



**ELECTIVE POLICY**

	<b>NAME</b>	<b>DESIGNATION</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>Proposed By:</b>	Prof. Dr. Tahir Ansari	Director, DME		
<b>Reviewed By:</b>	Dr. Muhammad Ahmed	Director, Skills Lab		
	Prof. Dr. Masood Ahmed	Principal, FRPMC		
	Dr. Faisal Rahim	Assistant professor, DME		
	Dr. Humera Maryum	Head, students affair		
<b>Approved By:</b>	Prof. Dr. Masood Ahmed	Principal, FRPMC		
<b>Date of Issuance:</b>	08-09-2022			



## 1. Rationale:

This policy is applicable for all academic activities undertaken by MBBS students at FRPMC in the form of elective / observership / shadowing rotations in addition to their scheduled rotations. This policy will guide decision making regarding all elective rotations arranged either through FRPMC or by some other source.

## 2. Objectives of the policy:

- a. Encourage students to gain experience in aspects of areas not offered in the regular curriculum.
- b. Motivate students to explore career opportunities.

## 3. Broad guidelines:

### a. Elective Policy for Internal Students:

1. Must apply 8 week prior to commencement of elective rotations.
2. The student must have good standing at FRPMC.
3. Student have not been involved in disciplinary issues.
4. Student should take elective only in Semester break; end of sessions or during holidays only.
5. Student will submit subsidized fees of elective program offered in their parent institute.
6. Students will be allowed to attend 4-week electives, an evaluation will be provided upon receipt of clearance to year coordinator.
7. Availability seats is not guaranteed as College policy is to encourage more external students to become more part of FRPMC electives programs
8. Need to attend all CMEs, seminars and workshop offered or suggested by the department offering electives.

### b. Elective Policy for External Students:

1. Students need to apply to the Office of Student Affairs (Electives), at least 8 weeks in advance specifying period of the Basic sciences and Clinical electives. Basic sciences electives will be offered to First Year & Second Year and Clinical Electives will be



## FAZAIA RUTH FPAU MEDICAL COLLEGE



offered to Students in fourth year and fifth year of MBBS .Other cases may also be entertained at FRPM's discretion.

2. Only students who belong to an accredited WHO and PMC recognized institute will be entertained. An official letter from the parent institute will be required for eligibility.

3. FRPMC will not be responsible for providing or arranging boarding facilities to elective students. Students would be responsible for their own food and medical coverage.

4. Students would indicate their choice of subjects and for Clinical rotation students will be preferred if they had already completed clinical rotation previously in their tertiary care Hospital in their clinical rotations.

5. The duration of each elective would be four or eight weeks.

6. Students will be evaluated on a standard evaluation form and a record kept in file at the college. A copy would be mailed to the parent institution directly with confidentiality.

7. Students would be required to wear a white coat and display the College ID card at all times to identify them as a "visiting elective 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.

8. Students will follow all the rules and regulations of FRPMC, while *FRPMC 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.

9. The electives will be evaluated through the student's elective logbook which will be generic and will include expectations and outcomes. The supervisor will counter sign student activity. The elective log book will also include a reflective write up of the student. This write up will also be sent to the host institute. Please obtain an elective log book from the Student Affairs Office on arrival.



10. Sudden changes in the dates of electives or change of discipline will not be in order.
11. Please report to the Student Affairs Office on arrival and at the end of the elective.
12. Application fee would be charged from external students.
13. External Student will be entertained on first come first serve basis.
14. BLS, Basic SPSS course, PPE and HIPPA will be required to complete elective in FRPMC. These courses can be attended in FRPMC Clinical skills lab before or during electives.

Elective offered in:

1. *Biological & Biomedical Sciences (BBS)*
    - i) *Anatomy*
    - ii) *Physiology*
    - iii) *Pharmacology*
    - iv) *Biochemistry*
  2. *Community Health Sciences (CHS).*
  3. *Selected Clinical Subjects-Surgery, Medicine, Pediatrics, Gyn and Obs.*
15. Form and other documentation will be available on College website.