



Central Park Medical College

(A Project of Health & Education Foundation Reg No. 0062545)

CPMC/ME/2021-1

28th of January 2021

CODE OF CONDUCT

CONTENTS

General behaviour.....	4
Professional integrity	4
Respect for staff, students and patients	4
Communication	4
Non-discrimination policy	4
Appearance and dressing.....	5
Identification Cards	5
Classroom ethics	6
Mobile phones	6
Attendance and academic performance.....	6
Policy to ensure a fair and formal process for taking any action that affects the status of a student...	8
Leaves of absence	9
Internet Usage.....	9
Care of college property.....	9
Use of library	10
Campus cleanliness	10
Communications with media and public.....	10
No smoking policy	10
Anti-ragging policy	10
Use of alcohol, narcotic drugs and weapons	11
Behaviour in clinical settings.....	11



Central Park Medical College

(A Project of Health & Education Foundation Reg No. 0062545)

CPMC/ME/2021-I	28 th of January 2021
Confidentiality	11
Patient examination	11
Misconduct with patients	12
Disciplinary Committee	12
Disciplinary Penalties	14
Policy on forbidding students from partaking in any political activity.....	15
Migration Policy.....	16



Central Park Medical College

(A Project of Health & Education Foundation Reg No. 0062545)

CPMC/ME/2021-I

28th of January 2021

CODE OF CONDUCT

Medical profession is characterized by a long period of training to attain sound knowledge and a specialized set of clinical skills which are based on strong ethical principles. Therefore, as potential future members of the medical fraternity, medical students have an obligation to adhere to the prescribed moral values of good clinical practice and behave in a manner that is compatible with the standards of conduct of this noble profession.

Development of professionalism is a fundamental component of the curriculum of Central Park Medical College. The key aim of the college is to produce graduates who not only practice safe medicine and demonstrate excellent professional behavior but also behave as rational, moderate and kind human beings. The following code of conduct sets out the core values and principles that will facilitate students in attaining professional excellence and help them prepare for their future careers.

In addition to these guidelines, students are also required to read and familiarize themselves with the Code of Ethics of Practice for Medical and Dental Practitioners.

<http://www.pmdc.org.pk/LinkClick.aspx?fileticket=v5WmQYMvhz4%3D&tabid=292&mid=845>



Central Park Medical College

(A Project of Health & Education Foundation Reg No. 0062545)

CPMC/ME/2021-/

28th of January 2021

GENERAL BEHAVIOUR

Students are expected to display dignified professional behaviour at all times. If there are any issues that are impacting on a student's ability to learn, it is the student's responsibility to seek assistance and contact the relevant teaching supervisor.

PROFESSIONAL INTEGRITY

All students are required to maintain high standards of professional integrity with emphasis on honesty and responsibility towards their profession and studies in all matters. Students must be honest, reliable and responsible in their academic interactions which includes completing agreed tasks and duties, meeting deadlines, maintaining punctuality and informing of any intended absences.

Forgery, cheating, falsification and/or plagiarism are considered significant violations of professional conduct.

RESPECT FOR STAFF, STUDENTS AND PATIENTS

Students must exhibit respect in their interactions with college and hospital staff and with other students irrespective of gender, age, culture, ethnicity, socio-economic status and religious beliefs.

COMMUNICATION

Students must use appropriate language in all verbal and written communication, including online communication. They must not communicate in a manner which is aggressive, hostile, derogatory or demeaning toward other students or staff.

NON-DISCRIMINATION POLICY

Students should be dedicated to undergo medical training in a diligent way and to provide supervised competent medical service in a compassionate manner with utmost respect for human dignity and without any discrimination on the basis of gender, ethnicity,



Central Park Medical College

(A Project of Health & Education Foundation Reg No. 0062545)

CPMC/ME/2021-1

28th of January 2021

race, colour or religious beliefs. Students must not engage in any other behaviour that may violate the norms of non-discrimination.

APPEARANCE AND DRESSING

Students must be appropriately dressed and conform to the standards of the college. Professors, designated faculty members and student prefects will report any violations of the dress code to the committee. A formal warning will be issued for first violation and a fine of Rs.1000 should be imposed for subsequent violation. Inappropriately attired students may also be excluded from the learning environment. Repeat offenders will be referred to the disciplinary committee for strict action.

- Generally, neat business wear (dress shirts, shoes and trousers for boys) is acceptable but casual wear is not appropriate.
- *Shalwar kameez / kurta* may only be worn on Fridays (for boys).
- Jeans, T-shirts, trainers are considered highly inappropriate.
- Students are required to wear white lab coats during practical classes and in the hospital setting.
- Revealing attire is considered inappropriate to the work environment.
- Enclosed footwear must be worn at all times.
- Long hair should be neatly tied back. More stringent requirements may be necessary for certain areas (e.g. operating theatres).
- Jewellery or watches may be inappropriate in some rotations (e.g. radiology) – advice should be sought from the respective professors.
- Good personal hygiene standards must be maintained at all times.

IDENTIFICATION CARDS

Students must wear official identification cards / badges which should be displayed in a visible position. Non-compliance may result in refusal from entry into a learning environment



Central Park Medical College

(A Project of Health & Education Foundation Reg No. 0062545)

CPMC/ME/2021-1

28th of January 2021

CLASSROOM ETHICS

The college promotes interactive learning but students are required to maintain classroom decorum while engaging in classroom activities. Any relevant academic comment or question is welcome but students must raise their hands to get attention and permission of the class facilitator before making their point. Food items are not allowed in the lecture theatres. Drinks (bottled water, hot drink) may be carried in exceptional circumstances such as illness or extremes of weather.

Students are expected to contribute to all group learning activities in a manner which does not interfere with the learning opportunities of other students. Students must enter the lecture theatres in good time. Late comers may be refused entry to the class.

MOBILE PHONES

The use of mobile phones is to be avoided during formal academic activities such as lectures and seminars. Outside of such academic activities, mobile phones may only be used with the permission of the supervising teacher. It is strictly advised that mobile phones, when switched on, should be kept in silent mode at all times.

ATTENDANCE AND ACADEMIC PERFORMANCE

A professional approach to attendance and academic performance is expected of students. Ensuring adequacy in both is the responsibility of the student. The University of Health Sciences (UHS) and PMDC require the college to monitor attendance and academic outcomes. Repeated, unexplained or unauthorised absence and/or academic insufficiency may lead to barring from examinations, suspension or termination of studies.

Students are expected to attend all timetabled activities in all years and are expected to be in attendance in clinical settings (wards, clinics, emergency departments, theatres) when there are no other fixed timetabled activities during the college hours. During years 3-5, there may be occasions when students are also expected to attend in the evening, early morning and at weekends as directed by their clinical supervisors.

Students are required to maintain attendance of at least 85% and academic record above 50% in all subjects (whether examination or non-examination) from first year to final



Central Park Medical College

(A Project of Health & Education Foundation Reg No. 0062545)

CPMC/ME/2021-1

28th of January 2021

year as a mandatory condition for admission to be sent for the university professional examinations. Failure to comply with attendance and academic performance regulations shall result in withholding of admissions for university examination and/or detention.

POLICY TO ENSURE A FAIR AND FORMAL PROCESS FOR TAKING ANY ACTION THAT AFFECTS THE STATUS OF A STUDENT

Strict disciplinary action may be taken against a student at CPMC if he/ she commits one of the following offenses;

- Attempt to disrupt teaching exam or administration.
- Cheating
- Damaging and defacing property
- Ragging
- Defecting of library books
- Unauthorized entry / occupation of hostel
- Immorality and harassment
- Any act prejudice to the good order and college discipline
- Being disrespectful to a member of the faculty

Punishments can include:

- Written warning
- Summoning of parents to the college
- Fines as determined by the discipline committee
- Suspension for 1 - 4 weeks
- Monitoring of conduct – if no improvement then expulsion or rustication.
- Withdrawal/expulsion/rustication for 1 - 2 years through the disciplinary committee



Central Park Medical College

(A Project of Health & Education Foundation Reg No. 0062545)

CPMC/ME/2021-I

28th of January 2021

For all such offenses that occur in the institution, attached hospitals and hostels premises, head of the institution may at his discretion refer the case to the disciplinary committee of the institution, which shall be appointed by the Academic Council from time to time. This Disciplinary Committee shall have the power to interview any student or students or any member of the staff or any member of public and is empowered to send its recommendations to the head of the institution.

After considering the recommendations of the disciplinary committee, disciplinary action by the head of the institution against the students committing an offence might take one or more of the following forms depending upon severity of the offence.

- The student may be asked to tender an apology, verbal or written. This shall be placed on the student's record.
- A student may be placed on probation for a period up to three months, during which, if he/she fails to improve his/her conduct may lead to expulsion from the institution.
- A student may be fined up to Rs. 50,000
- Scholarship (if any) may be suspended or stopped.
- A student may be suspended from the institution roll for a time period determined by the Head of the Institution on the recommendation of the disciplinary committee.

LEAVES OF ABSENCE

Any leave requested during term time is to be considered exceptional and requires approval in advance from the Principal's office. There are times when absence is unavoidable, such as illness or emergencies, but the college expects absences to be kept to a minimum and reported as early as possible. Any sick leave needs to be substantiated with a medical certificate. A maximum of 4 leaves (including casual / sick or due to any other reason) may be availed by a student during an academic year, subject to approval by the competent authority. No leave application will be acceptable after a lapse of two days from the first day of absence. Long leaves, e.g. leave to do electives, will not be granted during an academic session. Such



Central Park Medical College

(A Project of Health & Education Foundation Reg No. 0062545)

CPMC/ME/2021-1

28th of January 2021

activities should be managed during the official vacation periods as notified in the yearly academic calendar. Attendance for the elective study period may be adjusted but it is not considered replacement for the college study period.

Extraordinary leaves over and above the leave quota may be granted at the sole discretion of the head of institution. Students are required to compensate for those leaves by attending classes in the official vacations and/or evenings.

No leave shall be permitted to students combining Friday / Monday off with weekend. Any student taking Friday / Monday off will be penalized and attendance for the next working day will be cancelled.

For students appearing in supplementary examinations, one week's leave per examination subject will be granted up to a maximum of three weeks leave including leave for exam days.

Students who are absent, for whatever reason, must ensure that they cover the material and clinical experience they have missed by accessing course materials and reading handouts, and by using all opportunities possible during clinical attachments to obtain equivalent clinical experience.

INTERNET USAGE

The college encourages the use of information technology and social media tools for dissemination of knowledge and enhancement of students' academic experience. In that regard, the college has a fully loaded computer lab and free campus-wide internet access. However, students are advised to use the computer and internet facilities in a manner that conforms with established principles of cyber ethics. Internet traffic in the college is monitored for content that contrasts with the internet usage expected in academic and/or clinical settings. Students involved in incidents of internet misuse will be reported for disciplinary action.

CARE OF COLLEGE PROPERTY

Students are required to respect personal and institutional property. The damage or destruction of property of a member of the college community, an institution or another



Central Park Medical College

(A Project of Health & Education Foundation Reg No. 0062545)

CPMC/ME/2021-I

28th of January 2021

person not affiliated with the college is prohibited. This prohibition includes vandalism. Theft of or vandalism to college property should be promptly reported to the relevant office.

USE OF LIBRARY

The college library serves as a reservoir of knowledge replete with latest edition of textbooks, reference books, periodicals and journals on a wide array of medical and allied health subjects. Students are required to uphold the sanctity of the college library and of the valuable resources and educational materials present in the library. The general policies of library use as well as the specific protocols of CPMC library are to be observed by the students.

CAMPUS CLEANLINESS

The college has a very strong focus on campus beautification and cleanliness. Students are encouraged to participate in the upkeep of the campus and exhibit environment-friendly behaviour. Any student found littering or fly-tipping will be reported and penalties imposed.

COMMUNICATIONS WITH MEDIA AND PUBLIC

Students are not authorised to speak to the media or public about any issue related to the college or its affiliated institutions unless provided with relevant authorisation.

NO SMOKING POLICY

A stringent no smoking policy is in place at the college premises and strict adherence to this policy is advised. Any student found smoking will be warned for the first violation and suspended from the college for a minimum period of one week for the second violation. Any subsequent non-compliance will result in expulsion from the college.

ANTI-RAGGING POLICY

The college has a very stern anti-ragging policy. Any detrimental act on the physical, psychological, social, political, economic, cultural and/or academic aspects of a student's well-being is considered ragging. Any incident of ragging will be reported to the Dean and strict disciplinary action taken. The punishment meted out to people involved in ragging will be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.



Central Park Medical College

(A Project of Health & Education Foundation Reg No. 0062545)

CPMC/ME/2021-/

28th of January 2021

USE OF ALCOHOL, NARCOTIC DRUGS AND WEAPONS

Alcohol consumption, substance abuse or carrying weapons of any kind by students is strictly prohibited. A student will be immediately dismissed from the learning environment if it is believed he/she is intoxicated by alcohol or another substance or is found in possession of any weapon. Such violations shall immediately be referred for disciplinary proceedings and lead to expulsion from the college.

BEHAVIOUR IN CLINICAL SETTINGS

During the MBBS program at CPMC, students undertake a wide range of clinical rotations which are an opportunity to demonstrate a strong code of professional behaviour and ethical practice. During such placements, students are expected to comply with PMDC's Code of Ethics as well as with CPMC Code of Conduct. These protocols and policies may change from time to time and the college will inform students about these changes. Students may be required to observe any additional policies and procedures which are communicated during clinical rotations.

CONFIDENTIALITY

Information provided to healthcare professionals must be treated with absolute confidentiality. Medical students have direct or indirect access to this information which is a privilege as well as a responsibility. Medical records are to be treated with absolute confidentiality. Students must not remove medical records from the immediate vicinity in which they are accessed (e.g. the ward or consulting room). It is a breach of confidentiality to discuss patient details outside the confines of the college or for any reason other than professional purposes. The patient should not be identified in any presentation to individuals not directly involved in provision of care.

PATIENT EXAMINATION

The consent of the clinical supervisor must be obtained before examining or speaking to a patient in a hospital ward and all standard precautions must be adhered to while examining the patient. Intimate examinations (e.g. digital rectal examination) should never be performed without a doctor's supervision and the patient's consent. All bedside



Central Park Medical College

(A Project of Health & Education Foundation Reg No. 0062545)

CPMC/ME/2021-I

28th of January 2021

regulations including but not limited to informed consent and respect for patient privacy must be observed.

MISCONDUCT WITH PATIENTS

While being involved in patient care, students should not engage in any inappropriate or non-professional relationship with the patients, even at the request of the patients. Any such misconduct will lead to severe disciplinary action being taken.

DISCIPLINARY COMMITTEE

Students who do not comply with the standards set out in this Code of Conduct may be referred to the Disciplinary Committee (DC). The DC will be constituted by the Dean and shall include a minimum of two senior faculty members who will investigate the issue and inform the Dean of the outcomes and give recommendations. Unsatisfactory outcomes from the DC will lead to disciplinary action being taken that may include penalties in the form of monetary fine, suspension or permanent expulsion from the college.

In the case of disciplinary proceeding against a student, the decision of the dean will be final and non-challengeable.

DISCIPLINARY PENALTIES

Students are required to follow the college code of conduct in true letter and spirit. Penalties may be imposed by the competent authority on matters predefined in the code of conduct without the need of referral to the disciplinary committee. Students residing in hostels should adhere to the hostel rules and regulations.

POLICY ON FORBIDDING STUDENTS FROM PARTAKING IN ANY POLITICAL ACTIVITY

As a student of Central Park Medical College, it is inappropriate to either participate in political activities or solicit participation of others in political activities, either during college hours or at any other time. Students and employees of CPMC must abide by appropriate principles in



Central Park Medical College

(A Project of Health & Education Foundation Reg No. 0062545)

CPMC/ME/2021-1

28th of January 2021

not permitting political considerations, unethical considerations, or personal beliefs, to influence or interfere with any academic activity.

MIGRATION POLICY

For Private Sector Colleges/ Institutions:

A migration will be allowed only if that does not result in any increase in the number of seats sanctioned in the Institution. Migration request of only those undergraduate students shall be entertained who have passed their First Professional University Examination in totality, whereas for students of MBBS course migration request shall only be entertained if he/she has passed both 1st Professional Part I & Part II examinations. Migration of students will be allowed only between affiliated/ Constituent Institutions of HEC recognized Universities. University of Health Sciences may allow a Migration only after provision of following by the student:

- No Objection Certificates from the Heads of Colleges/ Institutions/ Departments concerned.
- No Objection Certificate issued by relevant Regulatory Bodies.
- No Objection Certificate from the parent University, in case of Inter University Migration.
- Payment of prescribed fee.
- Detailed transcript/academic record in case of Inter-University migrations.
- The Migration/ Equivalence Committee shall refer the cases, not covered by the above Regulations to the Vice Chancellor for decision.



Central Park Medical College

(A Project of Health & Education Foundation Reg No. 0062545)

CPMC/ME/2021-1

28th of January 2021

APPROVAL AND REVIEW DETAILS

Central Park Medical College	Department of Medical Education		Policy Number:
Title: <u>CODE OF CONDUCT</u>	Issue Date:	Prepared/Revised by: Date:	01
Due for Revision on			
Reviewed by: DR. mariyah Hidayat Date: 28/1/21		Authorized by: Date:	

F. A. S. Chughtai

B.S., M.Phil, MIAC, FCPS,

• P, FRCPath

Dean

Central Park Medical College

• Ferozepur Road, Lahore

• 35935347

• f.schughtai@gmail.com