



# Sharif Medical & Dental College, Lahore

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## Code of Conduct for Postgraduate Residents at Sharif Postgraduate Medical Institute (SPGMI)

### 1. Purpose

- The purpose of this Code of Conduct is to set forth the expectations and standards of professional behavior for postgraduate residents at Sharif Postgraduate Medical Institute (SPGMI). This policy aims to ensure that postgraduate residents maintain high ethical, professional, and academic standards while contributing to the overall mission and values of SPGMI.

### 2. Scope

- This Code of Conduct applies to all postgraduate residents (including MD, MS, FCPS, M.Phil, and other postgraduate trainees) enrolled at SPGMI.

### 3. General Principles

- Postgraduate residents are expected to adhere to the highest standards of professionalism and ethical behavior. They must:
- Uphold the dignity and integrity of the medical profession.
- Prioritize patient care and safety above all else.
- Respect the confidentiality of patients, colleagues, and institutional information.
- Foster an environment of learning, teamwork, and respect within SPGMI.
- Demonstrate a commitment to continuous personal and professional development.

### 4. Professional Conduct

- **Respect and Courtesy:** Residents must treat all patients, faculty, staff, and fellow residents with respect, courtesy, and kindness. They are expected to maintain a professional demeanor in all interactions.
- **Punctuality and Attendance:** Residents must adhere to the established work schedule, be punctual for all clinical and academic activities, and notify their supervisor if they are unable to attend due to illness or other legitimate reasons.
- **Professional Appearance:** Residents are expected to maintain a clean, neat, and professional appearance in accordance with the dress code established by SMCH, which may include wearing hospital uniforms and identification badges.
- **Confidentiality:** Residents must maintain the confidentiality of patient information, academic records, and any other sensitive information, in accordance with SPGMI's confidentiality policies and ethical standards. Disclosure of confidential information is strictly prohibited unless required by law or with patient consent.
- **Ethical Behavior:** Residents are expected to practice ethically, in accordance with the medical code of ethics and the ethical standards of SPGMI. This includes honesty, integrity, and the avoidance of any form of harassment, discrimination, or bias.

### 5. Academic and Clinical Responsibilities

- **Patient Care:** Residents must provide the highest quality of patient care under the guidance of attending faculty, ensuring patient safety, well-being, and privacy at all times.
- **Clinical Supervision and Feedback:** Residents must actively participate in clinical supervision, adhere to feedback from faculty, and demonstrate continuous improvement in clinical skills.
- **Learning and Self-Development:** Residents are expected to engage in all academic activities (e.g., lectures, seminars, case presentations, and research). They should make consistent efforts toward self-directed learning and seek opportunities for personal and professional growth.
- **Research and Scholarly Activity:** Residents should participate in ongoing research and academic projects. They must adhere to institutional guidelines and ethical standards for research and scholarly activity.

## **6. Accountability and Professional Behavior**

- **Workplace Conduct:** Residents must adhere to Sharif Trust's policies regarding harassment, discrimination, substance abuse, and other behavioral standards. Any form of bullying, intimidation, or misconduct will not be tolerated.
- **Teamwork and Collaboration:** Residents should collaborate effectively with colleagues, nursing staff, and other healthcare professionals. They are expected to demonstrate respect for different roles and contribute positively to team dynamics.
- **Responsibility for Patient Safety:** Residents must be diligent in reporting any concerns regarding patient safety, clinical errors, or unsafe practices to the appropriate supervisory personnel or authorities.

## **7. Communication and Documentation**

- **Effective Communication:** Residents must communicate clearly and respectfully with patients, families, and colleagues. This includes verbal, written, and electronic communication.
- **Documentation:** Residents are responsible for maintaining accurate, timely, and complete medical records, including patient histories, examination findings, progress notes, and treatment plans.

## **8. Discipline and Accountability**

- Failure to adhere to the Code of Conduct may result in disciplinary action, including but not limited to:
  - Verbal or written warnings
  - Probation
  - Suspension
  - Termination from the residency program
  - Legal or ethical proceedings if warranted by the violation
- Disciplinary actions will be taken after a fair and thorough review of the incident in accordance with SPGMI's policies and procedures.

## **9. Alcohol and Substance Abuse**

- Residents must refrain from using alcohol or illicit substances during work hours or when on-call. Any resident found to be under the influence of alcohol or drugs during their duties will face immediate disciplinary action, including suspension or termination from the residency program.

## **10. Harassment and Discrimination**

- SPGMI is committed to providing an environment free of harassment, discrimination, and any form of inappropriate behavior. Residents are expected to adhere to the institution's policies regarding workplace harassment and discrimination. Any violation of these policies will result in serious disciplinary action.

## **11. Conflicts of Interest**

- Residents must avoid any situations that could be perceived as a conflict of interest, such as accepting gifts or engaging in personal relationships that could influence professional judgment or patient care.

## **12. Grievance Procedure**

- Residents who feel that their rights have been violated or have concerns about the program, patient care, or faculty conduct can file a grievance. The grievance process will be handled through the Office of the Dean or other designated authorities, ensuring a fair and timely resolution.

## **13. Policy Review**

- This Code of Conduct will be reviewed and updated periodically to ensure it remains aligned with SPGMI's mission, values, and the evolving needs of the medical profession. All residents will be notified of any changes to the policy.

**Principal**

Sharif Medical & Dental, College