

## Introduction

Education development office of Nursing and Midwifery's faculty College has initiated its activity on the supervision of Research and Educational Development Center of the Iran university of medical science since 1999 by considering improving supervision sciences education quality in nursing and midwifery's fields in different educational levels and by the purpose of improving knowledge and competence of the college faculty members and graduates according to the society changing requisites. Active members in Educational Development Office of the college have stepped efficiently in different medical education fields especially research and development, evaluation and continuous education from then in a manner that their efforts obtained several research projects in education in the form of thesis, internal evaluation of the educational groups in faculty collage, producing instructors' evaluation questionnaires and participation in performing internal evaluation projects in faculty college level.

## Goals & objectives

This office will continue its goals in functional areas in direction of educational development center of the university: curriculum planning, evaluation, research in education, faculty and staff development, talented student, accountability medical education, virtual education, and Shahid Motahhari educational civil and Dr Vosough annually festival. .

## Vision

Educational development office of the School tends the university step in order to gain the best position in educational areas in national and regional level and be propounded in midwifery's and nursing education in international level in the direction of prospect of research and educational development of the university and by approval of values and educational and research beliefs

## Mission

Educational development office of the School is a structure of educational assistance collection of School which is commissioned to assist instructors & faculty members in order to improve the quality of education of the School and assist effectively as an assistant arm to direct and organize the educational procedure in School in direction of the mission of research and educational development center of the university. In this order, the most important missions of this office includes improving qualitative educational potentialities level and undertaking learning in science and educational body of midwifery's and nursing college by the goal of training efficient human power, obligated and creative for providing good quality health services to the society proportionate to the present and the future health system requisites.

**"Structure of nursing and midwifery's educational development office of the college"**

**Dean of the college**

**Education assistant deputy**

**Manager of educational development office**

**Development office members of the college**

## Responsibilities of the office of educational development

Responsibilities of the office of educational development, school of nursing and midwifery, Iran University of Medical Sciences toward job development centers affiliated to the Ministry of Health and Medical Education has been declared in five areas:

- ▲ Evaluation (Evaluation)
- ▲ Curriculum (Curriculum planning)
- ▲ Teacher Education development (Teacher Training)
- ▲ Research in Education (research and development)
- ▲ Festival of Education (national education festivals)
- ▲ Virtual (virtual education)
- ▲ Education accountability (accountable education)
- ▲ Education Networks (medical education committee)

## Evaluation

Informing and sending messages to faculty members of preparing confidential reports and diagrams in evaluation cases

### Instructors' & faculty members evaluation

In each semester according to collecting information (student evaluation of instructor, self evaluation, and group manager evaluation) from each instructor and doing statistics procedures and defining results Presenting evaluation results and feedback in a confidential manner to each faculty member

### Student evaluation

Surveying MCQ exam results in EDO office Analyzing MCQ question results Defining difficulty index and questions telling Presenting feedback to faculty members about confidential posed questions



**Iran University of Medical Sciences  
and Health Services of Nursing  
and Midwifery School & Faculty College**

**Education Development Office  
of Nursing and Midwifery School & faculty  
College**



### Curriculum planning evaluation

Cooperation with curriculum planning office  
Convening conferences with theoretical and clinical planning managers of nursing and midwifery's courses for curriculum planning evaluation  
Documenting theoretical and clinical programs of nursing and midwifery's courses in EDO office

### Curriculum planning

- ▲ Convening monthly curriculum planning (theoretical and clinical) of nursing and midwifery's conferences
- ▲ Following up educational programs (theoretical and clinical) each semester and receiving a copy of theoretical and clinical programs from curriculum planning office
- ▲ Following up the curriculum plan of nursing field courses degrees (B.A, M.S, and PhD) and midwifery's field in degrees (B.A, M.S, and PhD)
- ▲ Receiving the course plan of special courses from different educational groups in the beginning of each semester
- ▲ Controlling and improving the course plan and presenting feedbacks to groups
- ▲ Archiving the course plan of educational group courses of each semester in EDO

### Teacher training

- ▲ Convening workshops (educating according to need assessment measuring of faculty members)
- ▲ Convening journal clubs
- ▲ Close cooperation of members with nursing education office of nursing and midwifery's college and nursing scientific associations

### Research and development

Surveying research plans sending to EDO department of EDC of University introducing and cooperating in educational research plans to the EDO office.

### Other duties & activities:

#### Talented & student committee unit

Cooperation with talent unit of the university  
Introducing top students to the University for participating in scientific Olympiads  
Following functions related to the talents of the college in university  
Following first and top students graduated from nursing and midwifery's fields

#### Shahid Motahari festival

Sending guides, forms and necessary formats to the faculty members to writing the procedure  
Following and educating writing method of festival procedures  
Guiding faculty members in writing procedures  
Sending selected procedures from college to university  
Close cooperation in evaluation of sent selected procedures from colleges to the university and then sending them for final evaluation to the festival secretariat

### Education network

Faculty members interested in cooperation through meetings determined and competent individuals in the network prepare regular and periodic meetings summarizing the decisions of meetings new educational ideas  
Empowered faculty Recognize outstanding teachers  
Revising of curriculum planning provide of the decision to University Education Development Center

### Student Advisory & Consultation Committee

- ▲ Students interested in cooperation and innovation
- ▲ Student Committee meetings periodically with management of EDO
- ▲ Representative's Committee on University Education Development Center
- ▲ Students participate in educational and research
- ▲ Recall for interested students to join the student Advisory Committee Training students for standardized patients in OSCE exams
- ▲ Introduce student to education development Center, of University of Evaluation department of EDC