

POLICY FOR ELECTIVES



Department of Medical Education
Khyber Medical College Peshawar

A- Objectives

This policy aims to provide procedures and guidelines for MBBS students to participate in such programs both inside the country and abroad during their clinical training. The policy will aim to ensure a structured experience for students while maintaining academic and professional integrity

B- Eligibility

Students who are in years 3-5 of the MBBS program are entitled to avail the opportunity of elective rotations. Moreover, the students must provide proof of his/her required attendance and satisfactory academic performance in the previous years to attain it. Necessary immunization certificates must be provided with the application for enrolling in electives. These eligibility criteria are for both outside students who want to join electives in Khyber Teaching Hospital and internal students who want to go to outside institutions.

C- Application process

1) For outside students:

- a. The Electives program will be notified via the online platforms especially the college website once a year (in the month of March- April). Application forms will be designed based on the requirements mentioned in the policy.
- b. Slots for electives will be notified based on the availability of slots and services in the hospital
- c. A registration fee of Rs. 20,000/- needs to be deposited as a program availing fee in a designated account that will be notified later.
- d. For outside students, no residential facility and food or insurance will be provided.
- e. The application should include the venue, duration, and a statement of intent regarding the educational goals and objectives.
- f. The applications will be reviewed and approved by a designated committee under the leadership of the Department of Medical Education.

2) For institutional students:

- a. The students are directed to enroll themselves for electives in the country and abroad only in summer vacations.

- b. No students will be allowed if their attendance and academic performance are inadequate.
- c. Students will not be covered for any expenses including residence, travel, insurance, and any other expenses.

D- Electives duration and credit

- a. The duration of one elective course must be between 3-6 weeks and should be limited to one specialty.
- b. Credits will be given based on the Credit hours system already approved by the MTI, KTH/KMC with 3 hours per day of supervision as equal to 0.5 CME Credit hours.
- c. Certificate of completion and credit hours will be given after evaluating the assignments, presentations, and final assessment at the end, and will be forwarded by the supervisors to the DME or other program supervising departments for certification.

E- Pre-electives preparation

- a. The supervisors of each specialty will brief the students about the culture, ethical norms, infection control, vaccination, hygiene, and departmental protocols on the first day and will document these in the logbooks/portfolios.

F- Preparation by the governing department

- a. The governing department should develop SOPs for electives for outside students regarding pre-elective preparations, routines, list of supervisors, duties allocations, formative and summative assessments/evaluations, and development of a logbook/portfolio for the recording of the events by the students.
- b. The evaluation of the whole program will be the job of the governing department which will include feedback from students and supervisors, surveys, and focus groups. The evaluation reports should be shared with the dean on an annual basis.
- c. The department should visit the venues regularly and conduct risk assessments at the start of electives to ensure the safety and security of students during their training.

G- Code of conduct

- a. Students should adhere to the ethical, professional, and legal standards set by the institution, department, and individual unit.
- b. Students should represent the medical school in a professional manner and ensure patient confidentiality, the highest ethical standards, and patient safety.

H- Modification, termination, and grievances policy

- a. The institution has the right to modify, restrict, and terminate the elective rotation of a medical student both from outside and institutional students without any prior notice or explanation. However, the students will be informed of this matter at least 72 hours ahead.
- b. The already existing student grievances policy adopted by our institution will be applicable for visiting students as well as our students undergoing electives somewhere else.

I- Policy Revision process

This policy will be reviewed after every 2 years based on the feedback and evaluation reports.

Prepared by the

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