



**DEPARTMENT: ADM/QUALITY ASSURANCE**

**TITLE: Terms of Reference  
Training Committee**

CODE : AD/QA -To R- FO - 17.6

IMPLEMENTATION DATE: 18/01/2021

REVISION DATE: 18/01/2024

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VERSION 1

The Terms of Reference (ToR) for the Training committee (Tr Com) at the Faculty of Pharmacy at the Lebanese University (LU) describe the working arrangements. It also lists the member's roles and responsibilities, meeting schedule, quorum, agenda meeting, reporting, documentation of minutes of meetings, action, and voting, conflict of interest and amendment, modification, or variation.

### **1. Scope**

The Tr Com plays an important role in developing the community and clinical training (teaching and learning outcomes) strategy, from competencies, learning outcomes, syllabi, and diploma supplement. The Tr Com is committed to ensuring the quality and smooth performance of the clinical training program for graduate and Pharm D students, including the introductory and advanced pharmacy practice experiences and skills. It also handles all subjects relating to the policy and practice of community and clinical training, learning, and assessment in the faculty in addition to all relevant and their implications for practice and policy across the institution.

### **2. Purpose**

The purpose of the Tr Com is to assure and enhance standards of training in community and clinical training and to identify and apply the accreditation standards as required by HCERES. It plans and reviews the clinical training program policies and guidelines to improve skills that deliver learning outcomes for students. It plays a lead in facilitating the communication between instructors, employees, and students related to training details. The committee also helps clinical instructors improve their teaching skills, and help students improve their learning abilities.

### **3. Mandate or instruction**

The mandate of this committee shall be to provide advice and recommendations that will facilitate the implementation of HCERES accreditation following ToR. Further activities will follow the accreditation.

### **3. Authority**

The TR Com is established as an advisory committee to perform the functions set out in the terms of reference above and all circumstances ancillary to those functions. It is responsible to submit and follow-up the recommendations to improve the learning outcomes of the faculty program.



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#### 4. Chairman and membership

The committee is composed of administrative and academic staff, including six members appointed by the Dean of Pharmacy Faculty as follows:

Name	<sup>1</sup> Functional responsibility	Position at the faculty
Prof Issam KASSAB	Chairman, Coordinator	Professor, Head of
Prof Ahmad YASSINE	Member	Professor
Dr Sanaa AWADA	Member	Associate professor Head of Master department
Prof Salam ZEIN	Member	Associate Professor
Prof Samar RACHIDI	Member	Associate Professor
Mrs. Amina JAMMOUL	Executive secretary	Laboratory Assistant

<sup>1</sup>Functional responsibility: Chairman, Coordinator, Member, Executive secretary of the committee

#### 5. Main roles and responsibilities

- Update the training manuals
- Schedule practical and clinical training sessions of students and residents
- Monitor the implementation of infection control policies and procedures by students, monitors, staff and faculty members
- Approve and review on a regular basis the training course specifications for each academic department
- Set the standard for the number of training and supervision hours courses expected to meet to satisfy the training requirements
- Monitor and manage procedures for the accreditation process
- Set policies and procedures for training for community and clinical training/internship
- Establish the level of competency expected from students and monitors
- Prepare the clinical training program schedule and evaluate each clinical training course
- Examine the final results of the students in each clinical training session at the end of each semester.



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## **6. Members responsibilities**

- 6.1 Members shall attend committee meetings regularly. Members who are unable to attend a particular meeting must inform the executive secretary.
- 6.2 Members shall adhere to rules of confidentiality, except where disclosure of the information is specifically required by legislation.

## **7. Meeting schedule**

- 7.1 The Tr Com meetings are scheduled on a monthly basis; however additional meetings may be scheduled in exceptional circumstances.
- 7.2 The Tr Com meetings are generally held at the faculty or online through the Zoom platform.
- 7.3 The chair approves any changes to the meeting schedule.

## **8. Quorum**

- 8.1 Meetings must have management representation. All members must be present
- 8.2 Committee recommendations will only be made if a quorum of 50% of committee members is present, with at least one administrative member.

## **9. Agenda meeting**

- 9.1 The agenda is set by the Executive Secretary (ES) of the Tr Com and forwarded to all members at least one week in advance of the date of the meeting
- 9.2 Members may add items to the agenda as new items at the beginning of the meeting, understanding that the item may be deferred to the next meeting if there is insufficient time or information to address the issue.

The agenda meeting template should include:

- Time and location of the meeting
- Attendees, Apologies
- Disclosure of interest
- Schedule of meeting
- Confirmation of minutes
- Items from committee members
- Close of meeting



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**10. Reporting and documentation of minutes of meeting**

- 10.1 Minutes of meetings (MOM) should include any actions and general points of interest that are discussed during the meeting
- 10.2 MOM should be documented by the Executive Secretary (ES) of the committee
- 10.3 MOM should be reviewed, approved, and signed by the chairman of the committee and then submitted approval copies for the members presents and other attendees after meeting
- 10.4 For issues to be resolved, MOM will include a description of the issue and the action to be taken at the next meeting.
- 10.5 The committee shall report annually to the Dean summarizing its activities, findings, and recommendations
- 10.6 If there are recommendations of the committee, it will be the responsibility of the committee coordinator to provide a memorandum report to the liaison faculties identifying these suggested recommendations to be taken into consideration.

**11. Actions and voting**

- 11.1 Decisions should be made by consensus (for ex: members are satisfied with the decision even though it may not be their first choice). They are approved by a majority vote of the committee.

**12. Conflict of interest**

- 12.1 Members of the committee must declare any conflict of interest following Lebanese University 's Code of Ethics.

**13. Amendment, or variation**

- 13.1 This ToR may be amended, varied, in writing after consultation and agreement by the Dean of faculty
- 13.2 It should be reviewed at least annually or in case of proposed changes at any time.

**APPENDIX A – ABBREVIATIONS**

ES	Executive Secretary
LU	Lebanese University
MOM	Minutes of Meetings
Tr Com	Training Committee
ToR	Terms of Reference