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September 27, 2022.

Director General
Department of External Resources
Colombo 1.



Dear Sir,

KNOWLEDGE CO-CREATION PROGRAM:
MEDICAL EQUIPMENT MANAGEMENT AND MAINTENANCE (E)
COURSE NO: 202110007J001

This is to inform you that Japan International Cooperation Agency (JICA) will consider completed applications of qualified participants nominated by the Government of the Democratic Socialist Republic of Sri Lanka for the above Technical Training Course.

The duration of the training course is as follows.

Online Program Period from 5th January 2023 to 20th February 2023

Course Period in Japan from 21st February 2023 to 5th April 2023

The participants for the above course should be nominated in accordance with the General Information (GI) regulations. Eight copies of the General Information (GI) booklets are attached for distribution to the relevant authorities.

To further expedite the selection procedures, let us suggest the following institution(s) below mentioned that are considered as eligible in accordance with the stipulations of the GI.

- **Ministry of Health**
- **Division of Bio-Medical Engineering Services**
- **Division of International Health**

Please make necessary arrangements to submit duly completed documents to reach JICA Sri Lanka office **on or before 31st October 2022.**

- **Duly filled prescribed Application Form**
- **Copy of the Nominee's English Score Sheet (e.g. TOEFL, TOEIC, IELTS)**
- **Copy of the passport or other official ID if do not possess a passport (P.S – should include Name, Date of Birth, Nationality & Sex)**

In completing the application forms, kindly advise the nominees to use the same name order as given in the passport, where JICA shall issue official documents relevant to visa in the similar order on his/her acceptance by JICA. In case passports are not available at the time of nomination, on receipt of JICA acceptance notification letter, nominees are expected to issue passports in the same name order as mentioned in the training application.

Cont.../2

We also note that, handwritten training applications shall not be accepted by JICA at any reason.

In addition, kindly advise the nominating organizations to share the GI Booklets with their nominees for a better understanding of the training requirements, whereas JICA conducts its selection interviews principally based on the contents of the respective GIs.

Thank you.

Yours sincerely,



Yuri IDE
Senior Representative
JICA Sri Lanka office

C. C - Secretary, Ministry of Health
Director, Division of Bio-Medical Engineering Services
Director, Division of International Health
Ms. Chiharu Hoshiai, First Secretary, Embassy of Japan



【Online & In Japan】 Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

MEDICAL EQUIPMENT MANAGEMENT AND MAINTENANCE

(E)

(Online & In Japan)

課題別研修「医療機材管理・保守(E)」(遠隔+本邦研修)

JFY 2022

Course No.: 202110007J001

Online Program Period : January 5, 2023 to February 20, 2023

Course Period in Japan: February 21, 2023 to April 5, 2023

This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA) implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

In the context of the COVID-19 pandemic, please note that there is still a possibility the course period will be changed, shortened, or the course itself will be cancelled.

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, which stated, *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* JICA believes that this 'Knowledge Co-Creation Program' will serve as a foundation of mutual learning process.

I. Concept

Background

Developing countries are facing big challenges to establish and maintain a sustainable and reliable health service delivery system. The Government of Japan and JICA continuously supported various medical facilities, in order to achieve this goal. For example, JICA provided medical equipment to these facilities as part of capacity development in the health sector. Human resource development for management and maintenance of medical equipment is essential in maximizing and sustaining the impact of such assistance by the Government of Japan. From the lessons of the past training programs, it is critical to improve the knowledge and the skills of the engineers who are currently engaged in the management and maintenance of medical equipment.

This training course is designed for participants from English or French - speaking countries to ameliorate serious shortages of well-trained engineers. The training will provide basic knowledge and technics to properly maintain medical equipment, to ultimately raise the quality of medical care in the target countries.

For what?

Proper management and maintenance of medical equipment are critical in delivering effective healthcare services. This training course enables engineers in charge of medical equipment maintenance to acquire electric, electronic and medical engineering skills, as well as the knowledge and the skills on proper handling of medical equipment. The goal is to enable the participants to contribute to raising the medical equipment management and maintenance standards in their home countries.

For whom?

Engineers who are in charge of the management and maintenance of medical equipment at ministry of health, national hospitals, medical research laboratories, medical educational facilities and major regional hospitals in the target countries.

How?

The training course will be provided by online and in Japan. The course materials are specially developed for engineers in charge of management and maintenance of medical equipment in the target countries, in collaboration with Japanese experts in the field.

II. Description

1. Title (Course-No.)

**Medical Equipment Management and Maintenance (E)
(202110007J001)**

2. Online Program Period / Course Duration in Japan

(1) Online Program Period (Online live training + On demand program)

First Group: January 5, 2023 to February 20, 2023

Bangladesh, Bhutan, Nepal, Sri Lanka

Second Group: January 10, 2023 to February 20, 2023

Indonesia, Philippines, Vietnam

(2) Course Period in Japan : **February 21, 2023 to April 5, 2023**

In the context of the COVID-19 pandemic, please note that there is still a possibility the course period will be changed, shortened, or the course itself will be cancelled.

3. Target Countries

Bangladesh, Bhutan, Indonesia, Nepal, Philippines, Sri Lanka, Vietnam

4. Eligible / Target Organization

This program is designed for engineers from the ministry of health, national hospitals, medical research laboratories, medical educational facilities, and major regional hospitals.

5. Course Capacity (Upper limit of Participants)

7 participants

6. Language to be used in this program: English

7. Course Objective:

The purpose of the course is to improve the knowledge and the skills of government officers and staff members, who are engineers, and are responsible for purchasing, managing and maintaining medical equipment, so that an appropriate level of medical equipment management and maintenance services can be achieved and maintained in the target countries.

8. Overall Goal

Through the course, an appropriate level of medical equipment management and maintenance are continuously provided in the target countries, and the quality of medical services is improved.

9. Expected Module Output and Contents:

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

A. Preliminary Phase (at your country)

Activities: Summarize a current situation and related to maintenance of medical equipment in your country (Inception report submitted)

B. Online Program (at your country)

(1) Online live training (Zoom)

Activities: Attend the online live training, each participant at your country.

January 5, 6. or January 10,11 2days, 3 hours/ day

(Refer to the V. ANNEX-II, online live training schedule)

Expected Module Output 1	To gain knowledge on safety measures (standard, law, system) about medical equipment
Subjects/Agendas	1. Actual situation of Management and Maintenance of medical equipment in Hospital

Expected Module Output 2	To make medical equipment available for long term through proper use, proper user care and maintenance
Subjects/Agendas	1. Basics of Planned preventive maintenance (PPM) 2. How to make PPM schedule 3. Making Inventory list

(2) On-demand program / JICA-VAN system (LMS: Learning Management System)

Activities: Access to JICA-VAN system and learn by yourself.

No. of contents: 10

Expected Module Output 1	To gain knowledge on safety measures (standard, law, system) about medical equipment
Subjects/Agendas	1. Medical devices

Expected Module Output 2	To make medical equipment available for long term through proper use, proper user care and maintenance
Subjects/Agendas	2. Planned Preventive maintenance 3. Topic of electrical and electronic 4. Material engineering 5. Physical Properties of the Human Body 6. Bioinstrumentation

	<ul style="list-style-type: none"> 7. Safety management 8. Basic knowledge of sterilization (Infection control) 9. Fundamental Aspects of ECG 10. Respiratory therapy
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C. Core phase in Japan

Activities: Come to Japan and attend 6 weeks training course

(Refer to the V. ANNEX-II, Core phase in Japan training schedule)

Expected Module Output 1	To gain knowledge on safety measures (standard, law, system) about medical equipment
Subjects/Agendas	<ul style="list-style-type: none"> 1. Outline of Medical equipment 2. Hospital visit 3. Medical equipment manufacturer (Factory or showroom) Visit

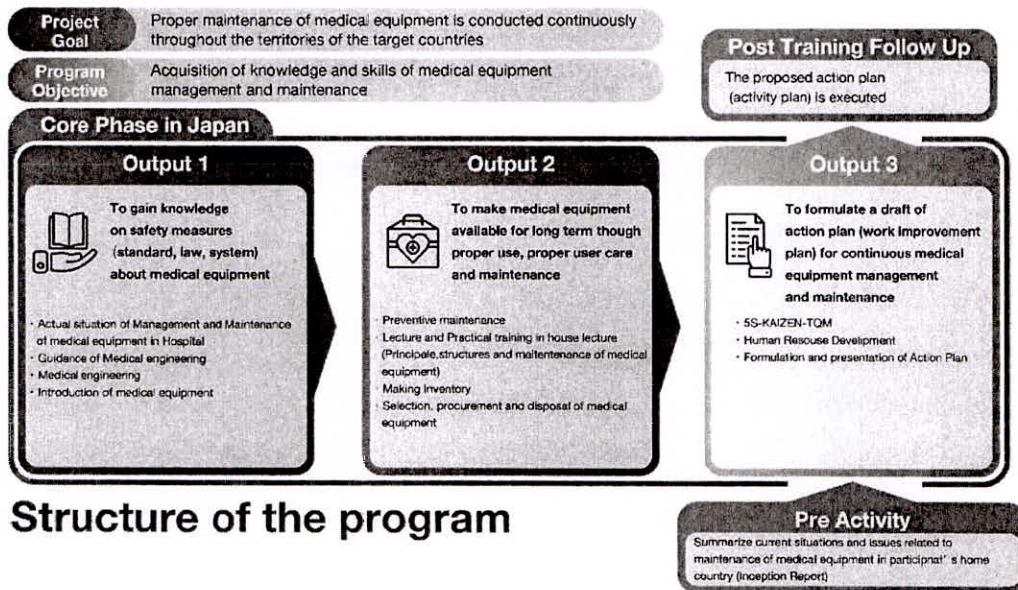
Expected Module Output 2	To make medical equipment available for long term through proper use, proper user care and maintenance
Subjects/Agendas	<ul style="list-style-type: none"> 1. Planned Preventive maintenance 2. Lecture and Practical training in house lecture (Principle, structures, and maintenance of medical equipment) 3. Lecture and Practical training from engineer from manufacture 4. Hospital Visit

Expected Module Output 3	To formulate a draft of action plan (work improvement plan) for continuous medical equipment management and maintenance
Subjects/Agendas	<ul style="list-style-type: none"> 1. 5S-KAIZEN-TQM 2. Human Resource Development 3. Formulation and presentation of Action Plan

D. After you return to your home country

Activities: 1. Presentation of training report and action plan to your supervisors and related staff members

2. Execution of your action plan



Structure of the program

III. Eligibility and Procedures

1. Expectations to the Applying Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems related to medical equipment management and maintenance. The participating organizations are expected to utilize this opportunity to train appropriate personnels in the field.
- (2) The course materials are specially developed, in collaboration with relevant prominent organizations in Japan, to meet the specific needs of participating organizations, so that the organizations can work toward effectively managing and resolving the issues and problems related to medical equipment management and maintenance.
- (3) As this program is designed to facilitate participants to come up with the plan to bring a change in their organization. Participating organizations are expected to make due preparation with the participants 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 by carrying out the activities of the Finalization Phase described in section II-9.
- (5) Participating organizations are requested to allow the participants to participate in this online program for three hours a day and attend online live sessions during the program period without disturbing bay daily work.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties: be an engineer in charge of the management and maintenance of medical equipment in the ministry of health, national hospitals, medical research laboratories, medical educational facilities and/or major regional hospitals in the target countries
- 2) Experience in the relevant field: have more than 5 years of experience in the field of medical equipment management and maintenance
- 3) Language: have a competent command of spoken and written English or French
- 4) Age: must be under 45 years of age
- 5) Recommendation: must receive a recommendation by the national government or JICA projects
- 6) PC with the Internet access and web camera: Possess a PC with the Internet access to YouTube (streaming), Google Classroom (or other learning management system such as Cornerstone), and Zoom. Also with a web

camera for the online live sessions

- 7) Time management: Have permission to participate in this online program for three hours a day, including several live sessions
- 8) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential health risks to the mother and the fetus. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

(2) Recommendable Qualification

Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity for all applicants regardless of sexual orientation and gender identity.

(3) IT Environment

- 1) Internet communication speed: downstream bandwidth is more than 20Mbps
- 2) Browser Recommended: Google Chrome, Microsoft Edge Chromium
Alternative: Firefox, Safari
- 3) OS: Windows 10 or 11, mac iOS, Android
- 4) Device: to be prepared a PC or Tablet/Smartphone

3. Required Documents for Application

- (1) Application Form:** The Application Form is available at **JICA overseas office (or the Embassy of Japan)**.

* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

- (2) Photocopy of passport:** You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date

- (3) Valid Email address:** Participants are required to use JICA-VAN (LMS: Learning Management System) for taking the online program. Personal Log-in ID and Password will be issued by JICA after selection and it will be sent a notice to your e-mail address. Therefore, **please fill in your valid e-mail address on the Application form.**

4. Procedures for Application and Selection:

(1) Submission of the Application Documents:

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

***The closing date in your country is earlier than the date noted below.**

(All required material must arrive at **JICA Tohoku in Japan** by **November 7, 2022**)

(2) Selection:

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results not later than **December 5, 2022.**

5. Additional Document(s) to Be Submitted by Accepted Candidates:

Inception Report -- to be submitted by **December 15, 2022**

Accepted candidates are required to prepare an Inception Report (Please read ANNEX-I "Inception Report" for detailed information.) before online training. The Inception Report should be sent to JICA by June 23, 2022, preferably by e-mail to thictad@jica.go.jp

6. Conditions for Participation:

The participants of KCCP are required

- (1)** to strictly observe the course schedule,
- (2)** not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3)** to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4)** not to bring or invite any family members (except for programs longer than one year),
- (5)** to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect

of the course,

- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA TOHOKU

(2) **Contact:** Mr. KAWAMURA Masaki (thictad@jica.go.jp)

2. Implementing Partner (TENTATIVE) :

(1) **Name:** Air Water East Japan Inc. (Medisun Group Fukushima Branch)

(2) **URL:** none

3. Travel to Japan

(1) **Air Ticket:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

4. Accommodation in Japan

Basically, JICA will arrange the following accommodation(s) for the participants in Japan:

JICA Tokyo 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)

Please refer to facility guide of JICA TOKYO at its URL,

<https://www.jica.go.jp/tokyo/english/office/index.html>

If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodation(s) for the participants.

During technical training, the participants are going to stay at the dormitory located at Air Water East Japan Inc.

5. Expenses

The following expenses in Japan will be provided by JICA

(1) Allowances for meals, living expenses, outfits, and shipping and stopover.

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

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

(4) Expenses for program implementation, including materials.

(5) For more details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given before

departure for Japan.

*Link to JICA HP (English/French/Spanish/Russian):

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

6. Orientation:

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

*YouTube of "Knowledge Co-Creation Program and Life in Japan" and "Introduction of JICA Center" are viewable from the link below.

Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Reception(Front desk), Lobby, Office, Accommodation(Room), Amenities(Hand dryer), Bathroom(Shower and Toilet), Toiletries, Restaurant, Laundry Room(Washing machine, Iron), ICT Room(Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
Part II: Introduction of JICA Centers in Japan	
JICA Tokyo	https://www.jica.go.jp/tokyo/english/office/index.html

*YouTube of Course introduction:

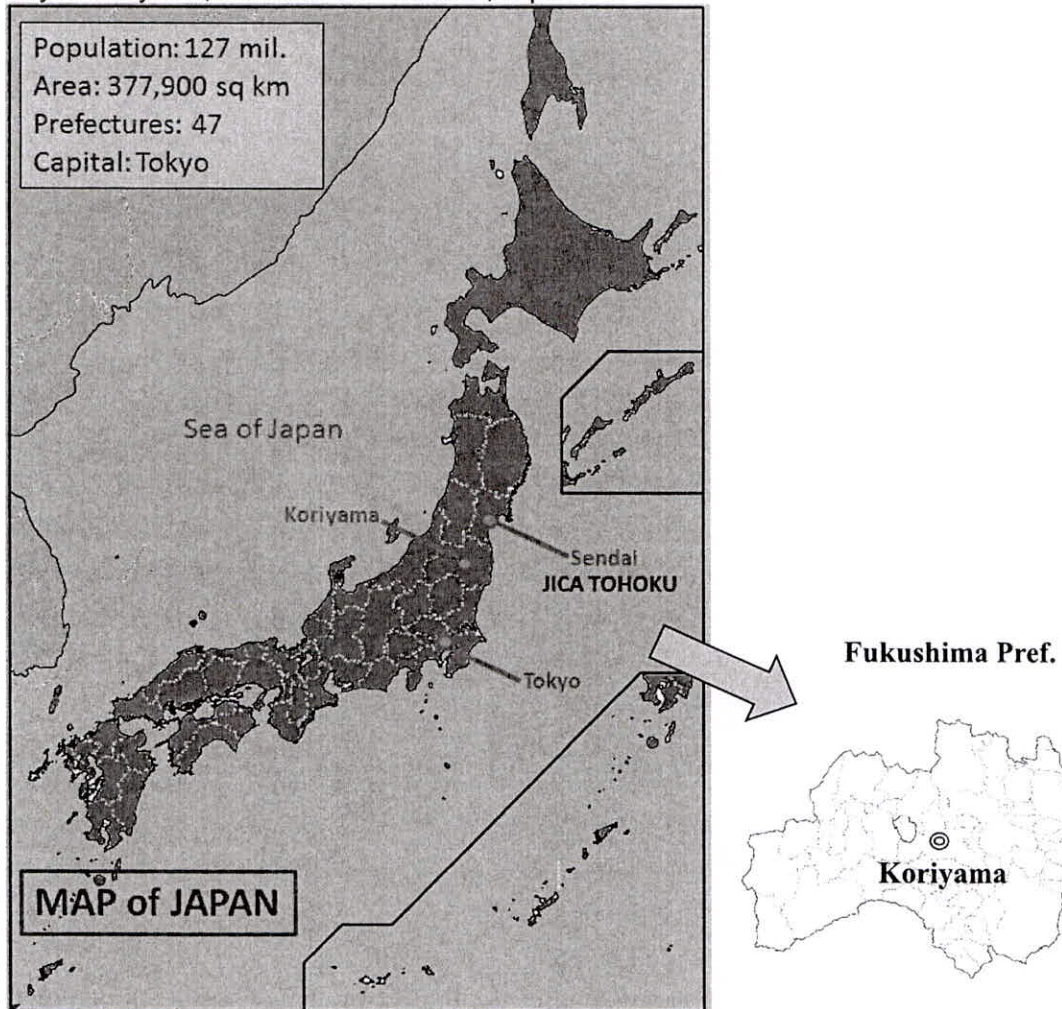
KCCP 「**Medical Equipment Management and Maintenance**」 (JICA Tohoku)

https://www.youtube.com/watch?v=uFoqvxbR_uE

V. Other Information

1. Location of the training site

City of Koriyama, Fukushima Prefecture, Japan



2. Climate

Average temperatures and precipitation in Koriyama (2021)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Daily High(°C)	4.7	7.6	13.1	16.7	21.3	26.4	29.0	29.0	23.7	19.6	14.5	7.7
Average (°C)	0.2	2.4	7.6	10.6	16.5	20.9	23.8	24.4	19.2	14.6	8.7	3.2
Daily Low (°C)	-4.2	-2.4	2.3	4.2	12.2	17.0	20.4	21.1	15.2	10.0	3.0	-1.3
Precipitation (mm)	11	52	116.5	74.5	82.5	119.0	181	224.5	149	133	50.5	77.5

Reference source : Japan Meteorological Agency

3. Living Condition

During the training, participants will be accommodated in the dormitory of Air Water East Japan Inc.

Each participant will be assigned in a single room with an own bathroom. The dormitory is equipped with a shared kitchen with basic cooking supplies, a refrigerator, stove/grill, microwave, oven toaster, rice cooker; a shared laundry room with clothes washers; shared computers with internet access; and a shared phone they can use to make international calls. International calling cards are available for purchase at Air Water East Japan Inc.

The participants are welcome to bring dry foods and ethnic spices, as they will have opportunities to cook on a daily basis. A grocery store is located within a walking distance from the dormitory. Bicycles are available for use.



Kitchen



Kitchen Appliances



Laundry Room



Dormitory Room

4. Computers

The participants are recommended to bring their own laptop/notebook computers (*1) to prepare for Action Plans and presentation slides, and to check personal e-mail.

(*1) Laptop/notebook computers should have antivirus software installed, and must not have file sharing softwares, such as Winny, WinMX, BitTorrent and Gnutella.

Note: The power plug shape of Japan is "A type." Bring the power plug adaptor.

5. International Exchange Programs with Local Communities.

JICA encourages international exchanges between JICA participants and the local communities. Participants are kindly requested to bring their national costumes, small gifts and visual aids, such as powerpoint slides, videos and photographs, to introduce their countries.



In Traditional Japanese
Costumes



Bicycling under
Cherry Blossoms

6. The "5S"

The "5S" refer to *Seiri*(sort), *Seiton*(set), *Seiso*(shine), *Seiketsu*(standardize), and *Shitsuke*(sustain). Adherence to the "5S" has effects including those of securing workplace safety, beautifying the workplace, improving business efficiency, and improving workplace morale.

This training course also aims to teach the concept of enacting the "5S". The hosting agency asks all participants to conduct cleaning every morning in order to learn this principle by execution.



Cleaning the Dormitory



Training at simulated
operation room



Nebulizer training



Autoclave training

7. About JICA Tohoku Center

Website: <https://www.jica.go.jp/tohoku/english/office/index.html>

JICA Japan International Cooperation Agency

Home About JICA News & Features Countries & Regions Our Work Publications Investor Relations

Home > About JICA > Organization > Domestic Offices > Tohoku Center

About JICA

JICA's Vision

President's Desk

Organization

JICA Headquarters

Overseas Offices

Domestic Offices

Library

ODA and JICA

History

Tohoku Center

Office Information

Tohoku Center
 Address
 20th floor, Sendai Daichi Saimai Tower Bldg., 6-1 Ichiban-cho 4-chome, Aoba-ku, Sendai City, Miyagi Prefecture 980-0811

JICA Tohoku Center (JICA Tohoku) is located in Sendai, the largest city in the northern Japan. We are blessed with beautiful nature, delicious seafood and abundant tourism resources in rural Japan.

In March 2011, the Tohoku region was devastated by massive earthquakes and tsunamis. We were fortunate to receive overwhelming support from all over the world, and are thankful for the assistance we received. Since the event JICA Tohoku has partnered with local people, taking part in the rebuilding effort in the region through partnerships providing diverse assistance programs. Through this effort, the disaster affected areas collaboratively worked on recovery with developing countries. These joint effort further strengthened the community relationship between Tohoku and other developing countries.

Find us on Facebook at <https://www.facebook.com/Jicatohoku>

facebook

メールアドレスまたは電話番号 パスワード

ログイン

アカウントを忘れた場合

JICA ジャイカ

JICA 東北
@jicatohoku

ホーム

秋募集
応募受付中
8/20・9/29
JICA海外協力隊



JICA Tohoku



JICA Plaza Tohoku

V. ANNEX-I:

Medical equipment management and maintenance

Inception Report

Personal Information

Name :

Country :

Organization :

Present post :

E-mail :

✘We will make contact with you through this email address. Please write the one you usually use to be able to respond to us smoothly.

Remark 1 :

Each participant is requested to make a presentation in 10-15 minutes based on this report.

Remark 2 :

Purpose of preparation and presentation of this report is to let participants comprehend their situations and problems each other, thereby make the training more effective and fruitful.

Remark 3 :

It is recommended to use visual aids such as Microsoft Power Point® for presentation.

<Contents>

1. Introduce general conditions of your country

(Remark: This part should be **Just briefly explained.**)

2. Describe overall health status and medical situations

(e.g., National strategies, organization structure of health institutions including ministry of health, main medical systems including insurance schemes, main diseases and health services, number of hospitals, medical staff and other supportive systems, etc.)

3. Please draw a chart of your organization and write the names of departments (sections).

In addition, please add the number of staff of each department (section) in it.

4. Hospital Profile

Please explain the administration of your hospital.

If you are working at Ministry of Health or other (e.g. educational institution, etc.), please skip this content.

Ownership		
Name of the hospital		
Coverage area		
Coverage population (estimate)		
No. of employees (persons)	Medical doctors	
	Nurses	
	Biomedical staff (Engineer or Technician)	
Number of beds		
Number of inpatients per month (persons)		
Number of outpatients per day (persons)		
Number of deliveries per month (persons)		
Number of operations per month	General anesthesia	
	Local anesthesia	

Hospital income and expenditures (Annual)

Income	Central government	
	Local government	
	Patient copayment	
	Others	
Total income		
Expenditures	Administration	
	Maintenance	
	New purchase of medical equipment	
	Spare parts, consumables for medical equipment	
	Service contract (outsourcing) of medical equipment management	
Total expenditures		

Facility information

【Medical Gas】

Central gas piping system		(a) Yes, available in all area (b) Yes, but only in certain area (c) No
Medical oxygen production system	Purchase through oxygen manufacturer	(a) Liquid type (Bulk Liquid Storage) (b) Gas type (Cylinder)
	In-house oxygen production system available	
	Individual use of oxygen concentrator/or cylinder	
Oxygen cylinder's Color		
Oxygen piping system's Color		

5. Please describe your country's Act, Cabinet order and Regulation regarding medical equipment management field.

6. In your Institution/Organization, what type of special software is used to manage medical devices? (medical device inventory)

7*. Please describe **problems and difficulties** In the medical equipment management field.
(Remark: List 5 problems using bullet points)

-
-
-
-
-

8*. Please describe **major causes of failures or breakdown** of medical equipment.
(Remark: List 3 problems using bullet points)

-
-
-

9. Please describe major Japanese medical equipment used in your country.
Remark: Refer to Equipment name, Manufacture and Model

10. Please attach list of medical equipment used at your facility
(Remark: Attach photo and List)

11. Please describe what type of analyzers and checkers your institution has for medical equipment management fields.

12. Please describe the name and number of the medical equipment that is currently out of order, what kind of failure it has, and what are the causes of the failure.
(Example answer: Ultrasound device / fault of transducer (Probe) / User dropped transducer on the floor)

13. Please describe what type of medical equipment you most frequently maintain.
(Remark: List 3 medical devices using bullet points)

-
-
-

14*. What is the most interesting subject in this training?

15*. What challenge do you want to solve the most in your organization?

(1) Within the scope of your responsibility

(2) At country level

***Note:**

In the training, we would like to share with you the methods to solve problems, hints and ideas to improve the current situation.

We hope that you can participate in the training with a certain goal, considering the problems and challenges of your organization.

For this purpose, you are requested to especially focus on the important contents listed below in this report.

“Important contents to be focused on: 7. 8. 14. and 15 “

Thank you for your corporation.

V. ANNEX-II:

Course Schedules for FY2022

Medical Equipment Management and Maintenance Course

Online Live training Schedule (Sample)

Day	Time	Contents
1	9:00-9:10	Self-introduction
	9:10-9:50	Course orientation <ul style="list-style-type: none">• Program/Schedule• JICAVAN (e-learning system)
	9:50-11:30	【Lecture】 Actual situation of management and maintenance of medical equipment at Japanese hospital <ul style="list-style-type: none">• Introduce of other country's success idea• Difference of BME/BMT and CE
	11:30-12:00	【Q and A】 Life in Koriyama, Japanese Greetings etc.
2	9:00-9:10	Morning meeting
	9:10-12:00	【Lecture】 <ol style="list-style-type: none">1. Basics of Planned preventive maintenance (PPM)2. How to make PPM schedule<ul style="list-style-type: none">• develop and utilize inventory list• How to develop tools for "PPM" (SOP, Check list)3. Explain of Inception report presentation

Core phase in Japan, training schedule (Sample)

Medical Equipment Management & Maintenance (A): Schedule							
Period of Training: July 28 - Sep 7, 2022							As of XX/Mar/2022
Week	Date	Day	Time	Type	Output	Program	Stay
1st	27-Jul	Wed	Arrival in Japan				JICA Tokyo Int'l Center (TIC)
	28-Jul	Thu	10:00-12:30			Briefing	TIC
			13:30-15:00			Program Orientation	
			15:00-15:30			Return Flight Orientation	
	29-Jul	Fri	[8:20 Check-out / Assembly]		[Move to Koriyama city, Fukushima by chartered bus]		Medisun Training Affairs Dept., Air Water East Japan Inc. (AWE) Koriyama, Fukushima
			13:00-14:00			Orientation on daily activities and tour of facilities of Medisun Training Affairs Dept., Air Water East Japan Inc.	
30-Jul	Sat	8:30-10:30	Lecture			Review, Q and A session of LMS contents	AWE Koriyama, Fukushima
		10:30-12:30				<Japanese Language Classes 1&2>	
31-Jul	Sun	A Day Off					
2nd	1-Aug	Mon	8:30-11:00	Lecture	1	Outline of medical equipment	AWE Koriyama, Fukushima
			11:00-11:30	Ceremony		Opening Ceremony	
			13:00-16:00	Presen.		Inception Report Presentation	
	2-Aug	Tue	8:30-11:30	Exercise	1	Infection control, Equipment in Central Supply Room (High-pressure Steam Sterilizer)	
			13:00-16:30	Exercise	1	Equipment in Central Supply Room (High-pressure Steam Sterilizer)	
	3-Aug	Wed	8:30-11:30	Exercise	1	Equipment in Central Supply Room (High-pressure Steam Sterilizer)	
			13:30-16:30	Visit	1	Hospital Visit: XXX Hospital	
	4-Aug	Thu	8:30-11:30	Exercise	3	Planning of Medical Equipment Management & Maintenance: 5S-KAIZEN-TQM	
			11:30-12:30	Exercise	3	Planning of Medical Equipment Management & Maintenance: 5S-KAIZEN-TQM	
	5-Aug	Fri	8:30-11:30	Exercise	3	Planning of Medical Equipment Management & Maintenance: 5S-KAIZEN-TQM	
13:00-15:30			Exercise	3	Planning of Medical Equipment Management & Maintenance: 5S-KAIZEN-TQM		
6-Aug	Sat	A Day Off					
7-Aug	Sun	A Day Off					
3rd	8-Aug	Mon	8:30-11:30	Exercise	2	Planned Preventive Maintenance(1)	AWE Koriyama, Fukushima
			13:00-16:30	Exercise	2	Planned Preventive Maintenance(2)	
	9-Aug	Tue	8:30-11:30	Exercise	2	Equipment in Wards (Infant Incubator)	
			13:00-16:30	Exercise	2	Equipment in Wards (Electrocardiograph)	
	10-Aug	Wed	8:30-11:30	Exercise	2	Equipment in Wards (Patient Monitor)	
			13:00-16:30	Exercise	2	Equipment in Wards (Defibrillator)	
	11-Aug	Thu	8:30-11:30	Exercise	2	Laboratory Equipment (Spectrophotometer)	
			13:00-16:30	Exercise	2	Basic of Hemodialysis Equipment in Wards (Infusion Pump / Syringe Pump)	
	12-Aug	Fri	8:30-11:30	Exercise	2	Equipment in Laboratory (Electrolyte Analyzer, Centrifuge)	
			13:00-17:00	Visit	1,2	College of Engineering, Nihon Univ.	
13-Aug	Sat	[8:20 Assembly]		Observation Tour in Fukushima pref. [by minibus]			
14-Aug	Sun	A Day Off					
4th	15-Aug	Mon	8:30-11:30	Exercise	2	Medical Device Responding to COVID 19	AWE Koriyama, Fukushima
			13:00-16:30	Exercise	2	Equipment in Central Supply Room (High-pressure Steam Sterilizer / Ultrasonic Washer / Washing Devices)	
	16-Aug	Tue	8:30-11:30	Exercise	2	Planned Preventive Maintenance(3)	
			13:00-16:30	Exercise	2	Equipment in Laboratory (Blood Cell Counter)	
	17-Aug	Wed	8:30-11:30	Exercise	2	Planned Preventive Maintenance(3)	
			13:00-16:30	Exercise	2	Equipment in Laboratory (Blood Cell Counter)	
	18-Aug	Thu	8:30-11:30	Exercise	2	Planned Preventive Maintenance(4)	
			13:00-16:30	Exercise	2	Medical gas manufacturing Factory Visit	
	19-Aug	Fri	8:30-11:30	Exercise	2	Medical gas manufacturing Factory Visit	
			13:00-16:30	Visit	2	Hospital Visit :XXX Hospital	
20-Aug	Sat	A Day Off					
21-Aug	Sun	A Day Off					

For Your Reference

JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses 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 is being customized by the different target organizations to address the specific needs, 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, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

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 a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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

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