



INTERNATIONAL TRAINING CENTER

KING EDWARD MEDICAL UNIVERSITY, LAHORE.

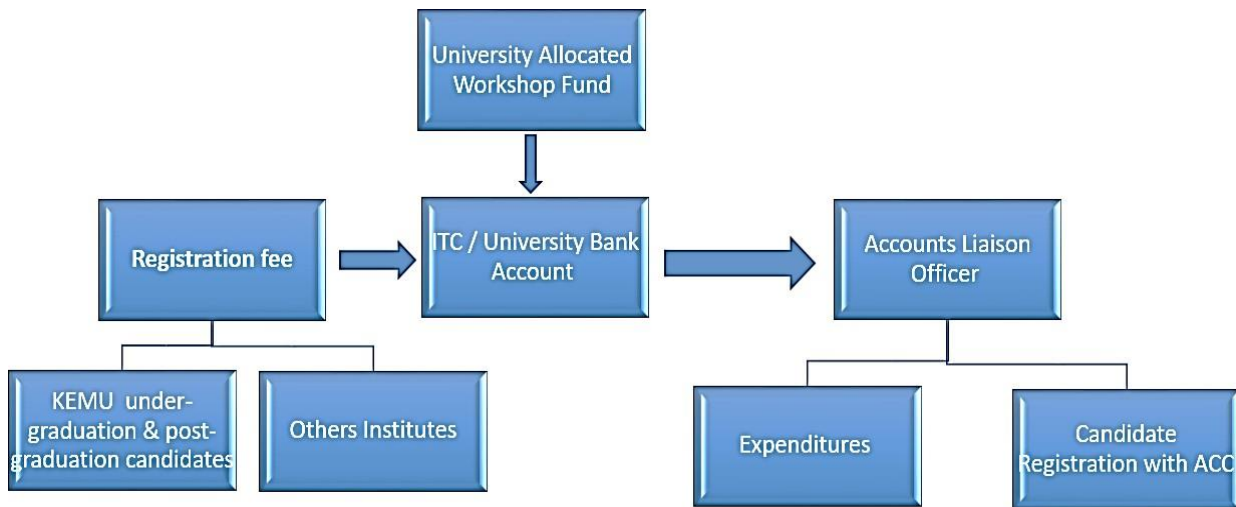
No. 48/MED/KEMU

Date 25-04-2024

☎ 92 42 99211145-54, Ext. 132

🌐 www.kemu.edu.pk

ACCOUNT MANAGEMENT /FEE POLICY FOR BLS WORKSHOP



Registration Fee Policy:

1. Fee will not be accepted in the form of cash only Bank Challan or payment via Debit/Credit Card to KEMU nominated account will be accepted.
2. Registration fee is valid for one year and it will expire if a candidate does not appear in one year after registration.
3. E-mail from the official e-mail ID will be sent to the registered candidate for the course after the registration.
4. Fee payment receipt has to be uploaded by the candidate to the registration.
5. A link will be generated by KEMU Skill Department for online registration.
6. You will be added to a whatsapp group for further correspondence for a respective course.
7. Exact date of course will be confirmed via official e-mail one week before the course.



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8. If the candidate denies thrice or does not respond to the e-mail thrice then the KEMU skill department will cancel the registration and will not be refunded.
9. Fee will be non-transferable or non-refundable.
10. Registration fee for candidates from KEMU and its attached hospitals and candidates from other institutes will be Rs. 32,000/.

University Allocated Workshop Funds:

- Any percentage of workshop expenditure will be shared by university or fixed allocated amount released for each workshop

ITC / University Account:

- A separate account in the name of ITC / University for online or in-person deposit of fee for candidates.
- Account audit will be feasible in this regard

Accounts Liaison Officer:

- A designated person will be appointed for the smooth processing of registration processes.
- Accreditation from AHA for each applicant will be assured by ITC coordinator.

Expenditures:

The list of probable expenditures is given below:

- Website / Webpage
- Candidate AHA accreditation fee
- Instructor accreditation process and fee
- Incentive for the Instructor
- Advertisement
- Running cost of workshop (Food/Tea/Electricity/Equipment etc.)



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- BLS Manual printing
- Stationary (Attendance sheets/ Admit Cards/ Exam Papers)
- Equipment Maintenance (Breakage/Repair/Replacement)
- Miscellaneous



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Manual Policy:

- Once the participant has submitted the fee and his registration is completed on the MIS he / she will be provided book/key for the registered course by the KEMU Skill Department.
- Manual/E-Book and its key will be sent via official e-mail after the KEMU Skill Department would have verify the name and e-mail of the participant.
- If any participant intends to purchase BLS manual, then the fee decided by KEMU Skill Department has to be paid by candidate to KEMU skill department in form of Challan / Card.

Workshop Calendar:

- BLS Workshop calendar will be uploaded at KEMU website.

Late Arrival /Absent Policy:

- Students who cannot attend the course on a given date, MUST inform the training center at least 10 days before the course, otherwise they will be marked as ABSENT and will have to pay additional Fee of Rs. 5000, so to be adjusted in the next available course.
- Students reaching the course venue LATE on the day of the course, will not be allowed to attend the course, marked ABSENT, and required to pay an additional fee of Rs. 5000, so to be adjusted in the next available course.
- Students who are unable to pass the exam and the skill tests during the course will be called for Remediation on a date (within 30 days of the course) WITHOUT ANY ADDITIONAL FEE.
- Students who are unable to pass the exam & skill test or fail to attend the Remediation on a date announced by the training center will have to pay additional Fee of Rs. 5000 and will be adjusted in the next available course that they will have to attend completely.
- In case of Emergency if a participant quits 5 days prior to the course then the participants will be marked with 25% absence penalty fee (documented proof has to be provided by the candidate).
- In case of emergency (death of a family member, hospitalization or natural disaster) if participant quits 3 days prior to the course then the participant will be marked 50% absent fee.
- In case of absence within 24 hours of start of BLS course then the candidate will be marked absent with 100%
penalty fee.



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Post Test Policy:

- Students must complete their post test written exam remediation within one month after one month remediation chance will expire.
- Participant requiring remediation should communicate with the course coordinator whenever he /she will be available within 1 month. Your absence will not bring any responsibility on KEMU Skill Department.

Conflict Resolution Policy:

In case of any complaint or conflict participant will extend e-mail on official KEMU Skill Department mail address.

Exam Policy:

- Participant are not allowed to use the mobile phones during exam, if found exam paper will be cancelled.
- Participant are advised to submit their mobile phones in the collection box with group name and serial written on the back side of the phone with marker.
- Participant are advised to use pencil for shading the answer if he /she is sure the answer is correct then shade it with pen. If not sure about the answer then erase it after words shade another answer with pen.
- If participant did not complete his / her exam on the given time, extra time will not be given.
- Try not to overwrite the answer it will be consider incorrect.
- If participant found discussing with other participants during written exam, his /her paper will be cancelled.
- If participant found taking picture of exam paper strict action will be taken against the participant.



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KEMU SKILLS INTRA DEPARTMENTAL POLICIES & PROCEDURES

During course Policy:

- The course should be conducted in accordance with guidelines set by KEMU Skills Department.
- Report any incident promptly as they occur.
- Ensure meals, break and lunch are ready on time.
- Ensure course venue environment should be comfortable like temperature, sound system, light & noise.
- Course coordinator should know how to handle manikin's trouble shooting.

Exam Policy:

- KEMU Skills Department course coordinator is responsible for post test exam question paper and answer key security.
- Exam paper will be given only to the KEMU Skills Department examiners 15 minutes before written exam as per policy and procedure manual of KEMU Skills Department
- Course coordinator must maintain the confidentiality of the exam paper with answer key.
- Only certified course coordinator will be authorized to check the written exam and answer key will be provided to him during exam.
- Participants are not allowed to use mobile phones during examination coordinator will be responsible to implement this policy.
- Participants must be advised to submit their phone in the collection box with the group name and serial written on the back side of the phone.
- If participant did not complete his / her exam no extra time will be given.
- Lead Facilitator/coordinator will reiterate participants not to over write the answer as it will be considered incorrect.
- Lead Facilitator/coordinator will tell participant not to discuss anything during examination if they will be found doing discussion, their paper will be cancelled.
- Coordinator will make sure nobody takes pictures of written test.
- KEMU Skill Department Instructor/Examiner will sign every answer sheet after checking the paper.

Instructor Potential (IP) Policy:

Candidates will be declared IP by the leading instructor or course Director on the basis of good command of knowledge, skill performance, score of written post test and showing exceptional



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attitude in overall course as per IP performance.

Candidates with instructor potential will be offered to attend instructor course.

Instructor potential status will be valid for 1 year, it will extend if KEMU skills Department did not extend offer of an instructor course candidate in that period.