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| **ALL INDIA INSTITUTE OF SPEECH & HEARING: MYSORE-06****TELE-CENTER FOR PERSONS WITH COMMUNICATION DISORDERS** |

**Monthly Report for the Month of May 2017**

1. **ACADEMIC ACTIVITIES**
2. Short-term Training Programs:- NIL
3. Clinical Observation Posting of Students from other Institutes-NA
4. Virtual Seminars/Conferences/Workshops/ Staff enrichment program attended - Nil
5. Guest Lectures: NIL
6. Additional Academic Services rendered by the Faculty and Staff-: Nil
7. Clinical Observation Posting of Students:
	* Orientation on TCPD to 03 students were posted (I MSc SLP 2017 Semester from 01.05.2017)
	* Orientation on TCPD to 03 students posted (II MSc AUD 2017- from 01.05.2017)
	* Observation of tele services cases (06 students) – 12 sessions
	* Hands on experience (06 students) - 8 sessions

1. Virtual Seminars/Conferences/Workshops/ Staff enrichment program: Nil

**Prof. K. S Prema, Professor of Language Pathology: -**

* Planning and administration of TCPD activities.

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| **Dr. Malar, Reader in Special Education (Deputed Staff to TCPD one day/week)** |
| Outreach Clinical Activities | Educational Guidance and/or Assessment: Nil | (ii)Via Video Conferencing: Nil |
| Material Development | * Academic screening checklist- Completed social science grade VI, VII, VIII.
* Orientation materials for caregivers at LO.
 |
| **Dr. N Devi, Lecturer in Audiologist (Deputed Staff to TCPD on Tue & Thur)** |
| * Speech reading Video- Review
 |
| **Ms. Yashashwini. R, Clinical Supervisor:**  |
| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference | 02 | 02 |
| Tele-Intervention - Video Conference | 07 | 14 |
| Tele-Assessment-Skype | - | - |
| Tele-Intervention-Skype | - | - |
| E-mails Queries | - |
| Telephone | 2 |
| Assistance for Administrative Activities | * TYC level 4 Hindi and Kannada - prepared feedback and mailed to Swift solution
* Assisted in inquiring regarding Webex software (Animisha electronics) and placing fresh PRF for Teamviewer 12 Corporate license.
* Made arrangements for the ISO audit scheduled to be on 16.05.2017 by Dr. K. Yeshoda and Mr. Prashanth Prabhu was present for the ISO internal audit.
* Assisted in preparation of Risks and opportunities-TCPD and mailed to ISO implementation cell
* Discussed with Head-TCPD and assisted in the modifications to be made in the process manual of TCPD with ISO implementation cell.
* Received revised quality manual and quality system procedure in return of the old ones from ISO implementation cell.
* Worked on writing of the survey article with Ms. Nithyashree
* Drafted research proposal with Ms. Pavithra on Digital archiving of TCPD data and submitted to Head-TCPD. Prepared sample data for the same and submitted.
* Attended monthly meeting on 25.05.2017 held by Head-TCPD with staff-TCPD. Prepared minutes of monthly meeting and submitted.
* Assisted in planning for dates of Virtual seminar by Dr. Radhika Poovaiah and Dr. Arpita bose in the first and last month of June.
 |
| Others | * Attended student's article presentation on 21.05.2017
* Updating the registers, formats, files records, as per ISO guidelines.
* Submitted undertaking of 7th CPC to Administrator's office
* Prepared APAR and submitted to Head-TCPD
* Assisted in organizing a get together of Head-TCPD with Voice contributors to the Tele-lessons on 30.05.2017
* Counselled 11 Cases who were referred to TCPD
 |
| **Ms. Haritha. S. Mohan, Speech Language Pathologist Gr I** |
| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference | - |  - |
| Tele-Intervention - Video Conference | - | - |
| Tele-Assessment-Skype | 0 | 0 |
| Tele-Intervention-Skype | 5 |  30 |
| Telephone  | 3 |
| Email Quiries | 8 |
| Counselling | 2 |  0 |
| Material Development | * Preparation of Power Point Presentation for Clients
 |
| Assistance for Administrative Activities | * Maintenance of counselling register, referral forms and consent forms
* Attended journal club by the student.
* Segregated emails under different labels
* Sending conformation e-mail to enrol for telesessions
* Follow up emails to clients
* Complied list of therapy materials made for tele sessions.
* Made a compilation of feedback form response for internal audit.
* Segregated the audio visuals and materials prepared for clients.
* Had send an email to ISHA secretary requesting for sending the Google forms on questionnaire for ‘’Survey of Telepractice in Speech Language Pathology and Audiology in India’’ to the ISHA members
* Send Google forms as reminder for patients who completed counselling at TCPD.
* Counselled two patients on the books available in TCPD.
* Send feedback forms to clients.
* Send home training for clients.
 |
| Others | * Maintenance of daily diary and documents for clients
 |
| **Ms. Vandana B, Audiologist Gr I** |
| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference | - | - |
| Tele-Intervention - Video Conference | 00 | 00 |
| Tele-Assessment-Skype | 1 |  3 |
| Tele-Intervention-Skype | 5 | 33 |
| E-mails Queries |  1 |
| Telephone |  - |
| Assistance for Administrative Activities | * Therapy materials preparation for each clients, segregation of therapy materials based on each cases
* Backup of therapy session videos, segregation of each video of client on monthly basis. Made list of therapy materials used based on skills and language goals and websites used for teaching the clients were listed
* Counseling for 3 clients regarding Tele-intervention services.
* Recording of speech videos for speech reading manual in English
* Preparation of speech reading brochure (gathered information regarding speech reading training and its variables)
* Compilation of referral forms and consent forms of clients.
* Attended journal club by the Msc student posted in TCPD
* Updated case reports and progress reports of cases.
* Stock verification of Equipments
 |
| Others | * Maintenance of clinical work schedule
* Updated Skype therapy register
* Signage maintenance
 |
| **Ms. Ayesha Anjum, Speech Language Pathologist Gr I** |
| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference | - |  - |
| Tele-Intervention - Video Conference | - | - |
| Tele-Assessment-Skype | 01 | 02 |
| Tele-Intervention-Skype | 6 |  28 |
| Telephone  | 8 |
| Email Queries | 08 |
| Counselling | - |
| Material Development | * Preparation of Power Point Presentation for Clients
* Digitization of test materials and treatment manuals
 |
| Assistance for Administrative Activities | * Mailed and corresponded with ISHA secretary to circulate the Google form for the survey titled “Survey of Telepractice in Speech-Language Pathology and Audiology in India”
* Maintenance of M.Sc. SLP student work records and assignments.
* Attended journal club by the students of M.Sc SLP & M.Sc. Audiology.
* Sent C2 marks for I M.Sc. SLP students posted at TCPD
* Segregated emails under different labels.
 |
| Others | * Maintenance of daily diary and documents for clients.
* Fixed appointment with Dr. Malar for consultation for a client.
 |
| **Ms. Pavithra. K, Speech Language Pathologist Gr I** |
| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference | 5 | 6 |
| Tele-Intervention - Video Conference | 2 | 3 |
| Tele-Assessment-Skype | 01 | 02 |
| Tele-Intervention-Skype | 06 | 39 |
| E-mails Queries | 6 |
| Telephone | - |
| Counselling | 3 | 2 |
| Material Development | * Preparation of assessment and therapy materials for the clients. Documentation and updating of the online therapy sessions.
 |
| Assistance for Administrative Activities | * Co-ordinated the official correspondence for the DHLS centres for Tele-assessment, tele-intervention through video conferencing from 9:30 am to 5:30 pm.
* Attended the Monthly meeting in BGS on 14-5-2017.
* Co-ordinating the cases for Video conferences from other DHLS centers.
* Research proposal for Digital Achieving completed.
* Correction of TCPD NACC Brochure was done and corresponded.
* Participated for journal club by the student of Msc Audiology and Msc Speech Language Pathology.
* Initiation of E-group for cases with fluency disorders.
* Updated the user name and password for the client registered in Parkinson Helpline.
* Attended department meeting on 25-05-17.
 |
| Others | * Maintaining daily diary and patient progress reports.
 |
| **Ms. Madalambika.M.B, Audiologist Gr I** |
| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference | 0 | 0 |
| Tele-Intervention - Video Conference | 0 | 0 |
| Tele-Assessment-Skype | 0 | 0 |
| Tele-Intervention-Skype | 5 | 30 |
| E-mails Queries | 3 |
| Telephone | 3 |
| Material Development | * Backup of therapy session videos, segregation of each video of client on monthly basis. Made list of therapy materials used based on skills and language goals and websites used for teaching the clients were listed.
* Therapy materials preparation for each client, segregation of therapy materials based on each case.
* Segregation of videos for speech reading manual in English
* Preparation of speech reading brochure (gathered information regarding speech reading training and its variables)
* Prepared graphs for the feedback of Tele-orientations conducted during (2016-2017) for ISO inspection.
* Assisted in preparation of certificates for resource person and participants of Tele-orientation.
 |
| Orientation Programs | * Oriented 2nd Msc audiology students posted about TCPD.
 |
| Assistance for Administrative Activities | * Verified the telephone bill (April, 2017)
* Updated student records and attendance of the month of April
* Counselled 2 clients for tele intervention services.
* Attended journal club of students of audiology and speech language pathology.
* Maintenance of M.Sc. Audiology student work records and assignments.
 |
| Others | * Maintaining daily dairy and progress reports regularly and filing the same in the respective files/registers.
 |
| **Ms. Nithyashree R, Junior Technical Writer** |
| **Nature of Service** | **Work done**  |
| Material Development | * Feedback on TYC Level 4 Kannada MMC content and videos and buttons of the same
* Prepared a draft for an article on ‘Awareness about Tele health services among school going children”
* Script on Speech Reading activities submitted
* Editing of Content on Learning disability
 |
| Others | * Attended meeting held for Invigilators and supportive staff on 22.05.2017
 |
| **Mr. Shivaprasad.M, Graphic Designer** |
| **Nature of Service** | **Details of work for Tele-Centre for Persons with Communication Disorders** | **Work for Other Dept.** |
| Graphic Designing/ Illustrations/ Video editing/ Photo editing/ Audio editing | 1. Virtual seminar certificate design for all center Participants
2. Tele-Orientation tittled ‘Speech readng training for Children’ certificate design for 4 centers Participants on 6-4-2017
3. Tele-Orientation tittled ‘Speech readng training for Adults’ certificate design for 6 centers Participants on 30-3-2017
 | 1. Institute Brochure Design from Director
2. Modification of NAAC All Department Brochures from Director
3. Annual Report work started - Library
 |
| Number of Brochures given to Clients | TCPD Brochures English, Kannada, Hindi and Malayalam - 0P. D. Helpline Brochures English, Kannada, Hindi and Malayalam - 0 | - |
| Monthly Meeting | 25-05-17 | - |
| **Ms. Preethi, Data Entry Operator** |
| Administrative Activities | * Drafting letters/circulars/notes/formats
* Receiving letters/documents from other sections/departments for onward transmission to the head
* Dispatch of letters to concerned sections/departments
* Filing documents of TCPD
* Preparation of Monthly Report
* Maintenance of Leave of all staff in register
* Leave statement of permanent staff and Attendance certificate of contract staff
* Mail correspondence
* Maintenance of stock (Consumable) of the TCPD
* Maintained office equipments by placing work orders.
* Monitoring and indenting the printing requirement of the department.
 |

1. Invited Talks-NIL
2. Curriculum Development:
	1. Adaptation of curriculum for tele education services.
	2. Handbook of learning disability being finalized for parents/caregivers and teachers as a part of Learning Disability Awareness month
	3. Guidelines for teleservices-draft finalized
	4. Terms and conditions for client enrollment in TCPD for teleservices –draft prepared
	5. Instruction Manual for Students(SLP/Aud) – in progress
	6. Instruction Manual for staff of TCPD -- in progress
	7. Preparation of success stories
	8. MMC in progress.
3. Service in Academic bodies of other Organizations
4. **Books/Book Chapters/ Other Resource Materials prepared:**
	1. Adaptation of test materials for online evaluation
	2. Editing of Tele orientation Video
5. Membership in Professional Organizations/Associations:

Life Membership (Institutional) with Tele-medicine Society of India

1. Any Other: NIL
2. **Research Activities**
3. Research Projects

FUNDED

Completed Research Projects: NIL

NON-FUNDED

1. Ongoing Research Projects : Development of Tinnitus app
2. Doctoral and Post Doctoral Programs -NA
3. Research Papers presented at National/International Conferences/ Seminars (in APA format)- NA
4. Research Papers Published (in APA format)

i) Papers published in National /International Journals

 ii) Papers published in Conference/Seminar Proceedings

1. Research Papers in press.:- NIL
2. Books published (in APA format):- NIL
3. Book chapters published (in APA format) NIL
4. Books in press: NIL
5. Books/Manuals/Seminar Proceedings edited- NIL
6. Journal Editorship- NIL
7. Scholarly Reviewing Activities- NIL
8. Ongoing Research:
	1. Ms. Ayesha Anjum & Ms. Haritha S Mohan – “Survey of Tele practice in Speech Language Pathology and Audiology in India.
	2. Tele assessment of Naming in persons with Aphasia: Perspective from India.
9. **Clinical Services**
10. General Clinical Services:- NIL
11. Specialized Clinical Services
12. **Out-reach Clinical/rehabilitation/Special educational activities through tele-mode.**
13. **Tele- Diagnosis & Rehabilitation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Video - Conference | Skype Therapy Sessions | Educational Guidance | Total  |
| TA | TI | TA | TI | VC | Skype |
| Clients | 1 | 5 | - | 21 | - | - | **27** |
| Sessions | 7 | 11 | - | 122 | - | - | **140** |

1. **Details of Tele-Rehabilitation through Video Conferencing in the Month of May, 2017**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Phonological Disorders | Fluency Disorders | Voice Disorders | Language Disorders | Neuro-motor speech disorders  | Total |
| P | A | G | P | A | G | P | A | G | P | A | G | P | A | G |  |
| Total number of clients | 2 | 1 | - | 1 | 1 | - | - | 1 | - | - | - | - | - | - | - | **6** |
| Total number of sessions | 6 | 3 | - | 1 | 7 | - | - | 1 | - | - | - | - | - | - | - | **18** |

1. **Details of Tele-Rehabilitation through Skype in the Month of May,2017**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Phonological Disorders | Fluency Disorders | Voice Disorders | Language Disorders | Neuro-motor speech disorders  | Total |
| P | A | G | P | A | G | P | A | G | P | A | G | P | A | G |  |
| Total number of clients | - | - | - | 3 | 1 | - | - | - | - | 13 | 3 | 1 | - | - | - | **21** |
| Total number of sessions | - | - | - | 15 | 6 | - | - | - | - | 78 | 19 | 4 | - | - | - | **122** |

1. **Total no. of Clients/Sessions for Tele-Rehabilitation across India in April, 2017**

|  |  |  |
| --- | --- | --- |
| **State** | **No of Clients** | **No of sessions** |
| Jharkhand | 1 | 5 |
| Karnataka | 9 | 54 |
| Tamil Nadu | 1 | 6 |
| Himachal Pradesh | 1 | 6 |
| Kerala | 4 | 22 |

1. **Total no. of Clients/Sessions for Tele-Rehabilitation of Indians abroad, April, 2017**

|  |  |  |
| --- | --- | --- |
| **Place** | **No of Clients** | **No of sessions** |
| Dubai | 2 | 12 |
| UK | 1 | 10 |
| US | 1 | 6 |
| Oman | 1 | 1 |

1. **State-wise distribution of clients availing Tele-Sessions through Skype**
2. **Out-side India distribution of clients availing Tele-Sessions and Skype**

**Feedback on Internet connectivity for tele-sessions**

Clinical Support Services to Clients and Family:- NIL

1. Clinical Electronic Services:- NIL

**IV. Extension Activities**

1. Rehabilitation and Education through Distance Mode
* Out-reach Clinical/rehabilitation/Special educational activities through tele-mode.

 **V. Technological Consultancy Services**

**VI.Central Facilities**

1. Library and Information Services
2. Public Information Activities
3. Material Development:

 **VII.** **Awards and Honors Received by Faculty and Staff: NIl**

 **VIII EXTRA Curricular Activities: Nil**

**Ix. MAJOR EVENTS OF THE Month: Nil**

**x. Eminent VISITORS:**

* Syren Dayalji, University of Manchester, UK on 18th May 2017

**XI. STAFF RELATED: Nil**

**XII. Any Other:**

* ISO internal audit was scheduled on 16.05.2017 by Dr. K. Yeshoda and Mr. Prashanth Prabhu
* Monthly meeting was held on 25.05.2017 by Head-TCPD and staff-TCPD.
* **Parkinson Website:** Parkinson’s disease helpline registration is in process. Number of members/cases registered: 38

A physiotherapist Ms. Priyanka from JSS Hospital was invited to give a talk. The speaker gave a talk on Physiotherapist issues associated with Parkinson Disease. There was a discussion with the participants regarding their individual queries. The speaker counseled the patients and gave few techniques and strategies to manage the gross motor issues for carrying out various day to day routines. An introduction was given by the organizer about the Parkinson's disease Helpline and pamphlets were distributed to the participants. Their queries regarding swallowing difficulties and voice problems were answered by Ms. Pavithra K and Ms Haritha S Mohan, Speech Language Pathologist Grade I. The program was concluded by a vote of thanks by the organizer.

**TCPD website:** [**www.aiishtcpd.com**](http://www.aiishtcpd.com)

|  |  |  |
| --- | --- | --- |
| **Hits of previous month**  | **Number of Hits** | **Enquiries & discussions** |
| 5117 | 5204 | Nil |

1. **Parkinson’s disease Helpline: website:** [**www.aiishcredmhelpline.in**](http://www.aiishcredmhelpline.in)

|  |  |  |
| --- | --- | --- |
| **Hits of previous month** | **Number of Hits** | **Enquiries & discussions** |
| 14671 | 14959 | Nil |

1. **Official Language Implementation (OLI)**

|  |  |  |
| --- | --- | --- |
| **Particulars** | **Skype** | **Videoconferencing** |
| Clients | 4 | 6 |
| Sessions | 17 | 18 |
| Official letters | - |
| Mails | 5 |

 **Head/** प्रधान शासक

 **TCPD/** टि सी पि डि