POLICY FOR ELECTIVES

FRONTIER MEDICAL AND DENTAL COLLEGE ABBOTTABAD

An elective is a placement taken up by medical students as part of their medical training which provides them an opportunity to gain experience in future career, discipline or project of their choice. Additionally, they can observe healthcare provision and train in their parent institute in areas not included in their core curriculum or in institutes other than their parent institution in their field of interest. Electives are arranged by the students themselves from the choice of institute to traveling boarding/lodging etc.

Frontier medical and dental college (FMDC) Abbottabad encourages its students to opt for electives and offers in house electives as well as those inside and outside of the country. FMDC also accepts applications of national medical students for electives.

Learning Objectives of electives

1. Understand and learn medical disorders in the areas they are rotating
2. Acquire communication skills critical to patient care including communicating with patient's families, caretaker, guardians and/or other team members relevant to patient care.
3. Provide patient education/counseling at an appropriate level of comprehension and sensitivity
4. Enhance documentation skills along with communication (written) with other physicians (including but not limited to signing out/patient handoffs; participating in patient discharge etc.).
5. Demonstrate detailed history taking and its documentation.
6. Broadly enlist differential diagnosis for the patient
7. Suggest appropriate diagnostic tests to reach a confirmed diagnosis.
8. Learn how to formulate management plan
9. Develop skills as a life long learner
10. Read and interpret medical literature
11. Practice evidenced based medicine

FMDC offers 3 weeks' clinical electives in the following specialties. The student taking electives (trainee) can choose up to three electives maximum.

a. General Medicine

b. Gastroenterology

c. Cardiology

d. Pulmonology

e. General Surgery

f. Neurosurgery

g. Orthopedic

h. Obstetrics & Gynecology

i. Family planning

j. Pediatrics

k. Ophthalmology

l. ENT

m. Radiology

n. Anesthesiology

o. Diagnostic laboratory

Ground rules for students undertaking electives at FMDC

Students on electives in FMDC are expected to:

1. Observe punctuality.
2. Perform daily rounds in the ward with the team while doing inpatient rotation.
3. Work with the hospital team during ward rounds.
4. Attend outpatient clinics and clerk patients under supervision
5. Present cases they observe in the clinic or hospital during their rotation.
6. Attend lectures, seminars and journal clubs.
7. Abide by the principles of empathic communication with families.

Objectives of elective policy

The objectives of the policy are to;

a. Enhance the experience of diverse medical training for internal as well as external students.

b. Facilitate learning for students of FMDC from national/international specialists.

c. Offer training to students of other medical institutions in areas of FMDC/SJTH where the institute displays special expertise.

Implementation of elective policy

1. Students belonging to PM&DC recognized institutes only will be allowed for electives at FMDC.
2. Elective student trainees need to have a minimum of two years of clinical exposure in their parent institute for choosing electives.
3. Elective student will need to provide an official letter from the parent institute with a letter of recommendation from the Principal or Dean of the parent
4. Students will be entertained on first come first serve basis.

The Procedures and Guidelines for the Electives in FMDC

(1) Eligible students will submit their application with official letter and letter of recommendation from parent institute to Student Affairs Department at FMDC Abbottabad.

(2) Although electives are offered throughout the year but students are advised to apply six weeks before the intended start of clinical electives.

(3) Elective students can indicate their choice of the subject and any alternatives, selected from the clinical rotations already completed.

Approval

1. Student Affairs Department will inform the selected students at least two weeks prior to the commencement of the elective.
2. Electives will be offered without training charges.
3. Authorization letter will be issued to the Head of the Department of the specific discipline/filed.
4. The duration of each elective will be 3 weeks.

Evaluation

1. The elective student trainee at FMDC will maintain a log book/portfolio obtained from Student Affairs Department.
2. Students' activities will be counter signed by the supervisor/HOD of the respective department in which he/she is doing electives.
3. Elective student trainees also are required to log their reflective entries at the end of each week during rotation.
4. This elective log book/portfolio will also be sent to the parent institution directly.
5. The elective student trainee will be evaluated on a standard evaluation form that is in practice for house surgeons.
6. Their record will also be kept in FMDC.

Conduct & Discipline

1. An ID card will be issued to trainee student from the Student Affairs Office upon their arrival.
2. The elective student trainee will wear a white coat and display the College ID card at all times.
3. They will follow all the rules and regulations of FMDC/SJTH Abbottabad.
4. FMDC/SJTH will not be responsible for any incident that may directly or indirectly, physically or emotionally harm the "trainee" on or off the college or hospital premises during the course of the electives.
5. Sudden changes in the dates of electives or switch of discipline will not be allowed.
6. Elective student trainee will have to keep Student Affairs Department updated with their current mailing address, contact telephone number at residence and e-mail address.
7. The elective student trainee will report to Student Affairs Department on completion of the electives.

Guidelines for FMDC Students to Apply for Electives in other National or International Medical Institutions.

If a student from FMDC wants to opt for electives in other national and international medical institutions, the following procedure will be followed:

1. They will be allowed to join electives in their **winter break.**
2. They will submit written application to the Student Affairs Department 02 weeks before the start of electives.
3. Student Affairs Department will scrutinize the application and verify the following:
    a. Student attendance is more than 75% in the current academic year.
    b. His/her academic record is satisfactory.
    c. All college dues are cleared from their end.
4. Student Affairs Department will process the case and after approval from competent authority (Principal), will issue a letter of recommendation for electives.
5. FMDC will not be responsible for providing or arranging traveling, boarding/lodging facilities and medical coverage to the elective student.
6. Student will have to abide by the rules and regulations of the institution providing electives.
7. Student will have to submit his/her elective evaluation report to Student Affairs Department on completion of elective clinical attachment duly signed and stamped by the host institute.

Dean FMDC Abbottabad

Head of departments of clinical specialties

1. DR NAZIA HOD Dept- Medicine
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