POLICY ON SERVICE CONDITIONS, RESPONSIBILITIES AND CODE OF CONDUCT OF TRAINEES



UNIVERSITY OF CHILD HEALTH SCIENCES, LAHORE

Policy on Service Conditions, Responsibilities of Trainees and Code of Conduct	
Recommended by:	Academic Council, University of Child Health Sciences, Lahore on dated 27th March, 2025
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SERVICE CONDITIONS, RESPONSIBILITIES OF TRAINEES, AND CODE OF CONDUCT

This document defines the service conditions, responsibilities, and code of conduct for postgraduate trainees to ensure a structured, fair, and professional learning environment in compliance with PMDC standards.

SERVICE CONDITIONS

Appointment and Tenure

- Trainees are appointed on a fixed-term basis for the duration of the postgraduate program as specified by the PMDC and Specialized Healthcare and Medical Education Department.
- Continuation in the program is contingent upon satisfactory academic performance, adherence to institutional policies, and fulfillment of assigned responsibilities.

Work Hours and Leave Policy

- Work hours shall adhere to PMDC guidelines, ensuring adequate training opportunities without compromising patient care or trainee well-being.
- Trainees are entitled to Annual leaves, Sick leave and Maternity/Paternity leave as per Specialized Healthcare and Medical Education Department policy and PMDC regulations.

Stipend and Benefits

- Monthly stipends shall be provided as per PMDC and government Policy.
- Additional benefits, including medical coverage and accommodation (if applicable), are outlined in institutional guidelines.

Evaluation and Progression

- Trainees will undergo regular evaluations, including clinical assessments, academic performance reviews, and feedback from supervisors.
- Unsatisfactory performance may result in counseling, remediation, or termination following due process.

Grievance Redressal

- Trainees may report grievances to the designated grievance officer or committee. Complaints will be addressed promptly, maintaining confidentiality and fairness.

RESPONSIBILITIES OF TRAINEES

Clinical Duties

- Provide safe, ethical, and competent patient care under supervision.
- Adhere to duty rosters, including emergency and on-call duties, ensuring continuity of care.

Academic and Research Contributions

- Attend mandatory teaching sessions, workshops, and conferences.
- Engage in academic research and publications as part of program requirements.

Adherence to Policies

- Comply with institutional policies, PMDC regulations, and relevant legal frameworks.
- Maintain timely and accurate documentation in medical records.

Professional Conduct

- Demonstrate professionalism, including punctuality, respect for colleagues and patients, and confidentiality.
- Refrain from any form of harassment, discrimination, or unethical behavior.

THE CODE OF CONDUCT

Code of conduct ensures that students uphold the dignity and trust associated with the profession, prioritize the welfare of children, and contribute to a learning environment rooted in respect, accountability, and collaboration. Below are the key principles and expectations that define this code of conduct.

1. Commitment to Professional Ethics

Trainees are expected to:

- **Prioritize Patient Welfare:** Always act in the best interest of children under their care, ensuring their safety, dignity, and comfort.
- **Maintain Confidentiality:** Uphold strict confidentiality regarding the medical and personal information of patients and their families.
- **Adhere to Ethical Guidelines:** Comply with ethical standards set by governing bodies, including respecting patient autonomy and obtaining informed consent where appropriate.
- **Report Misconduct:** Promptly report any unethical or unprofessional behavior observed in peers or faculty.

2. **Respect for Children and Families**

- **Compassionate Interaction:** Treat children and their families with kindness, empathy, and respect, recognizing their vulnerability.
- **Effective Communication:** Use age-appropriate language when interacting with children and ensure that families are well-informed about the care being provided.

3. **Commitment to Academic Integrity**

Trainee must:

- **Uphold Honesty in Academics:** Avoid plagiarism, cheating, or any form of dishonesty in coursework, examinations, or clinical evaluations.
- **Engage Actively in Learning:** Demonstrate enthusiasm and commitment to learning, participating fully in lectures, clinical rotations, and research activities.
- **Seek Help When Needed:** Recognize personal limitations and seek guidance from mentors or supervisors to ensure the highest standards of care.

4. **Professionalism in Clinical Practice**

Trainees must exhibit professionalism by:

- **Maintaining Punctuality and Preparedness:** Arriving on time for classes, clinical rotations, and other academic activities, equipped with the necessary tools and knowledge.
- **Appearance and Hygiene:** Adhering to the institution's dress code and maintaining high standards of personal hygiene.
- **Collaborative Approach:** Working effectively with peers, faculty, and the multidisciplinary healthcare team, respecting each member's role in providing comprehensive pediatric care.

5. **Respect for Institutional Policies**

Post graduate trainees must:

- **Follow Rules and Regulations:** Abide by the university's policies regarding attendance, submission deadlines, and conduct during examinations.
- **Use Resources Responsibly:** Ensure appropriate use of institutional facilities, such as laboratories, libraries, and clinical tools, to preserve their integrity for future use.
- **Avoid Conflicts of Interest:** Disclose any personal relationships or situations that may affect impartiality in academic or clinical settings.

6. **Commitment to Personal and Professional Development**

- **Reflective Practice:** Engage in self-assessment to identify areas for improvement and actively seek feedback from supervisors and peers.

- **Continuing Education:** Stay informed about advancements in pediatric care through research, workshops, and seminars.
- **Mental and Physical Well-being:** Recognize the importance of self-care to maintain the resilience and focus needed for effective learning and patient care.

7. Zero Tolerance for Misconduct

The university has zero tolerance for:

- **Harassment or Discrimination:** Any form of bullying, harassment, or discriminatory behavior towards peers, faculty, or patients.
- **Substance Abuse:** Use of alcohol or illicit substances in academic or clinical settings.
- **Dishonest Conduct:** Fabrication of data, falsification of patient records, or any other dishonest actions that compromise trust and integrity.

8. Accountability and Disciplinary Measures

Students and trainees are expected to take full responsibility for their actions. Violations of this code will result in disciplinary measures, which may include warnings, remedial training, or dismissal from the program, depending on the severity of the infraction.

Compliance and Acknowledgment

All trainees are required to read, understand, and sign this document as a condition of their enrollment in the postgraduate training program.

Acknowledgment by Trainee

I, acknowledge that I have read and understood the Service Conditions, Responsibilities of Trainees, and Code of Conduct outlined above. I agree to comply with the provisions and accept the consequences of any violations.

Name of Trainee: _____

Signature: _____

Date: _____

Approved by

Name of Dean / HOD: _____

Signature: _____

Date: _____