

6. STAFF

- 6.1 Faculty to student ratio: The various cadres of academic staff must be available in sufficient quantities such that the staff to student ratios is as follows: 1:10 for clinical learning; 1:6 for laboratory; 1:15 for group work; and 1:60 for lectures. At least 70%

of the faculty must be full time. Each department must have at least one full-time professor or assistant professor. Departments must also have adequate numbers of nonacademic support staff (secretaries, technicians).

- 6.2 **Qualifications for recruitment and promotion of academic staff:** All faculty involved in teaching must be required to have completed training in teaching and supporting medical students. This includes those who are not members of the medical college but who still teach and support medical students, such as in the community or elective trainers from health services, i.e. Hospitals and primary health care centres, who should be trained on teaching and learning methods.

Where difficulty in recruiting staff exists, the medical school must recognize the problem and take appropriate action to resolve it, such as:

- 6.2.1 Ensuring faculty recruitment and promotion are guided by the university regulations. In the case of private medical colleges, the university regulations in Iraq must guide the process of recruitment and promotion.
- 6.2.2 Encouraging non-medically qualified basic science teachers to teach their subjects in such a way that relevance to medicine is apparent to students.
- 6.2.3 Making joint appointments between basic science and clinical departments.
- 6.2.4 Making part-time appointments.
- 6.2.5 Making joint appointments between university and hospitals.
- 6.2.6 Conferring academic designation for hospital or community practitioners involved in teaching and research.
- 6.2.7 Allowing promotion of part-time clinical faculty according to the university regulations.
- 6.2.8 Ensuring that faculty are publishing research according to set criteria.

- 6.3 Academic staff development and career review:

6.3.1 Each college must have a medical education unit or department with a clear policy for the unit/department.

6.3.2 Medical colleges must have in place a policy for staff development and career review. The process must be formative and provide opportunities for the mentoring of staff by their immediate superiors and feedback from students.

6.3.3 Staff must have access to a staff development program appropriate to their developmental needs.

6.4 Teaching support and advice on evidence-based medicine teaching and learning must be available.

6.5 An up-to-date and well considered plan for human resources development must be in place.

6. STAFF

6.1 Faculty to Student ratio

6.1.1. The medical school must have a faculty to student ratio of:

6.1.1.1 1:10 for clinical learning

6.1.1.2 1:6 for laboratory

6.1.1.3 1:15 for group work.

6.1.1.4 1:60 for Lectures

6.1.2 It is imperative that;

6.1.2.1. At least 70 % of the faculty must be full time.

6.1.2.2. Each department must have at least one full-time Professor or Assistant Professor.

6.1.2.3. Departments must also have adequate numbers of nonacademic support staff (secretaries, technicians).

6.2 Qualifications for Recruitment and Promotion of Academic staff. All faculty involved in teaching must be required to have completed training in teaching and supporting medical students.

6.2.1 Faculty recruitment and promotion must be guided by the University regulations

6.2.2 Non-medically qualified basic science teachers must be encouraged to teach their subjects in such a way that relevance to medicine is apparent to students.

6.2.3 Making joint appointments between basic science and clinical departments.

6.2.4. Making part-time appointments.

6.2.5. Making joint appointments between university and hospitals.

6.2.6. Conferring academic designation for hospital or community practitioners involved in teaching and research.

6.2.7. Allowing promotion of part-time clinical faculty according to the University regulations.

6.2.8. Ensuring that faculty is publishing research according to set criteria.

6.3. Academic Staff Development and Career Review.

6.3.1. Medical education unit need to be available with clear policy for the unit.

6.3.2. Medical schools must have in place a policy for staff development and career review.

6.3.3. Staff must have access to a staff development program appropriate to their developmental needs.

6.4. Teaching support and advice on Evidence Based Medicine teaching and learning are available

6.5. An up-to-date and well considered plan for human resources development must be in place.

Proposed tools for evidence generation; Staff.

presentation	Components	Target	Tools	Ind No
Description	document of faculty to student ration in clinical disciplines	Doc.	Verifi	6.1.1.1
Description	document of total number of staff to students in the laboratory	Doc.	Verifi	6.1.1.2
Description	document of total number of student in clinical and working group	Doc.	Verifi	6.1.1.3
Description	document of total number of student in the lecture room	Doc.	Verifi	6.1.1.4
Description	document of total number of full time and partial time faculty members	Doc.	Verifi	6.1.2.1
Description	; (list of each department staff	Doc.	Verifi	6.1.2.2
Description	document of non-academic supporting staff	Doc.	Verifi	6.1.2.3
Description	All involved in teaching should had completed training course in teaching(preferred to be Medical education	Doc.	Verfi.	6.2.
Description	document of university regulation for recruitment and promotion	Doc.	Verfi.	6.2.1
%present or	interview and/or questionnaire to students whether	stud	Ques	6.2.2

not	basic science teaching is relevant to medicine	ent	Interv	
Description	presence of documented policies	Doc.	Verfi.	6.2.3.
Description	document of part time staff	Doc.	Verifi	6.2.4
description	document of collaboration between college and hospital	Doc.	Verifi	6.2.5
				6.2.6.
Description	documents for involvement of part time staff in development programs of the university	Doc.	Verif	6.2.7
Description	presence of research planning unit	Doc.	Verifi	6.2.8
Description	document for presence of the unite with its authorities	Doc.	Verfi.	6.3.1
description	endorsed documents for departments and college development plans, Presence of staff development program which contain : 1-professional development, 2-leadership development, 3- technical development	Doc.	Verfi.	6.3.2.
% of satisfaction	staff interview	staff.	interv iew	6.3.3.
Description	courses and training to staff on Evidence Based Medicine	Doc.	Verfi	6.4
Description	(presence of endorsed plan of human resources development	Doc.	Verfi.	6.5

Description of the requested Documents:

- 6.1.1.1. Document of faculty to student ration in clinical disciplines
- 6.1.1.2. document of total number of staff to students in the laboratory
- 6.1.1.3. document of total number of student in clinical and working group
- 6.1.1.4. Document of total number of student in the lecture room.
- 6.1.2.1. Document of total number of full time and partial time faculty members.
- 6.1.2.2. List of each department staff.
- 6.1.2.3. Document of non-academic supporting staff.
- 6.2. All involved in teaching should had completed training course in teaching (preferred to be Medical education).
- 6.2.1. Document of university regulation for recruitment and promotion.
- 6.2.3. Presence of documented policies of joint appointment between basic and clinical department.
- 6.2.4. Document of part time staff.
- 6.2.5. Document of collaboration between college and hospital.
- 6.2.6.

6.2.7. Documents for involvement of part time staff in development programs of the university

6.2.8. Presence of research planning unit

6.3.1. Document for presence of the unite with its authorities

6.3.2. Endorsed documents for departments and college development plans, Presence of staff development program which contain: 1-professional development, 2-leadership development, 3- technical development

6.4. Courses and training to staff on Evidence Based Medicine

6.5. Presence of endorsed plan of human resources development

Scoring of Staff domain.

NF	PF	FF	Indicator	Ind No	No
			The medical school must have a faculty to student ratio of: 1:10 for clinical learning	6.1.1.1.	1
			The medical school must have a faculty to student ratio of: 1:6 for laboratory	6.1.1.2	2
			The medical school must have a faculty to student ratio of: 1:15 for group work.	6.1.1.3	3
			The medical school must have a faculty to student ratio of: 1:60 for Lectures	6.1.1.4	4
			At least 70 % of the faculty must be full time.	6.1.2.1.	5
			Each department must have at least one full-time Professor or Assistant Professor	6.1.2.2	6
			Departments must also have adequate numbers of nonacademic support staff (secretaries, technicians	6.1.2.3	7
			All faculty involved in teaching must be required to have completed training in teaching and supporting medical students.	6.2.	8
			Faculty recruitment and promotion must be guided by the University regulations	6.2.1	9
			Non-medically qualified basic science teachers must be encouraged to teach their subjects in such a way that relevance to medicine is apparent to students.	6.2.2.	10
			Making joint appointments between basic science and clinical departments.	6.2.3	11
			Making part-time appointments.	6.2.4.	12
			Making joint appointments between university and hospitals.	6.2.5	13

		Conferring academic designation for hospital or community practitioners involved in teaching and research.	6.2.6	14
		Allowing promotion of part-time clinical faculty according to the University regulations.	6.2.7	15
		Ensuring that faculty is publishing research according to set criteria.	6.2.8	16
		Medical education unit need to be available with clear policy for the unit.	6.3.1	17
		Medical schools must have in place a policy for staff development and career review	6.3.2	18
		Staff must have access to staff development program appropriate to their developmental needs.	6.3.3	19
		Teaching support and advice on Evidence Based Medicine teaching and learning are available	6.4	20
		An up-to-date and well considered plan for human resources development must be in place.	6.5	21
		Total score =(FF=2, PF=1, NF=0)		