

**ATTACHMENT LETTER – TEMPLATE I**

The Chief Executive  
Institute Name

**SUBJECT: ATTACHMENT LETTER OF HOSPITAL**

The (Institute Name) is herewith attached with (Hospital Name) for clinical training rotations of students of following programs;

- Nursing,
- Pharmacy,
- Physiotherapy,
- Public Health
- Dental
- Allied Health Sciences
- Ophthalmic Technology

The relevant regulatory bodies, medical faculty, councils and universities are requested to cooperate and consider the clinical attachment of hospital for training of students as per requirement.

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(Administration Hospital)

**HOSPITAL ATTACHMENT MOU – TEMPLATE 2****AGREEMENT**

This agreement is made at (City Name) on the (day) day of (month and year) between (Institute Name) through its (Designation of Signing Authority of Institute), (Name of Signing authority of Institute) holder of CNIC (of Signing Authority of Institute) (hereinafter called (Institute short Name) and (Hospital Name) through its (Designation of Signing Authority of Hospital), (Name of Signing authority of Institute) holder of CNIC (of Signing Authority of Hospital) (hereinafter called Hospital) to provide the clinical training rotations to the students of (Institute Name) under the following terms & conditions;

1. Name of the Training Institute is (Institute Name).
2. (Hospital Name) (Hospital) will be the teaching hospital of (INSTITUTE NAME).
3. (Hospital Name) is (No of Beds) bedded eye hospital having all required facilities for the care and medical or surgical management of eye patients.
4. (Hospital Name) staff and patients will facilitate teaching. However patients' rights (safety, convenience, and confidentiality) will be upheld. The hospital management and the medical staff of (Hospital Name) will facilitate and supervise the trainee students of (INSTITUTE NAME) regarding their clinical exposure and coaching, and skills development.
5. (INSTITUTE NAME) will in return provide the following inputs regarding the uplift of patient care through:
  - a. Provision of free manpower of nurses and paramedical staff for duty at the (Hospital Name);
  - b. Financial support to the (Hospital Name) in term of scholarships to the paramedical diploma/ certificate course trainees and students recruited by the (Hospital Name);
  - c. One free education scholarship per year on behalf of (Hospital Name).
  - d. Increasing the patients through membership cards for (Hospital Name).
  - e. Provision of an assistance in capacity building of staff posted in (Hospital Name).

6. The Diploma, undergraduate and post graduate trainee students of (INSTITUTE NAME) attending clinical classes at (Hospital Name), will have to observe the discipline and code of ethics. They will make certain that the patient is not harmed in any way.
7. Any Diploma, undergraduate or post graduate trainee of (INSTITUTE NAME) attending clinical classes at (Hospital Name), if found involved in any immoral/indecent activity, will be dealt with an appropriate disciplinary action through the Campus Director of the Institute immediately after the receipt of a written complaint lodged by the respective administration/management of the teaching hospital ((Hospital Name)).
8. All parties have the faith that the objective of the agreement is to ensure the implementation of healthy working environment, realization of roles and responsibilities of the stakeholders, and the uplift of healthcare in the (Hospital Name) through improvement in diagnostic and therapeutic services as well.
9. Interest and obligatory rights of the patients during the course of study will not be compromised at any level and the cost.
10. (INSTITUTE NAME) shall ensure that discipline and dress code is maintained by the trainee students, and they strictly observe the rules/regulations as laid down by the administrations of (Hospital Name) and the (INSTITUTE NAME), and display the upright conduct and ethical treatment of the patients.
11. Notwithstanding the obligations of both of the parties covered in this MOU to act as teaching hospital/units for (INSTITUTE NAME), the hospitals will accord due priority to both indoor and outdoor treatment of entitled patients without compromising the quality of medical care otherwise dispensed to them. The (INSTITUTE NAME) will ensure that no inconvenience is caused to the regular working of the hospital, and the students abide by instructions / policies laid down by the administration for smooth functioning of the hospital.
12. The (Hospital Name) retains the right to temporarily suspend all clinical training activities of (INSTITUTE NAME) during period of Med Emergencies or outbreak of war / hostilities invoke by the Government of Sindh.

13. The teaching experience certificate of clinical faculty members / students of (INSTITUTE NAME) shall be signed by the respective administrative officers of (Hospital Name) and the Campus Director of (INSTITUTE NAME).
14. Certificates regarding the accomplished mandatory rotation in the clinical sections/units of hospital will be issued by the (Hospital Name) while the foundation year certificate will be issued by the (INSTITUTE NAME). The trainees who do not appear in the final exam will not be issued foundation year certificate. They will only get clinical rotation certificates.

**Both of the parties are agreed upon said terms & conditions and give the signature below;**

On behalf of (INSTITUTE NAME)	On behalf of (Hospital Name)