



Islamabad Medical & Dental College

Providing a Base to Serve Humanity

COUNSELING CELL

Prof. Dr. Saffia Shaukat

(HOD Anatomy)

Head Counseling Cell

ISLAMABAD MEDICAL & DENTAL COLLEGE

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1. Preamble

Counselling is a process that seeks to help you focus on and understand more clearly the issues that concern or trouble you. The counsellor's role is to offer support and understanding, and to listen and respond in a non-judgmental way. She will respect your values, choices and lifestyle. Counselling is a systematic process involving the following steps: Counselling provides a safe and trusting environment. It helps the person understand their concerns clearly and resolve them. The counsellors listen to students/clients issues/concerns in a non-judgmental manner.

Mental health is a complex field that employs many professionals with various job titles, responsibilities and educational backgrounds. ... For this reason, “mental health professional” is a more appropriate term for a counselor than “medical professional” to avoid confusion with physicians. The Mental Health Advisors working in the Counselling Service provides support and guidance to students who are in crisis or who are experiencing moderate to severe mental health difficulties. They also offer advice to College and University staff about the management of student mental health issues.

Medical students face multiple stresses. Most of these are common to all students like exam fear, time management, information overload, relationship problems but some of these are particular to medical education and training and these includes less opportunities for entertainment and family time, psychological problems due to dealing with illness and dying, difficult relationships with coworkers and seniors etc.

In IM & DC, we felt the need of development of counseling services because of the feedback that we received from our faculty and particularly from our psychologists who pointed out number of students who were facing failure in academic and non-academic activities due to multiple issues that could be solved by regular counseling sessions. With the support of Dean and MD of IMDC, department of medical education arranged counseling courses in collaboration with NIP (National Institute of Psychology) for IMDC faculty which was the first step towards the development of counseling cell.

The reason of developing Counselling Cell is to help the medical students to solve their inter personal, educational and psychological problems by developing positive attitude to meet the upcoming challenges. Counselling is a process that seeks to help you focus on and understand more clearly the issues that concern or trouble you. The counsellor's role is to offer support and understanding, and to listen and respond in a non-judgmental way. S/he will respect your values, choices and lifestyle.

2. ABBREVIATION

IM&DC	Islamabad Medical and dental college
HOD	Head of Department
ANTH	Akbar Niazi Teaching Hospital
NIP	National Institute of Psychology

3. VISION

To empower students to make lifelong, responsible and meaningful choices in a global and dynamic world.

4. MISSION

Islamabad Medical & Dental College Counselling Cell will provide an umbrella of confidentiality and trust for the psychological and emotional wellbeing of students to help them to become better professionals and service providers of the society.

5. GOALS

IM&DC Counselling services aims to:

- i. Provide a platform for the students to help them manage issues which are affecting their academic performance.
- ii. Provide support for enhancing general awareness of common mental health issues to promote positive thinking by arranging lectures/seminars/workshops.

6. FUNCTIONING OF COUNSELING SERVICES

The following procedure will be adopted for identification of such students for consultation purpose: -

- i). The students should be identified on the following basis:
 - a. Poor participation during SGDs, Practicals, bedside teaching.
 - b. Poor attendance (kindly see the student attendance & leave policy).
 - c. Low academic scores consistently in various formative and summative assessments.
 - d. Any obvious change in behavior/attitude.

In addition to add, all the students who want to seek counseling services are free to walk in voluntarily.

- i) Faculty (junior/senior) will inform module coordinator / clerkship directors /HOD.
- ii) Module coordinator / clerkship director / HOD will in turn inform the student affair department.
- iii) Student affair department will call the students and direct them to see any one of the available counsellors.
- iv) Strict confidentiality will be maintained throughout the process.
- v) Counselor will record/document the session on the prescribed Counseling Form.
- vi) The forms will be signed by both the student & counselor.
- vii) The counselor will refer the student to clinical psychologist of ANTH if necessary.
- viii) Clinical psychologist of ANTH will share the progress with the counselor.
- ix) Steps to be taken by Student Affair Department in the process of informing the student.
 - a) Call the student on landline/cell both along with email.
 - b) If the student does not comply within a week on repeated calls, next step would be to call the parents/ guardians.
- x). The cases, pertaining to drug addiction, criminal activities and illegitimate relationships will be reported to the higher authorities for perusal / final decision after counselling the students.

7. RECORD KEEPING

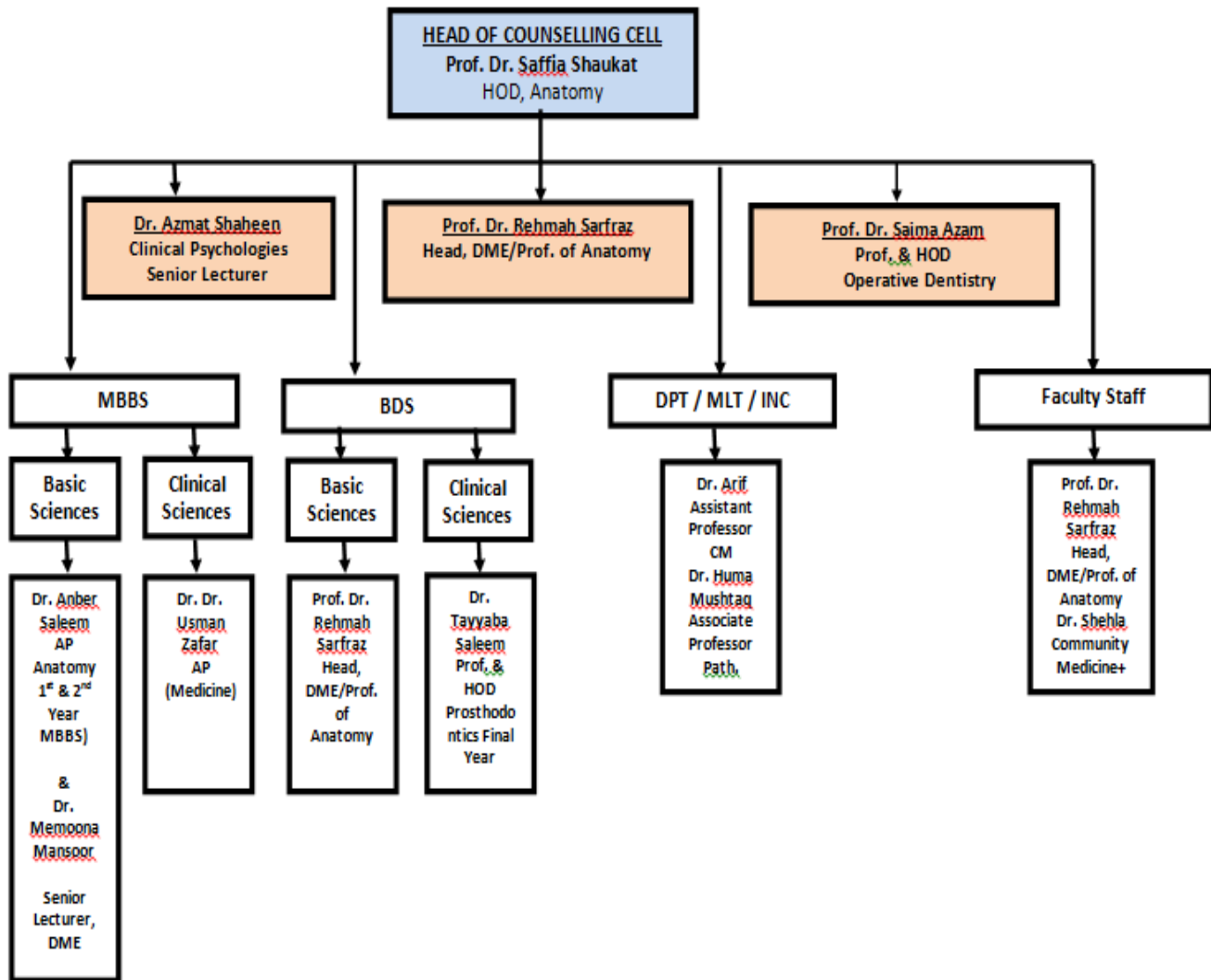
- a. Every counselor will maintain record of all students coming to him/her, which will not be shared/ discussed with the rest.
- b. Their record will be submitted to department of student affair at the end of year.
- c. Record of all the discussed cases will be kept and maintained by student affair department.

8. REQUIRED RESOURCES

- a. **Human (All available certified faculty of IM & DC)**
- b. **logistics**

- i.** Venues
- ii.** Office equipment

9. ORGANOGRAM OF COUNSELLING CELL



10. FUTURE PLANS

IMDC will endeavor to arrange the lectures for students by motivational speakers. We are also planning to arrange the Workshops on counselling services for the volunteer parents.

Suggestions Offered By Counselor:

Follow Up Time/Date Mutually Agreed:

In Case of Referral:

i). To other counselor: _____

ii). Clinical Psychologist/Psychiatrist:

Signature of Student

Signature of Counsellor

Countersigned by HOD Counselling Cell

Dated:_____

Further Recommendations:

Further Follow Up:

Required

Not Required

Signature Student

Signature of Counsellor

Countersigned by HOD Counselling Cell

Dated: _____

Annexure-C



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COUNSELLING CELL

I have been informed and explained regarding academic and non-academic activities of my son/daughter _____ Roll no. _____, class. _____. I know the consequences and college/faculty will not be held responsible in any case.

Signature & Name of Counselor

(Signature)

Name of Parent/Guardian: _____

Relation with Student: _____

Dated: _____

