Quality Enhancement Cell
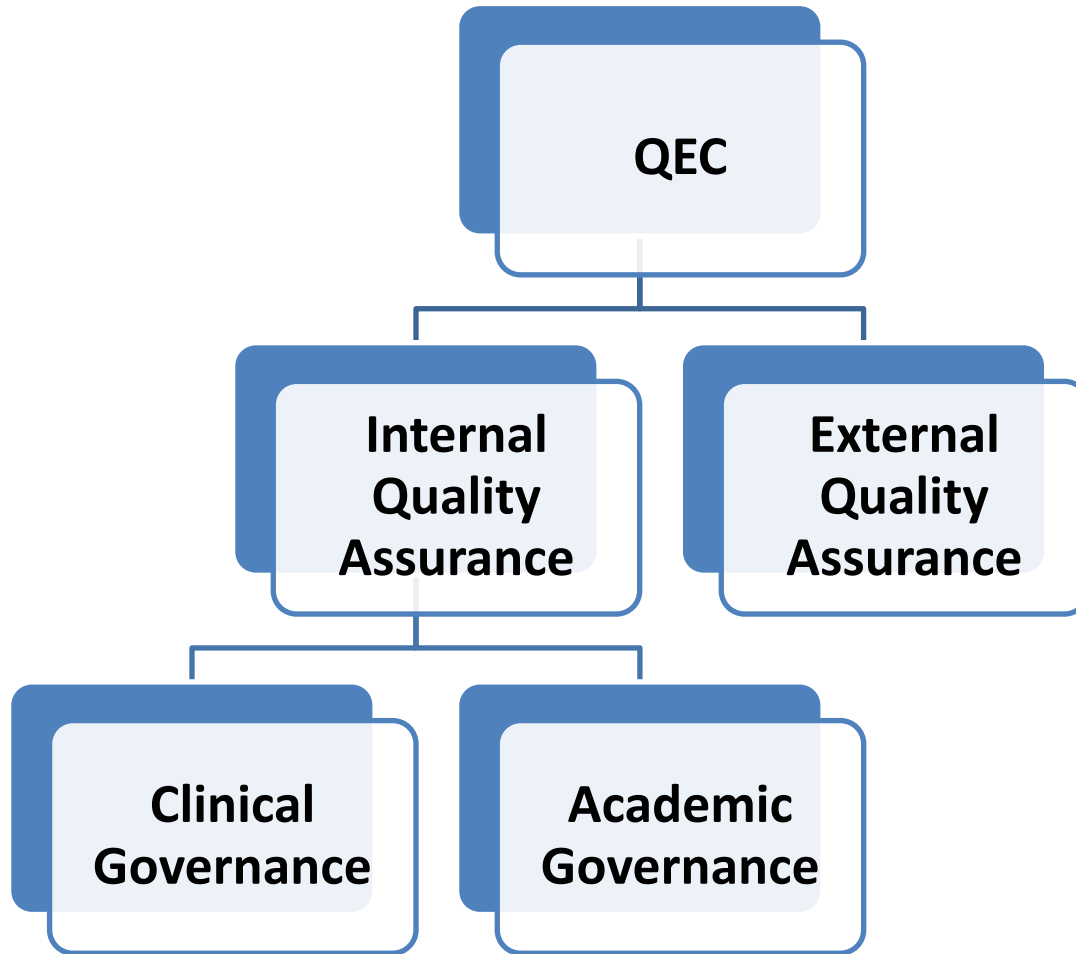

Rawalpindi Medical University

Functional Framework for QEC

RMU Model of Academic Governance

9 Pillars of Academic Governance

- Need Assessment & Curriculum Development
- Teaching Strategies
- Assessment Strategies
- Educational Alignment
- Setting Standards / KPI
- Policies / Procedures Reforms
- CPD & Capacity Building
- Program Evaluation
- Audit/Research/Innovations
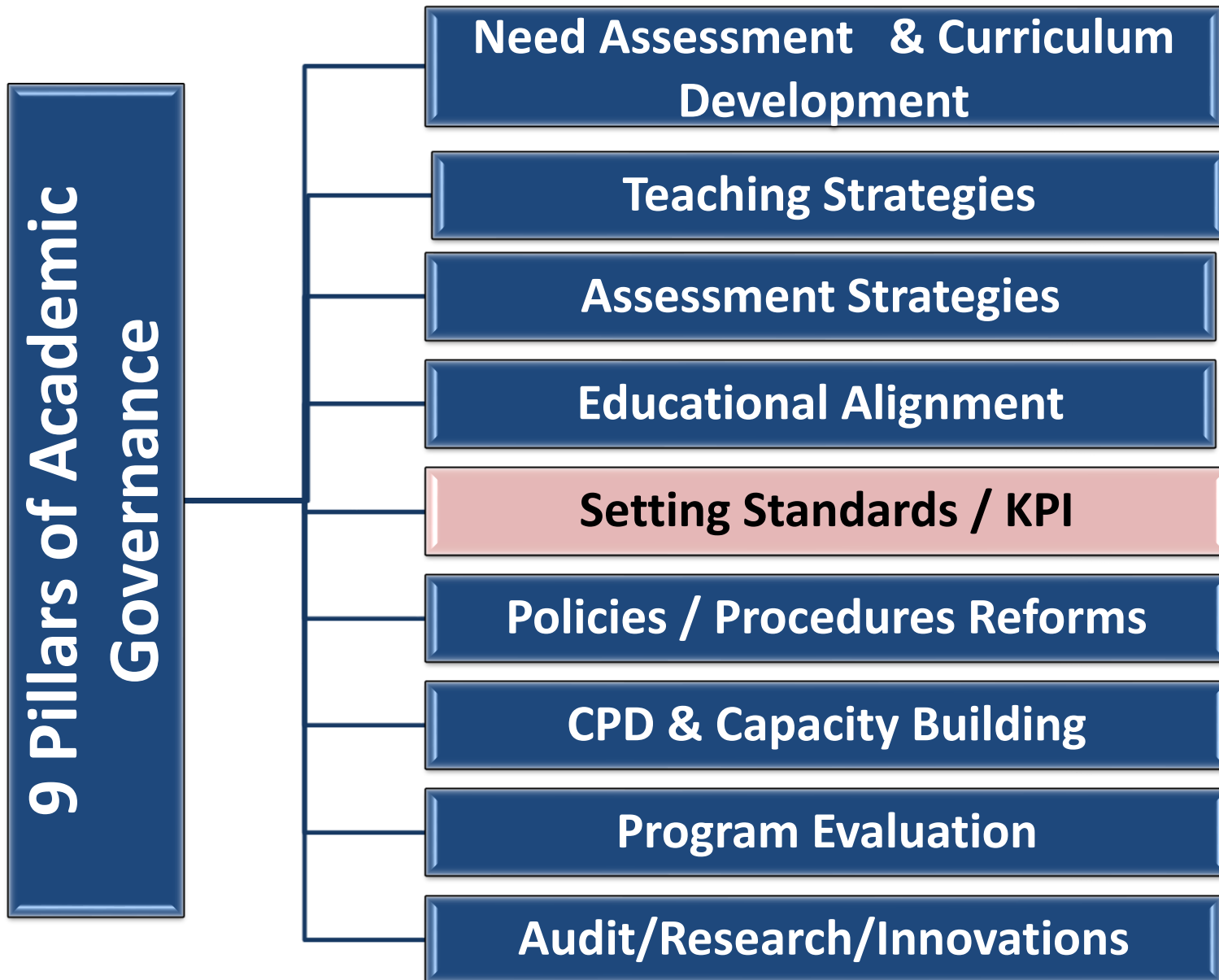
Internal Quality Assurance (Level-I)
University Residency Program (URP)

URP Checklist

Level-1
Basic Standards of URP

Level-2
Evidence Regarding Quality of Teaching and Training

Level-3
Alignment of URP with accreditation agencies
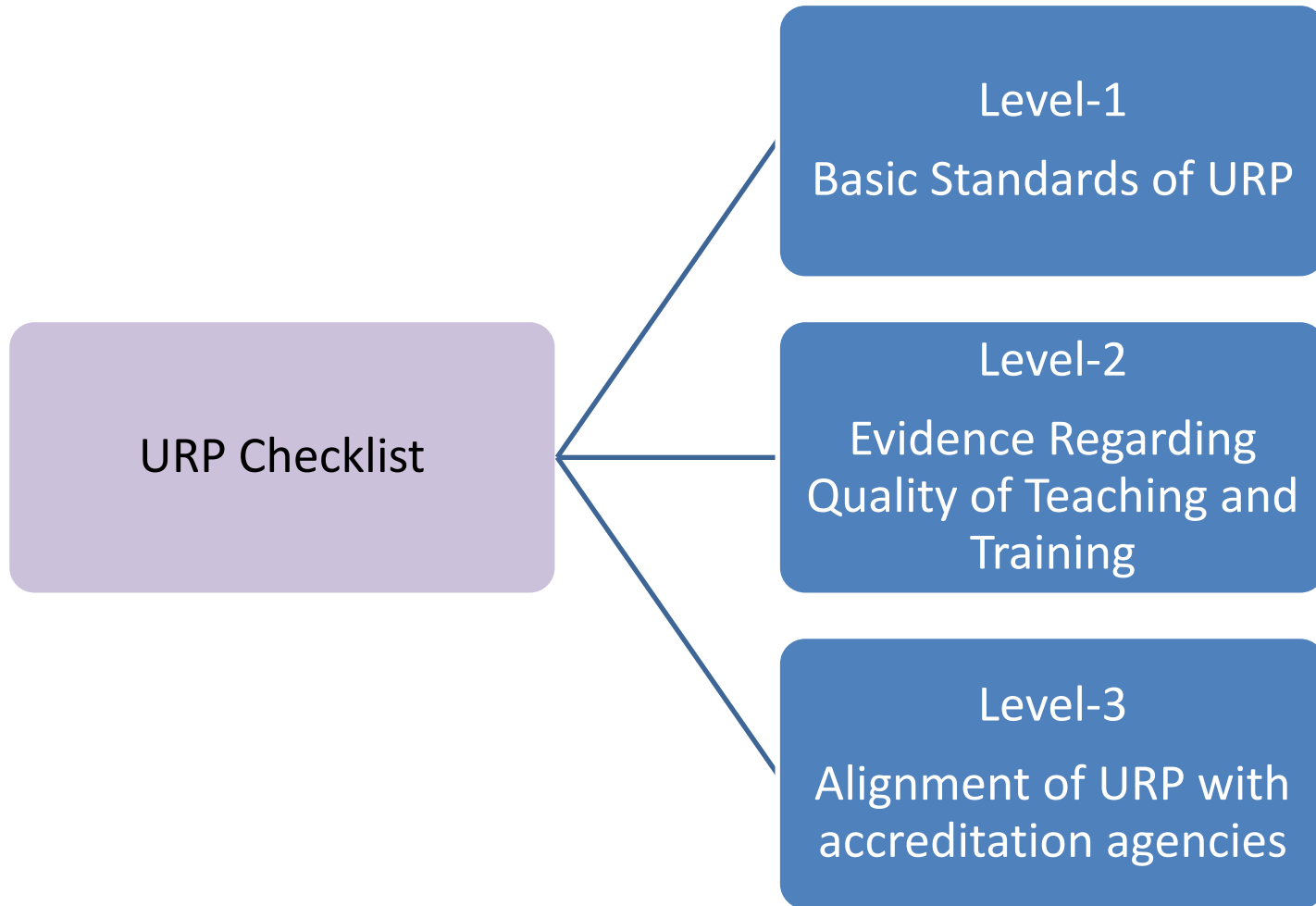
Internal Quality Assurance Checklist (Level-I)
University Residency Program (URP)

Sr. #	Standards	Indicators	Evidence required	Yes	No	Partial	Score obtained
A	Curriculum	Does Hard / Soft copy of Revised curriculum available in department	Hard and soft copy of curriculum	5	0	2.5	
		Orientation session for trainees conducted by department regarding Learning outcomes of Curriculum and teaching learning strategies.	Schedule of orientation sessions Attendance sheet	5	0	2.5	
		Does Updated curriculum shared with PGs	Copy of Curriculum available with trainees	5	0	2.5	
		Does Updated curriculum shared with faculty	Copy of curriculum available with faculty.	5	0	2.5	
B	Teaching & Training	Does department has clear time bound academic Roster to achieve learning outcomes of Curriculum through formal teaching sessions.	Academic roaster of department in alignment of curriculum.	5	0	2.5	
		Does roster for formal teaching shared with stakeholders.	Roaster displayed on notice board.	5	0	2.5	
		Clinical training is structured to provide exposure to a wide range of patient cases and procedures.	Roasters of clinical duties in alignment with learning outcomes in curriculum	5	0	2.5	
		Does Departmental logistics for Teaching and training are available and functional. a. Classroom b. Audio visual aid c. Departmental Library d. Internet facility	Availability of all functional logistics	5	0	2.5	
		Personal files of the trainees maintained including a) Curriculum Vitae (CV) b) Induction letter c) Joining report d) Rotation letter e) Leave Record f) Academic record g) Attendance Record	Personal file having all mentioned documents	5	0	2.5	
		Does Department has documented schedule/ plan for clinical rotations of trainees.	Availability of Rotation plan of all trainees	5	0	2.5	
		Logbooks / portfolio a. Does log book Entries are up to date and duly signed by supervisor. b. E log entries are up to date c. Trainee Portfolio is up to date	Updated logbooks & portfolio of trainees available • Departmental logbook • Rotational logbook • Research logbook • portfolio	5	0	2.5	
C	Assessment & Evaluation	Departmental Calendar for formative assessments Displayed and shared with stakeholders.	Assessment calendar displayed on Notice Board	5	0	2.5	
		Does TOS of assessments (MTA, FTA, 1st year and 3rd year assessment examination) available and shared with trainees and faculty?	TOS of different assessments displayed on Notice Board and shared with stakeholders.	5	0	2.5	
		Does supervisors provide feedback to trainees after assessments.	Record and minutes of meetings between supervisors & trainees.	5	0	2.5	
		Does 360 Degree evaluation of trainees is up to date.	Soft and hard copies of all 360 degree evaluation in department.	5	0	2.5	
D	Research	Does RMU URP research Pathway displayed in department.	RMU research pathway displayed	5	0	2.5	
		Are trainees following milestones of Research pathway?	Flow sheet showing status of trainee regarding research	5	0	2.5	
		Is the record of trainees related to research requisites of each year maintained?	Record of synopsis, dissertation and one disease stat. available in department	5	0	2.5	
		Are research dashboard entries up to date and approved by research unit?	Research dash board of trainees.	5	0	2.5	
		Have trainees attended mandatory workshops as per timeline mentioned in research Pathway.	Evidence of attendance and flow sheet showing status of workshop attendance.	5	0	2.5	

Total marks	100
Obtained Marks	

Name & Signature of HOD- ....

Name & Signature of Director QEC..

HOD, SU-I, BBH
HOD, SU-I, BBH
Rawalpindi Medical University

SUBJECT: <u>INSPECTION OF POST GRADUATE TRAINING FOR INTERNAL QUALITY ASSURANCE</u>

As per direction Vice Chancellor of Rawalpindi Medical University, Quality Enhancement cell will inspect Surgery Unit-I & Surgery Unit-II, BBH as per following schedule.

Date: 5th March 2024
Time: 08:30am
Department to be checked:-
SU-I, BBH
SU-II, BBH

Penalist:-

- Dr. Usman Qureshi
- Dr. Ahmed Hassan Ashfaq
- Dr. Rizwana Shahid
- Dr. Rabbia Khalid
- Mr. Aamir Afzal

Department will be checked and scored according to checklist:-
Your compliance will be highly appreciated.

Prof. Muhammad Umar
Vice Chancellor
Rawalpindi Medical University
Rawalpindi

<u>No. of Date Even:</u>
<u>Copy to:</u>

1. Principal, Rawalpindi Medical College, Rawalpindi.
2. Controller of Examination RMU, Rawalpindi
3. Director DME, RMU, Rawalpindi
4. Director ORIC, RMU, Rawalpindi
5. Director Research Unit/, RMU, Rawalpindi
6. Deputy Director DME, (Main Campus), Dr. Asma Khan
7. Dr. Deputy Director DEM, (NTB), Dr. Iffrah
8. Dr. Rizwana Shahid, Assistant Director, Department of URTMC, RMU, Rawalpindi
9. P. A to Vice Chancellor, RMU, Rawalpindi
10. Master File

Prof. Muhammad Umar
Vice Chancellor
Rawalpindi Medical University
Rawalpindi

RMU Model of Clinical Governance

- 'The framework through which Institution is accountable for continuously improving the quality of their services and safeguarding patients'.