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No. _____ /Estt./KGMC

Dated 25/5 /2023

To

All the Chairpersons of Clinical Science Departments,
MTI HMC/ KGMC Peshawar.

Subject: **TERMS OF REFERENCE FOR ELECTIVES.**

Sir/Madam,

Enclosed please find herewith the attached Terms of Reference (TORs) for the
Elective Program of Khyber Girls Medical College Peshawar for Undergraduate Medical
Students.

DEAN

Khyber Girls Medical College,
Hayatabad Peshawar.

No. 2748-50 /Estt./KGMC

Copy of the above is forwarded to:

1. The Vice Dean, KGMC, Peshawar.
2. The Chairperson Department of Medical Education KGMC, Peshawar.
3. The Manager-HR, KGMC, Peshawar.

DEAN

Khyber Girls Medical College,
Hayatabad Peshawar.

Terms of Reference for Electives

Electives are courses or subjects that students can choose to study as part of their academic program, in addition to required or core courses. Electives give students the opportunity to explore their interests, develop new skills, and broaden their knowledge beyond their chosen field of study.

Objectives:

- a. To provide students with an opportunity to gain experience in a specific field of medicine or research.
- b. To provide students with an opportunity to learn about healthcare systems and practices in a different setting.
- c. To foster global health perspectives and cultural competency.

Eligibility:

- a. Electives are open to undergraduate medical students who have successfully completed their first two professional exams.
- b. Electives will be compulsory for third-year MBBS and optional for 4th and Final year MBBS.

Duration and Location:

- a. Duration of electives will be three weeks and the timing will be 8 am to 4 pm.
- b. Electives will be done only during summer break.
- c. Electives can be completed in any approved teaching hospitals locally and internationally.
- d. Khyber Girls Medical College has a memorandum of understanding with Northwest medical school and Peshawar Institute of Cardiology where students of 3rd, 4th, and final year MBBS can avail electives in summer break.

Requirements:

Students are required to identify their area of interest and choose an elective program that aligns with their career goals. They must also provide evidence of their academic standing and meet any other specific requirements of the program.

Approval Process:

- a. Students are required to submit their elective form to the Electives Director and Electives Assistant Director (for review and approval). Both Director and Assistant Director will conduct their duties for electives under the Department of Medical Education umbrella and submit their process of electives approval in DME before the commencement of summer break.
- b. The elective form must include a choice of specialty (at least three choices) and location (hospital).

Funding:

- a. Students of other colleges (selected for electives in KGMC/HMC) will be responsible for all expenses associated with the elective, including travel, accommodation, and any other expenses incurred during the elective.

Curriculum:

The elective program will have a defined curriculum that includes structured clinical experiences, didactic sessions, and opportunities for research.

Supervision:

Students must be supervised by experienced clinical faculty members who are qualified in the relevant specialty and who can provide guidance and feedback to the student.

Documentation:

Students must maintain accurate and complete documentation of their clinical experiences, including patient encounters and procedures performed.

Evaluation:

Students must undergo a comprehensive evaluation at the end of the elective, including a review of their clinical skills, knowledge, and professionalism.

The photocopy of the elective certificate must be submitted to the elective director at KGMC.

Weightage in assessment:

For 4th and final year MBBS, electives will be optional and there will be no weightage of electives in assessment.

For 3rd year MBBS, electives will be mandatory, and the weightage of electives will be as follows.

- a. Block G: 2 marks in OSPE
- b. Block H: 1 mark in OSPE
- c. Block I: 2 marks in OSPE.

(Total 5 marks)

Feedback:

The elective director and assistant director will take feedback from students (experience of electives and suggestions for improvement) and submit it to the Department of Medical Education.