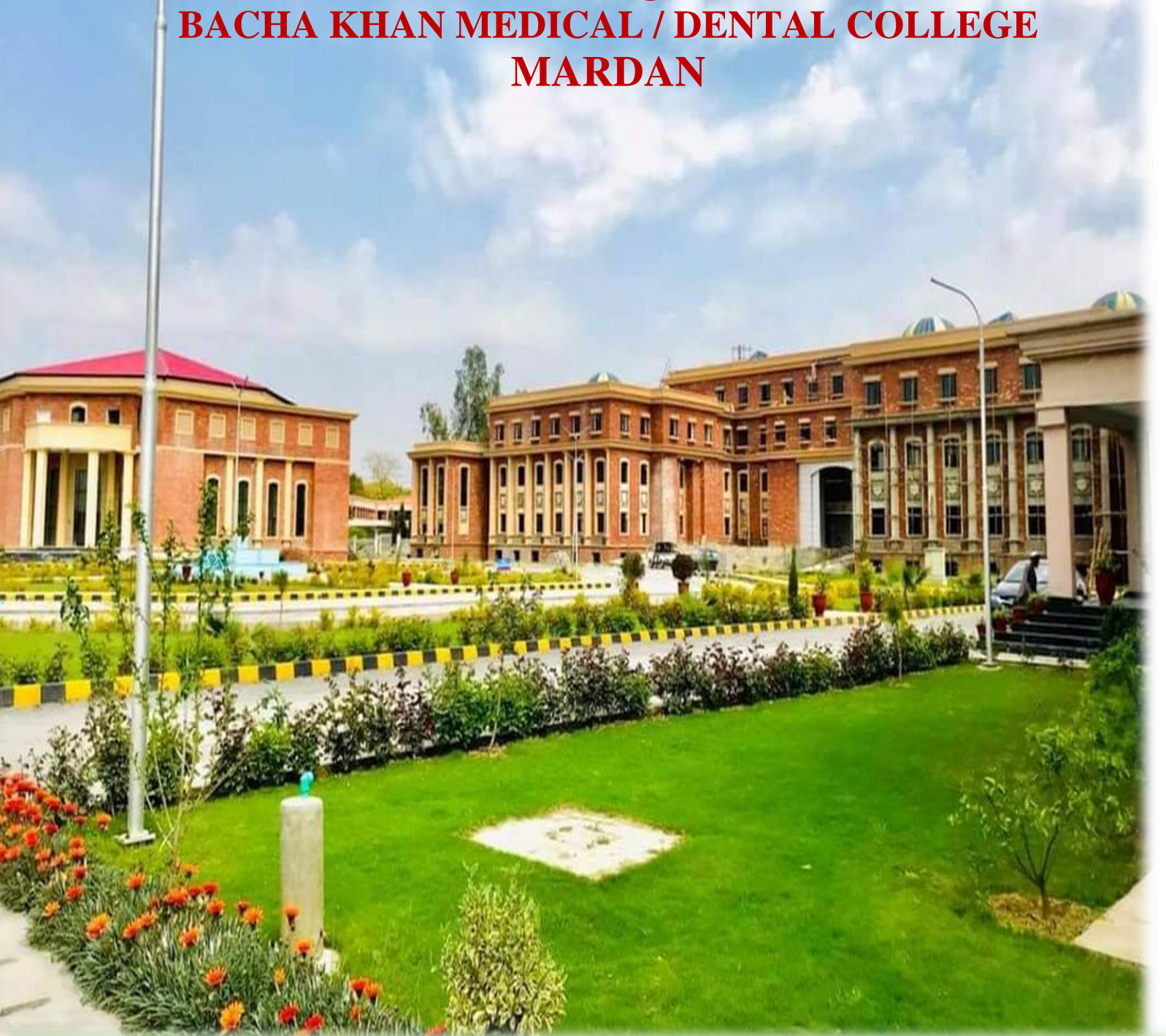




Medical Teaching Institutions BACHA KHAN MEDICAL / DENTAL COLLEGE MARDAN



CLINICAL ACTIVITY LOG BOOK FOR ELECTIVES ROTATION

Name of Student: _____

KMU Reg. Number: _____ Class _____ MBBS

Session: _____



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Introduction

The elective period in the MBBS curriculum provides students with unique opportunity to explore areas of personal and professional interest beyond core syllabus. To ensure that this period is used effectively a clear and structured elective policy is essential. This policy outlines the guidelines, objectives and procedure for selecting, approving and evaluating elective postings. This ensures that electives are aligned with educational goals, student interest and institutional capabilities while maintaining academic rigor and ethical standards.

This manual offers clearer and more comprehensive guidance to students.



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The elective rotations are available in a variety of specialties mentioned below.

- Internal medicine
- General Surgery
- Gynae & Obstetrics
- Ophthalmology
- Cardiology
- Pediatrics
- Intensive care medicine
- Gastroenterology
- pulmonology
- Neurology
- Nephrology
- ENT
- Physiotherapy
- Dental and maxillofacial surgery



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General Guidelines And Institutional Policies

1. Eligibility Criteria:
 - Electives are open to undergraduate medical students who have completed their first two professional exams.
 - Only students from accredited PMDC recognized institutes are eligible.
 - An official letter from your parent institute is required for eligibility.
 - Preference will be given to students from institutes with reciprocal arrangements with Bacha Khan Medical College Mardan.
2. Duration of elective and certification
 - The duration of electives will be 4 weeks and timings will from 8am to 2pm.
 - Will be done only in summer break.
3. Allocation of Departments
 - Elective placements will be made according to the needs of individual departments and on a space-available basis.
 - Departments for electives will be assigned based on merit list rankings.
4. Accommodation:
 - Bacha Khan Medical College Mardan will not arrange or provide boarding facilities. Students are responsible for their own food and medical coverage.
5. Identification and Dress Code:
 - Students on elective must wear a white coat and display the College ID card at all times.
 - Lack of ID card may result in restricted access to the premises.
 - Students must adhere to all rules and regulations, including the dress code., patient confidentiality and safety.
 - While efforts will be made to ensure a positive experience, the college will not be liable for any mishaps or incidents during the elective period.
6. Evaluation and certification
 - Electives will be evaluated using a generic logbook, detailing expectations and outcomes. Supervisor endorsement of student activities is required. Supervisor will refer them to DME for certification.
7. Reporting:
 - Students must report to the Associate Dean Clinical office upon arrival and at the conclusion of the elective.
8. Termination and grievance policy
 - The institution has the right to modify, restrict and terminate the elective rotation of a medical student both from outside and institutional students without any prior notice or explanation. However, the students will be informed of this matter at least 72 hours ahead.
 - The already existing student grievances policy adopted by our institution will be applicable.
 - Application Process



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Location:	Department of Medicine Mardan Medical Complex and Teaching Hospital
Department / Subject:	
Duration and Timings:	20days (8 AM to 2PM)
Months offered:	Summer break
Approving Authority:	Head of the department
Focal person	Assistant Professor
Prerequisite:	Notification from Associate Dean (Clinical)

Learning outcomes:

- i. Identify the key components of medical history for most common inpatients and outpatient's presentation.
- ii. Demonstrate head to toe physical examination
- iii. Recognize normal versus abnormal findings
- iv. Actively join and contribute ward rounds and can present concise patient history to team.
- v. Learn how to write DPR.
- vi. Assist in OPD
- vii. Observe and critically appraise techniques and patient's safety measure in common medical procedures such as catheterization, nasogastric intubation, and lumbar puncher.
- viii. Competently perform phlebotomy and I.V. cannulation under observation, adhering to aseptic technique
- ix. Demonstrate the correct technique for insulin injection, including dosage preparation, injection sites, and safe disposal of needles. □
- x. Demonstrate proper use of a glucometer to measure and interpret blood glucose levels accurately.
- xi. Measure and record the height and weight of patients, and calculate Body Mass Index (BMI) to assess nutritional status.
- xii. Assist the patient in carrying the calls to other departments.
- xiii. Enter and Trace the investigation of patients in the HIMS system.
- xiv. Observe the counseling of patients for different procedures, such as Lumber Punch and blood transfusion.
- xv. Develop communication skills in professional manner.



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Progress Card for _____Year MBBS

Items	Total	Obtained	Remarks	Sign
Attendance				
Histories				
Procedures				
OSCES				
OSLERS				

Remarks:

Daily History Tracking/Physical Examination

Patient Name: _____ Bed No: _____ Diagnosis: _____ Date: _____

Student Sign: _____ Tutor/Consultant: _____.

Daily History Tracking/Physical Examination

Patient Name: _____ Bed No: _____ Diagnosis: _____ Date: _____

Student Sign: _____ Tutor/Consultant: _____.

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Instruction/SoPs for Candidates:

- i. Students need to apply to the Office of Associate Dean Clinical upto 14th June 2024.
- ii. Only students who belong to an accredited PMDC recognized institute. An official letter from the parent institute will be required for eligibility. Preference will be given to students from the institute that has a reciprocal arrangement with Bacha Khan Medical College Mardan.
- iii. Departments for electives will be given as per merit list.
- iv. Bacha Khan Medical College Mardan will not be responsible for providing or arranging boarding facilities to elective students. Students would be responsible for their own food and medical coverage.
- v. Students on elective at Bacha Khan Medical College Mardan & Mardan Medical Complex would be required to wear a white coat and display the College ID card at all times to identify them as a “visiting student”. Without a card, the security personnel could challenge and stop you from entering the premises, or any part of the premises.
- vi. Students will follow all the rules and regulations of Bacha Khan Medical College Mardan & Mardan Medical Complex specially the dress code. Although every effort would be made to make the elective an enjoyable experience, the Bacha Khan Medical College Mardan & Mardan Medical Complex 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.
- vii. The electives will be evaluated through the students elective log book which will be generic and will include expectations and outcomes. Student activity will be countersigned by the supervisor.
- viii. Please report to the Associate Dean Clinical office through Coordinator for Electives on arrival and at the end of the elective.
- ix. External Student will be entertained on first come first serve basis. Preference will be given to BKMC/BKCD Students if the time of electives of internal and external students is overlapping. Declaration of Intent: I have read the rules and regulations and agree to comply with these. Failure to do so, as determined by the Elective Committee /Administration may result in immediate cancellation of my elective and a failed grade.

Signature of candidate: _____.

Date: _____.



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