



Clinical Curriculum Committee Terms of Reference

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 Medical Program Committee (MPC) which has two sections: The Basic Curriculum Committee (BCC) and the Clinical Curriculum Committee (CCC). The CCC is an extension of the mission of the BCC to have a comprehensive MD program. The responsibility of the CCC is to oversee and govern medical education at the clinical clinical section through reviewing and updating the clinical phase curriculum, supervising the formative and summative assessment methods, and ensuring of staff and students to the MD clinical phase handbook.

Purpose

The purpose of the CCC is to oversee and govern all educational activities that take place at the clinical phase of the MD program. This includes reviewing and updating the clinical phase curriculum, revising the structure and the outcome of both formative and summative assessment methods, and compliance of both students and academic staff to the program learning objectives (PLOs) through variable educational activities

Scope

1. Medical students at 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 involved in medical students' education and assessments
3. Research and teaching assistants (RTAs) who are involved in medical





students' evaluation, supervision, and monitoring of academic performance.

Policy

Responsibilities

- a. Oversee the development and revision of learning objectives regarding clinical courses. This includes the selection and sequencing of educational content for the MD program (clinical phase); the program length; curriculum structure including its components, courses, and themes.
- b. Oversee the delivery of the curriculum at all sites (NNUH and ANU affiliated hospital), instructional methods, the appointment of course coordinators.
- c. Monitor medical students' progress through the clinical phase by regularly revising the formative assessment methods and giving direct feedback to the medical students through the instructors, course coordinators, and head of departments.
- d. Evaluate the performance of medical students in the summative assessment methods such as written and OSCE exams. Ensure that the exam is linked to the (Intended learning outcomes) ILOs and PLOs in concordance with the FMHS mission and vision.
- e. Ensure that students have free access to academic supervisors, course coordinators, research and teaching assistants (RTAs) in order to get direct assistance and help as required. Also, course coordinators and RTAs monitor the level of satisfaction.
- f. Monitor and oversee the availability of multiple educational resources and facilities at NNUH and ANU-affiliated hospitals. For example, studying rooms, online access, and libraries should be accessible to medical students at the clinical phase.
- g. Ensure that teachers and medical students are both oriented and aware of the ILOs, course policy and outlines, and different assessment methods. An introductory session and feedback session should be offered by course coordinators to both clinical staff and medical students to guarantee compliance with the *mission and vision of the FMHS*.





Membership:

- a. Chair of CCC: The chair of the CCC is appointed based on the recommendation from the dean of FMHS. The chair is an academic staff at the clinical phase who at least has an assistant professor title according to ANU policy and standards
- b. Co-chair of CCC: The co-chair is a member of the CCC and acts as vice-chair who is usually appointed by the dean after discussion with the chair of the CCC. The co- chair is as academic staff at the clinical phase that at least has an assistant professor title according to ANU policy and standards
- c. Academic member: A staff from the clinical phase who had of least two years in clinical training and education
- d. Academic member: A staff from the clinical phase who had at least two years in clinical training and education
- e. Medical student representative: A student front the clinical phase selected by the chair based on the student's academic profile and performance.
- f. 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 and governance:

- a. The committee meets every six weeks from September to May.
- b. Additional meetings may be called upon chair instructions
- c. Agenda and meeting material will be pre-circulated unless otherwise noted.





- d. Minutes will be kept and approved by members
- e. New curriculum, decisions, and suggestions will be forwarded to the Medical Program Committee to get approval through the official pathway belonging to the FMHS.

Contact

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