



QUEENS MEDICAL COLLEGE

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

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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

REF.NO.QMC/_____/ 2025

Elective Proposal

An elective is a placement undertaken as part of a medical degree. The content and setting of the placement are largely decided by the student undertaking it, with some students choosing to spend it in a different country. The electives at QMC are proposed both at the Basic Sciences level as well as at the Clinical Sciences.

General Information about electives:

- Student must meet the eligibility criteria for desired rotation.
- For Basic Sciences, the electives can be taken during the summer vacation at the end of 1st or 2nd years.
- For Clinical Sciences, the students have cleared the third-year exam and have been promoted to 4th year.
- The Clinical Sciences electives are must while the Basic Sciences electives are optional.
- Students will remain registered at QMC while participating in elective rotations at different hospitals.

Types of Electives:

- Basic Science Electives:
 - i) Medical students in their Basic Sciences may apply to one of the following:

Anatomy

Physiology

Pharmacology

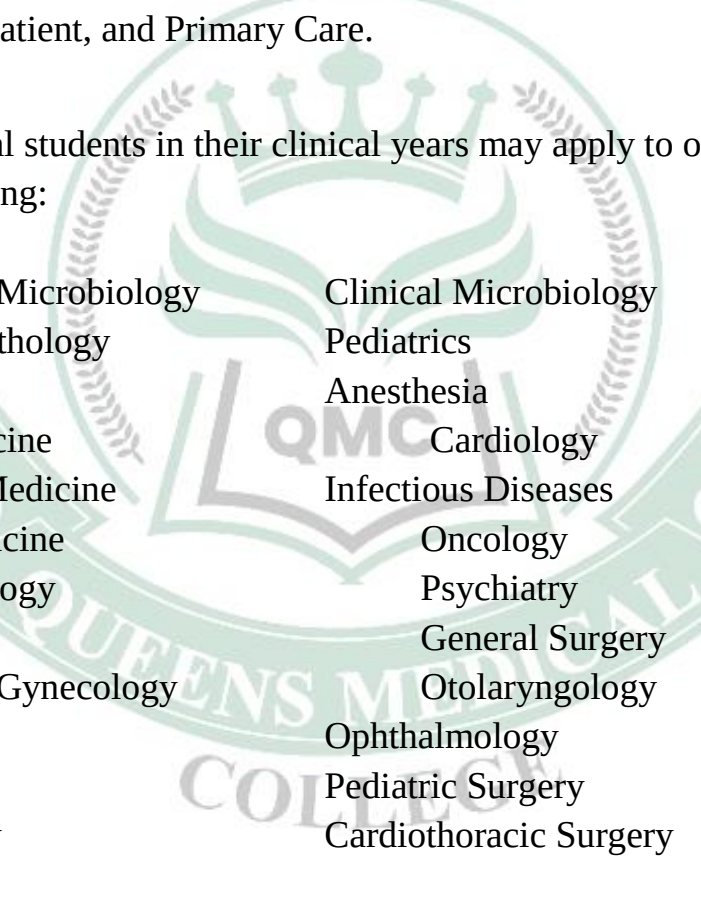
Biochemistry

Community Health Sciences

- Clinical Sciences Electives

The elective clerkship may be designated as Direct Patient Care (DPC). A DPC clerkship is one in which the student becomes part of a treating team that makes decisions and executes those decisions in the management of patients. DPC clerkships are further categorized as Inpatient, Ambulatory Care/Outpatient, and Primary Care.

ii) Medical students in their clinical years may apply to one of the following:



Pathology & Microbiology	Clinical Microbiology
Molecular Pathology	Pediatrics
Pulmonology	Anesthesia
Family Medicine	Cardiology
Emergency Medicine	Infectious Diseases
General Medicine	Oncology
Gastroenterology	Psychiatry
Neurology	General Surgery
Obstetrics & Gynecology	Otolaryngology
Surgery	Ophthalmology
Orthopedics	Pediatric Surgery
Neurosurgery	Cardiothoracic Surgery
Urology	

Structure and Organization:

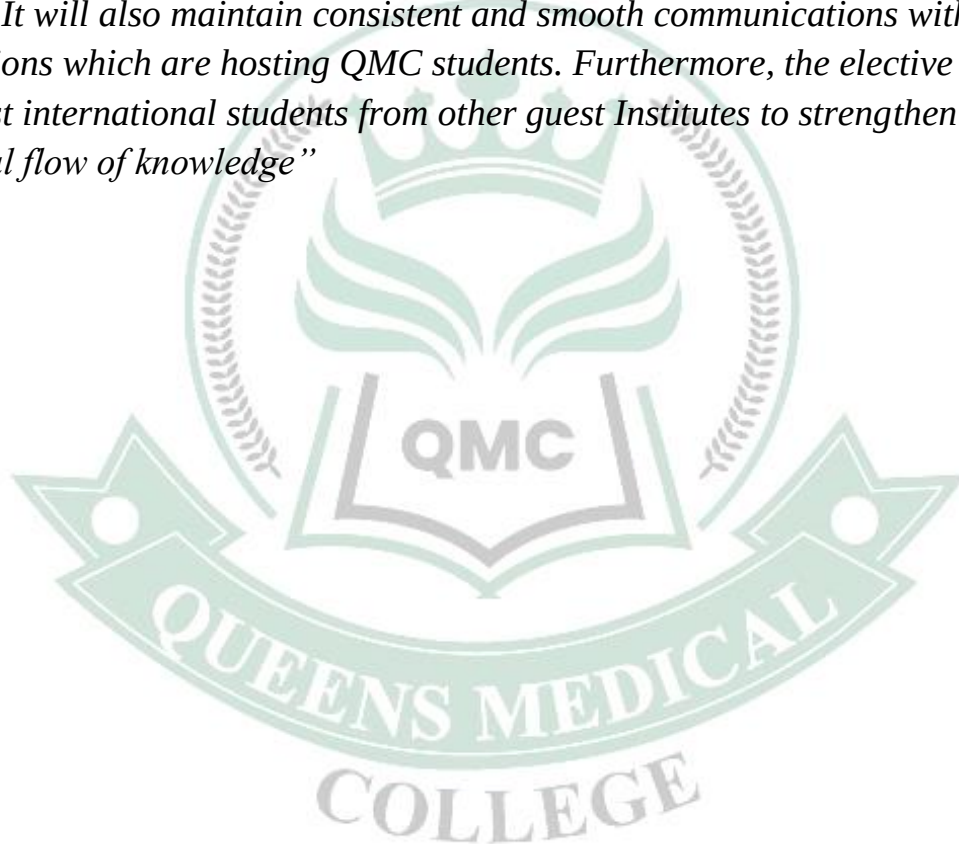
- QMC will specify the dates during which an elective will be undertaken by students.
- Electives will be entirely self-arranged by students, with the student organizing travel, accommodation, the placement itself, and other aspects like travel insurance.
- Students will need to cover travel and living costs by themselves.
- However, QMC will make arrangements for electives by signing MOU with different organizations to facilitate the students.

Elective Office:

For the elective program to proceed smoothly at QMC, there is a dire need for elective office to oversee all the matters pertaining to electives:

Mission of elective office:

“The elective office is dedicated to guiding students through the application process, assisting with the logistics involved in completing National and international elective, and serving as a helpful resource during the elective period. It will also maintain consistent and smooth communications with Institutions which are hosting QMC students. Furthermore, the elective office will host international students from other guest Institutes to strengthen bilateral flow of knowledge”



Vision of Elective Office:

“The elective office shall help create a name for QMC in international medical community and will help strengthen QMC stance on supporting and propagating global health initiatives.”

Implementation of Elective Plan:

Pilot Run (National):

It is proposed that we should first start with electives of clinical side and after its success say about in couple of years' time we can move to Basic Sciences electives as well. The plan is to make it part of clinical rotation.

Where the students will go for elective rotation

The students can go Nationally or to other institutions and can even select the elective rotation in their own institution. Few of them can even go out of country. However, in each of the case students will arrange for their own elective rotation. QMC will facilitate them in signing MOUs with different institutions so as to facilitate their access to the institutions.

Pilot Run (International):

- If the pilot run is successful, more students will be allowed to leave for international electives.
- Each year, the top 10 students of 4th year will be selected by the elective office for placement in international electives.
- This will help create a name for QMC in the international medical community and may help in further elective collaborations with top-tier institutions.

What will happen to student's attendance of missed lectures and practical?

Since the electives will take place during summer vacations, the students will not miss any session. However, in some cases there may be an overlap of a few days. In the case of the students missing the lectures and practicals during the elective rotation, they will not be penalized for the loss of attendance.

What will happen if the student misses the assessment?

The students need to make sure that they do not miss any assessment. The students will not be compensated for any loss of assessment.

Student's Feedback:

- The students returning from national and international electives will be required to fill a feedback form as well.

- The feedback form data will be pooled and utilized to develop collaborations with institutions which yielded high students' satisfaction.
(Example of student Feedback form attached)
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What will happen if any Conflict arises?

In case of any conflict related to electives it has to be sorted out by Elective office with soft corner for the students.

Elective evaluation form

- At the conclusion of the elective, concerned faculty will evaluate students.
- Students will be required to submit a comprehensive report on the training/research undertaken to the Elective Office which will also include reflection.
- Failure to hand over the evaluation form will result in zero attendance for this rotation
- The Grading will be done as Pass/Fail OR satisfactory/Unsatisfactory

(Example of elective evaluation form and attendance forms attached)

Composition of Elective Office

The elective office should have a staff of a minimum of two people:

1. Incharge elective office
2. Support staff for analysis of Data

Responsibilities of Elective office:

- Make the entire plan of student elective rotation.
- If for any reason there is a change in plan of student's elective rotation, first there should be genuine reason, then they may be accommodated occasionally.
- Keep the entire data of student who have completed their rotation or who will in future intend to complete their rotation.
- The data should be kept secret and just shared with those identified for access of data.
- The student should be asked to communicate their rotation plan to the elective office at least 2 months before the elective rotation.
- Students should identify the area and site of elective.
- Students should develop the Objectives/outcomes of elective rotation
- The elective office will ask the student to fill in the elective form. It should have two copies. One copy will be given to the elective office, and

another will be given to student to be shared with the supervisor of elective.

- At the end of the rotation, the student shall get the elective form signed by the supervisor for onward submission to elective office.
- The data of the report signed by the supervisor will be entered either in an excel file or database for the purpose of storage and retrieval.
- The elective office will liaise with different institutions and get the MOU/LOU signed with different institutions so that they are able to accommodate our students.
- All communication with the institutions will be the responsibility of elective office.
- All matters relating to students' conflicts will be handled by elective office, in case the problem is not solved they may seek the help of seniors including the Principal.
- Elective office will also deal with students who are coming from other institutions whether nationally or internationally. So all communication with those students will be handled by elective office.

Rotation Elective Permission Request Form

Institution: Queens Medical College

Department: Office of Student Affairs / Medical Education

Student Information

Field	Details
Full Name	
Student ID	
Year of Study	
Contact Number	
Email	

Elective Details

Field	Details
Host Institution	
Department/Specialty	
Country/City	
Start Date	
End Date	
Type of Elective	☐ Basic Sciences ☐ Clinical Sciences
Mode of Elective	☐ Inpatient ☐ Outpatient ☐ Primary Care

Purpose of Elective:

(Brief description of objective)

Attachments Required:

- ☐ Invitation Letter
- ☐ CV
- ☐ Medical Clearance Certificate
- ☐ Travel Insurance (if applicable)
- ☐ Academic Transcript

Student Declaration:

I confirm the accuracy of above information and understand that I will remain

registered with Queens Medical College during the elective and abide by all institutional policies.

Signature: _____ Date: _____

For Official Use Only

Field	Details
Clearance from Academic Office	☐ Yes ☐ No
Clearance from Finance Department	☐ Yes ☐ No
Approved by Director Medical	☐ Yes ☐ No
Education	
Remarks	
Signature	Date: _____

Elective Performance Evaluation Form

Institution: Queens Medical College

(To be completed by Host Institution)

Thank you for accommodating our students for an elective experience under supervision.

Since Electives are curriculum requirement, we require official documentation about the satisfactory completion of the students' elective. You are requested to kindly complete this form, please sign and stamp the form and return the completed form either:

- Through e-mail at _____ or through _____
- Or hand over this completed form to the student in a sealed envelop
- Or post it directly to the address given below.

Thank you for your help and support

Field	Details
Student Name	
Student ID	
Elective Dates	From: _____ To: _____
Department/Unit	

Supervisor Name & Position				
Criteria	Excellent	Good	Satisfactory	Needs Improvement
Punctuality and Attendance	☐	☐	☐	☐
Communication Skills	☐	☐	☐	☐
Clinical/Subject Knowledge	☐	☐	☐	☐
Teamwork and Professionalism	☐	☐	☐	☐
Motivation and Initiative	☐	☐	☐	☐
Attitude Towards Feedback	☐	☐	☐	☐
Overall Performance	☐	☐	☐	☐

Narrative Feedback / Comments:

(Supervisor may describe strengths, areas of improvement, and any observed achievements)

Supervisor Signature: _____ Date: _____

Elective Completion & Reflection Form

Institution: Queens Medical College
Field

Student Name

Elective Dates

Department & Host Institution

A. Elective Experience Summary:

- What were your objectives before the elective?

- Describe the learning experiences (clinical, research, academic).
- Any unique cases or situations encountered?

B. Self-Reflection:

- What did you learn about yourself?
- How did the elective shape your future goals?
- Would you recommend this elective to others?

C. Attachments:

- ☐ Certificate of Completion
- ☐ Logbook / Case Record (if maintained)
- ☐ Photographs (optional, for student portfolio)

Signature of Student: _____ Date: _____

Sr.	Name	Department	Signature
1	Prof. Dr. Tanzeela Waqar	HOD Physiology	
2	Dr. Shaista Hussain	Physiology	
3	Dr. Hasan Shoaib	HOD Medical Education	
4	Prof. Dr. Hassan	Biochemistry	
5	Dr. Fouzia Parveen	Pharmacology	
6	Dr. Syed Usama Shayan	Physiology	

Prof. Dr. Shireen Khawar
Principal
 Queens Medical College, Kasur