



Sultan Qaboos University
College of Medicine and Health Sciences
Curriculum office



**Responsibilities of Phase I, Phase II and Intercalated Phase
Coordinators, course module coordinators, Rotation and Block
Coordinators**

Phase I Coordinator Responsibilities

- Chairs the meeting of Phase Subcommittees
- Constructs general Phase Learning objectives (PLOs)
- Ensures that the Curriculum Committee guidelines have been implemented and adhered to
- Continuously appraise and develop Module/These contents and means of educational delivery in collaboration with Module/These Coordinators
- Confirms that the English for Medicine course is constructed to best prepare students for their study in Medicine
- Represents Phase I in the appropriate College Committees.

Phase II Coordinator Responsibilities

- Represents Phase II in the appropriate College Committees when needed
- Constructs general Phase Learning Objectives
- Ensures that the CC guidelines have been implemented and adhered to
- Continuously appraises and develop module contents and means of educational delivery in collaboration with module Coordinators

Intercalated Phase Coordinator Responsibilities

- Represents the Phase in the appropriate College Committees when needed
- Constructs general Phase Learning Objectives
- Ensures that CC guidelines have been implemented and adhered to
- Constructs, jointly with Phase Subcommittee members, general objectives of the Phase
- Compiles a list of students eligible for IP entry by the end of the Semester 3 of Phase II
- Continuously appraise and develop module contents and means of educational delivery in collaboration with module coordinators"

Course/ Module Coordinator Responsibilities

- Constructs Module general objectives and discuss with tutors.
- Outlines each learning activity (lectures, seminar, case discussion, lab etc) objectives for Module in consultation with relevant tutors.
- Finalizes Module contents and timetable.
- Submits Course Loading sheet to the Assistant Dean for Pre-clinical affairs 2 months before the start of every semester.
- Submits Course Outline to the Assistant Dean for Pre-clinical affairs 2 months before the start of every semester.
- Submits Course data collection form to the Assistant Dean for Pre-clinical affairs 2 months before the start of the semester for new or modified courses.
- Provides a list of the course instructors names and IDs to the Assistant Dean for Pre-clinical affairs
- Booking of rescheduled lectures (one week in advance).
- Proposes Module teaching formats based on the following principles:
 - integration
 - student centered approaches
 - reasoning, critical thinking and problem solving
 - self-directed learning
- Proposes module assessment formats that match the learning objectives.
- Ensures emendation of exam questions.
- Sets the pass mark for the module examinations in consultation with the course team and according to the guidelines provided by the College Assessment Policy, Regulations and guidelines
- Submits final exams to the College Examinations Committee one month before the final examinations date.
- Organizes (prepare, conduct, receive feedback etc.) Module exams (in-module and end-module.)
- Electronically submits student grades and confirms the submission after the College Examinations Committee meeting
- Finalizes exam results and submit to the College Examinations Committee with a copy to the Phase Coordinator.
- Presents module results to College Examinations Committee.
- Continuously appraises Module contents in collaboration with Module tutors.
- Collects and analyzes data from various forms of auditing (questionnaire, examiners report etc.) to discuss in Phase Subcommittee and to adopt those with high educational value in future versions of Module.
- Prepares Module Handbook containing Module;
 - objectives
 - content outline
 - recommended resources
 - assessment details
 - time-table
 - other useful information

Responsibilities of Rotation Coordinators:

1. Coordination of teaching:
 - a. Coordination of teaching for students posted to the department
 - b. Liaising with the corresponding departments of affiliated hospitals to ensure a coordinated teaching and assessment program
 - c. Liaising with the 'Block' coordinator to ensure Integration of teaching and assessment in the particular Block.

2. In-rotation (continuous) assessment:
 - a. Inform students of the in-rotation assessment plan at the beginning of the rotation
 - b. Administer in-rotation assessment (Observed long case, mini-CEX, case based discussion, written tests, portfolio etc), as is applicable for the rotation
 - c. Review assessment of students at the end of each rotation
 - d. Provide specific, descriptive feedback to the students during and at the end of the rotation
 - e. Identify and counsel students who are sub-optimal in their performance, and report to the departmental education committee and Head of the Department
 - f. Identify students who have inadequate attendance, counsel them, and issue appropriate notices
 - g. Liaise with the Block Coordinator, and provide the results of in-rotation assessment, within a week of completion of the rotation
 - h. Report to the Block Coordinator, and the Assistant Dean (Clinical) the suboptimal performance / inadequate attendance of students, and discuss remedial action
 - i. Obtain feedback from students and staff, and discuss appropriate course of action with the department to improve teaching / assessment

Responsibilities of Block Coordinators:

1. In-rotation (continuous) assessment:
 - a. Collect and collate the results of the in-rotation assessments from the clinical rotation coordinators in the block
 - b. Manage (assess for completeness, contents, and quality) the portfolio together with the rotation coordinators, and assign marks
 - c. Determine the pass-mark for the continuous assessment of the block, in liaison with the rotation coordinators
 - d. Liaise with the Assistant Dean for Clinical Affairs on issues of sub-optimal performance / inadequate attendance, and discuss remedial action
 - e. Maintain full records of assessment in the block with the secretary (Block coordinator's department secretary)
 - f. Pass the copy of the in-rotation assessment marks to the Examinations Office

2. End-of-Block examination:
 - a. Liaise with Phase III Examinations Subcommittee
 - b. Work together with Phase III Examinations Subcommittee for the preparation of the written and clinical examinations (The exam would be prepared by Phase III Written Examinations Group and Phase III Clinical Examinations Group respectively in liaison with the departments involved and with the help of rotation coordinators)
 - c. Vet the examination papers together with Phase III Written and Clinical Examinations groups (as applicable) and the rotation coordinators to ensure that the questions are in line with the objectives and are suitable for the level of the clerkship
 - d. Submit copies of the written and clinical examinations to the Examinations Office for onward transmission to the College Examinations Committee for final review
 - e. Help to determine the pass marks for the written and the clinical examinations according to the College Assessment Policy in liaison with the phase III Examinations Subcommittee
 - f. Liaise with the Examinations Office to book venues for the written and the clinical examinations
 - g. Review the examination, using item analysis, with Phase III written and Clinical Examination groups and provide a summary report to the College Examinations Committee
 - h. Compile the results of the in-rotation assessment and the end-of-block examinations, determine the overall pass mark and present the results to the College Examination Committee together with Phase III Written and Clinical Examinations Coordinators and Phase III Coordinator. (The results need to be co-signed by the HoDs of the clinical rotations (more than 3-week rotations))

- i. Obtain feedback on the examination process from students, examiners, and organizers of the exam, and present to the College Examination Committee
- j. Maintain a copy of the entire examination results in the department (of the block coordinator)
- k. Liaise with the Assistant Dean for clinical affairs in case of student appeal

Responsibilities of Phase III Written Examination Coordinator

- a. Chair the Written Examinations Group within Phase III Examinations Subcommittee
- b. Ensure a link is maintained with the departments to prepare the end-of-block examinations through members of the Written Examinations Group
- c. Prepare a detailed blueprint for the written examination, ensuring that the proportion of items are commensurate with the objectives of the rotations within the blocks
- d. Prepare the written examinations in liaison with the departments involved and with the help of Block and Rotation Coordinators
- e. Vet the examination papers together with the Block and Rotation Coordinators to ensure that the questions are in line of the objectives, and are suitable for the level of the clerkship
- f. Provide a copy of the written examination to the Block Coordinator
- g. Standard set the written paper with Phase III Written Examination Group and Block and Rotation Coordinators according to the guidelines specified in the College Assessment Policy
- h. Administer the written examination together with the Block Coordinator and the Rotation Coordinators
- i. Review item analysis with the Block and Rotation Coordinators

Responsibilities of Phase III Clinical Examination Coordinator

- a. Chair the Clinical Examination group within Phase III Examinations Subcommittee
- b. Ensure a link is maintained with the departments to prepare the end-of block exam through members of the Clinical Examination Group
- c. Liaise with the Block Coordinators to prepare the clinical examinations
- d. Prepare a detailed blueprint for the clinical examination ensuring that the proportion of items are commensurate with the objectives of the rotations within the blocks
- e. Vet the examination with the Block and Rotation Coordinators to ensure that the exam is in line with the objective and is suitable for the level of the clerkship
- f. Provide a copy of the clinical examination to the Block Coordinator
- g. Ensure the pass mark for the clinical examination is according to the guidelines set by the College Assessment Policy
- h. Administer the clinical examination together with the Block Coordinator and the Rotation Coordinators
- i. Review item analysis with the Block and Rotation Coordinators