

# CLINICAL ELECTIVE PROGRAMME

*Policies, Guidelines & Application Form*

## Welcome to the JIH Elective Programme

Women Medical College, and its owned and operated teaching hospital, Jinnah International Hospital (JIH), Abbottabad, is proud to launch its structured Clinical Elective Programme for medical students. This programme provides an unparalleled opportunity to gain hands-on clinical exposure in a busy tertiary-care hospital setting serving the Hazara region of Khyber Pakhtunkhwa.

Students from Women Medical College, Abbottabad, and other recognized medical institutions across Pakistan are warmly invited to apply.

## PROGRAMME AT A GLANCE

<b>Hosting Institution</b>	Women Medical College, Abbottabad
<b>Affiliated With</b>	Jinnah International Hospital (JIH), Abbottabad
<b>Programme Duration</b>	Four (4) Weeks — One Department per Rotation
<b>Elective Periods</b>	Summer Cycle: 15 <sup>th</sup> June – 15 <sup>th</sup> July   Winter Cycle: 15 <sup>th</sup> November – 15 <sup>th</sup> December
<b>Available Departments</b>	Cardiology   Paediatrics   Gynaecology & Obstetrics   General Medicine   General Surgery
<b>Non-Refundable Application Fee</b>	PKR 20000/- UBL Account No. 1069-01003440 (IBAN: PK71UNIL0112106901003440)
<b>Who Can Apply</b>	Students of Women Medical College & other recognized medical colleges of Pakistan.

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## SECTION 1: PROGRAMME OVERVIEW & LEARNING OBJECTIVES

The Clinical Elective Programme at Jinnah International Hospital offers medical students a structured, supervised, and educationally enriching clinical experience. The programme is designed to complement formal medical education by exposing students to real patient care in a tertiary hospital environment.

### By the end of the elective, students shall be able to:

- Apply theoretical medical knowledge in a live clinical environment and advance understanding of medical conditions encountered in their chosen department.
- Demonstrate accurate history-taking, clinical examination, and appropriate documentation skills.
- Enumerate differential diagnoses and identify appropriate diagnostic workups for assigned patients.
- Enhance communication skills with patients, families, and multidisciplinary healthcare teams.
- Observe and appreciate ethical and professional standards in the practice of medicine.
- Understand the relationship between socioeconomic factors, culture, and patient health outcomes.
- Participate in ward rounds, outpatient clinics, emergency cases, and relevant procedures under supervision.
- Strengthen skills in evidence-based medicine and critical appraisal of clinical literature.
- Gain familiarity with hospital systems, protocols, and multidisciplinary teamwork.

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## SECTION 2: ELIGIBILITY CRITERIA

Applications are invited from students meeting ALL of the following criteria:

- The student must be enrolled in a recognized MBBS programme at a PM&DC-recognized medical institution.
- The applicant must have completed at least the Third Professional MBBS examination (or equivalent semesters as per institutional structure) before the elective start date.
- The student must have a minimum overall academic average of 60% in all professional examinations taken to date.
- Students who have any outstanding supplementary examinations at the time of application are not eligible.
- Only one department may be selected per elective cycle.

### SECTION 3: AVAILABLE DEPARTMENTS & ELECTIVE PERIODS

The following clinical departments participate in the elective programme. Students must select ONE department per application.

#	Department	Summer Cycle	Winter Cycle	Maximum Seats per Cycle
1	Cardiology	15 <sup>th</sup> June – 15 <sup>th</sup> July	15 <sup>th</sup> November – 15 <sup>th</sup> December	05
2	Paediatrics (Paeds)	15 <sup>th</sup> June – 15 <sup>th</sup> July	15 <sup>th</sup> November – 15 <sup>th</sup> December	05
3	Gynaecology & Obstetrics (Gynae)	15 <sup>th</sup> June – 15 <sup>th</sup> July	15 <sup>th</sup> November – 15 <sup>th</sup> December	05
4	General Medicine	15 <sup>th</sup> June – 15 <sup>th</sup> July	15 <sup>th</sup> November – 15 <sup>th</sup> December	05
5	General Surgery	15 <sup>th</sup> June – 15 <sup>th</sup> July	15 <sup>th</sup> November – 15 <sup>th</sup> December	05

**⚠ Important:** A student may select ONLY ONE department per application. Placement in any specific department is subject to availability and is not guaranteed. The Elective Office reserves the right to offer an alternative department if the requested one is full.

### SECTION 4: APPLICATION PROCESS & DEADLINES

#### 4.1 Application Submission Deadlines

Elective Cycle	Rotation Dates	Application Deadline
Summer Cycle	15 <sup>th</sup> June – 15 <sup>th</sup> July (4 weeks)	31st May (of the same year)
Winter Cycle	15 <sup>th</sup> November – 15 <sup>th</sup> December (4 weeks)	31st October (of the same year)

#### 4.2 Required Documents

An application is considered complete only when ALL of the following are submitted together:

- Fully completed and signed JIHA Elective Programme Application Form.
- Attested photocopies of academic transcripts / mark-sheets of all professional examinations passed.
- Official supporting/NOC letter from the Dean or Principal of the student's home institution.
- Attested photocopy of CNIC or B-Form (for students below 18 years).

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- Two recent passport-sized photographs (white background, formal attire).
  - Student enrolment certificate from home institution.

### 4.3 Submission Instructions

- Complete application packages must be submitted in person or by post to: Office of the Academic Coordinator, Jinnah International Hospital, Abbottabad.
- Soft copies (scanned PDF, clearly legible) may also be emailed to: [jiha.atd@wmc.edu.pk](mailto:jiha.atd@wmc.edu.pk)
- Original documents must accompany or precede soft copies for the application to be processed.
- Submission of an application does NOT guarantee a placement. Confirmation letters will be issued by the Academic Coordinator's Office only upon successful review.
- Incomplete applications will not be processed under any circumstances.

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## SECTION 5: RULES, CONDUCT & OBLIGATIONS

### 5.1 General Conduct

- Students must adhere to the JIHA Code of Conduct and hospital policies at all times. Violations may result in immediate termination of the elective without refund.
- Students must be present during all assigned clinical sessions. Absences must be communicated in advance to the departmental supervisor and the Academic Coordinator.
- Students are expected to maintain strict patient confidentiality and comply with all data protection obligations.
- Clinical attire (white coat over formal dress) and appropriate footwear are mandatory throughout the hospital.
- Students must maintain a professional demeanour, respectful of patients, staff, and institutional diversity.
- Use of mobile phones for personal calls or social media during ward rounds, clinics, or procedures is strictly prohibited.

### 5.2 Clinical Responsibilities

- Elective students function in a SUPERVISED, OBSERVATIONAL-PARTICIPATORY capacity. They must not perform any clinical procedure independently without the express permission of a qualified supervisor.
- Students are expected to participate actively in ward rounds, case presentations, outpatient clinics, and educational sessions of the department.
- Students may be required to present a clinical case or short academic talk to the department before the end of their elective.
- Students are responsible for their own health and well-being. Any illness, injury, or emergency occurring during the elective must be reported immediately to the Academic Coordinator.

## 5.3 Attendance & Assessment

- A minimum of 90% attendance is required to be eligible for the Elective Completion Certificate and Letter of Recommendation.
- Students must submit a completed Elective Logbook to the departmental supervisor at the end of the rotation.
- The departmental supervisor will provide a formal evaluation of the student's performance, professionalism, and clinical engagement.
- A Certificate of Completion will be issued to students who fulfil all requirements. A Letter of Recommendation may be issued at the supervising consultant's discretion.

## 5.4 Fees, Refunds & Financial Obligations

- The application fee of PKR 20000/- is strictly non-refundable under all circumstances.
- Students are responsible for all costs of travel, accommodation, meals, and personal expenses during the elective period.
- Female students requiring accommodation during their elective rotation may be facilitated through the Women Medical College, Abbottabad hostel facility. Students are advised to contact the Provost's Office, Women Medical College, Abbottabad, well in advance of their elective commencement date to check availability and complete the necessary formalities. Accommodation is subject to availability and is not guaranteed. The College reserves the right to decline accommodation requests based on capacity or other institutional considerations.
- Healthcare services at JIHA during the elective are available on a self-payment basis only. Students are strongly advised to maintain personal medical insurance coverage.
- JIHA and Women Medical College bear no liability for loss, theft, accident, or injury of a personal nature during the elective.

## 5.5 Cancellation & Deferral Policy

- The Elective Office reserves the right to cancel or reschedule any placement due to unforeseen circumstances, including but not limited to: natural disasters, public health emergencies, departmental constraints, or force majeure events.
- JIHA reserves the right to refuse or terminate any student's participation on grounds of misconduct, academic ineligibility, or non-compliance with institutional policies.

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## SECTION 6: BENEFITS & OUTCOMES

Students who complete the programme will receive the following:

- A Certificate of Completion issued by Women Medical College, countersigned by the Medical Director and Dean, Women Medical College.

**SECTION 7: CONTACT & SUBMISSION**

<p><b>Elective Office – JIH</b></p> <p>Office of Medical Education Jinnah International Hospital Abbottabad, Khyber Pakhtunkhwa</p> <p>Email: <a href="mailto:jiha.atd@wmc.edu.pk">jiha.atd@wmc.edu.pk</a> Phone: 0333-3330617</p>	<p><b>Office Hours</b></p> <p>Monday to Friday 9:00 AM – 2:00 PM</p> <p><i>Note: Email queries will be responded to within 5 working days.</i></p>
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**DISCLAIMER: NOC Policy for External Electives (Women Medical College Students)**

- Students enrolled at Women Medical College, Abbottabad are advised that No Objection Certificates (NOCs) for external elective programmes at other institutions will only be issued during officially declared academic vacation periods as per the College academic calendar.
- NOC requests submitted during an active academic session, including regular teaching days, clinical postings, professional examination preparation periods, or any other scheduled academic activity, will not be entertained under any circumstances.
- It is the sole responsibility of the student to verify the academic calendar before applying to any external institution. Any elective undertaken without a valid NOC from Women Medical College shall not be recognized by the College, and the student will remain fully accountable for any academic consequences arising thereof.

# CLINICAL ELECTIVE PROGRAMME APPLICATION FORM

Please complete ALL sections in BLOCK CAPITALS. Incomplete forms will not be processed.

Form Reference No. (Office Use Only)	
Date of Receipt (Office Use Only)	

Paste Passport-Size  
Photograph Here

(White Background)

## SECTION A: PERSONAL INFORMATION

Full Name (as per CNIC)			
Father's Name			
Date of Birth		Gender	
		<input type="checkbox"/> Male	
		<input type="checkbox"/> Female	
CNIC / B-Form No.			
Permanent Address			
Contact (Mobile)			
Email Address			
Emergency Contact Name & No.			

## SECTION B: ACADEMIC INFORMATION

Name of Medical College / University	
Student Roll No. / Registration No.	
Current Year / Semester of MBBS	
Last Professional Exam Passed	

<b>Overall Percentage (All Profs)</b>	
<b>Dean / Principal Name</b>	
<b>Dean / Principal Contact / Email</b>	

**SECTION C: ELECTIVE PREFERENCES**

<b>Elective Cycle Applying For</b>	<input type="checkbox"/> Summer Cycle (15 <sup>th</sup> June – 15 <sup>th</sup> July) <input type="checkbox"/> Winter Cycle (15 <sup>th</sup> November – 15 <sup>th</sup> December)
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<b>Preferred Year of Elective</b>	
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<b>Department Selected (ONE only)</b>	<input type="checkbox"/> Cardiology <input type="checkbox"/> Paediatrics <input type="checkbox"/> Gynaecology & Obstetrics <input type="checkbox"/> General Medicine <input type="checkbox"/> General Surgery
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<b>Alternate Department Choice (Optional)</b>	<input type="checkbox"/> Cardiology <input type="checkbox"/> Paediatrics <input type="checkbox"/> Gynaecology & Obstetrics <input type="checkbox"/> General Medicine <input type="checkbox"/> General Surgery
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<b>Purpose / Learning Goal (briefly state why you are applying)</b>	
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**SECTION D: DOCUMENTS CHECKLIST (Tick all that are enclosed)**

<input type="checkbox"/>	Completed Application Form (this form)	<input type="checkbox"/>	Pay Order / Bank Draft (PKR 20000/-)
<input type="checkbox"/>	Attested Transcripts / Mark-Sheets (all profs)	<input type="checkbox"/>	Institution NOC / Support Letter
<input type="checkbox"/>	Attested CNIC / B-Form copy	<input type="checkbox"/>	Enrollment Certificate from the Institution
<input type="checkbox"/>	Two Passport-Size Photographs (white bg)	<input type="checkbox"/>	Payment Details

**SECTION E: DECLARATION BY APPLICANT**

I hereby declare that all information provided in this application is true and accurate to the best of my knowledge. I understand that any false or misleading information will result in immediate disqualification or termination of my elective. I have read, understood, and agree to abide by all rules, policies, and obligations of the Jinnah International Hospital Elective Programme as detailed in the accompanying policy document. I understand that the application fee of PKR 5,000/- is non-refundable and that submission of this application does not guarantee placement. I consent to the use of my contact information for communication related to this elective programme.

Signature of Applicant: _____  Name: _____  Date: _____	Signature & Stamp of Dean / Principal:  <i>(Official Institution Endorsement)</i>  Date: _____
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**FOR OFFICE USE ONLY**

<b>Application Status</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Waitlisted <input type="checkbox"/> Rejected	
<b>Department Assigned</b>		<b>Rotation Dates Allotted</b>
<b>Fee Receipt No.</b>		
<b>Processed By</b>		<b>Date Processed</b>

Jinnah International Hospital, Abbottabad | Women Medical College  
*Submission of this application does not guarantee placement. All placements are subject to availability and institutional approval.*