



**COLLEGE OF MEDICINE & DENTISTRY AT THE HILLS**

# **ELECTIVE POLICY**

**BACHELOR OF MEDICINE, BACHELOR OF SURGERY  
(MBBS)**

**FOR THE YEAR 2025-26**

**Department of Medical Education**



## Contents

1.	Introduction	3
2.	Eligibility Criteria	4
3.	Application Process	5
4.	Conduct and Professionalism	6
5.	Programs Offered, Schedule, and Timings	7
6.	Evaluation and Feedback	8
7.	Elective Program - Application Form	9
8.	Feedback Form for Elective Program	11

Department of Medical Education				
Elective Policy				
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ENDORSED BY:				

**Other names:**

Student-selected components  
Transition to Internship" (TTI) Elective



## 1. Introduction

### Overview

The Elective Policy at the College of Medicine and Dentistry at the Hills, Abbottabad, establishes the framework for students to engage in elective rotations as part of their medical education and curriculum. Elective rotations offer students the chance to explore various medical specialties, enhance their clinical skills, and gain practical experience in diverse healthcare settings. This policy ensures that elective programs are administered consistently, providing a structured and supportive environment for student learning and professional development.

### Objectives

The key objectives of the Elective Policy are:

1. **Structured Learning Opportunities:** To provide students with well-organized and meaningful elective experiences that complement their core medical education. These opportunities are designed to broaden their clinical knowledge and skills in areas of interest.
2. **Uniform Standards and Procedures:** To standardize the application, selection, and evaluation processes for electives, ensuring fairness and transparency across all elective programs.
3. **Student Development:** To facilitate personal and professional growth by allowing students to explore different medical fields, engage with healthcare professionals, and contribute to patient care in various settings within the contour of curriculum.
4. **Quality Assurance:** To maintain high standards of education and patient care by outlining clear expectations for students, supervising faculty, and elective program administrators.
5. **Compliance and Regulation:** To ensure that all elective programs adhere to institutional and regulatory requirements, including those set by relevant medical education bodies and accrediting organizations.

### Scope

This policy applies to all medical students participating in elective rotations at the College of Medicine and Dentistry at the Hills, Abbottabad. It covers aspects such as eligibility criteria, application procedures, program structure, and evaluation methods.

### Proposed Electives:

1. Basics of Research
2. IT Skills
3. Ethics in Undergraduate Medicine
4. Medical Communication Skills

## 5. Clinical Electives:

- Internal Medicine
- Surgery
- Pediatrics
- Obstetrics and Gynecology
- Psychiatry
- Family Medicine

## 6. PRIME Year: **Transition to Internship" (TTI) Electives**

- **Clinical Informatics & EMR Efficiency:** Training on optimizing electronic medical records for patient safety and efficient care.
- **Residency Prep & Leadership:** Focused on advanced communication, conflict resolution, and leading a clinical team.
- **Systems-Based Practice Elective:** Students learn about hospital administration, quality improvement methodologies, and patient safety protocols, giving them a system-wide perspective.

## 2. Eligibility Criteria

### 2.1 Academic Requirements

- **Current Enrollment:** Students must be currently enrolled in the MBBS program at the College of Medicine and Dentistry at the Hills, Abbottabad.
- **Year of Study:** Elective opportunities are typically available to students in their clinical years (e.g., Year 3 to Year 5). Eligibility may vary based on specific elective programs.
- **Academic Performance:** Students must have a satisfactory academic record, including a minimum Grade Point Average (GPA) or percentage, as specified by the program. Academic performance will be reviewed to ensure students meet the required standards.

### 2.2 Attendance and Conduct

- **Attendance Records:** Students must demonstrate good attendance records in their core medical courses. Excessive absences may affect eligibility for elective placements.
- **Conduct Standards:** Students must have a record of professional behavior and conduct. Any previous disciplinary actions or violations of institutional policies may impact eligibility.

### 2.3 Prerequisites

- **Course Completion:** Some electives may require the completion of specific prerequisite courses or modules relevant to the elective field. Students must provide evidence of completing these prerequisites before applying.
- **Immunizations and Health Clearance:** Students must have up-to-date immunizations and health clearances as required by the elective program. Documentation must be submitted as part of the application process.

## 2.4 Application Requirements

- **Application Form:** Students must complete and submit the official application form for the elective program, including any required documentation such as transcripts, letters of recommendation, and personal statements.
- **Deadlines:** Applications must be submitted by the specified deadlines. Late applications may not be considered.

## 2.5 Selection Process

- **Review Committee:** Applications will be reviewed by a designated selection committee or panel. The committee will evaluate applicants based on academic performance, personal statements, and other relevant criteria.
- **Availability of Slots:** Eligibility does not guarantee placement. Selection is subject to the availability of elective slots and the number of applicants.

## 3. Application Process

### 3.1 Application Period

- **Timing:** The application window for elective programs will be announced in advance. It typically opens during specific periods, such as before the start of a new academic year or during designated vacation periods.
- **Duration:** The application period will be clearly defined, and students are encouraged to apply within this timeframe to ensure consideration.

### 3.2 Application Submission

- **Required Documents:** Students must submit a completed application form along with required documents. These may include:
  - Academic transcripts
  - Proof of prerequisites or completed courses
  - Letters of recommendation (if required)
  - Personal statement or statement of interest
- **Submission Method:** Applications can be submitted electronically via the college's application portal or in person at the designated office, as specified in the application guidelines.

### 3.3 Eligibility Check

- **Document Verification:** The application review team will verify that all eligibility criteria are met. This includes checking academic records, attendance, and completion of prerequisites.
- **Preliminary Review:** An initial review will be conducted to ensure that applications are complete and that students meet the basic eligibility requirements.

### 3.4 Selection Criteria

- **Academic Merit:** Applications will be evaluated based on academic performance and adherence to prerequisites.
- **Personal Statement:** The personal statement or statement of interest will be assessed for clarity, motivation, and alignment with the elective program's objectives.
- **Recommendation Letters:** If applicable, letters of recommendation will be reviewed to provide insight into the student's qualifications and suitability for the elective.

### 3.5 Notification of Acceptance

- **Selection Results:** Students will be notified of their acceptance or non-acceptance via email or official communication channels. This notification will include details about the next steps, including any further documentation or orientation requirements.
- **Confirmation:** Accepted students may be required to confirm their participation by a specified deadline. Failure to confirm may result in the offer being extended to another applicant.

### 3.6 Pre-Elective Preparation

- **Orientation Details:** Accepted students will receive information about orientation sessions, including dates, times, and required attendance.
- **Health and Safety Requirements:** Students will be provided with instructions regarding health and safety requirements, including immunizations and clearance forms, to be completed before the start of the elective.

## 4. Conduct and Professionalism

### 4.1 Ethical Standards

- **Adherence to Ethical Principles:** All students must adhere to established ethical standards and guidelines relevant to the elective. This includes maintaining honesty, integrity, and professional behavior in all interactions and activities.
- **Compliance with Institutional Policies:** Students must comply with the College of Medicine and Dentistry at the Hills, Abbottabad's policies and procedures, as well as any relevant professional codes of conduct.
- **Handling Ethical Dilemmas:** Students are expected to handle ethical dilemmas responsibly, seeking guidance from supervisors or mentors when faced with complex situations.

### 4.2 Respect and Confidentiality

- **Respect for Individuals:** Students must demonstrate respect towards patients, colleagues, faculty, and other healthcare professionals. This includes being courteous, respectful, and professional in all communications and interactions.

- **Confidentiality of Patient Information:** Maintaining patient confidentiality is paramount. Students must adhere to all laws and institutional policies regarding the protection of patient information and privacy.
- **Professional Conduct:** Students should maintain a professional demeanor at all times, avoiding behaviors that may be deemed unprofessional or disruptive to the learning environment.

#### 4.3 Patient Interactions

- **Professional Behavior:** During patient interactions, students must exhibit professional behavior, demonstrating empathy, active listening, and respect for patients' autonomy and dignity.
- **Informed Consent:** Students must ensure that they obtain informed consent from patients before participating in any procedures or discussions involving the patient.
- **Communication Skills:** Effective communication skills are essential. Students should communicate clearly and appropriately with patients, explaining procedures and addressing any concerns or questions they may have.

### 5. Programs Offered, Schedule, and Timings

#### 5.1 Programs Offered


The PRIME Year clerkships and electives are designed to provide comprehensive clinical training while preparing students for the realities of modern medical practice. The programs are categorized into Core Clinical Clerkships and Specialized Career-Readiness Electives.

##### A. Core Clinical Clerkships

- **Internal Medicine:** Provides experience in diagnosing and managing a wide range of adult medical conditions. Includes rotations in cardiology, endocrinology, and infectious diseases.
- **Surgery:** Offers hands-on experience in various surgical procedures and techniques. Includes rotations in general surgery, orthopedics, and plastic surgery.
- **Pediatrics:** Focuses on the care of infants, children, and adolescents. Includes rotations in general pediatrics, pediatric emergency medicine, and pediatric subspecialties such as cardiology and neurology.
- **Obstetrics and Gynecology:** Covers maternal care and women's health issues. Includes rotations in prenatal care, labor and delivery, and gynecologic surgery.
- **Emergency Medicine:** Provides exposure to acute and emergency care. Includes rotations in trauma, urgent care, and critical care.
- **Psychiatry:** Focuses on mental health and behavioral disorders. Includes rotations in adult psychiatry, child and adolescent psychiatry, and community mental health.
- **Family Medicine:** Offers comprehensive care for individuals and families across all ages. Includes rotations in primary care, preventive medicine, and community health.

##### B. Specialized Career-Readiness Electives





These electives are designed to equip students with essential non-clinical competencies required for success in residency and contemporary healthcare systems.

- **Clinical Informatics & EMR Efficiency:** This elective provides training on optimizing electronic medical records for enhancing patient safety, improving clinical workflows, and delivering efficient, high-quality care.
- **Residency Prep & Leadership:** Focused on transitioning from student to intern, this elective covers advanced communication, conflict resolution, team leadership, and practical skills for effectively leading a clinical team.
- **Systems-Based Practice Elective:** Students learn about the broader context of healthcare, including hospital administration, quality improvement methodologies, patient safety protocols, and resource management, giving them a crucial system-wide perspective.

## 5.2 Schedule

- **Elective Duration:** Elective programs generally span 4 to 8 weeks, depending on the specialty and specific program goals.
- **Program Structure:** Each program includes a mix of clinical rotations, seminars, workshops, and hands-on training. The detailed schedule will be provided to students upon acceptance into the program.

## 5.3 Timings

- **Daily Schedule:** Programs typically run from 9:00 AM to 4:00 PM, Monday through Friday. Exact hours may vary by specialty and specific rotation.
- **Attendance Requirements:** Students must adhere to the program schedule and maintain punctuality. Any absences or deviations from the schedule must be communicated to and approved by the program supervisor.

# 6. Evaluation and Feedback

## 6.1 Evaluation Methods

- **Formative Assessment:** Ongoing assessments throughout the elective, including direct observation of clinical skills, case discussions, and participation in seminars. These assessments provide continuous feedback and help students improve their performance.
- **Summative Assessment:** Includes structured evaluations such as written exams, practical assessments, and presentations. These are conducted at the end of the elective to assess overall learning and competency in the specialty.
- **Clinical Competency Evaluation:** Students are evaluated on their clinical skills, including patient interactions, diagnostic abilities, and procedural competencies. Evaluation is based on feedback from supervising faculty and clinical preceptors.
- **Inclusion in Internal Assessment:** The scores or marks obtained during the elective will be recommended for inclusion in the student's internal assessment. The distribution of

marks will be aligned with the duration of the elective and the specialty, ensuring that it correlates with the specific module objectives.

## 6.2 Feedback Mechanism

- **Mid-Elective Feedback:** A formal feedback session is held midway through the elective to discuss progress, address any concerns, and provide guidance for improvement.
- **End-of-Elective Feedback:** At the conclusion of the elective, students receive a comprehensive evaluation report that includes feedback on their performance, strengths, and areas for development.
- **Student Feedback:** Students are encouraged to provide feedback on their elective experience, including program content, supervision, and overall satisfaction. This feedback is collected through surveys or feedback forms.

## 7. Elective Program - Application Form

**Instructions:** Please complete this form in full and submit it along with all required documents by the announced deadline. Incomplete applications will not be considered.

### Part A: Personal & Academic Information

Field	Your Response
Full Name	_____
Student ID	_____
Current Year of Study	( ) Year 3    ( ) Year 4    ( ) Year 5
MBBS Program GPA / Percentage	_____
College Email	_____
Phone Number	_____

### Part B: Elective Program Selection

*(Please indicate your elective preferences in order of priority)*

Preference	Elective Choice
<b>First Choice</b>	<div><input type="checkbox"/> Basics of Research</div> <div><input type="checkbox"/> IT Skills</div> <div><input type="checkbox"/> Ethics in Undergraduate Medicine</div> <div><input type="checkbox"/> Medical Communication Skills</div> <div><input type="checkbox"/> Internal Medicine</div> <div><input type="checkbox"/> Surgery</div> <div><input type="checkbox"/> Pediatrics</div> <div><input type="checkbox"/> Obstetrics and Gynecology</div> <div><input type="checkbox"/> Psychiatry</div> <div><input type="checkbox"/> Family Medicine</div> <div><input type="checkbox"/> Clinical Informatics &amp; EMR Efficiency (PRIME Year)</div>

	<input type="checkbox"/> Residency Prep & Leadership (PRIME Year) <input type="checkbox"/> Systems-Based Practice (PRIME Year)
<b>Preferred Start Date</b>	_____
<b>Preferred Duration (4-8 weeks)</b>	_____ weeks
<b>Second Choice</b>	_____
<b>Third Choice</b>	_____

### Part C: Prerequisites & Declarations

#	Declaration	Confirmation
1.	I confirm that I have completed all core curriculum requirements necessary to undertake this elective.	<input type="checkbox"/> Yes
2.	I confirm that my attendance record in core courses is satisfactory.	<input type="checkbox"/> Yes
3.	I confirm that I have no pending or active disciplinary actions against me.	<input type="checkbox"/> Yes
4.	I confirm that my immunizations and health clearances are up-to-date and that I will submit the required documentation upon request.	<input type="checkbox"/> Yes
<b>Student's Signature:</b>		_____
<b>Date:</b>		_____

### Part D: Required Documents Checklist

*Please ensure the following documents are attached to this application.*

Document	Attached?
Official Academic Transcripts	<input type="checkbox"/>
Personal Statement (Attach a separate sheet)	<input type="checkbox"/>
Proof of Prerequisite Completion (If required)	<input type="checkbox"/>
Letters of Recommendation (If required, number: ____)	<input type="checkbox"/>

### For Office Use Only

Item	Details
Application Received	<input type="checkbox"/> Yes <b>Date:</b> _____
Eligibility Met	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Reviewed by:</b> _____
Decision	<input type="checkbox"/> Accepted <input type="checkbox"/> Not Accepted
Assigned Elective	_____
Comments	_____

## 8. Feedback Form for Elective Program

### Student Information:

- Full Name: \_\_\_\_\_
- Student ID: \_\_\_\_\_
- Program: \_\_\_\_\_
- Elective Specialty: \_\_\_\_\_
- Duration: \_\_\_\_\_ weeks
- Dates: From \_\_\_\_\_ to \_\_\_\_\_

### Feedback on Evaluation and Experience:

Please rate the following aspects on a scale of 1 to 5, with 1 being "Poor" and 5 being "Excellent." Check the box for each aspect that best represents your experience.

Aspect	1	2	3	4	5	Comments/Feedback
Orientation and Introduction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clarity of Program Objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quality of Supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Relevance of Clinical Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assessment Methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Feedback and Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall Learning Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### Additional Feedback:

1. What aspects of the elective program did you find most valuable?

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2. Were there any specific topics or activities that you felt were lacking or could be improved?


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3. Did the elective program meet your expectations? Please explain.

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4. Any suggestions for enhancing the elective program in the future?

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5. General Comments:

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Would you recommend this elective program to other students?

- Yes
- No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_