



ELECTIVE ROTATION POLICY KHYBER GIRLS MEDICAL COLLEGE



Dear Students,

We are delighted to provide you with this manual to help you prepare for your elective rotation and make the most of this valuable learning experience.

This manual provides essential information about the policies and procedures for the elective rotation program at PIC. We encourage you to read it carefully and refer to it often during your rotation.

We hope that your elective rotation at PIC will be a rewarding experience, providing you with the opportunity to enhance your medical knowledge, develop practical skills, and gain exposure to the latest medical technologies and practices.

Undertaking an elective rotation at the Peshawar Institute of Cardiology can be a valuable stepping stone for students who are considering a career in cardiology or related medical fields.

We wish you the best of luck in your elective rotation and look forward to your successful completion of the program.

Sincerely,

The Elective Rotation Team at Khyber Girls Medical College

INTRODUCTION

This manual is intended to provide guidance and information for students of Khyber Girls Medical College (KGMC) who are undertaking Elective rotations at Hayatabad Medical Complex Peshawar. The manual outlines the requirements, rules and regulations, and resources available to students during their Elective rotations at HMC.

The Elective rotations at HMC provide an excellent opportunity for students to gain hands-on experience in different medical, surgical, and diagnostic specialties. The Elective rotations are designed to help students develop practical skills, enhance their medical knowledge, and gain exposure to the latest medical technologies and practices.

Undertaking an elective rotation at HMC can provide students with a valuable opportunity to gain exposure to different specialties and explore their interest in pursuing a career in this specialty.

We hope that students find this manual informative and helpful, and we wish them the best of luck in their elective rotations at HMC.

Khyber Girls Medical College offers elective rotations to KGMC students during the summer breaks. The students are encouraged to consume the holiday breaks in a choice of their clinical specialty to develop future clinical career directions.

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

- Internal medicine
- General surgery
- Gynae & Obstetrics
- Endocrinology
- Ophthalmology
- Cardiology
- Oncology
- Pediatrics
- Intensive care medicine
- Emergency care medicine
- HIV & Infectious disease
- Gastroenterology
- ENT
- Radiology
- Urology
- Nephrology
- Orthopedics & traumatology
- Neurosurgery
- Plastic surgery
- Pathology
- Hematology
- Physiotherapy & rehabilitation sciences
- Dental & Maxillofacial surgery

ELIGIBILITY CRITERIA AND DURATION OF THE ELECTIVES

Eligibility:

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

Duration and Location:

- a. The 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. Khyber Girls Medical College has a memorandum of understanding with Northwest School of Medicine Peshawar where students of 3rd, 4th, and final year MBBS can avail electives in summer break.
- d. Hostelite Students can do electives at their nearest Tertiary care hospital

Requirements:

- Students are required to identify their areas of interest
- 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.

APPLICATION PROCESS:

- a. Students are required to submit their Elective form to the Elective Director and Electives Assistant Director (for review and approval)
- b. The elective form must include a choice of specialty (at least three choices) amongst those available at PIC

Required documents include:

1. The form for Elective Study at HMC is downloadable from the website.
2. Three passport-size pictures
3. Proof of passing the 2nd Professional examination (2nd Prof. DMC)
4. Select three departments in order of priority.

Applications must be complete and received 30 days before the elective start date. No exceptions

FORMAT FOR ELECTIVE ROTATION FORM**Khyber Girls Medical College**
Elective Rotation Form for HMC

Name of Student:

Father Name:

Contact No:

Email Address:

Year:

Choice of Specialty in order of preference:

1. _____

2. _____

3. _____

Marks in Previous Professional Examination: _____

Availability of Electives

- Elective placements will be made according to the needs of individual departments and on a space-available basis.
- Due to the rotating nature of electives, the college administration will be unable to respond to inquiries regarding their availability.
- The department of choice will be allotted according to merit among applicants for that particular department.
- College administration will be unable to reserve a position pending the receipt of an application.
- Only completed applications will be considered, and students are advised to provide alternate courses and/or dates.
- Students will be notified of acceptance as soon as possible, and college administration will always inform students at least two weeks before the course begins.
- Acceptance notifications will be communicated via email/SMS.

Internal Medicine:

Location:	Department of Medicine Hayatabad Medical Complex
Duration and Timings:	3 weeks (8 AM to 4 PM)
Months offered:	Summer break
Approving Authority:	Head of the department
Focal person	<ul style="list-style-type: none"> • Assistant Professor • Personal secretary to t h e Head of the Department
Prerequisite:	Notification from Electives director KGMC

Rotation Description:

- To take a history of common medical presentations.
- To perform a general physical examination.
- Attend ward rounds and OPD.
- Observe common medical procedures such as catheterization, nasogastric intubation, and lumbar puncher.
- Perform phlebotomy and I.V. cannulation under observation.
- Assist the patient in carrying the calls to other departments.
- Enter and Trace the investigation of patients in the HIMS system of HMC.
- Observe the counseling of patients for different procedures, such as Lumber Punch and blood transfusion.

General Surgery:

Location:	Department of Surgery Hayatabad Medical Complex
Duration and Timings:	One month (8 AM to 4 PM)
Months offered:	Summer break
Approving Authority:	Head of the Department
Focal person	<ul style="list-style-type: none"> • Assistant Professor • Personal secretary to t h e Head of the department
Prerequisite:	Notification from Electives director KGMC

Rotation Description:

- Take history of a common surgical presentations such as acute abdominal pain
- Practice abdominal examinations.
- Observe the common procedures such as nasogastric intubation, catheterization
- Attend OPD regularly
- Proper care of post-surgical patients
- Practice proper IV cannulations.
- Observe the common surgical procedures such as laparotomy, and appendectomy.
- Assess the patients in carrying the patients in other Departments.

Gynae & Obstetrics:

Location:	Department of Gynae & Obstetrics Hayatabad Medical Complex
Duration and Timings:	One month (8 AM to 4 PM)
Months offered:	Summer break
Approving Authority:	Head of the department
Focal person	<ul style="list-style-type: none"> • Assistant professor • Personal secretary to the Head of the department
Prerequisite:	Notification from Electives director KGMC

Rotation Description:

- Family planning session (tubal ligation, different contraceptive devices)
- Antenatal awareness.
- Fertility clinic visits.
- Awareness about sexually transmitted diseases.
- Protocol of HIV / Aids treatment in Obstetrics.
- Observe basic Obstetrical instrumental & Operative procedure D&C, Forceps and vacuum delivery, C. section
- Management of Labor intrapartum, and postpartum.
- Observe Gynecological operative procedures such as vaginal and abdominal hysterectomy.

ENDOCRINOLOGY:

Location:	Department of Endocrinology Hayatabad Medical Complex
Duration and Timings:	One month (8 AM to 4 PM)
Months offered:	Summer break
Approving Authority:	Head of the department
Focal person	<ul style="list-style-type: none"> • Assistant professor • Personal secretary to the Head of the Department
Prerequisite:	Notification from Electives director KGMC

Rotation Description:

- History of a diabetic patient
- Examination of patients with diabetes
- Diabetic foot assessment
- Use of glucometer
- Measure the height in weight
- Monitor the diet of a diabetic patient.
- Observe counseling of diabetic patients for starting insulin
- Practice the use of insulin injection

Ophthalmology:

Location:	Department of Ophthalmology Hayatabad Medical Complex
Duration and Timings:	One month (8 AM to 4 PM)
Months offered:	Summer break
Approving Authority:	Head of the Department
Focal person	<ul style="list-style-type: none"> • Assistant Professor • Personal secretary to the Head of the Department
Prerequisite:	Notification from Electives director KGMC

Rotation Description:

- To take a history of common ophthalmological patients such as red eye, painful eye, sudden loss of vision, and dryness of the eye.
- Observe the patient's slip lab examination.
- Practice the use of an ophthalmoscope.
- Observe the common procedures such as cataract surgery, and foreign body removal.
- Practice the use of eye drop instillation and ointments.
- Enter and trace the investigations of patients.

Cardiology:

Location:	Department of Cardiology Hayatabad Medical Complex
Duration and Timings:	One month (8 AM to 4 PM)
Months offered:	Summer break
Approving Authority:	Head of the department
Focal person	<ul style="list-style-type: none"> • Assistant professor • Personal secretary to t h e Head of the Department
Prerequisite:	Notification from Electives director KGMC

Rotation Description:

- History of the common presentation of heart disease (chest pain, dyspnea)
- Cardiovascular examination.
- Conducting ECG.
- Observe common cardiac procedures such as ECHO, ETT, and Angiography.
- Attend OPD.
- Awareness of emergency treatment of myocardial infection.
- Checking Blood pressure.

Oncology:

Location:	Department of Oncology Hayatabad Medical Complex
Duration and Timings:	One month (8 AM to 4 PM)
Months offered:	Summer break
Approving Authority:	Head of the department
Focal person	<ul style="list-style-type: none"> • Assistant Professor • Personal secretary to the Head of the department
Prerequisite:	Notification from Electives director KGMC

Rotation Description:

- To take a history of a patient with common oncological presentations such as progressive pallor, lymphadenopathy, and bleeding diathesis.
- Attend ward rounds in OPD.
- Observe the breaking of bad news of a patient with malignancy.
- To observe the initiation of chemotherapy.
- To help patients in caring calls to another department.

Pediatrics:

Location:	Department of Pediatrics Hayatabad Medical Complex
Duration and Timings:	One month (8 AM to 4 PM)
Months offered:	Summer break
Approving Authority:	Head of the Department
Focal person	<ul style="list-style-type: none"> • Assistant Professor • Personal secretary to t h e Head of the department
Prerequisite:	Notification from Electives director KGMC

Rotation Description:

- Take the history of a patient or a child with common presentations such as fever, diarrhea, and rash.
- Measure the weight and height of the child and Plot a growth chart.
- Observe and practice IM and IV injections.
- Observe the common procedures such as IV cannulation, catheterization, and lumber puncture.
- Attend the neonatal ICU.
- Attend the ward rounds and OPDs.
- Enter and trace the investigation of patients.
- Assist the patient in carrying departmental calls.
- Visit to EPI program.

Intensive care Medicine:

Location:	Department of Intensive Care Medicine Hayatabad Medical Complex
Duration and Timings:	One month (8 AM to 4 PM)
Months offered:	Summer break
Approving Authority:	Head of the Department
Focal person	<ul style="list-style-type: none"> • Assistant Professor • Personal secretary to the head of the department
Prerequisite:	Notification from Electives director KGMC

Rotation Description:

- To take daily progress reports of critical patients.
- Observe the different procedures such as intravenous cannulation, catheterization, nasogastric intubation, central line insertion, and tracheal intubation.
- Observe the monitor and ventilator.
- Observe the handling and taking over the records of an ICU patient.
- To enter and trace the investigation of a patient.
- To observe cardiopulmonary resuscitation.

Emergency care Medicine:

Location:	Department of Emergency Care Medicine Hayatabad Medical Complex
Duration and Timings:	One month (8 AM to 4 PM)
Months offered:	Summer break
Approving Authority:	Head of the department
Focal person	<ul style="list-style-type: none"> • Assistant Professor • Personal secretary to the Head of the Department
Prerequisite:	Notification from Electives director KGMC

Rotation Description:

- To take history and perform relevant examinations.
- To assess the patient based on triage.
- To perform different procedures like intravenous cannulation, catheterization, nasogastric intubation, central line insertion, and tracheal intubation.
- To assess the patient in placing and shifting.
- Acquired skills in first aid.
- To practice stitching and dressing.
- To perform an ECG of a patient with chest pain.
- To observe cardiopulmonary resuscitation.
- To be aware of the treatment of common emergencies such as hypoglycemia, stroke, and MI.

Family Care Centre

Location:	Family Care Centre Hayatabad Medical Complex
Duration and Timings:	One month (8 AM to 4 pm)
Months offered:	Summer break
Approving Authority:	Head of the department
Focal person	<ul style="list-style-type: none"> • Assistant Professor • Personal secretary to t h e Head of the Department
Prerequisite:	Notification from Electives director KGMC

Rotation Description:

- Take a relevant history from an HIV-positive patient.
- Participate effectively in pre-test counseling.
- Participate effectively in post-test counseling.
- Observe counseling of HIV regarding the prevention of transmission of HIV.
- Observe initiation of ARV for newly diagnosed patients with HIV.
- Get familiar with the 5 causes of ARV medication.
- Discuss usefulness of CD4 count and viral load.
- Get familiar with pre-exposure prophylaxis and post-exposure prophylaxis

Gastroenterology:

Location:	Department of Gastroenterology Hayatabad Medical Complex
Duration and Timings:	One month (8 AM to 4 PM)
Months offered:	Summer break
Approving Authority:	Head of the department
Focal person	<ul style="list-style-type: none"> • Assistant professor • Personal secretary to t h e Head of the department
Prerequisite:	Notification from Electives director KGMC

Rotation Description:

- To take a history of a patient with common gastrointestinal presentations such as diarrhea, hematemesis, jaundice, and abdominal pain.
- To attend the ward round and OPDs.
- To perform a general physical examination and abdominal examination.
- To observe the common procedure such as peritoneal paracentesis, nasogastric intubation, upper and lower gastrointestinal endoscopy.

ENT:

Location:	Department of ENT Hayatabad Medical Complex
Duration and Timings:	One month (8 AM to 4 M)
Months offered:	Summer break
Approving Authority:	Head of the department
Focal person	<ul style="list-style-type: none"> • Assistant professor • Personal secretary to t h e Head of the department
Prerequisite:	Notification from Electives director KGMC
<p>Rotation Description:</p> <ul style="list-style-type: none"> • To take a history of common ENT presentations such as epistaxis, block nose, and vertigo. • Examination of ear, nose, and throat. • Perform Webber and Rinnes test. • Attend the ward rounds and OPDs. • Observe the common ENT procedures such as dressing, cauterization • Observe the common operative procedures such as rhinoplasty, foreign body removal, polypectomy, mastoid exploration 	

Radiology:

Location:	Department of Radiology Hayatabad Medical Complex
Duration and Timings:	One month (8 AM to 4 PM)
Months offered:	Summer break
Approving Authority:	Head of the department
Focal person	<ul style="list-style-type: none"> • Assistant professor • Personal secretary to the Head of the department
Prerequisite:	Notification from Electives director KGMC

Rotation Description:**Week 1: Introduction and Observation**

- Introduction to the Radiology Department and staff
- Observation of various imaging techniques such as X-rays, CT scans, MRI scans, ultrasound, and angiography.
- Observation of image interpretation and diagnosis for common conditions, such as fractures, tumors, and infections
- Introduction to radiation safety principles and the responsible use of imaging techniques

Week 2 & 3: Practical Experience and Assistance under Supervision

- Assistance with various imaging techniques, under supervision
- Assistance with image interpretation and diagnosis, under supervision
- Participation in case conferences and multidisciplinary team meetings
- Participation in research projects or case presentations

Physiotherapy & rehabilitation sciences:

Location:	Department of Physiotherapy & rehabilitation sciences Hayatabad Medical Complex
Duration and Timings:	One month (8 AM to 4 PM)
Months offered:	Summer break
Approving Authority:	Head of the department
Focal person	<ul style="list-style-type: none"> • Assistant professor • Personal secretary to t h e Head of the department
Prerequisite:	Notification from Electives director KGMC

Rotation Description:

- To practice the physiotherapy procedures such as chest physiotherapy, and mobilization of a stroke patient.
- Observe the common procedures such as galvanic stimulation, and radiotherapy.

Dental & Maxillofacial Surgery:

Location:	Department of Dental & Maxillofacial Surgery Hayatabad Medical Complex
Duration and Timings:	One month (8 AM to 4 PM)
Months offered:	Summer break
Approving Authority:	Head of the department
Focal person	<ul style="list-style-type: none"> • Assistant professor • Personal secretary to the Head of the department
Prerequisite:	Notification from Electives director KGMC

Rotation Description:

- To take a history of a patient with dental pain and jaw swelling.
- Examination of the oral cavity and neck.
- Regular visits to OPD.
- Observe the common procedures such as dental extractions, cyst aspiration, root canal procedures, and major operative procedures such as growth resection, mandibular dissection
- Take care of a post-operative patient.