

**Istinye University Faculty of Medicine**

**Pre-Graduation Medical Education Program**

**Organizational Structure**

**Working Principles and Job Descriptions (ISU-FM-PGMEP-OC)**

**(Faculty Board Decision Date: 24.07.2023. No: 2022/2023-06)**

**5.12. Medical Education Department (TEAD):** The determination of the agenda for the educational committees, the organization of meetings, and the recording of meeting minutes are carried out by the Medical Education Department (TEAD) under the responsibility of the Dean's Office. TEAD contributes to the work of specific units listed in the Istinye University Faculty of Medicine Medical Education Organization Chart (ISU-FM-PGMEP-OC) with at least one active member

**Duties and Responsibilities:**

- Prepare and propose the exam schedules for the academic year to the Dean's Office.
- Participate in the planning and delivery of teacher training, receive feedback through various methods, organize surveys for this purpose, and participate in the analysis of the surveys. Share the results, when necessary, with all relevant units and elements listed in the Istinye University Faculty of Medicine Medical Education Organization Chart (ISUFM-PGMEP-OC).
- Keep track of developments in current medical education literature and participate in scientific activities in this regard.
- Provide suggestions for ISU-FM-PGMEP as needed and conduct relevant studies.
- Prepare, develop, and ensure the alignment of the Question Preparation and Exam Structuring Guide with the exams.
- Coordinate the organization of exam venues and invigilators, and the juries for practical course oral exams under the supervision of the Dean's Office during the administration of exams.