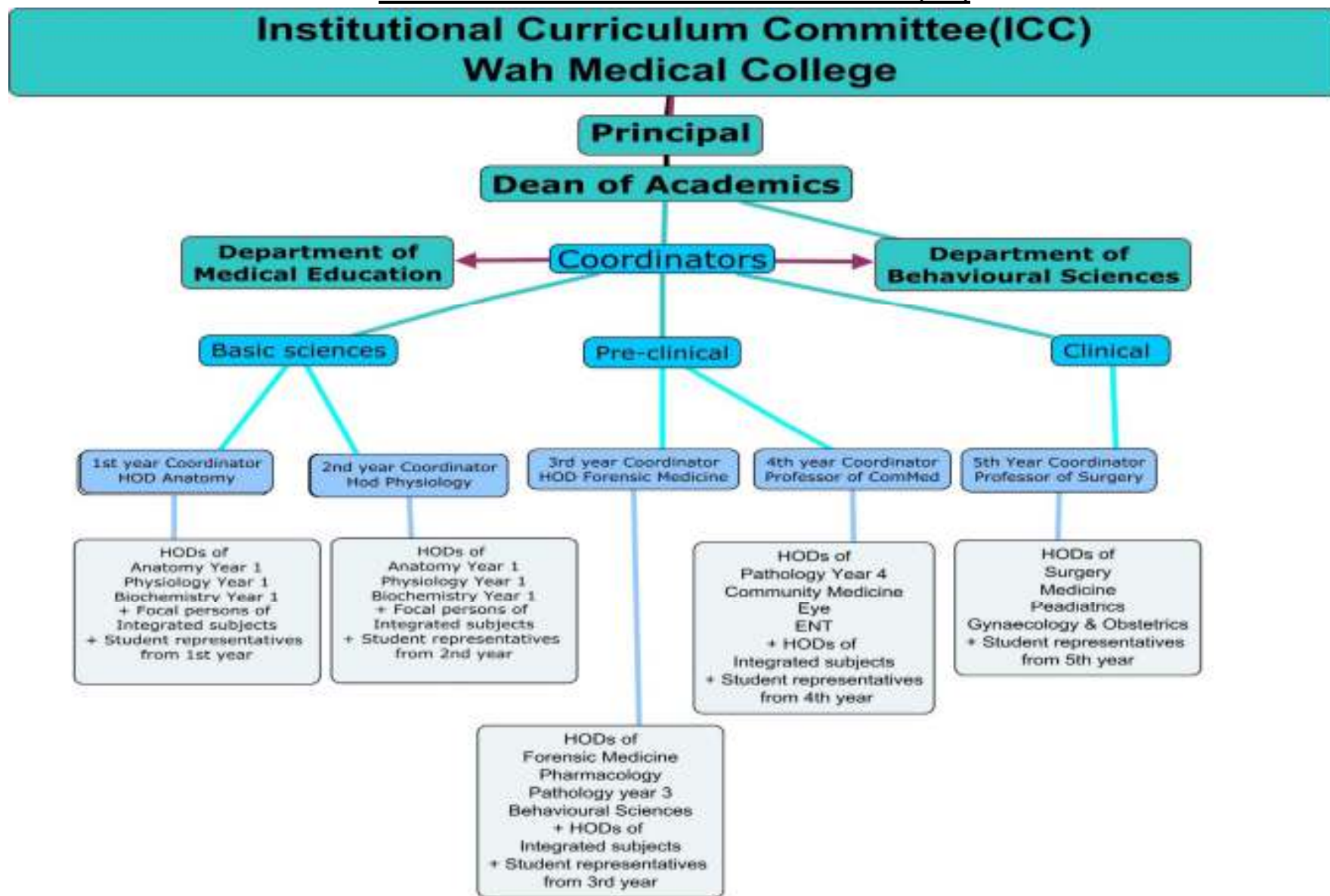
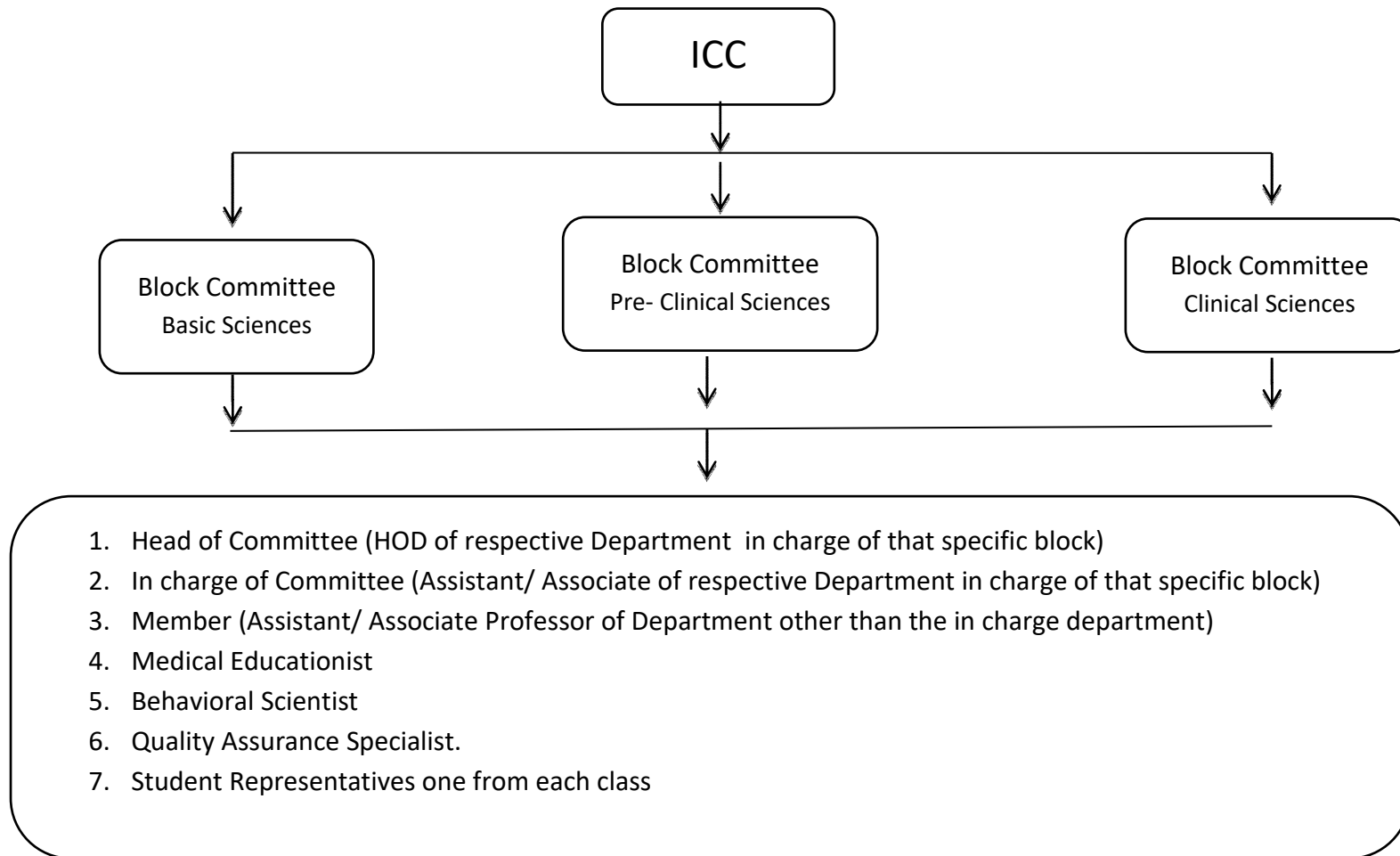


INSTITUTIONAL CURRICULUM COMMITTEE AT WMC:

Organogram:

Member of Institutional Curriculum Committee (ICC)





### **Terms of Reference:**

**Introduction and Mandate** : The Institutional Curriculum Committee is a standing committee of the academic council. Its constituent Members include faculty of WMC and student representatives. It is responsible for ensuring curricular development, implementation and review followed by subsequent integration of feedback consistent with the guidelines provided by NUMS & PMC. It ensures that the MBBS program is aligned with the college mission and vision statement as per relevant accreditation standards. It has responsibility for the design, management, integration, evaluation, and continual improvement of the WMC curriculum.

The Chair of the curriculum Committee will report its decisions and recommendations on a regular basis to the Principal and Board of Studies of WMC.

### **Membership of The Curriculum Committee:**

**Chair of committee:** Dean Academics

#### **Coordinators:**

1. Coordinator Basic sciences Dept
2. Coordinator Pre-clinical Sciences Dept.
3. Coordinator Clinical Sciences Dept.

#### **Members:**

1. Heads of All Departments of Basic Sciences
2. Heads of All Departments of Pre-clinical Sciences
3. Heads of All Departments of Clinical Sciences
4. HOD Behavioral sciences
5. HOD Medical Education
6. Student representatives one from each class

**Structure:**

To ensure efficient functioning, the curriculum committee shall be further divided into three sub-committees as follows:

1. Module/Block Committee- Basic Sciences
2. Module/Block Committee - Pre-clinical Sciences
3. Module/Block Committee - Clinical Sciences

Heads of each of these committees will be a member of the ICC and will be changed for every Module/Block/Term

**ROLES & RESPONSIBILITIES:****Chair of the Institutional Curriculum committee:**

1. Supervise the Curricular implementation.
2. Preside over regular meetings of the Institutional Curriculum committee (ICC).
3. Communicate and discuss any issues related to curriculum planning, implementation & delivery with the head of the Institution.
4. Represent WMC at NUMS curricular Task force meetings.
5. Communicate feedback on all the issues related to implementation and delivery of curriculum provided by NUMS at meetings of curricular task force.
6. Direct the Basic, Preclinical & Clinical Coordinator to review their curricula with the respective HODs and Module/Block chairpersons for each Module/Block.
7. Inform the board of Studies about decisions made in the Curriculum committee meetings.

8. Make recommendations to the Board of Studies (Full Faculty Committee) of WMC, on all matters relating to Curriculum across all Five years of the MBBS program.

**Coordinator of sub committees:**

1. Keep the head of the Institutional Curriculum Committee (ICC) informed about the Curriculum progress for their respective years.
2. Designate and supervise the Module/Block in-charge for each Module/Block to ensure that the Module/Block structure and implementation is according to the guidelines provided by National University of Medical Sciences and Pakistan Medical Commission.
3. Hold regular meetings to ensure that curriculum delivery is according to the plan.
4. Monitor the functioning of the respective Module/Block committees as and when required.
5. Ensure that the Module/Block curriculum is being properly implemented through appropriate teaching methodologies followed by assessments and timely feedback

**Working Functions of the Curriculum Committee are to:**

1. Develop, maintain, and evaluate a curriculum that reflects current medical knowledge and practice and is consistent with meeting WFME &PMC standards.
2. Review and modify the goals and objectives for the curriculum with particular emphasis on ensuring that the goals and objectives are linked to desired outcome measures.
3. Establish a logical sequencing of the curriculum and curriculum content that is coordinated and integrated within and across the academic periods of study (i.e., horizontal and vertical integration).
4. Formulate the annual academic calendar and modify it if the need arises in line with university modifications.

5. Monitor and evaluate the quality of the blocks and clerkships and their effectiveness in meeting the goals and objectives for medical student education.
6. Ensure that the methods of pedagogy and medical student assessment are effective, innovative and appropriate for the achievement of the program's educational objectives.
7. Monitor the content and student workload in each phase of the curriculum.
8. Promote educational innovation, experimentation and scholarship to inform the development and maintenance of a dynamic and current curriculum.
9. Oversee the delivery of the curriculum at all sites instructional methods, establishment of the academic schedule, recruitment and assignment of teachers and student assignment to clinical locations.
10. Establish the students' shifting regulations to the next Module/Block and select the methods of assessment appropriate to the learning objectives.
11. Monitor students' academic progress and make final decisions for appearing in professional exams.
12. Evaluate the program, in part by ensuring that student feedback on learning activities, teachers and the learning environment is solicited and analyzed, via internal surveys.
13. Use the findings from evaluation to revise learning objectives and content, addressing any unintended gaps and eliminating unnecessary redundancies, and to revise instructional and assessment methods.
14. Monitor the quality of learning and assessment activities across clinical sites.
15. Consider new developments in science and healthcare delivery to review and recommend relevant modifications in learning objectives and contents of curriculum.
16. Ensure that the procedures related to formative and summative assessments are recorded, transmitted and presented to students for their review.

### **Terms of References for Module/Block /Term Committees**

There will be a block committee for each of Module/term/block. The Basic sciences/Preclinical/Clinical Coordinators will formulate a total of two or three block committees( as per requirement) for each class before the start of the session, each year, with the consensus of their concerned HODs.

The Block Committee for each block will comprise of the following members:

1. Chairperson of Committee (Head of one of the Departments to which in-charge of that block belongs)
2. In-charge Committee (Associate or Assistant Professor of one of the Basic Sciences/Preclinical/ clinical Departments)
3. Members of Committee
  - i. One faculty member from each basic medical science/preclinical/clinical department (other than the in-charge) according to the course contents of subjects taught in that year.
  - ii. For Basic Sciences one faculty member from relevant pre-clinical/ clinical department will also be included according to the demand of the block curriculum for possible vertical integration.
  - iii. Medical Educationist.
  - iv. CR and GR of the respective class

Note: All members of the block/ Module/term Committees will be decided at the start of the session by their respective coordinators with the consensus of the HODs.

### **Meetings of ICC**

A monthly ICC meeting will be held on the date and time decided by the coordinators. In case of emergency, a meeting may be called by the competent authority at any time. The call letter for meeting and the minutes of meeting will be issued by DME.

## **TORs for Module/Term/Block Committee:**

### **Chairperson:**

1. Supervises the relevant curriculum block.
2. Communicates and discusses the academic matters with the head of the Institutional Curriculum Committee (ICC).
3. Keeps the head of the Institutional Curriculum Committee (ICC) informed about the Block progress.
4. Supervises the in-charge to ensure that the Block/Module/Term structure and implementation are according to the guidelines provided by National University of Medical Sciences, University of Health Sciences and Pakistan Medical Commission

### **In-charge:**

1. Ensures that the Block structure and implementation are according to the guidelines provided by National University of Medical Sciences and Pakistan Medical Commission.
2. Sets the final timetable, with the consensus of all the members of block/module/term committee.
3. Arranges pre-block meeting\* and meetings during the block\*\*.
4. Actively and timely liaison with the chairperson and all the members of the committee.
5. Compiles and prepares a Block /term/module Document\*\*\*under supervision of Chairperson.
6. Gets approval of the final Document by the Institutional Curriculum Committee and disseminates it to all the Heads of concerned departments.
7. Maintains the file of outgoing and incoming letters, minutes of meetings, academic schedules and records.

### **Members**

1. Represents his/her respective department and acts as a liaison person with block in-charge to communicate all subject matters.



2. Reviews the content, curriculum and the learning objectives of their respective subject and submit the reviewed and updated document to block in-charge before block meeting.
3. Reviews the Case Based Learning Scenarios for their respective subjects.
4. Attends all the meetings of the block/module/term with full spirit. In case, any member has an emergency and cannot attend the meeting he/she must inform the in-charge a day earlier.
5. Provides the weekly time table maximum by Tuesday to block in-charge and timely communicates any change in time table.
6. Maintains Pre-hoc and post-hoc analysis of the assessment/examination of their respective subjects.
7. Finalizes the block document of their respective department and submits it to the block in-charge for compilation, within the timeline specified by the Block Committee.
8. Facilitates the smooth conduct and implementation of the content of respective subject.

**Medical Educationist:**

is required to:

1. Be an active member of the block committee.
2. Attend block meetings as a representative of Department of Medical Education (DME).
3. Review the final document of block/module/term curriculum and give suggestions to the concerned departments in charges regarding any further improvement.
4. Develop a study guide\*\*\*\* for the block after receiving learning objectives for the block content from the individual departments and disseminate it to the students.
5. Ensure that teaching is aligned with the learning objectives mentioned in the NUMS/ UHS curriculum
6. Ascertain that the individual departments utilize active learning strategies for achieving their learning objectives.
7. Ensure that the teaching is in line with assessments methods by the individual departments.

8. Discuss the results of evaluation with the concerned department/ individual for modification in teaching and assessment.
9. Issue call letter for meeting on demand of coordinators, summarize & disseminate the minutes of meeting after approval from the chairperson.

**Student Representative:**

1. Attend meetings of ICC and block committees.
2. Actively participate in affairs related to curricular planning and implementation.
3. Submit suggestions regarding content and delivery of different subjects.
4. Provide feedback regarding academic calendar implementation etc.

**\*\*Pre-Block/Pre-Module/Pre-Term meeting:**

A pre-block meeting will be held before the start of the block which is mandatory for the members to attend. They should come with the following:

1. Reviewed curriculum and Learning Objectives, along with the suggestions, if any.
2. Tentative week-wise timetable for 8 weeks.

The basic Agenda of the pre-block meeting will be as follows:

1. Discussion on the integration topics and the pre-clinical/ clinical departments to be included in the block committee according to the basic medical sciences departmental needs.
2. Finalization of the formative assessments for each department.
3. Decision of the time and day for the weekly meetings during the block.
4. To discuss any other agenda points as per requirement of the block.

**\*\*Meetings during the Block**

A fortnightly block meeting will be held on the date and time decided by the members of the block committee in the pre-block meeting.

The basic Agenda of the weekly meeting will be as follows:

1. Discuss and finalize the timetable of the upcoming week in accordance with maximum possible vertical and horizontal integration.
2. Review the content and nomination of relevant instructor (Members are responsible for their respective department).
3. To discuss any other agenda points as per requirement of the block.

### **\*\*\*Block Document**

A block document will be made which should include the following:

1. Learning Outcomes
2. Learning Objectives
3. Educational Strategies
4. Instructor/ Facilitator
5. Case Based Learning scenarios
6. Reference/ recommended textbooks
7. Test schedules
8. Table of Specification (TOS) for class tests and block assessments

### **\*\*\*\*Study Guide for Students**

A study guide will be made for each block/module/term which will be provided to the students as early as possible by the department of medical education

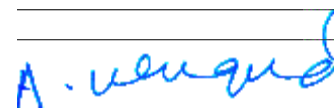
This study guide will ideally include:

1. Learning outcomes for the content to be covered in that block.
2. Case Based Learning topics/ Scenarios.
3. Reference Books and recommended textbooks
4. Contact for teaching faculty
5. Outline of assessment formats.
6. Template of timetable subjected to change accordingly.



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**Dean**  
**Prof. Dr. Musarat Ramzan**  
**Wah Medical College**



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**Principal**  
**Maj Gen (R) Abdul Khaliq Naveed Hi (M)**  
**Wah Medical College**

**Dated: 24-09-2021**