Altamash Institute of Dental Medicine

Department of Medical Education

Name of Policy	Continuous Professional Development
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Prepared By:	Department of Medical Education
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01	Director DME	29th March 2023	addition of points 3.1, 4 and 5

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1. Purpose

This policy aim to keep health professionals informed about the new advances in scientific and educational research, there is always a great need to keep on learning new knowledge and skills to maintain best management of health and diseases by:

1. Incorporating technological developments and innovation in dentistry and medicine
2. Increasing interaction between other health professions,
3. Understanding the bilateral relationship between oral health and general health, patient safety, quality of life, standards of care, evidence based dentistry, medicine and emerging public health challenges
4. Discovering the needs, demands and expectations of individual patients and the global population.

And to have a good hands on training in practice to keep Continuing education and professional development.

2. Scope

The scope of this policy includes House surgeons, doctors, dentists and allied health sciences representators. All the continuing professionaldevelopment programs being offered by AIDM.

3. Policy statement

3.1. Definition

Continuing professional development (CPD) applies to all health professionals, and is the means by which members of the profession maintain, improve and broaden their knowledge, expertise and competence. Participants get the chance to develop personally and professionally as well as they are involved in application of new developments and scientific research within the scope of health community.

Well-planned professional development sessions assist these health professionals in recognizing their individual areas of interest and proficiency, their limitations, new opportunities for improving skills and competencies, and the need to refer patients for advice and/or treatment to appropriate specialists.

3.2. Policy

AIDM Team:

• Regularly set and organize sessions to update the health professional's commitment to preventing diseases, providing appropriate treatment of diseases, and promoting public health.

• Advocate for the availability of a structured and ongoing educational system for all health professionals, within an ethical framework.

• Suggest the nature, content and amount of CPD that is reasonable and attainable by health professionals in their region, including new and innovative models of education and development.

• Recommend that CPD courses include medical topics, allowing practicing health professionals to upgrade their competency in medical knowledge and their understanding of the bilateral relationship between oral health and general health.

• Assist the appropriate regulatory agencies in advocating the requirements of CPD.

• Recommend a system capable of regularly evaluating the courses by an audit in terms of quality, content and participation.

• Support a broadened scope of practice for health professionals and an expanded role for improving the well-being of the community.

4. SOPs for Review and Approval of CPD Activities

The Academic Council (AC) is to ensure the quality assurance process for CPD Activities recommended by the Higher Education Commission.

The procedure given below should be followed:

5.1. The AC should initially meet once a month and then it can decide the frequency based on work load.

Every Departmental Head (DH) must:

4.2.   ensure that every CPD follows the guidelines given by DME

4.3.   adjudicate disputes and complaints received from students and faculty

4.4.   certify the suitability of every CPD activity

4.5.   send the CPD activity document to the DME for final approval and certificate Printing

4.6.   If the DME finds any issue in the CPD activity, he/she will send it back to the concerned Department for improvement. This must be a documented process.

4.7.   Once the DME finds a CPD activity to be satisfactory, s/he fills and signs the course satisfaction form (Please refer to Form A) and emails it to the AC.

4.8.   During the meeting, the AC reviews and approves (or otherwise) the CPD activity that are submitted by the DH.

4.9.   If the AC finds the CPD activity to be satisfactory, the AC Chair will sign the AC certificate of clearance (Form B)and email it to the relevant DH.

4.10.   if the AC finds the CPD activity to be unsatisfactory, the committee will inform the DH who will then take it back to the concerned faculty for corrections andresubmission

4.11.   The secretary AC maintains the minutes of the meetings and circulates them to all AC members with copy to the QEC, DME and the Principal AIDM.

4.12.   The AC will randomly review teaching material and if the AC finds the teachingsessions to be unsatisfactory, the committee will inform the DH who will then take itback to the concerned faculty for corrections and resubmission

4.13.   The QEC will conduct the evaluation of all CPD activity and submit a summary report to the respective DH.

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5. Responsibilities:

The policy ownership lies with the Academic Council, AIDM.

6. Revision/Modification History & frequency:

6.1. Review Policy

The policy will be reviewed if new guidelines are issued by the regulating and controlling authorities. However, the owner/custodian of the policy may request for a revision based on emerging needs and with the approval from competent authority.

6.2. Custodian of the policy

A formal approval will be required if a policy is revised more than 25%. Director QEC and DME would determine the percentage of revision in consultation with the custodian of policy.

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Policy Title	Continuous Professional Development Policy			
Responsibility for Implementation	Department of Medical Education			
Version No:	01			
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	Name	**Designation**	**Signature**	**Date**
Developed By:	Dr. Shaur Sarfaraz	Director Medical Education	*[signature]*	25th May 2023
Approved By:	Professor Dr. Hasnain Sakrani	Principal & Chairman Academic Council	*[signature]*	26th May 2023

Appendix

Forms for evaluation of teaching material

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FORM A

This is to be used by the heads of departments (HoD) to evaluate courses. Once s/he finds a course satisfactory, the HoD should email the form given below to the IH.

CHECKLIST FOR ONLINE COURSE READINESS

Every course must have a course description which must include the following information and rating:
KEY: 3= good, 2 = satisfactory, 1 = unsatisfactory, 0 = not applicable

Please tick in the cell that is closest to your opinion. If a course is graded 1 in more than one category, it must be scrutinized by the QEC. Such a course must not be sent to the DH.

	Criteria	3	2	1	0
1	Introduction to the course with aim , relevance and outcome				
2	Learning Objectives				
3	Course pre-requisites				
4	Attendance and its monitoring policy. Attendance requirement				
5	Guidelines, Rules and contact hours				
6	Time tables/ schedule				
7	Readings/ Bibliography				
8	Quality of video lectures/ sessions				
9	Quizzes/ tests • Formative • End of course exam (summative)				
10	University grading policy (if required)				
11	Procedure for course evaluation				
12	Certification eligibility and process				

Final decision (please tick in front of any one):

- No changes needed and can be offered.
- Needs minor corrections and can be offered
- Needs major revision and cannot be offered in the present form

Name and Sign of certifying authority: _____

Date: _____

FORM B

This is to be used by the DH to certify courses. If the DH finds a course to beminimally satisfactory, he/she should email the form below to the Chair AC.

COURSE SATISFACTIORY CERTIFICATE

I hereby certify that the following course is satisfactory in quality and should be uploaded for implementation.

1	Department Name	
2	Program Title	
3	Academic year	
4	Course Title	
5	Course Duration	
6	Course Starting date (proposed)	
7	Course Ending date	

Name of the course Director: _____

Signature: _____

Date: _____

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FORM C

This is to be used by the AC to certify courses. If the AC finds a course to beminimally satisfactory, he/she should email the form below relevant DH for uploading.

COURSE CLEARANCE CERTIFICATE

I hereby certify that the following course is satisfactory/ unsatisfactory in qualityand should/ should not be uploaded for implementation.

1	Name of the Department	
2	Program Title	
3	Academic year	
4	· Course Title	

Academic Council Chair Name:_____

Sign:_____

Date: _____

FORM D:

FORM FOR REVIEWING AN ONLINE LECTURE/VIDEO/ TUTORIAL

This form is mandatory for use by the respective Department Head or his/ her nominee for approving the online teaching readiness. The filled form and the record of approval/rejection should be maintained by the DH. The AC may ask for the record if required.

Every lecture should be reviewed on the following aspects:

KEY: 3= good, 2 = satisfactory, 1 = unsatisfactory, 0 = not applicable.

If a lecture is graded 1 in more than one category, it must be scrutinized by the head of the department. Such a lecture must be revised and re-reviewed.

	Criteria	Standards	3	2	1	0
1	Introduction	There is a slide/statement informing the rationale of the lecture and how the lecture topic is related to prior and future learning				
2	Learning Objectives	Learning objectives are aligned with the course outcomes				
		Learning objectives are clearly defined and measurable				
3.	Content	aligned to the learning objectives				
		appropriate for the level of the learner				
		based on current (up-to-date) knowledge				
		explains the concepts that are presented in textbooks (1) and is more than that in the textbook (2) with references (3)				
4.	Organization	The content of the session is logically presented				
5.	Presentation Slides	The text is readable (font size & color do not make it difficult to read)				
		The slides are not very busy i.e. overloaded with text /pictures				
6.	Video Recording	Clear and audible				
		Is smooth, without unnecessary pauses, word repetitions or other technical issues				
7.	Voice	Is clear, understandable and audible				
8	Readings	Relevant and Additional readings are listed				
9	Quiz/ test	The quiz/test is relevant to the content.				
		Feedback is given on the quiz/test				

Final decision (please tick in front of any one):

- No changes needed and can be offered.

- Needs minor corrections and can be offered

- Needs major revision and cannot be offered in the present form