

# FATIMA JINNAH INSTITUTE OF DENTAL SCIENCES LAHORE

No. 3515 /FJIDS, LHR  
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## POLICY FOR CLINICAL TRAINING MATERIALS & PROCEDURES (Undergraduate students)

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To: Admin Officer

# **Fatima Jinnah Institute of Dental Sciences, Lahore**

## **Policy: No Student Charges for Clinical Training Materials & Procedures (Undergraduate Students)**

### **1. Purpose**

To ensure compliance with national regulations and to safeguard undergraduate students from any unlawful financial charges related to clinical training. This policy declares that all clinical work, procedures, and consumable materials required for undergraduate dental training and studentship shall not be charged to students of FJIDS.

### **2. Scope**

Applies to all undergraduate students enrolled in the BDS program at FJIDS, all clinical and preclinical departments, all faculty and staff involved in undergraduate teaching/clinical training, and the Institute's finance, procurement, and hospital/clinic administration.

### **3. Policy Statement**

1. All clinical procedures, treatments, consumables, or training-related materials required as part of the undergraduate curriculum, clinical rotations, assessments, or supervised patient-care training shall be provided by FJIDS or the affiliated government hospital/clinic and shall not be charged to the student.
2. No undergraduate student shall be required to pay for routine consumables or materials that are essential for completion of curriculum-mandated clinical competencies, demonstrations, or examinations.
3. Any fee or charge not publicly enumerated in the officially approved fee schedule and relating to mandatory undergraduate training activities is prohibited.
4. If a student voluntarily requests additional/non-essential items or upgraded materials for a patient (for example, elective private prosthesis with premium materials), the student shall not be personally charged by the institute.

### **4. Responsibilities**

- Dean (FJIDS): Overall responsibility for policy implementation, oversight, and ensuring compliance with regulatory requirements.
- Clinical Heads / Department Chairs: Ensure departments provide required materials and do not demand payments from undergraduate students for curriculum requirements; maintain inventory and usage records.
- Finance & Accounts Office: Prohibit collection of any charges from undergraduate students for training-related materials beyond approved tuition/fee items.
- Procurement / Stores: Procure and supply consumables, instruments, and materials required for undergraduate training and clinical activities as per curriculum needs.

- Students Affairs / Registrar: Inform undergraduate students of entitlements; maintain grievance records; guide students on complaint procedure.
- Quality & Compliance / Internal Audit: Periodic audits to ensure no unlawful charges are imposed.

## **5. Procedures**

1. Each department must maintain an annually-updated list of consumables and materials required for undergraduate student training.
2. The institute must budget for and procure these materials centrally.
3. All issued training materials must be recorded.
4. The Institute will publish an annual Undergraduate Students' Entitlements Notice.
5. Any undergraduate student asked to pay for training-related materials may submit a complaint to Students Affairs. Complaints will be investigated within 14 working days.

## **6. Enforcement & Sanctions**

Breaches of this policy will be treated as serious misconduct. Where a faculty member, staff, or department is found to have demanded or accepted payments from undergraduate students contrary to this policy, disciplinary action will follow institute rules and may include termination of service and referral to regulatory authorities.

## **7. Exceptions & Safeguards**

If a patient requests and pays for an elective upgrade (e.g., premium cosmetic material) for their own treatment, and an undergraduate student is participating as part of clinical training, the student must not be billed personally—billing must be between the patient and the hospital in accordance with institute financial policies.

## **8. Records & Audit**

Departments must keep procurement, issuance, and consumption logs. The Institute's Internal Audit will verify compliance with this policy annually.

## **9. References (Government / Regulatory)**

1. PM&DC / PMC — Admission Regulations for Medical & Dental Education (2020).
  2. Pakistan Medical & Dental Council — Registration / Education Regulations (2023).
- These regulations restrict unlawful fee/charge practices and prescribe permissible fee structures for BDS undergraduate training. FJIDS policy is aligned accordingly.

**Note:** While utmost care has been taken in formulation of these policies to ensure that they are in accordance with the policies of government of Punjab and SHC&ME department. In case of any disparity, the policies laid out by government of Punjab and SHC&ME department shall be considered as final and followed.