
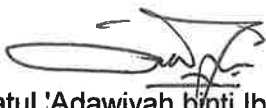
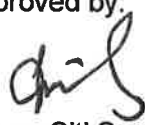



**ORIGINAL DOCUMENT**

	<b>UNIVERSITI KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK</b>	Doc. No:	UniKL/RCMP-04 (WI)
	<b>VERIFICATION OF STUDENT'S LIST UNDERGOING CLINICAL ATTACHMENT AT GOVERNMENT'S HOSPITAL AND POLYCLINICS</b>	Revision No:	02
		Date:	04 Sep 2017
		Page No:	1 of 4

<p>Prepared by:</p> <div style="text-align: center;">  </div> <p>Name: Rabiatul 'Adawiyah binti Ibrahim Admin Officer Academic Services, Faculty of Pharmacy &amp; Health Sciences UniKL RCMP</p> <p>Date: 04/09/2017</p>	<p>Approved by:</p> <div style="text-align: center;">  </div> <p>Name: Siti Sarah binti Nijar Position: HOD Academic Services, Faculty of Pharmacy &amp; Health Sciences UniKL RCMP</p> <p>Date: 04/09/2017</p>
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**AMENDMENT RECORDS**

No.	Date	Remarks	Revision No.	Approved by
1	09 May 2014	Establishment	00	HOD
2	01 Jul 2017	Upgrading MS ISO 9001:2015	01	HOD
3	04 Sep 2017	Amendment	02	HOD

	<b>UNIVERSITI KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK</b>  <b>VERIFICATION OF STUDENT'S LIST UNDERGOING CLINICAL ATTACHMENT AT GOVERNMENT'S HOSPITAL AND POLYCLINICS</b>	Doc. No:	UniKL/RCMP-04 (WI)
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## 1.0 OBJECTIVE

- 1.1 To serve as guideline for continual improvement of verification of student's list undergoing clinical attachment at government's hospital and polyclinics.
- 1.2 To ensure that the handling of verification of student's list undergoing clinical attachment at government's hospital and polyclinics is carried out in a consistent manner.

## 2.0 SCOPE

- 2.1 This procedure covers the process of verification of student's list undergoing clinical attachment at government's hospital and polyclinic. The scope of this procedure covers all programmes conducted at Faculty of Pharmacy & Health Sciences and Nursing Programme, Faculty of Medicine, UniKL RCMP.

## 3.0 REFERENCES

- 3.1 Ministry of Health requirement.
- 3.2 Student Profile

## 4.0. DEFINITIONS / ABBREVIATIONS

- ASD** : Academic Services Dept. (Institute)  
**ASP** : Academic Services Personnel

## 5.0 RESPONSIBILITY

- 5.1 The ASP is responsible to handle the verification of student's list undergoing clinical attachment at government's hospital and polyclinics must be submitted to Finance Department for payment preparation.

## 6.0 PROCEDURE

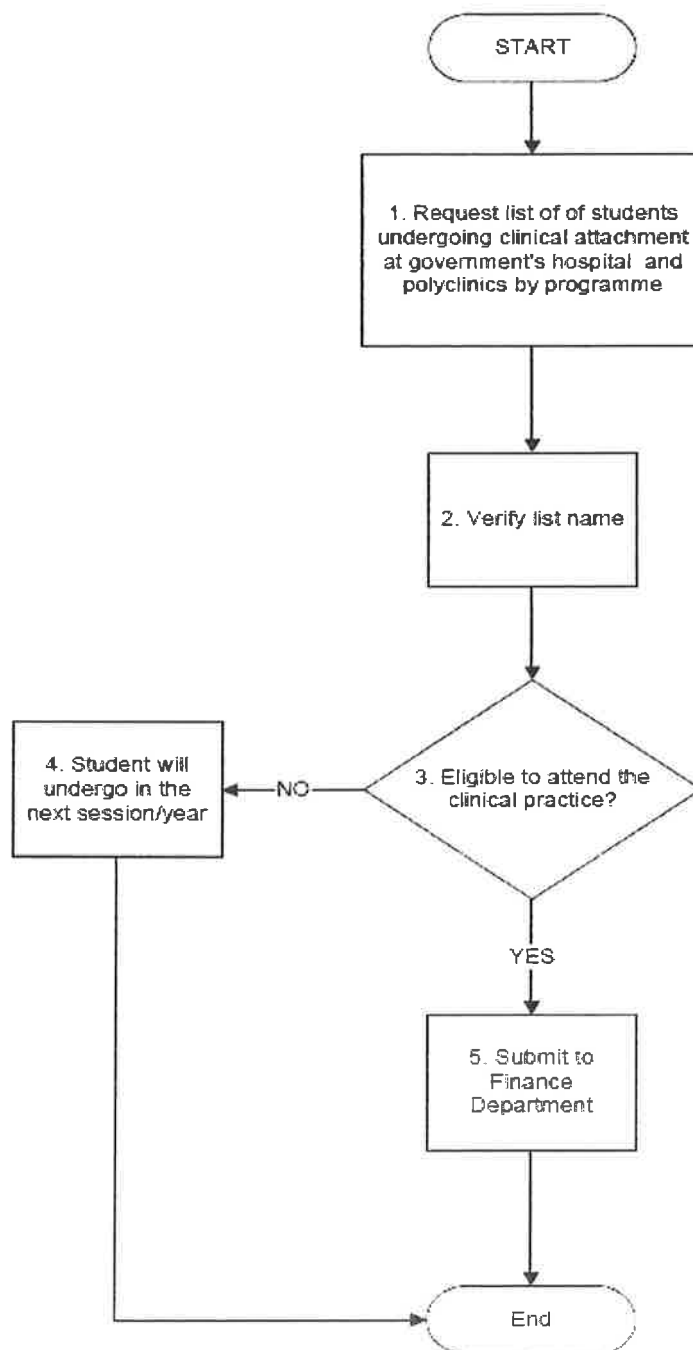
- 6.1 Refer to the process flow chart.




**UNIVERSITI KUALA LUMPUR  
ROYAL COLLEGE OF MEDICINE PERAK**

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UNDERGOING CLINICAL ATTACHMENT AT  
GOVERNMENT'S HOSPITAL AND  
POLYCLINICS**

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## 7.0 DESCRIPTION

No	Description	Time/Duration	Person in charge	Documents
1	Request student's list undergoing clinical attachment at government's hospital and polyclinics from each programme	Ongoing	ASP	List of student is prepared in MOH template
2	Receive list of students from programme	Ongoing	ASP	-NA-
3	Check and verify the student's eligibility to attend the clinical practice If No, refer to No 4 If Yes, refer to No 5	Ongoing	ASP	-
4	Inform Programme. Student not eligible will undergo the next session	Ongoing	ASP	List of student
5	Completed list must submit to Finance Department	Before May every year	ASP	-

## 8.0 RECORDS

No.	Title/ Records	Location/ Responsibility	Retention Period
1	List of students	ASD ASP	1 year