

Clinical Training Monitoring Committee (CTM Committee) - Site Visit

Overview

In order to acknowledge the mission and vision of the medical doctor program (MD) in the clinical phase, the deanship of the faculty of medicine and health sciences (FMHS) has created and approved the Clinical Training Monitoring Committee (CTM Committee) - Site Visit. The CMT Committee has been created to work collaboratively with the program evaluation committee for the clinical phase(c-PEC) and the department of medicine (DpM) in order to get a close insight into the clinical training at the An-Najah National University Hospital (NNUH) and An-Najah National University (ANU) affiliated hospitals.

Purpose

The CTM Committee has been established and created by the deanery of FMHS to monitor, evaluate and assess the MD program curriculum continuously. It is a formal way of evaluating the extent that the FMHS follows in order to achieve the MD program educational outcome. The CTM Committee's core function is to regularly arrange site visits to the clinical training sites in order to get a direct overview of the implementation of the clinical curriculum, such as the strict adherence to the clinical MD handbook, the instructors' compliance in applying the course ILO's, and the correct implementation of the assessment methods. The CTM Committee works under the direction and supervision of the c-PEC and the DpM. The CTM Committee writes two different reports per each clinical site visit. One is directed to the c-PEC, and the other is for the DpM. The CTM-c-PEC report is a quality report, while the CTM- DpM report is an executive report regarding essential pitfalls or urgent amendments discovered during the clinical site visit. Both reports should go through the official pathway. *(Please see attached algorithm).*



Scope

1. Medical students in the clinical phase rotate at Najah National University Hospital (NNUH) and other hospitals affiliated with An-Najah National University (ANU).
 2. Clinical staff and instructors are involved in medical students' education and assessments.
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Collaborative bodies

1. The clinical curriculum committee (CCC).
2. The program evaluation committee- clinical phase (c-PEC).
3. Department of Medicine (DpM).



Policy

Responsibilities

- a. Monitor the delivery and implementation of the clinical MD handbook
 - b. Conduct regular clinical site visits to all clinical training centers with a minimum of two visits per center annually.
 - c. Prepare official reports after each site visit, following established protocols.
 - Communicate directly with the DpM regarding major educational obstacles or improper implementation of the curriculum (Report number one).
 - Communicate with c-PEC regarding meeting quality standards (Report number 2).
 - d. Assess the availability and quality of the resources, facilities, and support services at the training sites.
 - e. Get direct feedback from students and staff regarding the educational activities through direct discussion. It doesn't include surveys or data gathering.
 - f. Ensure that instructors and clinical staff adhere to the curriculum and course learning outcomes (ILOs).
 - g. Review the implementation of assessment methods to ensure they align with the program's educational objectives.
 - h. Educate clinical staff and students about relevant faculty policies and procedures to ensure consistent implementation.
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- The committee function is for both NNUH and NNUH-affiliated hospitals.
 - The committee should at least organize two visits annually to the clinical sites where medical students do their rotation.
 - The Chair of CTM has the authority to nominate members from the c-PEC to participate in clinical site visits at either NNUH or its affiliated hospitals.



Membership of CTM Committee:

- a. Chair of CTM Committee: The chair of the CTM Committee is appointed by the dean after a discussion with the head of DpM and the chair of the CCC. The Chair of CTM reporting directly to the c-PEC.
 - b. Co-chair of CTM Committee: is a clinician who is a member of c-PEC and at least has an assistant professor degree and five years experience of teaching.
 - c. Representative of the DpM.
 - d. Representative of the Medical Education, CPD and Staff Appraisal Unit.
 - e. Miscellaneous: Two other members may join according to the dean's suggestion to boost the committee performance (at least have an assistant professor degree). Representation of surgical and medical specialties is essential.
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Meeting and governance:

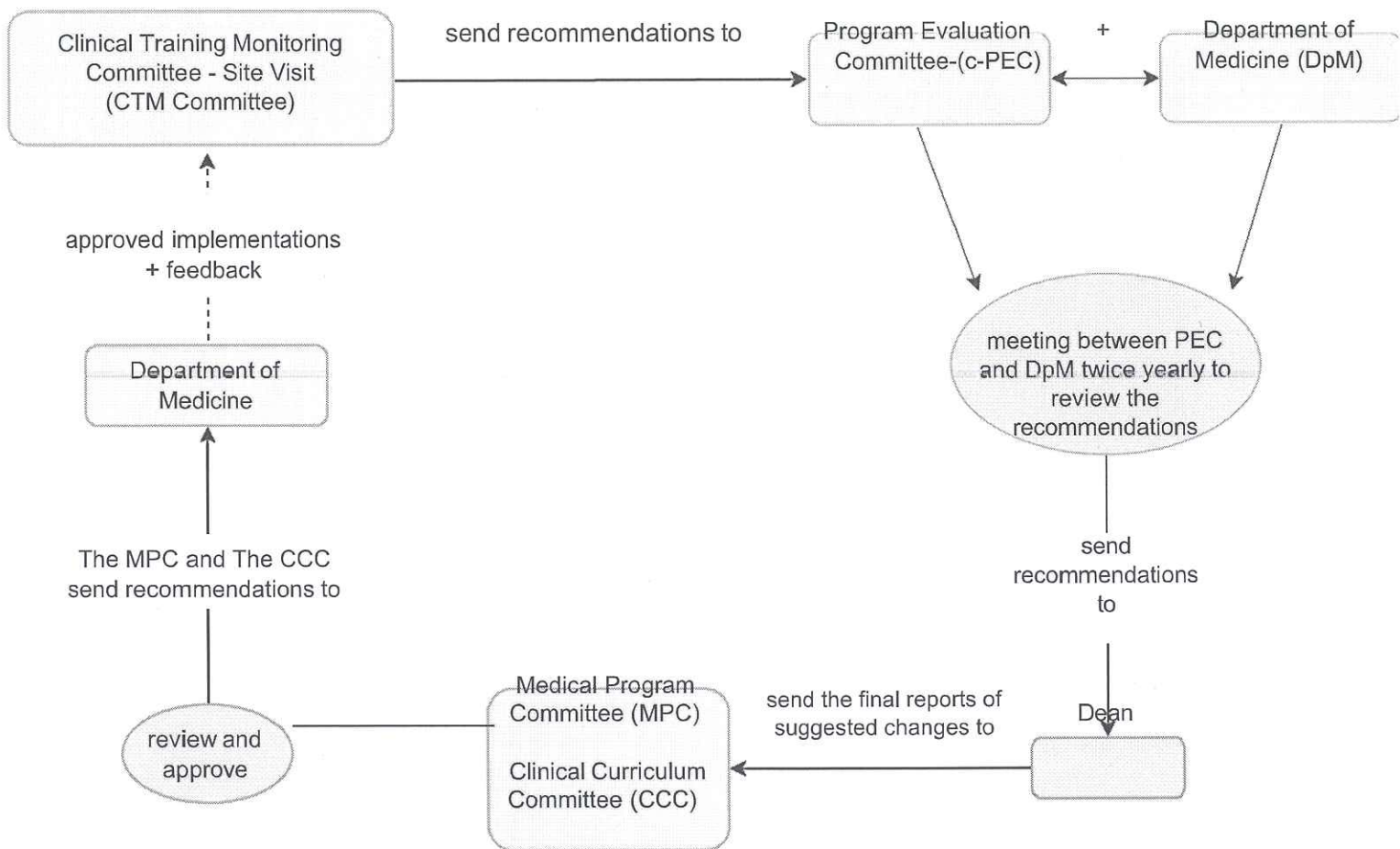
- a. The committee meets every two months. An ad-hoc meeting may be arranged upon the chair's request.
- b. Agenda and meeting material will be pre-circulated unless otherwise noted.
- c. Minutes will be kept and approved by members.
- d. The CTM Committee has to arrange at least two visits per clinical training site annually.
- e. The CTM Committee writes two official reports after the hospital site visit. These reports include an analysis of all collected data and recommendations. The CTM Committee is responsible for handover the official reports to the chair of the PEC and the department of medicine, who should pass the report to the dean and then to the Medical Program Committee (MPC). *(See attached algorithm)*

Effective date: 30-12-2022

Review date: 29-10-2024



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