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**STANDARD OPERATING PROCEDURE**

**Policy for  
"RiCH ProE Club"**

(Health Professions Education-Riphah Club)

	Designation	Signature	Date
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**Riphah International University**



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### I. Background

The field of health professions education is constantly evolving, and health professionals must stay current with the latest medical education research and advancements. Continuing medical education is essential to keep up-to-date with emerging methodologies, research developments, and best practices adopted by developed countries. This is particularly important for health professions educationists working in institutions in the disciplines of medicine, nursing, and allied health sciences.

### II. Objective

The Health Profession Education Club aims to provide a platform for health professions educationists and graduates to exchange ideas, discuss best practices, and share experiences related to various themes of health profession education and will include journal club activity to learn from latest developments and innovations. The club will facilitate ongoing learning and development opportunities for members to enhance their knowledge and skills in the field of medical education.

### III. Scope

The club will cover topics related to health professions education, including but not limited to:

- A. Ongoing faculty development with academic/ intellectual growth and learning
- B. Identification of new challenges and way out
- C. Provision and mentoring of new faculty and graduates
- D. Share advancements in medical education with faculty and graduates

## Benefits for the members

### 1. Research grants

The members of the club can apply for research grants through recommendation of faculty development committee to DME. The club is dedicated to supporting the research ambitions and to advance the innovative research projects.

### 2. Honorariums

This club offers honorariums to recognize and compensate members for their contributions through recommendation to DME. Honorariums are provided for organizing and conducting workshops, conferences, and symposiums.

### 3. Travel grants

RiCH pro e club also provides travel grants through recommendation of faculty development committee to DME to encourage members in attending conferences and workshops and other events.

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#### IV. Meetings

The club will hold By-Monthly for meetings, which may be in-person or virtual, to facilitate knowledge sharing and discussion. Meeting agendas will be set in advance and shared with members.

#### V. Activities

The club will arrange Journal club, Expert talks by guest speakers, Focused Group Discussions related to Innovative ideas and new emerging issues related to health professions education.

#### VI. Who can be a Member of Club?

Membership will be open to all DME Faculty and MHPE alumni and all interested PhD, MCPS-HPE qualified medical teachers.

#### VII. Members Registration

Initially free membership will be given through online registration Link.

#### VIII. Chairperson

The club will be led by the chairperson of the club. The chairperson will be from the club members. The Chairperson RiCH ProE Club will report to the Head of faculty Development Committee.

#### IX. Collaborations and Networking

a. The club will actively seek opportunities for collaboration with external organizations and researchers. b. Networking sessions may be organized periodically to foster professional connections.

#### X. Code of Conduct

a. Respectful and professional behavior is expected from all members.  
b. Any concerns related to conduct should be addressed with the club organizer.

#### XI. Evaluation and Continuous Improvement

a. Periodic evaluations of the club's effectiveness will be conducted.  
b. Feedback from members will be used to make improvements to the club's structure and activities.

These SOPs are subject to review and modification as needed, with input from club members. All members are expected to adhere to these guidelines to ensure the success and sustainability of the RiCH pro e Club.