



Terms of Reference - Deputy Dean, Nursing and Midwifery Programme

The Deputy Dean (DD), Nursing programme, will be a faculty member in Nursing programme, who will support the Dean & Associate Dean of the Academic Affairs Department (AAD) of the College with the full range of day-to-day and long-term operations of the BSC Nursing & Midwifery programme of the Khesar Gyalpo University of Medical Sciences of Bhutan (KGUMSB). S/he will be a member of the College Academic Committee and holds equivalent role, responsibility and status as that of the Programme Leader (PL) of other RUB programmes at the college. Therefore the DD reports to the Dean & Associate Dean, AAD, on all matters related to the programme management. The DD will work with the guidance of the Dean and the Associate Dean of Academic Affairs Department for all programme related tasks.

The DD is responsible for academic leadership and organizational management of the Nursing programme. He/she is required to ensure the effective planning, management and review of the programmes, adhering to specified monitoring and evaluation procedures that are consistent with the RTC's rules and regulations, and any relevant KGUMSB processes, to which the programme is academically affiliated.

The key responsibilities assigned to DD include but may not be limited to:

1.0 Specifically pertaining to the BSc Nursing & Midwifery programme for which the Deputy Dean is appointed, DD will have the following duties and responsibilities:

- 1.1. Adapting around the broad academic calendar of the college, will develop the academic calendar for the Nursing programme and get it approved by the Dean, AAD.
- 1.2. Keep close watch on any academic developments related to teaching-learning, assessments and other relevant matters taking place in the KGUMSB and communicate the same to the Dean/ Assoc Dean of the RTC for any action to fulfil those obligations as an academic affiliate.
- 1.3. Be cognisant of the regulations and requirements of the Bhutan Health and Medical Council (BHMC) from time to time and keep the college informed and work to fulfil all the expectations and regulations prescribed by it to the college in fulfilment of Council's regulations.
- 1.4. Liaise between the teaching hospitals and the College, namely the RBA Hospital, Thimphu and the Gelephu Regional Referral Hospital, and any other hospitals and community centres used by the programme and ensure proper coordination, schedule and manage clinical attachments, etc., by regularly communicating with and getting facilitated by the Dean/ Assoc Dean and general college administration.
- 1.5. Enlist and arrange procurement through the established system in the college, the equipment and other material requirements in the laboratories assigned to Nursing programme, and maintain facilities with the assistance from the technical staff appointed.
- 1.6. Ensure that there required test books and other reading materials are procured on time through the established systems in the college.
- 1.7. Communicate regularly with the Associate Dean and Dean on all matters including faculty hire, smooth conduct of the programme, examination, clinical attachments, record keeping, liaise with the parents, etc.

2.0 Semester Planning & Related Tasks: DD are responsible for planning, organizing and implementing all the tasks required for the successful start and completion of a semester. The specific tasks related to this function are briefly mentioned below:

2.1 Module Allocation: DD will allocate modules to be offered in the semester among faculty members in the department. DD is required to do this assignment in a just and fair manner. Faculty members need to be assigned modules equivalent to the normal work load and should there be any circumstances where faculty are

assigned extra work load by way of assigning the 4th module, prior consent and permission of Dean of Academic Affairs needs to be obtained.

2.2 Subject coordinator or Module Leader appointment: In cases of multiple tutors teaching same modules across several sections of same / different programme, the DD is expected to identify and appoint a Subject Coordinator / Module Leader and ensure that the Subject coordinator / Module Leader carries the required coordination consistently and effectively throughout the semester.

2.3 Class Schedule Preparation: DD will prepare the semester class schedule for the programme as per the RTC Class Schedule Guidelines. DD are expected to carry out necessary coordination with other DD while preparing the schedule. DD are expected to have the final schedules ready in the beginning of the semester and enter the final class schedule in the college database on the date identified by AAD.

2.4 Module Work Plan: DD will receive, review and finalize work plans for all the modules to be offered in the current semester. Submission deadlines for such work plans by the module tutors will be identified by the DD. DD are expected to guide faculty members in preparing work plans. They are also expected to ensure that the Continuous Assessment tasks are reasonably staggered and spread throughout the semester and across the modules offered in a class so that the students are able to submit quality work for every module.

2.5 Entry of Assessment Plan in the Database: DD will monitor to ensure that all the module tutors enter the approved Assessment (Continuous Assessment and Semester-End Exams) plan in the database/ any other format agreed upon, before the start of the first class of a semester.

2.6 Textbook / Course pack requirement compilation: DD are required to facilitate the compilation of Textbook/ Coursepack requirements of the programme for the semester by coordinating with faculty members in the programme. DD are required to submit to AAD, within the given deadline, the list of final textbooks and coursepacks that will be used by the programme for the semester. DD will need to undertake necessary coordination with relevant faculty members for this and also ensure that correct information and all the required essential and additional reading materials for this semester are rightly reflected.

2.7 Course pack review & submission to AAD: For any Coursepack submitted by faculty members, DD are required to review the quality, relevancy and accuracy of contents given in the Coursepack and submit the final copy to AAD for printing and copying.

2.8 Mentor Assignment for New Faculty Members: To assist and guide New Faculty members for smooth transition to the semesters, DD are required to identify and assign relevant senior faculty members as Mentors for the new faculty members. Apart from such assignment, DD are expected to be available for any additional guidance and support for new faculty members.

2.9 Programme coursework briefing for Day & CE Students: DD are required to conduct the programme coursework briefing for all the Day and CE students during the Orientation for freshmen. This will be conducted once every academic year in the Fall Semester.

2.10 Class Representatives (CR) Election & Appointment: DD need to facilitate the CR elections for all the classes under the programme and provide AAD with list of final elected CRs. unless otherwise required, CRs are normally appointed once every academic year.

3.0 Exam related roles and responsibilities:

3.1 Exam Schedule: DD will review and cross-check the exam schedule prepared by the Examination Committee to ensure that exam related information are correctly reflected. The final exam schedule would be finalized by the Committee on being approved by the DD.

3.2 Exams timeline and instructions email: Should the programme require different deadlines related to exam from that of the deadline set by the Exam Committee, the DD have the responsibility of informing the faculty members in advance and provide a clear instruction on new dates.

3.3 Exam Question Paper Moderation & Finalization: A PL is responsible for the coordination of the exam moderation process. The PL needs to ensure that the moderators carry out the moderation process effectively and it is also as per the guidelines from the Exam Committee. The DD will finalize and submit the exam papers to the exam committee on the given deadline.

4.0 Faculty Performance Appraisal, Evaluation & Guidance:

4.1 Mid-semester Faculty Feedback Collection: While the semester end students' feedbacks are collected by AAD, DD are expected to facilitate the collection of mid-semester student feedback for all the new faculty members and

for any other faculty members required. This needs to be followed up by analysis of the feedback and provide necessary guidance and plan of actions for any new faculty members who requires further interventions.

4.2 Faculty Performance Appraisal: DD are required to conduct faculty performance appraisals by conducting necessary in-class observation and out-class observation. At the end of every semester, DD are expected to review and provide feedback for all the faculty members in the programme by filling up necessary evaluation form in the database.

4.3 Semester-End Student feedback Review and necessary follow up: DD are required to review the semester-end students' feedback of all the tutors in the department and identify faculty members who need necessary interventions and guidance and further discussions (if required only) from Dean, AAD.

5.0 Student Attendance Related Tasks:

5.1 Assignment of Faculty members to take Wednesday Event Attendance: DD need to identify and assign (in the RTC Database) faculty members from the programme to take Wednesday Event Attendance for all the classes of the programme. DD are expected to inform relevant faculty members identified for this task and in case if the faculty assigned is not available (due to leave and any other engagements), DD are required to assign different faculty member for the task.

5.2 Low-attendance follow up on monthly basis: DD are required to meet and follow up with all the students who do not meet the minimum attendance requirements on a monthly basis. DD are required to document and record all follow-ups in the documents shared by AAD for future reference and interventions.

5.3 Module Repeat Attendance Record: DD will regularly monitor the attendance records of all the module repeat classes of the programme offered during the current semester and provide timely reminder and guidance to faculty on the entry of the attendance records and also inform students on their attendance status.

6.0 Programme Quality Maintenance Reporting and Development-related responsibilities:

6.1 External Examiner's (EE) annual visit: PL is the focal person to facilitate the External Examiner's visit. Following are some (but not limited to) of the tasks required:

- 6.1.1 Collecting and making all the sample assessments of students work available to the EE
- 6.1.2 Arranging EE's meeting with selected students representing the programme
- 6.1.3 Arranging EE's meeting with faculty members of the programme
- 6.1.4 Facilitating visits by EE to all the relevant facilities of the College
- 6.1.5 Facilitating the Exit presentation by the EE

6.2 Annual Programme Monitoring Report: DD are required to collect, review and analyse module reports, results and other related supporting documents to prepare and submit the Annual Programme Monitoring Report as per the guidelines required by the RUB. This report needs to be prepared once every academic year.

6.3 Resource Check / Validation/ Programme Review: DD will lead the college team to prepare for the resource check or Validation of programmes or Programme Review. DD is expected to plan, organize, coordinate and lead the team of faculty members from the programme to carry out all the necessary tasks for successful resource check/ validation/ programme review. DD is also responsible for taking forward any new program proposals following due process and in accordance with the college policy.

6.4 Programme development: All the minor changes proposed by the module tutors for a programme designed & developed by RTC, the DD is responsible for compiling the list of such changes & getting the same endorsed by the Programme Committee and proposing the same to the College Academic Committee for the final endorsement.

7.0 Monitoring and Coordination Required Throughout the Semester: Besides organizing and facilitating any meeting required for the smooth functioning of the programme, the DD will ensure the successful conduct of following activities every semester:

7.1 Programme Committee Meeting (PCM): DD will facilitate the regular conduct of monthly PCMs and ensure that the minutes of such meetings are submitted to AAD. For any crucial issues that need immediate attention, such issues should be taken to AAD management for required action.

7.2 Programme Board of Examiners (PBoE) Meeting: PBoE Meetings are held once at the end of every semester. DD is required to prepare and facilitate the conduct of successful PBoE Meeting. Responsibilities starting from identifying relevant chair for the PBoE, preparing the relevant agenda and submission of minutes of such meeting to the Dean, AAD, lies with the DD.

7.3 Semester Opening Department Meeting: DD is required to organize and facilitate semester opening department meeting and ensure all the faculty members are informed about all the important issues raised during the College Academic Committee Meetings.

7.4 Regular Class Observation: DD is expected to conduct regular class observation during the semester. All the faculty members' classes should be observed at least once a semester and for new faculty members this should be at least twice (including the first observation done during the first four weeks of the semester). After such observation, the DD would be expected to give necessary guidance and feedback to the faculty members for further improvement in their task of quality delivery in the classrooms, assessments and other related job and also identify future mentors and instructions for the new faculty members, wherever necessary. The DD should keep a written record of the feedback given, agreed steps for improvements in teacher performance and their progress.

7.5 Regular monitoring of timely update of CA Grade entry in the database: DD is required to check the database on a monthly basis to ensure that the CA grades are entered timely by the tutors teaching in their programme and also ensure that by midterm 50% of the CAs are completed for each module.

7.6 Programme Specific Tasks: DD also needs to facilitate regular conduct of sessions relevant to the programme. Following are the examples of such tasks:

7.6.1 Celebration of International Nurse Day

7.6.2 Any other department specific events

7.7 Faculty Leave and Class Coverage Plan: All the faculty members in the programme have to seek the DD's permission prior to taking any casual leave during the semester. DD is required to ensure that the faculty seeking leave has class coverage plan during his/ her absence. In case of any emergency leave availed by faculty members, DD will have to come up with appropriate cover up plans.

7.8 Guest Lectures: For any guests lecturers required by the faculty members, these need to be approved and endorsed by the DDL. He/she is expected to check the relevancy and the need for such guest lectures and upon approval, should inform Dean, AAD for approval and necessary arrangement of honorarium payment or souvenir from AAD.

7.9 Field Study Trip: For a Field Study Trip required by any modules, such a field trip needs to be approved by the DD after conducting the necessary review to check the relevancy of the trip and the proposal (in the specified format) for the same needs to be submitted to Dean or Associate Dean, AAD for endorsement.

7.10 Faculty exit interview: On being informed by the HR office, DD is required to conduct the faculty exit interview for any faculty members resigning after the current semester.

7.11 Assisting in Faculty Recruitment & Hiring: DD is required to identify any staffing gaps in the class allocations for the following semesters ahead of time, then inform the Dean, AAD and assist in shortlisting and hiring of new faculty required by the programme for the following semesters.

7.12 Inter-Programme activities: For any activities organized by the programme, which has an implication on the other programmes, the PL have the responsibility of informing other DD in advance of such events and facilitate necessary coordination.