**External Review Visit - Qatar University Health**

[Name of College]

[Name of the Program]

Schedule for the 3-day Site Visit

[Dates of the Visit]

[Number of Meeting Room]

|  |  |
| --- | --- |
|  | **Date: []** |
|  | **Arrival of Reviewers** |
| Add Time | Arrival: [FLIGHT DETAILS] |
| Add Time | Car transport service to the hotel [DETAILS, INCLUDING CONTACT NUMBER] |

*Note: For questions or problems, External Reviewer can call Admin Assistant Ms. XXX*

**Day 1: [Specify Day]**

| **Time** | **Activity** | **Participant(s)** | **Meeting themes/topics** |
| --- | --- | --- | --- |
| *[9:00-9:10 am]*  *10 min*  **Venue:** | **Welcome** | * Vice President for Medical and Health Sciences | *Introductory welcome meeting* |
| *[9:10-9:20 am]*  *10 min*  **Venue:** | **Academic Quality Department (AQD) Operations** | * Director of Academic Quality Department | *Overview of the AQD operations* |
| *[9:30 -10:45 am]*  1hr 15 min  **Venue:** | **Governance and Administration (Q&A)** | * Dean of College * Associate Dean for Academic Affairs * Assistant Dean for Student Affairs * Departmental & Section Heads | *Governance and administration*  *Institutional priorities*  *Academic leadership including Program’s position at QU Health and within larger institution*  *Interaction with health sector* |
| ***15 min Break*** | | | |
| *[11:00-12:15]*  1 hr 15 min  **Venue:** | **Educational Program Overview *(Q&A)*** | * Dean of College * Associate Dean for Academic Affairs * Department Head * *Selected faculty & staff as needed* | *Program mission & operational Objectives*  *Curriculum & study plan*  *Program learning outcomes*  *Program evaluation & management* |
| ***45 min lunch break*** | | | |
| *[1:00-2:00 pm]*  1 hr  **Venue:** | **Assessment of Students (Q&A)** | * Assistant Dean for Student Affairs * *Selected faculty & staff as needed* * Clerkship Directors/ coordinators | *Program development and delivery*  *Assessment of student performance* |

**Day 2: [Specify Day]**

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| **Time** | **Activity** | **Participant(s)** | **Meeting themes/topics** |
| *[10:00 -10:45 am]*  45 min  **Venue:** | **Educational**  **Resources** | Selected faculty and staff managing educational resources | *Physical facilities*  *Information technology*  *Clinical training resources*  *Educational expertise* |
| *[10:45 -11:15 am]*  30 min | **Tour of the College** | * Dean of College * Associate Dean for Academic Affairs * Selected faculty and staff as needed |  |
| *[11:15 am- 12:00 pm]*  45 min  **Venue:** | **Meeting with Stakeholders** | Representatives from health care institutions | *Clinical experiences of students & engagement of clinical faculty* |
| ***15 min break*** | | | |
| [12:15-1:15 pm]  1 hr  **Venue:** | **Meeting with Students** | Students representatives | *Student engagement in program operations*  *Involvement in research and service*  *Academic and career advising* |
| **30 min lunch break** | | | |
| **Drive to selected Health Institutions 30 mins** | | | |
| *[2:15 -3:00 pm]*  45 min | **Meeting with Alumni and Tour of Health Institution** | Alumni representatives | *Perceptions on curricular effectiveness post-graduation(in relation to employment sector)* |

**Day 3: [Specify Day]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Activity** | **Participant(s)** | **Meeting themes/topics** |
| *[10:00 -10:50 am]*  50 min  **Venue:** | **Students** | * Associate Dean for Academic Affairs * Assistant Dean for Student Affairs * Selected faculty and staff as needed | *Students policy*  *Admissions Procedures*  *Support & Counselling* |
| *[11:00 -11:50 am]*  50 min  **Venue: 168** | **Faculty & Staff** | * Selected faculty and staff as needed | *Recruitment*  *Qualifications*  *Promotions*  *Faculty development* |
| ***1 hr break*** | | | |
| *[1:00- 1:30 pm]*  30 min  **Venue:** | **Feedback of reviewers** | * Vice President for Medical and Health Sciences * Director of Academic Quality Department * Dean of the College * Associate Dean for Academic Affairs * Assistant Dean of Student Affairs * Selected faculty and staff as needed * SER coordinator | *Program and College future and exit briefing* |