Mission RMC

National Standards of Accreditation

Vision of Khyber Medical University

Graduate Learning Outcomes RMC

RMC Curriculum Spirals

Spiral I **Spiral II** **Spiral III**

SOP & Policies for Development an implementation

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Implementation Matrix for SOPs

Ref #	SOP What is the SOP to be implemented	ACTIONS What actions must be completed to implement the policy?	RESPONSIBLE Who is responsible for the action?	TIMEFRAME When must the action be completed by?	BUDGET How much will it cost to implement the action?	BUDGET SOURCE Where will the funding come from?	STATUS Is the action not started, in progress, or complete?
	Curriculum Development at Rehman Medical College *Inclusion of domains of learning* *Local Health Problem Inclusion* *Soft Skills development* *Innovative Learning Strategies*	Development / Review of Graduate Learning Outcomes, Spiral based Outcomes, Yearly outcomes, Modular Objectives., Distribution of SOP to all concerned	Central Curriculum Committee, DME, Students, Principal Office	Beofre Initiation of new Session.	NA		Complete
		Development of Module Guides	Department of Medical Education / Curriculum Committees	1-2 weeks before commencement of Module	Administration Office	College Management	In progress
		Weekly curriculum development / review Meetings	Curriculum Committee members / DME / Students	Continuous	NA	NA	In progress
	Assessment SOP	Review of standards / rules of assessment by regulatory authority & University, distribution of SOPs to all faculty, training of faculty in development of assessment tools, review of Assessment tools, updating question bank, retrieval of questions from faculty, quality	Assessment Committee, DME - Exam Department, Faculty / Curriculum Committees, KMU	Continuous	Administration Office, Principal Office, Management (for budget)		In Progress

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		assurance of assessment items, liaison with examining university,					
	Electives	The relevant departments must ensure that the guidelines / SOPs are shared with students and all concerned stakeholders so that students can avail the facility.	Student Affairs, DME, Principal Office, Students, Relevant teaching Faculty, Hospital / area for electives	Continuous	Expenses / payment by students to external Elective's position. Internal free for RMI students.	NA	Complete
	Faculty Development	DME, Research, HR, External sources must collaborate and develop a faculty training manual that outlines a program of faculty development for each year. Workshops shall be CME accredited so that faculty is motivated. Proper awareness regarding available funds for external capacity development Surveys can be conducted to investigate what faculty wants t be trained in.	DME, Research, HR, External	Continuous – Ideally each session shall have its own set of capacity development program that must finish with it.	Internal Faculty pay as per CME accreditation e.g., KMU requirement. External RMI allotted budget.	Self-Budgeted RMI / College	Complete
	Curriculum Development committees	Identification and willingness of the faculty selected as chairs and members of the curriculum committees by principal Office	Principal Office, DME, RMC Departments	Before commencement of session.	NA	NA	Complete
	Feedback	Development of a feedback plan, and forms for the type of feedback intended to be obtained.	DME, Curriculum Committees,	Continuous during session	NA	NA	Complete

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			Principal Office, Students				
	Blended Curriculum development	Development of curriculum committee, selection of the curriculum content, arranging infrastructure / human resource, development of study guides, assessment strategies	Blended learning curriculum committee (BLCC)	Before initiation of next session 2021-22	As per identified by BLCC	-	In progress

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