

CHECKLIST FOR THE INSPECTION OF EXISTING/NEW MEDICAL SCHOOLS

Basic information about the Institution:

Name of University _____

Country _____

Physical address _____

Registration status Registered/Not

Registered _____

Name of Registration body _____

Name of Contact person _____

Telephone _____ Email address _____

Designation of contact person _____

Scoring System:

Scoring criteria

Not Satisfactory

Satisfactory

If unsatisfactory, an advisory comment
will be included in report

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NOTE: In the tables that follow, abbreviation M means mandatory while P means not mandatory.

ID	Standards title	Indicator	Means of verification	(YES)	(NO)	Comments
1.0	GOVERNANCE AND MANAGEMENT					
1.1	Vision, Mission, Philosophy					
1.1.1.	Vision	Vision of training institution	Written statement of the vision that is relevant to the training of dentists and aligns to the values of training institution awarding the degree			
1.1.2.	Mission	Mission of training institution	Written statement of the mission that is relevant to the training of dentists and aligns to the values of training institution awarding the degree			M
1.1.3.	Philosophy	Philosophy of training institution that addresses quality of education with respect to acquisition of professional	Written statements addressing: 1. Social responsibility and community involvement,			M

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		competence in line with the national health needs and priorities	<ol style="list-style-type: none"> 2. Relevance of education with respect to service needs, 3. Lifelong learning, 4. Core values including ethics, integrity, respect for human rights, team work spirit 5. Graduates prepared to undertake specialist training programs for quality patient care and leadership 			
1.1.4.	Strategic Plan	5 year Strategic plan linked to the parent institution and the national health needs and priorities	Presence of Strategic Plan for the training institution			M
1.2.	Legislation	Certificate from Boards/Councils Letter of authority/charter from Com responsible for HE	Recognition certificate by Boards/Councils Certificate of charter or interim letter of authority			M
1.3.	Leadership Structure					
1.3.1.	Management structure	Organogram	Defined and documented organizational structure			M
1.3.2.	Dean	Dean in office Appointment letter	The dean present in person, Appointment letters, academic certificates and CVs			M
1.3.3.	Head of departments	14 heads of department in office Appointment letter	Departments established and HODs appointed with			M

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		<ul style="list-style-type: none"> a) Human anatomy b) Medical Physiology c) Medical Biochemistry d) Pathology e) Microbiology and parasitology f) Surgery g) Medicine h) Pharmacology i) Paediatrics and child health j) Obstetrics and Gynaecology k) Public/ community health l) Mental health, m) Diagnostic imaging 	Appointment letters, academic certificates and CVS			
1.3.4.	Relevant standing Committees	Total of 3 standing committees Critical care/ anaesthesia	Standing committees handling 1. Curriculum 2. Examinations 3. Timetabling			M
1.3.5.	School Board	School Board established Dean, Heads of department and	The School board members present in person			M

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		entire faculty (as defined by the statutes)	Appointment letters and CVs List and Minutes of meetings					
1.3.6.	At least one administrator and appropriate support staff	Appointment letter	Letter of appointment and CVs List of support staff					M
1.3.7.	Student Representation	Student appointments	Documented evidence and presence of student representation in accordance with Com responsible for HE regulations					M
1.4.	Financial resources and management							
1.4.1.	Financial systems with clear policies and procedures	Financial policy	Policy with clear policies on financial management					P
1.4.2.	Financial plan and 5 year budget	Budget for 5 year training cycle	Financial plans, investment plans, development plans, budget and audited accounts Annual budget					M
1.4.3.	Audited accounts of the institution (where applicable)	Audited accounts	Annual audited accounts					M
2.0.	ACADEMIC PROGRAM							
2.1.	Curriculum	Approval letter Approved curriculum	Approved curricula approved by the senate, Boards/Councils and Com responsible for HE					M

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2.2.	Admission policy and selection	Admission and selection criteria	Evidence of compliance with the admission and selection requirements stipulated by the Boards/Councils and Com responsible for HE			M
2.3	Student enrolment	Student admission qualifications	A list of admitted students and their qualifications			M
2.4.	Student Indexing	List of students to be indexed submitted	Evidence of submission of student to be indexed submitted to the Boards/Councils			M
2.5.	Academic support	Academic support programs	Document(s) addressing academic support programs			M
2.6.	Program management	Planning meeting and assessment activities	Evidence of ongoing planning, assessment of and improvement of educational quality and program effectiveness at the medical school			M
3.0.	PHYSICAL INFRASTRUCTURE	[REDACTED]				
3.1.	Teaching/tutorial rooms	Commission responsible for HE certificate	Availability of teaching/tutorial rooms in accordance to Com responsible for HE guidelines including <ul style="list-style-type: none"> ▪ Audio-visual equipment ▪ Chairs and tables for students ▪ Lighting and ventilation ▪ Certified Fire and safety 			



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			equipment				
3.2.	Staff Offices	Commission Responsible for HE certificate	<p>Evidence of staff offices as per Commission regulations</p> <p>Dean's office</p> <p>HOD's offices</p> <p>Departmental Offices</p> <p>Secretarial offices</p> <p>Faculty offices</p> <p>Non-academic member's staff room</p>				M
3.3.	Learning resource Centre	Library meeting the Commission Responsible for HE standards.	<ul style="list-style-type: none"> • Available library • Computer lab with computer to student ratio of 1:10 • Internet accessibility • Accessible printing, photocopying and binding facilities. 				M
3.4.	Teaching Resources	<p>MOU with the teaching hospital</p> <p>Functional teaching clinics</p> <p>Availability of suitable patients (patient volume)</p> <p>Equipment, Instruments and sustainable supplies</p>	<ul style="list-style-type: none"> • Signed MOU • clinical departments with a student to inpatient ratio of 1:4 • Theater to bed ratio of 1:50 • Equipment as approved by the councils / boards , 				

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		Equipment and supplies Infection prevention and control policy	Approved procurement plans Documentation on infection and control policy available			
3.5.	Skills Laboratories					
3.5.1.	Equipped technical and skills lab	Availability of equipped skills laboratories	<ul style="list-style-type: none"> Evidence of basic and clinical sciences labs 			
4.0.	HUMAN RESOURCES					
4.1.	Faculty					
4.1.1.	Staff Policy	<ul style="list-style-type: none"> Recruitment & Retention & development policy 	Policy that contains staff recruitment, retention and development guidelines including training			
4.1.2.	Academic staff numbers					
4.1.2.1	Basic Science staff: student ratio of 1:12	Calculated ratio	List and presence of all Faculty and student as per recommended ratio			
4.1.2.2	Clinical staff : Student ratio of 1:7	Calculated ratio	List and presence of all Faculty and student as per recommended ratio			
4.1.3.	Teaching Staff	Details of Requirements for the Positions of Teaching staff in the Thematic Areas	Letter of appointment, Academic certificates & CVs for teaching staff			

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4.1.4.	Specialist	Specialists	List of specialists covering each of the thematic areas			
4.1.5.	Technical and support staff					
4.1.4.1	Technical Staff (Must include medical technologistsRadiographers, etc) to Student ratio of 1:4	Calculated ratio 1:50	List and letters of appointment and CVs			
4.1.6	Staff welfare	Basic amenities available	Water and Sanitation Facilities			
5.0.	STUDENT AFFAIRS					
5.2.	Support and counselling	Support and counselling policy	<ul style="list-style-type: none"> • Counselling policy document • Counsellors • Counselling facilities 			
5.3.	Social welfare	Policy on social welfare	<ul style="list-style-type: none"> • Policy document on social welfare provision • Evidence of accessible social amenities. • Access to spaces for spiritual activities 			
5.5.	Career guidance	Career guidance and linkage to alumnus and labour market	<ul style="list-style-type: none"> • Career guides and prospectus • Linkages with alumnus and professional associations 			
5.6.	Student conduct	Guidelines on student conduct	<ul style="list-style-type: none"> • Guidelines on student conduct & disciplinary process 			



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5.7.	Accommodation	Accessible and secure accommodation for students	<ul style="list-style-type: none"> Adequate physical accommodation facility for students Features of security, safety and accessibility 			P
5.8.	Healthcare	Accessible healthcare services	<ul style="list-style-type: none"> Outpatient & inpatient facility 			
5.9.	Recreational facility	Accessibility to recreational facilities	<ul style="list-style-type: none"> Indoor recreation facilities Outdoor recreation facilities 			
6.0.	PROGRAM MONITORING AND EVALUATION					
6.1.	Policy on quality assurance	Policy	Document			M
6.2.	M&E Framework	M&E Plan/Schedule	Annual M&E report for the program (including feedback from graduates for programs that have completed a full cycle)			
6.3.	Student feedback	Student feedback reports	Student feedback report			
6.4.	Performance appraisal for faculty	Performance appraisal reports	Faculty performance appraisal report			
7.0.	RESEARCH AND INNOVATION					
7.1.	Research Policy	Policy in place	Research policy with identified thematic areas aligned to national research policy Incentives to encourage			

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			research			
7.2.	Research funds	Funds allocated to research	Evidence of funds allocated to research activities in line with Commission Responsible for HE regulations			
7.3.	Documentation and dissemination of research	Research reports	Dissemination forums and presence of research reports			

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