



THAI BINH PROVINCIAL PEOPLE'S COMMITTEE

COLLEGE OF MEDICINE

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CURRICULUM EVALUATION PROCESS OF THAI BINH MEDICAL COLLEGE

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Thai Binh, 2023

I. PURPOSE AND SCOPE OF APPLICATION

1. Purpose:

This guide outlines the process of compiling new teaching materials based on the framework and detailed curriculum to ensure teaching progress and provide necessary learning materials for students.

2. Scope of application

This process applies when compiling new textbooks and learning materials for training programs. College level, intermediate level, Thai Binh Medical College

II. DEFINITIONS AND ABBREVIATIONS

1. Definition: (No definition)

2. Abbreviations:

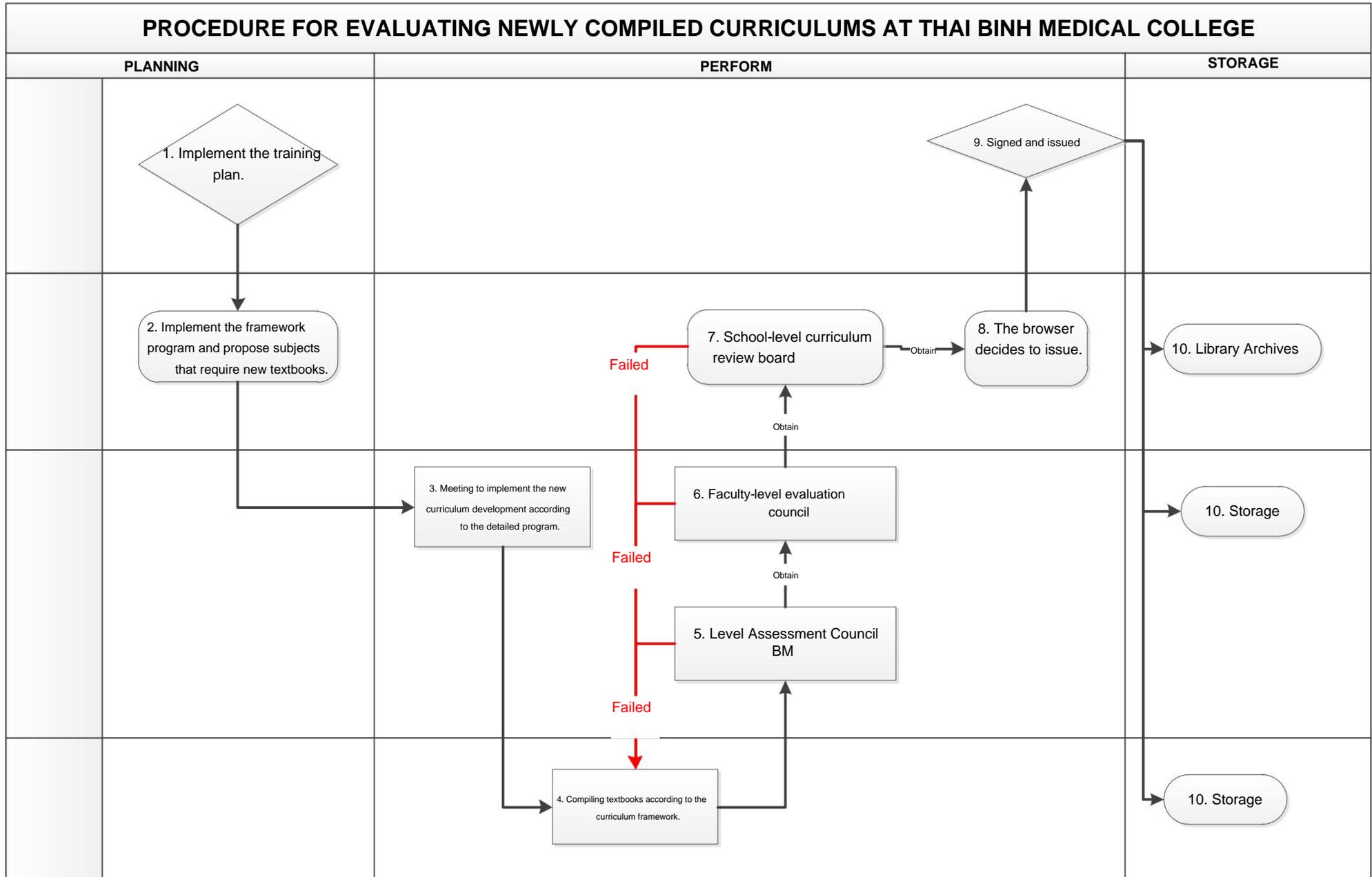
Training Management & Scientific Research	Training and scientific research management
Teacher:	Lecturer;
Decision:	Decision;
GT - HL:	Textbooks – Learning materials;
Council	Review board;
MD/MH:	Module/Subject;
BM	Department
CTCT	Program details

III. FLOWCHART *(See page 3)*

IV. SPECIFICATIONS *(See pages 4-7)*

V. ACCOMPANYING FORMS/INSTRUCTIONS

TT	Form/Document Name	Symbol
1.	Training framework program	BM/01.zz01
2	Sample detailed course syllabi	BM/01.zz02
3	Department/Faculty Meeting Minutes	BM/01.zz03
4.	List of proposed textbook compilations	BM/01.zz04
5.	Decision to establish a Faculty/Department-level evaluation council	BM/01.zz05
6.	Decision to establish a school-level evaluation council	BM/01.zz06
7.	Decision to issue textbooks	BM/01.zz07
8.	Minutes of the curriculum evaluation at the Faculty/Department level.	BM/01.zz08
9.	School-level curriculum evaluation report	BM/01.zz09
10.	Decision on the training program framework.	BM/01.zz10



SPECIFICATION OF THE CURRICULUM EVALUATION PROCESS FOR THE PHARMACY FACULTY AT THAI BINH MEDICAL COLLEGE

Step	Name	Job description	Department/ Person responsible	Department/ person in charge of implementation	Results achieved	Deadline	Form/File initial
1	Implement the training plan.	<ul style="list-style-type: none"> - Announce the school's training plans. - Assign tasks to each coordinating department. 	Board of Directors	Departments and Divisions	Decision programme frame	July annual	BM/01.zz10
2	Implement the framework program and propose the subjects that need new textbooks.	<ul style="list-style-type: none"> - The Department of Training Management and Scientific Research develops the framework training program for each training major and provides the framework program to the faculty/department subject - Based on the framework program, propose new modules/courses that require teaching/training. - Compile a list of textbooks and teaching materials that need to be newly compiled, revised, or updated, and submit it to the Department of Educational Management & Scientific Research. 	Department of Education Management & Scientific Research	Departments and Divisions	<ul style="list-style-type: none"> - List of items The MD/MH needs to compile the textbook HL - CT frame model - Sample of the subject's curriculum 	3 days after Meeting to implement the training plan.	BM/01.zz01 BM/01.zz02 BM/01.zz04
3	Meeting to implement the new curriculum development plan.	<ul style="list-style-type: none"> - Departments/Faculties develop detailed curricula for each subject within the framework curriculum as a basis for developing textbooks and learning materials. new. - The Faculty/Department held a meeting to discuss and assign tasks for the establishment of subcommittees to finalize the project. + Expert committee: responsible for construction New textbooks and learning materials based on the curriculum of the subject. + Secretariat: responsible for record keeping and communication. 	Faculty, Department	Lecturer	<ul style="list-style-type: none"> - Minutes meeting department/faculty - List of assignments for specialized committees - Decision establish council 	3 days after joint development open framework program	BM/01.zz03 BM/01.zz05

Process: CURRICULUM EVALUATION OF THAI BINH MEDICAL COLLEGE

Step	Name	Job description	Department/ Person responsible	Department/ person in charge of implementation	Results achieved	Deadline	Form/File initial
		<p>Provide the necessary information. + Faculty/Department-level evaluation council: responsible for evaluating the textbook after it has been compiled.</p>			<p>grant Department/Faculty</p>		
4	<p>Compile textbooks according to the detailed curriculum.</p>	<p>The teaching staff assigned each lecturer. The instructors teach each section to prepare the content. Using the new curriculum ensures that the requirements are met. after:</p> <ul style="list-style-type: none"> - Define the objectives of the headings and subheadings/ sections in the chapters/articles of the module/course, ensuring they align with the objectives. <p>Curriculum framework for each subject, objectives of the curriculum framework. Create and refine industry output standards. Training is defined.</p> <ul style="list-style-type: none"> - In terms of general content: Identify core knowledge, characteristics; structure, and format. <p>This is demonstrated through exercises/products designed to develop skills aimed at achieving the objectives of the title, subtitle/section, and subsection within the chapters/ lessons of the module/subject. Quantity</p> <p>Complete and relevant information teaching.</p> <ul style="list-style-type: none"> - The textbook is written in a scientific, easy-to-understand style, and the information is sourced from reliable sources. - The curriculum must include the following information. most recent update as of now <p>Compile textbooks.</p> <ul style="list-style-type: none"> - Regarding theoretical content: Textbook structure 	<p>Compiled by the teacher.</p>	<p>Departments and Divisions</p>	<p>Textbook – Learning materials</p>	<p>One month after meeting declare</p>	

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		<p>Each lesson is aligned with the teaching process, ensuring logical coherence of the knowledge.</p> <p>The lecture provides sufficient knowledge to meet the requirements. The lesson objectives closely adhere to the set goals.</p> <p>The overall objective of the political work is to ensure its completion. meeting the learning outcomes of the training program. corresponding.</p> <p>- Regarding the practical content: The structure is clear, and the lesson objectives are appropriate for the required skills. success and output standards of the training industry Created. Technical content is written clearly, logically, and meets the required standards of achievement. technical proficiency</p> <p>Industry standards. Method</p> <p>The evaluation clearly has an accurate scoring scale. for each lesson, each technique.</p> <p>- In terms of format: ensuring compliance with the document archiving requirements of the Ministry. Printing department/office. Has a clear table of contents.</p> <p>- Study the curriculum/program, detailed structure of teaching and learning;</p> <p>- Gather and consult relevant documents;</p> <p>- Compile content according to the detailed curriculum structure of the program/course.</p> <p>Complete the content of the lessons in the textbook. Prepare, edit fonts and text formatting, and send the compiled curriculum to the editorial board.</p>					

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		Signed for the evaluation of BM-level and level curricula. department.					
5	Council for The reviewers department level	<ul style="list-style-type: none"> - The secretariat receives the newly compiled guidelines and forwards them to the Council for the Appraisal of the Minister. - The subject-level evaluation committee will check and review the detailed structure and content of the curriculum. - "Not satisfactory": The Quality Assurance Council at the Ministry level will draw up a report. <p>submit the draft to the expert panel.</p> <p>Editing course. Proceed to revert to the previous step. 4.</p> <ul style="list-style-type: none"> - "Achieved": The Board of Directors of the Ministry of Education and Training prepares a report. <p>Review and approve the curriculum before submitting it to the Faculty-level Evaluation Committee. Proceed to step 6.</p>	Judging panel BM classification	Secretariat Expert panel	<ul style="list-style-type: none"> - Decision establish the Association Co-assessment for BM certification - Minutes educational assessment BM level 	7 days after receipt taught new program	BM/01.zz08 BM/01.zz05
6	Faculty-level evaluation council	<ul style="list-style-type: none"> - The secretariat forwards the meeting minutes and records. Acceptance testing at the departmental level for evaluation of the project. - The Faculty-level Evaluation Committee will review and examine the detailed structure and content of the course materials. <p>according to the training framework and standards output capacity of the training program with content content of the textbook</p> <ul style="list-style-type: none"> - "Not satisfactory": The Faculty-level Evaluation Committee will make a record. <p>revised/reviewed version</p> <p>The editor sends it back to the secretariat. Send it back to the expert team for editing. Proceed to step 4.</p> <ul style="list-style-type: none"> - "Achieved": The Faculty-level Evaluation Committee prepares the minutes. <p>Review and approve the curriculum submitted to the Council for Evaluation.</p>	Judging panel Department level	Secretariat Expert panel	<ul style="list-style-type: none"> - List of members, internal review and approval - Minutes educational assessment BM level 	7 days after receipt edited judge fixed level BM	BM/01.zz08 BM/01.zz05

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Step	Name	Job description	Department/ Person responsible	Department/ person in charge of implementation	Results achieved	Deadline	Form/File initial
		School. Proceed to step 7.					
7	School-level evaluation council	<p>- The Department of Training Management & Scientific Research issued the decision. Establish a school-level evaluation committee, propose members and evaluation criteria after receiving all compiled textbooks. New and departmental-level curriculum acceptance reports are submitted to the rector for approval.</p> <p>- The school-level evaluation committee will inspect and review the composition of the evaluation committee. Structured according to the curriculum and teaching/learning content.</p> <p>- "Not achieved": Established by the School-level Evaluation Committee Minutes of amendments/reviews The compiled curriculum was sent back to the secretariat. Send it back to the expert team for editing. Proceed to step 4.</p> <p>- "Achieved": The School-level Emulation Committee has drawn up the report. Curriculum acceptance report. Proceed to next. Step 8.</p>	curriculum school level	Department of Education Management & Scientific Research	<p>- List of members, internal review and approval - School-level evaluation results</p>	7 days after receipt edited judge fixed level BM	BM/01.zz06 BM/01.zz09
8	School-level review and decision-making process. The decision to promulgate issue the curriculum is to submit it to the school administration for approval and issuance.	<p>- The Department of Training Management & Scientific Research compiles the results.</p>	Department of Education Management & Scientific Research	Board of Directors effect	- Decision to issue	1 day	BM/01.zz07

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9.	Signed and issued by the Principal.		Principal	Department of Education Management & Scientific Research	- Decision promulgate	1 day	BM/01.zz07
10.	Storage	<ul style="list-style-type: none"> - The Department of Educational Management & Scientific Research hands over the textbook files after evaluation and archiving. Initial assessment at the school level. Decision forwarded. The Department/Faculty responsible for compiling the curriculum decides on the issuance of the textbook. - The textbooks are transferred to the Library/Printing Department for printing and archiving. storage. - Department/Faculty archives new textbooks Compiled, reviewed, and documented. Department/Faculty level assessment - The instructor stores the course materials for use. for teaching. 	Department of Education Management & Scientific Research Library/set printing department	Department/Faculty Lecturer	<ul style="list-style-type: none"> - Textbook - learning materials. - Decision promulgate 	3 days after approval	BM/01.zz07

