	REHMAN MEDICAL COLLEGE			
	Policy for Electives (Internal & External)			
	Doc. No:	Effective Date: 01-Jan- 2022	Revision Date:	Version: 02

Background

This document lays down the procedures for Electives of undergraduate students in RMI hospital, national and international institutions. Electives provide an opportunity to medical students to observe practices and assimilate knowledge about the professional areas of their interest. RMC has facilitated students with their Electives since 2014-15 when its 1st batch was in 4th year MBBS and continues to do so as per requirements of modern medical education.

The SOPs are sectioned into 03 parts for Electives in relation to types of the program, 1 - External, 2 - Internal for students of RMC and 3 - External Medical Students.


The SOP is subject to yearly or need based review/change by concerned authorities. Final copy shall be distributed to all concerned after approval by Principal office.

Scope

Electives include hospital or institutional rotations / courses / placements / observer ship students (3rd Professional – 5th professional) take by choice. Rehman Medical College also offers Electives to national & international medical students in different basic and clinical domains.

Applicability

DME, DMR, Faculty, Students, management / administration.

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Procedures

Section 1 –

1.1: External Electives – RMC Students


- 1.1.1 The responsibility of application for electives shall be with the students.
- 1.1.2 The student affairs shall be required to obtain the curriculum vitae of the students. They should explain their career goals, achievements, and interests.
- 1.1.3 The duration of electives shall not be less than 04 weeks.
- 1.1.4 Electives shall be arranged during summer break so as not to affect the attendance of the applicant.
- 1.1.5 The student shall apply for electives 2-3 months prior to start of electives and obtain a letter of recommendation from the college and concerned faculty.
- 1.1.6 A letter of recommendation from the concerned faculty highlighting the clinical skills of the student shall be submitted along with the application.
- 1.1.7 A letter from principal of RMC shall be obtained for the hospital / institute being applied to, which should state the academic year of the student and any other detail required by the university / hospital / institute for electives.
- 1.1.8 All communication shall be done in English language.

Section 02 –

2.1. Internal Elective - RMC students

- 2.1.1 DME, RMC shall develop a list of hospital areas where students can go for Electives and advertise it to all professional years, 3rd year & above.
- 2.1.2 The students willing to take Electives, shall approach DME, RMC and apply with list of students who want to apply for it.
- 2.1.3 The application along with list of hospital areas selected for electives and students list shall be shared with Principal & Dean's offices,

2.1.4 The duration shall not be less than 4 weeks.

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2.1.5 Logbooks and portfolios provided by DME shall be maintained throughout Electives.

2.1.6 Placements shall be on first come first serve basis.

2.1.7 In case of a greater number of students applying for the same elective, academic merit of students shall be considered.

2.1.8 The number of students sent for electives to any department shall depend on capacity of the area but shall not exceed 3-5 per placement+

Section 03 –

3.1. Elective - External Students at RMI

3.1.1 Electives programs offered at RMI shall be advertised on the website of RMI / RMC.

3.1.2 The list of departments shall be revised periodically, and offered during summer break.

3.1.3 There shall be exception for students applying from abroad who have breaks in months other than summer.

3.1.4 The duration of each Elective placement shall be minimum 4 weeks – maximum 08 weeks on first come first serve basis.

3.1.5 The documentation shall be the same as section 01 of this SOP. Student application > student affairs of RMC > Availability of slots & program > validation of submitted documents > liaison with Areas of Elective placement > Student Affairs confirms the availability of Electives placement to applicant > Student Makes payment before commencement of Electives > Start of Placement.

3.1.6 There shall be a one day orientation of the selected students to Electives at RMI by DME.




3.1.7 The progress of students in Electives shall be monitored by the departments concerned through respective logbooks / Reflective portfolios and Mini - CEX developed by DME.

3.1.8 At the end of Electives grades shall be given by DME based on performance criteria set at the start by each department and submitted portfolios / logbooks and Mini-CEX.

3.1.9 The students shall be awarded a certificate of completion of Electives by Students affairs RMC signed by the HOD of the department and Principal RMC.

3.1.10 Records of all applicants for electives shall be maintained at Student affairs section.

APPROVAL SHEET

Prepared by	
Dr. Khadija Nowaira Abdullah Assistant Professor, Community Health Sciences, Rehman Medical College	Signature 
Reviewed by	
Prof. Dr. Mukhtiar Zaman Principal , Rehman Medical College	Signature 
Prof. Dr. Muhammad Aslam Qamar Vice Principal, Rehman Medical College	Signature 
Approved by	
Dr. Mukhtiar Zaman Principal Rehman Medical College	Signature 