



Department of Medical Education Khyber Medical College Peshawar

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Policy for access to academic and medical record of students in Khyber Medical College

Introduction

The record of students related to academics is under the control of student affairs sections and examination section (DME). Similarly, each student upon entry into the college in year-1 undergoes medical checkup by a dedicated committee where the students are also checked for blood borne viral infections like HBV and HCV. The students will also undergo medical checkup as and when needed.

The following sections describe the policies and procedures for managing and access to these records

1: Definitions

1.1: Students: Students include undergraduate medical students from year 1-5

1.2: Academic record: It includes, the mark sheets of internal and end-of the year assessments (professional examination), attendance record, feedback of teachers, leave record and any disciplinary actions undertaken about a student.

1.3: Medical record: It includes HBsAg and HCV status, and other common illnesses found in a student, like hypertension, Diabetes Mellitus, impaired vision and raised obesity.

2: Procedures for access of academic and medical record

2.1: The academic record of a student can only be accessed by the students and their parents / wards.

2.2: An application should be written in the name of the Dean of the institute, where the Dean will direct the Student affairs section / Department of Medical Education (Examination section) to provide the relevant record about a student.

2.3: The medical record of a student is confidential and nobody will be allowed to use it for research or other purposes. The record can only be provided to a student upon his / her own or parents` written request to the Dean. If anyone is found to breach the confidentiality of students` medical record, the matter will be forwarded to the disciplinary committee.

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