

34/33/2010-EO(F)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Personnel & Training

North Block, New Delhi-1  
Dated the 8<sup>th</sup> June 2010.

**TRAINING CIRCULAR**

**Subject:** A Group Training Course in Nursing Management(B) to be held in Japan from 21<sup>st</sup> September, 2010 to 18<sup>th</sup> December, 2010 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 the above programme. The total duration of the programme is from August, 2010 to October, 2011, out of this, the preliminary phase will be held from August, 2010 to September, 2010 in participant's home country, Core Phase from September, 21, 2010 to 18 December 2010 in Japan and Finalization Phase will be held from December, 2010 to October, 2011 in participant's home country. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([persmin.nic.in](http://persmin.nic.in)).

2. The Programme aims to improve participants' quality of nursing management and nursing services.

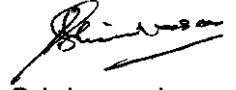
3. The nurses who have a minimum of 3 to 5 years experience as head nurse or seven years in nursing are eligible to apply. Candidates should be proficient at written and spoken English; have basic knowledge of computer operation; be under forty five years of age; be in good health, both physically and mentally to undergo the training and not be serving in the military.

4. The fellowship award covers a Round-trip air ticket between an international airport designated by the JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included). The participants are not allowed to take any family member during the training course.

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA's Circular dated 4<sup>th</sup> June 2010. The Ministry/State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.

Contd.../-

6. The nomination details should be submitted in the JICA's prescribed proformas (A2A3) duly authenticated by the Department concerned alongwith the country report to this Department on or before **30<sup>th</sup> July, 2010**. Nominations received after the prescribed date will not be considered.



(G.Srinivasan)

Under Secretary to the Govt. of India

1. The Secretary, M/o Health & FW, Nirman Bhavan, New Delhi.
2. The Secretary, Railway Board, Rail Bhavan, New Delhi.
3. All State Governments/ Union Territories.  
[With the request to circulate it amongst the related organizations]
4. Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website

No. 45/GT-CP/2010

4<sup>th</sup> June, 2010

Dear Mr. Rakesh Mishra,

A Group Training Course in Nursing Management (B) will be held in Japan from 21<sup>st</sup> September, 2010 to 18<sup>th</sup> December, 2010 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 **6<sup>th</sup> August, 2010**:-

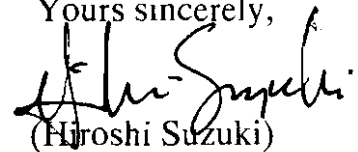
- (1) The Nomination Form A2A3 together with the medical history questionnaire
- (2) The desired Inception Report
- (3) The filled in Questionnaire

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 10 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,



(Hiroshi Suzuki)

Senior Representative

Encl: As stated above.

Mr. Rakesh Mishra

Section Officer

Department of Personnel and Training

Ministry of Personnel, Public Grievances and Pensions

North Block

New Delhi



04/06/2010





# TRAINING AND DIALOGUE PROGRAMS

**GENERAL INFORMATION ON  
NURSING MANAGEMENT (B)  
集團研修「看護指導者育成(B)」  
JFY 2010**

**<Type: Solution Creation / 類型: 課題解決促進型>**

**NO. J10-00782/ ID. 1080037**

**Phases in Japan: From Sep. 21, 2010 to Dec. 18, 2010  
(Whole Program from August 2010 to October 2011)**

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 Nursing management and Leadership
2. Site visits
3. Training in groups at hospitals
4. Discussions
5. Formulation of Interim Report (Action Plan)
6. Implementation of Action Plan after participants returned their countries and report back within 10 months to INFJ/JICA.

## II. Description:

**1. Title (J-No.): Nursing Management (B) (J10-00782)**

**2. Period of program :**

- Duration of whole program:** August 2010 to October 2011
- 1) Preliminary Phase:** August 2010 to September 2010  
(In a participant's home country)
- 2) Core Phase in Japan:** September 21, 2010 to December 18, 2010
- 3) Finalization Phase in:** December 2010 to October 2011  
(In a participant's home country)

**3. Target Regions or Countries :**

Laos, Sri Lanka, Cambodia, Viet Nam, Nepal, Bangladesh, Afghanistan, India, Iraq, Mongolia and Nicaragua

**4. Eligible / Target Organization :**

Secondary / Tertiary care level Hospital

**5. Total Number of Participants:**

10 participants

**6. Language to be used in this program :** English

**7. Overall Goal :**

Quality of nursing management and nursing services will be improved in the participants' organizations.

**8. Program Objective:**

The participants' awareness and capability of nursing management will be enhanced.

**9. Expected Module Output and Contents:**

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

<b>(1) Preliminary Phase in Participants' home countries</b> (August 2010 to September 2010) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Preparation of the Report	Issues in a participant organization related to nursing administration are preliminary identified.

<b>(2)Core phase in Japan</b> (September 21, 2010 to December 18, 2010) <i>The participants attend the Program implemented in Japan</i>		
Expected Module Output	Subject/Topic	Method of Guidance
(1)Characteristics, theory and practices of Japanese nursing management in Japan are grasped.	<b>1) Introductory Subjects:</b> 1. Health, Medical and Welfare System in Japan: 2. Nursing Administration in Japan: 3.Roles and Activities of Japanese Nursing Association Nursing Education system in Japan 5. Community Health, Medicine and Welfare Service 6. Evidence Based Nursing (EBN) 7. Nursing Experience s in Japan 8. Evaluation of medical practice by Japan Council for Quality Health Care	Lecture Observation Site visit and Exercise
(2)Knowledge, technology and attitude required of nursing manager will be identified by understanding the role of nursing manager.	<b>2) Nursing Management:</b> 1. Outline of Nursing Management: 2.Objective management in Nursing department 3Service management: 4. Utilization of Human resources: 5. Information management in nursing: 6. Establishment of Learning Organization and Role of Nursing Manager: 7. Nursing manager's awareness and participation into Hospital Management : 8.Medical and Nursing Ethics:9. Medical Safety and Infection Control 10. Nursing Research in Clinical Field 11.Leadrtship and Management 12.Case Studies through Role plays and group discussion 13.Lectures by Participants	Lecture Observation Site visit

	<b>3)Nursing in the specific domain:</b> 1.Disaster nursing  2. Situation of HIV/AIDS in Japan 3. Home visiting nursing and Rehabilitation	Lecture Observation Site visit and Exercise
	<b>4) Nursing Management at Medical Institutions:</b> 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	Practical training in the hospitals  *Hospital practice is based on the observation according to the Japanese medical law.



<p>(3) Problems related to nursing management in a parent organization will be identified.</p>	<p>1) Problem-solving method related to Nursing Management</p> <ol style="list-style-type: none"> <li>1. Presentation of Inception (Job) report</li> <li>2. Problem Solving Method (PCM)</li> <li>3. Understanding and Utilization of Health Statistics</li> <li>4. Problem identification related to Nursing Management               <ol style="list-style-type: none"> <li>① Data collection</li> <li>② Understanding of situation and analysis                   <ul style="list-style-type: none"> <li>- Target group of analysis and method</li> </ul> </li> <li>③ Identification of the problem</li> </ol> </li> </ol>	<p>Lecture Workshop Consultation Presentation</p>
<p>(4) A draft action plan for solving problems in participant's organization will be made.</p>	<ol style="list-style-type: none"> <li>5. Planning the resolution of the problem related to Nursing Management</li> <li>4.</li> <li>6. Drafting of Implementation plan, Indicators and Evaluation method</li> <li>7. Action plan presentation</li> </ol>	

\* 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.

\*

<p><b>(3) Finalization Phase in participants' home countries</b> (December 2010 to October 2011) <i>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.</i></p>	
<p>Module</p>	<p>Activities</p>
<p>Program in home countries</p>	<p>Action Plan will be discussed, modified and implemented in the participants' organization.</p> <p>Within 10 months after the end of the Program in Japan, participants are expected to report the progress of their Action Plan to JICA.</p>

# Basic Concept of Training

**Overall Goal :** Quality of nursing management and nursing services will be improved in Participants' working places.

**Program Objective:** The participants' awareness and capability of nursing management will be enhanced.

After returning to their countries, participants are expected to implement the Action Plan and report the progress and results within 10 months.

*Objective1:*  
Characteristics, theory and practices of Japanese nursing management in Japan are grasped

*Objective2:*  
Knowledge, technology and attitude required of nursing manager will be identified by understanding the role of nursing manager

*Objective3:*  
Problems related to nursing management in a parent organization will be identified

*Objective4:*  
A draft action plan for solving problems in participant's organization will be made

## Contents of training

*I. Introductory subjects:* To understand the situation of Japan's medical care and nursing and learn the system and theories of medical care and nursing which will be condition and influence in developing nursing management

*II. Nursing Management:* To learn required theories and management process in order to develop nursing management process.

*III. Nursing in the specific domain:*  
To learn specific field in nursing to enhance nursing services.

*IV. Nursing Management at Medical Institutions:* To learn actual nursing management thorough training in hospitals.

*V. Problem- solving method related to Nursing Management*

*VI. Preparing Action Plan and its presentation.*

### **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:

Nominees are expected to fulfill both conditions below as an occupation 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)
  - ② Nurses who have more than seven years' experience in nursing and in a position that requires the skill of leadership and management
- 2) Key personnel who are expected to address specific issues or problems identified in their organizations.
  - 3) Age: be under forty-five (45) years of age, in principle,
  - 4) 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.

5) 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 ②letter of consent from the participant's supervisor ③letter of consent from your Embassy in Japan, ④medical certificate. Please ask National Staffs in JICA office for the details.

6) 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 and Power Point). 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 JICA office or the Embassy of Japan in respective country.

**Inception Report:** to be submitted with the application form by **August 6, 2010.**

**(2)** . Fill in ANNEX-1 and 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: **August 6, 2010.**

**Note: Please confirm the closing date set by the 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 JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Tokyo in charge in Japan, which organizes this course. Selection shall be made by the JICA Tokyo 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, , 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 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 ward, nurse station, treatment room, outpatient department etc in your hospital.

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 JICA office (or Embassy of Japan) in respective country to the respective Government by **August 20, 2010.**

## **5. Conditions for Attendance:**

(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.
- (7)** to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9.

## IV. Administrative Arrangements

### 1. Organizer:

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

(2) **Contact:** Mr. Masanori ABE ([ticthd@jica.go.jp](mailto:ticthd@jica.go.jp))

### 2. Implementing Partner:

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

(2) **Contact:** Ms. Rina SAITO

(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 more than 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:** 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 JICA office (or Japanese Embassy) in respective country, 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 (B)  
(JFY 2010)***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 Application Form by August 6, 2010.**

1. Name of Applicant
2. Name of Country and City
3. Basic health statistics and health / nursing information of your country.
  - 1) • Basic Health statistics :
  - 2) Health care system :
  - 3) Number of nurses and the responsibility :
  - 4) Basic Nursing Education system :
  - 5) Nursing registration and renewal system :
  - 6) Roles and responsibility of Nursing Association/Council :
4. General information of your organization (Please attach an organizational chart)
  - 1) Name of organization
  - 2) Mission and Philosophy of organization
  - 3) Total number of beds
  - 4) Number of outpatients
  - 5) Number of inpatients
  - 6) Number of Medical doctors
  - 7) Number of Nurses
  - 8) Number of other specialists.
  - 9) Five (5) major diseases of your hospital in outpatient and inpatient
  - 10) 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-service 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

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

Organization	Period		Position	Brief Job Description
	From(M/Y)	To(M/Y)		

7. What are the major problems or challenges that you need to improve in your organization (Nursing services) as a person in a managerial position of nursing. Please describe your thoughts by following categories :

<b>Plan</b>	Example) Departmental goal is not written in a document. . . . . . .
<b>Motivation</b>	Example) Opportunities to utilize ones expertise are not provided. . . . . .
<b>Education</b>	Example) Opinions of the staff are not reflected to In-hospital training program. . . . . . . .
<b>Communication</b>	Example) There isn't specific criteria for handover between shifts. . . . .

	<ul style="list-style-type: none"> <li>▪</li> <li>▪</li> </ul>
<b>Organization</b>	<p>Example) Each department is not truly given an equal status.</p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul>
<b>Safety</b>	<p>Example) There isn't a hospital safety manual</p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul>

\* 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 15-20 minutes including Question and Answer.

\*Based on your analysis done above No.7, Japanese lecturers are support to give you some advice when you formulate your Action Plan.

## **Nursing Management (B)** **(JFY 2010)**

**All applicants are required to submit this questionnaire with Application Form by August 6, 2010.** It's because the clinical training in hospital ward is scheduled during the course, so participants who have never been infected by the following infectious diseases and never received immunization will be required to receive the vaccination before the training starts.

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) 2009**

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

	MAY
6 (Wed)	ARRIVAL
7 (Thu)	9:40-15:00 Briefing
8 (Fri)	9:35-15:00 General Orientation-Education, Politics & Government in Japan 15:30-17:00 Medical Check (X-ray)
9 (Sat)	Holiday
10 (Sun)	Holiday
11 (Mon)	10:00-12:00 JICA/INFJ Program Orientation 13:30-15:30 Opening Session (Matsumura, Miura, Miyahara)
12 (Tue)	9:30-12:00(D) Workshop I /What Is Nursing For You ? 13:00-16:00(D) Workshop II /What Is Nursing Management For You ? (Saito/Matsumura/Miura/Miyahara)
13 (Wed)	9:00-12:00(L) Health System in Japan (Nakasa) 14:00-16:00(L) Nursing Administration in Japan (Sekine)
14 (Thu)	10:00-12:00(L) Nursing Experiences in Japan (Miura) 13:30-17:00 (D) Inception Report Presentation. (MCH for African Countries)
15 (Fri)	9:30-11:30(D) Problem Solving Technique I (Tsukada) 13:30-16:30(D) Inception Report Presentation 17:00-17:30(D) Meeting for Clinical Practice
16 (Sat)	Holiday
17 (Sun)	15:00 Leave TIC for Kofu city, Yamanashi Prefecture by JICA bus
18 (Mon)	8:45- Welcome Remark (Dr.Sasamoto) 9:15-12:00(L) Community Health Services by Sasamotokai 14:00-15:00(O) Day Care Service 15:00-16:00(D) Orientation on Home-visit Nursing
19 (Tue)	8:45-12:00 (O) Home-visit Nursing 13:30-14:45(O) Transfer Technique (Physio-Therapist) 15:00-16:00 (D) Discussion & Summary
20 (Wed)	8:30 Check out and leave hotel for Fujikawaguchiko town 10:00-15:30 (L&P&D) Yamanashi Red Cross Hospital

	Return to Tokyo
21 (Thu)	9:30-12:30(L) Nursing Record I (Suzuki) 13:30-15:30(D) Reflection & Sharing Meeting (Saito/Matsumura/Miyahara/Miura)
22 (Fri)	9:00-11:30(L) Human Resources Management in Nursing Dept.(Sato) 13:00-16:00(D) Formulation of Self Development Plan (Saito) 16:00- Fight Meeting (regarding return flight)
23 (Sat)	Holiday
24 (Sun)	Holiday
25 (Mon)	10:00-12:00(L) Japanese Nursing Association/Continuing Education 15:30-16:40(O) Honjo Life Safety Learning Center
26 (Tue)	10:00-16:00 (P) Disaster Nursing (Ohara)
27 (Wed)	10:00-12:00 (D) Action Plan Preparation Session I /How Our Organization Solved Problems 13:30-16:00 (D) Action Plan Preparation Session II /Formulation of Format
28 (Thu)	10:00-12:00(L) Outline of Nursing Management(Kimura) 13:30-16:00(L) Nursing Record II (Suzuki)
29 (Fri)	9:00-12:00 (L) Nursing & Counseling (Park) 13:30-16:00(L) Nursing Record III
30 (Sat)	Holiday
31 (Sun)	Holiday
	JUNE
1 (Mon)	10:00-15:30(L) Objective Management in Nursing Dept.(Kumagai)
2 (Tue)	11:00-12:00(L) TQM Framework & KAIZEN-5S (Handa) 13:00-15:00(L) TQM Framework & KAIZEN-5S (Handa)
3 (Wed)	9:30-11:30 (L) Patient Safety (Soma) 14:00-16:00(L) HIV/AIDS Situation in Japan (ACC/Ikeda)
4 (Thu)	9:30-12:00 (L) Communication Skills (Aibe) 13:30-16:00 (D) Case Study/Objective Management (Miyahara)
5 (Fri)	10:00-12:00 (L) Disney Management Applied in Hospital Management (Sakamoto) 13:00-14:00(O) Higashi Omiya General Hospital 14:30-16:00(L) Objective Management in Nursing Dept.
6 (Sat)	Holiday
7 (Sun)	Holiday

8 (Mon)	10:00–12:00(L) Workout Method 13:00–15:00(P) Workout Method Practice 15:00–16:00(D) Discussion (Higashi Omiya General Hospital)
9 (Tue)	9:00–12:00(L) Leadership in Team Building (Kawano) 13:30–15:30 (D) Reflection & Sharing Meeting (Saito)
10 (Wed)	9:30–11:30 (L) Nursing Education in Japan (Matsumura) 13:30–15:30 (O) Tokyo Jikeikai Med. Univ. Nursing Dept.
11 (Thu)	9:30–11:30 (L) Nursing Research (Tashiro) 13:30–15:30 (L) In-service Education in Nursing Dept. (Takaya)
12 (Fri)	10:00–12:00 (L) Accreditation of Quality Health Care (Sugawara) 13:30–16:00 (L) Nursing Ethics (Shijiki)
13 (Sat)	Holiday
14 (Sun)	Holiday
15 (Mon)	10:00–12:00 Reflection & Sharing Meeting (Saito) 13:30–16:00 Formulation & Sharing of Check List I (Matsumura, Miura, Miyahara, Saito)
16 (Tue)	10:00–12:00 (L) Evidence Based Nursing (Matsumura) 13:30–15:00 (D) Orientation on Clinical Practice
17 (Wed)	Clinical Practice in 4 groups (Tokyo) 9:30–15:30(P) Tokyo Women's Medical University Hospital Tokyo Kosei Nenkin Hospital Toranomom Hospital Nihon Univ. Itabashi Hospital
18 (Thu)	
19 (Fri)	
20 (Sat)	Holiday
21 (Sun)	Holiday
22 (Mon)	Mon. 22 June 17:00–18:30(D) Sharing Meeting Clinical Practice (Tokyo) 9:30–15:30(P) Tokyo Women's Medical University Hospital Tokyo Kosei Nenkin Hospital Toranomom Hospital Nihon Univ. Itabashi Hospital
23 (Tue)	
24 (Wed)	
25 (Thu)	
26 (Fri)	
27 (Sat)	Holiday Evening : INFJ International Nursing Education Seminar at JICA Tokyo

28 (Sun)	Holiday
29 (Mon)	9:30-16:00 (L) Coaching (Sakai)
30 (Tue)	10:00-12:00 (D) Reflection & Sharing Meeting(Saito/Matsumura/Miyahara/Miura) 13:00-16:00 (D) Discussion Session on Action Plan (Draft)(Saito/Matsumura/Miyahara/Miura)
JULY	
1 (Wed)	9:30-12:00 (L/O) FISH Philosophy (Tokyo Jikeikai Medical Univ. Hospital ) (D) JICA-NET(Satellite TV Conference)
2 (Thu)	10:00-12:00(D) Action Plan Draft Study Session (Saito/Matsumura/Miura/Miyahara) 13:00-16:00(D) Action Plan Draft Study Session (Saito/matsumura/Miura/Miyahara)
3 (Fri)	10:00-15:30 (P) Tokyo Metropolitan Rehabilitation Hospital
4 (Sat)	Holiday
5 (Sun)	Holiday
6 (Mon)	10:00-11:30 (O) Waste Disposal Landfill Site PM: Move to Osaka by Shinkansen, bullet train
7 (Tue)	10:00-15:00 (L) Nursing Care Needs (Kyoto Univ. Hospital)
8 (Wed)	10:00-12:00(D)Formulation of Check List II (for clinical practice) (Saito) 13:00-16:30(D) Inception Report Discussion
9 (Thu)	9:30-12:00 (L) Management & Leadership of Nursing Manager (Totsuka) 12:00-16:00 (D) Lunch & Exchange Program with Nursing Students
10 (Fri)	10:00-12:00 (D) Reflection & Sharing Meeting (Saito) 13:00-16:00 (D) Individual Guidance(Saito)
11 (Sat)	PM: Half-day Sightseeing in Kyoto
12 (Sun)	Holiday
13 (Mon)	Clinical Practice in 4 groups (Osaka) 10:00-16:00 (P) Osaka Medical Center Kitano Hospital Saiseikai Suita Hospital Yodogawa Christian Hospital
14 (Tue)	
15 (Wed)	
16 (Thu)	
17 (Fri)	10:00-12:00(D) Reflection & Sharing Meeting(Maekawa/Saito) 13:00-16:00(D) Leadership Quality of Nursing Manager (Maekawa/Saito)



18 (Sat)	Return to Tokyo
19 (Sun)	Holiday
20 (Mon)	Public Holiday (Marine Day)
21 (Tue)	10:00–12:00(L/D) Lecture by JICA Participant (one hour per person) 13:00–16:00(L/D) Lecture by JICA Participant (Saito/Matsumura/Miyahara/others)
22 (Wed)	10:00–12:00(L) Creation of Learning Organization (Ibe) 13:30–16:30(L/D) Lecture by JICA Participant
23 (Thu)	9:00–12:00(L/D) Lecture by JICA Participant 13:00–16:00(D) "Action Plan Report" & Strategy Meeting (Saito/Matsumura/Miyahara)
24 (Fri)	10:00–12:00 (D/L) Action Plan/Group Discussion (Saito) 13:00–16:00 (D/L) Action Plan/Group Discussion(Saito)
25 (Sat)	Holiday
26 (Sun)	Holiday
27 (Mon)	10:00–12:00(D/L) Formulation of Action Plan (Matsumura/Miura/Miyahara/Saito) 13:00–16:00(D/L) Formulation of Action Plan(Matsumura/Miura/Miyahara/Saito)
28 (Tue)	10:00–12:00(D/L) Formulation of Action Plan (Matsumura/Miura/Miyahara/Saito) 13:00–16:00(D/L) Formulation of Action Plan (Matsumura/Miura/Miyahara/Saito)
29 (Wed)	10:00–12:00(D) Formulation of Action Plan (Matsumura/Miura/Miyahara/Saito) < 12:00 Deadline of Submission of Action Plan >
30 (Thu)	Preparation of Action Plan Presentation
31 (Fri)	10:00–11:30 JICA-INFJ Evaluation Meeting 12:30–16:30(D) Interim Report (Action Plan) Presentation 17:00–17:30 Closing Ceremony 17:30–18:30 Farewell party
	(L):Lecture (D):Discussion (O):Observation (P):Practice

## *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 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**

## 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 including Medical History and Examination must be submitted.

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

Part B including Medical History and Examination 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 including Medical History and Examination

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:

- carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- 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/\\* \\* \\* \\* \\*](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**

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#### **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)

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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.





For a better tomorrow for all.  
Japan International Cooperation Agency

**Version 080326**

**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.**





**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	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Speaking	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Reading	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Writing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Certificate (Examples: TOEFL, TOEIC)				
2) Mother Tongue				
3) Other languages (                    )	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor

<sup>1</sup> 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.

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

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

<sup>1</sup> 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.

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

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

## \*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 and not to claim any cost or damage due to the said 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.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication ( _____ ), Quantity ( _____ )
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes ( _____ months )
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>>	<input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other: _____
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

<input type="checkbox"/> _____ )
<i>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.</i>

### 2. Medical History

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

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of illness ( _____ ), Place & dates ( _____ )
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition ( _____ )

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

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of illness ( _____ ), Place & dates ( _____ )
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition ( _____ )

(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition ( _____ ) mm/Hg to ( _____ ) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition ( _____ )
		Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes

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

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
<input type="checkbox"/> Infectious Disease >>> Specify name of illness ( _____ )			
<input type="checkbox"/> Other >>> Specify ( _____ )			

(e') Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Specify name of illness)
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: