

Faculty Session

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			Remarks
		Yes	No	Not Applicable	
1.	Is the mission developed with the involvement of the faculty members? <i>(If applicable)</i>				
2.	Are the faculty members aware of the institutional vision?				
3.	Is there evidence of faculty participation in program evaluation? <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?				
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)				
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>)				
	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)				
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 which are evident from their job descriptions?				
32	Is the head of the institution 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>Medical Institution Staffing Section: <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"> 1. Contract 2. Financial Disbursement 3. Attendance 4. Appraisals 5. Faculty Registration / Process of Registration 					
<p>General Requirements</p>					
34	Does the college have faculty attendance of at least 70% verifiable through biometric				

	attendance?				
35	Does the college have contracts with all faculty members, with remuneration clearly specified?				
36	Does the college have to be able to demonstrate payment of the remuneration to the faculty members through banking channel every month for the last 12 months?				
Basic Sciences					
<i>Anatomy:</i>					
37	Does the college have at least one Professor of Anatomy?				
38	Does the college have at least one Associate Professor of Anatomy?				
39	Does the college have at least two Assistant Professors of Anatomy or above?				
40	Does the college have at least six demonstrators of Anatomy, or equivalent number in case of integrated curriculum?				
41	Does the college have at least two lab technicians / assistants of Anatomy?				
42	Does the college have at least two dissection hall attendants?				
43	Does the college have at least one curator of anatomy museum?				
44	Does the college have at least one computer operator in Anatomy Department?				
<i>Physiology:</i>					
45	Does the college have at least one Professor of Physiology?				
46	Does the college have at least one Associate Professor of Physiology?				
47	Does the college have at least two Assistant Professors of Physiology?				
48	Does the college have at least six demonstrators of Physiology, or equivalent number in case of integrated curriculum?				
49	Does the college have at least two lab technicians / assistants of Physiology?				
50	Does the college have at least one computer operator in Physiology Department?				
51	Does the college have at least one storekeeper in Physiology Department?				

<i>Biochemistry:</i>					
52	Does the college have at least one Professor of Biochemistry?				
53	Does the college have at least one Associate Professor of Biochemistry?				
54	Does the college have at least two Assistant Professors of Biochemistry?				
55	Does the college have at least four demonstrators of Biochemistry, or equivalent number in case of integrated curriculum?				
56	Does the college have at least one lab technicians / assistants of Biochemistry?				
57	Does the college have at least one computer operator in Biochemistry Department?				
58	Does the college have at least one storekeeper in Biochemistry Department?				
<i>Pharmacology:</i>					
59	Does the college have at least one Professor of Pharmacology?				
60	Does the college have at least one Associate Professor of Pharmacology?				
61	Does the college have at least one Assistant Professor of Pharmacology?				
62	Does the college have at least five demonstrators of Pharmacology, or equivalent number in case of integrated curriculum?				
63	Does the college have at least one Pharmacists in Pharmacology?				
64	Does the college have at least one lab technician / assistant of Pharmacology?				
65	Does the college have at least one computer operator in Pharmacology Department?				
66	Does the college have at least one storekeeper in Pharmacology Department?				
<i>Pathology:</i>					
67	Does the college have at least Two Professors and two Associate Professors of Pathology (<i>to cover all four Histopathology, Microbiology, Chemical Pathology and Haematology</i>)?				

68	Does the college have at least one Assistant Professor of Histopathology?				
69	Does the college have at least one Assistant Professor of Microbiology?				
70	Does the college have at least one Assistant Professor of Chemical Pathology?				
71	Does the college have at least one Assistant Professor of Haematology?				
72	Does the college have at least six demonstrators of Pathology, or equivalent number in case of integrated curriculum?				
73	Does the college have at least four lab technicians / assistants of Pathology?				
74	Does the college have at least one curator of pathology museum?				
75	Does the college have at least one computer operator in Pathology Department?				
76	Does the college have at least one storekeeper in Pathology Department?				
<i>Forensic Medicine:</i>					
77	Does the college have at least one Professor or Associate Professor and one Assistant Professor of Forensic Medicine?				
78	Does the college have at least three demonstrators of Forensic Medicine, or equivalent number in case of integrated curriculum?				
79	Does the college have at least one lab technician / assistant of Forensic Medicine?				
80	Does the college have at least one computer operator in Forensic Medicine Department?				
81	Does the college have at least one storekeeper in Forensic Department?				
<i>Medical Education</i>					
82	The college must have at least one either Professor, Associate Professor or Assistant Professor of Medical Education?				
<i>Community Medicine</i>					
83	Does the college have at least one Professor of Community Medicine?				
84	Does the college have at least one Associate Professor or above of Community Medicine?				

85	Does the college have at least two Assistant Professors of Community Medicine?				
86	Does the college have at least five demonstrators of Community Medicine, or equivalent number in case of integrated curriculum?				
87	Does the college have at least one social worker who is a qualified clinical psychologist and additionally responsible for student and faculty counselling?				
88	Does the college have at least one statistician?				
89	Does the college have at least one computer operator in the Community Medicine Department?				
Clinical Sciences					
<i>General Medicine</i>					
90	Does the college have at least two Professors of General Medicine?				
91	Does the college have at least two Associate Professors of General Medicine or above?				
92	Does the college have at least two Assistant Professors of General Medicine or above?				
93	Does the college have at least 2 Senior Registrars/ Speciality Registrars of General Medicine or above?				
94	Does the college have at least 4 Residents/ Medical Officers of General Medicine?				
<i>General Surgery</i>					
95	Does the college have at least two Professors of General Surgery?				
96	Does the college have at least two Associate Professors of General Surgery?				
97	Does the college have at least two Assistant Professors of General Surgery?				
98	Does the college have at least 2 Senior Registrars/ Speciality Registrars of General Medicine or above?				
99	Does the college have at least 4 Residents/ Medical Officers of General Medicine?				
<i>Obstetrics and Gynaecology</i>					

100	Does the college have at least one Professor of Ob/Gyne?				
101	Does the college have at least two Associate Professors of Ob/Gyne or above?				
102	Does the college have at least two Assistant Professors of Ob/Gyne or above?				
103	Does the college have at least 2 Senior Registrars/ Speciality Registrars of Ob/Gyne or above?				
104	Does the college have at least 4 Residents/ Medical Officers of Ob/Gyne?				
<i>Ophthalmology</i>					
105	Does the college have at least one Professor of Ophthalmology?				
106	Does the college have at least one Associate Professor of Ophthalmology?				
107	Does the college have at least one Assistant Professor of Ophthalmology?				
108	Does the college have at least 1 Senior Registrars/ Speciality Registrars of Ophthalmology or above				
109	Does the college have at least 3 Residents/ Medical Officers of Ophthalmology?				
<i>ENT</i>					
110	Does the college have at least one Professor of ENT?				
111	Does the college have at least one Associate Professor of ENT?				
112	Does the college have at least one Assistant Professor of ENT?				
113	Does the college have at least 1 Senior Registrars/ Speciality Registrars of ENT or above?				
114	Does the college have at least 3 Residents/ Medical Officers of ENT?				
<i>Paediatrics</i>					
115	Does the college have at least one Professor of Paediatrics?				
116	Does the college have at least one Associate Professor of Paediatrics?				
117	Does the college have at least one Assistant Professor of Paediatrics?				

118	Does the college have at least 1 Senior Registrars/ Speciality Registrars of Paediatrics or above?				
119	Does the college have at least 4 Residents/ Medical Officers of Paediatrics?				
<i>Orthopaedics</i>					
120	Does the college have at least one Professor or associate professor of Orthopaedics?				
121	Does the college have at least one Assistant Professor or Senior Registrar/ Specialty Registrar of Orthopaedics or above?				
122	Does the college have at least 2 Residents/ Medical Officers of Orthopaedics?				
<i>Psychiatry</i>					
123	Does the college have at least one Professor or Associate Professor or Assistant Professor of Psychiatry?				
124	Does the college have at least 1 Residents/ Medical Officers of Psychiatry?				
<i>Dermatology</i>					
125	Does the college have at least one Professor or Associate Professor or Assistant Professor of Dermatology?				
126	Does the college have at least 1 Residents/ Medical Officers of Dermatology?				
<i>Cardiology</i>					
127	Does the college have at least one faculty members Assistant Professor or above in Cardiology?				
128	Does the college have at least 1 Residents/ Medical Officers of Cardiology?				
<i>Nephrology</i>					
129	Does the college have at least one faculty members Assistant Professor or above in Neurology?				
130	Does the college have at least 1 Resident/ Medical Officer of Nephrology?				
<i>Pulmonology</i>					
131	Does the college have at least one faculty members Assistant Professor or above in Pulmonology?				

132	Does the college have at least 1 Resident/ Medical Officer of Pulmonology?				
<i>Gastroenterology</i>					
133	Does the college have at least one faculty members Assistant Professor or above in Gastroenterology?				
134	Does the college have at least 1 Residents/ Medical Officers of Gastroenterology?				
<i>Medicine and Allied Specialty</i>					
135	Does the college have at least one faculty member Assistant Professor or above in either Clinical Haematology, Rheumatology, Endocrinology, Oncology, Infectious Diseases, Geriatrics or Neurology?				
<i>Accident and Emergency</i>					
136	Does the college have at least one faculty member Assistant Professor or above; or one consultant in Accident and Emergency?				
137	Does the college have 1 casualty medical officer per shift?				
<i>Anaesthesia</i>					
138	Does the college have at least one Associate Professor or above of Anaesthesia?				
139	Does the college have at least one Assistant Professor or Senior Registrar/Specialty Registrar of Anaesthesia or above?				
<i>Radiology</i>					
140	Does the college have at least one Professor or Associate Professor of Radiology?				
141	Does the college have at least one Assistant Professor of Radiology or above?				
142	Does the college have at least 1 Residents / Medical Officers of Radiology?				
<i>Surgical and Allied Specialty</i>					
143	Does the college have at least one faculty members Assistant Professor or above in of in any two of the following specialties: 1. Cardiac Surgery 2. Neurosurgery 3. Paediatric Surgery 4. Thoracic Surgery				

	5. Urology 6. Plastic surgery 7. Maxillofacial Surgery				
144	Does the college have 1 resident/medical officer for each of the opted specialty?				
<p><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></p> <p><i>** Additional faculty member in a category may be counted in the lower category if deficient, but not vice versa</i></p>					
<p>Support Departments</p>					
129	Does the college have Library managed by one librarian and one deputy librarian?				
130	Does the college have appropriately staffed Quality Assurance Cell?				
131	Does the college have appropriately staffed IT Department?				
132	Does the college have appropriately staffed Student Section?				
133	Does the college have appropriately staffed Security Department?				
134	Does the college have appropriately staffed Finance Department?				
135	Does the college have appropriately staffed Maintenance Department?				