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## Medical program (curriculum) Committee

### Terms of Reference

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#### 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.

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#### 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.

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

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

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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 Program director - Dr. Heba Salah
  3. Medical program director – Dr. Faris Abu Sahlma
- **Members representing biomedical sciences and medical (clinical) departments:**



4. Head of internal medicine division – Dr. Husam Salameh
5. Head of general surgery division – Dr. Ahmad Dalbah
6. Head of sub medical and supportive division – Dr. Wafiq Othman
7. Head of the surgical specialties division – Dr. Mohammad Mazouz
8. Head of pediatrics division – Dr. Maysa Alawneh
9. Head of family and community medicine division – Dr. Lubna AL saudi
10. Coordinator of obstetrics and gynecology division – Dr. Abdelatif Daragmeh
11. Head of pathology and medical laboratory sciences division – Dr. Mohammad Alqadi
12. Head of physiology, pharmacology, and toxicology division – Dr. suhaib Hattab
13. Head of public health division – Dr. Mariam Altell
14. Head of anatomy, biochemistry, and genetic division – Dr. Nihad Othman
- **Members representing other sectors:**
  15. Faculty council member (elected) – Dr. Samer Albustame
  16. Deputy director of medical education office – Dr. Suha Alhamshari
  17. head of woman's health and nursing division – Dr. Iman Shawish
  18. Dean of faculty of humanities sciences – Dr. Abdelkarim Daragmeh
  19. Candidate from the Palestinian medical council (chairman of higher scientific committee) – Dr. Mhammad loai Almabiad
  20. Candidate from ministry of health (director of health department in Nablus) – Dr. Ramez Dwikat
  21. Civil society member (occupied influential society sites) – Fadia Almasri
  22. Resident medical doctor representative – Dr. Sarah Almograbi
- **Members representing the students:**
  23. Student representative from biomedical sciences phase of medical program – Mrs. Inas Samarah
  24. Student representative from clinical phase of medical program – Mr. Motaz Alsiafi



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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.

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.

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#### **Meeting schedule and procedural issues:**

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1. The committee will meet every month. 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.

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#### **Contact**

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Contact	Name	Email
Director of basic curriculum committee (BCC)	Dr. Heba Salah	<a href="mailto:Heba.salah@najah.edu">Heba.salah@najah.edu</a>
Director of clinical curriculum committee (CCC)	Dr. Faris Abu shamma	<a href="mailto:f.abushamma@najah.edu">f.abushamma@najah.edu</a>
Chair of medical education office	Dr. Yahia Ismael	<a href="mailto:y.esmael@najah.edu">y.esmael@najah.edu</a>
Director of evaluation committee	Dr. Belal rahal	belalrahhal@najah.edu

Modified and approved by the Dean of faculty of medicine and medical education office – September 14, 2021

Effective date: 20-02-2019

Review date: 14-09-2021

## **Appendix 1**

**MD program committee membership (September 2021)**



Position	Member	E-mail address
<b>Program directors</b>		
Program committee director (chair)	Dr. Mohammad Abuawad	<a href="mailto:m.abuawad@najah.edu">m.abuawad@najah.edu</a>
director Biomedical Sciences Program	Dr. Heba Salah	<a href="mailto:heba.salah@najah.edu">heba.salah@najah.edu</a>
Medical program director	Dr. Faris AbuSahmma	<a href="mailto:f.abushamma@najah.edu">f.abushamma@najah.edu</a>
<b>biomedical sciences and medical (clinical) departments representatives</b>		
Head of internal medicine division	Dr. Husam Salameh	<a href="mailto:husam.salameh@najah.edu">husam.salameh@najah.edu</a>
Head of general surgery division	Dr. Ahmad Dalbah	<a href="mailto:adalbah@najah.edu">adalbah@najah.edu</a>
Head of sub medical and supportive division	Dr. Wafiq Othman	<a href="mailto:wafiq.othman@najah.edu">wafiq.othman@najah.edu</a>
Head of the surgical specialties division	Dr. Mohammad Mazouz	<a href="mailto:m.mazouz@najah.edu">m.mazouz@najah.edu</a>
Head of pediatrics division	Dr. Maysa Alawneh	<a href="mailto:maysa.alawneh@najah.edu">maysa.alawneh@najah.edu</a>
Head of family and community medicine division	Dr. Lubna AL saudi	<a href="mailto:lubna_saudi@najah.edu">lubna_saudi@najah.edu</a>
Coordinator of obstetrics and gynecology division	Dr. Abdelatif Daragmeh	٠٠٩٧٢٥٩٩٢٠٤٤٠٤
Head of pathology and medical laboratory sciences division	Dr. Mohammad Alqadi	<a href="mailto:m.qadi@najah.edu">m.qadi@najah.edu</a>
Head of physiology, pharmacology, and toxicology division	Dr. suhaib Hattab	<a href="mailto:suhaib.hattab@najah.edu">suhaib.hattab@najah.edu</a>
Head of public health division	Dr. Mariam Altell	<a href="mailto:m.altell@najah.edu">m.altell@najah.edu</a>
Head of anatomy, biochemistry, and genetic division	Dr. Nihad Othman	<a href="mailto:n.othman@najah.edu">n.othman@najah.edu</a>
<b>Members representing other sectors:</b>		
Faculty council member (elected)	Dr. Samer Albustame	<a href="mailto:sbustame@najah.edu">sbustame@najah.edu</a>
Deputy director of medical education office	Dr. Suha Alhamshari	<a href="mailto:s.hamshari@najah.edu">s.hamshari@najah.edu</a>
head of woman's health and nursing department	Dr. Iman Shawish	<a href="mailto:alshawish@najah.edu">alshawish@najah.edu</a>
Dean of faculty of humanities sciences	Dr. Abdelkarim Daragmeh	<a href="mailto:adaragmeh@najah.edu">adaragmeh@najah.edu</a>
Candidate from the Palestinian medical council	Dr. Mhammad luai Almabiad	<a href="mailto:mluai@yahoo.com">mluai@yahoo.com</a> _
Candidate from ministry of health	Dr. Ramez Dwekat	<a href="mailto:dr.ramez.dwekat@gmail.com">dr.ramez.dwekat@gmail.com</a>



Civil society member	Fadia Almasri	<a href="mailto:fadiamasri@hotmail.com">fadiamasri@hotmail.com</a>
Resident doctor representative	Dr. Sarah Almograbi	<a href="mailto:sarahmase@hotmail.com">sarahmase@hotmail.com</a>
<b>Student representatives</b>		
Student representative from biomedical sciences phase of medical program	Mrs. Inas Samarah	<a href="mailto:s11844870@stu.najah.edu">s11844870@stu.najah.edu</a>
Student representative from clinical phase of medical program	Mr. Motaz Alsiafi	<a href="mailto:s11940971@stu.najah.edu">s11940971@stu.najah.edu</a>

## **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