

Medical College Facilities Tour

Purpose

This tour is conducted by the Basic Sciences Expert on clinical learning facilities including inspection of lecture halls, small group classrooms, labs, and study areas used for pre-clinical education of the students. It would comprise of:

- Visit to library and computer learning facilities.
- Visit of basic sciences department to review successes and ongoing challenges in administrative functioning of departments; adequacy of resources for research, scholarship, teaching; and departmental support for faculty and graduate programs.
- Visiting and meetings with heads of those departments that offer the major required clerkships/clinical experiences. Discussions to include successes and ongoing challenges in administrative functioning of departments; adequacy of resources for all missions (clinical, research, scholarship, teaching); departmental support for faculty and students; balancing of clinical and academic demands on faculty. Institutional tour will include the hostel facilities and may be divided into multiple sessions throughout the survey.

Location

All facility areas.

Tour Participants

- One representative from administration
- One representative from department managing medical equipment
- Representation from IT
- Department Heads and representatives' availability at their respective sites

Surveyor(s)

Basic Sciences Expert

Standards/Issues Addressed

Recognition Standard 1: Infrastructure requirements

Standard 11: Governance, Services and Resources (11.4, 11.11)

Documents/Materials Needed

- Institutional Map
- Departmental organograms/staff structure
- Skill lab timetable
- Timetables of basic science labs and museums available in their respective units which may include;
 - Physiology Lab
 - Biochemistry Lab
 - Histopathology Lab
 - Dissection Hall
 - Pharmacology Lab
 - Pathology Lab
 - Forensic medicine lab/museum
 - Museums of basic sciences
- Small group discussion timetables
- IT Resource Center details

- Library/Digital Resource Center details (including list of subscriptions)
- Research plan and activity log

What Will Occur

The surveyor(s) will visit the facility to ensure that the infrastructure is sufficient and adequately equipped to meet the needs of the students, faculty and other staff. Visit will cover various operational areas of the institution. These visits will include on site interviews with the relevant departmental heads regarding the routine functioning of their operations, any challenges faced, fire safety plans, emergency preparedness plans, infection control plans and others to validate their execution through evidence as and when required. During the tour, the surveyor will also ensure provision of internet and Wi-Fi services throughout the facility from the perspective of students and faculty.

How to Prepare

The institution should identify the participants in this session and develop and implement various plans as mentioned above. The institution should identify the progress against those plans in the relevant committees and maintain updated records showing their progress.

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Q#	Surveyor Question	Compliance		
		Yes	No	Not Applicable
	Physiology			
1	The physiology department structure is defined. (Departmental organogram and staff structure)			
2	The head of department is aware of his/her responsibilities.			
3	The head of department is aware of current departmental challenges.			
4	There is a structured timetable for students of various classes. (Small group discussions, Laboratory etc.)			
5	There is a structured allocation of faculty to cover the student schedules.			
6	There is structured duty roster of staff including lab technicians to provide technical and clerical support.			
7	The lab is well equipped to cater to needs of the students.			
8	The students are comfortable with the study environment.			
9	The students feel adequacy of resources in the physiology lab.			
10	The students feel adequacy of resources in library.			

Biochemistry				
1	The biochemistry department structure is defined. (Departmental organogram and staff structure)			
2	The head of department is aware of his/her responsibilities.			
3	The head of department is aware of current departmental challenges.			
4	There is a structured timetable for students of various classes. (Small group discussions, Laboratory etc.)			
5	There is a structured allocation of faculty to cover the student schedules.			
6	There is structured duty roster of staff including lab technicians to provide technical and clerical support.			
7	The lab is well equipped to cater to needs of the students.			
8	The students are comfortable with the study environment.			
9	The students feel adequacy of resources in the biochemistry lab.			
10	The students feel adequacy of resources in library.			
Anatomy				
1	The Anatomy department structure is defined. (Departmental organogram and staff structure)			
2	The head of department is aware of his/her responsibilities.			
3	The head of department is aware of current departmental challenges.			
4	There is a structured timetable for students of various classes. (Small group discussions, Laboratory, Dissection Hall etc.)			
5	There is a structured allocation of faculty to cover the student schedules.			
6	There is structured duty roster of staff including lab technicians to provide technical and clerical support.			
7	The lab is well equipped to cater to needs of the students.			
8	The students are comfortable with the study environment.			
9	The students feel adequacy of resources in the anatomy museum, and dissection hall etc.			
10	The students feel adequacy of resources in library.			

Pharmacology				
1	The pharmacology department structure is defined. (Departmental organogram and staff structure)			
2	The head of department is aware of his/her responsibilities.			
3	The head of department is aware of current departmental challenges.			
4	There is a structured timetable for students of various classes. (Small group discussions, Laboratory etc.)			
5	There is a structured allocation of faculty to cover the student schedules.			
6	There is structured duty roster of staff including lab technicians to provide technical and clerical support.			
7	The lab is well equipped to cater to needs of the students.			
8	The students are comfortable with the study environment.			
9	The students feel adequacy of resources in the pharmacology lab.			
10	The students feel adequacy of resources in library.			
Pathology				
1	The pathology department structure is defined. (Departmental organogram and staff structure)			
2	The head of department is aware of his/her responsibilities.			
3	The head of department is aware of current departmental challenges.			
4	There is a structured timetable for students of various classes. (Small group discussions, Laboratory etc.)			
5	There is a structured allocation of faculty to cover the student schedules.			
6	There is structured duty roster of staff including lab technicians to provide technical and clerical support.			
7	The lab is well equipped to cater to needs of the students.			
8	The students are comfortable with the study environment.			
9	The students feel adequacy of resources in the pathology lab.			
10	The students feel adequacy of resources in library.			

Forensic Medicine				
1	The Forensic Medicine department structure is defined. (Departmental organogram and staff structure)			
2	The head of department is aware of his/her responsibilities.			
3	The head of department is aware of current departmental challenges.			
4	There is a structured timetable for students of various classes. (Small group discussions, Laboratory etc.)			
5	There is a structured allocation of faculty to cover the student schedules.			
6	There is structured duty roster of staff including lab technicians to provide technical and clerical support.			
7	The lab is well equipped to cater to needs of the students.			
8	The students are comfortable with the study environment.			
9	The students feel adequacy of resources in the Forensic Medicine museum.			
10	The students feel adequacy of resources in library.			
Skill Lab				
1	There is a person responsible for the skill lab who is aware of his/her responsibilities.			
2	The person responsible is aware of current departmental challenges.			
3	There is a structured timetable for students of various classes.			
4	There is structured duty roster of staff/attendant to provide technical and clerical support.			
5	The lab is well equipped to cater to needs of the students.			
6	The students are comfortable with the study environment.			
7	The students feel adequacy of resources in the skill lab.			