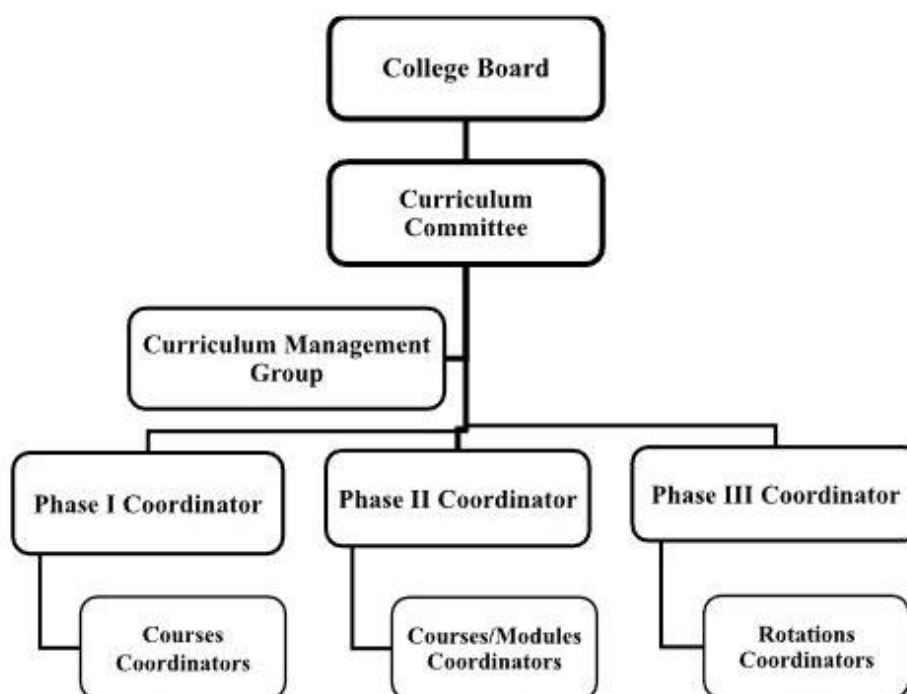




Sultan Qaboos University
College of Medicine and Health Sciences
Curriculum office



Curriculum Organizational Structure



There is a hierarchical management chain of more a number of levels/sublevels to ensure the smooth delivery and maintenance of the EP, but also a systematic perpetual bottom-to-top procedural operation to plan and develop the EP.

The management chain comprises Curriculum Committee, Curriculum Management Group (CMG), Phase Coordinators and Course/Module/Rotation Coordinators who lead Course/Module/Rotation educational committees. Below are the remits and responsibilities of each within the management chain.

The Curriculum Committee

The CC is a CB standing committee that has its purpose (mission), responsibilities and membership approved by the CB as follows:

Purpose

To ensure that the design, development and delivery of the College educational programs are aligned with contemporary educational philosophy and principles as well as national and international accreditation standards.

Responsibilities

1. To provide guidance on the philosophy, structure and objectives of the relevant curriculum to all involved in its delivery.
2. To ensure in delivering the relevant curriculum components that emphasis is made on:
 - contemporary learning principles of active learning, critical thinking and lifelong learning.
 - highlighting the clinical relevance throughout the “preclinical” components of the curriculum.
 - consolidating vertical and horizontal integration among various curriculum components.
3. To continually review curricular content, learning objectives and delivery methods to ensure that they are aligned with overall intended educational outcomes.
4. To approve the nomination of course and phase coordinators.
5. To periodically solicit students' and teachers' feedback on the delivery, organization, and integration of the curriculum components for improvement and enhancement.
6. To formulate ad hoc/working groups or invite experts if needed to address arising issues.
7. To identify areas for improvements and suggest means of achievement.
8. To act on any other related matters that may be assigned to the Committee by the Dean.
9. To periodically report to the College Board on the progress of the Committee work.

The “purpose” is further emphasized with “responsibilities” which granted the Committee with the authority over specific departmental and subject interests and the control of the EP. IT also is authorized to allocate the needed resources for planning and implementing methods of teaching and learning. However, with regard to student assessment and program evaluation; these are delegated to the College Examinations and Program Evaluation Committees respectively.

The Curriculum Management Group (CMG)

The CMG has been formulated to decide on issues that acutely arise and need expedited action (which is to be accordingly ratified by the CC). Its membership includes:

- Chairperson Curriculum Committee
- Deputy Chairperson Curriculum Committee
- Assistant Dean of Academic Affairs
- Assistant Dean of Clinical Affairs
- Phase coordinators (Phase I, II, III, intercalated phase)
- Head of Department, Biomedical Sciences
- Chair - Examination Committee

Phase Coordinator Responsibilities

Phase I Coordinator

- Chairs the meeting of the Phase I subcommittee
- Ensures that the curriculum guidelines have been implemented and adhered to achieve desired learning outcomes
- Constructs general phase objectives, as well as specific course/module objectives jointly with subcommittee members
- Continuously review curriculum content of Phase I, jointly with course/module coordinators and recommend the necessary changes to CMC
- Continuously review method of educational delivery of educational activities in Phase I, jointly with course coordinator and recommend the necessary changes to CMC
- Continuously appraise courses/modules of Phase I by monitoring student and tutor feedback and recommend the necessary changes to CMC
- Ensure the Student Handbooks, jointly with the course/module coordinator is updated for each course/module in Phase I regularly.
- Represents Phase I in the appropriate College Committees.

Phase II Coordinator

- Chairs the meeting of the Phase II subcommittee
- Ensures that the curriculum guidelines have been implemented and adhered to achieve desired learning outcomes
- Constructs general phase objectives, as well as specific course/module objectives jointly with subcommittee members
- Continuously review curriculum content of Phase II, jointly with course/module coordinators and recommend the necessary changes to CMC
- Continuously review method of educational delivery of educational activities in Phase II, jointly with course coordinator and recommend the necessary changes to CMC
- Continuously appraise course/modules of Phase II by monitoring student and tutor feedback and recommend the necessary changes to CMC
- Ensure the Student Handbooks, jointly with the course/module coordinator is updated for each course/module in Phase II regularly.
- Represents Phase II in the appropriate College Committees.

Intercalated Phase (IP) Coordinator

- Chairs the meeting of the IC Phase subcommittee
- Ensures that the curriculum guidelines have been implemented and adhered to achieve desired learning outcomes
- Constructs general phase objectives, as well as specific course/module objectives jointly with subcommittee members
- Continuously review curriculum content of IC Phase, jointly with course/module coordinators and recommend the necessary changes to CMC
- Continuously review method of educational delivery of educational activities in IC Phase, jointly with course coordinator and recommend the necessary changes to CMC
- Continuously appraise course/modules of IC Phase by monitoring student and tutor feedback and recommend the necessary changes to CMC for approval
- Ensure the Student Handbooks, jointly with course/module coordinator is updated for each course/module in IC Phase regularly.
- Represents IC Phase in the appropriate College Committees.
- Compiles a list of students eligible for IP entry by the end of the Semester 3 of Phase III.

Phase III Coordinator

- Chairs the meeting with Pre-Clerkship, Junior Clerkship, Senior Clerkship, Pre-Internship rotation coordinators at SQUH.
- Conducts regular site visits to affiliated hospitals to hold meetings with rotation coordinators to ensure comparable educational clinical experiences and equivalent methods of assessment across all locations within the clerkship rotations.
- Ensures that the curriculum guidelines have been implemented and adhered to achieve desired learning outcomes
- Reviews general phase objectives, as well as specific rotation objectives jointly with rotation coordinators
- Continuously review curriculum content of Phase III, jointly with rotation coordinators and recommend the necessary changes to CMC
- Continuously review method of educational delivery of educational activities in Phase III, jointly with rotation coordinator and recommend necessary changes to CMC
- Continuously appraise clinical rotations in Phase III by monitoring student and tutor feedback of each rotation and recommend necessary changes to CMC
- Ensure the Student Handbooks, jointly with the rotation coordinator, are updated for each rotation in Phase III regularly.
- Represents Phase III in the appropriate College Committees

Course/Module Coordinators (Phase I, II, III, IC)

- Constructs and reviews course/module/rotation general learning objectives
- Constructs and reviews course/module/rotation specific learning objectives and content for each educational activity, jointly in collaboration with respective tutors.
- Designs and updates the delivery of educational activities, jointly with respective tutors with the following principles: problems solving, clinical reasoning, critical thinking, vertical and horizontal integration, student centered approach and self-directed learning
- Coordinates the implementation of the educational activities in the course /modules/ rotation.
- Prepares the course/module/rotation assessments (formative and summative), jointly with respective tutors.
- Coordinates the conduct of course/module/rotation formative and summative assessments.
- Finalizes examination results and submits results to the Examination office
- Monitors the effectiveness of course/module/rotation curriculum content, delivery methods and assessment based on tutor and student feedback (survey questionnaire, program evaluation committee, external examiners reports).

- Perform periodic review and continuously appraise curriculum content in collaboration with course/module tutors and carries recommendations forward to Phase Coordinators
- Prepares and updates Student Handbook containing objectives, content outline, recommended resources, assessment details, time-table and tutor contact information and other useful information.

Rotation Coordinator (Phase III)

In addition to the above responsibilities of course/rotation coordinator, the Phase III clinical rotation coordinator, has the responsibility to:

- Coordinates with other rotation coordinators to ensure compatible clinical and educational experiences across all affiliated hospitals.
- Ensure that all tutors in all affiliated hospitals are familiar with the learning objectives of the clerkship and are prepared for their roles in teaching and assessment.
- Ensure that student educational activities are supervised in order to ensure patient and student safety and that the level of responsibility delegated is appropriate to his or her level of training, and that the activities supervised are within the scope of practice