

**ADVANCED
DIPLOMA IN
PUBLIC HEALTH
(ADPH)**

Field Work Manual

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Introduction

Field work training holds a pivotal position in the development of Advanced Diploma in Public Health (ADPH) professionals. Through field work training, students are provided opportunities to integrate their theoretical knowledge with practice and acquire hands on experience to deal with a variety of healthcare settings. The students are placed with a variety of healthcare settings to get an opportunity to enhance their knowledge and skills. Field work supervision facilitates the integration of theory with practice and helps to sharpen the analytical skills and attitudes relevant to professional public health practice. The field work settings and objectives for each of the semesters are synchronized with the theoretical inputs being provided in the classroom. By the end of the second semester, students are provided hands-on training in at least one healthcare setting.

The present Field Work Manual is an attempt to incorporate all the information required by students of Advanced Diploma in Public Health (ADPH), as also by the Faculty/Agency Supervisor and the placement organizations. The field work manual includes course structure and field work objectives for each semester along with their indicative tasks. An overview is also provided regarding the evaluation process followed towards the end of field work and field work rules.

Course Structure Advanced Diploma in Public Health (ADPH)

The Advanced Diploma in Public Health (ADPH) is spread over two semesters and comprises of 4 theory papers and one field work training in semester-I and 4 theory papers and one field work training in semester-II. The course content of ADPH is subjected to continuous revision based on the latest trends and requirements. Field work being one of the very components of the curriculum is also frequently revisited to make it sync with the theoretical instructions imparted during each semester. The approach followed for curriculum designing has been from general to specific. The students are taught courses such as Elements of Public Health, Health and Nutrition, Research Methodology for Public Health, Social Work, Behavioural Sciences and Mental Health, Health Policy, Legislation and Environmental Health, Health Systems Management, Epidemiology, Indigenous Medicine and Health Communication.

The field work practicum for each semester of the ADPH is designed in a manner to enable students to relate theoretical inputs in each semester with practical situations in the field.

Course Highlights

400 hours of
Fieldwork
Training

32 hours of
Individual
Mentoring

8 Core
Subjects

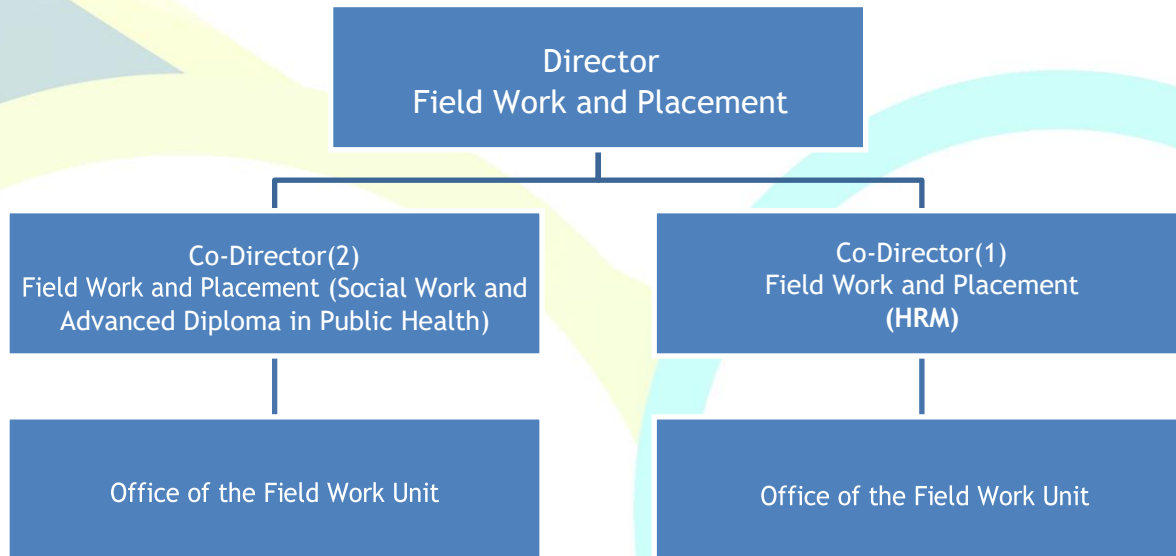
Course Structure of Advanced Diploma in Public Health

Papers	Course Title	Marks	Credits *	Weekly Teaching hours
Semester 1				
ADPH - SI-01	Elements of Public Health	100	4	4
ADPH -SI-02	Health and Nutrition	100	4	4
ADPH -SI-03	Research Methodology for Public Health	100	4	4
ADPH-SI-04	Epidemiology	100	4	4
ADPH-SI-05	Concurrent Field Work	150	6	
	Total Marks & Credits	550	22	
Semester II				
ADPH -SII-06	Social Work, Behavioural Sciences and Mental Health	100	4	4
ADPH -SII-07	Environmental and Occupational Health	100	4	4
ADPH -SII-08	Health Systems Management	100	4	4
ADPH -SII-09	Indigenous Medicine and Health Communication	100	4	4
ADPH-SI-10	Concurrent Field Work	150	6	8
	Viva Voce	50	2	
	Total Marks & Credits	600	24	

Grand Total (Marks / Credit): 1150/46

The Field Work Structure

Field Work Committee (FWC): FWC is a policy-making body for all the matters pertaining to field work. It is a sub-committee constituted by the Board of Studies of the Department and consists of all the faculty members supervising field work. The meeting of the committee is chaired by the Head of the Department.



Director, Field Work and Placement: The Director is appointed by the Board of Studies from amongst the Professors and Associate Professors for a period of two years by rotation based on seniority and is responsible for the administration of field work training. The following are the major responsibilities of the Director:

1. To convene the field work committee meeting/s.
2. To co-ordinate the work of the field work unit in the department.
3. To develop policies and procedures for field work.
4. To identify new field placement opportunities for students.
5. To prepare a field work schedule for the academic year.
6. To finalize the field placements for students.
7. To facilitate on-site faculty supervision.
8. To facilitate job placement for the students.
9. To strengthen alumni networking.

Co-Director, Field Work and Placement: The Co-Director is appointed by the Board of Studies from amongst the Assistant Professors for a period of two years by rotation on the basis of seniority. The Co-Director is responsible for assisting the Director, Field Work and Placement in the fulfilment of the mandate of field work. The major responsibilities of the Co-Director

Field Work include:

1. To coordinate the work of the Field Work Unit in consultation with the Director, Field Work and Placement.
2. To coordinate with the Director to develop policies and procedures for fieldwork.
3. To identify new field placement opportunities for students in consultation with the Director.
4. To assist in the preparation of annual field work schedule.
5. To finalize the field placement agencies for the students in consultation with the Director.
6. To facilitate job placement for the students along with the Director.
7. To strengthen alumni networking.

Components, Objectives and Tasks of Field Work Practicum

Every semester has a set of components and tasks to be completed by the student. The objectives of field practicum for the respective semesters have been worked out in tune with the theory papers in each semester.

Components of Field Work Practicum Semester I and Semester II

Semester	Field Work Components	Duration /Number	Marks/ Credits
Semester I	<ul style="list-style-type: none"> • Concurrent Field Work Placement in Healthcare settings • Individual Conference • Weekly Report submission 	Four Weeks	150/6
Total Marks and Credits			
Semester II	<ul style="list-style-type: none"> • Concurrent Field Work Placement in Healthcare settings • Individual Conference • Weekly Report submission • Viva-Voce 	Four Weeks	150/6
			50/2
Total Marks and Credits			350/14

Fieldwork Outline: Semester-I

Placement: Field work placement in healthcare setting of public/private/nongovernmental organisations.

Fieldwork days: Concurrent Field Work in a block of one month in Agency of placement. Observe full agency timings and holidays.

Individual conferences with the faculty supervisor: Once in a week (minimum)

Learning Objectives and Tasks:

1. Familiarization with the organization, its structure, management dimensions.
2. Establishing rapport with personnel.
3. Familiarization with overall functioning of health service delivery systems.
4. Understanding health policies and programmes relating to the relevant field area.
5. To learn various determinants of health.
6. To understand essential components of community health services.
7. Active participation in organisational activities to learn public health practice skills.
8. To learn to work as part of an interdisciplinary team and
9. To develop analytical skill in report writing.

Field work report content: The weekly report must include - a brief description of activities planned, activities carried out, observations, self-learning and future plan.

Field work outline: Semester-II

Placement: Field work placement in healthcare setting of public/private/nongovernmental organisations.

Fieldwork days: Concurrent Field Work in a block of one month in Agency of placement. Observe full agency timings and Holidays.

Individual conferences with the faculty supervisor: Once in a week (minimum)

Learning objectives and tasks:

1. Familiarization with programme management skills.
2. Active participation in organisational activities to learn public health practice skills
3. To learn to work as part of an interdisciplinary team.

4. To learn intersectoral health policy approach and advocacy strategies for healthcare policies and programmes.
5. To learn to use the relevance of various tools including research, documentation, advocacy, training etc.
6. To gain practical and experimental skills.
7. To attain effective communication skills (written and oral).
8. To develop analytical skill in report writing.

Field work report content: The weekly report must include- a brief description of activities planned, activities carried out, observations, self-learning and future plan.

Viva Voce: It will include aspects of integration of theory with field work. Total marks will be 50.

Individual Conference

Individual Conferences (ICs) are arranged to facilitate interaction, sharing and feedback between supervisor and supervisee in a systematic, planned and confidential setting. ICs are supposed to be held every week during the field work period in Semester –I & II. It provides a platform to discuss the issues and concerns arising out of field work. The Supervisor is expected to facilitate the students to relate theory with practice, and monitor their progress in terms of accomplishment of field work tasks and objectives and improvement in quality of reporting. It provides the student an opportunity to reflect on their own strengths and weaknesses and work on them for the betterment. All students are mandatorily required to attend all such Supervisory conferences.

The responsibilities of the Faculty Supervisor could be summarized as:

- Making students comfortable with the field setting and its requirements.
- Assisting the students to develop their thinking, attitude and behavior and action in relation to the values and ethics of the profession.
- Working out a work schedule in consonance with the field work objectives.
- Enabling students in learning to relate theory with practice.
- Sharing with students the evaluation criteria, performance indicators and other expectations in terms of recording, use of supervisory process etc.
- Providing periodic feedback to students about their professional growth.
- Maintaining regular contact with the placement agency and agency supervisor for monitoring purposes.

Field Work Rules for Concurrent Block Field Work

1. Students are required to attend interviews for being selected as field work trainee if any such interviews are scheduled by the placement organization.

2. Attendance: Attendance in field work is compulsory. The students are required to attend field work for all the field work days during field work period. Normally, only the agency holidays will be observed. However the department may announce additional holidays, if required. However, the students may be required to put in more time due to the exigencies of work and/ or the nature of their assignments. No compensation for missing any component of field work in any of the semesters shall be permissible on any grounds.

2.1. If a student fails to attain 75% attendance in any of the field work components of the respective semester, she/he will not be considered eligible for evaluation including Viva Voce and will be declared to have failed in field work in the concerned semester. A student who fails in field work shall not be allowed to take theory examinations and shall be treated as having failed in the semester.

3. Leave: The students will be permitted leave on medical grounds for not more than two days during a semester. Application for such leave must be sent to the faculty and agency supervisor within 24 hours of availing leave and must be accompanied by a medical certificate issued by a MBBS doctor. In case of any doubt of genuineness of a case, the department may ask the student to appear before the Medical Officer at the Doctor, Ansari Health Centre or any other Government Hospital. No student on any account shall take leave or remain absent from field work on any account including sports purposes.

4. Evaluation:

4.1 Evaluation of Field work is an ongoing process and regular feedback is provided to the student with the help of Individual Conferences. However, Field work is also evaluated in terms of marks as well as qualitatively at the end of each semester. According to the evaluation criteria as decided by the Department.

4.2 Field work and its various requirements for all the classes shall be evaluated by the Faculty Supervisor, as per the process and guidelines laid down, with the help of the tools developed for the purpose, by the department. Mere fulfillment of attendance requirements by the students will not guarantee their successful completion of field work.

4.3 The department will notify the names of students who fail to complete field work requirements at the end of each semester. Such students will not be allowed to continue with the semester and shall not be entitled to take theory examinations for that semester. The students of Advanced Diploma in Public Health (ADPH) Semester-I, if detained on account of non-completion of field work requirements will have to seek readmission as fresh candidates next year. The students of the remaining semesters (i.e. semester - II), however, may be readmitted with the corresponding semester next year, provided that they have passed in the preceding semester(s) or qualify for promotion under the promotion rules of the Advanced Diploma in Public Health as approved from time to time by the competent bodies.

5. Rules pertaining to Viva-Voce: The field work viva-voce will be held at the end of second semester and shall be a necessary component of field work practicum and would be

attended by those who completed minimum of 75% of attendance in all other components of field work. The student must pass each component of field work separately in order to be promoted to the next semester.

***Note:** None of the requirements of Field Work can be compensated; however, in exceptional circumstances, the decision of the field work committee shall be final. In case any problem arises on account of the interpretation of the above rules and/or for clarifications needed the Field Work Committee which is a sub-committee created by the Board of Studies (BOS) of the Department of Social Work will be the competent body to provide the same and its decision shall be final. The rest of the field work rules and provisions as contained in the field work Manual or as modified from time to time shall also continue to apply.*

Annexure – 1: Field Work Evaluation Proforma (Semester I & II)

Name of Student:

Name of Faculty Supervisor:

Name of Agency:

1. Briefly describe the nature of the placement organization (Brief history, programmes, organizational philosophy, organizational structure and field coverage etc.).

2. Discuss the major assignments/tasks handled during the period and the accompanying learning outcomes (This may include new insights gained, skills acquired, techniques utilized etc.)

3. In what ways you feel fieldwork training thus far had contributed to your professional growth and development. Following are the suggested constituents of professional development. These may be used to evolve a framework for discussing your professional development. Cite field examples to substantiate.

- a) Commitment to the Professional Ethics, Attitude and Value.

- b) Awareness of the self in relation to the demands of the work situations (personal qualities and limitations that may be considered as either facilitating or hindering factors in professional development).

- c) Conscious use of theoretical knowledge in practice.

- d) Self-motivation: Ability to strive towards achievement of objectives, even when the work environment was perceived as not being conducive enough.

- e) Striving towards independence and self-reliance: Ability to take up assignments with minimal guidance, ability to create relevant and productive work for one self, making a conscious effort to move from dependence to self-direction.

- f) Sense of responsibility and discipline: Regularity, punctuality, meeting deadlines, accomplishment of tasks assigned and accountability.

- g) Creating a helping environment to maximize learning opportunities and outcomes.

- h) Inter personal competency to deal with a variety of work and human relation situations.

4. Use of Supervisory Guidance:

Discuss the ways in which you tried to make use of supervisory guidance available at the Department and the organization.

Highlight your abilities to receive and provide feedback and to incorporate the feedback in the day to day work situations.

Illustrates how you tried to minimize dependence on supervisors leading to self-directed approach to learning.

5. Writing Records:

- a) Ability to write in a clear and articulate manner.

b) Ability to present facts and observations in an organized manner.

c) Ability to relate day to day work situations with the theoretical knowledge.

d) Ability to present facts and observations within an analytical framework.

6. Discuss the problems faced in operationalizing the field work objectives and how did you try to overcome these.

7. Faculty Supervisor's Remarks:

Signature of Student
Date:

Signature of Supervisor
Date:

Annexure – 2: Attendance Sheet
Advanced Diploma in Public Health (Semester – I & II)
Field Work Unit, Department of Social Work,
Jamia Millia Islamia, New Delhi

Name of the Student:

Name of the Agency:

Name of the Faculty Supervisor:

Field Work Period (Write dates as applicable to the concerned student):

From:to:

1. Field Work Attendance			
Required No. of days (A)	Days attended (B)	Reasons for the discrepancy between A & B	
2. Submission of Records			
Required No. of Field Work Reports	Reports Submitted		
In time	Late	Not submitted	Reasons for not/late submission
3. Submission of Log Sheets			
Required No. of Log Sheets	Log Sheets Submitted		
In time	Late	Not submitted	Reasons for not/late submission
4. Supervisory Conferences			
Scheduled	Late	Reason for not attended/held	

Signature of student
Date:

Signature of faculty supervisor
Date:

Annexure-3: Weightage of Marks for Field Work Components

S.No.	Components	Semester-I	Semester-II
1.	Professional Development	60	60
2.	Work Habits	30	30
3.	Recording	30	30
4.	Use of Supervision	30	30
5.	Viva Voce	NA	50
6.	Total	150	200