



LETTER OF UNDERSTANDING (LoU)

BETWEEN

**FEDERAL GOVERNMENT POLYCLINIC – POST GRADUATE MEDICAL INSTITUTE
ISLAMABAD**

AND

HEALTH SERVICES ACADEMY ISLAMABAD

This Letter of Understanding (LoU) is entered into by and between:

1. Federal Government Polyclinic – Post Graduate Medical Institute (FGPC-PGMI), a tertiary care hospital in Islamabad providing specialized healthcare services, advanced diagnostics, surgeries, and specialized treatments, along with postgraduate training and education, with its premises at 44 Luqman Hakeem Road, G-6/2, Islamabad (hereinafter referred to as "FGPC-PGMI"); and
2. Health Services Academy Islamabad (HSA), a Degree Awarding Institute under the charter of the Federal Government, specializing in public health education, training, research, policy advice, and knowledge transfer, located at Prime Minister's National Health Complex, Park Road, Chak Shahzad, Islamabad-44000 (hereinafter referred to as "HSA").

This LoU serves as a formal agreement between the two institutions to collaborate in the field of public health, healthcare services, and training programs.

WHEREAS:

- FGPC-PGMI is recognized by the College of Physicians and Surgeons Pakistan (CPSP), Pakistan Medical & Dental Council (PM&DC), Pakistan Nursing and Midwifery Council (PN&MC) for its different programs and offers a variety of residency and fellowship programs. The institute is also affiliated with Shaheed Zulfiqar Ali Bhutto Medical University (SZABMU) for postgraduate training.
- HSA is a recognized Degree Awarding Institute under the Higher Education Commission (HEC), specializing in public health, and has an established reputation for conducting research, policy advocacy, and capacity building in the healthcare sector.

PURPOSE OF THE LOUs AND RESPONSIBILITIES

1. Purpose of Collaboration:

This LoU is developed with the intent of establishing a framework for collaboration between FGPC-PGMI and HSA in the following areas:

- Provision of internships and research training for students of HSA in the areas of public health and allied health sciences.
- Providing hands-on training for students at FGPC-PGMI for fulfillment of their academic and clinical program requirements.



- Enhancing the capacity development of healthcare professionals, students, and faculty in both institutions.
- Supporting joint research initiatives aimed at improving public health outcomes in Pakistan.

2. Consultation and Information Exchange:

- Both parties agree to facilitate the exchange of information related to public health practices, research, and training programs as required for academic, clinical, and research purposes.
- Any exchange of information shall comply with the internal regulations, guidelines, and procedures of both parties.

Responsibilities of FGPC-PGMI:

1. Training & Internships:

- FGPC-PGMI will provide hands-on training and clinical exposure to the students of HSA, specifically in the areas of public health, nursing, midwifery, allied health, and inter-disciplinary sciences. This training will include practical experience in clinical settings, public health campaigns, and specialized departments at the Polyclinic.

2. Faculty and Student Collaboration:

- FGPC-PGMI will facilitate HSA faculty and students in their participation in short-term training, research projects, and collaborative academic programs. The FGPC-PGMI will also facilitate faculty exchanges as required.

3. Support for Research and Capacity Building:

- FGPC-PGMI will support HSA in its research initiatives by providing access to clinical settings, specialized facilities, and patient data (subject to confidentiality agreements). FGPC-PGMI will also collaborate in joint public health studies and outreach programs that align with mutual goals.

4. Internship and Clinical Requirements:

- Students of HSA who require internships and clinical placements as part of their curriculum will be placed at FGPC-PGMI. The internship and clinical activities undertaken by the students will be supervised by FGPC-PGMI if and when required.

5. Health Policy Efforts:

- Both parties will collaborate in the development and promotion of health policy initiatives. Faculty and research staff will participate in joint policy research and public health advocacy activities.

Responsibilities of HSA:

1. Provision of Academic Support:



- HSA will provide the necessary teaching resources, including qualified faculty and materials, to support the clinical and training programs at FGPC-PGMI if and when required.

2. Research Collaboration:

- HSA will support FGPC-PGMI in conducting collaborative research and training in public health, including but not limited to epidemiology, healthcare management. This will include contributing to joint research proposals, data collection, analysis, and publication authorship.

3. Training and Capacity Development:

- HSA will support FGPC-PGMI in capacity building efforts, health financing, health information etc. for healthcare professionals through continuous professional development (CPD) courses, workshops, and short-term training programs.

4. Internship and Supervision:

- HSA will be responsible for the supervision of its students while they are participating in the internship and training programs at FGPC-PGMI to ensure compliance with academic standards and regulatory requirements.

5. Facilitating Academic Collaborations:

- HSA will provide clinical instructors and supervisors for the training and supervision of students involved in clinical activities at FGPC-PGMI. These supervisors will be responsible for ensuring the students' adherence to both educational and clinical protocols.

CONFIDENTIAL INFORMATION

Both parties agree to keep confidential all sensitive information shared during the collaboration under this LoU. Any information deemed confidential must not be disclosed to third parties without prior written consent from the disclosing party, unless required by law and approval of both IRBs (where required).

USE OF MARKS

1. HSA Marks:

- HSA and FGPC-PGMI may grant each other a non-exclusive, non-transferable right to use their respective names, logos, and trademarks for purposes related to this LoU. However, both parties must obtain prior written approval before using the other's marks publicly.

2. Press Releases and Public Statements:

- No party will issue a press release or public statement without the prior written consent of the other party. Any public communication about the collaboration will appropriately recognize both institutions.



INTELLECTUAL PROPERTY

1. Pre-existing intellectual property remains with the originating party. Any new intellectual property developed through the collaboration will be co-owned by both parties unless otherwise agreed upon in writing.
2. Each party agrees to respect and protect the intellectual property rights of the other party and third parties.

DURATION AND TERMINATION

1. Duration:
This LoU is effective from the date of signature and will remain in effect for 3 years unless terminated earlier. It may be extended by mutual agreement.
2. Termination:
Either party may terminate this LoU with 30 days' notice in writing. Upon termination, both parties agree to return all confidential information and cease using each other's intellectual property.

DISPUTE RESOLUTION

In the event of a dispute, both parties will first seek to resolve the matter through mutual discussion. If a resolution cannot be achieved, the dispute will be referred to ministry or division concerned for arbitration. Decision of Secretary of division will be final and binding.



SIGNATURES

IN WITNESS WHEREOF, this LoU is executed by duly authorized officers of the Parties, with effect as of the date under Article 10 of this LoU.

For and on behalf of

HEALTH SERVICES ACADEMY ISLAMABAD:

Name: **Prof. Dr. Shahzad Ali Khan**

Title: **Vice Chancellor**

Date:

Witness

Name: **Mr. Nadeem Sajjad Kayani**

Title: **Director Quality Assurance**

For and on behalf of

**FEDERAL GOVERNMENT POLYCLINIC –
POST GRADUATE MEDICAL INSTITUTE:**

Name: **Prof. Dr. Shehzad Munir**

Title: **Executive Director**

Date:

Witness

Name: **Dr. Sabeen Afzal**

Title: **Joint Executive Director**

End of Document