



## **Student Confidentiality Policy** **In conformance with PM&DC and UHS**

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### **Standard 8.4: Confidentiality of Students' Academic and Medical Records**

#### **General**

1. Avicenna Medical College is guided by the desire of PM&DC and UHS for the maintenance of the privacy and confidentiality of the academic and medical affairs of the students. For this purpose the college is guided by NASW Code of Ethics. Avicenna Medical & Dental College fully conforms with guidelines of Code of Ethics as desired by PM&DC.

#### **Confidentiality of Academic Record:**

2. Avicenna Medical College prepares and maintains complete academic performance record of all the students. The tests and examinations that are held in an academic year include:
  - a. Grand test
  - b. Stages and Sub-stages in anatomy
  - c. Practicals and OSPE
  - d. Ward test and clinical rotational tests
  - e. Notebooks, assignment copies, logbooks, ward books.
  - f. Revision test
  - g. Early session exams
  - h. Mid-session exams
  - i. Late session exams
  - j. End-session exams
  - k. Send-up exams
3. The college maintains complete academic record of the result sheets of the above tests and exams and these are totally confidential and are not shared with any unconcerned personnel or department.
  - a. All answer sheets of MCQs and SEQs, OSPI sheets and other assessment activities are stored in security rooms for a period of 1 year and are only disposed-off after the annual examinations and the final disposal of the student based on his performance.
  - b. All results for every examination are collated and converted into books and stored in the college archives for a period of 3 years.
4. The results are communicated to the parents in the following forms.
  - a. Dedicated SMS on mobile phone of the parent or guardian
  - b. In the form of three term report for all session exams at the end of each term

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- c. As a special report for the weak students

### **Confidentiality of Student Record**

5. It is the responsibility of our institution to keep the students' academic and medical records confidential and available only to members of the faculty and administration on a need to know basis. Laws and regulations concerning the confidentiality of the records need to be kept in view. Students are to be allowed to review and challenge their records if there is a valid reason for it (Authority – The Gazette of Pakistan 26<sup>th</sup> January 2012 – Clause 37).

### **Confidentiality of Students' Medical Records**

6. All students are put through a baseline medical examination at the time of their admission involving the following:
  - a. Medical Examination
  - b. Diagnostics to include
    - 1) Blood group and Rh factor
    - 2) Hepatitis B screening
    - 3) Hepatitis C screening
    - 4) Complete Blood Count
    - 5) Urine Routine ExaminationIf advised by the physician further tests may be done such as:
    - 6) Liver Function Test
    - 7) Renal Function Test
    - 8) ECG
    - 9) X-Rays
    - 10) Tuberculin skin test (TST)

7. The medical record of the students is kept totally confidential and is not shared at any level. During the stay of the students at Avicenna Medical College, periodic consultations and lab tests are conducted to update the general health of the students. Parents/guardians are kept informed about the students' health status. Free consultation by consultants and clinical faculty in all specialties at Avicenna Hospital, which is located in the premises, is readily available for the students. A around the clock emergency room services, facility of a pharmacy and clinical laboratory is also present at the Avicenna Hospital.

### **Implementation of the Code of Ethics (PM&DC)**

8. Pakistan Medical & Dental Council expects the following code of ethics in the medical profession:
  - a. Promote fundamental principle of responsibility of physicians to the right of individuals and societies to stated standards of professional competence, appropriate care, conduct and integrity of medical or dental practitioners;

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- b. Uphold the ethical principles of medical practice that is to say autonomy, beneficence, non-maleficence, and justice;
  - c. Ensure the protection of individual patients against harassment, discrimination and exploitation;
  - d. Take their responsibilities as a teacher seriously;
  - e. Be responsive to cultural and religious sensitivities;
  - f. Declare in a transparent manner, any potential conflict of interest;
  - g. Inculcate these values in students, through instruction and role modeling;
  - h. Promote the education of the public on (a) health issues and (b) their rights to quality care;
  - i. Ensure continuation of practice only when in normal physical and mental health; and
  - j. Bring colleagues to comply with these generally accepted norms of practice and expose physicians and dentists deficient in competence, care and conduct
9. **Medical and Dental Students:** It is obvious that medical and dental students must identify themselves by name and must obtain permission from patients before examining them. It is advisable to limit the number of students examining anyone patient.
10. Pakistan Medical and Dental Council code of ethics is attached as **Annexure-A**.