



جامعة النجاح الوطنية

An-Najah National University

كلية الطب و علوم الصحة | Faculty of Medicine and Health Sciences

وحدة التعليم الطبي وتطوير الموظفين والتقييم | Medical Education, CPD, and Appraisal

Unit

## Medical Education, CPD, and Appraisal Unit

### Terms of Reference

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#### **Overview**

The unit aims to enhance the quality of medical education, support professional development, and support the implementation of a robust appraisal system for healthcare staff. It also plays a crucial role in the social accountability of the Faculty of Medicine and Health sciences through diverse activities.

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#### **Purpose**

The primary aim of the unit is to:

- **Medical Education:** support the medical program committee in the development and implementation of educational programs for medical students.
- **Staff Appraisal:** Responsible for implementing the appraisal processes to assess staff performance, identify development needs, and support career progression.
- **Professional Development:** Offer resources and programs to foster lifelong learning and skill enhancement for medical professionals.
- **Social accountability:** aligns its curriculum with community health needs, fostering socially accountable activities. It also promotes partnerships and community-based learning to address local healthcare challenges.



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## Scope

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The scope of the unit includes both medical students at the Faculty of Medicine and Health Sciences (FMHS) and staff. It addresses the academic and professional development of students, while also supporting the continuous growth and performance evaluation of staff through a robust appraisal system.

## Responsibilities

The unit's responsibilities encompass:

- **Teaching and Learning Support:**
  - Organize faculty development workshops and training on modern teaching methodologies.
  - Develop and reflect on the staff and students' satisfaction and provide feedback to the deanship and program committee.
  - Promote interdisciplinary and evidence-based approaches to medical education.
- **Staff Appraisal:**
  - Responsible for the provision of feedback mechanisms to support continuous improvement and professional growth.
  - Responsible for the establishment and execution of a robust appraisal system for staff to address their professional development and lifelong learning needs.
- **Professional Development:**
  - Develop and deliver CPD (Continuing Professional Development) activities tailored to diverse professional roles.
  - Encourage staff participation in research in medical education, conferences and other lifelong learning activities.



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- **Social accountability:** Follow up social accountability activities developed by staff, student and the medical education unit.

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### Governance and Reporting

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The unit reports to the **Dean of Faculty of Medicine and Health Sciences**.

- An advisory committee comprising faculty, clinical educators, students and administrative staff will guide the unit's strategic direction.

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### Membership and Roles

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- **Head of Unit:** Oversees unit operations, strategic planning, and external representation.
- **Co-director:** Collaborates with the director in overseeing the unit activities and achievements.
- **Administrative Support Staff:** Provides logistical and operational support for the unit's activities.
- **Quality Assurance Engineer:** Provides support in the development of SOPs, surveys and other logistics for the unit's activities.

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### Key Performance Indicators (KPIs)

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The unit's success will be measured by:

- Implementation of CPD program annually.
- Implementation by the faculty and across the program of innovative teaching methods.



- Positive feedback from stakeholders on the unit's programs and support.
- Ensures the implementation of the annual staff appraisal.
- Provides an annual report covering all unit activities.

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### Resource and Budget

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- Allocation of resources for training programs, workshops, and technology.
- Budget planning in collaboration with the deanship to ensure sustainability.

### Meeting and Reporting Schedule

- Monthly meeting with the advisory committee.
- Add hoc meeting with deanship and other departments.
- Quarterly meetings with the Dean to review progress and set priorities.
- Annual reports detailing activities, outcomes, and recommendations for improvement.
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### Review and Amendments

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The Terms of Reference will be reviewed annually to ensure alignment with institutional goals and evolving needs.



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Unit

### Contacts

Members	Names	Emails
ME, CPD, and Appraisal Unit Head	Dr. Souad Belkebir	souadbelkebir@najah.edu
Quality Assurance Engineer	Eng. Raghad Habayeb	r.habayeb@najah.edu

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