

# SKILLS LABORTAORY COMMITTEE

## Terms of reference

**MEDICAL TEACHING INSTITUTION –  
HAYATABAD MEDICAL COMPLEX /  
KHYBER GIRLS MEDICAL COLLEGE,  
PESHAWAR, PAKISTAN**



## **TORS FOR THE SKILLS LABORATORY COMMITTEE**

The college would establish a central clinical skill lab & would keep it upgraded through periodic addition of new manikins & software tools for the psychomotor domain of learning of the students. The facility would be utilized primarily by undergraduate & if available by postgraduate students as well.

1. The committee would have a director, deputy director (DD) & an assistant director (AD) to be nominated by the Dean of MTI HMC.
2. The committee would hold periodic meetings as & when needed to assess the current situation of the provision/availability of the appropriate equipment needed for teaching & recommend to the Dean MTI HMC for their availability in the skill lab. The director would share the minutes of meetings, teaching schedule & equipment demands with the Dean.
3. The committee would include the chairmen of all clinical & nonclinical units of MTI HMC.
4. It would be the responsibility of every unit chairman to identify those psychomotor skill which has to be taught in the clinical skill lab by holding their periodic departmental meeting in their respective departments. The list of the recommended psychomotor skills will be communicated through the chairman & would be approved in the upcoming meeting of the skill lab committee. After due approval, the list of the skill be communicated to the assistant director for making a schedule of teaching in the skill lab for the most appropriate utilization of the facilities to prevent overcrowding & overlapping between different sessions. The whole exercise must be done in advance at the beginning of the academic session rather than after the eleventh o'clock.
5. Execution of the teaching session will be the responsibility of the faculty member assigned the task of teaching the psychomotor skill rather than by the assistant director or members of the department of medical education. He would keep the record of attendance of the students.
6. Director of the skill lab would
  - a. Hold periodic meetings with the chairman for approving the psychomotor skill to be taught in the skill lab.

- b. Ensure provision of appropriate teaching tools for teaching
  - c. Recommend to the dean for the availability of the teaching tools.
  - d. In his absence DD would perform the duties.
7. The assistant director would be a junior faculty member based at college & preverbally in the skill lab. The job of AD would be
- a. To collect the schedule of skill lab teaching from the chairman of all those units would like to utilize the skill facilities.
  - b. To make an appropriate timetable so the facility is appropriately utilized by preventing overlapping between different units.
  - c. The equipment is in proper working condition & periodically checked by the concerned engineer.
  - d. The support staff is available during the teaching session.
  - e. To keep a record of the timetable, equipment & periodic inspection of the tool.

#### **Staff Members of Clinical Skills Lab**

<b>S.NO</b>	<b>Name</b>	<b>Designation</b>
1	Dr. Afsheen Mahmood	Director Clinical Skills Lab
2	Dr. Ehsan Ullah	Assistant Director Clinical Skills Lab
3	Sibghat Ullah	Computer Operator Clinical Skills Lab
4	Zia Ullah	Supervisor Clinical Skills Lab
5	Muhammad Arif	Technician Clinical Skills Lab