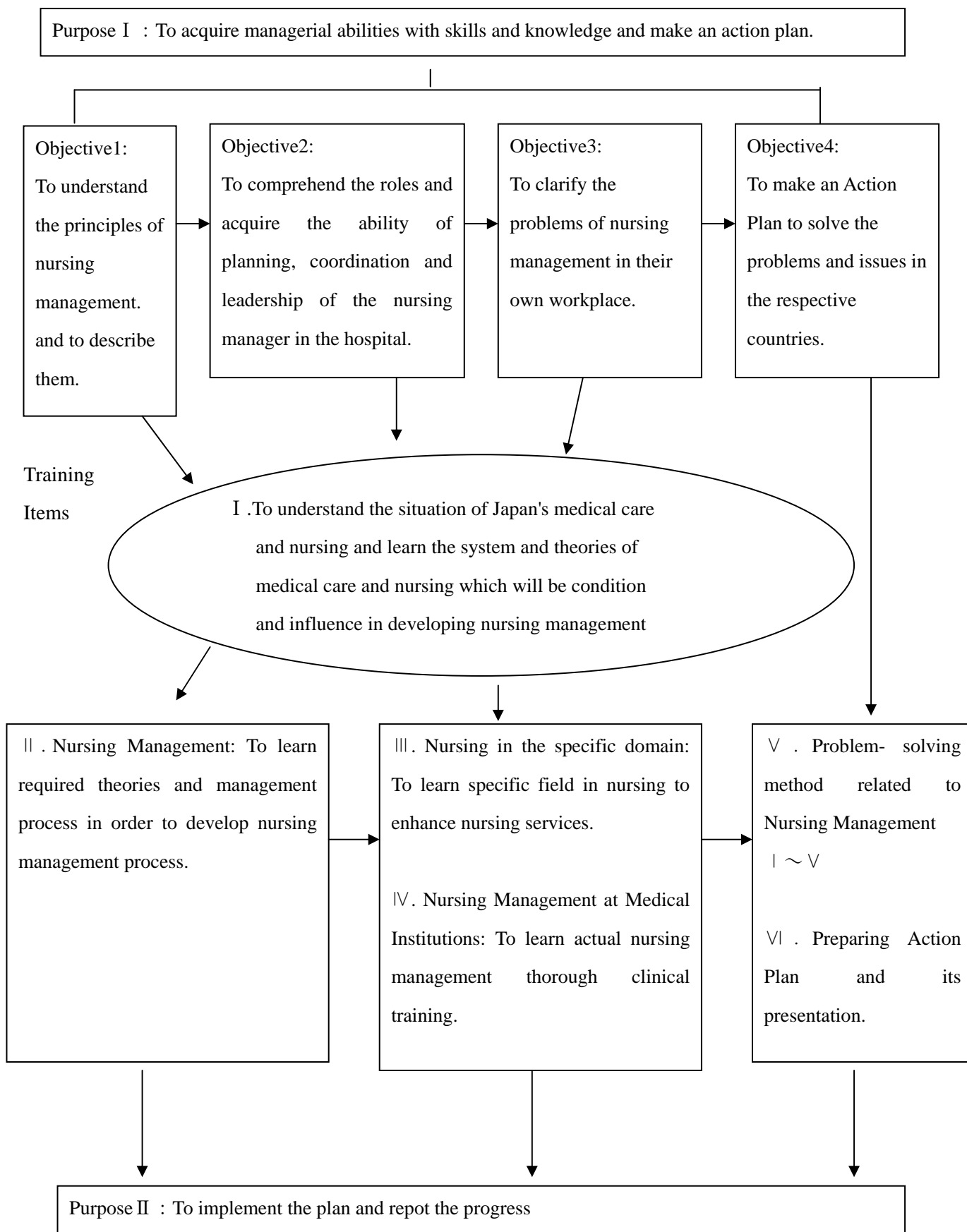
(3)Finalization Phase in a participant’s home country

Participating organizations produce final outputs by making use of results(Action plan, other information and procedures) brought back by participants. This phase marks the end of the Program.

Module	Activities
Program in home country	Within 7 months after the end of the Program in Japan, participants are expected to implement the plan proposed in the Interim Report (Action Plan) and report the progress.

<Structure of the program>

Basic Concept of Training



III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II -9 .
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II -9.

2. Nominee Qualifications:

Applying Organizations are expected to select nominees who meet the following qualifications.

(1) Essential Qualifications

1) Occupational Background:

- ① Nurses who have a minimum of three to five years of experience as Head Nurse, Nursing Director, Vice Nursing Director (*Head Nurse level is desirable), or
- ② Nurses who have more than seven years' experience in nursing and in a position that requires the skill of leadership and management

2) Age: be under forty-five (45) years of age, in principle,

3) Language: be proficient in spoken and written English (be able to actively take part in discussion and write a report on the subject at Core Phase in Japan in English).

· Attached with screening sheet by JICA Office or Official Score which certifies capability of English is preferable.

4) Health:

be in good health, both physically and mentally, to participate in the Core phase in Japan,

※Pregnancy : Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include ①letter of

the participant's consent to bear economic and physical risks ② letter of consent from the participant's supervisor ③ letter of consent from your Embassy in Japan, ④ medical certificate.

Please ask National Staffs in JICA office for the details.

5) Not be serving in any form of military services

(2) Recommendable Qualifications

Computer skill: have basic knowledge of computer operation (have basic knowledge of PC operation such as Microsoft Word or Microsoft Excel). End of the course, Participants are requested to make an Interim Report (Action Plan) to solve the problems and issues in the respective countries by computer. However, orientation of basic PC operation will not be given.

3. Required Documents for Application

(1) Application Form: The Application Form is available at the respective country's JICA office or the Embassy of Japan

(2) Inception Report: to be submitted with the application form. Fill in ANNEX-1 of this General Information, and submit it along with the Nomination Form. As applicants' Inception Report will be used for the screening of applicants, application not accompanied by an Inception Report will not be considered as qualified.

(3) Questionnaire: to be submitted with the application form. Fill in ANNEX-2 of this General Information, and submit it along with the Nomination Form.

*Applications not accompanied by the Inception Report and questionnaire cannot be duly considered as qualified since they are used as reference for the screening of applicants and as training materials.

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **March 31 , 2009**

Note: Please confirm the closing date set by the respective country's JICA office or Embassy of Japan of your country to meet the final date in Japan.

(2) Selection:

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this project. Selection shall be made by the JICA Center in consultation with the organizations

concerned in Japan based on submitted documents according to qualifications. *The organization with intention to utilize the opportunity of this program will be highly valued in the selection.*

Selected candidates are asked to bring the following items when coming to Japan.

1) Own nurse uniform, nurse cap, and working shoes.

* Those who do not bring them will be required to buy them on their own expenses. Also, please keep in mind that, in Japan, it may take time to find the right size for international participants.

2) Nursing Record

Nursing Record which you use within your daily duty.

- One set of Blank Record

- And If possible, Copy of the Records which is filled in the form

3) Photos / Brochures / VTR of respective ward, nurse station, treatment room, outpatient department etc.

4) A copy of the certificate as Nurse/ Midwife

5) Personal computer if possible

* It will be useful for developing an Interim Report (Action Plan) since there is only limited number of PC available in JICA TOKYO.

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than April 10, 2009.**

(1) to observe the schedule of the program,

(2) not to change the program subjects or extend the period of stay in Japan,

(3) not to bring any members of their family,

(4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,

(5) to refrain from engaging in political activities, or any form of employment for profit or gain,

(6) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Tokyo International Center, Human Development Division

(2) **Contact:** ticthd@jica.go.jp

2. Implementing Partner:

(1) **Name:** The International Nursing Foundation of Japan (INFJ)

(2) **Contact:** Ms. Yoshiko TSUKADA

(3) **URL:** <http://www.infj.or.jp/>

(4) **Remark:** The INFJ was founded in 1968, and has been contributing to international cooperation in health and nursing field for 40 years.

3. Travel to Japan:

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) **Travel Insurance:** Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

4. Accommodation in Japan:

JICA will arrange the following accommodations for the participants in Japan:

JICA Tokyo International Center (JICA TOKYO)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: 81-3-3485-7051 FAX: 81-3-3485-7904

(where "81" is the country code for Japan, and "3" is the local area code)

If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TIC at its URL,

<http://www.jica.go.jp/english/contact/domestic/pdf/welcome.pdf>

5. Expenses:

The following expenses will be provided for the participants by JICA:

(1) Allowances for accommodation, living expenses, outfit, and shipping

(2) Expenses for study tours (basically in the form of train tickets).

(3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)

(4) Expenses for program implementation, including materials

For more details, please see p. 9-16 of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given to the selected participants before (or at the time of) the pre-departure orientation.

6. Pre-departure Orientation:

A pre-departure orientation will be held at the respective country’s JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. ANNEX:

ANNEX-1 Format of Inception report

Nursing Management (A) (JFY 2009)

Inception Report

All applicants are requested to prepare an Inception Report providing the information on the following items. The Report should be typewritten in one and a half (1.5) spaced English on A4 size paper with the maximum length of 5 pages, and submitted together with the Nomination Form (Form A2A3).

1. Name of Applicant
2. Name of Country and City
3. Basic health statistics and health / nursing information of your country.
4. General information of your hospital (Please attach an organizational chart of the hospital.)
 - 1) Number of outpatients
 - 2) Number of inpatients
 - 3) Number of Medical doctors
 - 4) Number of Nurses
 - 5) Number of other specialists.
 - 6) Five (5) major diseases of your hospital in outpatient and inpatient
 - 7) Is medical fee free of charge in your country? How much percent of patients in your hospital is covered by insurance?
5. Introduction of Nursing Services (Department)
 - 1) Organization chart in the department
 - 2) Goals and objectives of Nursing Department
 - 3) In- hospital nursing education system
 - 4) Nursing method and Nursing duty
 - 5) Roles and responsibilities of your work.
 - *Please describe how many nurses you directly supervise in your department
 - * You can write the same as No. 6 question of QUESTIONNAIRE (Annex-3).
6. Major problems and points you need to improve in your daily work as a person in a managerial position of nursing.

* The inception Report should have the signature of the director of applicant's workplace.

*Those who are informed of acceptance to participate in the course will be required to make a presentation of their Inception Reports during the Course. Photos of their workplace should be included at the time of presentation (ward, nurse station, treatment room, outpatient department, etc). Use of Audiovisual aids such as Power Point, OHP is strongly recommended.

*Each presentation will be 15 minutes including Question and Answer.

*Inception Report will be translated into Japanese and distributed to the training institutions.

*This report, especially 6, will be used as the basis of the Interim Report that you will develop during core phase in Japan.

Nursing Management (A)
(JFY 2009)

QUESTIONNAIRE

This questionnaire is for arranging the course program. Please fill in the form and detach it, and attach to each copy of your Nomination Form.

1. Name of Applicant: _____

2. E-mail Address (if any) : _____

3. Nationality: _____ (Religion) _____

4. Organization you belong to:

1) Name _____

2) Managed by: () National/Governmental () Public () Private

3) Total number of beds: The whole hospital _____ Beds
Your ward (_____ ward) _____ Beds

5. The length of your experience in managerial positions in the nursing filed

Nursing Director _____ years _____ months

Vice-Nursing Director _____ years _____ months

Supervisor _____ years _____ months

Head Nurse _____ years _____ months

Chief Nurse (Vice Head Nurse) _____ years _____ months

6. Please write about your work and responsibility in detail.

***Because the clinical training in hospital ward is scheduled during the course, participants who have never been infected by the following infectious diseases and never received immunization might be required to receive the vaccination before the training starts. Please answer following items.

Have you been infected by:

Measles ? Yes / No. If no, have you received immunization? Yes / No

Mumps? Yes / No. If no, have you received immunization? Yes / No

Chicken pox? Yes / No. If no, have you received immunization? Yes / No

Rubella? Yes / No. If no, have you received immunization? Yes / No

Thank you very much for your cooperation.

ANNEX-3 **TRAINING SCHEDULE FOR NURSING MANAGEMENT (A) 2008**

****Please note that the following is schedule of the program for the purpose of reference.**

Some training subjects are going to reduce because training schedule for Nursing Management (A) 2009 will be shortened 1 week.

May 6 (Tue)	Arrival
May 7 (Wed)	9 : 40-14 : 50 Briefing (Brieging Room) 15 : 00-16 : 00 Return Flight Meeting SR16
May 8 (Thu)	9 : 40-16:10 Genaral Orientation
May 9 (Fri)	10:00-12:00 General Orientation 13:00-15:00 Foreign Registration 15:30- X-ray check
May 10 (Sat)	Holiday
May 11 (Sun)	Holiday
May 12 (Mon)	10:00-12:00 (D) JICA/INFJ Program Orientaion 13:30-15:30 (D) Opening Session
May 13 (Tue)	<i>10:00-12:00 (L) Problem Solving Technique I</i> <i>13:00-14:00 (D) Preparation of Inception Report Presen.</i> 14:00-15:30 (L) MCH in Japan (Attendance Optional)
May 14 (Wed)	<i>9:00-12:00 (L) Health System in Japan</i> <i>13:30-15:30 (L) Introduction to Nursing Management</i>
May 15 (Thu)	<i>9:30-11:30 (L) Nursing Administration in Japan (MHLW) *</i> <i>13:30-16:30 (D) Inception Report Presentation</i>
May 16 (Fri)	<i>9:30-11:30 (L) Problem Solving Technique II</i> <i>13:30-16:30 (D) Inception Report Presentation (MCH Course)</i>
May 17 (Sat)	Holiday
May 18 (Sun)	Holiday
May 19 (Mon)	10 : 00 Leave for Yamanashi Pref. by JICA bus 14:00-17:00 (L) Changes of Japanese Health System & MCH Evening Exchange Program
May 20 (Tue)	10:00-12:00 (L) Outline of Yamanashi Red Cross Hospital 13:00-16:00 (O&D) Dril of Nursing Education & facility visit
May 21 (Wed)	9:30-11:30 (L) Community Health Services of Health Center 13:00-14:30 (O) 7-months' Health Check-up 14:30 Leave for Kofu City
May 22 (Thu)	9:30-12:00 (L) Regional Health by SASAMOTOKAI

	13:30-15:30(0) Orientation on Home-visit Nursing
May 23 (Fri)	9:30-12:00 (0) Home-visit Nursing 14:00-16:00 (L) MCH Education by a Public Health Nurse (PHN)
May 24 (Sat)	9:30-12:00(L) Historical Community Development Activities by a PHN 13:00-15:00(L) Make a plan and presen. By participants Return to JICA Tokyo
May 25 (Sun)	Holiday
May 26 (Mon)	9:30-16:00 (0) National College of Nursing *
May 27 (Tue)	9:30-12:00(L) Nursing Record I /Focus Charting 13:30-15:30(L) Objective Management
May 28 (Wed)	10:00-12:00 (L) Leadership in Hospital Management* 13:00-14:00 (0) Higashi Omiya General Hospital * 14:30-16:00 (L&D)Leadership in Nursing Department*
May 29 (Thu)	10:00-12:00(L) Nursing Researches* 14:00-16:00(0) St. Luke's International Hospital*
May 30 (Fri)	10:00-12:00(0) Kyoto Kagaku (Manufac. Of Edu. Models) PM Pick up Foreign Reg. card
May 31 (Sat)	Holiday
June 1 (Sun)	Holiday
June 2 (Mon)	10:30-12:20(P) Disaster Learning Center * 14:00-16:00(L) Disaster Nursing
June 3 (Tue)	9:30-16:30(P)Disaster Nurs. Practice(JRCNU Musashino Campus) *
June 4 (Wed)	10:00-12:00(L) Japanese Nursing Association/Continuing Education * 14:00-16:00(L) Balanced Score Card in Nursing Dept.
June 5 (Thu)	9:30-12:00(L)Communication Skills 13:30-16:00(L) Objective Management: Drill
June 6 (Fri)	9:30-12:00(L) Problem Solving TechniqueIII 13:30-16:00(L) Nursing Record II /Drill
June 7 (Sat)	Holiday
June 8 (Sun)	Holiday
June 9 (Mon)	9:00-11:00(L) Creation of Learning Org. & Role of Nurs. Administrator* 13:30-15:30(L) In-service Education Program *
June 10 (Tue)	10:00-12:00(L) Human Resources Management in Nursing Dept. 13:00-15:00(D) Discussion on Human Resources Managemt.

June 11 (Wed)	10:00-12:00(L) Medical Function Evaluation	PM Free
June 12 (Thu)	10:00-15:00(L) Workout	
June 13 (Fri)	10:00-12:00(L) Medical Safety 13:00-15:00(L) Nursing Ethics	
June 14 (Sat)	Holiday	
June 15 (Sun)	Holiday	
June 16 (Mon)	10:00-15:00(L) Toranomom Hospital/ Quantification of Nursing Care Needs (TNS) *	
June 17 (Tue)	9:30-12:00(L) Nursing and Counselling 13:00-15:00(D) Case Study/In-service Education	
June 18 (Wed)	10:00-12:00(L) Case Study/Objective Management/Med. Safety 13:00-16:00(L&D) Quality Assurance & Evaluation of Nsg. Svc.	
June 19 (Thu)	10:00-12:00(D) Problem Solving TechniqueIV 13:00-15:00(D) Problem Solving TechniqueV	
June 20 (Fri)	9:30-12:00(D) Sharing Meeting/TIC SR15 13:00-15:00(D) Experiences of Nursing in Japan / TIC SR15 15:30-16:30(D) Orientation on Hospital Practice /TIC SR15	
June 21 (Sat)	Holiday	
June 22 (Sun)	Holiday	
June 23 (Mon)	9:30-15:30(P) Clinical Practice in 4 groups Tokyo Kosei Nenkin Hospital (Handa), Tokyo Women's Medical University Hospital (Miyahara), Toranomom Hospital (Matsumura), Nihon Univ. Itabashi Hospital (Miura) Name in the bracket: INFJ supervisor	
June 24 (Tue)		↓
June 25 (Wed)		
June 26 (Thu)		
June 27 (Fri)	17:00-18:00(D) Sharing Meeting/TIC SR5	
June 28 (Sat)	Holiday	
June 29 (Sun)	Holiday	
June 30 (Mon)	9:30-15:30(P) Hospital Practice in groups Tokyo Kosei Nenkin Hospital, Tokyo Women's Univ. Hospital Toranomom Hospital, Nihon Univ Itabashi Hospital	
July 1 (Tue)		↓
July 2 (Wed)		

July 3(Thu)	10:00-12:00(D) Sharing Meeting 13:00-15:00(D) Problem Solving Technique VI
July 4(Fri)	10:00-12:00(D) Problem Solving TechniqueVII 14:00-16:00(O) National Center for Child Health and Development*
July 5(Sat)	Holiday
July 6(Sun)	Holiday
July 7(Mon)	10:00-11:30 Waste Management Facility (Landfill) *
July 8(Tue)	10:00-15:00(L&P) Tokyo Met. Rehabilitation Hospital*
July 9(Wed)	9:00-11:00(O) Tokyo Jikeikai Med. Univ. Hospital/Fish Philosophy* PM JICA-NET under planning)
July 10(Thu)	9:30-11:30(L) Evidence Based Nursing 13:00-16:00(L) HIV/AIDS (IMCJ) *
July 11(Fri)	9:00-12:00(L) Coaching 13:00-16:00(P) Coaching/Drill
July 12(Sat)	Holiday
July 13(Sun)	Holiday
July 14(Mon)	AM Move to Osaka 16:00-17:00Preparation of Inception Report Presen.
July 15(Tue)	10:00-12:00(D) Case Study 13:30-16:30(D) Inception Report Presentation
July 16(Wed)	10:00-12:00(L) Management & Leadership of Nurse Manager 13:30-15:30(D) Exchange Program with Nursing Students
July 17(Thu)	9:30-15:30(P) National Center for Cardiovascular Diseases * (Improvement in Nursing Dept using EBN)
July 18(Fri)	↓
July 19(Sat)	Kyoto Afternoon Sightseeing
July 20(Sun)	Holiday
July 21(Mon)	Holiday (Public Holiday: Marine Day)
July 22(Tue)	10:00-16:00(P) Clinical Practice in 4 groups Kitano Hospital, Yodogawa Christian Hospital, Saiseikai Suita Hospital, Osaka Medical Center
July 23(Wed)	↓
July 24(Thu)	↓
July 25(Fri)	↓

July 26 (Sat)	Holiday
July 27 (Sun)	Holiday
July 28 (Mon)	Move to Hamamatsu City, Shizuoka Pref.
July 29 (Tue)	10:00-15:00 (P) Seirei Hamamatsu Hospital * Move to Mishima City, Shizuoka Pref.
July 30 (Wed)	10:00-15:00 (P) Shizuoka Prefectural Shizuoka Cancer Center* Move to Tokyo
July 31 (Thu)	AM Free 13:00-14:30 (D) Sharing Meeting /TIC SR6 14:30-16:30 (D) Leadership Quality of Nurse Manager/ SR6
August 1 (Fri)	10:00-12:00 (D/L) Formulation of Action Plan 13:00-15:00 (D/L) Formulation of Action Plan
August 2 (Sat)	Holiday
August 3 (Sun)	Holiday
August 4 (Mon)	10:00-12:00 (D/L) Formulation of Action Plan 13:00-15:00 (D/L) Formulation of Action Plan
August 5 (Tue)	10:00-12:00 (D/L) Formulation of Action Plan 13:00-15:00 (D/L) Formulation of Action Plan
August 6 (Wed)	Formulation of Action Plan Deadline of Submission of Action Plan
August 7 (Thu)	Preparation of Action Plan Presentation
August 8 (Fri)	10:00-11:30 (D) JICA-INFJ Evaluation Meeting (TIC SR F, Annex) 12:30-16:30 (D) Presentation of Action Plan/Interim Report (SR F) 16:30-17:30 Closing Ceremony (TIC SR 9) 17:30-18:30 Joint Farewell Party
August 9 (Sat)	Departure
	<p>1. <i>Italics</i> sessions are jointly conducted with MCH Nursing Management for African Countries Course.</p> <p>2. * (asterisk) shows that the training takes place outside TIC or INFJ.</p> <p>3. (L):Lecture 90h (D): Discussion 62.5h (P):Practice 92.5h (O):Observation 21.5h</p>

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



CORRESPONDENCE

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further,
address correspondence to:

JICA Tokyo International Center (JICA TOKYO)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: +81-3-3485-7051 FAX: +81-3-3485-7904

Nursing Management (A)
(JFY 2009)

QUESTIONNAIRE

This questionnaire is for arranging the course program. Please fill in the form and detach it, and attach to each copy of your Nomination Form.

1. Name of Applicant: _____

2. E-mail Address (if any) : _____

3. Nationality: _____ (Religion) _____

4. Organization you belong to:

1) Name _____

2) Managed by: () National/Governmental () Public () Private

3) Total number of beds: The whole hospital _____ Beds
Your ward (_____ ward) _____ Beds

5. The length of your experience in managerial positions in the nursing filed

Nursing Director _____ years _____ months

Vice-Nursing Director _____ years _____ months

Supervisor _____ years _____ months

Head Nurse _____ years _____ months

Chief Nurse (Vice Head Nurse) _____ years _____ months

6. Please write about your work and responsibility in detail.

***Because the clinical training in hospital ward is scheduled during the course, participants who have never been infected by the following infectious diseases and never received immunization might be required to receive the vaccination before the training starts. Please answer following items.

Have you been infected by:

Measles? Yes / No. If no, have you received immunization? Yes / No

Mumps? Yes / No. If no, have you received immunization? Yes / No

Chicken pox? Yes / No. If no, have you received immunization? Yes / No

Rubella? Yes / No. If no, have you received immunization? Yes / No

Thank you very much for your cooperation.

Guidelines of Application Form for the JICA Training and Dialogue Program

The attached form is to be used to apply for the training and dialogue programs of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

It depends on the type of training and dialogue program you are applying for.

>Application for Group and Region Focused Training Program

Official application and Parts A and B must be submitted.

>>Application for Country Focused Training Program including Counterpart Training Program

Part B will be submitted. Official application and Part A need not to be submitted

2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

Official Application

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

Part A. Information on the Applying Organization

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

Part B. Information About the Nominee

This part is to be completed by the person who is nominated by the organization applying.

The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated “**required**” items as is shown on the Form.

Please refer to the General Information to find out which type the training and dialogue program that your organization applies for belongs to.

2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of the course/seminar/workshop/project accurately according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form, of which the electronic

version is available on the web site: <http://www.jica.go.jp/> _____, or write in **block letters**,

- (d) fill in the form in **English**,
- (e) use or “x” to fill in the () check boxes,
- (f) attach a picture of the Nominee,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by your government, and
- (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee’s name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

3. Privacy Policy

1) Scope of Use

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

2) Limitations on Use and Provision

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

3) Security Notice

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

1. Title: (Please write down as shown in the General Information)

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2. Number: (Please write down as shown in the General Information)

J	0		-				
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3. Country Name:

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4. Name of Applying Organization:

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5. Name of the Nominee(s):

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			
Office Address and Contact Information	Address:		
	Telephone:	Fax:	E-mail:

Confirmation by the organization in charge (if necessary)

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			

Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

1. Profile of Organization

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.



3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.

Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in "Every Item". As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown below.

1. Title: (Please write down as shown in the General Information) **(required)**

2. Number: (Please write down as shown in the General Information) **(required)**

J	0		-						
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Attach the nominee's photograph (taken within the last three months) here
Size: 4x6
(Attach to the documents to be submitted.)

3. Information about the Nominee(nos. 1-9 are all required)

1) Name of Nominee (as in the passport)

Family Name

First Name

Middle Name

2) Nationality (as shown in the passport)		5) Date of Birth (please write out the month in English as in "April")				
3) Sex	() Male	() Female	Date	Month	Year	Age
4) Religion						

6) Present Position and Current Duties

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

7) Type of Organization

() National Governmental	() Local Governmental	() Public Enterprise
() Private (profit)	() NGO/Private (Non-profit)	() University
() Other ()		

8) Outline of duties: Describe your current duties

9) Contact Information

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

10) Others (if necessary)

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4. Career Record

1) Job Record (After graduation)

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		

2) Educational Record (Higher Education)(required)

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Year	To Month/Year		

3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)					
Listening	() Excellent	() Good	() Fair	() Poor	
Speaking	() Excellent	() Good	() Fair	() Poor	
Reading	() Excellent	() Good	() Fair	() Poor	
Writing	() Excellent	() Good	() Fair	() Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ()		() Excellent	() Good	() Fair	() Poor

¹ Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

¹ Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

¹ Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

¹ Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

6. Expectation on the applied training and dialogue program

1) **Personal Goal:** Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.

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2) **Relevant Experience:** Describe your previous vocational experiences which are highly relevant in the themes of the applied training and dialogue program. (required)

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3) **Area of Interest:** Describe your subject of particular interest with reference to the contents of the applied training and dialogue program. (required)

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*7. Declaration (to be signed by the Nominee) (required)

I certify that the statements I made in this form are true and correct to the best of my knowledge.

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.

Date:	Signature:
	Print Name:

MEDICAL HISTORY AND EXAMINATION

1. Present Status

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

() No	() Yes >> Name of Medication (_____), Quantity (_____)
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(b) Are you pregnant?

() No	() Yes (_____ months)
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(c) Are you allergic to any medication or food?

() No	() Yes >>> () Medication	() Food	() Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

(_____)

Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.

2. Medical History

(a) Have you had any significant or serious illness? (If hospitalized, give place & dates.)

Past:	() No	() Yes>>Name of illness (_____), Place & dates (_____)
Present:	() No	() Yes>>Present Condition (_____)

(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

Past:	() No	() Yes>>Name of illness (_____), Place & dates (_____)
Present:	() No	() Yes>>Present Condition (_____)

(c) High blood pressure

Past:	() No	() Yes
Present:	() No	() Yes>>Present Condition (_____) mm/Hg to (_____) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	() No	() Yes
Present:	() No	(_____) Yes>>Present Condition (_____)
Are you taking any medicine or insulin?		() No () Yes

(e) Past History: What illness(es) have you had previously?

() Stomach and Intestinal Disorder	() Liver Disease	() Heart Disease	() Kidney Disease
() Tuberculosis	() Asthma	() Thyroid Problem	
() Infectious Disease >>> Specify name of illness (_____)			
() Other >>> Specify (_____)			

(e') Has this disease been cured?

() Yes	() No (Specify name of illness) (_____)
() Yes	Present Condition: (_____)



3. Other: Any restrictions on food and behavior due to health or religious reasons?

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I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date:	Signature:
	Print Name: