


	UNIVERSITI KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK CLINICAL / PRACTICAL ATTACHMENT	Doc. No:	UniKL/RCMP-01
		Revision No:	01
		Date:	01 July 2017
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Prepared by:  Name: Ahmad Hairil Nadli bin Anuar Program Administration Unit Faculty of Medicine, UniKL RCMP Date: 22 June 2017	Approved by:  Name: AP. Dr Syed Rahim bin Syed Hamid Position: Dean, Faculty of Medicine UniKL RCMP Date: 22 June 2017
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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	09 May 2014	Establishment	00	Dean, FPHS
2	01 July 2017	Amendment	01	Dean, FOM

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1.0 OBJECTIVE

To provide guidelines for preparation of clinical/hospital/health centre practical attachment.

2.0 SCOPE

The scope of this procedure covers all programmes conducted at Faculty of Pharmacy & Health Sciences, and Faculty of Medicine, UniKL, RCMP.

3.0 REFERENCES


MOA with MOH

4.0 DEFINITIONS/ABBREVIATIONS

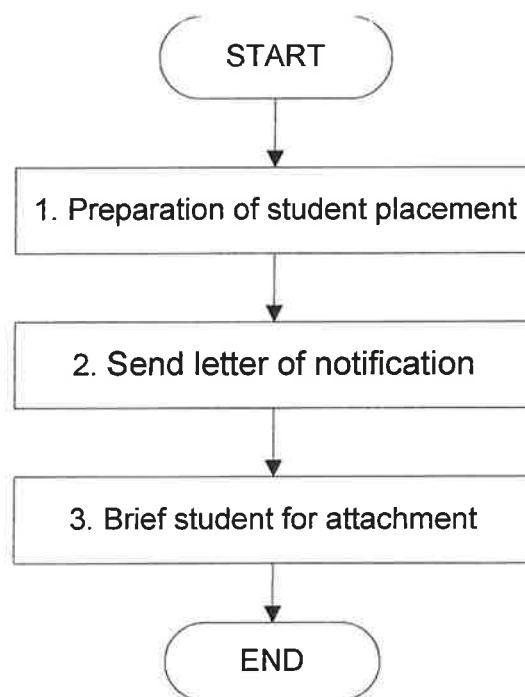
CPC	: Clinical Placement/ Practicum Committee
DDA	: Deputy Dean (Academic)
FOM	: Faculty of Medicine
FPHS	: Faculty of Pharmacy and Health Sciences
HoC	: Head of Committee
HoD	: Head of Department
HoP	: Head of Programme
MOA	: Memorandum of Agreement


5.0 RESPONSIBILITY

- 5.1 The DDA of FOM and FPHS is responsible to ensure that this procedure is adhered to at Faculty level.
- 5.2 HoP/HoC are responsible to ensure that this procedure is adhered at Programme level.

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6.0 PROCEDURE



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7.0 DESCRIPTION

No	Description	Person in Charge	Document	Duration
1	Preparation of Student Placement <ul style="list-style-type: none"> • Process of documentation student placement • Prepare posting schedule and student name list 	HoC/Committee members	Posting schedule, student name list	At least one week before beginning of placement
2	Send letter of notification to State Health Department/ Private Institutions/ hospital <ul style="list-style-type: none"> • A copy of letter send to Hospital Director/HOD/CEO/Person in Charge • A copy of MOA is attached for government hospital (<i>except MBBS</i>) 	HoC/Committee members	Letter of notification or MOA	At least one week before beginning of placement
3	Brief Students for Attachment <ul style="list-style-type: none"> • Briefing on method of Assessments 	HoC/HOD	Logbooks/Assignments or case study	Before clinical/ practicum placement

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8.0 RECORDS

No	Titles/Records	Location/Responsibility	Retention Period
1	Posting schedule	Programme/Committee	3 years
2	Student Name List	Programme/Committee	3 years
3	Letter of notification	Programme/Committee	3 years
4	Logbook	Programme/Committee	3 years
5	Portfolio	Programme/Committee	3 years
6	Assignment/case study	Programme/Committee	3 years
7	MOA	Programme/Committee	Up to 1 year after expiry