

## JMC ELECTIVES POLICY AND GUIDELINES

### JINNAH MEDICAL COLLEGE PESHAWAR

Any updates or modifications to this policy will be communicated to all stakeholders in a timely manner.

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## **1. Introduction:**

Electives can be defined as:

*“A period of time during undergraduate within which there is a significant element of student choice<sup>1</sup>.”*

Electives show a shift of paradigm in medical education after the publication of Flexner’s report. The new paradigm supports alternatives to core curriculum. These alternatives are the electives. They complement the core curriculum and promote standardization. Electives are popular among students as they provide means for personalization of medical curricula thus promoting student centered approach. Medical schools that support innovations in their curricula see electives as means of including an expanding body of knowledge related to biomedical, statistical, social, and epidemiologic sciences along with information technologies in their curricula in the designated amount of time for MBBS program.

For accreditation of medical education, Standard 6 from the Liason Committee on Medical Education mentions that medical curriculum should “include elective opportunities that supplement required learning experiences and that permit medical students to gain exposure to and deepen their understanding of medical specialties reflecting their career interests and to pursue their individual academic interests”. The Pakistan Medical & Dental Council has also included electives as a quality standard in Standard 4. This standard deals with the curricular organization of a medical college.

Realizing the importance of electives, the Jinnah Medical College (JMC) has included electives in its curriculum. This document shall elaborate the SOPs and policy for guidance of stakeholders of electives at the institute.

## **2. Scope:**

Electives include hospital or institutional placements for students (3<sup>rd</sup> Professional – 5<sup>th</sup> professional) taken by students by choice. Jinnah Medical College (JMC) also offers Electives to national & international medical students in different basic and clinical domains.

## **3. Stakeholders:**

The stakeholders for electives program are: Students, faculty, DME, administration, management, basic and clinical science departments.

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1. Lumb A, Murdoch-Eaton D. Electives in undergraduate medical education: AMEE Guide No. 88. Med Teach. 2014;36(7):557–72.



#### **4. Learning Objectives:**

1. Learn the knowledge of disorders related to their chosen specialty for electives.
2. Enhance their communication skills as it is essential for effective patient care. This includes: Communication with patients and families, documentation skills, verbal and written communication with other medical professionals including discharge orders, patient referrals to other doctors.
3. Demonstrate detailed and accurate history taking skills and its documentation.
4. Enumerate a list of differential diagnoses for their assigned patients based on findings in history and examination.
5. Advise appropriate diagnostic investigations.
6. Formulate a management plan for complicated and uncomplicated scenarios of prevalent diseases in their selected specialties.
7. Strengthen the skills associated with life-long learning and the practice of evidence-based medicine e.g., reading and interpreting the medical literature and medical informatics.
8. Identify the relationship between medical and socioeconomic problems, and recognize the importance of the impact of culture on health beliefs and medical care.
9. Adopt the multidisciplinary approach involving various medical and surgical sub-specialties working together for a unified plan for the patient
10. Provide patient education and counseling at an appropriate level of comprehension and sensitivity.

#### **5. Approaches to Electives at JMC:**

This policy delineates the process for the three approaches to electives at JMC:

1. Electives at JTH for students of JMC.
2. Facilitation of JMC students who are applying for electives in other institutions.
3. Students of other institutions applying for electives at JMC.

##### **5.1. Approach 01 – Electives at JTH for students of JMC:**

1. The list of departments offering electives at JTH shall be upgraded every year by the clinical faculty and hospital administration, depending upon the availability of resources (human and non-human).
2. The list of available departments shall be advertised to students every year in time so that they can decide and apply.
3. The application forms shall be available with the student affairs department.
4. The students taking electives shall submit their filled forms to the DME.
5. Allocation of students to departments shall be on first come first serve basis.
6. The maximum number of students in any department shall be four.
7. The DME shall make lists of students and the departments that they have chosen and share it with the Principal and Dean's offices.
8. Logbooks for recording students' activities and performances in electives shall be available in DME.

9. The duration of electives shall be four weeks.
10. Students will be able to choose two departments and in this case they shall spend two weeks/department.
11. During the time students spend performing electives, they are expected to come properly dressed and on time.
12. Irregularity in attendance and disciplinary issues shall not be tolerated. Such behavior can result in expulsion of the student from the program without being given any acknowledgement of his/her involvement in the program.
13. Fee shall be paid by the student before commencement of program.

**5.2. Approach 02 – Facilitation of JMC students who are applying for electives in other institutions:**

1. The students shall be responsible for applying to institutions for their electives programs.
2. The duration of the program shall not be less or more than 4 weeks.
3. The external electives shall be arranged during summer breaks so that the academics at college are not disturbed.
4. The students shall submit their curriculum vitae with the students' affairs. The CV should indicate students' academic and extra-curricular achievements, interests and career goals.
5. Based on the information provided in the CV, the college administration and the concerned faculty (clinical skills departments included) shall issue a letter of recommendation for the student.
6. The principal's office shall provide the institute, the student has applied for electives, any relevant information required for the acceptance of the application.
7. The principal's office shall also issue a letter to the institution stating the academic details required for electives.
8. Students shall be required to abide by the rules and regulations of the institute.
9. Students shall be responsible for their conduct during electives in another institute and JMC shall not be responsible for outcomes of any behavioral issues.

**5.3. Approach 03 - Students of other institutions applying for electives at JMC:**

1. The updated version of electives program for any given year shall be advertised on the JMC website.
2. The specialties offered for electives shall be reviewed and updated yearly depending upon the availability of resources (human and non-human).
3. The electives shall be offered for the period of summer break however, students applying from abroad shall be accommodated according to their academic calendar.
4. The duration of program shall be 4 weeks: two blocks of two weeks each.
5. The electives in all departments shall be offered on first come, first serve basis.
6. The process and documents required shall be as for the students of JMC i.e., proper application, student CV, letter of recommendation from the Head of their institutes, liaison of institutes for electives program, availability of slots in the desired specialties, payment of fee before commencement of program.



7. An orientation class shall be arranged by the college administration and DME for students.
8. Students shall be expected to abide by the rules and regulations of the institute.
9. Strict disciplinary actions may be taken including termination of student from the program if the student fails to do so.
10. The focal persons of the respective specialties shall supervise student activities through logbooks and Direct Observation of Procedural Skills (DOPS).
11. A program completion certificate shall be issued by the Principal's office only upon completion of program by the student with satisfactory reports from his/her supervisor.
12. The record of the electives program shall be maintained by the student affairs section of JMC.

#### **6. Expectant Behavior of Medical students at JMC during Electives:**

Students will be expected to round daily in the ward with the team while doing inpatient rotations:

1. Punctuality is expected, and during ward rounds they should work with the hospital team.
2. Students will attend outpatient clinics and clerk patients under supervision.
3. Attend didactic lectures and journal clubs.
4. Encouraged to present a case they saw in the clinic or hospital during their rotation.
5. Always observe the principles of empathic communication with families.

#### **7. Specialties for Electives:**

The JMC will offer the following specialties for electives:

1. Accidents and Emergencies
2. Cardiology
3. Dental
4. Dermatology
5. ENT
6. Gastroenterology
7. General Medicine
8. General Surgery
9. Gynecology
10. Nephrology
11. Neuro Surgery
12. Ophthalmology
13. Orthopedics Surgery
14. Pathology
15. Pediatrics
16. Pulmonology
17. Radiology
18. Urology

#### **8. Procedure for applying to Electives:**

To apply; applications must be duly filled out on the prescribed application form (attached as Annex-A) and received within 30 days of the announcement date for electives. No exceptions will be made. The required documents include:

1. An application for elective study in JMC, JTH.
2. Three passport size pictures
3. Proof of passing the 3<sup>rd</sup>/4<sup>th</sup> Professional examination (3<sup>rd</sup>/4<sup>th</sup> Prof. DMC)
4. Select three departments in order of priority.
5. A written statement from the Principal/Dean of institute, stating that the student is in good academic standing and is approved to do elective.
6. Fee submission form showing that the fee for electives has been submitted.

#### **9. Electives Cancellation Policy:**

If any student wishes to withdraw from the program, he/she must inform the student affair section one week before the beginning of the program. The one-week notice is essential otherwise the fee shall not be refunded.

#### **10. Electives Rotation Assessment and Completion Certificate:**

The certificate will be awarded by respective head of department based on feedback from ward head nurse, registrar and assistant professor. They shall assess the students' performance as per the assessment format provided. The assessment format is based on the achievement of learning objectives of the electives program stated above.

#### **11. Availability of Electives:**

1. Elective placements will be made on first come, first serve basis and according to the availability of resources in the unit.
2. The availability of space for candidates in hospital units shall be advertised by the hospital administration.
3. College administration will be unable to reserve a position pending the receipt of an application. Only completed applications will be considered.
4. Only those applications shall be considered complete that are accompanied by all the required documents stated above.
5. Students will be notified of acceptance as soon as possible, and college administration will always inform students at least two weeks before the course begins.
6. Acceptance notifications will be communicated via email/SMS.

#### **12. Application Format for Elective Rotation:**

Students applying for electives at JMC must obtain the following application form from the students' affairs section:

#### **13. Annexures:**

- a. Elective Clinical Placement Form (ECPF)
- b. Summative Assessment Report Form (SARF)



**Elective Clinical Placement Form  
Jinnah Medical College, Peshawar**

Annexure-A

Date of Application:

Applying for the month of:

Applicant Name:

Date of Birth (dd/mm/yyyy):

Nationality:

Male/Female:

Telephone/Mobile #:

Emergency Contact Number:

Email Address:

Postal Address:

Institute Name:

Current Program/Year (if applicable):

**Department Selected for Electives:**

1<sup>st</sup> Choice

2<sup>nd</sup> Choice

3<sup>rd</sup> Choice

4<sup>th</sup> Choice

Start Date (dd/mm/yyyy):

End Date (dd/mm/yyyy):

At the time of the elective, I will be in  of MBBS program.

**Documents to be attached:**

1. A letter of recommendation from the principal of the parent institution.
2. Three pictures (passport size)
3. Medical Fitness Certificate from a Registered Medical Practitioner
4. Attach proof of the following:
  - Hepatitis B Surface Antigen
  - HCV Antibody
  - Hepatitis B Surface Antibody (A complete record of Hepatitis B vaccination required)





**Elective Clinical Placement Form**  
**Jinnah Medical College, Peshawar**

**To Be Completed by Applicant's School (For External Students)**

This is to certify that the above named student is in good standing and is authorized to take this elective at Jinnah Medical College. During the period of proposed elective student will be in \_\_\_\_\_ year of MBBS program. His/her expected date of graduation is \_\_\_\_\_ (dd/mm/yyyy).

Name & Designation of College Official: \_\_\_\_\_

Signature of the College Official: \_\_\_\_\_

Name of the Parent Institute: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Note: Please Affix College Official Seal.**

**Hostel Accommodation**

Very limited accommodation is available. If you would like to apply for accommodation, please tick on the box: Yes  No

**For Official Use Only**

Hostel Accommodation Approved: Yes  No  Room No. allotted



## Elective Clinical Placement Form Jinnah Medical College, Peshawar

### To Be Completed by Elective Approved Department

Application Received Date: \_\_\_\_\_ Approved: Yes  No

**Fee Category:**

Local  Foreign  Recommendation Letter: Yes / No

**Mode of Payment:** Cash  Receipt No. \_\_\_\_\_  
or through Bank  Bank Draft No. \_\_\_\_\_

Approved Department: \_\_\_\_\_

Approved Department's Focal Person: \_\_\_\_\_

Student Affairs Focal Person: \_\_\_\_\_

- Students need to apply to the Office of Student Affairs (Electives), at least 4 weeks in advance specifying time frame of the electives (at least 8 weeks before for summer electives).
- Electives for minimum 2 weeks in each department (four weeks in total) are mandatory and a student can do maximum 8 weeks in a year.
- Students in third, fourth and fifth year of MBBS can be considered.
- Only students who belong to an accredited WHO and PMDC recognized institute with a minimum of one year of clinical exposure will be entertained. An official letter from the parent institute will be required for eligibility.
- Preference will be given to students from the institute that has a reciprocal arrangement with JMC.
- Students will be responsible for their own medical coverage.
- Students on elective at Jinnah Medical College/Hospital would be required to wear a white coat and display the College ID card at all times to identify them as a "visiting student". Without a card, the security personnel could challenge and stop you from entering the premises, or any part of the premises. Please obtain a card from the Student Affairs Office on arrival.
- Students will follow all the rules and regulations of JMC and JTH specially the dress code.
- Although every effort would be made to make the elective an enjoyable experience, the JMC and JTH would not be held liable for any mishap, experience and events that may directly or indirectly, physically or emotionally harm the "candidate" on or off the college or hospital premises during the course of the elective.
- The electives will be evaluated through the students' elective logbook and self-assessment report form which will be generic and will include expectations and outcomes.



## Elective Clinical Placement Form Jinnah Medical College, Peshawar

- Student activity will be countersigned by the supervisor.
- Please obtain an elective log book from the Student Affairs Office on arrival and submit at the end of electives to get the completion certificate.
- In case of misplacement of Electives log book or Electives I.D card, Rs. 250 will be charged for both separately.
- It is mandatory requirement to attend the orientation session at JMC before start of electives.

### **Declaration of Intent:**

I have read the rules and regulations and agree to comply with these. Failure to do so, as determined by the Elective Committee /Administration may result in immediate cancellation of my elective and a failed grade.

Signature with Date of the Candidate: \_\_\_\_\_





**Summative Assessment Report Form (SARF)  
For Elective Rotations  
Jinnah Medical College, Peshawar**

Annexure-B

<b>Student's Name:</b>		
<b>Professional Year:</b>	<b>Start Date:</b>	<b>End Date:</b>
<b>Unit:</b>	<b>Focal Person:</b>	

Please assess the student's performance in the areas designated by SARF using the marking scheme below:

Unsatisfactory (Well below expected level)	Marginal (additional work needed)	Good (performance at the expected level)	Very Good (Area of strength)	Excellent (Exceptional performance)
1	2	3	4	5

A. Medical Knowledge						
Questions	1	2	3	4	5	NA
Demonstrates an appropriate knowledge base for level of training						
Able to effectively and selectively identify, assess and prioritize the main presenting symptoms in a patient encounter						
Recognizes and responds appropriately to urgent and emergent conditions						
Gathers relevant information (e.g., through history and examination) and uses that information to generate appropriate differential diagnoses						
Establishes goals of care in collaboration with patients and their families						
Establishes patient-centered care plans that include the patient, their family, other health professionals and consultants						



**Summative Assessment Report Form (SARF)  
For Elective Rotations  
Jinnah Medical College, Peshawar**

<b>B. Communicator</b>						
<b>Questions</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>NA</b>
Establishes effective therapeutic relationships with patients and their families, which incorporates cultural, religious, socio-economic and gender considerations						
Utilizes patient-centered interviewing skills effectively and consistently						
Shares information and explanations that are clear, accurate and timely while checking for patient and family understanding						
Communicates clearly and concisely in oral, written and electronic correspondences						

<b>C. Collaborator</b>						
<b>Questions</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>NA</b>
Establishes and maintains positive working relationships with doctors, other students and colleagues in the health professions						
Participates in effective shared decision making with the healthcare team						
Demonstrates safe handover of the care of patients to other health care professionals						

<b>D. Leader/Manager/Team work</b>						
<b>Questions</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>NA</b>
Contributes to a culture that promotes patient safety						
Partners with patients to consistently use resources efficiently and cost-effectively						

<b>E. Health Promoter</b>						
<b>Questions</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>NA</b>
Identifies vulnerable or at-risk patients and initiates appropriate interventions						
Is familiar and knows how to access community-based resources for patients						
Advocates for broader social change to address determinants of health						





**Summative Assessment Report Form (SARF)  
For Elective Rotations  
Jinnah Medical College, Peshawar**

F. Scholar/Researcher						
Questions	1	2	3	4	5	NA
Recognizes knowledge gaps and seeks appropriate resources to address these gaps						
Integrates best available evidence into clinical decision-making						
Effectively teaches others						

G. Professional						
Questions	1	2	3	4	5	NA
Demonstrates professional behavior						
Demonstrates a commitment to excellence in all aspects of practice						
Recognizes and responds to ethical issues encountered in practice						
Demonstrates accountability to patients, society and the profession						
Adheres to professional standards						

**OVERALL COMMENTS:**

**Strengths of the Student:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Improvements needed:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Focal Person: \_\_\_\_\_

Signature of Dean/Principal: \_\_\_\_\_