AL AZHAR MEDICAL SCHOOL
QAAU
Faculty Projects
(Strategic Plan), QAAP,
2004/2007

Introduction to the Project
Background and scope

In light of the state's concern with education and considering it as the primal national project needed to face the new millennium with all it's dimensions and all the challenges which it possesses, especially for developing countries; under such severe competition where there will be no place, except for the distinguished, it was a must for the subject of performance assessment and quality assurance of higher educational organizations in Egypt, to be the chief concern when implementing the strategies of developing education. Aiming to develop programs that produce individuals with advanced knowledge in different areas, who appreciate learning and are constant learners and who are prepared to address creatively issues of significance to the local and global community for improving the quality of life.
In order for Egypt to cope with the outcomes of globalization, it was considered essential to create a well-educated, motivated workforce that is willing to meet the international standards of quality to achieve the sought economic development. Hence, the president of Egypt, found it to be a necessity to upgrade the existing system of education through implementing quality assurance policies in the diversified educational organizations in order to increase the skills of graduates together with their competitive capacities. The National Quality Assurance and Accreditation Agency (NQAAA), [agreed upon in the higher educational conference of the year 2000] thus will be the means by which the previous goals shall be achieved.
The Faculty of Medicine, Al Azhar University as an academic organization, operating under laws and legalities that control the implemented system within, and has participated in inducing several development programs aims to meet the set international standards of higher education, in an attempt to participate in the formulation of the new development strategies in Egypt.
However, this must be done with reference to the standards and benchmarks that are carefully chosen by the higher educational institution in accordance with its mission.
The proposed project by The Faculty of Medicine, Al Azhar University is aiming to establish an internal quality assurance system.
In the light of this diversified system of educational, research, medical and public service programs and with the continuous increase in the number of beneficiaries

from these programs, it became essential to perform a well-rounded, comprehensive study to:
- Evaluate the programs that are offered by the Faculty in the previously mentioned subjects.
- Identify the facilities and the basic research methods, which help offer programs that are in the aimed level of quality.

Consequently, to achieve these aims, the proposed quality assurance program will address:

1. **The educational processes (graduate and postgraduate).**
2. **Students' affairs.**
3. **The postgraduate program.**
4. **Academic staff affairs.**
5. **The present resources and how to renew them and make the needed developing.**
6. **The skeleton and ways of the faculty management.**
7. **Training of administration, academic and management staff on the quality assurance activities.**
8. **Orienting and increasing awareness of administration, academic, and management staff of the quality assurance and accreditation process.**

The beneficiaries of the project are students and administration, academic, and management staff of faculty of medicine, Al Azhar University and the whole surrounding community.

<u>The contents</u>
Quality assurance requires quality assessment. Assessment must become a critical part of the culture of the faculty (Self assessment). It helps to identify where and how to improve our efforts.
<u>The suggested study covers the following main fields:</u>

1 - The Academic programs include the following points:
- **The demands of registration.**
- **The numbers of courses taught.**
- **The ratio of students to the professors.**
- **The educational method applied.**
- **The applied methods of evaluation.**
- **The qualifications of the different staff members.**
- **The occupational degree of the staff members.**
- **The different approaches in research fields and development of courses.**

2 - The administrative system, which includes the following points:
- **The number of employees in the administrative system.**
- **Their distribution on the different units.**

3- The faculty premises and assets.
- **Seminar rooms and other accommodations required for instruction, research.**

• Academic facilities: Library facilities, Computer labs. (LAN), laboratories, and performance space.
• Multimedia equipment and other resources necessary for effective multi-method teaching/ learning.

Beneficiaries
• Staff members and assistants (1405).
• Students, undergraduates (3232), postgraduates (3182).
• Faculty employees .

Project Description
General objectives
The project is mainly aimed at designing and implementing a Quality Assurance System. The system is foreseen to:

1. **Establish an internal performance appraisal and quality assurance unit.**
2. **Raise awareness and create quality culture among Faculty staff members, assistants, students, and employees.**
3. **Establish the faculty Vision, Mission, Characteristics of the Graduate.**
4. **Establishing clear intended learning outcomes (ILOs).**
5. **Establishing the program matrix and competency levels.**
6. **Establish the Curriculum type, Educational strategies, Competency levels and Assessment methods used.**
7. **Training of trainers (TOT).**
8. **Establishing specification for educational courses and applied program.**
9. **Evaluation of teaching and training approaches according to the intended learning outcomes of the educational program.**
10. **Designing of courses and training program.**
11. **Prepare courses reports.**
12. **Establishing a new system for research and scholarships.**
13. **Improving the relationship between the faculty and community through defining community needs and offering continuous education.**
14. **Training of administration, academic and management staff on the quality assurance activity of the educational program.**
15. **Evaluation of library resources and laboratory equipments.**
16. **An annual faculty self-evaluation report to determine both point of weaknesses & strength, and set an action plan for improvement.**
17. **Peer reviewing of faculty program.**

<u>Methodology of the Work</u>

- **QAA Awareness. (Seminars, workshops).**
- **Establish an annual faculty report, and set an action plan for improvement.**
- **Establish the faculty Vision, Mission, Characteristics of the Graduate and ILOs.**
- **Establish the curriculum type, educational strategy, competency levels and assessment methods used.**

- **Course specifications.**
- **Establishing an official website for the faculty. (Database).**
- **Periodical reporting system.**
- **Training (students, staff members, employees).**
- **Communication with the various projects within the same University.**
- **Communication with the Quality Assurance Center.**

Dissemination will be based on: -

1- **Advertising our model in developing medical educational program.**
2- **Promoting and facilitating life-long learning opportunities that meet needs of students, graduates, staff, and community.**
3- **Increase awareness with the importance of educational quality assurance system to improve the educational process in the faculty.**
4- **Publishing information, procedures, and results of the project in periodical reports.**
5- **Improving competencies of the graduates will enable them to compete in national and international labor market.**

The trained academic and management staff will eventually help in dissemination of the quality assurance concept to the educational, institutional and community.

1. **Institutional sustainability will be achieved by internal quality assurance program, which will be done by the project depending on the needed costs, equipments and implementation activities.**
2. **The trained faculty staff, project team and other involved personnel on the internal quality assurance system of the project eventually will guarantee the sustainability of the project.**
3. **The performed methods in the project, in addition to the established procedures of the quality assurance system will be an important base for the policies and legislation in the faculty to sustain the project work in the future for the sake of the gained improvement in the educational process in the faculty.**

The university quality assurance unit, which was established since 2003 and the quality assurance unit established in the faculty will be the basis for sustainability of the project quality assurance process in the faculty. This is because these two units eventually are wiling to perform good quality education in the university as whole and in the faculty.

The over all quality control and monitoring of this project is an important aspect of the strategy of enhancement of student learning and staff development. The strategy is based on evaluation of the activities of the project to ensure the achievement of the aimed objectives in order to reach the final goal of developing the medical education.

<u>The quality control of the project activities will be on two stages as follow:</u>

1. **Self assessment by:**
   - a- **Determining the program effectiveness.**
   - b- **Measuring of learning outcomes and impact on the success of the project activities.**

c- **Evaluation of the outcome of the applied activities on the skills of the students and the success of the planned strategy for the preparation of students to be effective veterinarians.**

d- **Collection of data about the efficiency of the overall project activities by students questionnaire as a versatile tool for the assessment of the feasibility of the project activities that can provide materials for the improvement of the project in the future.**

2. **Evaluation through National Quality project of Egypt.**

Project Team/Participants

Project Management Team

- **Prof./ M.Hamdy Badrawy**

Professor Of Obstetrics & Gynecology
Previous Dean of the Faculty
President of QAAU
President of the project

- **Prof./ M.Nabil El Tabbakh**

Professor Of Obstetrics & Gynecology
Manager of QAAU
Project Manager

- **Prof./ Mahmoud Hammoda**

Professor of Psychiatry
Ass.manager QAAU
Director of Medical Education Unit
Team coordinator and monitoring

- **Prof./Khalid Zaky**

Professor of Rheumatology
Member of QAAU
Facilitator

- **Prof./ Abd EL Moneim Farag**

Professor Of Obstetrics & Gynecology
Member of QAAU
Dissemination and sustainability activities

- **Prof./ A.Shawky El Akabawy**

Professor of Psychiatry
Member of QAAU
Training and monitoring

- **Prof./ Mahmoud El Mougy**

Professor of Pediatrics

Member of QAAU
Documentation management

- **Prof./ Ahmed El Tagy**

Professor Of Obstetrics & Gynecology
Member of QAAU

- **Project Implementation Team**

Prof./ M.Said Orabi
Member of QAAU
Professor of Biochemistry

- **Prof./ Hussein Abd Allah Galal**

Professor of Urology
Member of QAAU

- **Prof./Atef El Maraghy**

Professor of ENT
Member of QAAU

- **Dr./ Abd El Aziz El Sadek**

Lecturer of Community Medicine Ghada Taha
Member of QAAU

- **Prof./Moustafa Abd El Nasser**

Professor of Bacteriology
Member of QAAU

- **Prof./ Mohamed Aref**

Professor of Clinical Pathology
Member of QAAU

Administrator:
Technician:
Electronics Technician:

Responspility of the team:

1. **Management team has the responsibility of following up activities, making sure that the outputs are prepared in time and solve problems and obstacles by a contingency action.**
2. **The management team will coordinate with the NQAAPC, the university authorities, and the implementation team**
3. **Holding of meetings, one at the beginning week of launching the project to put the action plan of the project. Regular monthly meetings will be held with implementation teams coordinators.**

4. **Meeting between director and vice director at least once between regular meetings to prepare the agenda of the regular meeting and to discuss the project progress.**
5. **Teaching supervisors will be responsible for different aspects of the teaching process and evaluation**
6. **Training supervisor will be responsible for the different stages and types of training of staff applied according to the plan of the project.**
7. **Implement supervisor will be responsible for monitoring implementation activities of the project during the whole period.**

Outputs/Outcomes of the Project

1. **An internal performance appraisal and quality assurance unit is established.**
2. **A document contains QAAU vision and objectives.**
3. **Establishment of a new building for QAAU, with a teaching hall, conference and secretary rooms supplemented with computers and data show.**
4. **Awareness and created quality culture among Faculty staff members (213), students (300) and employees (10).**
5. **A document contains Al AZHAR Medical School self-assessment report.**
6. **A document contains the hardware facilities in the faculty.**
7. **A document contains faculty vision, mission, characteristics of the graduate & intended learning objectives (ILOs).**
8. **Establishment of program matrix and competencies.**
9. **Establishment of curriculum type, competency levels, educational strategies and evaluation methods used.**
10. **A document contains the undergraduate program curriculum design principles, curriculum type, competency levels, educational strategies including active learning and evaluation methods used, implementing creativity in the curriculum and evidence-based medicine in the medical curriculum.**
11. **Train 14 of academic staff, on QA procedures.**
12. **A document contains (2) of course specifications.**
13. **A document contains vision, mission and ILOs for one department.**
14. **A document contains an annual faculty report, and set an action plan for improvement.**
15. **A document contains an action plan 2008/2011.**
16. **Establishment of the faculty web site with vision, mission, characteristics of the graduate & ILOs displayed in the site.**
18. **Establishment of the faculty Skill Lab.**
19. **Establishment of a new teaching hall supplemented with computer, data show and other teaching facilities for the medical education unit.**
20. **Training of more than 300 staff in medical education unit about teaching strategies, evaluation methods, research methodologies, curriculum design, evidence based medicine.**

21. **Document contains the faculty project (strategic plan) 2004/2007.**

Assumptions

- Support of top management (dean, vice-dean and head of departments) to establish a quality assurance system in the faculty.
- An internal performance appraisal and quality assurance unit will be established and considered as an essential part of faculty premises.
- Need for QA consultants.
- Cooperation with other QA units in the University.
- Cooperation with the QA center in the University.
- Preparation of course, and annual faculty reports.
- Some Staff members, students and employees will accept the concept of quality and cooperate with the project team.

Risk

- The possibility of lack of cooperation by some of the staff members.
- Miss-communication between the unit and different departments.
- Large numbers of programs and courses.
- Resistance of some staff members to the concept of self-assessment.
- Sudden leave of some staff members who are engaged in the project (management and implementation teams).
- Junior staffs are not involved in the project.
- Low attendance of staff members and students during the awareness campaigns.
- Few qualified and certified QA trainers.
- Low attendance of staff members during the (TOT) due to their engagements and duties.