



Basic Curriculum Committee Terms of Reference

Overview

In order to Acknowledge the mission and vision of medical doctor program in the basic level of education, the deanship of the faculty of medicine and health sciences had appointed the Basic curriculum committee (BCC), as a sub-committee of the medical curriculum committee. The responsibility of the BCC is to ensure the coordination of all academic elements and overall direction of the basic phase of medical education for the medical program. In addition, the BCC oversees the overall design, management and evaluation of a coherent and coordinated curriculum of the basic phase of medical education.

Purpose

The purpose of the BCC is to enable the coordinated and collaborative implementation of the basic curriculum in order to provide the students with a comprehensive foundation in the knowledge, skills and attitudes that are required to effective and socially accountable patient care, and to prepare the students for the clinical phase of their medical education.

Scope

Medical students in the basic phase of their education, academic staff, and department of bio-medical sciences.

Policy:

Responsibilities

- To monitor basic courses contents.
- To ensure delivery of the basic curriculum based on intended learning outcomes (ILOs) that provide the basis for evaluating curricular effectiveness.
- To provide advice to the medical program Committee on proposed changes for best innovations in the curriculum.





- d. To establish working groups as needed to examine issues of interest related to the basic phase of education.
- e. To follow data related to the attainment of students in the basic courses of the program, identify students' difficulties, and suggest solutions.
- f. To respond to updates, from each course coordinator about issues arising in their course, and plans for change, and to provide advice where appropriate to course coordinators.
- g. To share best practices, lessons learned and up to date trends in the basic phase of medical education.

Memberships:

- a. Chair of the Basic Curriculum Committee: Director of the Biomedical Sciences Program.
- b. Representatives from the Department of Biomedical Sciences and Basic Clinical Skills: four assistant Professors with at least three years of teaching experience.
- c. Representative from the Department of Medicine: An Assistant Professor with at least three years of experience in clinical training and education.
- d. Student Representative from the Basic Phase of Medical Education.
- e. Miscellaneous: two other members may join according to the chair's suggestion to boost the committee performance. The other members are not essential to be staff or medical students but may include external expertise, postgraduates and honorary members

Meeting schedule:

- a. The committee meets every 1 month from September to May.
- b. Additional meetings may be called at the discretion of the chair.
- c. Agenda and meeting material will be pre-circulated unless otherwise noted.
- d. Minutes will be kept and approved by members.



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