



Medical Program (curriculum) Committee Terms of Reference

Authority:

This committee is operating under the authority of the medical education office with delegated responsibility from the Dean. The committee has primary responsibility for the basic biomedical sciences and clinical Program curriculum.

Purpose:

The curriculum committee ensures that the program is aligned with the Faculty's mission statement and program learning outcomes, and that it complies with relevant accreditation standards. It has responsibility for the design, management, integration, evaluation, and continual improvement of the medical program by making recommendations about program objectives, content, instruction, and compliance with faculty policies.

Duties, roles, and responsibilities:

The medical curriculum committee aims to foster a learning environment for students which facilitates student learning, promotes professionalism, stimulates curiosity and independent thinking, and equips students for lifelong self-directed learning.





The medical program committee has responsibilities including:

1. State mission. Make it known to its constituency and the health sector it serves. In its mission outlines the aims and the educational strategy resulting in a medical doctor.
2. Monitor instructional / learning methods. Horizontal integration and vertical integration.
3. Planning and implementing the curriculum to secure its intended educational outcomes.
4. Plan and implement innovations in the curriculum.
5. Ensure operational linkage between the educational program and the subsequent stages of education or practice after graduation.
6. Seeks input from the environment in which graduates will be expected to work, and modifies the program accordingly.
7. Consider program modification in response to opinions in the community and society.
8. Incorporate new assessment methods where appropriate. Encourage the use of external examiner.
9. Establish and apply a mechanism for program evaluation that addresses the curriculum and its main components. Address student progress. Identifies and address concerns. Ensure that relevant results of evaluation influence the curriculum.
10. Periodically evaluate the program by comprehensively addressing, the context of the educational process. The specific components of the curriculum, the long-term acquired outcomes and its social accountability.
11. Systematically seek and respond to teacher and student feedback.
12. Use feedback results for program development.

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13. Use the analysis of student performance to provide feedback to the committees responsible for student selection. Curriculum planning. Student counseling.

Committee membership (refer to Appendix 1 for current committee member):

The membership will reflect the structure of the MD program, its curriculum governance. The committee consists of the following members:

- **Members representing the program directors:**
 1. Program committee director (chair) - Dr. Mohammad Abuawad
 2. Biomedical Sciences Programdirector - Dr. Hanoud Abu Ras
 3. Medical program director –Dr. Mohammad Mazouz
- **Members representing biomedical sciences and medical (clinical) departments:**
 1. Head of internal medicine deviation – Dr. Dina Abu Jabr
 2. Head of general surgery division – Dr. Abdulkareem Barkawi
 3. Head of sub medical and supportive division – Dr. Sedki Assi
 4. Head of the surgical specialties division – Dr. Mohammad Mazouz
 5. Head of pediatrics division – Dr. Maysa Alawneh
 6. Head of family and community medicine division – Dr. Zaher Nazzal
 7. Head of obstetrics and gynecology division – Dr. Abdelatif Daragmeh
 8. Head of pathology and medical laboratory sciences division – Dr. Ashraf Zayed
 9. Head of physiology, pharmacology, and toxicology division – Dr. Heba Salah
 10. Head of public health division – Dr. Raya Sawalha
 11. Head of anatomy, biochemistry, and genetic division – Dr. Nihad Othman

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- **Members representing other sectors:**

1. Faculty council member– Dr. Saed Zeyod
2. Director of medical education Unit –Dr. Souad Bilkaber
3. Dean of the faculty of law – Dr. Noor Adas
4. Director of the center for excellence in teaching at ANNU Dr. Abdulkareem Daraghme
5. Candidate from the Palestinian medical council– Dr. IzzEddien Hussein
6. Candidate from ministry of health – Dr. Ramez Dwikat
7. Civil society member–Ohoud Yaish
8. Resident medical doctor representative – Dr. Mahfouz Ktaifan

- **Members representing the students:**

1. Student representative from biomedical sciences phase of medical program – Mayar Thabet
2. Student representative from clinical phase of medical program – Lana Thouqan

Curricular monitoring:

The medical program committee (MPC) guided by the medical program objectives, must evolve over time to meet the mission and aims of medical program. To ensure continued excellence in education and to ensure the curriculum functions effectively as a whole to achieve the program learning objectives (7 PLOs); these learning objectives, curricular content, and learning and assessment methods should be subjected to ongoing monitoring, review, and revision by the faculty.

Review of the medical program learning objectives shall occur no less frequently than every five years.



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Collaboration with curricular sub-committees; basic curricular committee (BCC) and clinical curricular committee (CCC), and the evaluation committee; the medical program committee shall have at minimum the analysis of available curricular data. The committee provides a report of the review of the curriculum which may include recommendations to the faculty council, medical education office, and the dean of faculty of medicine and health sciences.

Meeting schedule and procedural issues:

1. The committee will meet every 6- 8 weeks. Additional meeting may be called at the discretion of the chair.
2. Agenda and meeting material will be pre-circulated unless otherwise noted.
3. Minutes will be kept and approved by members.
4. The chair may invite non-committee members of staff, students, faculty to address specific issues
5. Committee Recommendations will be sending to the faculty council to be discussed.

Contact

Contact	Name	Email
Director of basic curriculum committee (BCC)	Dr. Hanood Abu Rass	h.rass@najah.edu
Director of clinical curriculum committee (CCC)	Dr. Mohammad Mazouz	m.mazouz@najah.edu
Chair of medical education office	Dr. Souad Bilkabier	souadbelkaber@najah.edu
Director of evaluation committee	Dr. Ahmad Masarweh	a.masarweh@najah.edu

Modified and approved by the MPC – 4/11/2024 Monday

Effective date: 2012/2019 Review date 4/11/24



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Appendix 1

MD program committee membership (September 2021)

Position	Member	E-mail address
Program directors		
Program committee director (chair)	Dr. Mohammad Abuawad	m.abuawad@najah.edu
Biomedical Sciences Program director	Dr. Hanood Abu Rass	h.rass@najah.edu
Medical program director	Dr. Mohammad Mazouz	m.mazouz@najah.edu
biomedical sciences and medical (clinical) departments representatives		
Head of internal medicine division	Dr. Dina Abu Jabr	dina.abugaber@najah.edu
Head of general surgery division	Dr. Abdulkareem Barqawi	abdelkarim.barqawi@najah.edu
Head of sub medical and supportive division	Dr. Sedki Asi	sedki.assi@najah.edu
Head of the surgical specialties division	Dr. Mohammad Mazouz	m.mazouz@najah.edu
Head of pediatrics division	Dr. Maysa Alawneh	maysa.alawneh@najah.edu
Head of family and community medicine division	Dr. Zaher Nazzal	znazzal@najah.edu
Head of obstetrics and gynecology division	Dr. Abdelatif Daragmeh	00972599204404 - dr.abueseel@yahoo.com
Head of pathology and medical laboratory sciences division	Dr. Ashraf Zayed	ashraf.zayed@najah.edu
Head of physiology, pharmacology, and toxicology division	Dr. Heba Salah	heba.salah@najah.edu
Head of public health division	Dr. Raya Sawalha	raya.sawalha@najah.edu
Head of anatomy, biochemistry, and genetic division	Dr. Nihad Othman	n.othman@najah.edu
Members representing other sectors:		
Faculty council member	Dr. Saed Zeyod	saedzeyod@najah.edu
Director of medical education unit	Dr. Souad Bilkabier	souadbelkibir@najah.edu
Dean of the faculty of Law	Dr. Noor Adas	noor.eu@najah.edu



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Director of the center for excellence in teaching at ANNU	Dr. Abdulkareem Daraghme	adaragme@najah.edu
Candidate from the Palestinian medical council	Dr. Izzedin Hussein	ihussein11@hotmail.com
Candidate from ministry of health	Dr. Ramez Dwikat	dr.ramez.dwekat@gmail.com
Civil society member	Ohoud Yaish	
Resident doctor representative	Dr. Mahfouz ktaifan	m.ktaifan@najah.edu
Student representatives		
Student representative from biomedical sciences phase of medical program	Mayar Thabet	s12323989@stu.najah.edu
Student representative from clinical phase of medical program	Lana Thouqan	s12112274@stu.najah.edu

Appendix 2

Basic curriculum committee (BCC) terms of reference

Appendix 3

Clinical curriculum committee (CCC) terms of reference

Appendix 4

Evaluation committee terms of reference

Appendix 5

Flowchart for curriculum monitoring



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