



Gulab Devi Teaching Hospital

Application Form for House Job



Diary Number (Office use only)		Merit Number (Office use only)		Paste Passport Size Photograph (Do Not Staple)
Applicant Name (DR) (CAPITAL LETTER)				
S/o , D/o , W/o				
PM&DC Provisional License Number				
Date of Graduation (Month / Year)				
Institute of Graduation				
Date of Birth (DD-MM-YY) and Place of Birth				
CNIC Number				
Marital Status			Blood Group	
Nationality			Religion	
Contact Number				
Email Address				
Father / Guardian / Husband Contact Number				
Passport Number (Foreigners)				
Current Mailing Address				
Permanent Address (If different from above)				

Professional	Marks Obtained	Attempts	Distinction	University Position	Total Score (For Office Use Only)
First Prof					
Second Prof					
Third Prof					
Fourth Prof					
Final Prof					
Total Score (For Office Use Only)					

Rotation Preference (Please mention your preferred rotations in order of priority)

Rank	Preferred Rotation
1	
2	
3	
4	

- The form is to be submitted to the Admin Office of the Al Aleem Medical College, Gulab Devi Teaching Hospital, according to the notified schedule.
- Lists of selected House Officers based on merit shall be displayed on the Gulab Devi Teaching Hospital Notice Board as well as on the website (www.gulabdevi.org).
- Documents to attach
 - a. Copy of provisional license of PM&DC / receipt.
 - b. Attested copy of matriculation / O-Level certificate.
 - c. Attested copy of F.Sc / A-Level certificate.
 - d. Attested copies of the DMCs of all professionals.
 - e. Attested copy of attempt certificate.
 - f. Attested copy of a college provisional certificate.
 - g. Attested copy of CNIC / Passport.
 - h. Affidavit on judicial paper worth Rs 100/-.
 - i. Hepatitis B vaccination certificate and COVID-19 vaccination certificate.
 - j. Four fresh passport-size photographs.
- No application shall be entertained without the above documents.
- Compulsory Rotations:
 - a. Major (General Medicine)
 - b. Major (General Surgery)
 - c. Minor (Speciality - Allied Medicine)
 - d. Minor (Speciality - Allied Surgery)
- Every applicant must opt for the four compulsory rotation of three months each.
- Applicants will be divided into four batches. Each batch will be rotated according to their merit major medicine, any allied medicine and major surgery, any allied surgery (as per schedule for rotation).

Declaration

- I do hereby solemnly declare that the information given by me in this application form is true and correct to the best of my knowledge and belief. I fully understand that the facts above will serve as the basis for determining my eligibility by the concerned authorities. My candidature, determined by the board/authorities, will stand provisional until it is verified with the original certificates at the interview. I will not claim the benefit of any information not mentioned in the application form and produced later on.
- I declare that I have not already been employed anywhere for any job and have submitted my application through the proper channels. I will ensure that I shall resign from my existing post (if any) when selected.
- I undertake to serve for the term of one year in case of selection as an internee house Surgeon/Physician.
- I understand that a sum of PKR 10,000 will be withheld against security from the stipend of the first month, which will be refunded after completing training tenure and producing a clearance certificate countersigned by the various hospital departments. In case of a non-providing clearance certificate, the amount kept as security will be confiscated.
- I undertake to produce the provisional license of PM&DC.
- I have also read the rules and regulations, and I am submitting the affidavit on judicial paper worth Rs. 100/- duly signed and attested by the oath commissioner.

**Thumb Impression and
Signature of the Applicant**

Thumb Impression

Signature

Office Use Only

Comments / Status:

Address: Admin Office, Al Aleem Medical College, Gulab Devi Teaching Hospital, Ferozepur Road
Contact: 0318 0499974 & 0318 0499979 **e-mail:** info@aamc.edu.pk

INTERVIEW SLIP

Applicant Name (DR) _____ S/o, D/o, W/o _____

PM&DC Provisional

License Number _____ Dated _____ Diary No. _____

INCOMPLETE APPLICATION WILL NOT BE ENTERTAINED

The applicant must tick the documents which are attached by him/her

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- Attested copy of matric / O-Level certificate.
- Attested copy of F.Sc / A-Level certificate.
- Attested copies of the DMCs of all professionals.
- Attested copy of attempt certificate.
- Attested copy of a college provisional certificate.
- Attested copy of CNIC / Passport.
- Hepatitis B vaccination certificate and COVID-19 vaccination certificate.
- Affidavit on judicial paper worth Rs 100/-.
- Four fresh passport-size photographs.

Checked by

Signature of Applicant

Thumb Impression

Name: DR. _____

Father / Husband Name: _____

Designation: _____ Blood Group: _____

PM&DC Registration Number _____

Paste Passport Size
Photograph
(Do Not Staple)

Applicant Copy

INTERVIEW SLIP

Applicant Name (DR) _____ S/o, D/o, W/o _____

PM&DC Provisional

License Number _____ Dated _____ Diary No. _____

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Checked by

Signature of Applicant

Thumb Impression

Affidavit

I Dr. _____ S/O, D/O, W/O _____,

CNIC # _____ - _____ - _____ and resident of _____

House officer, Gulab Devi Teaching Hospital, Lahore, do hereby solemnly declare and affirm as under:

1. I shall not take part in any association/ union.
2. I shall not take part in any political activity and subversive activity, i.e., strikes, demonstrations, slogans, etc.
3. I shall be bound to abide by prevailing administrative rules & regulations and the code of conduct issued by the authorities of Gulab Devi Teaching Hospital from time to time. I have read the rules and regulations carefully.
4. That if I am found indulged in any such activities and violations of rules and regulations, my house job will be liable to be terminated without assigning any notice.
5. I declare that I have not already been employed anywhere for any job and will not apply for the house job at another teaching hospital during the one-year tenure.
6. I will abide by the principles of medical ethics, namely patient's confidentiality, patients autonomy, beneficence, non-maleficence and justice.

Name: Dr. _____

S/O, D/O, W/O: _____

Contact #: _____

Date: _____

Left Thumb Impression

Right Thumb Impression

Signature

Gulab Devi Teaching Hospital

Rules & Regulations for House Officers

The undersigned is pleased to notify the undermentioned rules and regulations for house officers at Gulab Devi Teaching Hospital.

1. The house job training will be full-time and residential. House Officers will not seek employment elsewhere during this period.
2. 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 house job will be terminated on the report of his/her Professor/HoD/ Program Director.
3. Biometric attendance is mandatory.
4. The house officers will follow the timetable as per duty roaster.
5. House officers cannot issue or sign a medical certificate, death certificate, or any legal document to the patients.
6. A total of 6 days leave will be allowed in each six months rotation.
7. In extreme emergency, leave may be extended to one month per year after approval of CEO/Medical Superintendent; however, the house officer will have to make up for the training period lost (during leaves more than six days/six months).
8. Leave in excess of one month without prior permission will lead to termination of the house job, and they will have to re-apply for the house job on the next intake.
9. Maternity leave may be granted for two months. However, the house officer will make up for the lost training. In case of making up lost training, no stipend will be paid for such period.
10. House Officers are not allowed to leave or transfer the House Job during his / her tenure of one year.
11. Experience certificates will be issued after completion of the house job.
12. The stipend shall be paid directly into the house officer's bank account.
13. House officers will abide by the hospital policies and SOPs as notified by the hospital time to time.
14. House officers will abide by the code of conduct of hospital.
15. Complaints by house officers, if any, will be launched through the grievance committee. The house officers are not allow to use print, electronic or social media in this regard.
16. At the end of every three months rotation, written feedback will be sought from the house officers.
17. At the end of every three months rotation, written feedback will be sought from the HoD/ Director of Clinical training.
18. The training can be terminated in case of poor academic performance, poor patient care, defying hospital orders, or breach of discipline.
19. The management reserves the right to expel the house officer if he/she violates any of the above terms and conditions.

**CEO/Medical Superintendent
Gulab Devi Teaching Hospital**

Gulab Devi Teaching Hospital

Code of Ethics / Conduct for House Officers

Gulab Devi Teaching Hospital (GDTH) maintains certain policies to guide its House Officers with respect to standards of conduct expected in areas where improper activities could damage GDTH reputation and otherwise result in serious adverse consequences. The purpose of this policy is to affirm required standards of conduct and practices in a comprehensive statement.

GDTH has developed a Code of Ethics/Conduct (the “Code”) to provide guidance to employees in identifying situations that create or have the potential to create legal and ethical problems, or the appearances of such, and to provide direction in handling actual and potential conflicts of interest between personal and professional relationships.

GDTH shall operate in full compliance with all applicable laws. The conduct of House Officers shall conform to the requirements of all applicable laws and policies, rules and regulations. It is important to avoid even the appearance of any illegal or unethical behavior. House Officers shall behave in a manner that promotes the trust of public.

a. Protection and Proper use of GDTH Assets

A House Officer shall be expected to protect GDTH assets and ensure their efficient use, and is prohibited from engaging in theft, carelessness, or waste.

b. Workplace Harassment

As the GDTH is an equal opportunity employer and is committed to educating a diverse work environment where individual differences are appreciated and respected. It is GDTH policy, through responsible management, to recruit, hire, train, and promote persons regardless of their cast, religion, color, sex and creed, a House Officer shall maintain an environment that is free from harassment and in which all employees are equally respected. Workplace harassment shall include all such harassment activity, but not be limited to sexual harassment.

c. Weapons, Workplace Violence, Drugs, Alcohol and Gambling

GDTH staff whether on duty or not, may not possess or use weapons of any kind, ammunition, gunpowder, fireworks, explosives, and other dangerous articles and substances in GDTH premises.

d. Responding to Inquiries from the Press and Others

Only authorized spokespersons shall speak with the press as GDTH representatives. Requests for information about GDTH from the media, the press, the financial community, or the public shall be referred to the Mass Communication Department.

e. Confidentiality

The confidential information shall include all non-public information, correspondence, documents, papers, records, drawings and data.

The House Officers shall maintain the confidentiality of information entrusted to them or which comes to his/her knowledge because of the position that the he/she holds. Only an employee shall disclose confidential information if the employee is duly authorized by GDTH or is legally mandated to do so.

Prior to making a disclosure of any confidential information which is legally mandated, a House Officer shall be required to consult with the Admin Officer or the Program Director.

A House Officer shall not make or keep for personal use, copies of any confidential information. All confidential information shall be surrendered to GDTH when a person ceases to be a Trainee.

This responsibility continues in the case of ex-trainees and GDTH shall pursue all available legal remedies to prevent current and former trainees from benefiting or misusing such confidential information.

f. Sanction

Any breach of GDTH code or requirement of this policy and procedure shall expose the House Officer to disciplinary action, including termination of House Job.

g. Integrity & Accountability

House officers should act with integrity, honesty, and accountability. They should take responsibility for their actions, acknowledge and learn from mistakes, and be open to feedback and supervision. They should also report any concerns regarding patient safety, ethical issues, or breaches of professional conduct. Integrity on the training means.

1. Treating staff fairly and comply with all laws, regulations, rules, and policies that govern the conduct of GDTH business, wherever that business is transacted.
2. To ensure that all transactions are handled honestly and recorded accurately.
3. To avoid conflicts of interest, both real and perceived.
4. Not to use GDTH assets, information, or relationships for personal gain.
5. Refrain from any acts of retribution or retaliation against a House Officer who has properly reported a business conduct issue or question.
6. To respect the rights of all colleagues to fair treatment and equal opportunity, free from harassment.
7. To conduct all business dealings with honesty and fairness.

h. Prohibition in political/sectarian involvement

Any involvement in political or sectarian activities is prohibited and shall be deemed as violation of this policy which shall expose the trainees to disciplinary action.

i. Professionalism

House officers are expected to demonstrate professionalism in all aspects of their work, including interactions with patients, colleagues, and other healthcare professionals. This includes maintaining confidentiality, showing respect and empathy, and upholding ethical standards.

j. Patient Care

House officers have a primary responsibility to provide high-quality, compassionate care to patients. This involves prioritizing patient safety, ensuring timely and accurate medical documentation, and continuously improving their medical knowledge and skills.

k. Communication

Effective communication is crucial for house officers. They must communicate clearly and respectfully with patients, families, and other healthcare team members. This includes sharing information, actively listening, and collaborating in a multidisciplinary manner.

l. Ethical Conduct

House officers are expected to adhere to ethical principles and guidelines in medical practice. This includes obtaining informed consent, maintaining patient privacy and confidentiality, and avoiding conflicts of interest. They should also be aware of the legal and regulatory frameworks that govern their practice. House officers will abide by the principles of medical ethics, namely:

1. Patient's Confidentiality: I will not disclose the hospital record and information related to the patients to anyone.
2. Patients Autonomy: I will always respect the patient's right to self- determination.
3. Beneficence: I will perform my duties accordingly to the specific quality standards to do maximum good to the patients.
4. Non-Maleficence: I will follow evidence- based medicine to avoid any harm to the patients.
5. Justice: I will remain fully committed to the principles of equality and not discriminate on grounds of gender, age, race, color ethnicity and origin.

m. Professional Development

House officers are encouraged to engage in lifelong learning and professional development. They should actively seek opportunities for continuing education, stay abreast of medical advances, and maintain their competence throughout their careers.

n. Teamwork and Collaboration

House officers work as part of a healthcare team. They should foster a positive working environment, respect the contributions of colleagues, and collaborate effectively with other healthcare professionals. This involves effective handover of patient care, seeking assistance when needed, and providing appropriate support to colleagues.

CEO/Medical Superintendent
Gulab Devi Teaching Hospital

Gulab Devi Teaching Hospital

Grievance Policy for House Officers

Purpose and Scope

The purpose of the Gulab Devi Teaching Hospital (GDTH Grievance Policy/Procedure is to assist in resolving workplace issues/problems as they develop. We recognize that workplace challenges may arise from time to time and have found that the best way of maintaining job satisfaction and good working relationship, is to follow a procedure for solving problems and grievances.

The procedure aims to provide all employees/faculty members/postgraduate and diploma trainees with a number of avenues to have their grievances heard and resolved.

Objectives

The objective/purpose of this document is to provide an avenue through which all employees/faculty members/postgraduate/house officers & diploma trainees, and their seniors, can resolve work-related complaints as they arise. Gulab Devi Teaching Hospital is committed to provide a fair, safe and productive work environment where grievances are dealt with sensitively and expeditiously.

What is a grievance?

A grievance is any event, condition, rule or practice, which you believe violates your civil rights, treats you unfairly, or causes you any degree of unpleasantness or unhappiness on the job. A grievance may also deal with an attitude, a statement, or an opinion held by a co-worker. A grievance is any type of problem, concern or complaint related to work or the work environment. For example, one could have a grievance about:

- Transfer or Promotion
- Staff Development or Training Availability
- Duty Rosters/Rotation or Hours of Work
- Wage or Salary Levels
- Leave Allocation
- The Work Environment
- Safety in the Workplace
- The Nature of Supervision
- Performance Appraisal
- Discrimination, Bullying or Harassment.

Responsibility

The following people have a responsibility in relation to this procedure:

- Chief Executive Officer
- Director Human Resources
- Grievance Committee for staff, faculty and Trainees
- Deans of Faculties
- Head of Departments

Procedure

The following procedure sets out the way in which GDTH will handle a complaint. Please use it if you need to. Do not let people get away with harassment and unfair behavior.

1. Our Grievance Procedure is:

1.1 CONFIDENTIAL

Only the people directly involved in the grievance, or in sorting it out, can have access to information about the grievance. Information goes on one's personnel file only if they are disciplined as part of sorting out the grievance.

1.2 IMPARTIAL

All sides get a chance to tell their side of the story. No-one makes any assumptions or takes any action until all relevant information has been collected and considered. All sides have access to support or representation if they want or need it.

1.3 FREE OF REPERCUSSIONS OR VICTIMIZATION

The Management of Gulab Devi Teaching Hospital takes necessary steps to make sure that people involved in a grievance are not victimized by anyone for coming forward with the grievance or for helping to sort it out. Any victimization will lead to disciplinary action. However, if the grievance procedure is used by anyone to lie about someone, the person too can be disciplined.

Of course, if it is decided that the management needs to take disciplinary action against someone for breaching any of our policies or standards, then the management will do so. However, it will be done fairly and consistently.

1.4 SENSITIVE

The people who help sort out grievances have been specially trained to treat all grievances sensitively. You won't be laughed at or treated badly for making a grievance, or for explaining your side of the story.

1.5 TIMELY

The Management aims to deal with all grievances as quickly as possible. There are time limits for the different stages. The aim is to sort out all grievances within four weeks if at all possible. Most grievances can be sorted out even faster than this.

2. Lodging a Grievance

The Grievance Process is a formal and agreed practice that the house officers of GDTH may follow in order to resolve workplace problems. This is done by completing the Grievance Notification Form.

The Grievance Process is based on the principles of natural justice and aims to resolve problems that arise as close to the source as possible with graduated steps for further discussions and resolution at higher levels of authority, as necessary.

Stages in the process are set out as following.

Step 1

Raise the grievance with your Manager/ Supervisor/HOD explaining that you wish to use the formal procedure. Your Manager/ Supervisor will forward your complaint to the Admin Office to discuss the matter and listen to your concerns. If your grievance relates to your Manager/ Supervisor/HOD or is of a kind you feel unable to raise with your Manager/ Supervisor/ HOD, you should discuss the problem directly with Admin Office. In many cases, the matter is expected to be resolved at this initial meeting.

Step 2

If the problem is not resolved by discussion under Step 1, you may request a meeting in writing with the Director/Manager Human Resources who will act as a Reviewer. The Reviewer will consider the information presented and you will be given an opportunity to discuss the issue. The Reviewer will come to a decision or make a recommendation to the Grievance Committee for staff, faculty, house officers and Trainees for further process. Such recommendation will be communicated to the complainant.

Step 3 – Final Step

If you are not satisfied with the decision or recommendations made at Step 2 then you may proceed to Step 3 by notifying in writing process within 3 working days of receiving the decision or recommendation from Step 2 to the Grievance Committee for staff, faculty, house officers and trainees who has not previously been involved in the process. Your request should set out details of the issue and provide any other relevant information, including the reason(s) you are dissatisfied with the previous outcome. The Committee will consider all the available information, as in Step 2, and meet with you to discuss the issue. The Committee will subsequently communicate its decision or recommendation. The decision of this Committee shall be termed as final and will be communicated without delay. However, any person aggrieved by the decision of the Committee may go for written appeal to the Chief Executive Officer and decision of the Chief Executive Officer shall be final and binding on all not to be challenged.

However, during the period when a grievance is being investigated, normal working practices must continue in all circumstances.

3. Some Possible Outcomes

3.1 JOINT AGREEMENT

Many grievances will be able to be settled by joint agreement between the people involved in the grievance. No records or notes will go on anyone's personnel file. The person who handled the grievance will write a confidential report. This report will be filed in a confidential grievance filing system within human resources. Only the Chief Executive Officer and Manager/Director Human Resources will have access to this, and only when necessary.

3.2 NOT ENOUGH PROOF TO BE ABLE TO ACT

If there is not enough proof to work out who is telling the truth, no disciplinary action will be taken. Instead, it may be decided to:

- Keep a closer watch on the people involved.
- Consider wider staff training on the particular policy or standard involved.

3.3 Disciplinary Action

If the forum sorting out the grievance decides that there has been a breach of one of the policies or standards of GDTH, the person or people who breached the standard or policy may face disciplinary action.

If your grievance consists of lies, you can be disciplined. If the person or people you complained about are found to have committed a breach of one of the policies or standards, they can be disciplined. The level of discipline will depend on the seriousness of the breach. Discipline could involve one or more of the following:

- A written apology
- Counselling
- An official warning
- Loss of promotion rights or wage/salary increases for a specified period
- Transfer or demotion
- Dismissal.

A record of the grievance and the resulting disciplinary action will be placed on the personnel file of the person who is disciplined. The grievance handler forum will also send all its notes and a copy of the record of the grievance to Manager/Director Human Resources for filing.

CEO/Medical Superintendent
Gulab Devi Teaching Hospital