



Asian Association of Transfusion Medicine  
([www.aatmweb.org](http://www.aatmweb.org))

Terms of References for AATM Fellowship Program

AATM fellowship program is an innovative manpower development program started by AATM International as a larger component of total quality management (TQM) in blood transfusion services from Asian countries. This program is open to AATM members ONLY who are current annual member or life member or current institutional member.

This program empowers AATM members to obtain training for a period of 4-6 weeks in a AATM designated foreign training center in a knowledge deficient area of the applicant's country. There are a set of fellowship for medical doctors and another set for blood bank technologists. The fellowship covers economy class airfare for the candidate (by the shortest route) and a per diem for the candidates for the training period in that country.

A per diem of US\$ 50/- for technologists and per diem of US\$ 60/- for medical doctors will be paid by AATM International. Per diem will be paid from the date of enrolment in the training institute to the relieving date. No other payment will be made for any other incidental expenses including visa fees, airport taxes, local transportations etc.

The candidate will have to submit one project report as assigned by the supervisor of the training institute in a designated format before completion of fellowship. Fellowship completion certificate may be issued by the training institute at the end of fellowship; however, fellowship certificate from AATM International will be handed over during the next annual conference of AATM.

**General:**

1. The program shall be known as 'AATM Fellowship'. This program will consist of multiple fellowships and which will consist of training for technologists and doctors per year in one of the AATM training centers abroad.
2. The program shall be jointly launched by AATM with a funding agency which may be international or intergovernmental agencies like WHO/ SAARC/ ASIAN or corporate or other international funding agencies.
3. It is expected that each Fellowship will cover training expenses of one technologist and one doctor for a period of two to six weeks in a AATM training center in this region in a year, as per need. One MoU will be signed for each fellowship sponsors and it will be for a minimum of three consecutive years.
4. This program shall be centrally coordinated through AATM head quarter (HQ) and financial transactions to the successful candidates and training institutes shall be done by HQ.
5. The HQ shall send intimation to each member country chapter.
6. Basic criteria for selection shall be that the applicant should be at least a AATM annual or life member. One institutional member can also forward application for fellowship for one staff member.
7. The HQ shall send intimation to all country chapter executive members including general members one month before selection procedure starts. Chairperson and Secretary of the country chapter shall be responsible to disseminate this information to AATM members in that country.
8. One selection committee of three to five Executive/ Governing Council members shall be constituted by the President, AATM. The committee will select successful candidates, area of training, training centers, periods of training and other financial involvements. The list of successful candidates (& a waiting list) will be put up in the AATM website.

**Candidates:**

1. It will be the responsibility of interested AATM members to visit the website, gather information and to apply for the fellowship as per rules. Only current AATM (annual/ institutional i.e. one per institute and life) member can apply for the fellowship.

2. Soft copy/ hard copy of the application with relevant documents should be submitted to Chairperson of Fellowship committee arrive on or before expiration of the closing date. Hard copy of the application with documents supporting date of birth, qualification, employment information etc. should be sent to the country chapter for necessary action and information. Please read the instructions on the Application form

3. Results will be posted in the website and successful candidates will be informed by email also.

4. Candidate will communicate with country chapter for any assistance and keep country chapter in the loop during the whole process.

5. It will be the responsibility of the candidate to obtain clearance/ no objection certificate (NOC) from employer/ government agencies (if necessary) for availing this fellowship.

6. There will be provision to cover travel cost of candidate by air (economy), per diem for training period (2-6 weeks) and bench fees for the institute (if applicable).

7. The applicant shall apply for fellowship in designated application form (through proper channel; employer) to the Chair of Fellowship Committee through the country chapter of AATM within stipulated time explaining the need of the training which is knowledge deficient area in that country.

8. Once selection is over, AATM-HQ shall inform individual applicants, training centers, period of training and other financial arrangements. A copy shall always be marked to the employer for all necessary action. The country chapter will be kept in the loop during this process.

9. The economy class air ticket shall be directly provided to the successful candidates by the SAATM-HQ by Email. No other expenses (like local travels, airport taxes, transit expenses etc.) will not be covered under the fellowship program. Fifty percent of per diem will be paid to the selected candidates at the time of joining to the Fellowship in the training institute. Rest 40% will be paid in the training institute at end of the successful completion of the training (or at the discretion of the coordinator of training center). Last installment of the 10% will be paid once formal training report is being submitted to the training institute or received by the AATM-HQ.

10. Per diem shall be paid by international traveler's cheque in USD

or in local currency to the candidate. In case of technologists, a maximum of US\$ 50 per day shall be paid. Similarly, maximum of US\$ 60 shall be paid to a doctor per day. It shall be only valid for Fellowship period; however, no extra stay in the country shall be paid.

11. At the end of the successful completion of the fellowship, the candidate shall submit the training report in a designated report form to the training institute and also to the AATM-HQ at <aatm.int@gmail.com>. AATM-HQ shall in turn award the fellowship certificate to the candidate during the inaugural program of next annual conference.

12. The funding agency shall sign a MoU with AATM for a minimum of three years duration. The sum assured for fellowship shall be deposited to the AATM account in full in the first quarter of every year for better planning.

### **Training Institute:**

Scope for the training centre:

1. The scope of the program shall be informed to the training center/ department at the time of initial communication so that the institute/ department will have sufficient time for organizing training.

2. Training program will be held once in a year and 2-3 successful candidates may be sent for training in a year. All trainees will be sent as per convenience of the department.

3. Head of the department of Transfusion Medicine department or the head of the institute shall be the controlling officer for the program.

4. Blank traveler's cheque in UD dollar will be given to the Coordinator of the course (head of the department of Transfusion Medicine/ head of the institute ) so that he/ she can hand over it to fellowship candidates at the time of joining. Or, money in local currency will be sent to Coordinator which can be disbursed to the candidate. IN ALL CIRCUMSTANCES, MONEY RECEIPT FROM THE CANDIDATE WILL BE OBTAINED BY THE TRAINING INSTITUTE IN DESIGNATED SAATM MONEY RECEIPT FORM, POSTED IN THE WEBSITE.

5. Fifty percent of the amount in traveler's cheque will be handed over to the candidate at the time of the joining to the fellowship program and proper money receipt will be taken.

6. Forty percent of the amount in traveler's cheque will be handed over at the time of finishing fellowship or in between at the discretion of the Coordinator.

7. Ten percent of the fellowship amount in traveler's cheque will be paid to the candidate after submitting training report in AATM specified format at the time of completion of the training program. If the candidate fails to submit the report before he/ she leaves the training institute, the candidate will send the report in proper format in the AATM Secretariat. AATM Secretariat will send the 10% of fellowship amount directly to specified postal address.

8. If the candidate fails to submit the training report at the end of the training period, the Coordinator is requested to send blank traveler's cheque back to the AATM Secretariat.

9. The course coordinator shall guide the candidate to write the training report in a given format.

10. As candidates will come from abroad, AATM expect course coordinator to arrange institute accommodation for candidates on payment. All expenses related to accommodation, food etc. will be paid by the candidate before leaving to the training institute directly .

11. The observer ship will include posting in required section of the department, availing reading materials inside the department, observing procedures and discussion with staff and faculty, if necessary. If need arises, the candidate may be posted in the other departments of the same institute within the stipulated period

Issued on behalf of the Fellowship Committee:

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