Yarmouk University/ faculty of medicine

World Federation for Medical Education (WFME)

and The Jordanian Accreditation and Quality Assurance

Action plan for application for accreditation

Introduction:

In line with the keen interest paid by the administration of the prestigious Yarmouk University led by His Excellency the President Prof. Nabil Hailat to ensure the quality and the continuous development of the teaching process in the university. And based on the determination of faculty of medicine @ YU represented by its dean Prof. Khaldoon Bashaireh to advance the faculty and raise its name in all forums at national and international levels. The faculty has developed an action to apply and obtain –God willing- the Jordan quality assurance Certificate as a major step towards achieving the WFME accreditation which is very important for our graduates and doctors to advance in their career and affiliate with the well-known universities and health institutions in the advanced world. We rely on the overwhelming desire and cooperation of our staff to achieve this goal according to a strategic plan that has begun and will be completed within the next two years before 2024.

 **First: The General Structure**

* An integrated work team was formed includes members from the two academic departments (Basic Medical Sciences-BMS and Clinical Medical Sciences-CMS) and members from the administrative staff and laboratory technicians.
* The team is called “National and International Accreditation Team- NIAT’. Its job is to work on achieving the national and international standards in medical education as a step to apply for both the Jordan quality assurance Certificate and WFME recognition (as both of them has common main and subsidiary standards).
* “National and International Accreditation Team- NIAT’ is divided into eight sub-teams that work independently, each to achieve a subsidiary standard with continuous coordination of the different sub-teams regulated by a committee to be mentioned later.
* All the eight sub-teams will work under supervision of the Dean Prof. Khaldoon Bashaireh and the Dean Assistant for Accreditation and Quality Assurance Affairs Dr. Nisreen Bataineh
* A Coordinating Committee emerges from the “National and International Accreditation Team- NIAT’. Its job is to coordinate the work of the sub-teams according to a timetable and the road map planned by NIAT. It is formed by Dean assistants and/or the heads of departments and/or staff representatives in faculty council.
* The tasks of each sub-team focus on the following:
1. Collect soft and hard copies of the forms needed to achieve the standard they are assigned to.
2. Give suggestions to complete missing forms
3. Collect data through questionnaires
4. Spread the important information (i.e. the vision, the message, the objectives, etc.) among students and teaching and administrative staff in creative ways.

**Second: The Action Plan**

* At start: The members of The National and International Accreditation Team-NIAT, the sub-teams and the coordination committee are selected by the Dean.
* An introductory meeting and a mini workshop will be done for the team and sub-teams to introduce them with the national and international accreditation bodies and their standards and their importance in the development of both the faculty of Medicine and the university and then the groups will be assigned for their specific missions. The meeting will be supervised by the Dean and will be led by the Dean Assistant for Accreditation and Quality Assurance Affairs.
* The NIAT team and the sub-teams will be provided with the following:
1. A copy of accreditation requirements.
2. A copy of the requirements for the application to Jordan Quality Assurance Certificate.
3. A copy of the requirements for the application to get the international recognition by WFME for the year 2012.
4. A copy of the requirements for the application to get the international recognition by WFME for the year 2015.
5. A copy of the requirements for the application to get the international recognition by WFME for the year 2020.
6. A copy of the introductory booklet prepared by the Dean Assistant for Accreditation and Quality Assurance Affairs; Dr. Nisreen Bataineh.
* A timetable for each sub-team mission will be given and a road map to accomplish the main mission and to coordinate the work is ready as soon as the action plan is launched.

**Third: The Sub-teams:**

* **Team 1: The team assigned for the mission, vision and the objectives of the Faculty of Medicine/YU**
* Under direct supervision of the Dean and the Faculty Council, two staff members from each department will meet and reach the final draft that will be proved by the Faculty Council and will be officially our faculty’s document for mission, vision and objectives.
* Continuous and direct coordination with teams (2, 3, 7 and 8)

* **Team 2: The Curriculum team**
* This team includes members from the staff of the two departments of the faculty as well as a teaching staff from the faculties (Science, IT and Computer sciences, Education and Arts)
* Continuous and direct coordination with teams (1, 3, 4, 7 and 8)
* Continuous and direct coordination with the Curriculum committees in the departments and the faculty.
* **Team 3: The Assessment team**
* This team includes members from the staff of the two departments of the faculty.
* Continuous and direct coordination with teams (1, 2, 4, 7 and 8)
* Continuous and direct coordination with the Exams committees in the departments and the faculty.
* **Team 4: The Students Affairs team**
* This team includes members from the staff of the two departments of the faculty and led by the Dean Assistant for students’ affairs and scientific research.
* Continuous and direct coordination with teams (1, 2, 3, 6, 7 and 8)
* Continuous and direct coordination with the academic guidance committees and students’ activities committees in the departments and the faculty.
* **Team 5: “The Academic staff and Faculty” team**
* This team includes members from the staff of the two departments of the faculty and led by the Dean Assistant for students’ affairs and scientific research.
* Continuous and direct coordination with teams (1, 2, 3, 6, 7 and 8)
* **Team 6: The Educational Resources team**
* This team includes members from the staff of the two departments of the faculty as well as one lab technician and led by the Dean Assistant for students’ affairs and scientific research.
* Continuous and direct coordination with teams (1, 2, 3, 5, 7 and 8)
* Continuous and direct coordination with the Clinical Skills Lab officer.
* **Team 7: The Quality Assurance team**
* This team includes members from the staff of the two departments of the faculty as well as the members of the Quality Assurance Committee in the faculty and led by the Dean Assistant for Accreditation and Quality Assurance.
* Continuous and direct coordination with all eight teams.
* **Team 8: The Governance and administration team**
* This team includes members from the staff of the two departments of the faculty as well as the head of Faculty’s Bureau and led by the Dean
* Continuous and direct coordination with the University Administration and finance department in the university.