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SHAHINA JAMIL HOSPITAL

THE TEACHING HOSPITAL OF FRONTIER MEDICAL COLLEGE

ABBOTTABAD

MEETING CHAIRED BY: HOD GENERAL SURGERY Prof Dr. Johar Ali

VENUE: HOD Office at SJH

Date: 17-02-2025

Meeting started: 9:00 AM

Meeting Adjourned: 11:00 AM

S.NO	MEETING AGENDA POINTS	DISCUSSION
1	Standard operating protocols	Discussion about the Staff structure
2	General roles for faculty and support staff	Daily timing of the Department prior intimation for any leave or delay beyond 15 minutes, academic duties, emergency or plan leaves, dress code, Hierarchical communication.
3	Job Description of General Surgery Department	Job description related to the HOD , Prof ,Assistant Prof, Senior Registrar , Registrar , MO , HO
4	Teaching standard operating protocols of 3rd ,4th and Final Year MBBS	Protocols regarding lectures, clinical rotations, ward rounds, case based discussion and skill sessions.
5	Operation Theater protocols	Discussion about the standard operating protocol for operation theater.
6	Examination standards SOPS	Discussion about Modular examination system, internal assessment plan, professionalism assessment.

Meeting attended by:

Dr. Johar Ali (HOD & Professor of surgery department SJH/FMDC)
Dr. Nauman (professor of surgery department SJH/FMDC)
Dr. Misbah (asst. professor KATH)
Dr. shazma (asst professor KATH)
Dr Ilyas (registrar KATH)
Dr Hasnat (registrar SJH)

Standard Operating Protocol (SOP)

Department of General Surgery

Frontier Medical and Dental College (FMDC) Abbottabad

Designed for **Final Year MBBS students**:

Introduction

The Department of General Surgery at Frontier Medical and Dental College, Abbottabad, is a clinical department dedicated to educating **Final Year MBBS students** in surgical management of diseases, injuries. . It is a continuation of surgical and clinical knowledge gained in previous years, culminating in hands-on clinical exposure and critical decision-making in patient care.

CONTENTS

1. Overview of FMDC
2. Departmental SOPs
   a. Departmental Rules and Structure
   b. Teaching SOPs
   c. Clinical/Operative SOPs
   d. Assessment and Examination SOPs

Frontier Medical & Dental College & Hospital, Abbottabad

Department of General Surgery

Departmental SOPs

Departmental Staff Structure

	Name	Qualification	Designation
1	Prof Dr. Johar Ali	MBBS,FCPS General Surgery	Prof & HOD
2	Dr. Nauman	MBBS , FRCS General Surgery	Professor
3	Dr. Misbah	MBBS, FCPS	Assistant Professor KATH
4	Dr. Shazma	MBBS, FCPS	Assistant Professor KATH
5	Dr. Ilyas	MBBS	Registrar KATH

GENERAL RULES FOR FACULTY & SUPPORT STAFF

1. Strict adherence to college timings: **8:00 AM to 2:30 PM.**
2. Prior intimation to HOD required for any delay or early leave beyond 15 minutes.
3. Emergency or planned leaves must be discussed and approved directly with the HOD.
4. All academic duties including lectures, ward rounds, clinics, viva sessions, and OSCEs must be performed diligently.
5. Clinical dress code and hygiene standards must be strictly observed.
6. Hierarchical communication is mandatory: **House Officer → Registrar → HOD → Principal/Dean.**
7. Faculty must participate in student counseling, maintain discipline, and report issues to HOD.
8. Instruments, surgical kits, and department areas must be regularly cleaned and checked.
9. The stenographer/secretarial staff is responsible for document handling and result compilation.
10. Any extra responsibility assigned (e.g., organizing BLS sessions, camps) must be completed responsibly.

JOB DESCRIPTION OF GENERAL SURGERY DEPARTMENT

HOD / Professor

1. Oversee clinical operations and staff management.
2. Design and implement SOPs and timetables.
3. Supervise operative schedules, lectures, and training.
4. Update principal on departmental activities and progress.
5. Conduct ward rounds and lectures.
6. Approve instrument purchase and maintenance.
7. Prepare curriculum, assessments, and exam results.

Professor

1. Conduct surgical procedures.
2. Supervise house officers during clinical work.
3. Conduct small group discussions and clinical demonstrations.
4. Assist in exam preparation and student evaluation.

Registrar

1. Assist in minor OT procedures and patient management.
2. Attend ward rounds, clinics, and prepare patient records.
3. Present cases and participate in academic discussions.
4. Maintain discipline and participate in emergency duty rotation.

Support Staff (OT Assistants)

1. Prepare surgical setups and sterilize instruments.
2. Assist during procedures.
3. Maintain patient hygiene and OT cleanliness.
4. Ensure record-keeping of OT procedures.

TEACHING SOPs

Teaching SOPs General Surgery Department is taught in 3rd year , 4th year and Final year MBBS through clinical rotations and didactic .

1. **Lectures** – 4 per week focusing on:

   Basic surgical principles

   Diagnostic investigations related to surgical diseases

   Systematic surgery

   Ureological orthopaedic & Trauma

   Neurosurgery

   Thoracic surgery

   Pediatric surgery

   Clinical Rotations – Students rotate in OPD, ward, and surgery under faculty supervision.

2. **Ward Rounds** – Conducted daily, where students learn:
3. **CBD (Case Base Discussion)**
   - Patient assessment
   - Surgical planning
   - Post-Operative care
4. **Skills Sessions** –student practice
   - Suturing techniques
   - Local anesthesia
   - Administration
   - Techniques

- History taking skills
- Clinical examination skills
- Preparing patients for Anesthesia
    - Consent for surgical procedure & Anesthesia
    - Wound dresses skills
    - Suture removal
    - NG , tube , Foley's cauterization

5. **Case Presentations** – Each students must present at least 3 cases per rotation for evaluation
6. **Journal Clubs** : Conducted monthly to enhance critical appraisal skills
7. **Mini CEX** : (Mini Clinical evaluation exercise

OPERATION THEATER SOPs:

1. Students must wear, scrubs gloves, masks and ID cards during clinical postings
2. Attendance > 75% is mandatory
3. Students must maintain logbooks for:
    - Observed cases
    - Assisted surgeries
    - Performed procedures (under supervision)
4. Any instruments used must be returned and documented
5. Waste disposal and infection control protocols must be strictly followed .

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EXAMINATION SOPs

Assessment Plan

	Written Examination	Viva Examination
1	Written	Viva total marks
2	Internal assessment	Internal assessment

Internal Assessment Tools

- **MCQs/SEQs:** Monthly tests based on lecture and clinical content.
- **OSCE:** Practical/clinical assessment of every module.
- **Viva** Conducted after each rotation.
- **Case presentation:** Marked for communication and diagnostic ability.
- **Attendance & Professionalism:** Assessed throughout the year.
- **Up keeping of logbooks**

End Modular & Annual Exams

- **1st Modular Exam:** After 3 months (20% of course).
- **2nd Modular Exam:** After 6 months (40% of course).
- **3rd Modular Exam:** After 9 months (remaining 40%).
- **Send-up Exam:** Full course, mandatory for university eligibility.

Conclusion

By the end of the academic year, 3rd Year , 4th Year Final Year MBBS students in the surgery department should be competent in:

- Diagnosing common surgical problems.
- surgeries under supervision.
- Understanding principles of surgical asepsis, anesthesia, and emergency management.
- Presenting cases clinically and academically.
- Preparing confidently for FCPS/MCPS and general practice.