



**THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
COLLEGE OF MEDICINE**



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PROGRAM DEVELOPMENT PROCESS

Encryption	QT.01/ P.yT/03
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Signature			
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PROGRAM DEVELOPMENT PROCESS

I. PURPOSE AND SCOPE OF APPLICATION

- **Purpose:** To develop, implement, and maintain this process in order to ensure the quality and responsiveness of new training programs that meet business requirements.
- **Scope of application:** This procedure applies to all units within Thai Binh Medical College.

II. DEFINITIONS AND ABBREVIATIONS

1. Definition: -

Program development is the creation of a program that outlines the training level; target audience, admission and graduation requirements; training objectives, knowledge and skills standards for graduates; the volume of theoretical, practical, and internship knowledge; the training plan according to the designed timeframe; training methods and formats; assessment methods and learning outcomes; and the conditions for program implementation.

2. Abbreviations:

P.ÿT	Training Management Department	PTCHC Planning and Finance Department	
Board of Directors	Board of Directors	CTDT	Training program
Council	Evaluation Council	MD/MH	Module/Subject
XDCT	Develop the program.		

III. FLOWCHART (See page 3)

IV. SPECIFICATIONS (See pages 4-5)

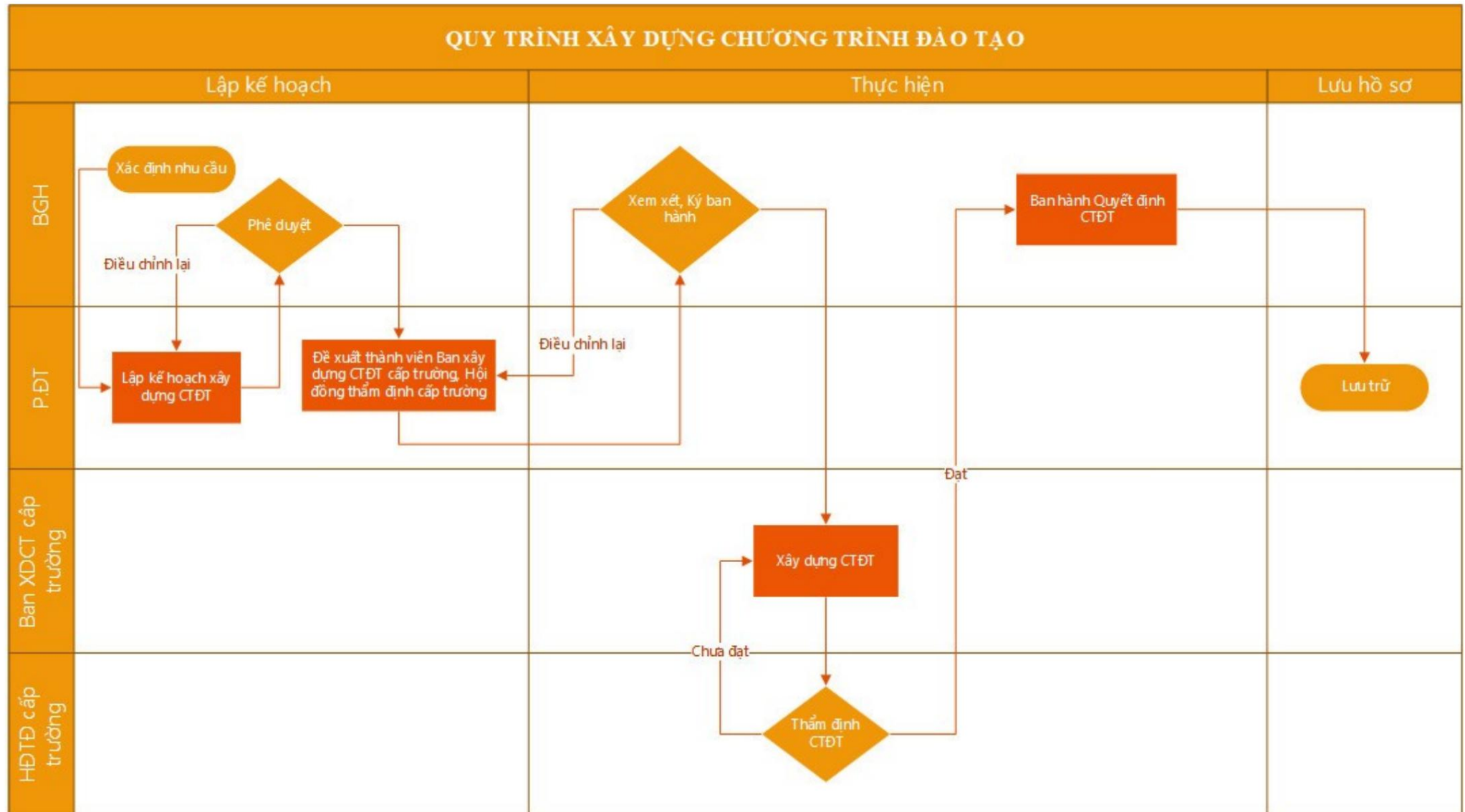
V. ACCOMPANYING FORMS/INSTRUCTIONS

1. Reference documents:

- Circular 03/2017/TT-BLDTBXH dated March 1, 2017, stipulates the process for developing, appraising, and issuing training programs; organizing the compilation, selection, and appraisal of training curricula at the intermediate and college levels;
- Decision No. 227/QĐ-CDYT dated July 3, 2020, on promulgating regulations on the process of developing, appraising, and issuing programs; organizing the compilation, selection, and appraisal of training curricula for continuing education at the elementary, intermediate, and college levels.

2. Forms

No.	Form/Instruction Name	Encryption
1.	Curriculum Development Plan	BMXDCT.01
2	Decision on the development of the curriculum	BMXDCT.02
3	Decision to establish the Council for the Promotion of Talents	BMXDCT.03
4	Curriculum Frameworks	BMXDCT.04
5	Course curriculum	BMXDCT.05
6	Program Evaluation Form	BMXDCT.06
7	Minutes of the program evaluation meeting	BMXDCT.07
8	Decision to issue the curriculum	BMXDCT.08



SPECIFICATION OF THE TRAINING PROGRAM DEVELOPMENT PROCESS

No.	Job step name	Specification	Department/Unit responsible	Coordinating Department/Unit	Results achieved	Deadline	Chart sample
1	Identifying needs	Identify the fields for which training programs need to be developed (through program review, surveys of enterprise workforce needs, and student needs).	Board of Directors	P.ÿT Department	Job title needed XDCT	Annual	
2	Plan the content of the curriculum.	- Planning: defining goals and requirements, work, the time, and assign responsibilities for developing the responsibilities for implementing the curriculum development program.	P.DT	Department	- Draft plan to be prepared	one week after receiving the proposal.	
3	Approve	Check the plan's suitability; if not suitable, return to step 2; if suitable, proceed to step 4.	Board of Directors	P.ÿT	- Plan	One week after receiving the plan.	
4	Proposal for members of the curriculum development committee. School-Level Emulation and Commendation Council	- Proposal for the Curriculum Development Committee: It is recommended that at least 30% of the faculty and experts involved in curriculum development be from the relevant department. - Proposed Program Evaluation Council: Proposed lecturers and program evaluation experts: Chairman, Vice Chairman, Secretary, and members; including at least two reviewers from another vocational education institution and a representative from the state management agency for vocational education.	P.ÿT	Department	- Proposal document Construction and Development Board School-Level Emulation and Commendation Council		

5	Review and sign the document.	<p>Review the suitability of the proposal document from the Construction Committee. The program and school-level assessment committee should not be unsuitable. agreement, then proceed to step 4. If deemed appropriate, sign and issue the and proceed to step 6</p>	Board of Directors	P.ÿT	Decision to establish the School Council, Decision to establish the School-level Construction Committee		
6	Build CTD T	<ul style="list-style-type: none"> - Determine the time, amount of knowledge, skills, and content to be included in the training program based on occupational skill standards and output standards according to the qualification level of the training ngành, nghÿ (field/profession). - Design the training program structure, determine the list of subjects, modules, duration, and time allocation for implementation. - Design detailed syllabi for subjects and modules according to the established training program, requirements, and the Curriculum Board's approval of methods for evaluating student learning outcomes - Organize the compilation of training programs, detailed curricula for subjects and modules. - Organize workshops to gather feedback from experts, lecturers, administrators, scientists, and employers on the training program. - Finalize the draft training program based on feedback from experts. 	Development School	Department	<ul style="list-style-type: none"> - Output standards - Programme the framework - Detailed curriculum for each subject 	According to plan	

<p>7</p>	<p>Assessment CTDT</p>	<ul style="list-style-type: none"> - Members of the Steering Committee study the draft program; prepare written comments and evaluations based on the program's content and structure, and submit them to the Chairman of the Steering Committee; - The program development committee will present a summary of the program development process and key contents as requested by the Chairman of the Board of Directors; - Members of the Steering Committee commented on and evaluated the draft program; - The program development committee will explain and incorporate the feedback from the evaluation committee; - The Chairman of the Board of Directors summarizes and concludes; - The evaluation committee elects a vote counting committee and conducts a vote to assess the quality of the program; - The Chairman of the Board of Trustees concluded: <p>If the requirements are not met, proceed to step 6 and develop a plan for the next assessment.</p> <p>+ If the requirements are met, we request the Principal to review and decide whether to proceed to step 8.</p> <ul style="list-style-type: none"> - The Secretary of the Evaluation Council prepares the minutes of the program evaluation meeting; 	<p>- HyTý</p>	<p>- Construction Project Management Board - Department</p>	<p>- Program evaluation form - Meeting minutes Credit Agreement</p>	<p>According to the plan</p>	
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8	Issuing a Decision approving the issuance of the decree.	Based on the minutes of the Appraisal Council, the investment project was appraised. The Training Department drafted the decision and submitted it to the Board of Directors for approval.	Board of Directors	P.ÿT	- Decision issued CTDT - Training Program	Plan	
9	Deployment, use, and storage of records. initial	- Printing and distributing the program for use by departments/divisions; - Compile, archive, and evaluate program development and evaluation documents.	P.ÿT	- Construction Project Management Board; - HÿTÿ - Department/Faculty - Human Resources Department	- Decision issued CTDT - Training Program	After approval	

Form: P.ÿT/BMXDCT.01

THAI BINH PROVINCIAL PEOPLE'S COMMITTEE

COLLEGE OF MEDICINE

Number:

/KH-CÿYT

SOCIALIST REPUBLIC OF VIETNAM

Independence – Freedom – Happiness

Thai Binh, [date]

PLAN

DEVELOPING LEARNING OUTCOMES FOR TRAINING PROGRAMS AND CURRICULUMS FOR THE FIELD OF...

1. Basis for developing the plan

2. Purpose 3.

General Requirements

3.1. Developing the training program -

The training program must meet the following requirements:

- The training program structure is designed as follows:

3.2. Developing the training curriculum

- Develop and select a training curriculum that meets the following requirements:
- The content and structure of the training curriculum include:

4. Implementation Plan

4.1. Establish a Committee for the development and evaluation of training programs and curricula before [date].

...May....

4.2. Meeting to implement the plan for developing urban infrastructure and transportation infrastructure.

4.3. Developing training programs and

curricula * Developing training programs includes the following steps:

* The process of developing a training curriculum includes the following steps:

* Responsibilities of the University-level Curriculum Development and Training Program

Review Council: * Responsibilities of the Faculty-level Curriculum Development and Training Program

Review Council: - Faculty products should be sent to the University (via email: qltd@caodangytb.edu.vn)

- Deadline: before the date ofmonthyear....

4.4. Conducting the evaluation of training programs and

curricula at the University level: a) The University Council meets and approves the training programs and curricula.

- Presided over by: University-level Curriculum and Training Program Evaluation Council

- Responsibilities: To review, issue, evaluate, and update the content of training programs and curricula.

- Deadline: before the date....month.....year

- Product:

+ Minutes of the school-level evaluation meeting

+ Report on the results of curriculum development; school-level training plan;

b) Submit to the Rector for approval and issuance of the curriculum and training materials, update them in the training management system, and publicly announce them on the University's electronic portal.

- Presided over by: School-level evaluation council

- Deadline: Before the date ofmonthyear **c**,

Submit to the General Department of Vocational Education and Training for registration of additional vocational education

activities - Presided over by: School-level evaluation council

- Deadline: before the date ofmonth.....year..... **d, Training**

organizations according to the curriculum and training materials will start from the academic year

Recipient:

BOARD OF DIRECTORS

- Board of Directors (for guidance);

- Departments/Faculties (for implementation);

- The school's online portal (for announcements);

- Save the phone number.

Form: P.ÿT/BMXDCT.02

THAI BINH PROVINCIAL PEOPLE'S COMMITTEE

COLLEGE OF MEDICINE

Number : / Decision - Medical Examination and Treatment

SOCIALIST REPUBLIC OF VIETNAM

Independence – Freedom – Happiness

Thai Binh, [date]

DECISION

Regarding the establishment of a committee to develop learning outcomes, training programs, and majors...

PRINCIPAL OF THAI BINH MEDICAL COLLEGE

Base

Considering the proposal from the Head of the Training Management, Research and International Cooperation Department;

DECISION

Article 1: Establishment of the Committee for developing learning outcomes, training programs, and training curricula.

Industry (*List attached*)

Article 2: The committee responsible for developing learning outcomes, training programs, and training curricula is responsible for...

Organize and implement tasks in accordance with the school's plan and regulations.

Article 3: This Decision takes effect from the date of signing. The individuals named in Article 1 and the heads of specialized departments are responsible for implementing this Decision.

Recipient:

PRINCIPAL

- The Board of Directors;
- As per Article 1;
- Luu Khoa-VT; DT;

LIST OF MEMBERS OF THE LEARNING OUTCOME DEVELOPMENT TEAM
TRAINING PROGRAM, TRAINING CURRICULUM FOR THE FIELD OF
(Attached is Decision No. / QD-CDYT dated [date] [month] [year] 2020 of Thai Binh
Medical College)

TT	Full name	Professional qualifications	Position	Department	Positions on the Board
1					Prefect
2					UV-TK
3					Commissioner
4					Commissioner
5					Commissioner
6					Commissioner
7					Commissioner

Form: P.ÿT/BMXDCT.03

THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
COLLEGE OF MEDICINE

SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness

Number: /QD - CDYT

Thai Binh, [date]

DECISION

**Regarding the establishment of a Council for evaluating learning outcomes, training programs, and training curricula.
Industry**

PRINCIPAL OF THAI BINH MEDICAL COLLEGE

Based on

Considering the proposal from the Head of the Training Management, Research and International Cooperation Department;

DECISION

Article 1: Establishment of the training program and curriculum evaluation council for the following major: *(List attached)*.

Article 2: The Council for evaluating training programs and curricula is responsible for organizing... The organization will implement its tasks in accordance with the school's plan and regulations.

Article 3: This decision takes effect from the date of signing, and applies to the individuals named in Article 1 and others. The head of the specialized department is responsible for implementing this Decision./.

Recipient:

- The Board of Directors;
- As per Article 1;
- Luu Khoa-VT; DT;

PRINCIPAL

**LIST OF MEMBERS OF THE COMMITTEE FOR EVALUATING LEARNING OUTCOMES, TRAINING PROGRAMS,
AND CURRICULUMS FOR THE FIELD OF.....**

(Attached to Decision No. /QD-CDYT dated January 2021 of the Principal of Thai Binh Medical College)

No.	Full Name	Position in Council	Professional qualifications	Position Workplace	Workplace
1		Chairperson			
2		Vice president			
3		Commissioner-Secretary			
4		Commissioner			
5		Commissioner			
6		Commissioner			
7		Commissioner			

TRAINING PROGRAM

(Attached is Decision No./QD-CDYT dated of the Principal of Thai Binh Medical College...)

Name of industry/profession:

Industry/Occupation Code:

Level of training:

Training format: (Full-time/Continuous)

Eligibility criteria:

Training duration: (academic year)

1. Training objectives

1.1. General objectives:

1.2. Specific objectives:

1.3. Job opportunities after graduation:

2. Course content and duration:

- Number of subjects/modules:

- Total course load: Credits

- Number of general/basic courses:hours

- Number of subjects/specialized modules:hours

- Theoretical hours: hours; Practical work, internships, experiments:hours

3. Program content:

Course/Module Code Course/Module Name	Number of credits	Study time (hours)				
		Collection/Example Theory	In there			
			Practice/practice solutions/ exercises/ discussions	Exam/Test		
I	General subjects					
MH Politics						
MH Law						
Physical Education						
MH National Defense and Security Education						
MH Informatics						
MH Foreign Languages						
.....						
II	Subjects and specialized modules					
II.1 Basic subjects and modules						
.....						
.....						
II.2 Subjects and specialized modules						
.....						
.....						
II.3 Elective Subjects and Modules						

...						
...						
Total						

4. Instructions for using the program

4.1. Compulsory general subjects are developed and issued by the Ministry of Labour, Invalids and Social Affairs in coordination with other Ministries/sectors for implementation.

4.2. Guidelines for determining the content and time for extracurricular activities:

Based on the specific conditions and capabilities of each school, and the annual training plan for each course, class, and training format as defined in the curriculum and published for each ngành (field/profession), the content and time allocated for extracurricular activities should be determined to ensure compliance with regulations.

4.3. Guidelines for organizing end-of-course/module examinations:

The time allocated for end-of-course/module examinations should be determined and specific guidelines provided for each course/module within the training program.

4.4. Guidelines for graduation exams and graduation recognition:

- For training based on a semester system:

Students must complete the entire training program for their respective fields and professions and meet all the requirements to be eligible to take the graduation exam.

The graduation exam content includes: Politics; Comprehensive professional theory; Professional practice.

+ The principals of the schools will base their decisions on the results of the graduation exams, the results of the thesis defense, and the graduation projects of the students, as well as relevant regulations, to consider and approve graduation, award diplomas, and confer the title of practical engineer or practical bachelor (for college-level programs) according to the school's regulations.

- For training based on module accumulation or credit accumulation:

Students must complete the entire intermediate or college-level training program for each ngành (field/profession) and accumulate the required number of modules or credits as stipulated in the training program.

The school principal will base their decision on the student's cumulative academic results to determine whether to grant immediate graduation or require the student to complete a specialized project or thesis as a graduation requirement.

+ The principals of the schools will base their decisions on the graduation recognition results to issue diplomas and confer the titles of practical engineer or practical bachelor (for college-level programs) according to the school's regulations.

4.5. Other notes (if any):

CURRICULUM (Attached to

Decision No./QD-CDYT dated of the Principal of Thai Binh Medical College...)

Course name:

Course code:

Course duration : hours; (Theory: hours; Practical work, experiments, discussions, exercises: hours; Examination: hours)

I. Position and nature of the subject:

- Location:

- Properties:

II. Course Objectives:

- Regarding knowledge:

- Regarding skills:

- Regarding autonomy and responsibility:

III. Course Content:

1. General content and time allocation:

No.	Chapter/Section Name	Time (hours)			
		Total	Theory	Practice, experiments, discussions, exercises	Check
1	Introduction				
2	Chapter: 1. Item Name: 1.1. Sub-item Name:..... Chapter: 1. Item Name: 1.1. Sub-item name:....				
	Add				

2. Detailed content:

Introduction:

Chapter: Time:.....hours

1. Objectives:

2. Chapter Content.

2.1. Item Name:

2.1.1. Sub-item name:

Chapter: Time:.....hours

1. Objectives:

2. Chapter Contents:

2.1. Item Name:

2.1.1. Sub-item name:

Chapter n: Time:.....hours

IV. Conditions for taking the course:

1. Specialized classrooms/workshops:

2. Equipment and machinery:

3. Learning materials, tools, and supplies:

4. Other conditions:

V. Content and methods, evaluation:

1. Content:

- Knowledge:

- Skill:

- Autonomy and responsibility:

2. Method:

VI. Instructions for completing the course:

1. Scope of application of the subject:

2. Guidelines on teaching and learning methods for the subject: - For

teachers and lecturers: - For

students: 3. Key points

to note:

4. References:

5. Notes and explanations (if any):

Thai Binh, [date] [month] [year].....

Principal

(signature, seal)

Head of Department

(signature)

Lecturer

(signature)

PART:

EVALUATION FORM

CURRICULUM/MODULE

- Course

Name: - Major/Training Course:

- Course Code: ; Number of Credits:

- Full name of the lecturer/group of lecturers who compiled the material (academic degree, department, faculty):.....

- Department in charge of the course:

- Name of the approving leader (Head of Department/Faculty):

- Submit acceptance testing registration documents, Date..... Acceptance testing schedule.....

- Name of teacher, reviewer, evaluator:

1. General assessment (5 points)

1.1. The structure conforms to the template issued by the School:

Correct ; correct format but incomplete: ; alternative format: and

format: 1.2. Score achieved: 2. suggestion:

Content evaluation section (95 points), specifically as follows:

2.1. General information about the subject (5 points):

- Compulsory subjects:

- Number of prerequisite courses:

- Number of credit hours for the activities:

Conclusion: Complies with program regulations: ; discrepancies: ; missing information: Assessment

score: 2.2. Overall objective and propose.....

of the model (based on program objectives and competency standards): (20 points)

- Objectives aligned with the content of the ; still unsuitable MT: ; many MTs are not suitable

model: Assessment score is 20 points and recommendation :.....

2.3. Briefly describe the content of the course (based on the learning outcomes and training objectives):

(5 points)

Complete and compliant: ; incomplete: ; not compliant: and recommendations:

The rating is 2.4. Detailed

course content (20 points):

The content of the model is divided into detailed sections (modules, chapters, topics, subtopics, lessons, etc.).

Content is correct - complete - reasonable: ; some contents are unreasonable: Many contents are unreasonable:
unreasonable: *The evaluation score is points and recommendations:*

2.5. Learning materials have been compared with the library catalog (5 points):

- Sufficient number of HL (High-Quality Goods) as required: ; insufficient: ; excessive:
- Sufficient information for each task: ; missing: ; errors: *Assessment*
score is and recommendation :.....

2.6. Course Schedule (20 points):

The chosen teaching and learning methods are suitable for the requirements of the course and the credit-based training system: *Assessment* ; there are still some unsuitable criteria: ; many unsuitable criteria: *and*
score is 2.8. Policy regarding suggestions:

the course (10 points):

- Regulations regarding attendance and attitude towards completing tasks for students:
Complete: ; Incomplete: ; None: - Regulations comply with .
training regulations and HP requirements:
Suitable: ; some decisions are not suitable: ; many decisions are not suitable: . *The score achieved is*
and the recommendation is:

2.9. Assessment Method (10 points):

- Number of regular assessment tests:
- Forms of assessment:
- Sufficient objectives for each assessment method: ; insufficient: - Sufficient ; Not available: .
criteria for each assessment method: ; insufficient: ; none: . *Assessment score achieved is and* .
recommendation :.....

3. Conclusions and

Recommendations 3.1. General Conclusions: The project meets the following requirements: ; meets the requirements but still needs adjustment: ; does not meet the requirements: .

3.2. The evaluation score is and suggested revisions are given (Total score >90 points: Grade A; 80 to nearly 90 points: Grade B; 70 to nearly 80 points: Grade C; < 70 points: Grade D. Grades A, B, and C are approved after revisions; Grade D is returned).

(The acceptance testing procedure will be repeated).

.....

Date month year

Evaluator

Form: P.ÿT/BMXDCT.07

THAI BINH PROVINCIAL PEOPLE'S COMMITTEE

COLLEGE OF MEDICINE

SOCIALIST REPUBLIC OF VIETNAM

Independence – Freedom – Happiness

Thai Binh, date month year

MINUTES OF EVALUATION

OF TRAINING PROGRAM AT THE LEVEL

Industry:

Based on Decision No. /QD-CDYT dated month year of the Principal of Thai Binh Medical College regarding the establishment of the Program and Curriculum Evaluation.....

Council, **I. General**

Information: 1. Evaluation period:

2. Location of assessment.....

3. List of Review Board Members:

II. Content of the assessment:

1. Mr./....., Chairman of the Training Program Evaluation Council, please state the purpose, requirements, and content of the evaluation.

Council Secretary: reads the relevant documents, the contents that form the basis for evaluating and assessing the program:

3. Representatives from the Training Program Development Committee present the training program framework:

3.1. General Objectives

3.2 Output Standards

Knowledge

Skill

Level of autonomy and responsibility

3.3. Course content and duration:

- Number of subjects/modules:

- Total course load: Credits

- Number of general/basic courses: credits: hours

- Number of core subjects/modules: credits:hours

- Number of subjects/specialized modules: credits: hours

- Theoretical hours: hours, accounting for%; Practical work, internships, experiments: hours, accounting for%

3.4. Other requirements of the training program

- Implementing the updating of knowledge in programs as prescribed by the Ministry of Health. and the Ministry of Labour, Invalids and Social Affairs.

- Content of the subjects;

- The forms of pedagogical evaluation vary according to each subject curriculum.
- Presentation format

4. Content of the evaluation and comments from the members of the Appraisal Council:

- 4.1. Overall Objective Assessment
- 4.2. Evaluating learning outcomes
- 4.3. Assessment of course content and duration:
- 4.4. Evaluating other requirements of the training program

5. Reviewers on the evaluation committee read their comments and ask questions.

* The Program Development Committee responds to comments from reviewers and committee members.

6. Results of the council's evaluation:

No.	Member of the Appraisal Board	Comment
1		
2		
3		
4		
5		
6		
7		

- The program meets the requirements: (approved).
- Program does not meet requirements: (met).

7. Conclusion of the Chairman of the Evaluation Council:

- The evaluation council unanimously approved the voting results:
- Conclusion: According to one of three levels

Meets requirements

Meets requirements but needs revision:

Not satisfactory:

SIGNATURES OF THE MEMBERS OF THE EVALUATION COMMITTEE

(Sign and print your full name)

CHAIRMAN OF THE COUNCIL

SECRETARY

MEMBER

MEMBER

MEMBER

MEMBER

MEMBER

Form: P.ÿT/BMXDCT.08

THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
COLLEGE OF MEDICINE

Number : _____
/ Decision No. / Decision No. / Medical Examination

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Thai Binh, [date] year

DECISION

Issuing the training program for the field of.....

PRINCIPAL OF THAI BINH MEDICAL COLLEGE.

Based on

Considering the proposal from the Head of the Training Management, Research & International Cooperation Department;

DECISION :

Article 1: The training program for the major code is hereby issued , based on the credit system, of Thai Binh Medical College.

(Training program included)

Article 2: The learning outcomes and training programs of Thai Binh Medical College, based on the credit system, will begin implementation after the Ministry of Labour, Invalids and Social Affairs grants permission to add vocational education activities.

Article 3: Departments/Divisions, faculty and students of training courses in the field of..... According to the credit system, the responsible organization must strictly implement this program.

Recipient

- Departments/Divisions (to be implemented)
- Save VT - DT.

PRINCIPAL