

**ELECTIVE CLINICAL ROTATION
POLICY FOR MBBS STUDENTS**

**SHEIKH ZAYED MEDICAL COLLEGE
HOSPITAL RAHIM YAR KHAN**

**Department of Medical Education
(DME)**

1. Introduction

This policy governs the acceptance and management of optional 2-4-weeks clinical electives for 4th and final year MBBS students from PMDC recognized medical colleges affiliated with University of Health Sciences. It ensures structured clinical, research and community health exposure while maintaining institutional standards, patient safety and compliance with UHS directives.

2. Objectives

- To provide structured clinical exposure in a tertiary care setting
- To standardize the intake of elective students across AIMC/JHL in line with UHS guidelines.
- To implement uniform standard operating procedures for elective rotations.
- To ensure that students coming for elective rotations are exposed to appropriate and standardized clinical training in safe working environment
- To ensure patient safety and professionalism and ethical conduct.
- To promote inter-institutional and international academic collaboration
- To strengthen self-directed learning and career orientation

3. Scope

Applies to:

- 4th year and final year MBBS students from PMDC-recognized and UHS affiliated institutions.
- Seeking Optional 2-4 weeks electives in clinical departments at AIMC/JHL
- Students applying via Department of Medical Education for elective rotation at AIMC/JHL.
- Electives will be scheduled during summer vacations without interfering academic schedules or examination.

4. Eligibility Criteria

Applicants must:

- Be enrolled in 4th or 5th year MBBS
- Have passed all previous professional examinations
- Maintains $\geq 75\%$ attendance in ongoing academic year in parent institution
- Possess valid student ID and CNIC
- Be medically fit and vaccinated (Hepatitis B mandatory)
- Submit NOC and Good standing certificate from parent institution
- Have satisfactory disciplinary record.

5. Duration and Structure

- Duration: 2-4 weeks (non-extendable beyond approved period)
- Types of electives available
 - Clinical Electives (Medicine & allied specialties, Surgery & allied specialties, Paediatrics, Gynaecology & Obstetrics)
 - Research (Laboratory /clinical research)
 - International observer ship (Subject to Memorandum of understanding (MOU) and UHS approval)
- Allocation subject to merit, preference and availability of seats in clinical departments.

6. Intake Capacity

- Seats available for elective rotations are
- Medicine: 24 (Equally shared among 4 units)
- Surgery: 24 (Equally shared among 4 units)
- Gynaecology: 18 (Equally shared among 3 units)
- Paediatrics: 12 (Equally shared between 2 units)
- Allied specialties of Medicine and Surgery: 6 each
- Allocation of department will be based on merit of students and his priority list.
- Final decision rests with Elective Committee and Principal office.

7. Application Process

7.1 Required Documents

- Completed Application Proforma (Annex-I)
- Official request letter/NOC from parent institution signed by Principal of respective medical college
- Good standing Certificate with attendance of ongoing academic year
- Copy of CNIC
- Copy of Student ID card
- Academic transcript with results of all professional exams
- Passport-size photographs (2)
- Elective proposal (Annex-II) outlining objectives, competencies expected to learn and activities planned during elective rotation

7.2 Elective Rotation Fee

- Application processing fee of Rs 2000 PKR (Non-refundable) will be submitted with application on challan form.
- Fee of Rs 10,000 PKR (Non-refundable) will be submitted in AIMC official account after selection for clinical electives. This fee is non-refundable once submitted even if clinical rotation is not joined or not completed by student due to disciplinary action or any other reason.

7.3 Approval Process

- Scrutiny by Elective Committee for eligibility.
- Allocation to department/unit based on available seats and merit of student.
- Final approval by Principal Office.

8. Funding & Institutional support

- Electives are primarily self-financed (Travel, accommodation, fee).
- No accommodation/transport will be provided by AIMC/JHL for elective rotation and students will need to make their own arrangements.
- All personal expenses will be borne by student.

9. Standard Operating Procedures (SOPs)

9.1 Pre-Elective

- Approval letter issuance.
- Departmental allocation.
- Orientation on first day in relevant department.
- Curriculum for rotation and log book will be shared by respective departments.

9.2 During Elective

Students will:

- Attend daily ward rounds.
- Participate in OPD/indoor activities.
- Observe procedures (no independent practice).
- Maintain logbook (Annex-III).
- Participate in research, community projects (if applicable).

9.3 Attendance

- Minimum 90% attendance will be mandatory for certification of elective rotation.
- Department will maintain and submit attendance record at completion to DME.
- Absence from duty for more than 2 days without prior permission of department will result in termination of elective rotation.

9.4 Post-Elective

- After completion of elective rotation, student is expected to ensure.
 - Submission of logbook.
 - Submission of attendance record.
 - Submission of Supervisor evaluation report.
 - Submission of Reflective report (Annex-V).
- Certificate will be issued by Principal office after submission of these documents.

10. Code of Conduct

Strict adherence is required:

- Professional dress code (white coat is mandatory).
- Respect patient confidentiality.
- No prescription of investigations or medications to patients in ward/OPD/Emergency.
- No invasive procedures without supervision.
- Compliance with hospital discipline and infection control protocols.

Violation may result in termination without certification

11. Roles and Responsibilities

Elective Committee

- Review and supervise process of application via structured process.
- Ensure fair allocation of departments based on merit and available seats.
- Monitor quality of training.

Department/Unit Supervisor

- Prepare a curriculum for 2 weeks elective rotation in their department and share it with DME.
- Plan orientation for students on their first day on rotation.
- Supervise students during their stay with appropriate training and guidance.
- Provide structured exposure while maintaining patient safety and quality service delivery for patients.
- Arrange formative and summative assessment.
- Submit attendance record, assessment record and feedback for certification.

Student

- Maintain discipline, punctuality and professionalism.
- Work in the team with due care for patient safety.
- Maintain appropriate behaviour to their seniors and patients.
- Complete assigned tasks with documentation on logbook with signatures by supervisor.
- Submit documentation at completion of rotation for certification.

12. Certification

Certificate will be issued only if:

- Attendance is $\geq 90\%$.
- Logbook is completed.
- Supervisor evaluation is satisfactory.
- Reflective report is submitted.
- Documentation is complete.

13. Documentation

- Application Proforma (Annex-I).
- Elective proposal (Annex-II).
- Attendance record at completion.
- Filled Logbook (Annex-III).
- Evaluation form by supervisor (Annex-IV).
- Reflective Report (Annex-V).

ANNEXURE 1

ANNEXURE-I

ELECTIVE APPLICATION FORM	
Student Name	
Father Name	
College Roll No	
UHS Registration No	
CNIC	
Program/Year/Session	
PROPOSED ELECTIVE TITLE	
Student Institution	
Host Institution	
Duration	
Student Signatures	
Principal Signature & Stamp	

ANNEXURE-II

ANNEXURE-II

ELECTIVE PROPOSAL TEMPLATE	
Student name	
Institute	
Objectives	
Expected Competencies	
Activities Plan	
Supervisor Details	
Student Signature	

ANNEXURE-III

STUDENT LOGBOOK TEMPLATE

Elective Logbook (2 Weeks)

Student Details

- Name: _____
- College: _____
- Department: _____
- Duration: _____

Daily Record

Date	Duty performed	Diagnosis of patients seen	Procedures observed/performed	Signatures of Supervisor

Diagnosis of Case Summaries to be submitted

1. _____
2. _____
3. _____
4. _____
5. _____

ANNEXURE-IV

SUPERVISOR EVALUATION FORM

Professionalism	<input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Poor	Remarks
Knowledge	<input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Poor	Remarks
Skills	<input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Poor	Remarks
Overall Performance	<input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Poor	Remarks
Supervisor Signature		

ANNEXURE-V

REFLECTIVE REPORT TEMPLATE

Student Name

Electives Title

LEARNING EXPERIENCE

SKILLS GAINED

CHALLENGES FACED

FUTURE RELEVANCE

Student Signature

ANNEXURE VI

CERTIFICATE TEMPLATE

TO WHOM IT MAY CONCERN

This is to certify that _____ a 4th year MBBS student of _____ has successfully completed a 2-week clinical elective in the Department of _____ at **Sheikh Zayed Medical College/Hospital** from _____ to _____. He/She demonstrated satisfactory performance and professional conduct.

Principal
Sheikh Zayed Medical College/Hospital
Rahim Yar Khan