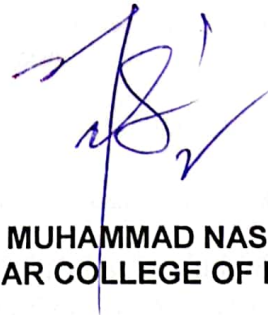**Rahbar College of Dentistry**

STANDARD OPERATING PROCEDURE (SOP) FOR CURRICULUM/TEACHING PROGRAM

RAHBAR COLLEGE
OF DENTISTRY

PRINCIPAL
PROF. DR. MUHAMMAD NASIR SALEEM
RAHBAR COLLEGE OF DENTISTRY

No.102/RCoD/P-132 Dated: 6 August 2024

To: Director Admin

Info: Medical Branch

Prof. Dr. Muhammad Nasir Saleem
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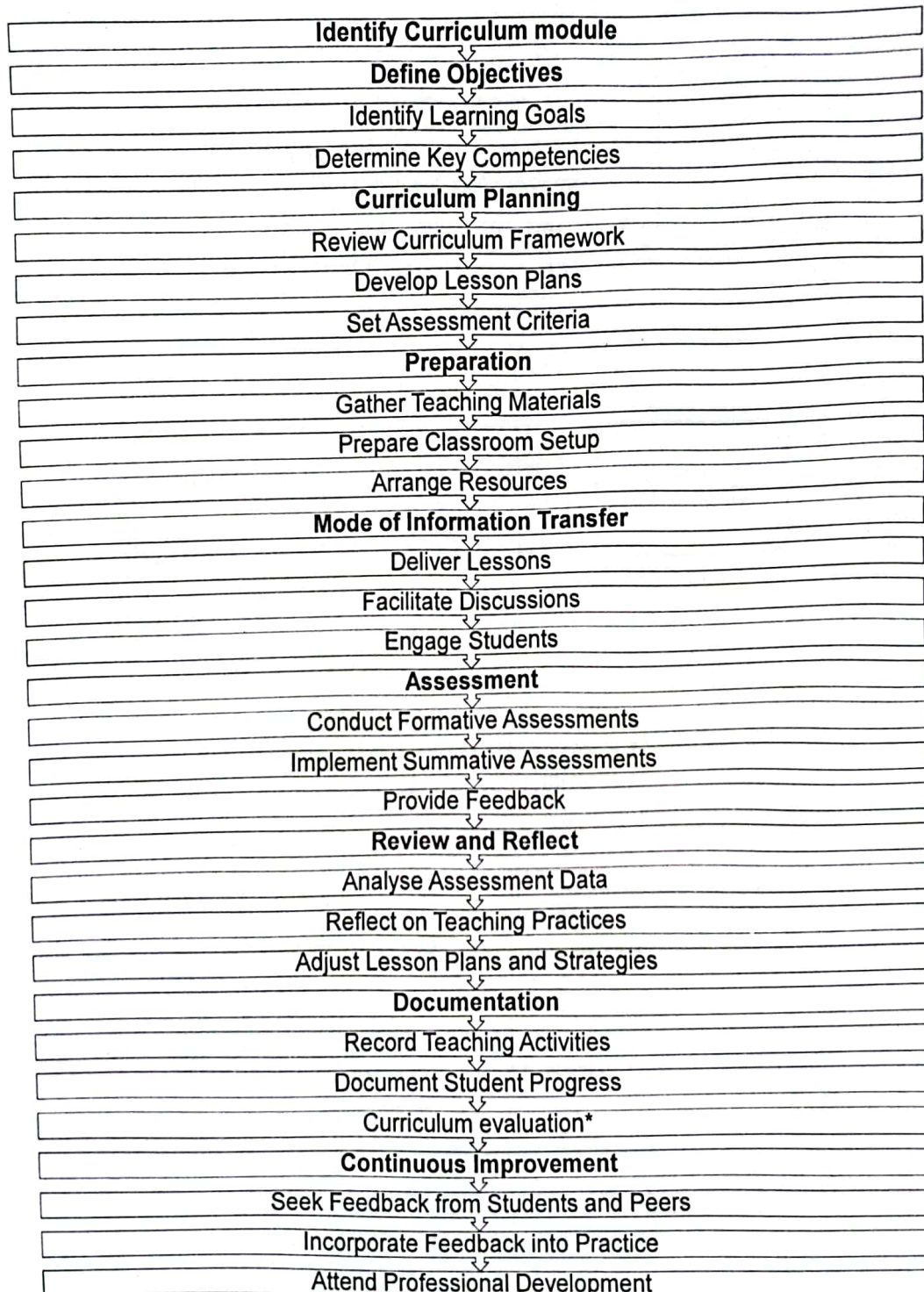
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STANDARD OPERATING PROCEDURE (SOP) FOR CURRICULUM/TEACHING PROGRAM

Teaching curriculum involves several key steps to ensure it is effective, engaging, and meets educational standards. Here's a general outline of the process:

➢ Identify the type of module and define Objectives

➢ Identify Learning Outcomes: Determine what students should know, understand, and be able to do by the end of the course or unit.

➢ Determine Key Competencies and outline the content and skills to be covered

➢ Curriculum Planning according to the module selected and establish a timeline for each topic or unit.

➢ Design the Curriculum Framework

➢ Incorporate Assessment Methods which includes:

  ▪ **Formative Assessments:** Including quizzes, observations, and discussions to gauge ongoing understanding.
  ▪ **Summative Assessments:** Plan for end-of-unit or end-of-course assessments, such as tests, projects, or presentations.
  ▪ **Feedback Mechanisms:** Design ways to provide constructive feedback to students.

➢ Review and Reflect to Ensure that the curriculum aligns with learning objectives, assessments, and standards.
➢ Regularly evaluate and update the curriculum based on student feedback and performance.
➢ Document and record all the teaching activities and student progress
➢ Curriculum evaluation and changes according to policy made for curriculum changes.
➢ Continuous improvement after feedback from student and faculty.

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STEPS OF STANDARD OPERATING PROCEDURE (SOP) FOR CURRICULUM/TEACHING PROGRAM

Identify Curriculum module

Define Objectives

Identify Learning Goals

Determine Key Competencies

Curriculum Planning

Review Curriculum Framework

Develop Lesson Plans

Set Assessment Criteria

Preparation

Gather Teaching Materials

Prepare Classroom Setup

Arrange Resources

Mode of Information Transfer

Deliver Lessons

Facilitate Discussions

Engage Students

Assessment

Conduct Formative Assessments

Implement Summative Assessments

Provide Feedback

Review and Reflect

Analyse Assessment Data

Reflect on Teaching Practices

Adjust Lesson Plans and Strategies

Documentation

Record Teaching Activities

Document Student Progress

Curriculum evaluation*

Continuous Improvement

Seek Feedback from Students and Peers

Incorporate Feedback into Practice

Attend Professional Development

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CURRICULUM MAP

A graduating dentist should be able to apply the principles of prosthodontics in general dental practice.

Goals

TEACHING CURRICULUM

Learning Objectives

> Clarity on what students should know.
> Integrated module
> Knowledge and skills

Summative Assessment

Professional exam
THEORY:
➢ MCQ
➢ SAQ
PRACTICAL:
➢ OSPE
➢ OSCE

Formative Assessment

- MCQs
- SEQs/SAQs
- OSPE
- Logbook
- Presentation
- Class/ Clinical Attendance

Mode of information transfer

➢ Lectures
➢ Books
➢ Handouts
➢ Videos
➢ Simulators
➢ Case based