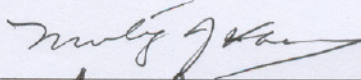
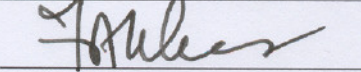
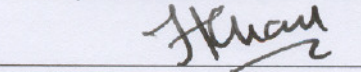


Aga Khan University
Postgraduate Medical Education
Disciplinary Policy for PGME Trainees

Issue Date : July 01, 2009	Policy Number : PGME/110/09
Revision # : -	Effective Date : July 01, 2009
Approved By :	
Associate Dean, PGME	
Dean, Medical College	
Medical Director & Associate Dean, Clinical Affairs	

1. POLICY STATEMENT

The University considers its PGME Trainees (Residents / Fellows / Interns) to be mature and responsible individuals and makes all efforts for developing matching professional attributes. The management requires all PGME trainees to maintain the highest standards of work performance and conduct, and to abide by established rules and regulations in order to contribute towards accomplishment of organizational goals.

2. SCOPE

All PGME trainees registered under the Internship, Residency and Fellowship programmes.

3. DEFINITION

a. Disciplinary Offence

- i. Repeated failure to conform to scheduled instruction, practical work, examination, clinical assignments and or forcing other students to act likewise.
- ii. Assault on students, members of staff, faculty or patients.
- iii. Any form of unauthorized picketing, rallies, demonstrations or organized obstruction of any student/University/University Hospital function in any manners whatsoever.
- iv. Any attempt to conceive, design or affect any plan of whatever nature whose object or consequence is to disrupt academic programmes of the University or its operations.
- v. Malicious acts, theft, willful damage or misuse of University property.
- vi. Disorderly conduct and/or molestation of other members of the University Community within and outside the University precincts.

- vii. Smoking, eating, drinking where prohibited in settings of the University.
- viii. Unauthorized housing of persons in the hostel or other buildings in the University.
- ix. Cheating, plagiarism and or use of unfair means in examinations or any other academic setting.
- x. Possession or use of drugs, alcohol or other contraband items on campus or at University-related events
- xi. Attendance on campus or at University related events in an intoxicated state or under the influence of banned substances.
- xii. Possession or use of firearms and other weapons on campus or at University related events.
- xiii. Willful neglect of assigned duties. Neglect of duty of care to patients.
- xiv. Unauthorized absence from duty.

b. Disciplinary Action

Disciplinary offence will be liable to one or more of the following steps:

- i. Counseling of the PGME Trainees.
- ii. Probation: A PGME Trainee can be put on probation for a specified period of time with mandatory periodic counseling.
- iii. A letter of warning or reprimand may be issued to PGME Trainees.
- iv. Suspension from the University for a specified period.
- v. Expulsion from the University residences if so required.
- vi. Expulsion from the University.
- vii. Any other penalty which the University may deem fit to impose.

4. OBSERVATIONS

- a. All rules and regulations within and outside the scope of this policy will be governed by AKU medical bylaws.
- b. The expression "offence not of serious nature" appearing hereinafter shall be such offence as is considered as an offence of not a serious nature by the faculty/staff member of the University in his/her sole discretion.
- c. The matter shall be resolved normally within fourteen working days from the day the Associate Dean is informed of the offence.
- d. Any disciplinary action which has either financial impact (fines, stoppage of salary, etc) or impacts directly on the Resident's training (suspension, expulsion, etc) may only be applied by the Associate Dean, PGME.

- e. For very serious offences involving either patient or staff safety the concerned faculty may take immediate action (temporarily) including suspension. However, the matter has to be referred to the Programme Director / Department Chair / Associate Dean, PGME as soon as possible.

5. PROCEDURE

- a. Any disciplinary offence not of serious nature may be brought to the attention of the offender by the concerned faculty/staff member of the University. The purpose of this in the first instance is to resolve the matter through constructive criticism, counseling and/or admonition. The faculty/staff member will inform the Director Residency Programme of the concerned discipline.
- b. Disciplinary action for repeated offences not of serious nature will be dealt at the departmental level, with information to Associate Dean, PGME.
- c. If the matter is not resolved or the resident/intern repeats an offence or if the offence is a serious one, the relevant programme director / coordinator will be informed in writing (email). The programme director/coordinator will investigate the matter and report to the Chair of the Department, Associate Dean, PGME and HR.
- d. Disciplinary action against repeated offences not of serious nature, or offences of serious nature, by which trainee's training or financial benefits are impacted, will be taken by Associate Dean PGME.
- e. The Associate Dean will forward this to the Disciplinary Committee within 2 working days after receiving the complaint. The committee will constitute faculty from the Medical College and a representative from Human Resources.
- f. Based on its findings and review of the issue, the committee will send its recommendations confidentially to the Associate Dean PGME within 5 working days.
- g. The Associate Dean shall communicate the outcome of the investigation with the Dean, Medical College, Chair of the Department, HR, Programme Director / Coordinator within 3-5 working days after receiving the report.
- h. The Associate Dean will communicate the decision to the offender within next 2-3 working days and send the recommendations to HR for further action, if required.

6. APPEAL PROCESS

A resident/intern may appeal in writing against such a decision to the Dean MC within ten working days of the decision having been communicated in writing to the resident/intern.

The Dean MC may act upon the recommendations of the Appeal Committee or modify them in accordance with his/her own judgment.

If the decision is not acceptable to the resident/intern, he/she may request a final review by the Provost of the University, whose decision thereafter shall be final and binding.

Disciplinary Procedure Flow Chart

