

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)

Objective

Article 1: The aim is to determine the duties and principles of the boards in the Pre-Graduation Medical Education Program Organization Chart (PGMEP-OC) at Istinye University Faculty of Medicine, which plans, implements, and evaluates the processes and activities related to education, teaching, and assessment.

Scope

Article 2: This document encompasses the duties, authorities, and working principles of the committees related to accreditation processes and activities concerning education, teaching, and assessment at Istinye University Faculty of Medicine.

Definitions

Article 3:

- **University (ISU):** Refers to Istinye University.
- **Faculty (ISU-FM):** Refers to Istinye University Faculty of Medicine.
- **Dean:** Refers to the Dean of Istinye University Faculty of Medicine.
- **Faculty Executive Board (FEB):** Refers to the Faculty Executive Board of Istinye University Faculty of Medicine.
- **Faculty Board (FB):** Refers to the Faculty Board of Istinye University Faculty of Medicine.
- **External Stakeholder Advisory Board (ESAB):** Refers to the External Stakeholder Advisory Board of Istinye University Faculty of Medicine.
- **Education Head Coordinator:** Refers to the Education Coordinator of Istinye University Faculty of Medicine.
- **Deputy Dean in Charge of Medical Education:** Refers to the Deputy Dean in Charge of Medical Education at Istinye University Faculty of Medicine.
- **Quality and Continuous Improvement Board (QCIB):** Refers to the Quality and Continuous Improvement Board of Istinye University Faculty of Medicine.
- **Curriculum Board (CB):** Refers to the Curriculum Board of 0 University Faculty of Medicine.
- **Assessment Board (AB):** Refers to the Assessment Board of Istinye University Faculty of Medicine.
- **Academic Program Catalog Board (APCB):** Refers to the Academic Program Catalog Board of Istinye University Faculty of Medicine.

- **Medical Education Student Board (MESB):** Refers to the Medical Education Student Board of Istinye University Faculty of Medicine.
- **Medical Education Department (MED):** Refers to the Medical Education Department of Istinye University Faculty of Medicine.
- **Coordinators Board (CORB):** Refers to the Coordinators Board of Istinye University Faculty of Medicine.
- **Education Environments Coordination (EEC):** Refers to the Education Environments Coordination of Istinye University Faculty of Medicine.
- **Program Evaluation Board (PEB):** Refers to the Program Evaluation Board of Istinye University Faculty of Medicine.
- **Self-Evaluation Board (SEB):** Refers to the Self-Evaluation Board of Istinye University Faculty of Medicine.
- **Pre-Clinical Stage Coordinators:** Refers to the Pre-Clinical Stage Coordinators of Istinye University Faculty of Medicine.
- **Clinical Stage Coordinators:** Refers to the Clinical Stage Coordinators of Istinye University Faculty of Medicine.
- **Primary Care Practices Board:** Refers to the Primary Care Practices Board of Istinye University Faculty of Medicine.
- **Laboratory Board:** Refers to the Laboratory Board of Istinye University Faculty of Medicine.
- **Elective Course Board:** Refers to the Elective Course Board of Istinye University Faculty of Medicine.
- **Student Exchange Programs Representation:** Refers to the Student Exchange Programs Representation of Istinye University Faculty of Medicine.
- **Horizontal Transfer Commission:** Refers to the Horizontal Transfer Commission of Istinye University Faculty of Medicine.
- **Pre-Graduation Medical Education Program (PGMEP):** Refers to the Istinye University Faculty of Medicine Pre-Graduation Medical Education Program.

Appointment of Members and Terms of Office

Article 4: All members of ISU-FM-PGMEP-OC are appointed by the Dean through a decision of the Faculty Board for one academic year. A member whose term of office has expired may be reappointed. If a member fails to attend three consecutive meetings without permission or excuse within a calendar year, their membership is terminated, and a new member is appointed through the same method. The termination of membership in the board comes into effect upon the proposal of the board's chairman, with the approval of the Dean being communicated to the relevant individual. The request of a faculty member to withdraw from the board becomes effective upon notification by the Chairman and approval by the Dean.

Duties and Responsibilities:

Article 5:

5.1. Dean: Holds the highest managerial position responsible for leading the Pre-Graduation Medical Education Program (FM-PGMEP). Duties and responsibilities are defined in accordance with the Law No. 2547 on Higher Education and the Regulation on Academic Organization in Universities.

5.2. Faculty Executive Board (FEB): Responsible for making administrative decisions to ensure the development and implementation of FM-PGMEP in accordance with the strategic decisions of the Faculty Board (FB). Duties and responsibilities are defined in accordance with the Law No. 2547 on Higher Education and the Regulation on Academic Organization in Universities.

5.3. Faculty Board (FB): Responsible for making strategic decisions regarding the development and implementation of FM-PGMEP. Duties and responsibilities are defined in accordance with the Law No. 2547 on Higher Education and the Regulation on Academic Organization in Universities.

5.4. External Stakeholder Advisory Board (ESAB): Responsible for conducting activities to ensure and maintain the international recognition of ISU-FM-PGMEP. Board members are appointed by the Faculty Executive Board (FEB) upon the recommendation of the Dean.

5.5. Educational Coordinator: Appointed by the Dean from among the faculty members for a period of two (2) years to ensure coordination among all committees involved in the preparation and implementation of educational programs. The Educational Coordinator is a natural member of all committees.

Duties and Responsibilities:

- Ensure the creation and maintenance of horizontal and vertical integration in all educational periods.
- Ensure the alignment of educational programs with UÇEP and develop the Istinye University Faculty of Medicine Core Education Program by organizing at least one meeting per Academic Year with Period Coordinators/Assistants and Course Board/Practical Course Block/Practical Course Instructors to evaluate the educational program and present the results in a report to the Program Evaluation Board.
- Prepare/ensure the preparation, under the coordination of the Program Evaluation Board, of tables such as "Bologna Information Package Content," "Program Competencies," and "Turkish Higher Education Competencies Matrix."
- Lead the Faculty's national or international accreditation efforts, coordinate among the committees to prepare the "Faculty Self-Evaluation and Midterm Evaluation Reports."
- Supervise the activities of the education secretariat on behalf of the Dean.
- Organize semester evaluation meetings at least once per academic year under the chairmanship of the Dean, with the participation of all relevant executives, Period Coordinators/Assistants, and Department Heads, including student representation, during the education-teaching period. Submit meeting minutes and the Year-End Education Evaluation Report containing recommendations to the Dean's Office.

5.6. Deputy Dean in Charge of Medical Education: Holds a senior managerial position responsible for the administration of FM-PGMEP.

5.7. Quality and Continuous Improvement Board (QCIB): Responsible for ensuring quality management and continuous improvement at the faculty level. Composed of members appointed by the Dean, taking into account internal and external stakeholder representation.

Duties and Responsibilities:

- The board aims to facilitate the development of specific solutions, practices, and regulations in collaboration with all elements in the updated organizational chart of the faculty in the field of quality management of the main activities of the faculty.
- Through this board, the goal is to establish an integrated quality management system in line with the "ISU Strategic Plan" objectives and quality policies concerning the main activities of the faculty in terms of education, research, service, and contributions to society, with a focus on internationalization and contributions to society.
- The board will conduct its activities in weekly meetings and, in line with the "ISU Quality Handbook," will follow the PUKO cycles and process workflows defined in the handbook, using current management principles/techniques and tools (e.g., Six Sigma, Lean Management, Obeya Room, Huddleboard, A3 Thinking, Goal Cards, PDCA Form, etc.).

5.8. Curriculum Board (CB): Consists of a chair, a vice-chair, and a sufficient number of members appointed by the Dean. The CB meets at least twice per academic year.

Duties and Responsibilities:

- Works on activities that align with ISU-FM's education-related strategies and outcomes.
- Collaborates with other faculty committees related to education in the implementation of the education program.
- Ensures the establishment of permanent or temporary committees and working groups necessary for its work, defines the tasks of the committees and working groups, proposes members to the Dean for appointment, ensures the creation of work plans for the committees and working groups, and monitors their regular activities.
- Ensures and monitors the compliance of the curriculum with national and international standards.
- Ensures the writing and announcement of the objectives and outcomes of terms, boards, internships, and courses in line with the outputs.
- Monitors the achievement levels of educational activities within the curriculum, and conducts improvement and development work when necessary.
- Ensures horizontal and vertical integration within the curriculum.
- Emphasizes student-centered methods within the teaching approaches.
- Conducts necessary efforts to incorporate current technologies into educational activities.
- Facilitates the inclusion of early clinical exposure, the development of research education, elective courses, and independent study hours within the curriculum.

- Manages activities by utilizing data from program evaluations and other data collected through scientific methods, conducting necessary studies independently to gather such data when needed.
- Determines and proposes strategic planning for curriculum changes and presents it to the management.
- Ensures the evaluation of proposed curriculum changes and the incorporation of approved ones into the curriculum.
- Conducts the necessary work related to the accreditation process concerning the curriculum.

5.9. Assessment and Evaluation Board: Chaired by the Dean and/or Deputy Dean, the board consists of the Education Coordinator, one faculty member representing the Medical Education and Biostatistics and/or Public Health Departments, and other faculty members appointed by the Dean. The board secretary is conducted by a faculty member from the Medical Education Department.

Duties and Responsibilities:

- Determine assessment and evaluation methods (AEM) for the Istinye University Faculty of Medicine Pre-Graduation Medical Education Program (ISU-FM-PGMEP) in relation to learning levels, terms, outcomes, aims, and objectives. Update the exam matrix according to requirements and conduct other related activities (assessment and evaluation process, the impact of assessment methods on academic grades and pass-fail competence, pass-fail flowchart, exam analyses, and training).
- Ensure the preparation of exam questions during the academic year in accordance with question preparation techniques, conduct exam analyses, and share the results with the Program Evaluation Board.
- Facilitate the development and management of the question bank.
- Review post-exam student feedback, exam appeal petitions, and excuse applications, making decisions.
- Share recommendations with the Program Evaluation Board for the improvement, development, and resolution of issues in the implementation of exams during the academic year.
- Plan and ensure the implementation of training for faculty members on assessment and evaluation.

5.10. Academic Program Brochure Board (APBB): Consists of a chair, a vice-chair, and members appointed by the Dean.

Duties and Responsibilities:

- Designs the Academic Program Brochures.
- Coordinates and monitors the preparation process of Academic Program Brochures.
- Coordinates the readiness for printing and printing of Academic Program Brochures.
- Ensures the distribution of Academic Program Brochures to relevant parties and their publication on the website.

5.11. Medical Education Student Board (MESB): MESB consists of eight members representing the Executive Board. The chairman and vice-chairman are elected by a vote from among the term representatives determined in elections held at the beginning of each term. The president of the Istinye University Medical Students Union (İstinyeTÖB) and the president of INSPARK (“Istinye’s Network for Science, Progress, Advancement, Research, Knowledge” community) also serve on this board. The duties and responsibilities of the Medical Education Student Board are defined within the scope of the 'Istinye University Faculty of Medicine Medical Education Student Board Procedures and Principles.

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 (ISU-FM-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.

5.13. Education Environments Coordination: Organizes the necessary arrangements and connections for all education and training activities conducted at Istinye University Faculty of Medicine to take place in suitable environments. In clinical period education, it is responsible for establishing external institution education environment connections and organizing and monitoring the functioning of the process. In line with the vision of the University and the Faculty, it suggests new External Education Environment collaborations for the development of the Program, in communication with the Program Evaluation Board.

5.14. Program Evaluation Board (PEB): Consists of a Chair, Vice-Chair, Education Coordinator, Head of the Medical Education Department or representative, Semester Coordinators, other faculty members appointed by the Dean, and a Faculty Student Representative. Members are appointed by the Dean. Meets at least four times during each

academic semester under the chairmanship of the Dean or Dean's Deputy. The secretariat of the board is run by faculty members of the Medical Education Department.

Duties and Responsibilities:

- Evaluate feedback surveys, board, and practical course/internship end reports.
- Assess measurement and evaluation results at the end of each academic year.
- Analyze, report, and preserve data.
- Share reports with relevant boards, individuals, and departments.
- Collect information on improvements and changes made by the relevant boards and departments based on shared feedback.
- Evaluate implemented changes.
- Review and improve data collection systems and tools.
- Identify and request the material and equipment needs of the feedback system.
- Evaluate suggestions for elective courses, both within and outside the field, from the Elective Course Board.
- Assess recommendations and feedback reports on education from the Department of Medical Education.
- Evaluate feedback received from faculty members and the Course Board/Applied Course Block/Applied Course Instructors through the coordinators.
- Conduct focus group meetings with student class representatives at the end of each semester to gather and assess student feedback.
- Evaluate feedback and reports from the Measurement and Evaluation Board.
- Assess education-related suggestions received from the Employers Advisory Board and Alumni Advisory Board at the end of each academic year.
- Prepare the "Program Evaluation Report" at the end of each academic year, utilizing all education-related data and feedback, and submit it to the Dean's Office.

5.15. Self-Assessment Board: In accordance with the National Medical Education Accreditation Board (UTEAK) Standards, responsible for preparing a document providing essential information about the faculty (Self-Assessment Report, SAR) before applications for the accreditation and renewal of accreditation of ISU-FM-PGMEP. This document is evaluated by UTEAK and the visiting team members.

5.16. Coordinators Board (CORB): Comprises a President, Vice President, the Education Chief Coordinator appointed by the Dean, the Coordinator of each semester, a Coordinator assistant, a student representative, and a secretary. The Coordinators Board meets at least twice in each semester, upon the invitation of the Education Chief Coordinator and, if available, with

the participation of the Dean and at least one Dean's deputy. The dates for at least two meetings are determined at the last coordinators' meeting for the next academic year.

Duties and Responsibilities:

- The CORB (Coordinators Board) plans the overall organization and coordination of teaching, education, and exams in line with the views of the departments every academic year.
- Ensures that all education and teaching activities in the Faculty are carried out regularly and harmoniously based on the academic calendar and communicates process information to the Program Evaluation Board.
- In the second semester, determines the academic calendar for the upcoming academic year and communicates it to the Program Evaluation Board.
- Reviews the results of all student exams conducted after the previous meeting, identifies the reasons for success or failure, and, if necessary, communicates them to the Measurement and Evaluation Board with a report.
- Within one month following the end of the academic year, conducts evaluations for that academic year and presents the results to the Quality and Continuous Improvement Board.
- In cases of necessary disruptions in education and teaching, proposes changes to the program for approval by the Dean's Office.
- Presents views and suggestions to the Quality and Continuous Improvement Board regarding changes needed to improve education quality, including changes in teaching tools and their infrastructure.
- Identifies opinions and suggestions regarding changes to be made in regulations and directives and communicates them to the Program Evaluation Board.
- Transmits information about students whose connection with education is severed due to absence or other reasons to the Measurement and Evaluation Board.
- Closely monitors student activities, conducts research on students' needs and issues, presents the findings and recommendations to the Quality and Continuous Improvement Board.
- Monitors, examines, and prepares opinions on student counseling services at every level and conveys them to the departments and coordinators when necessary.
- Carries out other tasks requested by the Dean related to education and teaching, expresses opinions when necessary, and conveys the views of the departments and coordinators.
- In addition to the tasks defined by regulations, the CORB can propose changes to the Working Principles of the Faculty Pre-Graduate Medical Education Program (WP-PGMEP), which is a component of or supports the FM-PGMEP, to the Faculty Board.

5.17. Pre-Clinical Stage Period Coordinators: Appointed by the Dean for a period of 2 years to coordinate the Pre-Clinical Stage Education. They are responsible for determining the

following issues through meetings with the Period Coordinator/Assistant and Executives, coordinating the documentation and archiving of the meetings:

- Ensuring the introduction of the Board, Student Presentations, and the Final Evaluation Meetings of the Board are carried out in accordance with the academic calendar.
- Organizing at least two meetings within each course board with Coordinator Assistants and Board Executives, documenting and archiving each meeting.
- Determining the total number of questions to be asked in exams, the distribution of questions for each science/department within the learning objectives, the format of question collection, and the deadline for the final collection. Reporting exam results appropriately.

5.18. Clinical Stage Coordinators: Appointed by the Dean for a period of 2 years to coordinate the Clinical Stage Education. They are responsible for determining the following aspects through meetings with the Term Coordinator/Assistant:

- Ensure the Introduction of the Practical Course Block and the Final Evaluation Meetings of the Board are carried out in accordance with the academic calendar.
- Organize at least two meetings within each course board with Coordinator Assistants, record minutes for each meeting, and archive them.
- Determine the total number of questions to be asked in exams, the distribution of questions to each science/department within the learning objectives, the method of collecting questions, and the final collection date. Report exam results appropriately.

5.19. Primary Care Practices Board: Ensures the coordination of Primary Care Practices education as specified in the academic calendar.

5.20. Laboratory Board: Appointed by the Dean for a period of 2 years, the Laboratory Board ensures the coordination of laboratory applications. It consists of a Coordinator, a Coordinator Assistant, and members. It organizes laboratory practices through two sub-working groups: the Multidisciplinary Laboratory Board and the Vocational Training Skills Board.

5.21. Elective Course Board: Appointed by the Dean for a period of 2 years, the Elective Course Board is responsible for the planning and implementation of elective courses.

Duties and Responsibilities:

- Evaluate requests for the opening of elective courses, both within the faculty and from other educational units within Istinye University and external universities. Prepare a report assessing whether the received requests comply with the rules for opening elective courses, and submit it to the Program Evaluation Board.
- Collect elective course schedules and course information packages prepared by elective course instructors by the beginning of May in the academic year preceding.

5.22. Student Exchange Programs Representation: Appointed by the Dean for a period of 2 years, the Student Exchange Programs Representation is responsible for overseeing the activities related to national and international student exchange programs within the faculty.

5.23. Horizontal Transfer Commission: Appointed by the Dean for a period of 2 years, the Horizontal Transfer Commission is responsible for evaluating the course program equivalence and eligibility for transfer of students applying to register through the horizontal transfer process to the faculty.

Article 6:

The activities of the units defined in this document are further explained with relevant procedures and instructions.

Enforcement:

Article 7: This document shall enter into force as of the date of approval by the Faculty Board.

Execution:

Article 8: The execution of the provisions of this document is carried out by the Dean of ISUFM.

Article 9: The authority to regulate and make decisions on all matters not covered by the provisions of this document lies with the ISUFM Deanery.

Article 10: In the detailed operation of the elements in the organizational structure of İstinye University Faculty of Medicine Undergraduate Medical Education, a document arrangement in accordance with the quality certification system hierarchy is applied. Documents defining the detailed operation are considered as annexes to the Work Principles document.