Enrolment Procedure for MvPI

URL: https://adrmsipc.in/adrms/index.html

Account Type
Programme Coordinator

Index

Prerequisites for Enrollment Procedure as MDMC under MVPI

Institution Details:
- **Institute Name**
- **Institute Address**

Key Personnel Information:

Head of Institution:
- **Name**
- **Designation**
- **Contact Information**

Coordinator:
- **Name**
- **Designation**
- **Contact Information**

Deputy Coordinator:
- **Name**
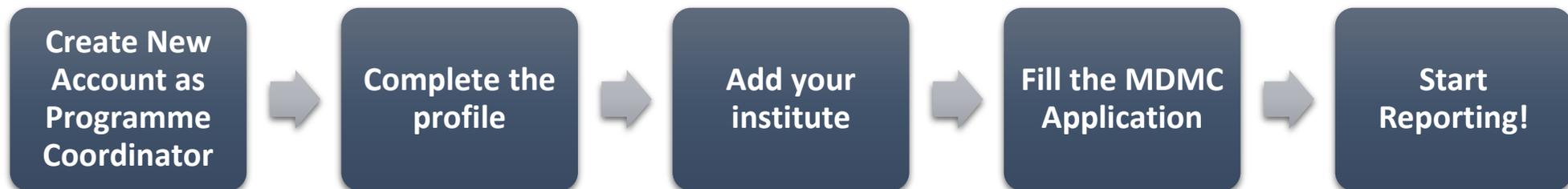- **Designation**
- **Contact Information**

Logistics & Infrastructure Facilities:
- **Name of Department functioning as MDMC:** e.g. Biomedical, Quality, Pharmacology
  Computer & Logistic Facilities available for MvPI
- **Workplace allocated for MvPI activities**

Steps to register in ADRMS as Medical Device Monitoring Centre (MDMC)

Programme coordinator in the Materiovigilance Programme of India(MvPI) is responsible for overseeing the monitoring, reporting, and management of adverse events related to medical devices to ensure patient safety and regulatory compliance.

Create New Account as Programme Coordinator	⇨	Complete the profile	⇨	Add your institute	⇨	Fill the MDMC Application	⇨	Start Reporting!

How to create new account in ADRMS?

Step 1: Click on "Sign up Here" to create new account

How to create new account in ADRMS? Contd.

Create new account

Account type ❓

Select ▾

First name | Last name
First name | Last name

Username
Username

Password
Password 👁️‍🗨️

Next

Account type ❓

Select ▾

Select
Consumer
Healthcare Professional
Programme Coordinator 👉
Username

👆
Click on "Next" to proceed further

Step 1. Select Account Type as a "**Programme Coordinator**"

Step 2. Enter First Name and Last Name

Step 3. Create your own login credentials

New password must be 8-20 characters long, contain at least one lowercase letter, one uppercase letter, one number, and one special character(~!@#%^&()_+?:).

How to create new account in ADRMS? Contd.

Create new account ×

Date of birth

| Day ∨ | Month ∨ | Year ∨ |

Gender

| Select ∨ |

Mobile no.

_____

One Time Password   GET OTP

_____

Back

Create new account

👆

Click on "**create new account**"

Enter Date of Birth DD/MM/YYYY

⬇

Select Gender

⬇

Enter Mobile Number

⬇

Click "Get OTP"

⬇

Enter OTP Received on your mobile number

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How to Sign In?

Sign in

Username/ Mobile no.

Password   I forgot password

☑ Remember me on this device

Sign in

Need an account? Sign up here

A consumer can also report without creating an account

Medicine & Vaccine☑   Medical device☑

Enter Username/Mobile No.

↓

Enter Password

↓

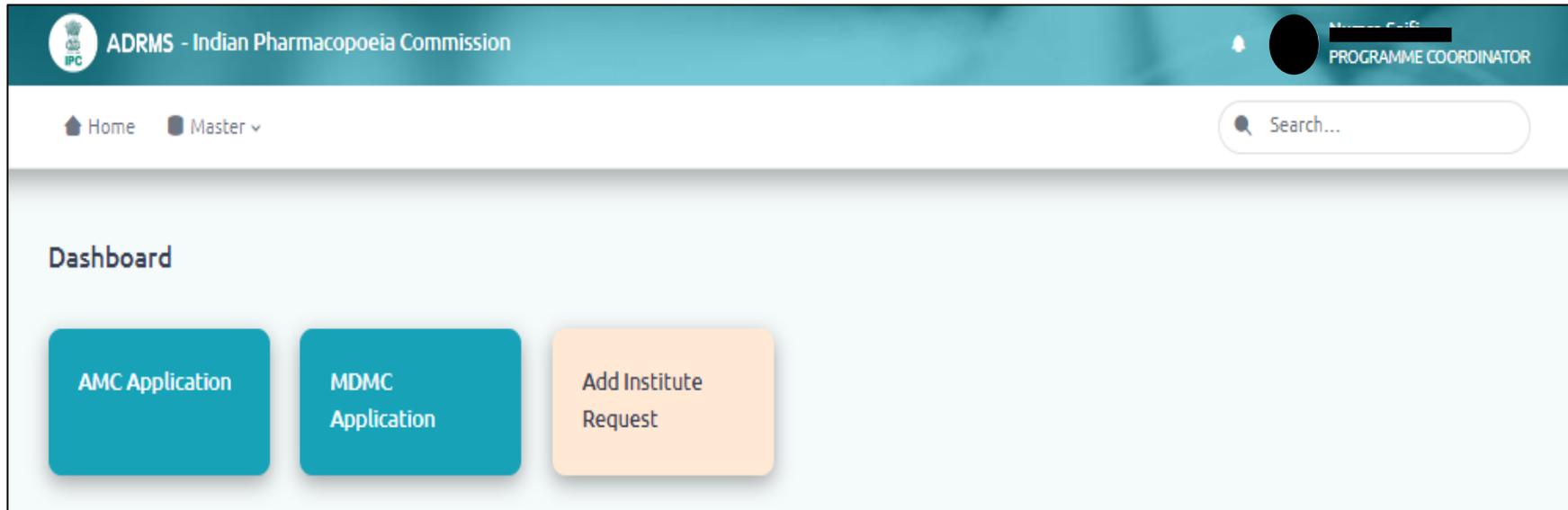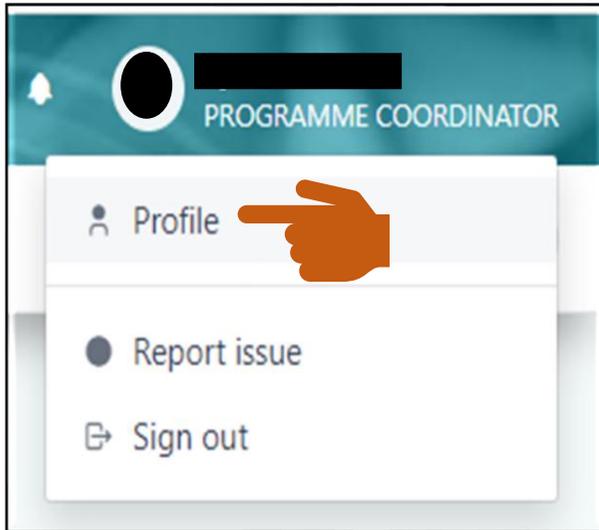**Click on 'Sign in'**

How to Setup Profile of Programme Coordinator?

Programme Coordinator Dashboard

Initially, dashboard of Programme Coordinator contains "**AMC application**", "**MDMC application**" and "**Add Institute Request**".

How to Setup Profile of Programme Coordinator? Contd.

Click on **"Profile"** and then enter all the necessary information

Contact information

Email address has been added successfully ×

EMAIL ADDRESS

MOBILE NO.

Professional information

Professional information has been added successfully ×

CENTER/ COMPANY NAME

ADDRESS

OCCUPATION

How to add Institute?

Step 1: **Click on** "Add Institute Request". **The form to add Institute will appear.**

How to add Institute? Contd.

Write all details and click on Save. In Request list saved Institute Request will add.

Write Institute name, Address, Pin code, Phone no., & Email address.

Select Institute type, Institute category, District, State & Country.

Step 3: Click on "Save" to save the Institute. IPC-MvPI will approve the add Institute request.

In the **"Institute Type"** section, there are three options available. If you select "**hospital**" as the institute type, only the hospital-related details will be enabled.

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Submission Process

Institute Request

After submitting the **Institute Request** to NCC-MvPI, email the screenshot of the **approval pending** (as shown above) to mvpi-ipc@gov.in. Once you receive the acknowledgment from NCC-MvPI, you will be able to proceed with adding the MDMC application.

How to enrol the Institute as MDMC?

Click on "MDMC Application", to enrol the Institute as MDMC.

How to enrol the Institute as MDMC? Contd.

In application form there are five sections to be filled which are as follows:

All fields marked with an asterisk * are mandatory.

I	**Institutional Information**
II	**Logistic/infrastructural facilities to function as a MDMC under MvPI**
III	**Technical Information**
IV	**Contact Details**
V	**Upload signature of head of the institution**
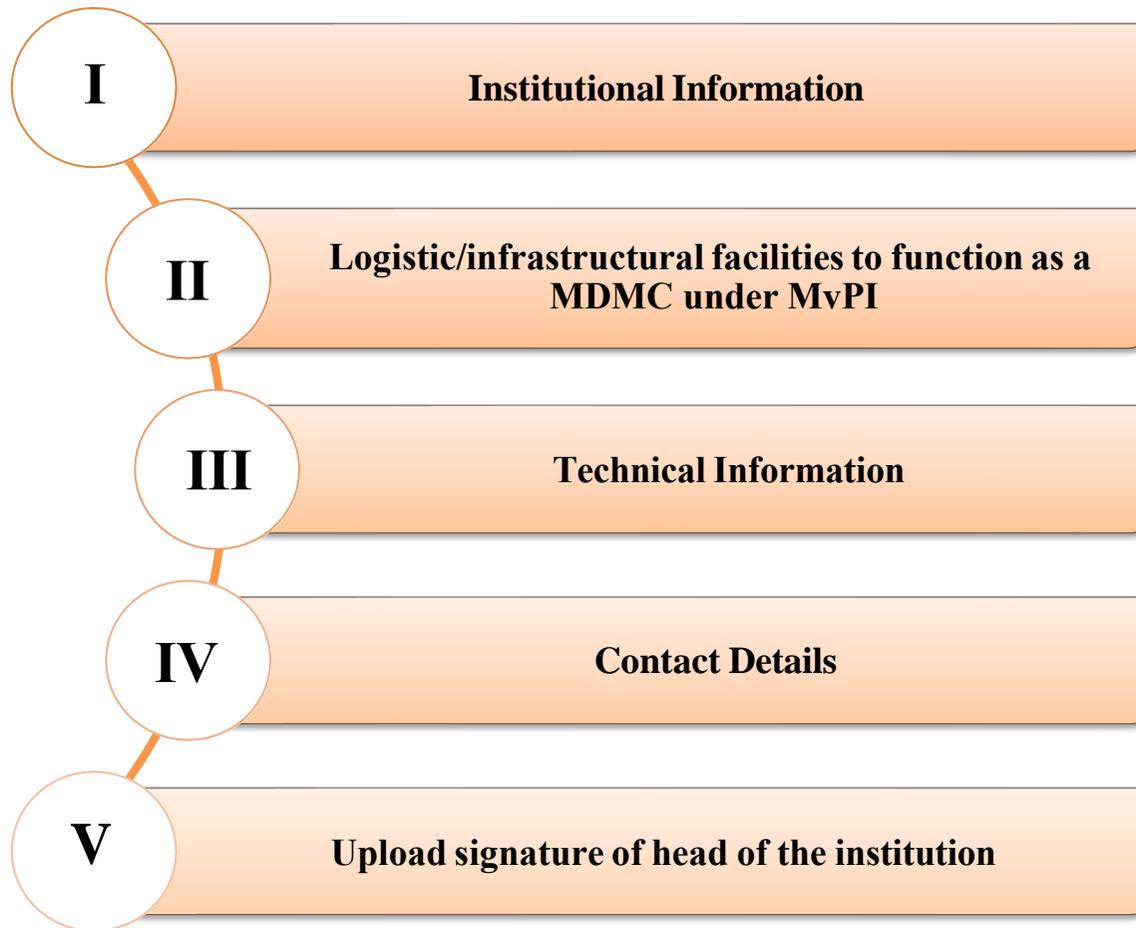
How to enrol the Institute as MDMC? Contd.

I. Institutional information:

Enter the following details
- Name of the institution
- Name of hospital affiliated

Select right option. Enter the correct information

II. Logistic/ Infrastructural facilities to function as a MDMC under MvPI:

II. Logistic/ Infrastructural facilities to function as a Medical Device Monitoring Center (MDMC) under MvPI

Name of department to function as an MDMC

Total no. of faculties in the department

Whether workplace is allocated for MvPI

Select

Whether computer & logistic facilities available for MvPI

Select

Enter **Name of department to function as an MDMC** contain letters, numbers, spaces and special characters (./()-), and must not exceed 100 characters length.

Enter Total Number of faculties in the department

Whether computer & logistic facilities available for MvPI: Select **"Yes"** or **"No"**

Whether workplace is allocated for MvPI: Select **"Yes"** or **"No"**

Select right option. Enter the correct information

III. Technical information (a. Details of the proposed coordinator):

Enter **"Details of the proposed coordinator"**

Enter **"Designation, Qualification, Total experience in year, Experience in Materiovigilance and Details of training/CME on MvPI attended in last 2 year".**

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Select right option. Enter the correct information

How to enrol the Institute as MDMC? Contd.

III. Technical information (b. Details of the proposed deputy coordinator):

b. Details of the proposed deputy coordinator (Preferably clinicians)

Name

Designation

Qualification

Total experience in yr

Experience in materiovigilance

0/500

Details of training/ CME on MvPI attended in last 2 years

0/1000

Enter **"Details of the proposed deputy coordinator"**

Enter **"Designation, Qualification, Total experience in year, Experience in Materiovigilance and Details of training/CME on MvPI attended in last 2 year"**

Select right option. Enter the correct information

How to enrol the Institute as MDMC? Contd.

IV. Contact details (a. Principal/ Dean/ Medical Superintendent/ In charge):

All fields are mandatory

IV. Contact details

a. Principal/ Dean/ Medical Superintendent/ Incharge

Designation
[Select ▾]

Name
[ ]

Mobile no.
[_____]

Email address
[ ]

Enter contact details of **"Details Principal/ Dean/ Medical Superintendent/ In charge "**

Enter **"Designation, Mobile Number and Email Address"**

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Select right option. Enter the correct information

How to enrol the Institute as MDMC? Contd.

IV. Contact details (b. Coordinator): Write all details.

b. Coordinator

Designation

Name

Mobile no.

_____

Email address

Enter the **"Contact details of Coordinator and Deputy Coordinator"**

IV. Contact details (c. Deputy Coordinator): Write all details.

c. Deputy coordinator

Designation

Name

Mobile no.

_____

Email address

Select right option. Enter the correct information

IV. Contact details (d. Complete postal address of proposed MDMC):

undergo **"terms of reference"** and click on **"We have undergone terms of reference"**

Finally, click on **"Next - Preview & submit"** to submit the application. IPC-MvPI will approve the request.

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Select right option. Enter the correct information

Submission Process

MDMC Application

MDMC Application - View

FORM NO.: ADRMS/MvPI/MDMC/2024/142, SUBMITTED ON: **09 December 2024**, STATUS: ● **Pending for approval**, DOWNLOAD: ⬇

After submitting the **MDMC Application** to NCC-MvPI, email the screenshot of the **approval pending** (As shown above) to mvpi-ipc@gov.in.. Once you receive the acknowledgment from NCC-MvPI, you can start reporting through ADRMS.

Your Institute will be approved as MDMC as per the Procedure to accept the institution/Hospital as MDMC on Page no. 22.

# Procedure to accept the institution/Hospital as MDMC

As part of the evaluation process for recognizing your center as a Medical Device Adverse Event Monitoring Centre (MDMC) under the Materiovigilance Programme of India (MvPI), the following procedure will be followed:

- **Verification of the details provided during registration.**

- **Assessment of the infrastructure and resources at the hospital/institute to support the MvPI.**

  Your center is expected to demonstrate active participation in MvPI by fulfilling any one or more of the following criteria:

  1. Submission of medical device adverse event (MDAE) reports—quality, quantity, and frequency will be assessed.

  2. Conducting training and promotional activities to create awareness about MvPI at your institution or in your region.

  3. Any other outstanding activities that contribute towards the objectives of MvPI.

- Upon successful evaluation based on the deliverables submitted in any one of the above areas, your center will be formally recognized as an MDMC.

- A progress report detailing your activities must be submitted to the MvPI for final assessment and approval.

How to Sign Out?
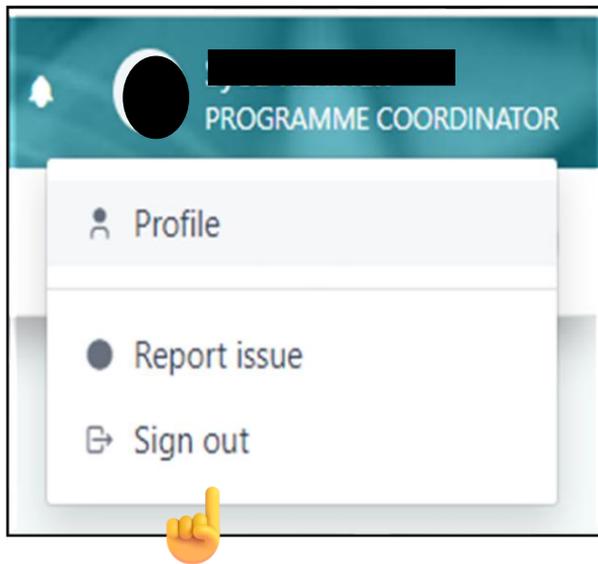
Click on "Sign out" to sign out of your account

You have successfully signed out

Thank you for using our services. Please share your valuable feedback.

Share feedback →

← Take me home

Contact Information

If you have any queries, feel free to contact us through
Email – **mvpi-ipc@gov.in** **,shatrunjay.ipc@gov.in**
Phone – **0120-2783400, 2800500**