

FACULTY GUIDELINES

STANDARD OPERATING PROCEDURES - 2019



INDUS MEDICAL COLLEGE

FOREWORD

In pursuance of mission statement of the Institution, we strongly believe in Quality Education and best of standards under the Pakistan Medical & Dental Council approved curriculum as per guidance of Liaquat University of Medical & Health Sciences. This curriculum is in total alignment of vision of the Institution and an effort to achieve the desired goals of our mission statement.

From the very outset at the time of admission the concepts of Basic Sciences are inculcated and closely linked with the implication of Clinical Disciplines in form of BCQ, Short Essay, OSPE and Clinical Scenario Based Teaching & Examination. This is followed by the Systematic and Organized Learnings in Clinical Sciences with assessment in OSCE, Skill Lab, Ward Trainings and bedside Examination Skills. Objective being to have high Quality Graduates.

Wishing you the best in future.

Prof. Jan Mohammed A. Memon

FRCS (UK), FCPS (PAK)

Chief Executive Indus Medical College and Hospital
Former Vice Chancellor (Founder) LUMHS Jamshoro



INTRODUCTION

Faculty is the foundation interwoven into the various aspects of the institution. At Indus Medical College we are proud to own our faculty and expect the same from the faculty. Faculty is not just a word but holds a sense of immense responsibility of grooming future professional physicians. Faculty is called upon to perform various roles in addition to designated activities, and it is uniqueness of each faculty which augments the institutional mission. These guidelines will help new faculty in settling in the institution, be useful for clarifying further promotions, tenure, personal and professional growth planning with regular discussion with mentors and departmental heads.



MISSION OF THE COLLEGE

“TO PREPARE GRADUATES IN THE FIELD OF MEDICINE, AS THE MOST COMPETENT DOCTORS ABLE TO SERVE THE POPULATION”

The prime objective of Indus Medical College is to provide Quality Medical Education and caring for ailing humanity through the Quality Health Delivery System. To prepare the Medical Graduates in the field of Medicine as most competent learned doctors, able to serve the population in general, poor and downtrodden in particular. Be also compatible at national & international level to take up the challenges of community and accept the sole responsibility with strong, desire and remain focused to achieve the academic excellence, strongly believe in themselves and in the very basic principle of Medicine as the

“Most Noble Profession” and maintain the professional honor and dignity throughout their life and uphold the principles of medical ethics.

The guidelines are divided into following sections:

-  Indus Medical College History
-  Hierarchy of Indus Medical College
-  Teaching/Educational activities
-  Faculty Development
-  Personal Tutorial System
-  Parent Teacher Meeting
-  Research and Scholarship
-  Patient care
-  Services
-  Promotions
-  Facilities
-  Mock drills
-  Use and Revision of Guidelines

FACULTY GUIDELINES

INDUS MEDICAL COLLEGE HISTORY

Indus Medical College, Tando Muhammad Khan, Sindh, a group of Professionals, Doctors, Engineers, Businessmen and Civil Society Members formed a Private Organization with name of “Professional Associates (Pvt.) Ltd” had established Indus Medical College and Indus Medical College Hospital. This premier Institute is located about 25 Kilometers South of Hyderabad at Main Hyderabad Road, Tando Muhammad Khan. The First Medical College in Southern and Interior of Sindh, in the Private Sector.

The University of Sindh, Jamshoro authorities have to affiliate the Indus Medical College with University as per Rules, after the due Inspection & Recognition by Pakistan Medical & Dental Council, Islamabad.

Recently, following the Pakistan Medical & Dental Council guidelines, Indus Medical College got affiliation with Liaquat University of Medical & Health Sciences, (LUMHS) Jamshoro on 20th February, 2015 after the due process of the Inspection by Liaquat University of Medical & Health Sciences, (LUMHS) Jamshoro.

HIERARCHY OF INDUS MEDICAL COLLEGE



TEACHING/ EDUCATIONAL ACTIVITIES

Teaching / Educational efforts are required of all faculty with a title of Professor, Associate, Assistant Professor or Lecturer. Teaching activities include:

Instruction of Medical Graduates in classroom, Small Group and Laboratory Settings including Distance / Continuing Education Instruction / Training of Medical Students, Residents and Fellows in the inpatient and outpatient clinical settings and procedural areas.

Academic advertisement and mentoring for Professional and Doctoral Students and Post-Doctoral Trainees (if applicable) as well as supervision of thesis and dissertations, as chair or committee member.

All preparation for teaching and advising, including study to keep abreast of one's field with graduate and postgraduate teaching, residency and fellowship. Working on various committees of the College as desired by the Academic Council.

According to consultancy level, faculty participates in the administrative responsibilities of respective department. In addition, diligent faculty is chosen to supervise canteen, hostel, store etc. matters.

All faculty members being recommended for promotion will be on the basis of required teaching experience as per Pakistan Medical & Dental Council Requirements. In addition, the Head of department's annual evaluation and letter supporting promotion/tenure will describe the faculty member's teaching contributions and position the candidate's accomplishments within the teaching duties and expectations of the department.

Consultants have an active role in participation of various academic activities of Liaquat University of Medical & Health Sciences and College of Physician & Surgeon Pakistan such as paper setting, assessment and result audit at both under and postgraduate levels. However though on formation, permission must be sought from the Principal, Indus Medical College before committing such activities.

Not only this, the Consultants / Specialists convene supervise and evaluate various Research Projects, this making a huge contribution in research and experimentation.

Faculty at Indus Medical College had an active role in formulation of Integrated Curriculum at University of Health Sciences. Number of faculty conduct various workshops within and outside the institution.

PARENT TEACHER MEETING

Students with weak academic record and / or low attendance (>75%) are marked. A meeting is of these students and their parents are arranged with senior faculty of concerned subject. Faculty facilitates as to ways to improve student academic performance and / or low attendance.



PATIENT CARE

The provision of Clinical Care in the inpatient, outpatient, Accident and Emergency, Intensive Care and Post-Operative Care as appropriate for one's Training and Post Graduate Qualification is critically important for the institution.

Indus Medical College is affiliated with 500 bedded Indus Medical College Teaching Hospital within the Indus Medical College Campus and Memon Charitable Hospital at 20 minutes' drive from the Institution. College transport is available for official purposes.



FACULTY HR POLICY

Indus Medical College, Tando Muhammad Khan has a Human Resource Department who devises policies for hiring of faculty based on qualification, experience and research standards and rules set by Pakistan Medical & Dental Council. This institute is privileged by sufficient number of trained, qualified and research oriented faculty as per the needs of medical educational needs of students as per Pakistan Medical & Dental Council Requirements. Institute has sufficient experienced faculty members in all basic and clinical disciplines.



SERVICES

All faculty members are expected to demonstrate professional attitude through service activities for their respective departments. Various services as mentoring of junior faculty, whereby two junior faculty are attached to a senior faculty member as shown in Table for purposes of guidance, improvement of teaching skills, personal and professional growth plans.

Faculty contribute to the operation, development and improvement of their department and participate (if applicable) in the committees and governance of national societies as well as the committees advisory to the institution.

Carry out creative scholarly contributions to the administrative discipline with presentations inside /outside about the educational and patient care missions of the institution.



PROMOTIONS

All faculty members need to complete the requirements of the designation for promotion according to the tenure guidelines set out by Pakistan Medical & Dental Council (<http://www.pmdc.org.pk/Portals/0/Guidelines And Criteria / CRITERIA.pdf>). Promoted faculty will be accommodated on the availability of seat in available post in the institution.



FACULTY DEVELOPMENT

Indus Medical College proudly facilitates faculty by developing them grooming in them personal as well as professional growth plans. Various workshops have been conducted to achieve faculty development of present as well as newly inducted faculty such as mentoring, basics of IT, Research.



FACULTY DEVELOPMENT PROGRAM

Department of Medical Education has devised a faculty development program with objective set to train the newly hired faculty in transferring knowledge and skills effectively. Department of Medical Education has arranged multiple workshops in need based Curriculum, Effective Presentation, Interactive Lectures, PBL, Team Based Learning, Research, BCQ Designing and other relevant areas.

Multiple CMEs and Symposia have been conducted at our college from time to time and faculty has been encouraged to participate and avail CME hours. Faculty is encouraged to participate in medical conferences nationally and internationally and present their work. Human Resource Policy has clear guidelines of forbidding the faculty to participate unwanted political and un- social activities.

Medical Education Department arranges workshops for senior faculty to participate in learning activities related to innovative and evidence based medical education strategies. Every faculty member has to submit a self-assessed annual report of his or her performance.



RESEARCH AND SCHOLARSHIP

Indus Medical College strongly promotes faculty to carry out active research projects and improve upon themselves. Research includes Laboratory, Clinical

Investigation and Discovery and Scholarship in Methodology, Community Sciences, Educational Methods, Clinical Practice, Quality and Safety (and other areas). Promotion will be awarded based on the mandatory requirements according to level of consultancy.

All Research Projects have to be reviewed by the Institutional Review Board. Assistance in research activities is currently provided in the Department of Medical Education.

Indus Medical College, Tando Muhammad Khan has a Director Research / ORIC who heads Research Advisory Committee. This committee facilitates students and faculty in conducting Research, Arranges Workshop on Research Methods and Proposal Writing. It disseminates information for the faculty and students for available opportunities in research.

Indus Medical College, Tando Muhammad Khan has a Research Cell headed by Prof. Dr. Jawaid Naeem Quraishi who is supported by members of faculty from different disciplines. Cell works for Knowledge Creation, Evidence Based Practices and Scholarly Productivity. It provides opportunities for Integrated Multidisciplinary Research and Applied Research. Indus Medical College, Tando Muhammad Khan has a policy of hiring faculty members with interest in research and who have sufficient numbers of published articles in peer reviewed journals.



INDIGENOUS SCIENCE RESEARCH

Scientific Research is encouraged in Basic Medical Sciences, Community Health, and Child Health, Reproductive Health and Nutrition, Behavioral and Psycho Social areas. Faculty has hundreds of original research papers published. Department of Medical Education and College Leadership have attended multiple conferences on Medical Education and have presented their work in the field of Medical Education like Curriculum and Innovative Teaching Methods.

Research is an integral part of curriculum as per Pakistan Medical & Dental Council Guidelines. College involves students to learn basic research tools like

surveys for community health. We have organized workshops on research methods for faculty.

RESEARCH PROJECTS

Department of Obstetrics & Gynaecology is supervising a Multi Centre Multi-Disciplinary Research Project on Gestational Diabetes.

LEAVE RULES

1. LEAVE RULES FOR COLLEGE STAFF

Leave cannot be claimed as a right. It is a privilege and sanction of leave depends on the discretion of competent authority. The competent authority will weigh the compassionate reasons vis-à-vis exigencies of services and then apply his discretion while sanctioning leave.

2. CASUAL LEAVE

15 days Casual Leave in a calendar year is allowed to college employee. Ordinarily up to 3 days casual leave will be sanctioned. However, as a special case, this limit of 3 days can be extended up to 6 days.

3. EARNED LEAVE

 15 days earned leave in a calendar year is allowed to non-vocational staff.

 10 days earned leave in a calendar year is allowed to vocational staff.

 Earned Leave will be allowed after one year's service.

All these leaves will be debited to earned leave account. If no earned leave is due the leave will be sanctioned without pay. Earned leave shall be applied well in time and will not be availed without sanction.

4. VACATION (Vacation will be allowed after one year's services)

 Summer Vacation - 30 days

 Spring Vacation - One week

5. **GAZETTED HOLIDAYS**

 Gazetted Holidays - as per Government schedule

6. **STUDY LEAVE**

Two years study leave without pay will be granted to the employee nominated by the College provided his/her service is four years or above.

7. **MATERNITY LEAVE**

 A female employee during the 1st year and 2nd year of service will be entitled for 30 days maternity leave without pay.

 A female employee with two to four years of service will be entitled for 30 days maternity leave on half pay.

 A female employee with more than four years of service will be entitled for 30 days maternity leave on full pay.

 Paid maternity leave will be allowed only twice during the entire service of a female employee.

 For confinements beyond the second one, a female employee will have to apply leave from her earned leave account.

FACILITIES

The institute offers following facilities to the faculty:

ADMINISTRATIVE SECTION

The Administrative Section of Indus Medical College is located in the front part of the main college building. This section is headed by Director Administration who works under the guidance of Principal, Indus Medical College. This section comprises of Establishment Section and Students Section. The Establishment Section is supervised by Superintendent Senior Officer and deals with Administrative Affairs, Record Keeping, Disciplinary matters of faculty and also building maintenance. Students Section is supervised by Superintendent Students

Section and facilities the students in solving their problems relating to college and university and deals with all academic and disciplinary matters.

Human Resource Department is well established catering to the required needs of the institution in hiring faculty, staff, maintaining their CV records and guide faculty in their registration with PM&DC.

ACCOUNTS DEPARTMENT

The Accounts Department is located in the beginning of the eastern corridor of the main building. This department is headed by Director Finance & Accounts who work under the guidance of Principal, Indus Medical College. The Accounts Department deals with all financial matters relating to the faculty and the students.

LECTURE HALLS / TUTORIAL ROOMS / AUDITORIUM

The college is proud to have fully air conditioned, 07 Lecture Halls accommodating 100 / 150 Students, 12 Tutorial Rooms accommodating 25 / 35 students per Room and One Auditorium with seating capacity of 230 and up to date audio visual facility.

LEARNING AND RESOURCE CENTER

The college has a spacious air-conditioned learning and resource center with covered area of 6950 sqft (at College and Hospital) consisting of a fully equipped library and reference books. The library is fully equipped to cater to the needs of faculty with more than 2824 books, including reference and lending and more than 600 journals on different subjects. There is facility of online journals national and internationally approximately 2894 online journals and other medical literature. The lending section can accommodate 60 and reference section has a seating capacity of 100 users.

Digital library access facility is also available with 35 stations and 75,000 online journals.

A separate library is functioning in Indus Medical College Hospital within the campus with availability of more than 700 books on different subjects.

DEPARTMENT OF INFORMATION TECHNOLOGY (IT)

The college has an excellent IT Department with a state of art Research & Resource Lab. It provides digital library facility for students, and faculty members. IT Department provides high speed internet facility for downloading journals, articles & research material. Wi-Fi facility is available in all departments of the College and Indus Medical College Hospital. Printing and scanning facility is available in the IT Department.

TRANSPORT SYSTEM

In addition to excellent academic environment, the college transport system has eleven air conditioned, 18 seated HIACE Vans and two Suzuki Bolan Hi-Roofs which cater the needs of the commuters. The arrangement is contractual. All the vehicles are driven by experienced drivers providing door to door pick and drop for faculty and students. One way travelling time is less than 45 minutes for any route. In general, vehicles reach college well before the start of college timing and there are various routes.

BANKING FACILITY

All the MCB Bank Limited Branches are providing monetary transactions of students and staff salary.

SECURITY

Thirty Security Guards and two Security Supervisor under the control of a Retired Pakistan Army Personnel who have been appointed for round the clock security of the college. It is expected by faculty to show respect and empathy to these security guards who guard them at the risk of their lives.



STANDBY GENERATORS

Five standby generators are available in college for an uninterrupted electricity supply during load shedding.



DAYCARE FACILITY

Mainly for faculty as well as staff daycare facility is available. Proper trained staff takes care of the children free of cost.



MOCK DRILLS

Mock drills for fire and terrorist attack are carried out and faculty is designated in different roles which requires serious and professional attitude.



USE AND REVISION OF GUIDELINES

Each faculty member will have access to the guidelines on the official college website. Each faculty member has the responsibility to complete all elements of the promotion and provide accurate personal and professional information. These guidelines will be reviewed regularly and updated modifications will be approved by Academic Council and Chairman, Indus Medical College.

PMDC FACULTY STANDARD AS PER NATIONAL ACCREDITATION FRAMEWORK

Indus Medical College, Tando Muhammad Khan has a leadership which is highly qualified by education, training and experience. Its Chief Executive Officer Prof. Dr. Jan Mohammed A. Memon along with his numerous other contributions has unique distinguishing achievement of being the pioneer Vice Chancellor of first public sector Medical University of Pakistan, The Liaquat University of Medical & Health Sciences, Jamshoro.

FACULTY DEVELOPMENT POLICY DOCUMENT OF INDUS MEDICAL COLLEGE (IMC) TANDO MUHAMMAD KHAN.

Indus Medical College, Tando Muhammad Khan will ensure that there is an optimal Human Resource and faculty development policy implemented as per letter and spirit of Pakistan Medical & Dental Council Guidelines and Standards.

Faculty hiring for each designation and department will depend upon qualification, experience and research achievements as per standards set by Pakistan Medical & Dental Council.

All newly hired faculty members will be given ample opportunities to develop their knowledge, skills and behaviors in evidence based medical education strategies and techniques.

Department of Medical Education, Indus Medical College regularly organizes workshop in following areas with active participation of faculty:

-  Faculty development
-  Need Based Curriculum
-  Team Based Learning
-  Communication Skills
-  Designing a Lesson Plan
-  Effective Presentation: Planning
-  Effective Presentation: Delivery
-  Interactive Lecturing
-  Problem Based Learning (PBL)
-  Research Methodology
-  Supervisory Skills
-  BCQ Designing

Department of Medical Education, Indus Medical College, Tando Muhammd Khan awards CME Hours certificates to the participants for attending these workshops. College has arranged 34 such workshops over the period of last few years.

College has involved faculty to implement evidence based Education Strategies like Team Based Learning. It has also involved faculty in implementing reproductive and Sexual Health Strategies with the help of Agha Khan University and an NGO Aahung.

Multiple CME, Seminars and Symposia have been organized with CME / CPD Hours organized by different departments. Multiple CMEs have been organized by Departments of Medicine, Surgery, Obstetrics & Gynaecology, Paediatrics, Psychiatry, Orthopaedics and other departments. Many learned Foreign Faculty Members and invited guest speakers have talked on areas of current relevance and advances in medicine.

College encourages its members to present papers and participate in national and international conferences. College encourages research projects in different fields including reproductive health.

Indus Medical College, Tando Muhammd Khan encourages its faculty members to avail higher qualification in their respective fields. Indus Medical College has signed an MOU to enlist Indus Medical College faculty members in M.Phil Programs in Basic Medical sciences with Liaquat University of Medical & Health Sciences, Jamshoro.

College has been visited by faculty of Department of Medical Education University of Malaysia and exchange experiences between two institutions.

Faculty Training TBL IMC

