

# BACHA KHAN MEDICAL COLLEGE

MARDAN, KHYBER PAKHTUNKHWA, PAKISTAN

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## ELECTIVE ROTATION POLICY

UNDERGRADUATE MBBS PROGRAMME

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### Department of Medical Education

Bacha Khan Medical College, Mardan

Approved by: Academic Council, BKMC

Regulatory Alignment: PMDC Undergraduate Medical Education Regulations

Version 1.0 | Academic Year 2025–2026

## 1. INTRODUCTION

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The elective period represents one of the most significant opportunities in the undergraduate MBBS curriculum a dedicated time for students to explore areas of personal and professional interest beyond the confines of the core syllabus. Electives encourage self-directed learning, promote career reflection, and develop the professional identity of the emerging physician.

Bacha Khan Medical College (BKMC), Mardan, is committed to providing a structured, educationally sound, and professionally enriching elective experience for its students. This policy has been developed in accordance with Pakistan Medical and Dental Council (PMDC) regulations, and draws on best practices from leading medical universities nationally and internationally, including the UK General Medical Council's guidance on Student Selected Components (SSCs).

This manual serves as the definitive reference for students, supervisors, and administrators involved in elective rotations at BKMC. It outlines all procedures, expectations, responsibilities, and assessment frameworks governing the elective programme.

## 2. RATIONALE AND AIMS OF ELECTIVE ROTATIONS

Elective rotations are designed to complement and enrich the core MBBS curriculum. The principal aims of this programme are:

- To provide students with protected time to explore clinical specialties, research, or community health beyond the mandatory curriculum.
- To facilitate self-directed learning, fostering intellectual curiosity and lifelong learning habits.
- To assist students in making informed, reflective decisions about their future postgraduate career paths.
- To develop key professional competencies including clinical communication, ethical reasoning, teamwork, and professional identity.
- To strengthen the integration of knowledge, skills, and attitudes (KSA) in a real clinical environment.
- To align undergraduate training with the competency frameworks endorsed by PMDC and international standards.

## 3. GOVERNANCE AND ORGANISATIONAL STRUCTURE

The elective programme is governed and operated through the following structure:

Role	Responsibilities
Programme Director (Associate Dean, Clinical)	Overall oversight, institutional approval, policy enforcement, liaison with MMC&TH.
Elective Coordinator (Department of Medical Education)	Day-to-day management, application processing, student communications, logbook oversight, certification.
Departmental Supervisor (Designated Asst. Professor)	Student supervision, daily feedback, logbook endorsement, formative assessment, attendance recording.
Head of Department	Departmental approval, capacity management, quality assurance of teaching.
Student Representative	Feedback collation, peer guidance, liaison with Elective Coordinator.

## 4. ELIGIBILITY CRITERIA

To be eligible for an elective rotation at BKMC, the following conditions must be satisfied:

- The student must be enrolled in an accredited MBBS programme at a PMDC-recognized medical institution.
- The student must have successfully completed a minimum of the First and Second Professional MBBS examinations.
- An official letter confirming good academic standing must be submitted from the Dean or Academic Affairs office of the student's parent institution.
- Students from institutions with a formal reciprocal arrangement with BKMC will be given preference in department allocation.
- International students may apply subject to PMDC and institutional regulations and must provide appropriate academic credentials and documentation.
- BKMC's own students rotating internally are subject to the same eligibility and conduct requirements.

## 5. AVAILABLE ELECTIVE SPECIALTIES

The following clinical departments at Mardan Medical Complex & Teaching Hospital (MMC&TH) offer elective rotations. All departments are affiliated with BKMC and provide supervised undergraduate clinical training.

No.	Department	Capacity per Rotation
1	Internal Medicine	4 students
2	General Surgery	4 students
3	Gynaecology & Obstetrics	4 students
4	Ophthalmology	2 students
5	Cardiology	2 students
6	Paediatrics	4 students
7	Intensive Care Medicine	2 students
8	Gastroenterology	2 students
9	Pulmonology	2 students
10	Neurology	2 students
11	Nephrology	2 students
12	ENT (Ear, Nose & Throat)	2 students
13	Radiology	2 students

14	Physiotherapy & Rehabilitation Sciences	2 students
15	Dental & Maxillofacial Surgery	2 students

## 6. DURATION, TIMINGS, AND SCHEDULE

**Duration:** Each elective rotation is 4 weeks (one calendar month) in duration.

**Daily Hours:** 08:00 AM to 02:00 PM, Monday to Saturday (unless departmental requirements differ).

**Period Offered:** Summer break only. Electives are not available during active academic term or examination periods.

**Commencement Date:** To be confirmed by the DME each academic year and communicated to students no later than 4 weeks before the summer break begins.

**Back-to-Back Rotations:** A student may not undertake two consecutive elective periods in the same academic year without prior written approval from the Associate Dean.

## 7. APPLICATION PROCESS

Applications for elective rotations must follow the procedure below. Incomplete applications will not be considered.

### 7.1 Required Documentation

1. Completed Elective Application Form (available from DME office or BKMC student portal).
2. Official letter from the Dean / Academic Affairs confirming good academic standing and institutional approval.
3. Two recent passport-sized photographs.
4. Attested copy of Student ID card from the parent institution.
5. Copy of relevant professional examination pass certificate (minimum 2nd Professional MBBS).
6. List of three department choices in order of preference.

### 7.2 Submission Deadline

All applications must be received by the DME office at least 30 calendar days before the intended elective start date. No late applications will be accepted.

### 7.3 Allocation Procedure

- Department allocation is based on merit (cumulative academic standing) among all eligible applicants for a given department.

- Departments are allocated on a space-available basis according to each department's operational capacity.
- Students will be notified of allocation at least 14 days before the elective commencement date via official email and/or SMS.
- Positions cannot be reserved pending submission. Only fully complete applications are considered.
- In cases of over-subscription, students will be offered their second or third preference.

## 8. STUDENT RESPONSIBILITIES AND CODE OF CONDUCT

### 8.1 Reporting and Attendance

- Students must report to the Associate Dean (Clinical) office on their first day and upon completion of the elective.
- A minimum of 80% attendance is mandatory. Any absences exceeding this threshold will result in non-issuance of the completion certificate.
- Punctuality is expected. Unexplained or repeated lateness will be recorded and may result in early termination.

### 8.2 Professional Standards

- Students must wear a white coat and display a valid institutional ID card at all times within the hospital premises.
- All students must observe and uphold strict patient confidentiality in accordance with PMDC ethical guidelines.
- Students are expected to behave professionally at all times and treat patients, staff, and colleagues with dignity and respect.
- Any form of academic dishonesty, misconduct, or breach of patient safety will result in immediate termination of the elective.

### 8.3 Accommodation and Welfare

- BKMC will not arrange or provide boarding, accommodation, or food facilities. Students are fully responsible for their own accommodation, meals, and personal medical coverage.
- While the institution will make every reasonable effort to ensure a safe and enriching experience, BKMC does not accept liability for personal incidents or mishaps during the elective period.

## 9. ASSESSMENT FRAMEWORK AND CERTIFICATION

Elective assessment at BKMC is formative in nature, designed to promote learning and professional development rather than summative grading. The following framework applies to all departments:

Assessment Tool	Description	Frequency
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Daily Progress Report (DPR)	Written in SOAP format. Documents patient encounters, clinical reasoning, and learning reflections.	Daily (reviewed weekly by supervisor)
Elective Logbook	Records procedures observed/performed, ward activities, and learning objectives achieved.	Throughout rotation
Supervisor Formative Feedback	Structured verbal and written feedback covering clinical skills, professionalism, and communication.	Mid-rotation and end of rotation
Attendance Register	Maintained by the departmental focal person. Minimum 80% required.	Daily
Completion Certificate	Issued by DME, BKMC upon supervisor endorsement. Requires satisfactory performance and attendance.	End of rotation

Note: The completion certificate constitutes an official record of participation and may be included in the student's academic portfolio. It is not counted towards MBBS professional examination grades.

## 10. CANCELLATION AND TERMINATION POLICY

### 10.1 Student-Initiated Cancellation

- A student wishing to cancel an accepted elective placement must submit a formal written request to the Associate Dean at least 7 calendar days before the start date.
- Cancellations received within 7 days of the start date may result in the student being restricted from applying for electives in the following academic year.

### 10.2 Institutional Termination

- BKMC reserves the right to modify, restrict, or terminate any elective rotation — for internal or external students — at any time, without prior notice, on grounds including but not limited to: misconduct, patient safety concerns, or departmental operational constraints.
- In all cases, the student will be informed at least 72 hours in advance of termination where circumstances permit.

### 10.3 Grievance Procedure

- Students who wish to raise a concern or grievance relating to their elective experience must do so in writing, addressed to the Associate Dean (Clinical) within 5 working days of the incident.
- All grievances will be handled under the existing BKMC Student Grievance Policy and resolved within 15 working days.

## 11. PROGRAMME MONITORING AND EVALUATION

BKMC is committed to the ongoing quality improvement of its elective programme. The following mechanisms are in place:

- A student feedback proforma will be completed confidentially by each student at the end of the elective, covering the educational value, supervision quality, facilities, and overall experience.
- Departmental supervisors will complete a faculty feedback form to identify logistical challenges, resource needs, and opportunities for curriculum enhancement.
- The DME will compile feedback data each academic year and present findings to the Academic Council for review and action.
- The elective policy document will be formally reviewed and updated at least once every two years, or sooner if required by PMDC regulatory changes.

## 12. APPLICATION FORM FOR ELECTIVE ROTATION

<b>Full Name</b>	
<b>Father's Name</b>	
<b>MBBS Year / Class</b>	
<b>Student ID / Roll No.</b>	
<b>Parent Institution</b>	
<b>Contact Number</b>	
<b>Email Address</b>	
<b>Preferred Start Date</b>	
<b>Preferred End Date</b>	
<b>1st Choice Department</b>	
<b>2nd Choice Department</b>	
<b>3rd Choice Department</b>	
<b>Special Requirements (if any)</b>	

## Declaration

I hereby declare that all the information provided in this application is accurate and complete. I have read, understood, and agree to abide by the Elective Rotation Policy of Bacha Khan Medical College, Mardan, including its code of conduct, attendance requirements, and grievance procedures.

Student Signature

Date

### FOR OFFICE USE ONLY

Application Received:	Department Allocated:	Coordinator Signature:

## 13. DEPARTMENT ELECTIVE PROFILES

The following pages detail the individual elective profiles for each participating department. Each profile includes logistical information, learning outcomes aligned with PMDC competencies, teaching methods, and assessment criteria.

### 13.1 Internal Medicine

<b>Location</b>	Department of Medicine, Mardan Medical Complex & Teaching Hospital (MMC&TH)
<b>Duration &amp; Timings</b>	4 weeks (08:00 AM – 02:00 PM)
<b>Period Offered</b>	Summer break
<b>Student Capacity</b>	4 students per rotation
<b>Approving Authority</b>	Head of the Department
<b>Elective Supervisor</b>	Designated Assistant Professor / Elective Coordinator
<b>Prerequisite</b>	Authorization letter from Associate Dean, BKMC

#### Learning Outcomes

By the end of this rotation, the student will be able to:

<b>1</b>	Elicit a focused and structured history for common inpatient and outpatient medical presentations using a systematic approach.
<b>2</b>	Perform a comprehensive head-to-toe physical examination and accurately distinguish normal from abnormal clinical findings.

3	Actively participate in ward rounds and present patient histories concisely and professionally to the clinical team.
4	Document patient progress using the SOAP (Subjective, Objective, Assessment, Plan) format in a Daily Progress Report (DPR).
5	Observe and critically appraise techniques and patient-safety measures in common medical procedures, including urinary catheterization, nasogastric intubation, and lumbar puncture.
6	Competently perform venepuncture and intravenous (IV) cannulation under direct supervision, adhering strictly to aseptic technique.
7	Demonstrate correct technique for insulin injection, including dosage preparation, site selection, and safe sharps disposal.
8	Accurately use a glucometer to measure and interpret capillary blood glucose levels.
9	Measure and record height, weight, and calculate Body Mass Index (BMI) to assess nutritional and metabolic status.
10	Enter and trace patient investigations in the Hospital Information Management System (HIMS) of MMC&TH.
11	Observe the informed-consent process for procedures such as lumbar puncture and blood transfusion.
12	Demonstrate effective professional communication with patients, relatives, and the multidisciplinary team.

### Teaching and Learning Methods

◆ Bedside Teaching	◆ Ward Rounds	◆ Small Group Discussion (SGD)
◆ Self-Directed Learning (SDL)	◆ Case-Based Learning (CBL)	◆ One-Minute Preceptor (OMP)
◆ Role Modeling	◆ Simulation / Skills Lab	

### Assessment and Certification

▶ Daily Progress Report (DPR) – SOAP format, reviewed by supervisor
▶ Logbook signed and endorsed by supervisor at end of rotation
▶ Structured formative feedback from ward supervisor (clinical skills, professionalism, communication)
▶ Minimum 80% attendance mandatory for certification
▶ Completion Certificate issued by DME, BKMC, on supervisor endorsement

## 13.2 General Surgery

<b>Location</b>	Surgical Ward, Mardan Medical Complex & Teaching Hospital (MMC&TH)
<b>Duration &amp; Timings</b>	4 weeks (08:00 AM – 02:00 PM)

<b>Period Offered</b>	Summer break
<b>Student Capacity</b>	4 students per rotation
<b>Approving Authority</b>	Head of the Department
<b>Elective Supervisor</b>	Designated Assistant Professor / Elective Coordinator
<b>Prerequisite</b>	Authorization letter from Associate Dean, BKMC

### Learning Outcomes

By the end of this rotation, the student will be able to:

<b>1</b>	Elicit a focused surgical history for common presentations including acute abdominal pain, trauma, and surgical emergencies.
<b>2</b>	Perform a thorough and systematic abdominal examination, identifying signs of peritonitis, organomegaly, and surgical pathology.
<b>3</b>	Write a Daily Progress Report (DPR) using the SOAP format.
<b>4</b>	Observe and critically appraise patient-safety measures in common surgical procedures including urinary catheterization and nasogastric intubation.
<b>5</b>	Maintain active participation in OPD clinics, pre-operative assessment, and post-operative care.
<b>6</b>	Provide appropriate post-operative care including wound monitoring, drain management, and analgesia prescription.
<b>7</b>	Practice IV cannulation adhering to aseptic technique.
<b>8</b>	Observe common surgical procedures including laparotomy and appendectomy.
<b>9</b>	Assist in the transfer and coordinated management of patients across departments.
<b>10</b>	Demonstrate counselling skills, the ability to break bad news, and informed consent for surgical procedures.
<b>11</b>	Develop professional communication skills with patients, relatives, nursing staff, and colleagues.

### Teaching and Learning Methods

◆ Bedside Teaching	◆ Operating Theatre Observation	◆ SGD
◆ SDL	◆ CBL	◆ Simulation / Skills Lab
◆ Role Play (counselling & consent)	◆ Role Modeling	

### Assessment and Certification

▶ Daily Progress Report (DPR) – SOAP format, reviewed by supervisor
▶ Logbook signed and endorsed by supervisor at end of rotation
▶ Structured formative feedback from ward supervisor (clinical skills, professionalism, communication)
▶ Minimum 80% attendance mandatory for certification
▶ Completion Certificate issued by DME, BKMC, on supervisor endorsement

### 13.3 Gynaecology & Obstetrics

<b>Location</b>	Department of Gynaecology & Obstetrics, Mardan Medical Complex & Teaching Hospital (MMC&TH)
<b>Duration &amp; Timings</b>	4 weeks (08:00 AM – 02:00 PM)
<b>Period Offered</b>	Summer break
<b>Student Capacity</b>	4 students per rotation
<b>Approving Authority</b>	Head of the Department
<b>Elective Supervisor</b>	Designated Assistant Professor / Elective Coordinator
<b>Prerequisite</b>	Authorization letter from Associate Dean, BKMC

#### Learning Outcomes

By the end of this rotation, the student will be able to:

1	Understand and counsel patients on available contraceptive methods, including tubal ligation and intrauterine devices.
2	Identify the key components of antenatal care and educate pregnant women on safe pregnancy practices.
3	Observe fertility assessments and gain understanding of basic infertility evaluation and treatment options.
4	Recognize common sexually transmitted infections (STIs), their prevention strategies, and treatment protocols.
5	Understand HIV management protocols in pregnancy and strategies to prevent vertical mother-to-child transmission.
6	Practice IV cannulation adhering to aseptic technique.
7	Write a Daily Progress Report (DPR) using the SOAP format.
8	Assist in coordinated transfer and management of patients across departments.
9	Demonstrate counselling, breaking bad news, and obtaining informed consent for gynaecological and obstetric procedures.
10	Observe operative obstetric procedures including D&C, forceps/vacuum delivery, and Caesarean section.
11	Assist in intrapartum and postpartum care and recognize common complications.
12	Observe gynaecological operative procedures including vaginal and abdominal hysterectomy, and principles of post-operative care.

#### Teaching and Learning Methods

◆ Bedside Teaching	◆ Labour Ward / OT Observation	◆ SGD
◆ SDL	◆ CBL	◆ Role Play (counselling & consent)

◆ Video Demonstrations

◆ Role Modeling

### Assessment and Certification

- ▶ Daily Progress Report (DPR) – SOAP format, reviewed by supervisor
- ▶ Logbook signed and endorsed by supervisor at end of rotation
- ▶ Structured formative feedback from ward supervisor (clinical skills, professionalism, communication)
- ▶ Minimum 80% attendance mandatory for certification
- ▶ Completion Certificate issued by DME, BKMC, on supervisor endorsement

## 13.4 Ophthalmology

<b>Location</b>	Department of Ophthalmology, Mardan Medical Complex & Teaching Hospital (MMC&TH)
<b>Duration &amp; Timings</b>	4 weeks (08:00 AM – 02:00 PM)
<b>Period Offered</b>	Summer break
<b>Student Capacity</b>	2 students per rotation
<b>Approving Authority</b>	Head of the Department
<b>Elective Supervisor</b>	Designated Assistant Professor / Elective Coordinator
<b>Prerequisite</b>	Authorization letter from Associate Dean, BKMC

### Learning Outcomes

By the end of this rotation, the student will be able to:

1	Elicit a focused and comprehensive history from patients presenting with common ophthalmic complaints including red eye, painful eye, sudden vision loss, and dry eye.
2	Observe and describe slit-lamp examination findings in patients with various anterior segment conditions.
3	Demonstrate correct handling and use of a direct ophthalmoscope to examine the fundus and optic disc.
4	Observe common ophthalmic procedures including cataract surgery and foreign body removal.
5	Perform correct eye-drop and ointment instillation techniques under supervision.
6	Accurately enter, track, and interpret basic ophthalmic investigations including visual acuity, intraocular pressure, OCT, and fundus photography.
7	Participate in OPD clinics and understand the clinical management and follow-up of common ophthalmic conditions.

### Teaching and Learning Methods

◆ Bedside Teaching	◆ OPD Clinics	◆ Operating Theatre Observation
◆ SGD	◆ SDL	◆ Simulation / Skills Lab
◆ Role Modeling		

### Assessment and Certification

▶ Daily Progress Report (DPR) – SOAP format, reviewed by supervisor
▶ Logbook signed and endorsed by supervisor at end of rotation
▶ Structured formative feedback from ward supervisor (clinical skills, professionalism, communication)
▶ Minimum 80% attendance mandatory for certification
▶ Completion Certificate issued by DME, BKMC, on supervisor endorsement

## 13.5 Cardiology

<b>Location</b>	Department of Cardiology, Mardan Medical Complex & Teaching Hospital (MMC&TH)
<b>Duration &amp; Timings</b>	4 weeks (08:00 AM – 02:00 PM)
<b>Period Offered</b>	Summer break
<b>Student Capacity</b>	2 students per rotation
<b>Approving Authority</b>	Head of the Department
<b>Elective Supervisor</b>	Designated Assistant Professor / Elective Coordinator
<b>Prerequisite</b>	Authorization letter from Associate Dean, BKMC

### Learning Outcomes

By the end of this rotation, the student will be able to:

1	Describe common clinical presentations of cardiac disease including chest pain and dyspnoea, differentiating typical from atypical symptoms.
2	Perform a comprehensive cardiovascular examination, identifying key signs of cardiac pathology.
3	Perform and interpret a 12-lead ECG, identifying common arrhythmias and signs of ischaemia or infarction.
4	Observe and understand the indications, procedures, and interpretation of echocardiography (ECHO), exercise tolerance testing (ETT), and coronary angiography.
5	Attend cardiology OPD clinics to observe diagnosis, treatment planning, and patient follow-up.

6	Demonstrate awareness of the emergency management of myocardial infarction, including recognition, initial stabilization, and referral protocols.
7	Accurately measure and record blood pressure and understand its role in cardiovascular risk assessment.
8	Write a Daily Progress Report (DPR) using the SOAP format and develop professional communication skills.

### Teaching and Learning Methods

◆ Bedside Teaching	◆ CCU / Cath Lab Observation	◆ OPD Clinics
◆ SGD	◆ SDL	◆ CBL
◆ Simulation / Skills Lab	◆ Role Modeling	

### Assessment and Certification

▶ Daily Progress Report (DPR) – SOAP format, reviewed by supervisor
▶ Logbook signed and endorsed by supervisor at end of rotation
▶ Structured formative feedback from ward supervisor (clinical skills, professionalism, communication)
▶ Minimum 80% attendance mandatory for certification
▶ Completion Certificate issued by DME, BKMC, on supervisor endorsement

## 13.6 Paediatrics

<b>Location</b>	Department of Paediatrics, Mardan Medical Complex & Teaching Hospital (MMC&TH)
<b>Duration &amp; Timings</b>	4 weeks (08:00 AM – 02:00 PM)
<b>Period Offered</b>	Summer break
<b>Student Capacity</b>	4 students per rotation
<b>Approving Authority</b>	Head of the Department
<b>Elective Supervisor</b>	Designated Assistant Professor / Elective Coordinator
<b>Prerequisite</b>	Authorization letter from Associate Dean, BKMC

### Learning Outcomes

By the end of this rotation, the student will be able to:

1	Elicit a focused history from paediatric patients and/or caregivers for common presentations including fever, diarrhoea, and rash.
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2	Accurately measure height and weight and plot growth parameters on a WHO growth chart to assess developmental progress.
3	Observe and practice intramuscular (IM) and intravenous (IV) injections following safe injection practices.
4	Observe common paediatric procedures including IV cannulation, urinary catheterization, and lumbar puncture.
5	Attend the Neonatal Intensive Care Unit (NICU) and observe the management of critically ill neonates.
6	Participate in ward rounds and OPD clinics, understanding patient follow-up and multidisciplinary care.
7	Enter patient data and trace laboratory/imaging investigations, understanding clinical relevance and interpretation.
8	Assist in departmental calls and patient-care duties under supervision, developing time-management and communication skills.
9	Visit and understand the structure and function of the Expanded Programme on Immunization (EPI), including vaccination schedules and public health importance.

### Teaching and Learning Methods

◆ Bedside Teaching	◆ NICU Observation	◆ EPI Visits
◆ OPD Clinics	◆ SGD	◆ SDL
◆ CBL	◆ Simulation / Skills Lab	◆ Role Modeling

### Assessment and Certification

▶ Daily Progress Report (DPR) – SOAP format, reviewed by supervisor
▶ Logbook signed and endorsed by supervisor at end of rotation
▶ Structured formative feedback from ward supervisor (clinical skills, professionalism, communication)
▶ Minimum 80% attendance mandatory for certification
▶ Completion Certificate issued by DME, BKMC, on supervisor endorsement

## 13.7 Intensive Care Medicine

<b>Location</b>	Department of Intensive Care Medicine, Mardan Medical Complex & Teaching Hospital (MMC&TH)
<b>Duration &amp; Timings</b>	4 weeks (08:00 AM – 02:00 PM)
<b>Period Offered</b>	Summer break
<b>Student Capacity</b>	2 students per rotation
<b>Approving Authority</b>	Head of the Department

<b>Elective Supervisor</b>	Designated Assistant Professor / Elective Coordinator
<b>Prerequisite</b>	Authorization letter from Associate Dean, BKMC

### Learning Outcomes

By the end of this rotation, the student will be able to:

<b>1</b>	Record and report the daily progress of critically ill patients including vital signs, clinical status, and treatment modifications using the SOAP format.
<b>2</b>	Observe invasive ICU procedures including IV cannulation, urinary catheterization, nasogastric intubation, central venous line insertion, and tracheal intubation.
<b>3</b>	Identify and interpret basic parameters displayed on ICU monitors and mechanical ventilators.
<b>4</b>	Understand the indications for mechanical ventilation, different modes of ventilation, and principles of weaning.
<b>5</b>	Observe the process of structured clinical handover and maintenance of ICU patient records.
<b>6</b>	Enter and trace laboratory and imaging investigations, linking results to clinical decisions.
<b>7</b>	Observe cardiopulmonary resuscitation (CPR) and recognize key steps and team dynamics in a code situation.
<b>8</b>	Demonstrate empathy and professional communication in the ICU setting, including discussions regarding prognosis and end-of-life care.

### Teaching and Learning Methods

◆ Bedside ICU Teaching	◆ SGD	◆ SDL
◆ Simulation / Skills Lab	◆ Video Demonstrations (ventilator, CVP, ABG)	◆ Role Play (breaking bad news)
◆ Role Modeling		

### Assessment and Certification

▶ Daily Progress Report (DPR) – SOAP format, reviewed by supervisor
▶ Logbook signed and endorsed by supervisor at end of rotation
▶ Structured formative feedback from ward supervisor (clinical skills, professionalism, communication)
▶ Minimum 80% attendance mandatory for certification
▶ Completion Certificate issued by DME, BKMC, on supervisor endorsement

## 13.8 Gastroenterology

<b>Location</b>	Department of Gastroenterology, Mardan Medical Complex & Teaching Hospital (MMC&TH)
<b>Duration &amp; Timings</b>	4 weeks (08:00 AM – 02:00 PM)
<b>Period Offered</b>	Summer break
<b>Student Capacity</b>	2 students per rotation
<b>Approving Authority</b>	Head of the Department
<b>Elective Supervisor</b>	Designated Assistant Professor / Elective Coordinator
<b>Prerequisite</b>	Authorization letter from Associate Dean, BKMC

### Learning Outcomes

By the end of this rotation, the student will be able to:

<b>1</b>	Elicit a focused clinical history from patients presenting with common GI symptoms including diarrhoea, haematemesis, jaundice, and abdominal pain.
<b>2</b>	Perform a general physical examination and focused abdominal examination, identifying signs of liver disease, bowel pathology, and gastric conditions.
<b>3</b>	Participate in gastroenterology ward rounds and OPD clinics to observe clinical management of acute and chronic GI disorders.
<b>4</b>	Observe common GI procedures including peritoneal paracentesis, nasogastric intubation, and upper/lower gastrointestinal endoscopy.
<b>5</b>	Write a Daily Progress Report (DPR) using the SOAP format.
<b>6</b>	Demonstrate empathy and professional communication with patients undergoing invasive GI investigations.

### Teaching and Learning Methods

◆ Bedside Teaching	◆ Endoscopy Suite Observation	◆ OPD Clinics
◆ SGD	◆ SDL	◆ CBL
◆ Simulation (endoscopy on mannequins)	◆ Role Modeling	

### Assessment and Certification

▶ Daily Progress Report (DPR) – SOAP format, reviewed by supervisor
▶ Logbook signed and endorsed by supervisor at end of rotation
▶ Structured formative feedback from ward supervisor (clinical skills, professionalism, communication)
▶ Minimum 80% attendance mandatory for certification
▶ Completion Certificate issued by DME, BKMC, on supervisor endorsement

## 13.9 Pulmonology

<b>Location</b>	Department of Pulmonology, Mardan Medical Complex & Teaching Hospital (MMC&TH)
<b>Duration &amp; Timings</b>	4 weeks (08:00 AM – 02:00 PM)
<b>Period Offered</b>	Summer break
<b>Student Capacity</b>	2 students per rotation
<b>Approving Authority</b>	Head of the Department
<b>Elective Supervisor</b>	Designated Assistant Professor / Elective Coordinator
<b>Prerequisite</b>	Authorization letter from Associate Dean, BKMC

### Learning Outcomes

By the end of this rotation, the student will be able to:

<b>1</b>	Describe the general principles of pulmonology including common respiratory diseases, diagnostic approaches, and therapeutic interventions.
<b>2</b>	Document patient progress using the SOAP format in a Daily Progress Report (DPR).
<b>3</b>	Observe and assist in invasive procedures including thoracentesis, IV injections, and IM injections.
<b>4</b>	Perform basic procedures including urinary catheterization and nasogastric intubation under supervision.
<b>5</b>	Demonstrate empathy and patient-centred care, with sensitivity to patients' physical and emotional needs.
<b>6</b>	Exhibit professionalism in all interactions with patients, colleagues, nursing staff, and juniors.

### Teaching and Learning Methods

◆ Bedside Teaching	◆ SGD	◆ SDL
◆ Simulation (thoracentesis on models)	◆ Video Demonstrations	◆ Role Play (consent & counselling)
◆ Role Modeling		

### Assessment and Certification

▶ Daily Progress Report (DPR) – SOAP format, reviewed by supervisor
▶ Logbook signed and endorsed by supervisor at end of rotation
▶ Structured formative feedback from ward supervisor (clinical skills, professionalism, communication)
▶ Minimum 80% attendance mandatory for certification
▶ Completion Certificate issued by DME, BKMC, on supervisor endorsement

## 13.10 Neurology

<b>Location</b>	Department of Neurology, Mardan Medical Complex & Teaching Hospital (MMC&TH)
<b>Duration &amp; Timings</b>	4 weeks (08:00 AM – 02:00 PM)
<b>Period Offered</b>	Summer break
<b>Student Capacity</b>	2 students per rotation
<b>Approving Authority</b>	Head of the Department
<b>Elective Supervisor</b>	Designated Assistant Professor / Elective Coordinator
<b>Prerequisite</b>	Authorization letter from Associate Dean, BKMC

### Learning Outcomes

By the end of this rotation, the student will be able to:

1	Discuss the basic principles of clinical neurology including structure and function of the nervous system and common neurological disorders.
2	Write a Daily Progress Report (DPR) using the SOAP format.
3	Take a comprehensive neurological history and perform a full neurological examination assessing motor, sensory, cranial nerve, and cognitive functions.
4	Observe and assist in diagnostic investigations including CT head (non-contrast), MRI brain, lumbar puncture, EEG, EMG, and nerve conduction studies.
5	Develop an understanding of the emergency management of neurological conditions including stroke, status epilepticus, and raised intracranial pressure.
6	Demonstrate empathy and professionalism in counselling patients, obtaining consent, and communicating bad news.

### Teaching and Learning Methods

◆ Bedside Teaching	◆ Neurology Clinic	◆ SGD
◆ OMP	◆ SDL	◆ CBL
◆ Role Play (counselling & consent)	◆ Role Modeling	

### Assessment and Certification

▶ Daily Progress Report (DPR) – SOAP format, reviewed by supervisor
▶ Logbook signed and endorsed by supervisor at end of rotation
▶ Structured formative feedback from ward supervisor (clinical skills, professionalism, communication)

- ▶ Minimum 80% attendance mandatory for certification
- ▶ Completion Certificate issued by DME, BKMC, on supervisor endorsement

### 13.11 Nephrology

<b>Location</b>	Department of Nephrology / Dialysis Unit, Mardan Medical Complex & Teaching Hospital (MMC&TH)
<b>Duration &amp; Timings</b>	4 weeks (08:00 AM – 02:00 PM)
<b>Period Offered</b>	Summer break
<b>Student Capacity</b>	2 students per rotation
<b>Approving Authority</b>	Head of the Department
<b>Elective Supervisor</b>	Designated Assistant Professor / Elective Coordinator
<b>Prerequisite</b>	Authorization letter from Associate Dean, BKMC

#### Learning Outcomes

By the end of this rotation, the student will be able to:

<b>1</b>	Discuss the causes and pathophysiology of acute and chronic renal failure and their common clinical presentations.
<b>2</b>	Explain the basic principles of haemodialysis and the mechanisms underlying renal replacement therapy.
<b>3</b>	Understand the indications, types, and comparative risks of haemodialysis, haemodiafiltration, and peritoneal dialysis.
<b>4</b>	Observe and assist in insertion of a double-lumen catheter for temporary haemodialysis access.
<b>5</b>	Assist the nephrologist during advanced procedures including tunnelled catheter insertion and renal biopsy.
<b>6</b>	Learn care and maintenance of temporary and permanent dialysis catheters with a focus on infection prevention.
<b>7</b>	Demonstrate empathy and patient-centred care in all clinical interactions.
<b>8</b>	Effectively communicate with patients and attendants including obtaining informed consent for dialysis and disclosing difficult news respectfully.

#### Teaching and Learning Methods

◆ Bedside Teaching	◆ Dialysis Unit Observation	◆ SGD
◆ OMP	◆ SDL	◆ CBL

◆ Video Demonstrations (catheter insertion)	◆ Role Play (consent & breaking bad news)	◆ Role Modeling
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**Assessment and Certification**

▶ Daily Progress Report (DPR) – SOAP format, reviewed by supervisor
▶ Logbook signed and endorsed by supervisor at end of rotation
▶ Structured formative feedback from ward supervisor (clinical skills, professionalism, communication)
▶ Minimum 80% attendance mandatory for certification
▶ Completion Certificate issued by DME, BKMC, on supervisor endorsement

**13.12 ENT (Ear, Nose & Throat)**

<b>Location</b>	Department of ENT, Mardan Medical Complex & Teaching Hospital (MMC&TH)
<b>Duration &amp; Timings</b>	4 weeks (08:00 AM – 02:00 PM)
<b>Period Offered</b>	Summer break
<b>Student Capacity</b>	2 students per rotation
<b>Approving Authority</b>	Head of the Department
<b>Elective Supervisor</b>	Designated Assistant Professor / Elective Coordinator
<b>Prerequisite</b>	Authorization letter from Associate Dean, BKMC

**Learning Outcomes**

By the end of this rotation, the student will be able to:

<b>1</b>	Elicit a focused history from patients presenting with common ENT symptoms including epistaxis, nasal obstruction, and vertigo.
<b>2</b>	Perform a systematic clinical examination of the ear, nose, and throat, identifying common pathological findings.
<b>3</b>	Conduct basic hearing assessments including Weber and Rinne's tests and accurately interpret findings.
<b>4</b>	Participate in ENT ward rounds and OPD clinics, gaining insight into diagnosis, treatment planning, and patient management.
<b>5</b>	Observe common ENT procedures including dressing of wounds and nasal cauterization for epistaxis.
<b>6</b>	Observe common ENT operative procedures including rhinoplasty, foreign body removal, nasal polypectomy, and mastoid exploration.

### Teaching and Learning Methods

◆ Bedside Teaching	◆ OPD Clinics	◆ Operating Theatre Observation
◆ SGD	◆ SDL	◆ Simulation / Skills Lab
◆ Role Modeling		

### Assessment and Certification

▶ Daily Progress Report (DPR) – SOAP format, reviewed by supervisor
▶ Logbook signed and endorsed by supervisor at end of rotation
▶ Structured formative feedback from ward supervisor (clinical skills, professionalism, communication)
▶ Minimum 80% attendance mandatory for certification
▶ Completion Certificate issued by DME, BKMC, on supervisor endorsement

## 13.13 Radiology

<b>Location</b>	Department of Radiology, Mardan Medical Complex & Teaching Hospital (MMC&TH)
<b>Duration &amp; Timings</b>	4 weeks (08:00 AM – 02:00 PM)
<b>Period Offered</b>	Summer break
<b>Student Capacity</b>	2 students per rotation
<b>Approving Authority</b>	Head of the Department
<b>Elective Supervisor</b>	Designated Assistant Professor / Elective Coordinator
<b>Prerequisite</b>	Authorization letter from Associate Dean, BKMC

### Learning Outcomes

By the end of this rotation, the student will be able to:

1	Identify and differentiate between common imaging modalities (X-ray, CT scan, MRI, ultrasound, angiography) based on indications, strengths, and limitations.
2	Observe and describe the interpretation of radiological images in common clinical conditions including fractures, tumours, and infections.
3	Explain the basic principles of radiation safety and demonstrate understanding of protective measures for patients and healthcare workers.
4	Assist in radiological imaging procedures including patient positioning and equipment preparation under supervision.

5	Perform basic radiological examinations including diagnostic ultrasound and fluoroscopic studies under supervision.
6	Observe interventional radiology procedures including ultrasound-guided aspiration and biopsy.
7	Integrate radiological findings with clinical context and discuss potential differential diagnoses with the radiology team.

### Teaching and Learning Methods

◆ Bedside / Reporting Room Teaching	◆ Radiology Reporting Sessions	◆ SGD
◆ SDL	◆ CBL	◆ Video Lectures (imaging interpretation)
◆ Role Modeling		

### Assessment and Certification

▶ Daily Progress Report (DPR) – SOAP format, reviewed by supervisor
▶ Logbook signed and endorsed by supervisor at end of rotation
▶ Structured formative feedback from ward supervisor (clinical skills, professionalism, communication)
▶ Minimum 80% attendance mandatory for certification
▶ Completion Certificate issued by DME, BKMC, on supervisor endorsement

## 13.14 Physiotherapy & Rehabilitation Sciences

<b>Location</b>	Department of Physiotherapy & Rehabilitation Sciences, Mardan Medical Complex & Teaching Hospital (MMC&TH)
<b>Duration &amp; Timings</b>	4 weeks (08:00 AM – 02:00 PM)
<b>Period Offered</b>	Summer break
<b>Student Capacity</b>	2 students per rotation
<b>Approving Authority</b>	Head of the Department
<b>Elective Supervisor</b>	Designated Assistant Professor / Elective Coordinator
<b>Prerequisite</b>	Authorization letter from Associate Dean, BKMC

### Learning Outcomes

By the end of this rotation, the student will be able to:

1	Perform basic physiotherapy procedures including chest physiotherapy for patients with respiratory conditions.
2	Assist in mobilization techniques for post-stroke patients to improve motor function and prevent complications.
3	Observe common rehabilitative procedures including galvanic stimulation for neuromuscular rehabilitation.
4	Understand the supportive role of physiotherapy in the rehabilitation of oncology patients undergoing radiotherapy.
5	Demonstrate effective communication and empathy with patients undergoing long-term rehabilitation.

### Teaching and Learning Methods

◆ Bedside / Therapy Room Teaching	◆ Supervised Practical Sessions	◆ SGD
◆ SDL	◆ Video Demonstrations	◆ Role Modeling

### Assessment and Certification

▶ Daily Progress Report (DPR) – SOAP format, reviewed by supervisor
▶ Logbook signed and endorsed by supervisor at end of rotation
▶ Structured formative feedback from ward supervisor (clinical skills, professionalism, communication)
▶ Minimum 80% attendance mandatory for certification
▶ Completion Certificate issued by DME, BKMC, on supervisor endorsement

## 13.15 Dental & Maxillofacial Surgery

<b>Location</b>	Department of Dental & Maxillofacial Surgery, Mardan Medical Complex & Teaching Hospital (MMC&TH)
<b>Duration &amp; Timings</b>	4 weeks (08:00 AM – 02:00 PM)
<b>Period Offered</b>	Summer break
<b>Student Capacity</b>	2 students per rotation
<b>Approving Authority</b>	Head of the Department
<b>Elective Supervisor</b>	Designated Assistant Professor / Elective Coordinator
<b>Prerequisite</b>	Authorization letter from Associate Dean, BKMC

### Learning Outcomes

By the end of this rotation, the student will be able to:

1	Elicit a focused history from patients presenting with dental pain, jaw swelling, or oral lesions, identifying potential causes including infections, trauma, and neoplasms.
2	Perform a systematic clinical examination of the oral cavity and neck, assessing for signs of infection, swelling, lesions, and lymphadenopathy.
3	Attend and participate in OPD sessions gaining exposure to a range of dental and oral health conditions.
4	Observe common dental and maxillofacial procedures including dental extractions, cyst aspiration, root canal treatment, and major surgeries such as tumour resection and mandibular dissection.
5	Assist in the care of post-operative patients including monitoring recovery, managing dressings, and understanding post-surgical instructions and complications.

### Teaching and Learning Methods

◆ Bedside Teaching	◆ OPD & Operative Observation	◆ SGD
◆ SDL	◆ Video Demonstrations	◆ Role Modeling

### Assessment and Certification

▶ Daily Progress Report (DPR) – SOAP format, reviewed by supervisor
▶ Logbook signed and endorsed by supervisor at end of rotation
▶ Structured formative feedback from ward supervisor (clinical skills, professionalism, communication)
▶ Minimum 80% attendance mandatory for certification
▶ Completion Certificate issued by DME, BKMC, on supervisor endorsement

## 14. STUDENT FEEDBACK PROFORMA

To be completed confidentially by the student at the end of the elective rotation and submitted to the DME office. Your feedback is essential for continuous quality improvement.

Student Name (optional)	
Department	
Rotation Period	
Supervisor Name	

Domain	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)
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Quality of supervision and mentoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevance to learning objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational value of ward rounds / OPD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability of learning resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism of department staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall satisfaction with elective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Best aspects of this elective:

Suggestions for improvement:

## 15. SUPERVISOR ENDORSEMENT AND ASSESSMENT FORM

To be completed by the departmental supervisor at the end of the rotation and submitted to the DME office. This form constitutes the formal endorsement required for issuance of the Completion Certificate.

<b>Student Name</b>	
<b>Department</b>	
<b>Rotation Period</b>	
<b>Supervisor Name &amp; Designation</b>	
<b>Attendance (%)</b>	
<b>DPR Submissions Reviewed</b>	
<b>Logbook Completed?</b>	Yes / No

<b>Competency Domain</b>	<b>Unsatisfactory</b>	<b>Developing</b>	<b>Competent</b>	<b>Proficient</b>
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History-taking and clinical examination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clinical reasoning and decision-making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical / procedural skills (observed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork and interprofessional collaboration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empathy and patient-centeredness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality and professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summary comments on student performance:

**Endorsement for Completion Certificate:** Approved  Not Approved

Student Signature

Date

## 16. TEMPLATE: ELECTIVE COMPLETION CERTIFICATE

**BACHA KHAN MEDICAL COLLEGE, MARDAN**  
Department of Medical Education

## ELECTIVE ROTATION COMPLETION CERTIFICATE

This is to certify that

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(Student Name, Roll No., Parent Institution)

has successfully completed a 4-week Elective Rotation in the Department of

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(Department Name)

at Mardan Medical Complex & Teaching Hospital  
from \_\_\_\_\_ to \_\_\_\_\_

The student has fulfilled all attendance and logbook requirements and has demonstrated satisfactory performance.

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Departmental Supervisor

Associate Dean (Clinical)

Director Medical Education

Official Stamp of Bacha Khan Medical College, Mardan