

Department of Medical Education
Quality Assurance Cell
Khyber Medical College Peshawar

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No: DME/518/KMC/2020

Dated: 28/10/20

DEPARTMENT CHAIRPERSONS` EVALUATION

Introduction

In order to evaluate and supervise the performance of Chairpersons of different departments in both clinical and basic sciences disciplines, there is a dire need of introducing mechanisms to assess their performance in terms of academics, leadership, administration, research and scholarship, and patient care. On the advice of deanery of KMC, the following evaluations documents have been developed by the Performance Evaluation (PER) committee as part of quality assurance initiative. After approval from the committee and dean, the documents will be presented to the Board of Governors of KMC/KTH for approval. On the advice of the PER committee, these forms will be evaluated and questionnaire filled by a committee comprising of Medical Director (MD) and senior most faculty member on clinical side and Vice Dean (VD) and senior most faculty member in basic sciences disciplines. The names of these faculty members will be announced later by the Dean. The document comprises of 2 parts; part A includes documents providing evidence of performance of chairpersons in relevant discipline and part B includes a questionnaire where the assessors will mention their feedback in the form of Likert scale responses. The countersigning authority will be the Dean of KMC/KTH.

Part- A

(List of documents to be provided)

Requirements from the departments` chairs

1) Academics and curriculum

- a. Provide the list of lectures / teaching events with undergraduate students which the chair has taken (academic calendar)
- b. Provide the list of academic activities conducted for postgraduate students and faculty (provide the proof)
- c. Provide a proof of internal and external assessments participated into, in the last year
- d. Provide a list of workshops attended / facilitated / organized in last year (provide evidence)
- e. Provide a list of other educational programs attended / facilitated / supervised in last year (provide evidence)
- f. Provide a list of postgraduate students under your supervision (if applicable)
- g. Provide CME points gained in the last 1 year
- h. Any other document

2) Administrative activities

- a. Provide proof of participation in college / hospital administrative activities (memberships of different committees)
- b. Provide a list and proof of other management and administrative activities / responsibilities

3) Research and scholarship

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- a. Provide a list and proof of ongoing research projects in your department
- b. Provide a list of research publications belonging to your department in the last 1 year
- c. Provide a list of research/academic workshops being attended / facilitated / supervised by you in the last one year
- d. Provide a list of postgraduate or undergraduate students` research proposals/projects (under your supervision) being prepared in the last one year in your department (if applicable)

4) Patient care*

- a. Provide a list of clinical audit sessions (and mortality / morbidity meetings conducted in your department in last one year (provide proof)
- b. Provide details of implementation of clinical audit reports in your department
- c. Describe the steps taken to implement the infection control protocols in your department
- d. Provide the details of critical incidents reports (CIRs) in your department and evidence of course of actions

5) Other documents and achievements in the current position

List of certificates, awards, degrees, courses (including on-line courses) etc.

**not applicable for basic sciences departmental chairpersons*

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Part-B
(Feedback form)

Name of Department chair:

Department name:

Date

Academic year

Key: 5: Strongly agree, 4: Agree, 3: Unsure, 2: Disagree, 1: Strongly disagree

Maximum marks for clinical faculty=175

Maximum marks for undergraduate faculty=135

A) Leadership and Academics

Statement	5	4	3	2	1
Has vision and awareness of future trends in the discipline					
Is an effective advocate for the department					
Communicates effectively with faculty, staff and students					
Builds consensus through faculty involvement in decision making					
Exhibits integrity in decision-making					
Has adequate skills of conflict resolution					
Is a role model for students and faculty					
Ensures that new faculty members have received adequate orientation about the College and the department/program					
Mentors faculty in the areas of teaching, scholarship and service					
Consults with department faculty on staffing decisions, including the hiring of new faculty members & retention					
Consult with department faculty about the scheduling of courses and the assignment of independent studies and other such activities					
Supports and enhances instructional and professional collaboration among department members					
Promotes and encourages effective resolution of faculty concerns / conflicts					
Conducts classroom visits and evaluates faculty working under					

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him/her in a timely manner					
Provides constructive feedback for improvement of teaching and facilitates opportunities for peer coaching					
Monitors students' responses from classes & provides effective feedback to the faculty					
Works with faculty to plan, execute and review the curriculum					

B) Management and administrative responsibilities

Statement	5	4	3	2	1
Represents departmental concerns & communicates these to the higher authorities					
Prepares agenda for and presides over regular department meetings					
Maintains appropriate department records including course syllabi					
Allocates resources for programs consistent with departmental priorities					
Involves faculty in different decision making steps and take their opinion					
Supports faculty in times of difficulty					

C) Research and scholarship

Statement	5	4	3	2	1
Conducts, supervises and evaluates research activities in the department					
Supports and facilitates research activities by faculty and students					
Arranges research / scholarly seminars / conferences and other such activities in the department					
Supervises and supports trainees effectively in postgraduate programs					

D) Patient care*

Statement	5	4	3	2	1
Considers patient care as the utmost priority in healthcare settings					
Regularly conducts clinical audits / mortality and morbidity meetings					
Implements the clinical audit recommendations					
Conducts teaching sessions with undergraduate and postgraduate students related to patient safety and medical errors					

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Provides safe environment in the department for patient care					
Implements the system of infection control at the department level					
Exhibits professionalism and is empathetic with patients, students and faculty					
Has multidisciplinary approach in managing patients					

*not applicable for basic sciences teachers

Any other point

Total marks	Marks obtained	Percentage
175 for clinical faculty 135 for undergraduate faculty		

Overall Assessment of the Appraises (Tick Mark the Relevant Box)

Performance unacceptable- Should not continue	May continue on post, but performance is below optimum level	Satisfactory- achieved required objectives	Continued high level of performance in most aspects	Performs exceedingly well in nearly all aspects	Excellent in all phases of performance- A role model and a leader
Less than 40%	40-49%	50-59%	60-69%	70-79%	80% and above

Name and signature of faculty-1 _____ Date: _____

Name and signature of faculty-2 _____ Date: _____

Countersigned by Dean KMC/KTH _____ Date: _____

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This document is prepared by the Quality Assurance Cell of the KMC in 2020