



# Orientation Policy for Medical Students at Shifa College of Medicine

## Introduction

At Shifa College of Medicine (SCM), the orientation process is designed to provide comprehensive guidance and information to students at various stages of their academic journey. The program is structured to ensure that students and their parents are well-informed about the academic, ethical, and clinical aspects integral to their medical education.

### 1) Admission Orientation

At the time of admission, a dedicated orientation session is conducted for students and their parents. This session serves as an introduction to the college environment and includes an overview of the institution's code of conduct, disciplinary policies, and academic expectations. The session covers the curricular framework, academic activities, assessments, and the array of extracurricular and co-curricular opportunities available to students.

### 2) Foundation Module Orientation

At the onset of the first academic year, a foundational module orientation is conducted in various sessions. These sessions focus on explaining instructional methodologies employed within the curriculum, assessment criteria, longitudinal themes, and academic outcomes. Furthermore, students are acquainted with attire and dress codes pertinent to the medical profession, along with guidelines for hospital visits and appropriate interaction with patients.

### 3) General Orientation Program for Year I Students at SCM

The Human Resources department at Shifa International Hospital (SIH) organizes a comprehensive general orientation program tailored for the Year I students of SCM. This session aims to familiarize students with the working dynamics of a hospital, ensuring their familiarity and understanding of essential aspects integral to their medical education. Attendance at this session is mandatory for all students, emphasizing its significance in their educational journey.

The following key domains are covered during the general orientation program:

- i. **Hospital's History, Mission, and Services Offered:** Students are introduced to the historical background and the foundational mission of the hospital.
- ii. **General Guidelines:** Comprehensive guidelines essential for students within the hospital premises including protocols for behavior, interaction with patients and staff, and understanding the layout of the hospital facilities are explained.

- iii. **Infection Control Essentials:** A fundamental aspect of the orientation is the emphasis on infection control measures. Students receive detailed insights into infection control protocols, practices, and the critical role they play in maintaining a safe and hygienic hospital environment.
- iv. **Facility Management and Safety:** Students are educated on facility management and safety protocols within a hospital setting and the importance of maintaining a safe environment.
- v. **Medication Safety Program:** An essential component of the orientation revolves around medication safety regarding the proper handling, administration, and safety measures associated with medications within the hospital premises.

#### 4) **Year 3 Clinical Rotations Orientation by Clinical Departments at SIH**

At the start of Year 3, SCM students are provided Departmental Orientation of Shifa International Hospital (SIH) in orientation sessions as a mandatory requirement before the commencement of clinical rotation in Year 3. The orientation is coordinated by the Department of Health Professions Education and engages both faculty and administrative staff to ensure a comprehensive preparation for students entering diverse clinical environments.

This orientation involves explicit guidance from clinical faculty members and relevant clinical disciplines on critical aspects such as infection control, patient safety, and adherence to the mandatory standards set by JCIA (Joint Commission of International Accreditation) during hospital visits and interactions with patients.

The following are the main components of the orientation:

- i. **Introductory Session with Clinical Faculty:** Before commencing clinical rotations in the third year, students engage in an introductory session with clinical faculty members. This session serves as a foundational briefing, encompassing the code of conduct, departmental routines, and essential guidelines for clinical rotations.
- ii. **Hospital Site Tour and Departmental Layout:** Following the introductory session, students take a guided tour of hospital facilities, including Outpatient Departments (OPDs), Inpatient Departments (IPDs), Operating Rooms (ORs), and specialized Falahi clinics under the supervision of the floor managers. Students are informed about the layout of departments, emphasizing the locations of fire alarms, emergency exits, disaster plans, safety protocols, and emergency codes. This hands-on experience helps students navigate the hospital environment efficiently and safely.

5) **Junior and Senior Clerkship Introductory Sessions (Year 4 and Final Year)**

During the initiation of Year 4, an orientation session is tailored specifically for clinical clerkships. Students receive comprehensive information essential for interacting with patients during their junior and senior clerkships in Year 4 and Year 5, respectively.

At the commencement of both junior and senior clerkships in the fourth and final years respectively, students engage in further introductory sessions. These sessions involve faculty introductions, in-depth exploration of departmental functionalities and layout, insights into the academic roster, and a comprehensive overview of subspecialty rotations. These sessions equip students with practical guidance for clinical settings, patient care, and professional conduct at each clerkship level.