



HOUSE JOB POLICY FOR MBBS GRADUATES



SULEMAN ROSHAN MEDICAL COLLEGE HOSPITAL
TANDOADAM

Table of Contents		
S#	Headings	Page #
1	Introduction	2
2	Objective	2
3	Intended Learning Outcome	2
4	Scope	3
5	Policy	3
6	Eligibility and Seats	3
7	Application Process and Procedure	4
8	Conduct of House Job	5
9	Duration	6
10	Core Responsibilities of House Officers	7
11	Duty Hours and Days	7
12	Punctuality (attendance)	8
13	Mutual Exchange of Duties	8
14	Leave	8
15	Ethical, Professional Conduct and Penalties	9

16	House Job Completion Certificate	9
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1. Introduction:

The regulations and standards for house officers in the Suleman Roshan Medical College Hospital (SRMCH), Tando Adam, are outlined in the House Job Policy for Bachelor of Medicine and Bachelor of Surgery (MBBS) Graduates. These graduates will be prepared for a career in healthcare as qualified medical practitioners through an indispensable Hospital House Job alongside to their theoretical and practical education. This academic experience is essential due to the fact it helps them explore their inclinations for a specific field, promotes a smooth transition into the practicalities of the profession, and lays the groundwork for post-graduation and specialization in specific fields.

2. Objective:

The House Job is an essential component of medical education, designed to offer practical exposure and experience to medical graduates. The primary objective of this policy is to delineate the guidelines, requirements, and benefits for medical graduates engaging in their House Jobs, aligning with the instructions of Pakistan Medical and Dental Council (PMDC).

<https://pmdc.pk/Documents/Others/PM&DC%20COMPT.REQ%20OF%20HOUSE.OFFICER%20BY%20END%20OF%201%20YEAR-06242024040538.pdf>

3. Intended Learning Outcomes:

The following results are expected to be attained by the house officers throughout their hands-on training in the House Job program:

i. Through a variety of rotations, the House officers will acquire comprehensive and varied clinical expertise, guaranteeing a comprehensive medical education. ii.

Under the direction of seasoned experts, the House Officers will strengthen their feeling of accountability for patient care and improve their procedural expertise.

iii. To assess graduates' readiness for independent medical practice, a thorough and methodical exit test will be held. This test will function as a methodical evaluation of their clinical expertise and medical knowledge.

4. **Scope:**

This policy is applicable to all MBBS graduates undergoing House Jobs at Suleman Roshan Medical College Hospital (SRMCH), Tando Adam.

5. **Policy:**

The House Job Policy for MBBS Graduates at SRMCH, covers the eligibility criteria, number of seats, placement process and procedure, core responsibilities, working hours, rotations, leave procedure, benefits, and exit examination criteria.

6. **Eligibility and Seats:**

- a. Medical graduates who have successfully completed and passed their Final Year MBBS examinations in accordance with the Pakistan Medical and Dental Council Undergraduate MBBS Curriculum 2024 shall be eligible for appointment as House Officers.
- b. Preference shall be given to graduates of Suleman Roshan Medical College (SRMC). Any remaining vacant positions, after accommodating SRMC graduates, may be offered to graduates of other recognized medical colleges, subject to the approval of the House Job Recruitment Committee (HJRC).
- c. Attested copy of P.M.D.C. Provisional License is mandatory.

7. Application Process and Procedure:

i. All medical graduates must apply for house jobs at SRMCH through a prescribed registration form designed by SRMC, and can be obtainable from the Principal's Office or it may also be downloaded from the official website of the College.

- 1st Preference: MBBS graduates of Suleman Roshan Medical College, Tando Adam.

- 2nd Preference: MBBS graduates of other Medical Colleges.

ii. Selection will be based on merit, and would be compiled according to the Final Professional Marks. All eligible applicants may be required to appear for interviews.

iii. Merit list of all applicants would be displayed on the official website of the College, before their interviews.

iv. All applicants who have graduated from SRMC will need to apply for a clearance. Those with deficiencies or outstanding issues will be temporarily rejected, and their candidacy will be subject to college clearance.

v. SRMC graduates will have to submit their applications to the office of the Principal, SRMC, along with the following documents: a. Three recent passport size photographs

b. Copy of CNIC

c. Attested copies of Mark Sheets of all professional examinations

d. Attested copy of P.M.D.C. Provisional License.

Note: The applicants who are not graduates of SRMC will need to submit the following additional documents:

a. Their documents must be duly verified by the last attended Institute.

b. No-Objection Certificate (NOC) from the office of the Principal of their concerned Institute. vi. All applicants shall appear before the House Job Recruitment Committee (HJRC) of SRMC for final selection according to merit.

- Principal, SRMC

- Vice Principal, SRMC
- Hospital MS, SRMCH
- Human Resource Officer, SRMCH

8. Conduct of House Job:

The process for House Officers' induction will commence one month after the announcement of the results of the final year MBBS and will proceed after the completion of all necessary processes and procedures. An initial orientation program for the House Officers will be conducted in the first week of their joining, in accordance with the following terms and conditions:

- a. The training will be full-time and residential.
- b. House officers cannot seek employment or enroll for training in any other program during the house job period.
- c. House officers will receive a monthly stipend as per the prevailing guidelines and regulations of the P.M.D.C. "House Job Induction 2024", subject to periodic revisions.
- d. House Officers will abide by the policies of the SRMCH and SRMC.
- e. House officers will follow the laid-down academic plan and departmental schedule, and this will be monitored by the Medical Superintendent of SRMCH.
- f. Strict disciplinary action will be taken in case of a breach of discipline.
- g. House officers will follow the official channel to launch/forward their complaints (if any) and will not use print/electronic/social media for this purpose.
- h. House Officers should not be allowed to participate in any political activities.
- i. Attendance will be marked on the Biometric System as per the Standard Operating Procedures (Sops) designed for Biometric Attendance by SRMC.

9. Duration: The house job will be of a duration of one year, divided into four rotations of three months each. The rotations will cover essential medical specialties, including Medicine, Surgery, and a choice of either Pediatrics, Obstetrics & Gynecology, or other specialties as specified by the curriculum.

10. Rotation Schedule: House officers will rotate through various clinical departments, ensuring exposure to diverse medical specialties.

The house job at SRMCH follows the following structure approved by PMDC, outlined as follows:

Part 1	Medicine	3 months rotation
	Allied Medicine Specialties (Pediatrics, Pulmonology, Cardiology, Psychiatry, Gastroenterology, Primary Healthcare, Family Planning)	3 months rotation
Part 2	General Surgery	3 months rotation
	Allied Surgical Specialties (Gynecology and Obstetrics, Accident and Emergency, Anesthesia, Eye, ENT add other departments as well)	3 months rotation

Note:

- I.** 3 months Rotation in Gynecology and Obstetrics is mandatory for female house officers
- II.** Each part (medicine and allied of six month's or surgery and allied of six month's) shall have to be completed in SRMCH (PMDC approved hospital).
- III.** The experience of House Job/Internship less than three months in any module shall not be accepted as experience.
- IV.** Basic life support certification (BLS) course shall be mandatory during House Job for full registration with the Council, which must be completed by the House Officers themselves.

10. Core Responsibilities of House Officers:

1. Practice within professional limits and seek supervision when required.
2. Adhere to ethical and professional standards prescribed by the Pakistan Medical and Dental Council.
3. Provide patient-centered care with gradually increasing responsibility under supervision.
4. Take accurate history, perform appropriate examinations, and formulate differential diagnoses.
5. Request and interpret relevant investigations in a timely manner.
6. Prescribe treatments safely, including controlled drugs, and obtain informed consent as per hospital policy.
7. Maintain accurate, clear, and complete clinical records.
8. Perform essential clinical and procedural skills safely.
9. Apply infection prevention and control measures.
10. Recognize and manage acutely ill patients under supervision, including resuscitation when necessary.

12. Follow quality assurance, clinical governance, and risk management protocols, including reporting adverse incidents.
13. Engage in continuous professional development and keep knowledge and skills updated.
14. Maintain a portfolio/e-logbook documenting daily routine duties-based assessments, participation in teaching activities, and reflective learning experiences.

14. Establish effective, respectful relationships with patients and encourage open communication.
15. Introduce themselves confidently, clearly explaining their role and limitations.
16. Communicate effectively with patients of varying levels of understanding, preferably in the patient's language when possible.
17. Respect patients' rights, including the right to refuse treatment or participation in teaching or research.

19. Maintain confidentiality and protect patient privacy at all times.
20. Work effectively within multidisciplinary teams and ensure safe patient handover.
21. Show respect toward all healthcare professionals and hospital staff.
22. Communicate clearly using verbal, written, and electronic methods appropriate to the situation.
23. Share relevant patient information with the healthcare team with proper consent.
24. Value and consider the opinions of colleagues and collaborate in patient management.
24. Maintain honesty, integrity, and professionalism in all professional interactions.
25. Complete and process legal and medical documentation accurately in accordance with national laws.
26. Understand and apply relevant legal and regulatory requirements in clinical practice.
27. Maintain personal health and ensure a balance between work and personal life.
28. Seek occupational health advice if any condition may affect patient safety or professional performance.
29. Avoid relying solely on personal judgment regarding health risks, especially in communicable diseases.

1. Patient Care

- i. Provide safe, effective, and high-quality patient care under the supervision of senior medical staff.
- ii. Attend promptly to the medical needs and concerns of patients assigned during the house job rotation.

2. Clinical Rounds

- i. Actively participate in daily clinical rounds, present cases, and discuss management plans with the immediate supervisor or Medical Officer.

- ii. Perform basic clinical procedures independently under supervision and assist in advanced procedures as per the assigned rotation.

3. Training and E-Log Book

- i. House Officers shall receive structured training in emergency management at SRMCH. All clinical activities, including emergency management and procedures performed in each rotation/module, shall be documented in the **E-Log Book for House Officers**.

ii. House Officers are required to record their daily duties and clinical activities in the ELog Book. At the end of each rotation/module, the House Officer shall submit a summary report via email to the concerned HOD. The HOD will forward the same to the Medical Superintendent and Principal of SRMC for acknowledgement and record.

11. Duty Hours and Days:

Regular Duty Hours and days shall be:

- i. Regular duty hours are 48 hours per week in three shifts i.e., Morning and Evening (Night), which may exceed on special occasions/emergencies and will be distributed across various shifts as per the hospital's schedule.
- ii. Days: Monday to Saturday
- iii. Sunday: ON Special occasions/emergencies, normally OFF.
- iv. Duty Hours during Ramadan shall be same
- v. **On-Call Duties:** i. On-call duties may be required as per the rotation schedule, with appropriate rest periods following night duties.

12. Punctuality of time (Attendance):

- i. The House Officers will be registered with the Biometric Attendance System at the Hospital, which will be monitored by the Human Resource (HR) officer at SRMCH.
- ii. Standard Operating Procedures (SoPs) for marking the attendance of all employees at SRMCH have already been established, and these procedures are applicable to House Officers at SRMCH as well.

13. Mutual Exchange of Duties:

- i. Mutual exchange of duties may be allowed with prior approval from the Head of the respective department, ensuring no disruption in patient care.

14. Leave:

- i. House officers are entitled to a specified number of annual leaves to be availed with the prior approval from the Hospital Superintendent, SRMCH.
- ii. Casual leaves, not more than 24 throughout one-year House Job period with no more than five per month and no more than seven in a rotation of each three months Module.
- iii. If a house officer takes more than five leaves in a month, their pay will be stopped.
- iv. Unpaid Maternity leave can be given with deficit compensation at the end of house job.
- v. If you take more than 30 days off, your house job will be terminated. As a result, he or she must apply for the House Job with the upcoming junior batch, pending seat availability.
- vi. Improper Biometric (Missing sign in or sign out) will not be entertained.
- vii. Unpaid leave will not be reimbursed.

15. Ethical, Professional Conduct and Penalties:

A. The House Officers must adhere to the highest standards of ethics, professionalism, and patient care during their house job. Any misconduct or violation of medical ethics will result in disciplinary actions.

Ethical and Professional conduct may include:

- i. Present short cases using a problem-based approach.
- ii. Present long cases, including history taking, general physical examination, systemic examination, differential diagnosis, and management plan.
- iii. Perform evening and night duties.
- iv. Undertake any other tasks assigned by the Supervisor or Medical Superintendent.

- v. Exhibit professionalism (punctuality, self-directed learning, patient care, and communication) and uphold ethical standards in behavior, dressing, language, and ensuring the safety of both self and patients.

B. If a House Officer is found non-compliant with the above-mentioned professional norms, the following sequence of actions will be taken by the Supervisor:

- i. Two warning letters will be issued with copy to the offices of the Human Resource Officer and the Principal, SRMC.
- ii. Failure to comply will result in a referral to the House Job Recruitment Committee (which will act as the Disciplinary Committee for the House Officers once inducted) with a recommendation for termination.

C. Termination of the House Job will be considered due to:

- i. Slackness in attitude and training.
- ii. Leave for more than one month without prior written application to the concerned authorities.
- iii. Severe breach of discipline and moral perturbation.

D. Any other violation of rules, as stated in this policy, a disciplinary committee will investigate the termination-related matter and decide the extent of termination, whether it be the termination of the module in which the House Officer is working or the termination of the entire House Job.

E. The disciplinary committee will also have the authority to suspend the stipend amount for one month or one module for the concerned House officer/s in case of a breach of professional and ethical conduct. Alternatively, the disciplinary committee may declare the House Job unpaid for the concerned House Officer/s.

16. House Job Completion Certificate:

- i. Upon completion of twelve months of House Job and clearance of the above assessments and exit exam, the Institute will award a House Job Completion Certificate to successful House Officers. This certificate will clearly state the duration of training and the rotations undertaken at the hospital.

House Job Policy for MBBS Graduates Version: 01
SRMCH/HRH/369

- ii. If a candidate has not completed a year of training but has finished the modules of Medicine, Allied Medicine, Surgery, and Allied Surgery, they will also receive a certificate with the same description, duly signed by the competent authorities.
- iii. Clearance on an approved form from the Department of Human Resources at SRMCH is mandatory before the issuance of a House Job Completion Certificate.