



Sharif Medical & Dental College, Lahore

Jati Umra, Raiwind Road, Lahore

Tel: 042-7860101-04, Fax: 042-7860105

Functions and Responsibilities of the Counseling Department for Postgraduate Trainee Residents at Sharif Postgraduate Medical Institute (SPGMI)

1. Purpose

- The Counseling Department at Sharif Postgraduate Medical Institute (SPGMI) is dedicated to providing psychological, academic, and career-related support to postgraduate trainee residents. The department aims to ensure the well-being, personal growth, and academic success of residents, fostering a supportive and healthy learning environment.

2. Key Functions and Responsibilities

2.1. Academic and Career Guidance

- Provide Academic Counseling: Assist postgraduate residents in navigating the academic challenges of their training programs. Offer guidance on managing study schedules, exam preparation, and effective learning strategies.
- Career Counseling: Help residents explore career options within their specialty and beyond, providing advice on fellowship opportunities, further specialization, and career advancement strategies.
- Goal Setting: Guide residents in setting realistic academic and professional goals, and support them in developing plans to achieve these goals.

2.2. Emotional and Psychological Support

- Provide Individual Counseling: Offer confidential counseling sessions to residents experiencing emotional or psychological distress, including stress, anxiety, depression, and burnout.
- Crisis Intervention: Provide immediate support during personal crises or mental health emergencies, including referring residents to appropriate healthcare professionals if necessary.
- Promote Mental Health Awareness: Organize workshops, seminars, and awareness campaigns to promote mental health and well-being among postgraduate residents.

2.3. Conflict Resolution and Mediation

- Mediation in Disputes: Serve as a mediator in conflicts between residents and faculty, staff, or fellow residents, aiming for fair resolution while maintaining a professional and supportive environment.
- Resolve Academic Disputes: Assist in resolving issues related to assessments, academic performance, and grievances about training conditions, ensuring a fair and impartial process.

2.4. Work-Life Balance Support

- Promote Healthy Work-Life Balance: Provide counseling on managing work-life balance, helping residents manage the demands of their clinical training, research responsibilities, and personal lives.
- Time Management: Offer support in time management, stress management, and developing coping strategies to prevent burnout.

2.5. Personal Development and Skills Enhancement

- Support Personal Growth: Assist residents in developing personal growth skills, such as resilience, self-awareness, communication, and leadership, which are essential for their professional careers.

- Workshops and Training: Organize workshops on personal development topics such as effective communication, conflict management, leadership, and resilience building.

2.6. Support for Residents with Special Needs

- Accommodations for Special Circumstances: Provide tailored support for residents facing special circumstances, including those with disabilities, health conditions, or family obligations. Ensure appropriate accommodations are made to facilitate their learning experience.
- Monitor Well-Being: Regularly monitor the well-being of residents, identifying early signs of mental health challenges, stress, or burnout, and providing appropriate interventions.

2.7. Maintaining Confidentiality

- Confidential Support: Ensure that all counseling sessions and interactions with residents remain strictly confidential, in line with ethical and legal guidelines, except in cases where there is a risk of harm to the resident or others.
- Secure Record Keeping: Maintain secure records of counseling sessions, interventions, and follow-ups in compliance with confidentiality policies.

2.8. Collaborating with Other Departments

- Coordinate with Faculty and Administration: Work closely with the academic and administrative departments to address residents' academic, emotional, and personal concerns, ensuring a collaborative approach to resident welfare.
- Referral Services: When necessary, refer residents to external mental health professionals, specialized medical support, or other professional services to ensure comprehensive care.

2.9. Evaluation and Feedback

- Collect Feedback: Regularly gather feedback from postgraduate residents to assess the effectiveness of counseling services and identify areas for improvement.
- Program Evaluation: Evaluate the effectiveness of counseling programs, workshops, and interventions, and make recommendations for future initiatives based on feedback and outcomes.

2.10. Promoting a Supportive Environment

- Foster a Positive Training Environment: Work toward creating a nurturing and supportive academic and clinical environment, promoting mental wellness, resilience, and academic success.
- Encourage Peer Support: Encourage peer support networks among residents to build a collaborative and supportive training environment.

3. Reporting and Accountability

- Regular Reporting: The Counseling Department will provide regular reports to the relevant authorities, including the Dean of Postgraduate Studies and the Director of Education, regarding the overall well-being and support needs of postgraduate residents.
- Documentation: Maintain proper documentation of counseling activities, outcomes, and resident feedback for internal review and improvement.

4. Review and Improvement

- Ongoing Evaluation: The Counseling Department will continuously review its services and practices to improve the support provided to residents, ensuring it meets the evolving needs of postgraduate trainees.
- Adapting to New Challenges: Adapt counseling services to address emerging challenges faced by postgraduate residents, such as changes in training conditions, academic pressures, or shifts in healthcare environments.

Principal

Sharif Medical & Dental College