

## **POLICY OF HOUSE JOB / INTERNSHIP FOR THE GRADUATES OF FMC**

1. The MBBS program spans over six years; five years of Basic MBBS program and one year of house job / internship which is mandatory for the medical graduates in accordance with the PMC/PMDC regulations for acquiring the License to Practice and Registration with PMC. The house job is important for smooth transition of new graduates into practical life as skilled, trained and empathetic doctors.
2. Provision of paid house job is mandatory to improve the care and outcomes of patients. House Officer form an important link between the patients & relatives, nursing staff and the specialists. They expedite diagnosis, follow up investigations, and coordinate all modalities of treatment. FMC and PAF hospital will provide all opportunities through structured training in a professional and caring atmosphere to learn skills for best management of patients.

### **3. Learning Outcomes of House Job**

Internship/ house job is a phase of training wherein a graduate is expected to conduct actual practice of medical and health care and acquire skills under supervision so that he/she may become a competent and independently functioning doctor. Detailed expected outcomes will be formulated by each department for their modules. Both the academic and administrative HoDs of relevant departments will schedule the assessment of House Officer at the end of each module in the light of key objectives.

### **4. Number of House Job Slots / Vacancies**

As per PMC/PMDC regulations<sup>1</sup> a recognized medical college is responsible to create paid house job vacancies annually in its teaching hospitals equal to its approved annual intake. PAF hospitals Unit I and II (KRL, if required) has enough beds, with a total of more than 600. These are sufficient for required 100 paid house job vacancies, as per rules<sup>1</sup>. However, activation of paid seats of house job out of total sanctioned slots will be made according to the number of pass graduates and those who want to do the house job at FMC. The remaining seats shall be kept dormant<sup>2</sup>.

### **5. Criteria for Selection**

All graduates of FMC (qualified in Annual and Supplementary Final Prof MBBS Exam) desirous of doing a house job would be provided a paid house job in PAF hospitals. They will have to be provisionally registered with PMC before the start of the house job (As per policy of PMC)<sup>1</sup>.

### **6. Monitoring and Certification Committee (MCC)**

A committee comprising of the following members will finalize the new doctor's house job allocation, their choice of modules, sequence and certification. This will

be based on merit after fulfilling all requirements. The MCC will work under the chairmanship of the Principal and its decisions will be final.

- a. President – Principal of Fazaia Med College
  - b. Member 1: ED/OC of respective PAF Hospital
  - c. Member 2: Program Director Internship (Surgery) – Head of Surgery or a faculty member nominated by him
  - d. Member 3: Program Director Internship (Medicine) – Head of Medicine or a faculty member nominated by him
  - e. Member 4: Director Clinical Training, PAF Hospital
  - f. Secretary: An officer or faculty member nominated by the Principal FMC (based at PAF Hospital)
  - g. The committee will be supported by full time clerical and ancillary staff and necessary IT items.
7. House job certificate will be initiated by the ED / OC PAF hospital on the recommendation of Program Director Internship (Surgery/Medicine) and will be finally signed by the Principal FMC.
8. The Officer In-charge Internship (2/IC / faculty member nominated by ED/OC) of each unit of PAF Hospital will be the overall in charge of day to day working, discipline of the house officers and coordination with the MCC.

### **9. Merit Criteria of House Job**

This will be based on the marks of Final Professional MBBS Exam, only<sup>2</sup>. This merit will be used to provide selection and sequence of modules (Four main modules) of the choice of the new doctors (Medicine, Medicine Allied, Surgery, Surgery Allied)

### **10. Policy for non-FMC Graduates**

Graduates of other institutions may be provided house job depending on the availability of seats. FMC or PAF hospitals shall not be responsible for paying any salary or benefits to the graduates of other institutions. The number of honorary house officers shall be included in total number of activated seats for internship at PAF Hospital.

### **11. Documentation and Applications**

This will be in conjunction with all the documents already in record for each graduate.

- a. An application form with 3 color photographs.
- b. CNIC
- c. Copy of MBBS degree or provisional certificate from the Med College
- d. Provisional registration with PMC will be facilitated by FMC through timely provision of list of graduates to PMC and other documents as notified by the regulatory body.

## 12. Training Modules and their Durations

- a. There will be four major modules as outlined by PMC<sup>1</sup>. The individual wards, rotas and allied specialties will be allocated by the Medical and Surgical Internship Directors of MCC. Half of the total house officers will be allocated to Medicine and half to surgery, dividing them between Unit I and II of PAF Hospital according to the requirement. Internship will be offered to Medical graduates of FMC, if necessitated on availability of slots of KRL Hospital.
- b. The house job or internship will be full time, residential and structured program comprising of four modules of 3 months each, as given below<sup>1</sup>:

S. No	Modules	Duration	Compulsory Elective	Content	Remarks
1.	Module-I	3 months	Compulsory	General Medicine	Should include: Med ICU – 2 weeks Emergency – 2 weeks
2.	Module-II	3 months	Elective	Pediatrics Other available medical specialties	1 month for all 1 month each in two more, according to the choice or availability
3.	Module-III	3 months	Compulsory	General Surgery	Should include: Surg ICU – 2 weeks OT – 2 weeks
4.	Module-IV	3 months	Electives	Obs &Gynae Other available surgical specialties	1 month for all females 1 month each, according to the choice and availability

## 13. Essential Trainings

- a. The new house officers will undergo a compulsory induction training, under the supervision of Director Clinical Training on the pattern already in vogue at the PAF hospital for new doctors.
- b. All house officers will have to achieve BLS certification, which will be conducted at PAF hospital according to the schedule notified by the Director Clinical Training PAF Hospital. BLS certification will be required to be provided to PMC at the time of Full Registration.

## 14. Monitoring, Assessment (Continuous and Summative), Log books

- a. A logbook, preferably digital, will be provided to the house officers, which they must get signed at the end of each module. It would be visible to MCC for optimum monitoring.
- b. Continuous assessment will be done by the ward or specialty HOD. Formal feedback will be given to the house officers to enhance their learning. This will be recorded in the log books as part of their workplace-based assessment. All

house officers must complete each module of training satisfactorily or may have to repeat the rotation, before certification can be provided.

- c. A summative assessment consisting of MCQs and demonstration of skills (OSCE) will be conducted at the end of every six months under the supervision of the program director. This will also be recorded in the log books and will be taken into consideration by the MCC before final certification.
- d. Central record of House Job training will be maintained at the FMC by the MCC offices.

### **15. Feedback from HOs**

At the end of every three months rotation, a written feedback will be sought from the house officers. This will help to improve their learning experiences and consolidating the system. The feedback will be evaluated by the MCC, and suggestions provided to the training units.

### **16. Stipend and Facilities**

- a. All the public and private institutions are legally bound by the PMC and Government laws to provide stipend or salary to their graduates undergoing internship<sup>1,2,3</sup>.
- b. According to PMC guidelines stipend shall not be less than the highest amount paid in any public sector hospital of the province<sup>1</sup>. Based on the stipend paid by different institutes, and federal government recommendations, a stipend of Rs 45,000 is proposed for FMC graduates undergoing house job.

### **17. Terms and Conditions and Leave Policy<sup>1</sup>**

- a. A total of 7 days leave will be allowed in each six months rotation.
- b. In extreme compassion cases leave may be extended to one month per year, after approval of MCC, however the house officer will have to make up for the training period lost (during leaves more than 7 days/six months). Leave in excess of one month will lead to termination of house job, and house officer will have to re-apply for house job on next intake.
- c. Maternity leave may be granted for two months. However, the house officer will make up for the lost training.
- d. Horizontal or vertical movement in modules, once notified, shall not be allowed to ensure merit and transparency.
- e. Stipend is to be paid directly into the house officer's bank account by 10<sup>th</sup> of each month.
- f. Experience certificates for each 3-month module can be issued separately. No experience certificate for less than 3 months will be issued.

- g. The training will be full time and residential. House Officer will not seek employment elsewhere during this period.
- h. House officers will arrange their own transport, messing and accommodation.
- j. House officers will abide by the hospital policies and SOPs
- k. Complaints, if any, will be launched through HoD / Internship Program Director, and will not use print, electronic or social media for this purpose.
- l. The training can be terminated in case of poor academic performance, poor patient care, defying hospital orders or breach of discipline.

## **CONCLUSION**

This policy has been formulated to ensure that the house job experience of FMC graduates is according to the professional requirements. FMC policy is fair and transparent and is based on the principle to facilitate and enhance knowledge, skills and professionalism in fresh MBBS graduates.

This policy may however be reviewed from time to time, in line with the feedback of house officers, faculty, trainers, hospital administration and required standards for health care professionals.

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<sup>1</sup> PMDC Regulations 2020. Part III. Para 16. No 45-Ad-R/Council-2020/322112, Dated 2 Sep 2020.

<sup>2</sup> Govt of Punjab. Specialized Healthcare & Medical Education Department. Notification NO.SO (ME)2-26/2010 (P). Dated Lahore, 17<sup>th</sup> Sep 2020.

<sup>3</sup> Enhancement of stipends for the under-training postgraduates and house officers. Govt of Pakistan, Ministry of Health Services, Regulations and Coordination. F.No 9-24/2016-E-I, dated 27<sup>th</sup> Jan 2020.