**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*  |