



QUEENS MEDICAL COLLEGE

A Project of ILI Education & Health Solutions (Pvt) Limited

11-Km Main Ferozepur Road, Kasur Contact: 0307-1060830

website: queensmedicalcollege.com email: queensmedicalcollege@gmail.com



Ihsan Mumtaz Teaching Hospital

71-E Johar Town, Molana Shoukat Ali Road, Lahore

Contact: 042-35202130, 0307-1060830

Bhatti International Teaching Hospital

BIT Hospital, 2-Km Raiwind Road, Kasur

Contact: 049-2721872

Diary No: QMC /BIO /

/2025

Dated: 03-06-2025

Policy Dissemination Process

Step 1: Policy Approval

- Policies are reviewed and validated by relevant departments and stakeholders,
- Principal approves new or revised policies.

Step 2: Policy Documentation

- Approved policies are documented in a standardized format.
- Policies are assigned a unique identifier, version number, and effective date.

Step 3: Policy Dissemination

Distribute policies through designated communication channels, such as:

- College website.
- Summaries of Policies are display on Notices Boards.
- Email notifications.
- Staff meetings or training sessions.
- Departmental meetings or huddles.
- Ensure policies are accessible and understandable to all stakeholders.

Step 4: Acknowledgement and Confirmation

- Require stakeholders to acknowledge receipt and understanding of new or revised policies by students Affairs committee.
- Use acknowledgement forms, quizzes, or assessments to confirm understanding.

Step 5: Training and Education by DME, HR and Students Affairs Committee

- Provide training and education on new or revised policies, as needed.
- Ensure stakeholders understand policy implications, roles, and responsibilities.



QUEENS MEDICAL COLLEGE

A Project of ILI Education & Health Solutions (Pvt) Limited

11-Km Main Ferozepur Road, Kasur Contact: 0307-1060830

website: queensmedicalcollege.com email: queensmedicalcollege@gmail.com



Ihsan Mumtaz Teaching Hospital

71-E Johar Town, Molana Shoukat Ali Road, Lahore

Contact: 042-35202130, 0307-1060830

Bhatti International Teaching Hospital

BIT Hospital, 2-Km Raiwind Road, Kasur

Contact: 049-2721872

Step 6: Monitoring and Evaluation by Human Resource department

- Monitor policy compliance and directiveness.
- Evaluate policy impact on hospital operations, services, and resources.

Step 7: Review and Revision

- Regularly review and revise policies to ensure they remain relevant and effective.

Step 8: Policy Dissemination Timeline

1. Immediate Dissemination: Disseminate policies immediately after approval, if they are critical to patient safety, hospital operations, or compliance.
2. Scheduled Dissemination: Disseminate policies on a scheduled basis, such as quarterly or biannually, to ensure stakeholders are informed of changes.
3. As-Needed Dissemination: Disseminate policies on an as-needed basis.

S. NO.	Name of Members	Department	Signatures
1.	Prof Dr. Gul-e-Raana	HOD Biochemistry	
2.	Prof. Dr. Hassan Jamil	Biochemistry	
3.	Prof. Dr. Muhammad Yasoob	Anatomy	
4.	Prof. Dr. Hurriat Afzal	Surgery	
5.	Dr. Anam Rehman	Biochemistry	
6.	Dr. Waleed Arshad	Pharmacology	

Prof. Dr. Shireen Khawar

Principal

Queens Medical College, Kasur