

## **House Job Rules – LAHORE MEDICAL AND DENTAL COLLEGE**

1. The house job or internship will be full time, residential and structured program of one year comprising of four modules of 3 months each, as given below:

Modules	Duration	Compulsory	Elective Content	Remarks
I	3 months	Compulsory	Internal Medicine	
II	3 months	Choose one	Pediatrics Anaesthesia Psychiatry Dermatology	
III	3 months	Compulsory	General Surgery	
IV	3 months	Choose one	Eye ENT Urology Radiology	

2. The total duration of house jobs will not exceed a period of one year.
3. During the selection for house job, the following order of preference will be observed.
  - 3.1. Graduates of LMDC who have passed the annual or supplementary examination of the year
  - 3.2. Candidates from other Med colleges (shall submit an NOC & undertaking from their parent college that it will pay stipend to the candidate)
4. The allotment of the department/specialty will be STRICTLY on merit (grand total of all PROFESSIONAL EXAMS) and no change will later be made.
5. **Documentation and Applications**
  - 5.1. An application form with 3 color photographs.
  - 5.2. CNIC
  - 5.3. Copy of MBBS degree or provisional certificate from the Med College.
  - 5.4. Provisional registration with PMDC.
  - 5.5. Undertaking on Judicial stamp paper as per specimen (Original)
6. The new house officers will undergo a compulsory induction training, for 1 week including
  - 6.1. Dress code
  - 6.2. Infection control protocols
  - 6.3. Communication skills
  - 6.4. Job rules
7. All house officers will have to achieve BLS certification, which will be conducted at LMDC hospital for which schedule will be notified. This certification will be required to be provided to PMDC at the time of Full Registration.
8. Central record of House Job training will be maintained at GTTH Hospital by the HR office.

9. Terms and Conditions and Leave Policy

- 9.1. A total of 07 days leave will be allowed in each six months rotation.
  - 9.2. In extreme emergency leave may be extended to one month per year, after approval from respective Head of the department and this leave will be submitted one week before date of leave, however the house officer will have to make up for the training period lost.
  - 9.3. Leave in excess of one month will lead to termination of house job, and they will have to re-apply for house job on next intake.
  - 9.4. Maternity leave may be granted for two months, after approval from respective Head of the department and this leave will be submitted one week before date of leave. However, the house officer will have to make up for the training period lost.
  - 9.5. HAJJ/UMRAH leave may be allowed, and it will be preferred to not avail during House Job. However, if already planned HAJJ Leave may be as per package contracted and UMRAH leave to be restricted to a maximum of 15 days. Both leaves will have to be compensated later, and the off days will have to be compensated.
10. Horizontal or vertical movement in modules, once notified, shall not be allowed.
  11. Stipend shall be paid directly into the house officer's bank account by 10th of each month.
  12. Experience certificates for each 3-month module can be issued separately.
  13. No experience certificate for less than 3 months will be issued.
  14. The training will be full time and residential. House Officers will not seek employment elsewhere during this period.
  15. House officers will arrange their own transport, messing and accommodation.
  16. House officers will abide by the hospital policies and SOPs
  17. Complaints, if any, will be launched through HoD / Program Director, and will not use print, electronic or social media for this purpose.
  18. The training can be terminated in case of poor academic performance, poor patient care, defying hospital orders or breach of discipline.
  19. At the end of every three months rotation, a written feedback will be sought from the house officers by the HoD / Director Clinical Training.
  20. If a house officer does not join within 07 days of the start of the job or if he/she joins and remains absent for 07 days then his/her internship will be terminated on the report of his/her Professor/HoD.



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Principal