



**Liaquat National Hospital and Medical College**  
Institute for Postgraduate Medical Studies and Health Sciences



# **CERTIFICATE COURSE IN HEALTH PROFESSIONS EDUCATION (CHPE)**

**Accredited by JSMU**

**November 13, 2023- April 13, 2024**

## **BACKGROUND**

Within the past decade, Faculty Development Programs (FDPs) have increased significantly in health professions education worldwide. There is growing evidence that health professions (HP) faculty participation in FDPs has enhanced their knowledge and skills as teachers, educators, and leaders, and contributed to the implementation of the innovative curriculum including best teaching learning, and assessment practices.

Liaquat National Hospital & Medical College (LNHMC) offers its second six-month Certificate in Health Professions Education (CHPE) course for medical and dental faculty of accredited institutes. The CHPE course is accredited by Jinnah Sind Medical University (JSMU) Karachi. LNHMC Department of Health Professions Education (DHPE) has designed CHPE for those motivated faculty eager to enhance their teaching and assessment skills and deliver quality education in their clinical and basic science teaching practice.

## **AIM**

The course aims to create a community of educators who would engage in improving teaching and assessment practices and processes in health professions institutions. The course will help faculty apply the basic principles and concepts of teaching learning and assessment in the training of residents, interns, and undergraduate students of health professions.

## **COURSE OUTCOMES**

By the end of the CHPE course, the participants will be able to:

1. Apply educational principles to develop teaching sessions.
2. Demonstrate effective face-to-face and online teaching skills.
3. Apply principles of assessment in developing tests and examinations.
4. Develop quality tools for the assessment of knowledge, practical, and clinical skills.
5. Provide constructive feedback to students and trainees.
6. Apply the basics of curriculum design in developing a course.
7. Describe the current e-learning trends and modalities.
8. Create engaging learning content using online tools (Mentimeter, Padlet)

## ELIGIBILITY CRITERIA

- Senior Registrars / Senior lecturers, Assistant Professors, and Associate Professors of medical & dental faculty of LNH&MC, and other recognized medical and dental institutes.
- Candidates must have valid PMC/PMDC registration.
- Fluency in English and Computer literacy is essential including the use of MS Word and PowerPoint; performing literature searches; and email.

**Maximum Participants' Enrolment:** 25 Faculty members

## COURSE STRUCTURE

- **Duration-** 6 months
- **Mode: Hybrid – Face-to-face and online session**
- Two sessions of 3 hours duration will be scheduled every alternate week.
- A few sessions will be conducted online via Zoom
- Face-to-face sessions will be scheduled from 9 A.M – 12:00 P.M at LNH&MC.
- The schedule of the classes may change due to unforeseen circumstances.
- **Modules:** The course will consist of **three** modules covering the principles and practices of:
  - Teaching and Learning – Module 1
  - Assessment – module 2
  - Course design – module 3

### **Teaching Learning Activities:**

Case-based learning, discussions, independent learning, assignments, participants-led presentations, Task-based learning, and workshops. Several opportunities to reflect on one's practice and share experiences and new insights with colleagues are integrated into the CHPE course.

**NOTE: The participants are required to bring laptops/tablets for all the sessions.**

## ASSESSMENT CRITERIA

- Participants will be assessed in several components throughout each module and comprehensive exam.
- A minimum pass mark of sixty percent (60%) is required for every module and comprehensive exam
- Participants will have to pass each module and comprehensive exam **separately**

- Participants failing any module will **NOT** be allowed to proceed to the next module.
- In the submission of assignments and other assessment tasks, the Institute has a zero-tolerance **policy against** plagiarism failing to which action shall be taken as per the policy of the University and Higher Education Commission.

Those with **less than 90%** attendance and/or who have **not passed all the modules will not be allowed to sit in the comprehensive exam.**

Participants failing the comprehensive exam will be given one **chance for a remedial exam.**

### **ELIGIBILITY FOR CERTIFICATE**

- The certificate will be awarded to candidates who have completed the allocated duration of the training period. **Noncompliance with the attendance policy will result in removal from the program.**
- Maintain the minimal required attendance of the contact sessions in every module
- Submission of assigned learning activities within the deadline
- Achieving a **minimum of 60%** in every module and the comprehensive exam

### **POLICY FOR THOSE WHO FAIL TO ATTEND SCHEDULED SESSION/S**

- Participants must inform the Head of the Department of HPE eliciting the reasons for non-attendance. Such participant/s will be responsible for covering the missed sessions to achieve the minimal required competence.
- Within a year, the participants must attend the missed sessions with the immediate next group to avail their fee.

### **REGISTRATION PROCESS**

In response to formal announcements, interested faculty will:

1. Download the application form from the LNH&MC website.
2. Pay the processing fee of Rs.1500/- to LNH Accounts and submit the completed application form along with the payment receipt directly to DHPE.
3. DHPE after reviewing the applications will upload the final list of admitted applicants on the LNH website, and *only* successful candidates *will be informed via* an email or WhatsApp message.
4. DHPE will issue a formal letter of acceptance to the admitted faculty upon receiving *full* course fee payment (*details below*) within the deadline.

## FEE STRUCTURE FOR CHPE COURSE

Particulars	External fee	LNH&MC fee
Tuition fee	70,000	35,000
Application processing fee	1,500	1,500
Examination fee	7,500	7,500
Total	79,000	44,000

- *50% discount on Tuition fee only for LNH&MC faculty*
- Full Fee payment within the deadline by both LNH&MC and external faculty
- The course fee is non-refundable for both LNHMC and external participants

### Rules & Regulations

- DHPE will issue a Formal letter of acceptance *only* to shortlisted internal and external candidates who have submitted full Course fee payment.
- During the course, if any participant is unable to continue with the course due to personal or family circumstances MUST inform the HOD, HPE accordingly. Those participants will then be permitted to attend the remaining session/s within a year with the immediate next group to avail their fee.
- Transfer to other institutions is not permissible during the course.

### IMPORTANT DATES

Last Date for Application Submission:	<b>October 16, 2023</b>
Announcement of the final selection of candidates:	<b>October 20, 2023</b>
Last date of Fee submission:	<b>October 31, 2023</b>
Session start date:	<b>November 13, 2023</b>

## **DOCUMENTS REQUIRED WITH THE APPLICATION FORM**

- 2 Photocopies of the Final Degree **OR** Mark sheet
- 2 Photocopies of valid PMDC/PMC Registration
- 2 Photocopies of valid CNIC
- 2 Photocopies of LNH employment card (for LNH faculty only)
- 2 passport size photographs attested from the front
- 2 Photocopies of Matriculation certificate / O Level equivalence certificate **OR** Matriculation mark sheet

## **CHPE FACULTY**

- ✓ DHPE
  - Prof. Nighat Huda
  - Prof. Sobia Ali
  - Dr. Afifa Tabassum
  - Dr. Sana Farooq Shah
  - Dr. Muhammad Ahsan Naseer
  - Dr. Yusra Nasir
  
- ✓ LNH&MC
  - Prof. Rufina Soomro, Dip in HPE
  - Prof. Zia-ul-Islam, MCPS (HPE)
  - Dr Syed Sheeraz-ur-Rahman, MHPE

### **Course Coordinator**

Muhammad Javed Anwar

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