



Please refer [Guidelines for STT/LTT/Apprenticeship/OEM Qualification File](#)

### QUALIFICATION FILE

Transplant Coordinator

Short Term Training (STT)  Long Term Training (LTT)  Apprenticeship

Upskilling  Dual/Flexi Qualification  For ToT  For ToA

General  Multi-skill (MS)  Cross Sectoral (CS)  Future Skills  OEM

NCrF/NSQF Level: 6

Submitted By:

Healthcare Sector Skill Council

Office No. 520-521, 5th Floor, DLF Tower A, Jasola, New Delhi - 110025, India

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Section 1: Basic Details

1. Qualification Name	Transplant Coordinator		
2. Sector/s	Healthcare		
3. Type of Qualification: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	NQR Code & version of existing/previous qualification: 2022/HLT/HSSC/06133, V1.0		Qualification Name of existing/previous version: Transplant Coordinator
4. a. OEM Name b. Qualification Name (Wherever applicable)			
5. National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	QG-05-HE-00666-2023-V1.1-HSSC	6. NCrf/NSQF Level: 6	
7. Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Skill Certificate		
8. Brief Description of the Qualification	Transplant coordinator undertakes grief counselling of family members of the deceased. They also coordinate live and deceased organ and tissue donation, retrieval, storage, transport for transplantation and engages in organ donation awareness related initiatives		
9. Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience:		
	S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)
	1	Pursuing first year of 2-year PG program (Social work or Psychiatry or Sociology or Social Science or Public Health) after completing 3 year UG degree in the relevant field	
		or	
2	Pursuing 4th year UG (in case of 4-year UG with honours/ honours with research) in the relevant field (Medical Graduate (MBBS/ BHMS/ BAMS/ BUMS)/Graduate (Nursing/ Allied Health Professionals)/BDS/life sciences) and continuing education		

		Or																				
	3	Medical Graduate (MBBS/ BHMS/ BAMS/ BUMS/BDS)																				
		Or																				
	4	Graduate (Nursing/ Allied Health Professionals)	with 1-year relevant experience																			
		or																				
	5	Post-Graduate (Social work or Psychiatry or Sociology or Social Science or Public Health/ Masters/ PG Diploma in healthcare administration)																				
		Or																				
	6	Previous relevant Qualification of NSQF Level 5.5	with 1.5 year of experience																			
		Or																				
	7	Previous relevant Qualification of NSQF Level 5	with 3 years of experience																			
	<b>b. Age: 18 years</b>																					
<b>10 Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))</b>	26		<b>11. Common Cost Norm Category (I/II/III) (wherever applicable):</b>	Category I																		
<b>12 Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)</b>	Not Applicable																					
<b>13 Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</b>	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended <table border="1"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Mandatory (Hours)</th> <th>OJT Recommended (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>360</td> <td>300</td> <td>120</td> <td>NA</td> <td>780</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> (Refer Blended Learning Annexure for details)				Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	360	300	120	NA	780	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																	
Classroom (offline)	360	300	120	NA	780																	
Online																						
<b>14 Aligned to NCO/ISCO Code/s (if no code is available mention the same)</b>	NCO/2015/2635																					
<b>15 Progression path after attaining the qualification (Please show Professional and Academic progression)</b>	Progression will be possible in both academic as well as professional area as: "Horizontal: NSQF Level 5: Field Trainer/ Field Assessor  Vertical:																					

		NSQF Level 6: Senior Transplant Coordinator (to be developed) Progression to Diploma/Degree qualifications in the relevant field after training. (NCAHP)"
16	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi
17	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:
18	Is the Job Role Amenable to Persons with Disability	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", specify applicable type of Disability:
19	How Participation of Women will be Encouraged	Healthcare is a field where equal opportunity and participation of women is being given as patients could belong to all genders.
20	Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
21	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
22	Name and Contact Details of Submitting / Awarding Body SPOC (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	Name: Mr. Ashish Jain Email: <a href="mailto:ashish.jain@healthcare-ssc.in">ashish.jain@healthcare-ssc.in</a> Contact No.: 011-40505850,011 41017346 Website: <a href="http://www.healthcare-ssc.in">www.healthcare-ssc.in</a>
23	Final Approval Date by NSQC: 28/07/2022	24. Validity Duration: 3 years 25. Next Review Date : 28/07/2025

## Section 2: Module Summary

## NOS/s of Qualifications

*(In exceptional cases these could be described as components)*

## Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

**Th.-Theory Pr.-Practical OJT-On the Job Man.-Mandatory Training Rec.-Recommended Proj.-Project**

S. No	NOS/Module Name	NOS/Module Code & Version <i>(if applicable)</i>	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) <i>(if applicable)</i>
1.	Bridge Modules				1	15	15	0	0	30	0	0	0	0	0	0
2.	Coordinate operations related to living organ or tissue donation	HSS/N8709, V2.0	Core	6	5	60	60	30	0	150	66	30	40	50	186	10
3.	Coordinate operations related to deceased organ or tissue donation	HSS/N8710, V2.0	Core	6	8	90	120	30	0	240	85	90	27	45	247	20
4.	Support family members in the bereavement process	HSS/N8711, V2.0	Core	6	3	30	30	30	9	90	81	100	50	45	276	20
5.	Create awareness related to organ or tissue donation	HSS/N8712, V2.0	Core	4	2.5	30	30	15	0	75	45	50	20	30	145	10
6.	Maintain a professional relationship with patients, colleagues and others	HSS/N9615, V2.0	Non-Core	4	1.5	15	20	10	0	45	13	0	0	0	13	10
7.	Maintain professional and medico-legal conduct	HSS/N9616, V2.0	Core	4	1	15	15	0	0	30	19	0	0	0	19	10
8.	Follow infection control policies & procedures including biomedical waste disposal protocols	HSS/N9618, V2.0	Non-Core	4	1	15	10	5	0	30	21	0	13	30	64	10
9.	Employability Skills (90 Hours)	DGT/VSQ/N0103, Version 1.0	Non-Core	5	3	90	0	0	0	90	20	30	0	0	50	10
<b>Duration (in Hours) / Total Marks</b>					<b>26</b>	<b>360</b>	<b>300</b>	<b>120</b>	<b>0</b>	<b>780</b>	<b>350</b>	<b>300</b>	<b>150</b>	<b>200</b>	<b>1000</b>	<b>100</b>

Elective NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks				
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total
1.															
2.															
Duration (in Hours) / Total Marks															

Optional NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks				
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total
1.															
2.															
Duration (in Hours) / Total Marks															

Assessment - Minimum Qualifying Percentage

Please specify **any one** of the following:

**Minimum Pass Percentage – Aggregate at qualification level: 70%** (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

**Minimum Pass Percentage – NOS/Module-wise: \_\_\_%** (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

## Section 3: Training Related

1.	<b>Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</b>	<p><i>Post-graduate (Transplant Surgeon) from recognized system of modern medicine with 5-year experience working in hospitals with Transplant units and 2 year of teaching experience</i> Or</p> <p><i>MSc Nursing (Transplant Nurse) with 7-year experience working in hospitals with Transplant units and 3 year of teaching experience</i> Or</p> <p><i>Master's degree (Social work or Psychiatry or Sociology or Social Science or Public Health) with 7-year experience working in hospitals with Transplant units and 3 year of teaching experience</i></p>
2.	<b>Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</b>	<p><i>Post-graduate (Transplant Surgeon) from recognized system of modern medicine with 6-year experience working in hospitals with Transplant units and 2 year of teaching experience</i> Or</p> <p><i>MSc Nursing (Transplant Nurse) with 8-year experience working in hospitals with Transplant units and 3 year of teaching experience</i> Or</p> <p><i>Master's degree (Social work or Psychiatry or Sociology or Social Science or Public Health) with 8-year experience working in hospitals with Transplant units and 3 year of teaching experience</i></p>
3.	<b>Tools and Equipment Required for Training</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure)
4.	<b>In Case of Revised Qualification, Details of Any Upskilling Required for Trainer</b>	

## Section 4: Assessment Related

1.	<b>Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	<p><i>Post-graduate (Transplant Surgeon) from recognized system of modern medicine with 5-year experience working in hospitals with Transplant units and 2 year of teaching/assessment experience</i> Or</p> <p><i>MSc Nursing (Transplant Nurse) with 7-year experience working in hospitals with Transplant units and 3 year of teaching/assessment experience</i> Or</p>
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		<i>Master's degree (Social work or Psychiatry or Sociology or Social Science or Public Health) with 7-year experience working in hospitals with Transplant units and 3 year of teaching/assessment experience</i>
2.	<b>Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	<b>Diploma/Graduate</b>
3.	<b>Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	<p><i>Post-graduate (Transplant Surgeon) from recognized system of modern medicine with 6-year experience working in hospitals with Transplant units and 3 year of teaching/assessment experience</i> Or</p> <p><i>MSc Nursing (Transplant Nurse) with 8-year experience working in hospitals with Transplant units and 4 year of teaching/assessment experience</i> Or</p> <p><i>Master's degree (Social work or Psychiatry or Sociology or Social Science or Public Health) with 8-year experience working in hospitals with Transplant units and 4 year of teaching/assessment experience</i></p>
4.	<b>Assessment Mode (Specify the assessment mode)</b>	Blended (Theory: Online, Practical and Viva: Blended)
5.	<b>Tools and Equipment Required for Assessment</b>	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No (details to be provided in Annexure-if it is different for Assessment)

#### Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	<b>Latest Skill Gap Study (not older than 2 years) (Yes/No):</b> Yes
2.	<b>Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):</b> No
3.	<b>Government /Industry initiatives/ requirement (Yes/No):</b>
4.	<b>Number of Industry validation provided:</b>
5.	<b>Estimated nos. of persons to be trained and employed:</b>
6.	<b>Evidence of Concurrence/Consultation with Line Ministry/State Departments:</b> Yes If "No", why:

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	<b>Annexure:</b> NCrF/NSQF level justification based on NCrF level/NSQF descriptors <i>(Mandatory)</i>	Yes
2.	<b>Annexure:</b> List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	Yes
3.	<b>Annexure:</b> Detailed Assessment Criteria <i>(Mandatory)</i>	Yes
4.	<b>Annexure:</b> Assessment Strategy <i>(Mandatory)</i>	Yes
5.	<b>Annexure:</b> Blended Learning <i>(Mandatory, in case selected Mode of delivery is "Blended Learning")</i>	No
6.	<b>Annexure:</b> Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	No
7.	<b>Annexure:</b> Acronym and Glossary <i>(Optional)</i>	Yes
8.	<b>Supporting Document:</b> Model Curriculum <i>(Mandatory – Public view)</i>	Yes
9.	<b>Supporting Document:</b> Career Progression <i>(Mandatory - Public view)</i>	Yes
10.	<b>Supporting Document:</b> Occupational Map <i>(Mandatory)</i>	Yes
11.	<b>Supporting Document:</b> Assessment SOP <i>(Mandatory)</i>	Yes
12.	<b>Any other document you wish to submit:</b>	

Annexure: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
<b>Professional Theoretical Knowledge/Process</b>	Work in familiar, predictable, routine, situation of clear choice. • Individuals in this job are responsible for assisting and supporting patients & visitors as per their needs along with effectively managing front desk services in a healthcare setup without giving any opinions / assurances on clinical matters. They perform certain administrative task such as maintenance of records, paperwork, billing, basic management concepts & computer knowledge etc.	The Transplant Coordinator during the job works require well developed skill, with clear choice of procedures in familiar context  Refer to the evidence provided in the adjacent column. Hence it falls under Level 6.	6

<b>Professional and Technical Skills/ Expertise/ Professional Knowledge</b>	<p>Factual knowledge of field of knowledge or study.</p> <ul style="list-style-type: none"> <li>• Transplant coordinator is expected to coordinate for processes related to organ/ tissue transplantation, both living and deceased.</li> <li>•Basic structure and function of the body systems.</li> <li>•He/ She must have factual knowledge of field or study in order to perform activities correctly.</li> <li>• Maintain the wait lists according to program policies and procedures, regulatory requirements, and national guidelines.</li> <li>•Apply ethical and legal regulations related to transplantation and living/ deceased organ donation.</li> <li>•Create community and professional awareness programs to promote organ donation and transplantation in the respective areas.</li> <li>•Listen in a responsive and empathetic manner to establish rapport. This requires communication skills (written or oral) with required clarity and indicates that he/she should have the basic understanding of social environment.</li> </ul>	<p>The Transplant Coordinator must have knowledge of facts, principles, processes and general concepts, in order to perform activities correctly</p> <p>Refer to the evidences provided in the adjacent column. Hence it falls under Level 6.</p>	6
<b>Employment Readiness &amp; Entrepreneurship Skills &amp; Mind-set/Professional Skill</b>	<p>Recall and demonstrate practical skill, routine and repetitive in narrow range of application, using appropriate rule and tool, using quality concepts</p> <ul style="list-style-type: none"> <li>• Transplant coordinator requires to have good communication and interpersonal skills along with a pleasing personality to attend to all sorts of enquiries from the patients with efficient rapport building. The job requires individuals to possess key qualities such as patience, confidence, maturity, compassion, patient centricity, good listening. They must be skilled to interact with a wide range of personality types in both pleasant and difficult circumstances. It is also important for the individual to have a good level of physical fitness and healthy body with well-maintained hygiene circumstances. They should be able to exhibit fine motor skills, Analytical skills, Detail oriented, Integrity, Interpersonal skills, technical skills, Computer Skills</li> </ul>	<p>The Transplant Coordinator required to demonstrate a range of cognitive and practical skill, required to accomplish tasks and solve problems by selecting and applying basic methods, tools, materials and information.</p> <p>Refer to the evidence provided in the adjacent column. Hence it falls under Level 6.</p>	6
<b>Broad Learning Outcomes/Core Skill</b>	<p>Language to communicate written or oral, with required clarity</p> <ul style="list-style-type: none"> <li>• Transplant coordinator should have the ability to understand and follow complex technical instructions, ability to pay close attention to detail, ability to effectively use computer applications such as spreadsheets, word processing, ability to read, write, speak, understand, and communicate in English sufficiently to</li> </ul>	<p>The Transplant Coordinator requires desired mathematical skill, understanding of social, political and natural environment; collecting and organising information and communication.</p>	6

	perform the essential duties of the position, familiarity with the techniques of maintaining a filing system, accuracy, good dexterity, dependability, initiative, good judgment, physical condition commensurate with the demands of the position. Keep abreast of the latest knowledge by reading internal communications and legal framework changes related to roles and responsibilities	Refer to the evidences provided in the adjacent column. Hence it falls under Level 6.	
<b>Responsibility</b>	<p>Responsibility for own work and learning.</p> <ul style="list-style-type: none"> <li>Transplant coordinator is responsible for aspects of coordination at hospital front desk to ensure customer satisfactions. Assess patient requirement and act accordingly, Prepare for patient admission, registration &amp; direct patient to accurate unit as per medical advice, Liaison &amp; coordinate with healthcare team for effective patient management</li> </ul> <p>Individuals must always perform their duties in calm, reassuring empathetic and efficient manner.</p>	<p>The Transplant Coordinator should know to take responsibility of own work and learning. responsible to carry out the job not only in familiar situations, but also where problems may arise as they are dealing with clients with varied type of issues.</p> <p>Refer to the evidences provided in the adjacent column. Hence it falls under Level 6.</p>	6

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment  
**Batch Size: 30**

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Standard protocols/ guideline document for tissue typing and cross matching	Nos	3
2	Chart for color coding of bins	Nos	1
3	Different coded color bins (Red, Blue, Black, Yellow)	Each	1
4	Spill Kit	Nos	3
5	Disposable cartridge and syringes	Nos	3
6	Cotton rolls	Nos	3
7	Towels	Nos	3

8	Safety goggles	Nos	3
9	Shoe cover	Bundle	3
10	Cap Disposable	Bundle	3
11	Mask Disposable	Bundle	3
12	Gloves Disposable	Bundle	3
13	Lab coat	Nos	3
14	Apron	Nos	3
15	Alcohol swab	Nos	3
16	Chlorhexidine	ml	3
17	Hypochlorite solution	ml	3
18	Sample formats of reports and hospital documents	Bundle	5
19	Transplant Protocols	Bundle	5
20	Pamphlets	Bundle	5
21	Charts	Bundle	5
22	Flip charts	Bundle	5
23	Instructional videos on counseling techniques	Bundle	5
24	Appropriate consent forms for organ donation	Bundle	5
25	Documents on brain stem death certification	Bundle	5
26	Sample checklist of brain- stem death	Bundle	5
27	Sample bill forms	Bundle	5
28	Sample forms and formats in medico-legal cases	Nos	5
29	Regulatory guidelines on advanced directives and living wills	Bundle	5
30	Guidelines on end of life care	Bundle	5
31	Guidelines of Maastricht categories for DCD	Nos	5
32	Sample follow up plan format	Bundle	5
33	Consent forms	Bundle	5
34	Copy of THOTA	Nos	1
35	ABO compatibility equipment such as cover slips, glass slides, instructional videos, sample registration process SOPs	Each	3
36	Guidelines and standard documents on organ donation and transplantation	Nos	3

### Classroom Aids

The aids required to conduct sessions in the classroom are:

1. AV Aids
2. Computer (PC) with latest configurations – and Internet connection with standard operating system and standard word processor and worksheet software (Licensed)
3. (all software should either be latest version or one/two version below)
4. UPS
5. Scanner cum Printer
6. Computer Tables
7. Computer Chairs
8. LCD Projector
9. White Board/Smart Board 1200mm x 900mm
10. Marker
11. Duster
12. Charts
13. Models
14. Flip Chart

### Annexure: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S. No.	Organization	Name of Representative	Designation	City/State
1	MOHAN Foundation	Dr. Sumana Navin	Course Director, MOHAN Foundation	Tamil Nadu
2	The Academy of Life and People Skills	Prof (Dr) Suryakumari	Founder - President	Tamil Nadu
3	Jeevasarthakathe Transplant Authority of Karnataka	Dr. Kishore Phadke	Convener	Karnataka
4	Tata Trusts	Ms. Aneka Paul	Project Officer Health	Maharashtra

5	Artemis Hospitals, Gurugram	Dr. Ramdip Ray	Joint Chief - Liver Transplant & Sr. Consultant - GI & HPB Surgery	Haryana
6	Nayati Healthcare Research Pvt. Ltd	Mrs. Trilly Rachel Mathew	Head - Organ Transplant Coordinator	Noida
7	Gleneagles Global Hospitals	Mrs. Jayalaxmi Gottimukkala	AGM - Transplant Medicine	Hyderabad
8	Fortis Organ Retrieval & Transplant (FORT)	Dr. Avnish Seth	Director	Delhi
9	Army Hospital (Research & Referral)	Lt. Col. Devika Gupta	Classified Specialist, Pathology & Transplant immunology	Delhi
10	Army Hospital (Research & Referral)	Lt. Col. Sandhya Nair	Transplant Coordinator	Delhi
11	NephroPlus	Dr. Suresh Sankar	Consultant Nephrologist	Tamil Nadu
12	Darshan Eye Care	Dr. Navin Jayakumar	Neuro-Ophthalmologist	Tamil Nadu
13	Rajiv Gandhi University of Health Sciences, Tata Trusts	Dr. D K Srinivas	Former Consultant	Karnataka
14	Zonal Transplant Coordination Centre (ZTCC) Pune	Ms. Arati Gokhale	Central Coordinator	Maharashtra
15	Sir Ganga Ram Hospital, New Delhi	Dr. Harsha Jauhari	Senior Consultant Renal Transplantation	Delhi
16	Medanta The Medicity, Gurugram	Dr. Mohd Tariq Ali	Director, Institute of Critical Care & Anaesthesiology	Haryana
17	Jamia Milia Islamia University	Dr. Rashmi Jain	Assistant Professor, Department of Social Work	Delhi
18	Fortis Noida	Dr. Dushyant Nadar	Director and Head in Urology and Renal transplant, Fortis Hospital, Noida	Delhi
19	Wockhardt Hospital	Dr. Kiran Deep Sandhu	Anaesthesiologist	Nashik
20	Symbiosis University Hospital and Research Centre	Dr. Urvi Shukla	Consultant in-charge ICU & Emergency services	Pune

21	Dr. Rela Institute & Medical Centre	Mr. M. Sivakumar	Senior Manager, Multi-Organ Transplant Unit	Chennai
22	PGI, Chandigarh	Mr. Navdeep Bansal	Transplant Coordinator	
23	Madras Medical Mission Hospital	Mrs. Sendhamarai Selvi	Kidney Transplant Coordinator	Chennai
24	Bombay Hospital	Dr. Amit Joshi	Officer on Special Duty (Medical Administration) and Chief Transplant Coordinator	Indore
25	MIOT Hospital, Chennai	Mr Sagayam Francis	Manager, Department of organ transplantation	Chennai
26	Osmania Medical College & Osmania General Hospital, Hyderabad	Dr. Manisha Sahay	Professor and Head, Department of Nephrology	Hyderabad
27	DGM - Program & Promotions, Multi-Organ Transplantation, MGM Healthcare, Chennai	Mr. J. Nethaji,	DGMA, Transplant programs	Chennai
28	ROTTA (West) and SOTTO (Maharashtra)	Mrs. Sujata Ashtekar	Consultant	Mumbai
29	PSG Hospitals	Mrs. Rathi R	Sr. Clinical Nurse Specialish and Transplant Coordinators	Coimbatore
30	Indraprastha Apollo Hospitals, New Delhi	Dr. Sankalp Jha	Risk Manager and Living Donor Advocate	
31	Military Hospital, Chennai	Col. Ram Prasad	Consultant ICU	Tamil Nadu
32	Apollo Hospitals	Mr. Johnson.A	Transplant Coordinator and Service Line Manager ,Renal & Multi-Visceral Transplant Unit	Chennai

Annexure: Training & Employment Details

**Training and Employment Projections:**

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2023	100	50				
2024	200	100				
2025	300	150				

Data to be provided year-wise for next 3 years

**Training, Assessment, Certification, and Placement Data for previous versions of qualifications:**

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
	NA	NA	NA	NA	NA								

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

**List Schemes in which the previous version of Qualification was implemented:**

- 1.
- 2.

**Content availability for previous versions of qualifications:**

Participant Handbook  Facilitator Guide  Digital Content  Qualification Handbook  Any Other:

**Languages in which Content is available:**

Annexure: Blended Learning

**Blended Learning Estimated Ratio & Recommended Tools:**

**Refer NCVET “Guidelines for Blended Learning for Vocational Education, Training & Skilling” available on:**

<https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf>

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	<input type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge		
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners		
3	<input type="checkbox"/> Showing Practical Demonstrations to the learners		
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training		
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice		
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training		

Annexure: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks
HSS/N8709: Coordinate operations related to living organ or tissue donation	Pre- transplantation procedures	23	20	10	10	63
	Care of living organ or tissue	25	10	20	10	65
	Post-transplantation procedures and follow up with live donor	18	20	10	10	58
	<b>Nos Total</b>	<b>66</b>	<b>50</b>	<b>40</b>	<b>30</b>	<b>186</b>
HSS/N8710: Coordinate operations related to deceased organ or tissue donation	Coordinating deceased organ or tissue donation, retrieval, storage and transport	32	15	10	30	87
	Manage wait lists of organ or tissue donation	30	15	7	30	82
	Assist in organ or tissue donation in medico legal cases (MLCs)	23	15	10	30	78
	<b>Nos Total</b>	<b>85</b>	<b>45</b>	<b>27</b>	<b>90</b>	<b>247</b>

HSS/N8711: Support family members in the bereavement process	Assist the medical team in brain- stem death identification and certification	17	15	10	20	62
	Undertake grief counselling	25	15	10	50	100
	Obtain consent for organ or tissue donation	17	5	10	10	42
	Donor assessment and management	10	5	10	10	35
	Follow up with the family	12	5	10	10	37
	<b>Nos Total</b>	<b>81</b>	<b>45</b>	<b>50</b>	<b>100</b>	<b>276</b>
HSS/N8712: Create awareness related to organ or tissue donation	carry out awareness activities in the community/public	25	15	10	30	80
	carry out awareness activities amongst the hospital staff	20	15	10	20	65
	<b>Nos Total</b>	<b>45</b>	<b>30</b>	<b>20</b>	<b>50</b>	<b>145</b>
HSS/N9615 Maintain a professional relationship with patients, colleagues and others	Communicate and maintain professional behavior with co-workers and patients and their families	5				5
	Work with other people to meet requirements	5				5
	Establish and manage requirements, planning and organizing work, ensuring accomplishment of the requirements	3				3
	<b>Nos Total</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>
HSS/N9616 Maintain professional & medico-legal conduct	Maintain professional behavior	5				5
	Act within the limit of one's competence and authority	7				7
	Follow the code of conduct and demonstrate best practices in the field	7				7
	<b>Nos Total</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19</b>
HSS/N9618 Follow biomedical waste disposal and infection control policies and procedures	Classification of the waste generated, segregation of biomedical waste, proper collection and storage of waste	5	10	3		18
	Complying with effective infection control protocols that ensures the safety of the patient(or end-user of health-related products/services)	8	10	5		23
	Maintaining personal protection and preventing the transmission of infection from person to person	8	10	5		23
	<b>Nos Total</b>	<b>21</b>	<b>30</b>	<b>13</b>	<b>0</b>	<b>64</b>
DGT/VSQ/N0103, V1.0, Employability Skills (90 Hours)	Introduction to Employability Skills	1			1	2
	Constitutional values – Citizenship	1			1	2
	Becoming a Professional in the 21st Century	1			3	4
	Basic English Skills	3			4	7
	Career Development & Goal Setting	1			2	3

	Communication Skills	2			2	4
	Diversity & Inclusion	1			1	2
	Financial and Legal Literacy	2			3	5
	Essential Digital Skills	3			5	8
	Entrepreneurship	2			3	5
	Customer Service	1			2	3
	Getting ready for apprenticeship & Jobs	2			3	5
	<b>NOS Total</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>30</b>	<b>50</b>
	<b>Grand Total</b>	<b>350</b>	<b>200</b>	<b>150</b>	<b>300</b>	<b>1000</b>

#### Annexure: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

*Mention the detailed assessment strategy in the provided template.*

##### <1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

##### 2. Testing Environment:

- Check the Assessment location, date and time
- If the batch size is more than 30, then there should be 2 Assessors.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

##### 3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified

##### 4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding

##### 5. Method of verification or validation:

- Surprise visit to the assessment location
6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored

**On the Job:**

1. Each module will be assessed separately.
2. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
  - Videos/Photographs of Trainees during OJT
  - OJT Log Book/Portfolio
3. Assessment of each Module will ensure that the candidate is able to:
  - Effective engagement with the customers
  - Understand the working of various tools and equipment

Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
<b>National Occupational Standards (NOS)</b>	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
<b>Qualification</b>	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
<b>Qualification File</b>	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
<b>Sector</b>	A grouping of professional activities on the basis of their main economic function, product, service or technology.
<b>Long Term Training</b>	Long-term skilling means any vocational training program undertaken for a year and above. <a href="https://ncvet.gov.in/sites/default/files/NCVET.pdf">https://ncvet.gov.in/sites/default/files/NCVET.pdf</a>