

# Faculty Session

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## **Purpose**

This session focuses on interaction with faculty other than the leadership already interacted with. This session focuses on discussion of notable achievements and ongoing challenges in individual courses and clerkships/clinical experiences in achieving institute's educational objectives; adequacy of resources for education, and availability of faculty to participate in teaching.

This session will also include discussion on faculty appointment, promotion policies, and faculty development opportunities, effectiveness of faculty governance, faculty compensation and incentives, and opportunities for collegial interaction among faculty.

## **Location**

At the discretion of medical college leadership inside the facility.

## **Faculty Participants**

- One representative from each of basic sciences (Professor/Associate professor)
- One demonstrator from basic sciences and one from clinical sciences
- One representative from each of major clinical divisions (Professor/Associate Professor)
- Three department heads or faculty members with multiple roles
- Other (2-3) faculty members, at the discretion of the college

## **Surveyor(s)**

Health Institutional Management Expert

## **Standards/Issues Addressed**

Collaborative involvement of the faculty of medical college for medical students as required in the following standards from the following chapters:

- Standard 1: Mission (1.3 and 1.4)
- Standard 2: Outcomes (2.4, 2.5 and 2.1s)
- Standard 6: Curricular Management (6.3 and 6.4)
- Standard 7: Assessment (7.3, 7.6 and 7.7)
- Standard 9: Faculty (9.1 to 9.7)
- Standard 9: Faculty (9.1s to 9.4s)
- Standard 10: Program Evaluation and Continuous renewal (10.5)
- Standard 11: Governance, Services and Resources (11.11)
- Standard 12: Research and Scholarship (12.1, 12.3 and 12.1s)

## **Documents/Materials Needed**

- All related documents (as listed in required documents for day 1 of survey)
- Mission statement document
- List of faculty members
- Departmental staffing plans
- Faculty health records
- Research advisory committee minutes indicating facilitation to faculty
- Internal assessment and external assessment records (20:80 Rule)
- Staff faculty files of participants as requested above
- Job descriptions of various hierarchical tiers of faculty
- Faculty training and development plan and records
- Criteria for faculty recruitment, selection, promotion and retention

- Financial trail of all faculty salary disbursements of previous 6 months
- Faculty CME/CPD log of previous 12 months
- Biometric attendance of faculty (Minimum requirement >70%)

### **What Will Occur**

The surveyor(s) will ask questions related to the direction of the medical college, its mission, curriculum development and implementation, integration of outcomes into the program, methodologies of assessment, involvement and support in research and assessment of health plan for the faculty.

The surveyor will assess compliance with the standards as listed above. During the session, the surveyor will also identify issues that he or she will pursue in later survey activities.

The surveyor(s) will ask questions related to criteria for recruitment, selection, and promotion of faculty and the plans in place for retention, methodologies in place for faculty development, financial disbursement of faculty, and CME/CPD logs of the faculty.

The surveyor(s) will assess compliance with the standards as listed above. During the session, the surveyor(s) will also identify issues that he or she will pursue in later survey activities.

### **How to Prepare**

The institution should identify the participants in this session. Although the faculty should be familiar with all the standards, the faculty should read closely the standards mentioned prior to survey. In preparation for this session, it would be useful to turn the standards into questions. Mock discussions could then be conducted with participants so they feel more comfortable with possible questions.

| Faculty Session |  |            |    |                |         |
|-----------------|--|------------|----|----------------|---------|
| Q#              | Evaluation Question  | Compliance |    |                |         |
|                 |  | Yes        | No | Not Applicable | Remarks |
| 1.              | Is the mission developed with the involvement of the faculty members?<br><i>(If applicable)</i>  |            |    |                |         |
| 2.              | Are the faculty members aware of the institutional vision?   |            |    |                |         |
| 3.              | Is there evidence of faculty participation in program evaluation?<br><i>(Review meeting minutes or Institution Evaluation Committee report of university which includes the program under review – MBBS/BDS)</i> |            |    |                |         |
| 4.              | Are the faculty members aware of the curricular outcomes of the college or are able to retrieve it from appropriate document?  |            |    |                |         |

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| 5.  | Is there a day care center to support faculty members?  |  |  |  |  |
| 6.  | Are maternity leaves part of HR policy?   |  |  |  |  |
| 7.  | Were curricular objectives developed with involvement of the faculty members? (TORs or minutes of meetings of curricular committee)                   |  |  |  |  |
| 8.  | Do the faculty members have access to study guides / log books? (Online or hard copies etc.)  |  |  |  |  |
| 9.  | Are the faculty members aware of the process to provide feedback on curriculum?   |  |  |  |  |
| 10. | Are the departmental staffing plans of basic sciences in alignment with PM&DC requirements?   |  |  |  |  |
| 11. | Are the departmental staffing plans of clinical sciences in alignment with PM&DC requirements?  |  |  |  |  |
| 12. | Are the notable achievements of faculty acknowledged? (Awards, incentives etc.)   |  |  |  |  |
| 13. | Is there a mechanism to document or communicate any ongoing challenges in teaching or training on individual courses as faced by the faculty members? |  |  |  |  |
| 14. | Is there a mechanism to ensure that these challenges are addressed?   |  |  |  |  |
| 15. | Research advisory committee is in place and facilitates faculty on research?  |  |  |  |  |
| 16. | Is there a process to ensure involvement of faculty in research? (list of ongoing research projects involving faculty members)                        |  |  |  |  |
| 17. | Is there a process to ensure that the health needs of the faculty are met? (check the staff health plan)  |  |  |  |  |

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| 18. | Is there a structured faculty development program (FDP)? (opportunities for training and development of staff at various levels of the organization)  |  |  |  |  |
| 19. | Is there a documented policy on forbidding faculty from partaking in any political activity?  |  |  |  |  |
| 20. | Is there a program to train the trainers?   |  |  |  |  |
| 21. | Is there a process to ensure that the faculty members are involved in continuous medical education?   |  |  |  |  |
| 22. | Is facility provided for faculty to attend national educational trainings?  |  |  |  |  |
| 23. | Is facility provided for faculty to attend international educational trainings?   |  |  |  |  |
| 24. | Is there a mechanism to ensure effectiveness of faculty governance?   |  |  |  |  |
| 25. | Is there a policy and an established mechanism to ensure faculty recruitment, selection, promotion and retention that is in alignment with PM&DC staff selection criteria and universities' statutory bodies? ( <i>evidence of implementation</i> ) |  |  |  |  |
| 26. | Is there a mechanism implemented for faculty performance evaluation and reporting?  |  |  |  |  |
| 27. | Is the faculty appraisal/performance report linked to promotion?  |  |  |  |  |
| 28. | What is the financial structure in place for remuneration disbursement of the faculty? (request trail of salary transactions for a period of last 6 months for random 5 faculty members)  |  |  |  |  |

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| 29   | Are the job descriptions of the faculty members documented? (see job description in staff files for Professor, Assoc. Professor, 3 Asst. Professor and Demonstrator etc. as applicable) |  |  |  |  |
| 30   | Are the faculty members aware of their job descriptions?  |  |  |  |  |
| 31   | Are the faculty members engaged in multiple roles that are evident from their job descriptions?   |  |  |  |  |
| 32   | Is the <b>head of the institution</b> qualified by education, training and experience in accordance with the PM&DC guidelines?  |  |  |  |  |
| 33   | Does the unit/college provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Faculty requirements?                                |  |  |  |  |
| <p><b>Medical Institution Staffing Section:</b> <i>(To be filled by PMDC coordinator before the survey)</i></p> <p>The inspector will request 5 random faculty files from the faculty list to interview the faculty and to assess the file for;</p> <ol style="list-style-type: none"> <li>1. Contract</li> <li>2. Financial Disbursement</li> <li>3. Attendance</li> <li>4. Appraisals</li> <li>5. Faculty Registration / Process of Registration</li> </ol> <p><b>General Requirements</b></p> |   |  |  |  |  |
| 1  | Does the college have attendance of at least 70% verifiable through biometric attendance?   |  |  |  |  |
| 2  | Does the college have contracts with all faculty members, with remuneration clearly specified?  |  |  |  |  |
| 3  | Does the college have The college must be able to demonstrate payment of the remuneration to the  |  |  |  |  |

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|                       | faculty members through banking channel every month for the last 12 months?   |  |  |  |  |
| <b>Basic Sciences</b> |   |  |  |  |  |
| <i>Anatomy:</i>       |   |  |  |  |  |
| <i>Anatomy:</i>       |   |  |  |  |  |
| 4                     | Does the college have at least one Professor of Anatomy?  |  |  |  |  |
| 5                     | Does the college have at least Two Associate Professor of Anatomy?  |  |  |  |  |
| 6                     | Does the college have at least four Assistant Professors of Anatomy?  |  |  |  |  |
| 7                     | Does the college have at least ten demonstrators of Anatomy, or equivalent number in case of integrated curriculum?     |  |  |  |  |
| 8                     | Does the college have at least four lab technicians / assistants of Anatomy?  |  |  |  |  |
| 9                     | Does the college have at least two dissection hall attendants?  |  |  |  |  |
| 10                    | Does the college have at least one curator of anatomy museum?   |  |  |  |  |
| 11                    | Does the college have at least two computer operator in Anatomy Department  |  |  |  |  |
| <i>Physiology:</i>    |   |  |  |  |  |
| 12                    | Does the college have at least one Professor of Physiology?   |  |  |  |  |
| 13                    | Does the college have at least two Associate Professor of Physiology?   |  |  |  |  |
| 14                    | Does the college have at least four Assistant Professors of Physiology?   |  |  |  |  |
| 15                    | Does the college have at least nine demonstrators of Physiology, or equivalent number in case of integrated curriculum? |  |  |  |  |
| 16                    | Does the college have at least four lab technicians / assistants of Physiology?   |  |  |  |  |
| 17                    | Does the college have at least two-computer operator in Physiology Department?  |  |  |  |  |
| 18                    | Does the college have at least one storekeeper in Physiology Department?  |  |  |  |  |
| <i>Biochemistry:</i>  |   |  |  |  |  |

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| 19                   | Does the college have at least one Professor of Biochemistry?   |  |  |  |  |
| 20                   | Does the college have at least one Associate Professor of Biochemistry?   |  |  |  |  |
| 21                   | Does the college have at least three Assistant Professors of Biochemistry?  |  |  |  |  |
| 22                   | Does the college have at least five demonstrators of Biochemistry, or equivalent number in case of integrated curriculum?   |  |  |  |  |
| 23                   | Does the college have at least three lab technicians / assistants of Biochemistry?  |  |  |  |  |
| 24                   | Does the college have at least two-computer operator in Biochemistry Department?  |  |  |  |  |
| 25                   | Does the college have at least one storekeeper in Biochemistry Department?  |  |  |  |  |
| <i>Pharmacology:</i> |   |  |  |  |  |
| 26                   | Does the college have at least one Professor of Pharmacology?   |  |  |  |  |
| 27                   | Does the college have at least two Associate Professor of Pharmacology?   |  |  |  |  |
| 28                   | Does the college have at least three Assistant Professor of Pharmacology?   |  |  |  |  |
| 29                   | Does the college have at least eight demonstrators of Pharmacology, or equivalent number in case of integrated curriculum?  |  |  |  |  |
| 30                   | Does the college have at least one Pharmacists in Pharmacology?   |  |  |  |  |
| 31                   | Does the college have at least two lab technician / assistant of Pharmacology?  |  |  |  |  |
| 32                   | Does the college have at least two-computer operator in Pharmacology Department?  |  |  |  |  |
| 33                   | Does the college have at least one storekeeper in Pharmacology Department?  |  |  |  |  |
| <i>Pathology</i>     |   |  |  |  |  |
| 34                   | Does the college have at least two Professor of Pathology ( <i>to cover disciplines namely Histopathology, Microbiology, Chemical Pathology and/or Haematology</i> )? |  |  |  |  |
| 35                   | Does the college have at least one Associate Professor of Histopathology?   |  |  |  |  |
| 36                   | Does the college have at least one Associate Professor of Microbiology or above   |  |  |  |  |

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| 37                        | Does the college have at least one Associate Professor in each of Chemical Pathology or Haematology?                           |  |  |  |  |
| 38                        | Does the college have at least one Assistant Professor of Histopathology or above?   |  |  |  |  |
| 39                        | Does the college have at least one Assistant Professor of Microbiology or above?   |  |  |  |  |
| 40                        | Does the college have at least one Assistant Professor of Chemical Pathology?  |  |  |  |  |
| 41                        | Does the college have at least one Assistant Professor of Haematology?   |  |  |  |  |
| 42                        | Does the college have at least ten demonstrators of Pathology, or equivalent number in case of integrated curriculum?          |  |  |  |  |
| 43                        | Does the college have at least eight lab technicians / assistants of Pathology?  |  |  |  |  |
| 44                        | Does the college have at least one curator of pathology museum?  |  |  |  |  |
| 45                        | Does the college have at least two-computer operator in Pathology Department?  |  |  |  |  |
| 46                        | Does the college have at least one storekeeper in Pathology Department?  |  |  |  |  |
| <i>Forensic Medicine:</i> |  |  |  |  |  |
| 47                        | Does the college have at least one Professor of Forensic Medicine?   |  |  |  |  |
| 48                        | The college must have at least two Associate Professor or Assistant Professor of Forensic Medicine.                            |  |  |  |  |
| 49                        | Does the college have at least four demonstrators of Forensic Medicine, or equivalent number in case of integrated curriculum? |  |  |  |  |
| 50                        | Does the college have at least three lab technicians / assistant of Forensic Medicine?   |  |  |  |  |
| 51                        | Does the college have at least two computer operators in Forensic Medicine Department?   |  |  |  |  |
| 52                        | Does the college have at least one storekeeper in Forensic Department?   |  |  |  |  |
| <i>Medical Education</i>  |  |  |  |  |  |
| 53                        | Does the college have at least one either Professor, Associate Professor or Assistant Professor of Medical Education?          |  |  |  |  |



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| <i>Community Medicine</i> |   |  |  |  |  |
| 54                        | Does the college have at least one Professor of Community Medicine?   |  |  |  |  |
| 55                        | Does the college have at least two Associate Professor of Community Medicine?   |  |  |  |  |
| 56                        | Does the college have at least three Assistant Professors of Community Medicine?  |  |  |  |  |
| 57                        | Does the college have at least eight demonstrators of Community Medicine, or equivalent number in case of integrated curriculum?                            |  |  |  |  |
| 58                        | Does the college have at least one social worker who is a qualified clinical psychologist and additionally responsible for student and faculty counselling? |  |  |  |  |
| 59                        | Does the college have at least one statistician?  |  |  |  |  |
| 60                        | Does the college have at least two computer operators in Community Medicine?  |  |  |  |  |
| <b>Clinical Sciences</b>  |   |  |  |  |  |
| <i>General Medicine</i>   |   |  |  |  |  |
| 61                        | Does the college have at least three Professors of General Medicine?  |  |  |  |  |
| 62                        | Does the college have at least three Associate Professors of General Medicine?  |  |  |  |  |
| 63                        | Does the college have at least six Assistant Professors of General Medicine?  |  |  |  |  |
| 64                        | Does the college have at least six Senior Registrars/ Speciality Registrars of General Medicine or above?   |  |  |  |  |
| 65                        | Does the college have at least eight Residents/ Medical Officers of General Medicine?   |  |  |  |  |
| <i>General Surgery</i>    |   |  |  |  |  |
| 66                        | Does the college have at least three Professors of General Surgery?   |  |  |  |  |
| 67                        | Does the college have at least three Associate Professors of General Surgery?   |  |  |  |  |
| 68                        | Does the college have at least four Assistant Professors of General Surgery?  |  |  |  |  |

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| 69                                | Does the college have at least five Senior Registrars/ Speciality Registrars of General Surgery or above? |  |  |  |  |
| 70                                | Does the college have at least eight Residents/ Medical Officers of General Surgery?                      |  |  |  |  |
| <i>Obstetrics and Gynaecology</i> |   |  |  |  |  |
| 71                                | Does the college have at least two Professors of Ob/Gyne?   |  |  |  |  |
| 72                                | Does the college have at least three Associate Professors of Ob/Gyne or above?                            |  |  |  |  |
| 73                                | Does the college have at least four Assistant Professors of Ob/Gyne or above?                             |  |  |  |  |
| 74                                | Does the college have at least five Senior Registrars/ Specialty Registrars of Ob/Gyne or above?          |  |  |  |  |
| 75                                | Does the college have at least eight Residents/ Medical Officers of Ob/Gyne?                              |  |  |  |  |
| <i>Ophthalmology</i>              |   |  |  |  |  |
| 76                                | Does the college have at least one Professor of Ophthalmology?  |  |  |  |  |
| 77                                | Does the college have at least two Associate Professor of Ophthalmology?                                  |  |  |  |  |
| 78                                | Does the college have at least two Assistant Professor of Ophthalmology?                                  |  |  |  |  |
| 79                                | Does the college have at least two Senior Registrars/ Speciality Registrars of Ophthalmology or above?    |  |  |  |  |
| 80                                | Does the college have at least 4 Residents/ Medical Officers of Ophthalmology?                            |  |  |  |  |
| <i>ENT</i>                        |   |  |  |  |  |
| 81                                | Does the college have at least one Professor of ENT?  |  |  |  |  |
| 82                                | Does the college have at least two Associate Professor of ENT?  |  |  |  |  |
| 83                                | Does the college have at least two Assistant Professor of ENT?  |  |  |  |  |
| 84                                | Does the college have at least two Senior Registrars/ Speciality Registrars of ENT or above?              |  |  |  |  |

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| 85                  | Does the college have at least four Residents/<br>Medical Officers of ENT?                                      |  |  |  |  |
| <i>Paediatrics</i>  |   |  |  |  |  |
| 86                  | Does the college have at least two Professor of<br>Paediatrics?   |  |  |  |  |
| 87                  | Does the college have at least one Associate<br>Professor of Paediatrics?                                       |  |  |  |  |
| 88                  | Does the college have at least three Assistant<br>Professor of Paediatrics?                                     |  |  |  |  |
| 89                  | Does the college have at least three Senior<br>Registrars/ Speciality Registrars of Paediatrics or<br>above?    |  |  |  |  |
| 90                  | Does the college have at least eight Residents/<br>Medical Officers of Paediatrics?                             |  |  |  |  |
| <i>Orthopaedics</i> |   |  |  |  |  |
| 91                  | Does the college have at least one Professor or<br>Associate Professor of Orthopaedics?                         |  |  |  |  |
| 92                  | Does the college have at least one Assistant<br>Professor of Orthopaedics?                                      |  |  |  |  |
| 93                  | Does the college have at least one Senior<br>Registrar/Speciality Registrar of Orthopaedics?                    |  |  |  |  |
| 94                  | Does the college have least one Resident/<br>Medical Officer of Orthopaedics?                                   |  |  |  |  |
| <i>Psychiatry</i>   |   |  |  |  |  |
| 95                  | Does the college have at least one Professor or<br>Associate Professor or Assistant Professor of<br>Psychiatry? |  |  |  |  |
| 96                  | Does the college have at least one Senior<br>Registrars/ Speciality Registrars of Psychiatry or<br>above?       |  |  |  |  |
| 97                  | Does the college have at least three Residents/<br>Medical Officers of Psychiatry?                              |  |  |  |  |
| <i>Dermatology</i>  |   |  |  |  |  |

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| 98                      | Does the college have at least one Professor or Associate Professor or Assistant Professor of Dermatology? |  |  |  |  |
| 99                      | Does the college have at least one Senior Registrars/ Speciality Registrars of Dermatology or above?       |  |  |  |  |
| 100                     | Does the college have at least three Residents/ Medical Officers of Dermatology?                           |  |  |  |  |
| <i>Cardiology</i>       |  |  |  |  |  |
| 101                     | Does the college have at least one faculty members Assistant Professor or above in Cardiology?             |  |  |  |  |
| 102                     | Does the college have at least one Senior Registrars/ Speciality Registrars or above of Cardiology?        |  |  |  |  |
| 103                     | Does the college have at least three Residents/ Medical Officers of Cardiology?                            |  |  |  |  |
| <i>Pulmonology</i>      |  |  |  |  |  |
| 104                     | Does the college have at least one faculty members Assistant Professor or above in Pulmonology?            |  |  |  |  |
| 105                     | Does the college have at least one Senior Registrars/ Speciality Registrars or above of Pulmonology?       |  |  |  |  |
| 106                     | Does the college have at least three Residents/ Medical Officers of Pulmonology?                           |  |  |  |  |
| <i>Nephrology</i>       |  |  |  |  |  |
| 107                     | Does the college have at least one faculty members Assistant Professor or above in Nephrology?             |  |  |  |  |
| 108                     | Does the college have at least one Senior Registrars/ Speciality Registrars or above of Nephrology?        |  |  |  |  |
| 109                     | Does the college have at least three Residents/ Medical Officers of Nephrology?                            |  |  |  |  |
| <i>Gastroenterology</i> |  |  |  |  |  |

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| 110                                  | Does the college have at least one faculty members Assistant Professor or above in Gastroenterology?  |  |  |  |  |
| 111                                  | Does the college have at least one Senior Registrars/ Speciality Registrars or above of Gastroenterology?   |  |  |  |  |
| 112                                  | Does the college have at least three Residents/ Medical Officers of Gastroenterology?   |  |  |  |  |
| <i>Medicine and Allied Specialty</i> |   |  |  |  |  |
| 113                                  | Does the college have at least one faculty members Assistant Professor or above in either Rheumatology, Endocrinology, Oncology or Infectious Diseases? |  |  |  |  |
| 114                                  | Does the college have at least three Residents/ Medical Officers of the opted allied medical specialty?   |  |  |  |  |
| <i>Accident and Emergency</i>        |   |  |  |  |  |
| 115                                  | Does the college have at least one faculty member Assistant Professor or above; or one consultant in Accident and Emergency?                            |  |  |  |  |
| 116                                  | Does the college have three casualty medical officers per shift?  |  |  |  |  |
| <i>Anaesthesia</i>                   |   |  |  |  |  |
| 117                                  | Does the college have at least one Professor of Anaesthesia?  |  |  |  |  |
| 118                                  | Does the college have at least one Associate Professor of Anaesthesia?  |  |  |  |  |
| 119                                  | Does the college have at least one Assistant Professor of Anaesthesia?  |  |  |  |  |
| 120                                  | Does the college have at least two Senior Registrars of Anaesthesia or above?   |  |  |  |  |
| 121                                  | Does the college have at least three Residents/ Medical Officers of Anaesthesia?  |  |  |  |  |
| <i>Radiology</i>                     |   |  |  |  |  |
| 122                                  | Does the college have at least two Professor or Associate Professor of Radiology?   |  |  |  |  |

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| 123   | Does the college have at least two faculty members Assistant Professor and Senior Registrar or above in Radiology?   |  |  |  |  |
| 124   | Does the college have at least three Residents / Medical Officers of Radiology?  |  |  |  |  |
| <i>Surgical and Allied Specialty</i>  |  |  |  |  |  |
| 125   | Does the college have at least one faculty members Assistant Professor or above in of in any two of the following specialties:<br>1. Cardiac Surgery<br>2. Neurosurgery<br>3. Paediatric Surgery<br>4. Thoracic Surgery<br>5. Urology<br>6. Plastic surgery<br>7. Surgery<br>8. Maxillofacial Surgery<br>The college must have at least three Residents/ Medical Officers of each of the opted surgical specialty. |  |  |  |  |
| 126   | Does the college have at least three Residents/ Medical Officers of each of the opted surgical specialty?  |  |  |  |  |
| <i>Sub Specialists already registered with PMDC in Medicine and Allied and Surgery and Allied specialties may be considered as the faculty of sub specialty if they have relevant registered level III qualification in their respective sub specialty.</i> |  |  |  |  |  |
| <i>** Additional faculty member in a category may be counted in the lower category if deficient, but not vice versa</i>   |  |  |  |  |  |
| <b>Support Departments</b>  |  |  |  |  |  |
| 127   | Does the college have appropriately staffed Library managed by one chief librarian and one deputy librarians?  |  |  |  |  |
| 128   | Does the college have appropriately staffed Quality Assurance Cell?  |  |  |  |  |
| 129   | Does the college have appropriately staffed IT Department?   |  |  |  |  |
| 130   | Does the college have appropriately staffed Student Section?   |  |  |  |  |
| 131   | Does the college have appropriately staffed Security Department?   |  |  |  |  |

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| 132 | Does the college have appropriately staffed Finance Department?     |  |  |  |  |
| 133 | Does the college have appropriately staffed Maintenance Department? |  |  |  |  |