

CHECKLIST FOR AUDITING TEACHING HOSPITALS

Date:.....

Name of the Teaching Hospital:

1. Administration and Management			
Sl. No	Area of M&E or Quality check.	Yes/No/ Enlist	Remarks
1.1.	There is focal person to oversee the academic Programme.		
1.2.	The hospital is designated as teaching hospital (MoU)		
1.3.	Institute and hospital have signed MoA		
1.4.	There are clear direction documented or written practiced (SoP) to carry out the academic programme.		
1.5.	There are policies and guiding documents enshrining clear roles and responsibilities of staff as faculty for academic programme (ToR).		
1.6.	There is a plan for continuing professional developments (CPD) including pedagogy for teaching faculties.		
1.7.	Minimum of two coordination meetings held between teaching hospital and institute to improve academic programme.		
1.8.	One full time head of department and two appointees are regularly monitoring the students during the clinical posting, as applicable.		
1.9.	Any Other Comments:		

2. Clinical Faculty			
Sl. No	Area of M&E or Quality check.	Yes/No/ Enlist	Remarks
2.1.	Total number of clinical faculties appointed as faculty by the institute/University.		
2.2.	Appointed clinical faculties more than 3 years clinical experience.		
2.3.	Minimum of 15 hours teaching (including supervision and mentoring, etc.) in a week by clinical faculties		
2.4.	There is a plan or timetable/roster documented to supervise the students.		
2.5.	All the faculty appointees have undergone pedagogy training.		
2.6.	All the faculty appointees have undergone assessment training.		
2.7.	Students are taught on soft skills/values as part of teaching and learning		
2.8.	Number of clinical preceptors/adjunct faculties with:		
	PhD		
	Master Degree		
	Bachelor Degree		
	Diploma		
2.9.	Current teacher-student ratio		
2.10.	Any Other Comments:		

3. Educational resources			
Sl. No	Area of M&E or Quality check.	Yes/No/ Enlist	Remarks
3.1	There are identified classrooms/ lecture hall for theory classes.		
3.2	There are library facilities in the hospitals to enable students learning.		
3.3	There are ICT facilities in the hospitals to enable students learning.		
3.4	Hospital has equipped skills/simulation centers.		
3.5	Hospital has instituted academic adviser and mentorship programs for the students.		
3.6	Students are accessible to medical records and other data sources for academic requirements.		
3.7	All the assessment mechanism are documented and implemented as directed by the curriculum.		
3.8	Any Other Comments:		

4. Clinical Practice (Teaching Hospital)			
Sl. No	Area of M&E or Quality check.	Yes/No/ Enlist	Remarks
4.1.	Total number of beds.		
4.2.	Number of outpatients recorded last six months.		
4.3.	Number of inpatient recorded last six months.		
4.4.	Total of deliveries conducted last six months.		
4.5.	Total number of departments (<i>provide name</i>).		
4.6.	Any Other Comments:		
5. Student Support Services			
Sl. No	Area of M&E or Quality check.	Yes/No/ Enlist	Remarks
5.1.	Students are briefed regarding hospital and service protocols before they are placed in departments.		
5.2.	There are hostel with adequate beds and required facilities.		
5.3.	There is feedback mechanism in place.		
5.4.	There are transportation facilities, as required.		
5.5.	Mess facilities		
5.6.	Amenities (water, electricity, waste management, recreational facilities, etc)		
5.7.	Any Other Comments:		

6. Feedbacks and Recommendations:

Best Practices (including benefits to hospital)	Improvement Required (Issues/Challenges)

General comments

Name of Assessor:_____

Signature :_____

Date :_____