

Lahore Medical & Dental College



Standard 9

Faculty

FOREWORD

It is a privilege to welcome faculty members to the Dental College of Lahore Medical & Dental College (LMDC), Lahore. Established as part of a purpose-built institution committed to Medical and Dental education, the Dental College provides an academic and clinical environment designed to support teaching, patient care, research, professional development and service to the community.

Our faculty is central to the quality of the BDS program. The College values teachers who combine sound subject knowledge and clinical competence with professionalism, empathy, ethical practice, mentorship, innovation and a commitment to lifelong learning. New faculty members are encouraged to contribute fresh ideas, contemporary teaching approaches, scholarly activity and collaborative practices that strengthen the educational experience of students.

The Dental College expects every faculty member to uphold patient safety, academic integrity, respect for colleagues and learners and the standards prescribed by the Pakistan Medical & Dental Council (PMDC), University of Health Sciences (UHS), College policies and other applicable regulatory bodies. This handbook is intended to serve as a practical guide to the responsibilities, development opportunities, workplace expectations and institutional support available to faculty.

We look forward to a culture in which faculty members grow as clinicians, educators, researchers, mentors and leaders, while contributing to LMDC's mission of setting higher standards in knowledge, care and compassion.

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INTRODUCTION

Lahore Medical & Dental College has a range of academic, clinical, administrative, research and faculty-development resources that support teachers in their day-to-day work and long-term professional growth. Policies and guidelines are maintained to preserve the quality, consistency, integrity, safety and professional standards of the Dental College.

This document follows the format of a faculty standard/handbook and brings together the principal guidance relevant to dental faculty. It should be read in conjunction with current LMDC Human Resource policies, Dental Education Department policies, PMDC regulations, UHS requirements, institutional infection-control procedures, research and ethics policies and departmental standard operating procedures. Where any institutional or regulatory policy is updated, the latest approved version will prevail.

It is hoped that this handbook will aid all faculty members in pursuing the mission of the Lahore Medical & Dental College, which is, “to train future leaders of medicine and dentistry who set new standards in knowledge, care and compassion” and the shared vision of its members which is, “to foster a culture of innovation, diversity and learning for our students by putting our students first and training them to be the best physicians, dentists, researchers and visionaries.”

FACULTY GUIDELINES

LMDC HISTORY - DENTAL COLLEGE

Lahore Medical & Dental College (LMDC) was established in 1997 as the first private medical and dental college in the province of Punjab. It is recognized by the Pakistan Medical & Dental Council (PM&DC) / Pakistan Medical Commission and is affiliated with the University of Health Sciences (UHS), Lahore. The College of Dentistry offers the Bachelor of Dental Surgery (BDS) program and has been training dental graduates for more than two decades.

The campus is situated near the serene northern canal in Tulspura, Lahore, spread over approximately 120 kanals. The College of Dentistry is purpose-built with well-equipped dental clinics for Operative Dentistry, Prosthodontics, Orthodontics, Oral & Maxillofacial Surgery,

Periodontology, Oral Medicine and Community Dentistry. Phantom head laboratories, dental materials laboratories, OPG facilities and modern audiovisual lecture theatres support high-quality teaching and clinical training. The College is attached to teaching hospitals including Ghurki Trust Teaching Hospital for clinical exposure.

FACULTY DEVELOPMENT

LMDC proudly facilitates grooming of the faculty members and their professional growth by conducting constructive and valuable workshops organized by the Department of Medical / Dental Education.

The main activities of the education department include: Curriculum development, integration of teaching of various subjects, development of handbooks, training protocols for students for knowledge, skill and attitude, career counseling, development of time tables, development of procedural skills, programs for class / clinic tests, student counseling, assessment tools, development of skill and phantom labs, clinico-pathological conferences, tutorial groups and arranging workshops etc.

PATIENT CARE

Traditional curriculum involving multiple teaching and learning strategies will be practiced for holistic training of patient care in dentistry.

National and International standards of patient care will be enforced in the dental clinics and affiliated teaching hospitals enabling the students to achieve clinical competence in managing real-life oral health problems.

Adoption of professional counseling in the clinics and affiliated hospitals to develop a patient-friendly culture where all members of the oral health care team are imbued with sentiments of love and kindness for the patients.

To ensure achievement of clinical competence and soft skills, the students will be exposed to state-of-the-art dental facilities from the early years of their curriculum. Culture of research will be inculcated both in the faculty and students. The college will endeavor to become a centre of excellence in prevention and management of oral diseases and a focal place for community participation by imparting oral health education.

POLICY FORMATION

Institution-wide employee policies are developed and maintained by the designated administrative and Human Resource authorities of LMDC in coordination with relevant departments and competent approving bodies. Dental-specific academic and clinical policies may be initiated by the Principal/Dean, Dental Education Department, departmental heads, committees, or designated offices and are approved through the applicable institutional process.

All faculty members are required to follow the latest approved versions of institutional policies, departmental SOPs, PMDC regulations, UHS requirements, CPSP requirements where applicable and relevant laws and professional standards.

RIGHTS AND RESPONSIBILITIES OF EMPLOYEES

The institution and its employees have reciprocal rights and responsibilities. These relate to fair employment, professional conduct, safe working conditions, academic freedom within policy, respectful communication, performance expectations, patient safety, confidentiality and access to appropriate grievance and review mechanisms.

Employers and employees have responsibilities to each other; they should also expect their rights to be upheld. These rights and responsibilities relate to areas such as:

RIGHTS OF ALL EMPLOYEES:

- The provision and explanation (up to the level of employee) of Terms and Conditions of Employment offer letter or contract agreement.
- Equal opportunities for all employees working in LMDC.
- The existence of clear, defined, impartial and practicable reward system.
- A flexible environment that can help the employees of LMDC to perform their duties with full efficiency and effectiveness.

HIRING POLICY / EQUAL EMPLOYMENT OPPORTUNITY

The HR Department, Principal/Dean and concerned Head of Department participate in the recruitment and selection process for dental faculty. The College endeavors to recruit appropriately qualified candidates whose credentials, experience, registration, teaching ability, clinical competence and professional conduct meet the requirements of the post.

Faculty recruitment and promotion will be carried out in accordance with current PMDC criteria and other applicable institutional and regulatory requirements. Credentials and equivalence documents will be verified before appointment or within the period defined by the competent authority.

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| STEP 1 | • Demand / vacancy identified by HOD |
| STEP 2 | • Request forwarded to Principal/Dean and Administration / HR |
| STEP 3 | • Advertisement / approved recruitment channel |
| STEP 4 | • Collection and shortlisting of applications |
| STEP 5 | • Verification of credentials, registration and equivalence |

STEP 6 • Interview, selection approval and appointment

OPEN DOOR POLICY

LMDC strives to provide a work environment that is free of any strife or disagreements; misunderstandings may, however, occasionally arise or unhappiness may occur. LMDC encourages all employees to immediately bring these matters to light for quick resolution. Talking face to face is the best way to achieve what we all want, an enjoyable workplace in which all individuals work in a spirit of mutual cooperation and respect.

In our spirit of open communication, we believe in the open-door policy. This means that every employee has the right to speak out on issues, raise questions, or voice complaints to their HOD or other members of management. Any questions or complaints should be discussed directly with the employee's HOD or manager. If the HOD or manager is not available, or if the employee is not satisfied with the response, the employee should then direct the matter to the department head, then to the Principal if it is still to be resolved.

FACULTY DEVELOPMENT PROGRAM

LMDC proudly facilitates its faculty members and their professional growth by conducting constructive and valuable workshops organized by the Department of Dental Education. The DME will also conduct needs assessment surveys from time to time to assess faculty requirements.

The development of faculty is focused on: Curriculum development, development of handbooks, skill and attitude, development of time table for various classes, modern assessment tools, use of innovative teaching methodologies and arranging workshops etc.

CME / CPD POLICY

The Dental College supports continuing professional development through participation in accredited workshops, seminars, conferences, webinars, short courses and hands-on programs. Faculty members are encouraged to maintain CPD records.

POLICY FOR RESEARCH

Research involving human participants, patient data or clinical interventions must receive the required ethical approval before commencement. Faculty members are responsible for research integrity, informed consent, confidentiality, accurate authorship, data management, plagiarism avoidance, conflict-of-interest disclosure and compliance with institutional and journal requirements.

INCLEMENT WEATHER / EMERGENCY CLOSURE POLICY

The LMDC maintains the policy of remaining open during bad weather, unless the severity of conditions and/or local government or federal government rulings closes the office. Employees should make every reasonable effort to get to work, continue working if already in the office, unless otherwise notified.

SECOND JOB WORK POLICY

Second jobs or other outside employment, such as freelance employment or consulting, is not prohibited by LMDC but it is regulated. Outside employment must not be engaged in during the scheduled working hours. The use of LMDC supplies, equipment, telephone, materials and personnel is prohibited in this regard. Outside employment must not cause a conflict of interest or deterioration in satisfactory performance while in LMDC employment.

RESPONSIBILITIES

- Promote the academic and professional interests of LMDC in accordance with its mission, vision, values and approved policies.
- Perform assigned academic, clinical, research, assessment, administrative and committee duties efficiently and on time.
- Maintain confidentiality of patient information, student records, examination material, institutional data and other protected information.
- Maintain valid professional registration and required credentials for the assigned role.
- Participate in continuing professional development and remain current in the relevant dental discipline and educational practice.
- Demonstrate professionalism, punctuality, respectful communication, teamwork and appropriate boundaries with students, patients, staff and colleagues.

FURTHER RESPONSIBILITIES OF STAFF

- Report malfunction, damage, shortage, or unsafe conditions involving dental units, instruments, radiographic equipment, sterilization systems, laboratory devices, emergency equipment, or other institutional resources without delay.
- Follow safe clinical and laboratory work practices and use appropriate personal protective equipment.
- Comply with infection-prevention, sterilization, biomedical-waste, sharps-safety, radiation-safety, emergency-response and occupational-health procedures.
- Take reasonable care of their own health and safety and that of patients, students, colleagues and visitors.
- Report known or observed hazards, incidents, near misses, patient-safety events, or breaches of policy through the appropriate channel.
- Use institutional supplies, equipment, digital systems and clinical materials responsibly and only for authorized purposes.

EMPLOYEE DEVELOPMENT

Faculty members are encouraged to review their professional goals with their Head of Department and to identify development priorities in teaching and clinical practice. The Human Resource Department, Dental Education Department and academic leadership may facilitate relevant opportunities through appraisal, training, workshops, postgraduate education, scholarly activity and institutional assignments.

PAID LEAVE POLICY

Casual leave, sick leave, annual/earned leave, maternity or other statutory leave and leave without pay are governed by the current LMDC Human Resource policy and applicable law. Leave should be planned and approved in a manner that maintains adequate teaching, clinical, assessment and patient-care coverage. Except in emergencies, leave requests should be submitted in advance through the prescribed institutional process.

HOLIDAYS

LMDC observes holidays and closures as notified by the institution in accordance with applicable government announcements and the approved academic calendar. Departments responsible for essential patient-care or examination functions will follow specific duty rosters where required.

EMPLOYEE LEAVE POLICY

ENTITLEMENT & QUANTUM OF LEAVES

The number of casual, sick, annual/earned, maternity, paternity, extraordinary and other leave days will be as specified in the current LMDC HR policy. The latest approved HR schedule will prevail over this handbook if figures are revised.

CASUAL LEAVE

Casual leave may be granted for short, unforeseen personal needs in accordance with the institutional leave balance and approval process. Carry-forward, maximum consecutive days and prorating rules will follow the prevailing HR policy.

SICK LEAVE

Sick leave may be availed for illness or medically necessary absence according to HR policy. A medical certificate may be required when the duration exceeds the threshold defined by the institution or when requested by the approving authority.

ANNUAL / EARNED LEAVE

Annual or earned leave should normally be planned in advance and scheduled with due regard to the academic calendar, clinical rosters, examinations, inspections, admissions and departmental workload.

MATERNITY / PARENTAL LEAVE

Eligible employees will be granted maternity and other applicable parental leave in accordance with the prevailing institutional policy.

LEAVE WITHOUT PAY

Leave without pay may be considered for genuine circumstances when regular leave is unavailable or insufficient. Approval, maximum duration, continuity of service and other conditions are subject to competent authority and current HR policy.

SHORT LEAVE

Short leave may be permitted for urgent personal or medical needs in accordance with departmental coverage requirements and the prevailing HR policy. Repeated short leave may be adjusted against the relevant leave balance where the policy so provides.

TRAINEES

Postgraduate residents, house officers, demonstrators, fellows and other trainees will follow the leave rules applicable to their training program, appointment category, CPSP/PMDC requirements where relevant and LMDC policy.

LEAVE SANCTIONING / RECOMMENDING AUTHORITY

Heads of Department, designated supervisors, Principal/Dean and Human Resource authorities may recommend or sanction leave according to the delegation of authority defined by LMDC policy.

LEAVE RECORD

Leave records will be maintained by the Human Resource Department and/or the designated institutional system. Employees are responsible for ensuring that their applications and supporting documents are submitted correctly.

GIFT POLICY

Faculty and staff must avoid gifts, benefits, hospitality, or favours that could create, or reasonably appear to create, a conflict of interest in relation to students, patients, suppliers, pharmaceutical or dental companies, laboratories, vendors, contractors, or other external parties. Any permissible token items, educational materials, hospitality, or sponsored participation must comply with the current conflict-of-interest and gift policy.

GIFT POLICY EXCEPTIONS

Low-value promotional items, certificates, written expressions of thanks, or modest hospitality may be acceptable where permitted by institutional policy and where there is no expectation of preferential treatment. Faculty should seek guidance from the competent authority whenever the appropriateness of a gift or benefit is uncertain.

EMPLOYEE HEALTH POLICY

Faculty and staff should have access to occupational-health support and medical assistance according to institutional arrangements. Employees involved in clinical care must follow immunization, exposure management, post-exposure prophylaxis, needle-stick/sharps reporting, respiratory infection precautions and fitness-to-work requirements defined by LMDC and applicable healthcare standards.

Statutory employee registrations and benefits, including EOBI where applicable, will be managed according to legal requirements and institutional policy.

SAFETY POLICY

LMDC Dental College is committed to conducting academic, clinical, laboratory and administrative activities with reasonable measures to reduce risks to the health, safety and welfare of employees, students, patients, visitors, contractors and others who may be affected by institutional operations.

Dental areas require particular attention to infection control, aerosol-generating procedures, sharps, chemicals, dental materials, radiography, electrical equipment, fire safety, medical emergencies, compressed gases where present, ergonomic risks and biomedical waste. Faculty must follow approved SOPs and immediately report significant hazards or incidents.

COMPLAINT MANAGEMENT SYSTEM

Complaints from faculty, staff, students, patients, or visitors should be handled promptly, fairly, confidentially and at the appropriate level. The designated institutional complaint/grievance system will define reporting channels, documentation, review, escalation, conflict-of-interest safeguards and communication of outcomes. Serious matters involving harassment, discrimination, patient safety, research misconduct, examination integrity, or legal risk must be referred to the relevant competent committee or authority without delay.

PERFORMANCE APPRAISAL

Faculty performance may be evaluated periodically, including at the end of probation and as part of annual appraisal, promotion, contract renewal, or salary review. The Head of Department and other designated evaluators may consider teaching quality, assessment duties, student feedback, clinical performance, patient safety, research and publications, CPD, professionalism, attendance, administrative contributions, mentoring, quality-improvement work and achievement of agreed objectives.

AFTER COMPLETION OF PROBATIONARY PERIOD

At the completion of the probationary period specified in the appointment terms, the employee's performance, conduct, attendance, suitability for the post and completion of required credentials may be reviewed by the relevant Head of Department and approving authorities.

FOR ANNUAL INCREMENT

Annual increment, where applicable, will be linked to institutional policy and may take into account satisfactory performance, conduct, attendance, responsibilities and financial/administrative approvals.

FOR PROMOTION OR SALARY INCREMENT

Promotion and salary revision will follow current LMDC policy and applicable PMDC criteria. Academic promotion requires the qualifications, experience, research/publications, registration and other evidence prescribed for the relevant faculty rank.

PROMOTIONAL OPPORTUNITIES

LMDC may consider qualified internal candidates for advancement or vacant positions when appropriate. Decisions will be based on regulatory eligibility, qualifications, experience,

performance, professional conduct, teaching and clinical needs, research contribution and the requirements of the post.

GENERAL POLICIES

STAFF / DEPARTMENTAL MEETINGS

Departments should hold regular academic and administrative meetings at intervals appropriate to their workload. Meetings may address teaching schedules, curriculum, student progress, assessments, clinical services, patient-safety issues, research, faculty development, quality indicators, equipment, infection control and institutional updates. Attendance is expected when the meeting falls within assigned duty unless leave or another approved commitment applies.

EMPLOYMENT RECORDS

Employees are responsible for keeping their employment records current, including contact details, emergency contacts, qualifications, PMDC registration, postgraduate certifications, CPD evidence, publications and other documents required by HR or regulatory authorities. The institution will maintain personnel records with appropriate confidentiality and access control.

DRESS CODE POLICY

Faculty members are expected to maintain a professional appearance appropriate to an academic healthcare environment. Identification cards should be worn as required. Clinical faculty must use prescribed clinical attire, coats or scrubs, closed footwear and personal protective equipment appropriate to the procedure and infection-control policy. Hair, jewellery, nails and other aspects of appearance should not compromise asepsis, safety, or professional standards.

PROHIBITED ACTIVITIES

Faculty members must not engage in harassment, discrimination, bullying, intimidation, falsification of records, examination misconduct, research misconduct, unauthorized disclosure of confidential information, misuse of institutional resources, unsafe clinical practice, or conduct that compromises patient care or the integrity of the institution. Institutional premises and resources must not be used for unauthorized partisan, political, coercive, discriminatory, or commercial activity.

FACILITIES

Accounts Department

The Accounts/Finance Department manages approved financial matters relating to institutional operations, staff processes, procurement, reimbursements, fees and budgetary controls according to LMDC policy.

Lecture Halls / Auditorium

LMDC provides lecture theatres, tutorial spaces, practical/laboratory areas and audiovisual facilities to support undergraduate and postgraduate teaching, seminars, workshops, conferences and academic events. Faculty members should use booking and equipment procedures prescribed by Administration/IT.

Dental Clinics and Laboratories

The Dental College maintains clinical and practical teaching facilities for dental education. Patient-care clinics include major disciplines such as Orthodontics, Prosthodontics, Oral & Maxillofacial Surgery, Periodontology, Paediatric Dentistry and Operative Dentistry, with additional departmental teaching and laboratory facilities across the BDS program. Clinical areas must be used in accordance with scheduling, infection-control, equipment, material, record-keeping and patient-flow SOPs.

Learning and Resource Centre / Library

The institutional library and digital learning resources support faculty and students with textbooks, reference materials, journals, databases, internet access and study spaces according to available subscriptions and library policy. Faculty are encouraged to use current literature and evidence-based resources in teaching and clinical decision-making.

IT Department

The IT Department supports institutional connectivity, digital systems, audiovisual teaching, online learning platforms and other approved academic technologies. Faculty must comply with institutional cybersecurity, privacy and acceptable-use policies.

Transport

Transport arrangements for institutional activities, clinical rotations, or staff/student services are provided as notified by the Administration and according to the prevailing institutional policy and availability.

Banking / Fee Collection Facility

Banking or fee-collection facilities are made available through arrangements notified by the institution. Current details should be obtained from the Accounts Office or official LMDC communication.

Security

Campus security is maintained through designated security personnel and surveillance/access-control measures as determined by the institution. Faculty should comply with identification, access, visitor, parking, emergency and incident-reporting procedures.

Standby Power / Utilities

Backup power and utility arrangements are maintained to support continuity of essential institutional functions. Clinical departments should follow approved contingency procedures for equipment and patient care during interruptions.

Day Care

Staff welfare and support facilities, including any available day-care or related services, are governed by current institutional arrangements. Faculty should confirm availability, eligibility, timings and charges, if any, with Administration/HR.

RESIGNATION POLICY

Resignation, notice period, handover, clearance, return of institutional property, completion of patient and academic responsibilities, settlement of financial matters and issuance of experience/service documentation will be governed by the terms of appointment and current LMDC Human Resource policy.

CONCLUSION

This handbook is intended to serve as a practical reference for faculty of the Dental College, LMDC. It brings together expectations relating to teaching, clinical supervision, research, professional behaviour, development, safety, institutional procedures and faculty support. Policies and regulatory requirements evolve; therefore, faculty members are responsible for following updated official notifications and the latest approved versions of applicable documents.

The strength of the Dental College depends on the professionalism and contribution of every faculty member. Suggestions for improvement, quality enhancement, educational innovation, patient safety and faculty welfare are encouraged through the appropriate departmental and institutional channels.