



Japan International Cooperation Agency  
Level 17, Parkland  
No. 33, Park Street, Colombo - 2, SRI LANKA.  
TEL : (+94)011- 2303700  
FAX : (+94)011- 2303692  
E-mail : sl\_oso\_rep@jica.go.jp  
Homepage: <http://www.jica.go.jp/srilanka/english/index.html>  
Facebook : <https://www.facebook.com/jicasrilanka>

July 15, 2024.

Director General  
Department of External Resources  
Colombo 1.

Dear Sir,

**KNOWLEDGE CO-CREATION PROGRAM:**  
**ENHANCEMENT OF NURSING MANAGEMENT TOWARDS**  
**UNIVERSAL HEALTH COVERAGE**  
**ONLINE & IN JAPAN**  
**COURSE NO: 202311477J001**

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 Period from 26 November 2024 ~ 13 January 2025

Course Period in Japan from 14 January 2025 ~ 30 January 2025.

The participants for the above course should be nominated in accordance with the General Information (GI) regulations. One set of copy 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) as below mentioned that are considered as eligible in accordance with the stipulations of the GI.

- Ministry of Health
- Division of International Health

Please make necessary arrangements to submit duly completed documents to reach JICA Sri Lanka office on or before **6<sup>th</sup> September 2024**.

- Duly filled prescribed Application Form
- Copy of the passport (if available)
- Copy of the Nominee's English Score Sheet (e.g. TOEFL, TOEIC, IELTS)
- Consent form for health check-up/vaccination
- Chest X-ray Film (A film taken within six months is valid)

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

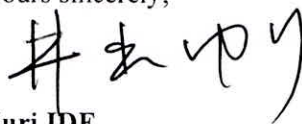
---

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 International Health  
Mr. Kenji OHASHI, Head of Economic & Development Cooperation Section,  
Embassy of Japan



# Knowledge Co-Creation Program (Group & Region Focus)

General information on

**Enhancement of Nursing Management towards  
Universal Health Coverage (Online & In Japan)**  
課題別研修「UHC 達成に向けた看護管理能力向上」(遠隔+本邦研修)  
**JFY 2024**

Course No.: 202311477J001

On-demand (online) Period: From November 26, 2024 to January 13, 2025

Course Period in Japan: From January 14, 2025 to January 30, 2025

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.

## JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, 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

Strengthening health workforce is one of the targets of Sustainable Development Goals (SDGs Target 3.c). While the nurse professional is the biggest discipline in health workforce, the shortage of nurses is one of global issues, especially in low and middle-income countries, an estimated 5.3 million, 89% of the shortage is concentrated.<sup>1</sup>

Moreover, to achieve the Universal Health Coverage (UHC) on the promise of "leaving no one behind", nursing workforce is essential to deliver a wide variety of health services. They provide not only primary care to advanced care, but also prevention, and health promotion at health care facilities and in communities.

During COVID-19 pandemic, it has been highlighted not only a shortage of personnel, but lack of nurses with the adequate expertise, that is a quantitative and qualitative shortage of nurses is occurring. At the same time, it is needed an environment in which nurses can fulfil their full potential and provide healthcare services in a safe and secure situation. Investment in education, jobs, leadership, and service delivery is needed to ensure the quantitative and qualitative availability of the nursing workforce.<sup>2</sup>

To address these requirements, enhancing management capacity for nursing workforce is essential to improve quality of service and to respond to health emergencies.

This program is positioned as JICA's Initiative for Global Health and Medicine, aiming to provide quality health service for all.

## For what?

This program aims to strengthen nursing management and administrative capacity through learning theory and practice.

## For whom?

This program is offered to the following nursing profession, particularly those in leadership roles in the nursing profession in their country:

1. Managers of the nursing department in the central and regional core hospitals including university hospitals.
2. Government officials in charge of nursing policy and administration including regional level

## How?

Participants shall have the following opportunities.

### 1. Lectures

The following lectures are provided:

- On-demand self-learning video lectures prior to the training in Japan
- On-site/face-to-face lectures during the training in Japan.

The on-site/face-to-face lectures will be conducted by the experts from National Center for Global Health and Medicine (NCGM), Nursing Associations, Ministry of Health Labour and Welfare, and nursing faculties. It contains a comprehensive overview of

<sup>1</sup> State of the World's Nursing Investing in education, jobs and leadership: WHO; 2020

<sup>2</sup> Global Strategic directions for nursing and midwifery 2021-2025: WHO; 2021

UHC, basic theory of nursing management, nursing administrative activities in ministry and nursing association in Japan, implementation to foster nursing management for nursing manager in clinical setting in Japan. You will obtain the basic knowledge of nursing management through self-learning before starting on-site training in Japan.

2. Site-visits, observation, and practices

You will visit hospitals and other organizations. In the clinical site visit, you will learn how the system of nursing management works through observation and shadowing method. You will join the discussion session in other relevant organizations based on knowledge by self-learning.

3. Knowledge sharing and discussions with participants from various countries.

This is focusing on clarifying current challenges you face and improvement plan of nursing management in your country by discussing and comparing with neighboring Asian countries.

4. Development and presentation of reports and an improvement plan.

You will submit the inception report prior to the training in Japan, which contains country profile and situation analysis especially in nursing management area. Also, you will develop the action plan before the end of training in Japan, which contains your ideas and plans to improve your own activities in nursing management by using theory and practice learned from the training. During the training, you will present them to acquire the feedback from other participants. Both deliverables are required to support having a clear goal of the training by yourself.

## II. Description

1. **Title (Course No.)**  
Enhancement of Nursing Management towards Universal Health Coverage (202311477J001)
2. **Course Duration**  
<On-demand self-learning program >  
From November 26, 2024 to January 13, 2025  
  
<Training in Japan>  
From January 14, 2025 to January 30, 2025
3. **Target Regions or Countries**  
Cambodia, Fiji, Laos, Mongolia, Philippines, Sri Lanka, Thailand, and Vietnam
4. **Eligible / Target Organization**
  1. Central and regional core hospitals including university hospitals.
  2. Ministry of Health and regional office planning/implementing nursing policy and administration
5. **Capacity**  
10 participants
6. **Language**  
English
7. **Course Objective**  
Participants acquire the knowledge and skills for enhancing nursing management/administrative capacity.
8. **Overall Goal**  
The quality of nursing services in participants' countries will be improved.



## 9. Output and Contents

This course consists of the following components. Details on each component are given below. Details of each module will be provided later to accepted candidates.

(1) Self-learning by on-demand video lectures: Prior to training in Japan November 26, 2024 to January 13, 2025		
Expected Module Output	Subjects	Guide
Orientation (Online)	Instruction of the entire training course and how to join the on-demand lectures on November 26, 14:00-15:00 (JST)	Zoom meeting URL will be sent.
On-demand self-learning video lectures	1. Watch on-demand lecture videos 2. Submit questions and comments about the lectures	To be explained in the Orientation.
Inception Report (1 country 1 report)	1. Country profile and situation analysis especially in nursing management area 2. Challenges or plans for existing issues that you would like to identify or obtain during the training period, or existing issues to be discussed with the participants during the training period. 3. Submission by December 13, 2024	Guidelines will be provided upon acceptance notice.

(2) Training in Japan: January 14 to January 30, 2025	
Expected Module Output	Subjects/Contents *Details subject to change
1. To understand the theory and practice of nursing management in clinical/administrative setting.	(1) Overview of UHC, SDGs and Japan's initiatives on UHC (2) Introduction of the Japanese healthcare system and system of healthcare service provision (3) Introduction of the Japanese Nursing System for strengthening management and administration capacity (4) Continuing education, Career paths, Necessary competencies, knowledge, and characteristics to be prepared as a nursing manager including Certified Nurse and Certified Nurse Specialist system (5) Nursing management in a clinical setting
2. To understand theory and practice of nursing management and administration in Japan.	(1) Introduction of the history, policies, and systems of nursing administration in Japan (2) Introduction of the functions and roles of the nursing administration, including the nurse training system, the number of nurses produced, quality assurance of nursing, name exclusivity and scope of practice regulations.
3. To strengthen nursing management capacity in public health emergencies.	(1) Nursing management in public health emergency including natural disasters

4. To identify major challenges of the participant's organization through sharing experiences in Japan and other countries.	(1) Analysis of issues related to nursing management in each country: Inception report presentation. (2) Presentation and sharing among participants of issues related to nursing management analyzed in each country. (3) Presentation of good practices. (4) Practical nursing management in clinical setting. - the nursing management and the situation of nursing services delivery at clinical setting in Japan. (5) Develop the Action Plan for each of the achievable actions in each country utilizing knowledge and skills learned from the training (On-demand self-learning video lectures and training in Japan). (6) Share the Action Plan among the participants and revise as necessary.
-----------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## 10. Place and Time to attend

### <Online orientation>

#### (1) Place

The place to take the online program (Live) should be determined by the internet environment. Please inform JICA which place you would like to take part in the program (e.g. home, office). If you cannot find the proper place to take the program, please consult with JICA office.

#### (2) Time

**November 26, 2024**

14:00- 15:00 (JST).

Please prepare extra 30 minutes before and after the program (between 13:30 and 15:30(JST)).

Online session at your time zone* (Orientation)		
Japan Standard Time (JST)	0	14 : 00- 15 : 00
Cambodia	-2	12 : 00- 13 : 00
Fiji	+4 (Daylight Saving Time)	18 : 00- 19 : 00
Laos	-2	12 : 00- 13 : 00
Mongolia	-1	13 : 00- 14 : 00
Philippines	-1	13 : 00- 14 : 00
Sri Lanka	-3.5	10 : 30- 11 : 30
Thailand	-2	12 : 00- 13 : 00
Vietnam	-2	12 : 00- 13 : 00

\*Above is a general guide to your local time zone.  
Please check your local time prior to the session.

### < On-site training>

#### (1) Place

To be conducted in JAPAN. Please refer to the tentative schedule (ANNEX).

#### (2) Time



10:00 - 12:00(JST)  
(Lunch break: 1hour)  
13:00 - 16:00 (JST)

#### **11. Circumstance for Internet Connection**

The online program (Orientation) is conducted through a platform "Zoom Meeting". It is necessary to ensure a stable and secure internet connection to access the platform. Internet speeds of downloading and uploading are recommended approximately 3 to 5 Mbps. (0.5 to 1.5 Mbps at least). Please refer to the URL below for how to measure internet speed. <https://www.fast.com>

Mobile phones are **not** recommended due to screen size and functions.

【Note】 If you are not able to arrange internet connection or necessary devices, please consult with JICA office in your country.

#### **12. Attendance requirement**

Participation in all the programs is an essential requirement for the completion of the course. Partial attendance is not allowed.

### III. Eligibility and Procedures

#### 1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

#### 2. Nominee Qualifications

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

##### (1) Essential Qualifications

- 1) Current Duties:
  1. Manager level of hospitals that have central role in the county and the region.
  2. Director level of central/regional government in charge of nursing administration.
- 2) Experience in the relevant field: have more than 3 years' experience in the field of nursing management in principle.
- 3) Occupational Qualification: be licensed nurses authorized by government.
- 4) Language Proficiency: have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 60 or above. Please attach an official certificate for English ability such as TOEFL, TOEIC, IELTS, etc., if nominees have.
- 5) Health: must be in good health, both physically and mentally, to participate in the program. 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 AND RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness. Pregnant applicants are not recommended to apply due to the following characteristics of this program that includes essential clinical practice sessions:
  - ✓ The vaccination history for Measles, Mumps, Rubella, Varicella (MMRV) is a prerequisite for participating in the clinical program.
  - ✓ Live vaccines administered to pregnant women, including MMRV vaccines, pose a theoretical risk to the fetus; therefore, live-attenuated viral and

bacterial vaccines are generally not administered during pregnancy, as stated in the "Guidelines for Vaccinating Pregnant Women" available on the Centers for Disease Control and Prevention website.

(<https://www.cdc.gov/vaccines/pregnancy/hcp-toolkit/guidelines.html>)

-Body temperature and any symptoms will be checked every morning during the training course. Participants will not be able to participate in programs in case of any symptoms such as fever, cough, sneeze, runny nose.

- 6) Others: be determined to continue nursing management duties more than 3 years after attending this program.

## **(2) Recommended Qualifications**

- 1) Internet Connection: as described in II.11. "Circumstance for Internet Connection".  
Computer skill: Participants are required to have a basic knowledge of computer operation (have basic knowledge of PC operation such as Microsoft Word, Excel, or PowerPoint) and online meeting experience using Zoom. This course includes an online session. During the course, the development of an Action Plan needs PC operation skills; however, an orientation into basic PC operation is not given in the course.
- 2) Age: Be under fifty (50) years of age.
- 3) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

## **3. Required Documents for Application**

- (1) **Application Form:** The Application Form is available at **the 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 AND RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

- (2) **Photocopy of Passport:** To be submitted with the application form if you already possess a passport. If not, you are requested to submit a photocopy of an alternative official identification.

\*Photocopy should include the following information:

Name, Date of birth, Nationality, Sex, Passport Number and Expiry date.



(3) **English Score Sheet:** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)

(4) **Consent form for health check-up / vaccination**

(5) **Chest X-ray Film** (A film taken within six months is valid)

For tuberculosis screening. DICOM data are acceptable. CD data, pdf /jpeg data and printed photo are not acceptable.

To be submitted to JICA Tokyo Human Development and Operational Coordination Division from the JICA overseas office by courier.

Expenses for Chest X-ray film will NOT be provided for the participants by JICA.

#### **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).**

(All required material must arrive at **JICA Center in Japan** by **September 13, 2024**)

##### **(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 October 21, 2024**.

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

Accepted candidates are requested to send the following documents (1) and (2) by e-mail to the course leader of the implementation facility. (The contact information and further instruction will be informed)

(1) Past vaccination history of Measles, Mumps, Rubella and Varicella  
\*1), or Recent result of an antibody titer test of Measles, Mumps,  
Rubella and Varicella \*2) by October 28, 2024.

\*1) Each vaccination should have been done twice with at least 28-day interval. A document which has the dates and the list of vaccinations given is valid.

\*2) The results will be assessed based on the **Accepted Criteria in Table 1 below.**

Both \*1) and \*2) should be written in English.

(Table 1)

	Accepted Criteria
<b>Measles</b>	EIA Method: Over <b>0.72</b> IU/ml (PA Method: Over 1:256)
<b>Mumps</b>	EIA Method: <b>Positive</b>
<b>Rubella</b>	EIA Method: Over <b>18.4</b> IU/ml (HI Method: Over 32)
<b>Varicella</b>	EIA Method: <b>Positive</b>

If you cannot submit \*1) or \*2), you are required to have vaccinations twice before starting the training course. Please notify the course leader your status so that he will give each candidate instructions for vaccination.

This procedure is necessary not only for protecting participants from the exposure to infectious diseases but also for preventing them from being infectious sources.

\*Please refer to IV. Administrative Arrangements 5. Expenses (P14) for vaccination reimbursement.

**(2) Inception Report by December 13, 2024:**

Accepted candidates are required to prepare and submit an Inception Report (Detailed information is provided with "Notice of Acceptance")

**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 (JICA Center in Japan)

(1) **Center:** JICA Tokyo Center (JICA TOKYO)

Human Development and Operational Coordination Division

(2) **Program Officer:** Ms. Maiko MORITA ([ticthdop@jica.go.jp](mailto:ticthdop@jica.go.jp))

Please add the course title and course number "202311477J001" in the subject line of your e-mail.

### 2. Implementing Partner

(1) **Name:** National Center for Global Health and Medicine

(2) **URL:** <https://www.ncgm.go.jp/en/index.html>

**Remark:** National Center for Global Health and Medicine (NCGM) is a national research and development agency under the jurisdiction of the Ministry of Health, Labour and Welfare. Aiming to realize a world where all people can equally lead healthy lives, we contribute the improvement of health by applying technical experts around the world, including low and middle-income countries, and bringing overseas experience and insight to Japan.

### 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 accommodations 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 the 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.

## 5. Expenses

The following expenses in Japan will be provided by JICA

- (1) Expenses for vaccinations. Submit the official receipts to JICA office in your country. (The receipts should be described in English and the vaccination names listed.) If the cost is not affordable, please consult with JICA office.
- (2) Allowances for accommodation, meals, living expenses, outfit, and shipping and stopover.
- (3) Expenses for study tours (basically in the form of train tickets).
- (4) 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).
- (5) Expenses for program implementation, including materials.
- (6) For more details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSU-IN GUIDEBOOK," 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](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)

**The following expenses will NOT be provided for the participants by JICA:**  
**Expenses for Chest X-ray Film.**

## 6. Pre-departure Orientation

Japanese Embassy is to provide Participants with details on travel to Japan, conditions of the course, and other matters.

\*YouTube videos 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

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

## V. Other Information

1) Personal Computer

Since the number of personal computers (PC) at JICA Tokyo and NCGM available for the program participants is limited, participants are recommended to bring their PC for their convenience.

2) Shoes

Participants are required to wear flat shoes during hospital visit. Flip-flops and high-heels are not allowed.

3) Internet access / USB

We have internet access in JICA Tokyo. Please refer to the Facilities and Service Guide of JICA Tokyo (URL is on the previous page).

You will not be able to use internet (Wi-Fi) during lectures at NCGM.

You will not be able to use your personal USB at computers of NCGM.



## ANNEX: Schedule (Tentative)

Date	Time (Japan Time)	Contents
Nov.26 (Tue)	14:00~15:00	【Online】 Orientation of the entire training course and on-demand self-learning program.
Nov.26 (Tue)~ Jan.13 (Mon)		【On-demand self-learning Program】 Watch on-demand lecture videos distributed by JICA and NCGM.
Dec.13 (Fri)		Submission of Inception Report
Jan.14 (Tue)		Arrival at Japan.
Jan.15 (Wed)	10:00~16:00	Briefing Session by JICA Program Orientation by JICA and NCGM & Self-introduction
Jan.16 (Thu)	10:00~16:00	Opening Ceremony Presentation of Inception Report & Discussion
Jan.17 (Fri)~ Jan.28(Tue)	Upon Schedule	【Lecture, Q&A, and Discussion】 【Site Visit】 Some associated facilities/universities 【Preparation of Action Plan】
Jan.29 (Wed)	10:00~16:00	Presentation of Action Plan & Discussion Closing Ceremony
Jan.30 (Thu)		Departure from Japan

## 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 join 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.



**Contact Information for Inquiries**

For inquiries and further information, please contact the JICA overseas office or the Embassy of Japan. Further, address correspondence to:

**JICA Tokyo Center (JICA TOKYO)**

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: +81-3-3485-7469 FAX: +81-3-3485-7904



Japan International Cooperation Agency (JICA)

Director of JICA Office

### Consent form for medical examination and vaccination

I, \_\_\_\_\_, understood medical examination and vaccination which are necessary to participate in, Knowledge Co-creation Program ' Enhancement of Nursing Management towards Universal Health Coverage'.

I also consent to undergo necessary medical examination and vaccination on my own responsibility after understanding explanation of effects and side effects of vaccination during the examination and explanation by a physician.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date of signature \_\_\_\_\_  
(   year   /   month   /   day   )



To the personnel in charge of each overseas office ~ Procedures and schedule  
for participating in the training in Japan

**“Enhancement of Nursing Management Towards Universal Health Coverage  
(UHC) JFY2024”**

In accordance with the NCGM(implementing partner in Japan) regulations for infection control at hospitals, ① chest X-ray examination, ②vaccination records (or antibody test results) of four types of measles, mumps, rubella, and chickenpox, and ③ vaccination based on antibody test results (same-day vaccination) are required for the participant. If the participant does not have an antibody test record at the time of notice of acceptance, he/she will be asked to receive vaccination without a new antibody test. Thank you for your cooperation.

	Submission Deadline	How to submit <sup>1</sup>
① Chest x-ray	Must be submitted by September 13, 2024 (before the deadline for the submission of Application Form)	DICOM-padi electronic data submission, or Submission by delivery service such as DHL, OCS, etc.
② Immunization records Or antibody test results ⇒if they do not have, proceed to ③	Must be submitted by October 28, 2024 (After receiving the acceptance notice from JICA Tokyo) [All 4 of the following] measles, mumps, rubella, and chickenpox	After the antibody test result sheet (A2) is filled in by the attending physician, Scan and submit. ※ Be sure to check whether the antibody titer can be decoded

<sup>1</sup> Please submit all the test results and vaccination certificate to the JICA Tokyo Human Development and Planning and Coordination Division (Mr. Tsutomu Nakano).



<p>③ vaccination</p> <p>※ Since it is a live vaccine, vaccination on another day requires a vaccination interval of 28 days, so all vaccinations are advised to do on the same day.</p> <p>※ To the participants who have submitted ②; JICA Tokyo will notify the necessary vaccinations, if any. To the candidates who have not submitted ② will be required to vaccinate with all four types<sup>1</sup>.</p>	<p>If the candidate does not have an antibody test result certificate at the time of notice of acceptance⇒ two doses are required:</p> <p>[Deadline for 1st vaccination] November 15, 2024 (About 8 weeks before the start of the course)</p> <p>[Deadline for the second vaccination] December 20, 2024 (About 3 weeks before the start of the course)</p>	<p>Submit the scanned Vaccination certificate.</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------

Cost to be borne by:

The candidate/participant

- Chest X-ray examination fee and photo mailing fee at the time of application are borne by the applicant

JICA overseas office

- Please pay the vaccination fee after the acceptance notice at each overseas office(for the accepted participants only).

---

<sup>1</sup> If it is difficult to vaccinate locally, please contact JICA Tokyo so that we would explore the measures to be taken with the implementing partner in Japan.





### X 線画像 電子データに関するお願い

Request for X-ray digital data of a trainee joining a training program in Japan

日本での研修に参加する研修員は、事前に胸部 X 線画像データを提出いただく必要があります。下記の要領で撮影したデータをご準備願います。準備できない場合は、現物フィルムでの提出となります。

National Center for Global Health and Medicine, Japan requests a trainee who is planning to join a training program in Japan to submit a Chest X-ray digital data in advance. Please make sure that the data meets the specification as follows. If you are unable to prepare the digital data, you will be required to submit it on film.

1. X 線撮影は DICOM を使用すること。  
X-ray photo should be taken by and stored in DICOM system.  
(DICOM: Digital Imaging and Communications in Medicine)
2. IHE PDI 準拠であること。  
The X-ray digital data should be applied to IHE PDI (Integrating the Healthcare Enterprise, Portable Data for Imaging).
3. DICOM タグ表示 (値) は、既存の DICOM 規格を利用すること。  
DICOM Tag should be displayed in original setting.

Tag	Attribute Name (属性名)
( 0010 , 0010 )	Patient's Name (患者氏名)
( 0010 , 0020 )	Patient ID (患者識別子)
( 0010 , 0030 )	Patient's Birth Date (患者生年月日)

4. その他留意点 (Others)
  - ・ 1 メディアに 1 患者 ID とする。  
One ID is subject to one trainee in a data.
  - ・ 事前合意のない動画は同梱禁止とする。  
Approval of the trainee to submit his/her data should be obtained in advance.
  - ・ 患者氏名、提供元医療機関名などをメディア表面に記載すること。



Fill in alphabet·block body

(A2)

## Medical Certificate

Name \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_.

Date of Birth (DD/MM/YY)     /     /     Age \_\_\_\_\_.

Nationality \_\_\_\_\_.

When you read the certificate, can you tell whether it is "1" or "7", for example?

### i) Immunization records

	1st dose	2nd dose
Measles	Date: (DD/MM/YY) Lot No: <input type="checkbox"/> Unknown/Not done	Date: (DD/MM/YY) Lot No: <input type="checkbox"/> Unknown/Not done
Mumps	Date: (DD/MM/YY) Lot No: <input type="checkbox"/> Unknown/Not done	Date: (DD/MM/YY) Lot No: <input type="checkbox"/> Unknown/Not done
Rubella	Date: (DD/MM/YY) Lot No: <input type="checkbox"/> Unknown/Not done	Date: (DD/MM/YY) Lot No: <input type="checkbox"/> Unknown/Not done
Varicella	Date: (DD/MM/YY) Lot No: <input type="checkbox"/> Unknown/Not done	Date: (DD/MM/YY) Lot No: <input type="checkbox"/> Unknown/Not done

### ii) Antibody titer (Data attached) Date:     /     /     (DD/MM/YY)

	Antibody titer	Unit	Measuring Methods
Measles IgG			EIA(ELISA)·PA·NT·Others
Mumps IgG			EIA(ELISA)·Others
Rubella IgG			EIA(ELISA)·HI·Others
Varicella IgG			EIA(ELISA)·IAHA·Others

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (DD/MM/YY)

Examining medical practitioner;

Name \_\_\_\_\_.

Name of facility \_\_\_\_\_.

Address \_\_\_\_\_.

Cannot be accepted  
without unit and  
measuring methods