



**Internship/Pol/GKMC/BKMC-MTI/001**

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|                             | <b>Gajju Khan Medical College / Bacha Khan Medical Complex Swabi</b>                                     |  |
| <b>MEDICAL TEACHING INSTITUTION</b>  |  |   |
| Phone: +92-938-280214  | Web: <a href="http://www.gkmc.edu.pk">www.gkmc.edu.pk</a>  | Email: <a href="mailto:gkbmc.hr@gmail.com">gkbmc.hr@gmail.com</a>                   |
| <b>Internship Policy</b>   |  |   |
| <b>Internship/Pol/GKMC/BKMC-MTI/001</b>  |  |   |
| <b>Prepared by:</b><br>Mr. Saad Mumtaz<br>Manager Human Resources<br>MTI-GKMC/BKMC, Swabi<br><br>Sign: _____ | <b>Approved by:</b><br>Dr. Amjad Mehboob<br>Hospital Director<br>MTI-GKMC/BKMC, Swabi<br><br>Sign: _____ |   |
| <b>Approved by:</b>  |  |   |
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**Internship/Pol/GKMC/BKMC-MTI/001**

**1. PURPOSE:**

The purpose of this policy is to outline responsibilities and to ensure interns have a productive stay with the MTI GKMC/BKMC.

**1.1. Internship approval Procedure:**

- 1.1.1 Initial contact will be made with MTI GKMC/BKMC Swabi with a potential Internship for students through the MOU signed by Concerned University or College with GKMC/BKMC management. If there no MOU signed by any Institute with MTI Swabi their students will not be allowed for internship.
- 1.1.2 Both institute are bound to follow/abide the terms and conditions of the signed MOU
- 1.1.3 For all institutes where internship is mandatory, they must sign MOU with MTI GKMC/BKMC.
- 1.1.4 Where the internship is elective, it will be allowed through letter of recommendation from the institute and upon approval of concerned department HOD, and approved by the Competent Authority (Dean/CEO, HD, MD) the students will be allowed.
- 1.1.5 A 1500 Rupee fee per student shall be deposited to MTI GKMC/BKMC account.
- 1.1.6 The number of internee will be decided by the concern department for internship.
- 1.1.7 After initial contact (MOU), students can verify their eligibility for an internship through HR department as their Internship Coordinator.
- 1.1.8 The students can obtain an internship request form which can be available at HR office, the students have to return the complete application form two weeks before starting the internship to HR department.

**1.1.9** The HR department will verify the College/University MOU and then sends the application form to appropriate Faculty/HOD or Supervisor for approval.

**1.1.10** Once approved, the student is notified by the HR office via telephone and email as when to start their internship and further details.

## **2. MINIMUM REQUIREMENTS AND STANDARDS**

**2.1** Minimum duration of four weeks' internship.

**2.2** Good academic standing (defined as maintaining an overall GPA of 2.0).

**2.3** Approval by academic department and course registration up to four semesters into the academic semester.

**2.4** Pre-requisites and academic requirements established by the internship supervisor/HOD MTI Swabi.

## **3. INTERNSHIP SUPERVISOR/HOD**

Manager/HOD of the concerned department will be the internship supervisor.

### **3.1. Roles and Responsibilities:**

The following are the expected roles and responsibilities of the internship Manager/HOD:

**3.1.1.** Liaise with the Internship office.

**3.1.2.** Meet either physically or virtually with the student at least every two days to discuss internship progress.

**3.1.3.** Develop the student's internship TORs.

**3.1.4.** Address student queries, train, guide, provide advice, and help resolve other issues the student may face during the internship.

**3.1.5.** Review and provide feedback on submissions made by the student.

**3.1.6.** Review assessments sent by the line manager or supervisor.

**3.1.7.** Ensure all relevant documentation for the internship rests with the HR office.

**3.1.8.** Towards the completion of the internship, give a final evaluation of the student in light of all relevant evaluations by the supervisor and submissions of the student.

**3.1.9.** Provide orientation to the intern and explain MTI GKMC/BKMC aspects and the nature of work at the internship.

**3.1.10.** Teaches student transferable skills that can be applied in other contexts.

## **4. EXPECTATIONS FROM STUDENT-INTERNS**

Role and Responsibilities:

**4.1** Liaise with the Internship office (HR Department).

**4.2** Must wear ID card at all times at MTI GKMC/BKMC premises which will be issued from HR department upon approval of internship.

**4.3** Interns are not allowed to get involved in patient care directly.

**4.4** Interns are not allowed to take pictures or make videos at MTI GKMC/BKMC premises, otherwise internship will be cancelled and no experience will be issued.

**4.5** Interns are advised to dress properly; it is their responsibility to look professional.

**4.6** Immoral and unethical behavior is not allowed otherwise internship will be cancelled.

- 4.7 Maintain contact with the internship supervisor/HOD.
- 4.8 Understand the requirements of the internship and perform assigned tasks under the guidance and supervision of the supervisor/HOD.
- 4.9 All interns are bound to follow rules and regulations and policies of MTI GKMC/BKMC Swabi.
- 4.10 Prepare a report every week reflecting assignments and learning experiences and submit copies of the same to the internship supervisor.

## **5. EXPECTATIONS FROM MTI GKMC/BKMC**

- 5.1 Verifies the intern and internship forms (HR Office).
- 5.2 Manages internships/Experiences (HR Office).
- 5.3 Provides a physical working space for the intern.
- 5.4 Provides educational activities such as orientation, training sessions, work projects/activities, meetings within the MTI Swabi (staff, team, department), shadowing other staff and workshops.