



# **University of Health Sciences, Lahore**

## **Directorate of Postgraduate Studies**

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### **Standard Operating Procedure (SOP) for conduct of Level III and Supervisory/Level IV Workshops**

#### **1. Purpose**

To ensure uniformity, quality, and transparency in the planning, execution, and management of Level III and Level IV/Supervisory workshops

#### **2. Scope**

- a. The SOPs apply to all Level III and Supervisory/Level IV workshops conducted by the University of Health Sciences (UHS), Lahore.
- b. It provides clear guidelines for organizers, facilitators, and participants to ensure smooth planning, proper registration, active participation, and fair certification.
- c. The SOPs cover key areas such as scheduling, communication, attendance, code of conduct, fee adjustments, and record keeping to maintain consistency and quality in workshop execution.

#### **3. Workshop Planning and Scheduling**

- a. All Level III and IV workshops shall be scheduled and published at least two weeks prior to start of workshops on official communication platforms/website.
- b. A final list of participants shall be confirmed at least two weeks prior to the workshop.
- c. Venue, resource persons, equipment, and learning materials shall be arranged and confirmed no later than one week before the scheduled workshop date.
- d. A designated Workshop Coordinator shall oversee all logistical and academic arrangements.
- e. A list of facilitators, consisting of renowned experts/medical educationists/medical professionals having at least five years of relevant experience, shall be proposed by Directorate of Postgraduate

Studies and approval shall be granted by Vice Chancellor through office of the Pro-Vice Chancellor.


#### **4. Registration and Fee Submission**

- a. Potential participants shall apply at UHS website through designated portal which shall be open throughout the year and potential participants will be able to apply anytime (Workflow for registration as UHS Clinical Postgraduate supervisor is annexed as A)
- b. The slots will be allocated on first come first serve basis and excess candidates will be adjusted in next cycle of the workshops.
- c. The full non-refundable workshop fee must be submitted at the time of registration to confirm the participant's seat through online challan form.

#### **5. Communication with Participants**

- a. Participants shall receive a written notification/official invitation through surface mail/email confirming their registration and workshop details at least one week before the scheduled date.
- b. The communication shall include the workshop schedule, venue, timing, required materials (if any), and guidelines for participants.
- c. Any changes or updates shall be communicated promptly via email and/or official WhatsApp.

#### **6. Attendance and Participation Requirements**

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- a. Participants must attend all scheduled sessions in full to receive certification.
  - b. Attendance will be strictly monitored and shall be counter-signed by the facilitator for all sessions.
  - c. Participants are expected to actively participate in discussions, practical sessions, and assessments (if applicable).

#### **7. Code of Conduct**

- a. All participants and facilitators must adhere to professional behavior and are expected to follow workshop protocols.

- b. A formal, modest and decent dressing is expected from all participants.
- c. Approved time table shall be followed in true letter and spirit with no exceptions. Late comers may be refused entry.
- d. Mobile phones must be on silent mode during sessions to avoid disruptions.
- e. Any violation of the code of conduct may result in removal from the session and disqualification from certification.

## **8. Workshop Feedback and Evaluation**

- a. At the conclusion of each workshop, participants shall complete a feedback form evaluating the quality and relevance of the content and instruction. Feedback will be reviewed by the organizing team to improve future workshops.
- b. Resource persons will be assessed based on delivery, content quality, and participant engagement.

## **9. Adjustment Policy for Next Workshop Cycle**

- a. Participants who request to adjust their workshops to the next cycle at least one week prior to the scheduled start of workshop date are eligible for adjustment for the subsequent workshop. A written request must be submitted via email or the official communication platform to Director Postgraduate Studies, UHS stating reason (s) with evidence. If the request is approved by the Competent Authority, the candidate shall be informed officially by Directorate of Postgraduate Studies regarding readjustment in the next available workshop slot with no additional fee.
- b. In case of non-compliance with above stipulated timeline regarding submission of adjustment request or absent candidates, no refund will be granted.

## **10. Certification**

- a. Participants who meet all attendance and participation requirements will be awarded a certificate of participation or completion.
- b. No certificate will be issued to participants who fail to comply with the attendance or conduct standards.

## **11. Records and Documentation**

- a. All records including registration lists, attendance sheets, fee receipts, adjustment requests, and feedback forms shall be maintained by the Workshop Coordinator of the Directorate of Postgraduate Studies for future reference.

## **11. Contact and Support**

- a. For any queries related to registration, fee submission, attendance, or adjustments, participants may contact:

Directorate of Postgraduate Studies, UHS, Lahore

Email: [dps.workshops@uhs.edu.pk](mailto:dps.workshops@uhs.edu.pk)

