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Department of Medicine Policy on Safeguarding Student Learning from Clinical Service Overload

1. Purpose

This policy aims to ensure that the educational experience of undergraduate medical students in the Department of Medicine is not compromised by excessive clinical service demands. This policy ensures that a designated timetable is made to safeguard the learning opportunities of undergraduate students. It guarantees that their education remains protected and unaffected by any clinical service overload, maintaining the academic integrity of their clinical experience.

2. Scope

This policy applies to all undergraduate medical students assigned to the Department of Medicine for clinical rotations, as well as faculty and clinical supervisors involved in teaching and supervision.

3. Policy Statement

The Department of Medicine is committed to providing a high-quality, learner-centered clinical education. Students must be protected from service overload that detracts from their educational objectives.

4. Definitions

- Clinical Service Overload: Any instance where students are required to perform excessive service-related tasks (e.g., clerical duties, patient transport, prolonged scut work) that detract from clinical learning opportunities.
- Protected Learning Time: Designated periods during which students are exempt from service tasks to attend teaching sessions, ward rounds, tutorials, or self-directed learning.

5. Responsibilities

To ensure structured and uninterrupted academic progress for undergraduate students:

- A daily teaching timetable will be created which outlines predefined learning classes for undergraduates.
- A dedicated faculty member will be assigned to conduct these classes daily.
- These sessions will continue without interruption, regardless of any clinical service overload, to ensure that student learning is not compromised.
- The assigned faculty member will be relieved of all other clinical or administrative duties during the designated teaching time to maintain focus on education.

- Students must:

- Report any concerns regarding service overload to their rotation coordinator.
- Participate actively in both clinical duties and educational activities.

6. Guidelines

1. Protected Teaching Time

Scheduled academic sessions (e.g., morning reports, lectures, tutorials) are mandatory and students must be relieved from service during these times.

2. Feedback and Monitoring

- Rotation evaluations will include questions on service burden.
- Mid-rotation check-ins will be held to assess balance and make adjustments.

3. Reporting Mechanism

Students may report service overload to:

- Clinical Rotation Coordinator
- Departmental Education Lead
- Office of Medical Education (confidential option available)

7. Remedial Actions

If a pattern of clinical service overload is identified:

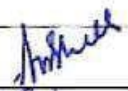
- Supervisors will receive feedback and support in restructuring workload.
- Persistent violations may result in departmental review and corrective actions.

8. Review and Revisions

This policy will be reviewed biennially or as needed, based on feedback from students and faculty and changes in institutional or accreditation standards.

9. Review Schedule

This policy will be reviewed every three years or earlier if required, based on student feedback, audit findings, or regulatory guidance.

Sr.no	Names	Department	Members	Signature
1	Prof. Akmal Bhatti	Medicine	Chair person	
2	Dr. Amir Riaz	Medicine	Secretary	
3	Dr. Nayyer Manzoor	Pulmonology	Member	
4	Prof. Dr. Nabeel Ahmed	Surgery	Member	
5	Dr. Omair Mazhar	Pediatrics	Member	



Prof. Dr. Arif Gulzar
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