

CURRICULUM DOCUMENT

STANDARD OPERATING PROCEDURES - 2019



INDUS MEDICAL COLLEGE

IMC Curriculum Document Standard Operating Procedures, 2019

CURRICULUM

1. INTRODUCTION

Curriculum is broadly defined as totality of student's experiences that occur in a standardized educational process.

Curriculum is a complete educational process with set of subjects, syllabi, content, teaching learning method and assessment of learners.

As guidelines are to be followed of Pakistan Medical & Dental Council and Liaquat University of Medical and Health Sciences Jamshoro therefore curriculum at Indus Medical College can neither be revised nor replaced. But remaining within these guidelines customized adjustments and innovations have been added.

Curriculum at Indus Medical College is as per Pakistan Medical & Dental Council and Liaquat University of Medical & Health Sciences Jamshoro guidelines for teaching and assessment is in practice. Within these guidelines of the following standard operating procedures are applied at Indus Medical College, Tando Muhammad Khan.

- ✚ To keep up with the changing times educational interventions incorporated in teaching methods is as evident in curriculum document.
- ✚ Following is department wise curricular details as to contents, context, methodologies, and assessments.

CURRICULAR COMMITTEE (CC)

1.1 CURRICULUM COMMITTEE

With proposed faculty by Chief Executive Officer and Principal the attached is the current curricular committee as approved by the Academic Council.

1.2 CONSTITUTION

Curricular Committee of Indus Medical College, Tando Muhammad Khan will be constituted by Academic Council Indus Medical College, Tando Muhammad Khan.

1.3 COMPOSITION

It will comprise of Chief Executive Officer, Principal, Vice Principal, Deans Basic and Clinical Sciences, Chairman (HOD) of each Department, Incharge of Department, Representative of Department of Medical Education and any member invited by Chief Executive Officer.

1.4 RULES OF BUSINESS

Curricular Committee will take in confidence all stakeholders including students, faculty and any other relevant person or department as and when needed as per agenda item of the meeting.

-  A 75% quorum is necessary to take major decisions
-  Curricular Committee will hold two mandatory meetings per year (Pre and post academic session).
-  Curricular Committee can hold more meetings as per need and requirement of curriculum.

1.5 FUNCTIONS/ TORS

-  Curricular Committee will be responsible for Planning, designing, reviewing, mapping, implementing, monitoring and evaluation of the curriculum.
-  Curricular Committee will ensure that curriculum is directed to the outcome of a competent doctor to be achieved.
-  Curricular Committee will ensure addition of evidence based updated content and innovative teaching and learning strategies.

1.6 SUMMARY

1. Planning, revisiting, reviewing, implementation and evaluation of the curriculum in order to ensure that graduate who are being prepared should have competencies required for a Pakistan Medical & Dental Council 7 Star doctor.
2. Mapping of curriculum, revisiting educational strategies and exploring and implementing evidence based innovative educational techniques.
3. Curricular committee will have member/s formally trained in medical education.
4. Curricular committee and department of medical education will ensure that teaching calendar of each semester is prepared and disseminated to the concerned faculty well in advance of the start of semester/ session.
5. Curricular committee and department of medical education will ensure that lectures, practicals, demonstrations and clinical sessions are held regularly and punctually. A SMS alert system will be established to ensures that teachers are reminded of their next scheduled class one day prior of conduction.
6. Curricular Committee and department of Medical Education will maintain a record of students feedback on teaching and learning and analyze it for necessary changes to improve outcome
7. Curricular Committee and department of Medical Education will collect faculty feedback about facilities, resources and improving student's participation and motivation.
8. Records of meetings of Curricular Committee and Academic Council meetings related with curriculum are maintained.
9. Curricular committee and department of medical education will ensure that attendance of faculty, students, topic taught and feedback is recorded and documented for laboratory work, Skill lab work, OPD classes, clinical rotations and field visits.
10. Curricular committee and department of medical education ensure that log books are designed and given to students to know their study schedules, record their learning experience and get it signed from the teacher / supervisor/ facilitator.

SUBJECTS

DEPARTMENT OF ANATOMY

EDUCATIONAL PROCEDURE/TEACHING AND LEARNING STRATEGIES

- i. Large group teaching(Professor/Assistant Professor)
- ii. Small group teaching(Demonstrators)

HORIZONTAL INTEGRATION: Done with the department of Physiology and department of Biochemistry.

VERTICAL INTEGRATION: Clinico-Basic Conferences.

WEAK STUDENT'S SELECTION CRITERIA:

1. **ON THE BASIS OF ACADEMIC RECORD:** Those students are selected who do not pass their tests
2. **ON THE BASIS OF ATTENDANCE RECORD:** Those students are selected whose attendance is less than 75%

REMEDIAL CLASSES AND TESTS AND EXTRA COACHING

Coaching of weak students is done on regular basis and during summer vacations

DETAINEE STUDENTS: Extra coaching of detainee students are done

ASSESSMENT

1. Sub stages -MCQS, SEQS
2. Final Stage -MCQS, SEQS, VIVA VOCE, OSPE
3. Practical Tests - Short slides, Long slide, Viva voce

QUESTION BANK

1. Professor
2. Associate Professor
3. Assistant Professors

MAINTENANCE OF RECORD

1. In the departmental attendance and academic registers.
2. Attendance is taken during lectures, demonstrations and practicals.
3. Results of sub stages, stages, test and send up.

FEEDBACK SYSTEMS

1. Meeting with their parents.
2. Repeat the lectures on the last Friday of every month
3. Personal tutorial

DEPARTMENT OF BIOCHEMISTRY

EDUCATIONAL PROCEDURES

-  Lectures
-  Tutorials
-  Reinforcement classes/sessions in Practical classes
-  Practical classes
-  Demonstrations
-  Performance
-  Viva Questions

ACTIVITIES

-  CPCs
-  Small group discussion

ASSESSMENT FORMATS

-  Class test (Written)
-  Tutorial Viva
-  Practical Viva

FEEDBACK SYSTEMS

- + **Student based feedback;** Monthly Test, Weekly tutorial viva (in the form of small group discussions) practical viva
- + **Faculty Based Feedback;** Monthly + term visa attendance and test performance feedback

MAINTENANCE OF RECORD

- + Each class has its own internal assessment record in the form of attendance record registers and test record registers which are maintained by faculty member.

QUESTION BANK

- + University question bank
- + Extra question bank selected by experienced professors of the department

TEACHING AND LEARNING STRATEGIES

- + Faculty training workshops
- + Multimedia presentations
- + Transparency slides presentations
- + Practical based learning/ Applied Lectures
- + Small group discussions
- + PBL

LEVEL OF FACULTY

- + **LECTURES:** Senior faculty members including Professors and Assistant Professors
- + **DEMONSTRATIONS:** Demonstrations
- + **TUTORIALS:** Senior and junior faculty members

STRATEGIES FOR WEAK STUDENTS

- ✚ Reinforcement classes
- ✚ Re tests
- ✚ Individual discussion with weak students

DEPARTMENT OF PHYSIOLOGY

- ✚ Educational Procedure
- ✚ Lectures
- ✚ Tutorial
- ✚ Small group discussion
- ✚ Practical Demonstration
- ✚ CPC(Clinico –Basic conference)
- ✚ Applied Lectures

TEACHING LEARNING STRATEGIES

- ✚ Focus on knowledge, skill, attitudes by engaging students

LEVEL OF FACULTY INVOLVED

- ✚ Lectures by Professors and Assistant Professors
- ✚ Tutorial by Assistant Professors
- ✚ Practicals by demonstrator
- ✚ Office work by demonstrators

ASSESSMENTS

- ✚ Class Test
- ✚ Term Test
- ✚ SEQs
- ✚ MCQs
- ✚ Formative Assessment

FEEDBACK SYSTEM

- + No students feedback in practice
- + Teachers got their feedback from students on their own
- + Feedback deducted from the tests students took at different times

MAINTENANCE OF RECORD

- + A Performa of every student is maintained regarding attendance and academic Performa
- + A weekly schedule for teaching activities is prepared

QUESTION BANK

- + Department pool available
- + Individual teacher has his/her own bank which at times they share with each other

STRATEGIES TO TACKLE WEAK STUDENTS

- + Parents teaching meeting
- + Re-evaluation test
- + Small groups
- + Coached

DEPARTMENT OF PHARMACOLOGY

EDUCATIONAL PROCEDURE & ACTIVITIES

- + Lecture (HOD, Assoc. Prof, and Assit. Prof, Senior Lecturer)
- + Practicals
- + Pharmacy practicals and experimental pharmacology(once in a month)
- + Tutorial sessions(Senior faculty members)
- + Interactive discussion(one weekly basis)
- + CPC
- + Monthly test
- + Viva for professional exam

- ✚ OSPE test for professional exam
- ✚ MCQ and SEQ for students assessment
- ✚ Attendance record maintain (Demonstrator)

TEACHING STRATEGIES

- ✚ Class is divided into 3 batches
- ✚ Special efforts for weak students
- ✚ Assignment given by the personal tutor
- ✚ Special remedial session for weak students
- ✚ Strict measure have been taken by pharmacology department to improve attendance
- ✚ Monthly tests
- ✚ Students unable to maintain 75% attendance are not allowed to take these test

ASSESSMENT FORMAT

- ✚ Mid-term and send-up
- ✚ Monthly test
- ✚ Retest for fail students (less than 50% marks)
- ✚ Remedial session for weak students
- ✚ Students are also given assignments every week
- ✚ Marked on the basis of their assignment or performance
- ✚ All test result are included in internal assessment

FEEDBACK SYSTEM

- ✚ Maintaining a record of all test and attendance of each student in the form of personal Performa
- ✚ Parent teacher meeting for discussed the students' performance
- ✚ Feedback is taken from the parents

MAINTENANCE OF RECORD

- + Students attendance (monthly, quarterly)
- + Progress in the form of monthly test results
- + Weekly assignment
- + Identification of weak students depending upon their attendance and academic performance
- + Record keeping of each remedial result

QUESTION BANKS

- + Each concerned faculty member is supposed to contribute in the departmental question bank
- + Regular discussions are carried out to improve the standard of these questions

DEPARTMENT OF FORENSIC MEDICINE

EDUCATIONAL ACTIVITIES

1. Large group Session

- + Power point presentation
- + White board, models
- + Equipment
- + Weapons, Radiograph
- + Mannequins

2. Practical (Demonstration and Performance)

- + Forensic Medicine Museum
- + 30 practical demonstration to each batch
- + Two to three OSPE mocks

3. Tutorials

4. Small Group Discussion

- + Highly Interactive
- + Analytical Discussion

5. Skills lab

- + Field Trips
- + Autopsy Facility
- + Medico Legal Clinics
- + Punjab Forensic Science Agency
- + Two Comprehensive Assignments
- + Seminar

ASSESSMENT

- + SCQs
- + MCQs
- + OSPE
- + Voice Viva
- + Mid – Term

FEEDBACK

- + Three Quarterly, Written
- + Structured Feedback
- + Regular Fortnightly (Teaching And Lab Staff)
- + Personal Tutorial Sessions

MAINTENANCE OF RECORD

- + Attendance Record (Daily, Monthly, Quarterly)
- + Performance Record(Daily, Monthly, Quarterly)
- + In The Form Of 'One Page' Mini – Portfolio Format

QUESTION BANK

- + MCQs, SCQs, OSPE are modified by the professor periodically and then included into in to the question bank

FACULTY INVOLVEMENT

- + Lectures (Prof, Assoc. Prof)
- + Practical (Prof, Assoc. Prof)
- + Small group Discussion (Prof)
- + Tutorials (Prof)
- + Field Trips (Prof)
- + Assignments (Prof)
- + Seminars (Prof)
- + Remedial classes (Assoc. Prof)

STRATEGIES FOR WEAK STUDENTS

- + PTM (Parents' Teacher Meeting)
- + Small Batches under the supervision of Assoc. Prof
- + Active Discussion
- + Assessment
- + Problem solving and assignments

WORKSHOP AND JOURNAL CLUB

- + Journal Club (Faculty, teaching staff and other departments)
- + Educational workshop(on regular basis, on rotation)
- + 'Open door' for students to redress their problem or academic
- + Students are allowed to utilize the labs, museum facilities

DEPARTMENT OF COMMUNITY MEDICINE

EDUCATION PROCEDURE

- + Classroom Teaching
- + Field Visits
- + Research Projects with written reports
- + Research: Household Surveys with statistical analysis
- + International health days celebration

TEACHING LEARNING STRATEGIES

- ✚ Interactive Lectures
- ✚ Conference and seminars
- ✚ Students presentations
- ✚ Field Visits

LEVEL OF FACULTY INVOLVEMENT

1. LECTURES

- ✚ 4th Year MBBS; Professor Associate Professors & Assistant Professors
- ✚ 3rd Year MBBS; Professor Associate Professors & Assistant Professors
- ✚ DPT & Pharmacy; Professor Associate Professor & Assistant Professor

2. PRACTICAL & FIELD VISITS; ASSISTANT PROFESSORS & DEMONSTRATORS

- ✚ **PAL:** Professor, Associate & Assistant Professors, Demonstrators

ASSESSMENT FORMATS

- ✚ Short Answer Question
- ✚ MCQs
- ✚ OSPE
- ✚ Graded Exercise
- ✚ Quiz
- ✚ Open Book Assignments

FEEDBACK SYSTEM

- ✚ Discussion of test paper in class
- ✚ Returning checked test papers with written comments
- ✚ One to one feedback meetings with students
- ✚ Parents Teacher meeting

MAINTENANCE OF RECORD

- ✚ Hard Copies
- ✚ Soft Copies in Computer
- ✚ Attendance Record
- ✚ Test Record
- ✚ Record of submission of assignments
- ✚ Record of learning styles

QUESTION BANK

- ✚ Over 1000 question bank (SEQs, MCQs, OSPE)

STRATEGIES TO TACKLE WEAK STUDENTS

- ✚ Meetings with students to identify issues
- ✚ Parents Teacher meeting
- ✚ Repeat lectures within the session
- ✚ Written assignments

DEPARTMENT OF PATHOLOGY

GENERAL OBJECTIVES

- ✚ To equip the student with the knowledge of common disease patterns and why do they occur as given in the university syllabus.
- ✚ How to reach at a specific diagnosis of a disease.
- ✚ What requisite investigations are to be performed and what are the protocols of routine investigations.

Department of pathology is involved in four different educational teaching practices, as under.

1. UNDERGRADUATE TEACHING

This is the predominant teaching assignment. The subject of pathology is taught to five (5) classes i.e. 4th Year MBBS, 3rd Year MBBS, 2nd Year MBBS, 1st Year MBBS, and 2nd Year BDS.

2. POST GRADUATE TEACHING

3. ALLIED HEALTH SCIENCE TEACHING

4. MEDICAL EDUCATION

EDUCATIONAL ACTIVITIES

1. Cognitive knowledge is imparted by

LECTURES:-Delivered by senior faculty members thrice a week, using all types of audio-visual aids and covering all aspects of the university syllabus.

SEMINARS:-Organized on a current topic of pathological importance, twice a month, with open house discussion at the end.

GROUP DISCUSSIONS:- On a previously notified subject, for a batch 30 students is conducted, twice a week.

2. Psychomotor knowledge is achieved by practicals hands-on experience given by twice weekly sessions

The department has fully equipped student laboratories with all the latest equipment and 40 student microscopes for teaching.

PATHOLOGY MUSEUM has 700+histopathology specimens covering all topics of undergraduate syllabus.

ASSESSMENT FORMAT

 Formative assessment is a part of all small group sessions.

 **Summative assessments are three tiered**

1. End of month covering the entire syllabus covered in the past month.
2. Mid-term exam before students leave for summer break.
3. Send-up exam as preparatory mock before finals.

Exam formats are uniform comprising structured MCQs and Short essay questions and viva voce.

FEEDBACK SYSTEM

- ✚ Regular structured feedback is taken from the students after each module. The method of feedback is both verbal and written.
- ✚ Teachers feedback is uniform is incorporated during making of the teaching programmes at the start of the year.

MAINTENANCE OF RECORD

- ✚ The department maintains complete manual and digital record of all teaching and assessment practices. Both the students and their parents have access to all class records.

QUESTION BANK

- ✚ All respective class in charge maintain question bank for their class. This bank covers all systems as specified in the university curriculum

STRUGGLING STUDENTS

- ✚ Tailor-made assignments and group assignments are developed for struggling students. Quarterly assessment is usually followed to assess student performance and develop remedial programmes.

PARENT TEACHER MEETING

- ✚ They are done twice a year. 1st quarter, when students start attending classes after supplementary exam and 2nd before the formulation of final internal assessment at the end of session.

DEPARTMENT OF GENERAL SURGERY

EDUCATIONAL PROCEDURES & ACTIVITIES

- + Lectures
- + Bed side teaching
- + Weekly classes
- + Daily assignments and examination techniques for final year students
- + Ward round teaching
- + OSPE classes
- + Students evaluation at the end of clinical rotation
- + OPD demonstrations by consultants of clinical methods of patients & simulated patients for final year MBBS, 4th year MBBS & 3rd year MBBS students(followed by medical students demonstrations)
- + Skill Lab

FACULTY INVOLVEMENT

- + Final year MBBS - (HOD, Prof, Assist Prof, Senior Registrar)
- + 4th Year MBBS - (Prof, Assist Prof, Senior Registrar)
- + 3rd Year MBBS – (Assoc. Prof, Asst. Prof, Senior Registrar)

FEEDBACK SYSTEM

- + Verbal feedback forms

RECORD MAINTENANCE

- + Registers
- + Computer

QUESTION BANK

- + In consultants computers

DEPARTMENT OF OPHTHALMOLOGY

EDUCATIONAL PROCEDURES

- + Lectures
- + Clinical Classes
- + 4th Year MBBS-2 Lecture/week
- + Small Group Teaching
- + Research Activities

TEACHING LEARNING STRATEGIES

- + Student learning and patient's care all based teaching
- + OPD conduction
- + Operation Theater and EYE Surgeries

ASSESSMENT FORMAT

- + Class Test
- + Summative Assessment
- + Midterm
- + SEQ,MCQ,OSPE
- + All level of knowledge, skills and affective domains

FEEDBACK SYSTEM

- + Discussion at the end of each learning session
- + Mostly verbally
- + Feedback Performa for teacher and students

MAINTENANCE OF RECORD

- + Hard copies
- + Soft copies in computer
- + Attendance
- + Ward class attendance
- + Midterm test
- + Ward test including OSPE and send up

QUESTION BANK

- + Sufficient number of MCQs, SEQs, OSPE
- + Always add at least 50% newly assessment item

TEACHING STRATEGIES

- + Small group discussions with maximum participant
- + Partially in the form of PBL
- + Level of faculty involved in lectures:
 - + Professors
 - + Senior Registrar

STRATEGIES TO TACKLE WEAK STUDENTS

- + Meeting with students to identify issues
- + Parent Teacher meetings
- + Special classes for weak students
- + Repeat lectures for supplementary students

DEPARTMENT OF ENT

EDUCATIONAL PROCEDURES

- + Lectures
- + Clinical Classes
- + 4th Year MBBS-2 Lecture/week
- + Small Group Teaching
- + Research Activities

TEACHING LEARNING STRATEGIES

- + Student learning and patient's care all based teaching
- + OPD conduction
- + Operation Theater and ENT surgeries

ASSESSMENT FORMAT

- + Class Test
- + Summative Assessment
- + Send up
- + Midterm
- + SEQ,MCQ,OSPE
- + All level of knowledge, skills and affective domains

FEEDBACK SYSTEM

- + Discussion at the end of each learning session
- + Mostly verbally
- + Feedback Performa for teacher and students

MAINTENANCE OF RECORD

- + Hard copies
- + Soft copies in computer
- + Attendance
- + Ward class attendance
- + Midterm test
- + Ward test including OSPE and send up

QUESTION BANK

- + Sufficient number of MCQs, SEQs, OSPE
- + Always add at least 50%newly assessment item

TEACHING STRATEGIES

- + Small group discussions with maximum participant
- + Partially in the form of PBL

LEVEL OF FACULTY INVOLVED IN LECTURES

- + Professors
- + Senior Registrar

STRATEGIES TO TACKLE WEAK STUDENTS

- + Meeting with students to identify issues
- + Parent Teacher meetings
- + Special classes for weak students
- + Repeat lectures for supplementary students

DEPARTMENT OF MEDICINE

EDUCATIONAL PROCEDURES & ACTIVITIES

- + Lectures
- + Bed side teaching
- + Weekly classes
- + Daily assignments and examination techniques for final year students
- + Ward round teaching
- + OSPE classes
- + Students evaluation at the end of clinical rotation
- + OPD demonstrations by consultants of clinical methods of patients & simulated patients for Final Year MBBS, 4th Year MBBS & 3rd Year MBBS.
- + Skill lab

FACULTY INVOLVEMENT

- + Final Year MBBS - (HOD, Prof, Assist. Prof, Senior Registrar)
- + 4th Year MBBS - (Prof, Assist. Prof, Senior Registrar)
- + 3rd Year MBBS – (Assoc. Prof, Assist. Prof, Senior Registrar)

FEEDBACK SYSTEM

- + Feedback forms

RECORD MAINTENANCE

- + Registers
- + Computer

QUESTION BANK

- ✚ In consultants computers

TBL Students Physiology



FACULTY INVOLVEMENT

- ✚ Final Year MBBS - (HOD, Prof, Assist Prof, Senior Registrar)
- ✚ 4th Year MBBS - (Prof, Assist Prof, Senior Registrar)
- ✚ 3rd Year MBBS – (Assoc. Prof, Assist. Prof, Senior Registrar)

FEEDBACK SYSTEM

- ✚ Verbal feedback forms

RECORD MAINTENANCE

- ✚ Registers
- ✚ Computer

QUESTION BANK

- ✚ In consultants computers

DEPARTMENT OF PAEDIATRICS

EDUCATIONAL PROCEDURES & ACTIVITIES

- + Lectures
- + Bed side teaching
- + Weekly classes
- + Daily assignments and examination techniques for final year students
- + Ward round teaching
- + OSPE Mock Examination
- + Students evaluation at the end of clinical rotation
- + OPD demonstrations by consultants of clinical methods of patients & simulated patients for final year MBBS, 4th year MBBS.
- + Skill lab
- + TBL

FACULTY INVOLVEMENT

- + Final Year MBBS - (Prof, Assist Prof, Senior Registrar)
- + 4th Year MBBS - (Prof, Assist. Prof)

FEEDBACK SYSTEM

- + Feedback forms

RECORD MAINTENANCE

- + Registers
- + Computer

QUESTION BANK

- + In consultants computers

RECORD MAINTENANCE

- + Registers
- + Medical Education Department

QUESTION BANK

- + In consultants computers
- + Controller of Examination

DEPARTMENT OF OBSTETRICS & GYNAECOLOGY

EDUCATIONAL PROCEDURES & ACTIVITIES

- + Lectures
- + Bed side teaching
- + Weekly classes
- + Daily assignments and examination techniques for final year students
- + Ward round teaching
- + OSPE Mock Examination
- + Students evaluation at the end of clinical rotation
- + OPD demonstrations by consultants of clinical methods of patients & simulated patients for Final Year MBBS, 4th Year MBBS.
- + Skill Lab

FACULTY INVOLVEMENT

- + Final Year MBBS - (Prof, Assist. Prof, Senior Registrar)
- + 4th Year MBBS - (Prof, Assist. Prof.)

FEEDBACK SYSTEM

- + Feedback forms

RECORD MAINTENANCE

- + Registers
- + Computer

QUESTION BANK

- + In consultants computers

RECORD MAINTENANCE

- + Registers
- + Medical Education Department

QUESTION BANK

- + In consultants computers
- + Controller of Examination