FRONTIER MEDICAL AND DENTAL COLLEGE

Faculty Development, CME & Train the Trainers Policy

1. Purpose

The Faculty Development Policy aims to build and sustain the teaching, research, and leadership capacities of FMDC faculty by providing structured programs, financial support, and opportunities for collaboration with internal and external experts.

2. Scope

This policy applies to all full-time and part-time faculty members at FMDC involved in teaching, research, and academic leadership activities.

3. Policy Statement

FMDC is committed to continuous professional development of its faculty through:

- Regular workshops, seminars, and training programs.
- Funding support for faculty development activities.
- Engagement of external facilitators to enhance training quality.

4. Objectives

- To ensure faculty remains current with advancements in pedagogy, research, and clinical practice.
- To provide transparent processes for fund allocation and utilization.
- To leverage external expertise in capacity-building initiatives.
- To develop a pool of master trainers who can train other faculty & staff.

5. SOPs for Utilization of Allocated Funds

5.1 Allocation of budget

Annual budget of minimum 50,000/ annum per department will be allocated. This will cover:

- In-house faculty development programs
- Honoraria for external facilitators for conducting CME/CPD at FMDC
- Support for faculty attending CME/CPD activities
- Support for faculty attending 'train the trainer's activities

5.2 Financial Support for CME/CPD Activities

- Faculty members are eligible to apply for partial or full funding for:
  - Accredited conferences, workshops, and symposia
  - Hands-on training sessions or advanced certification programs
  - National and international CME/CPD courses relevant to their specialty

- **Application Process:**
  - Submit a **CME/CPD Funding Request Form** at least **8 weeks** before the event.
  - Attach event brochure, agenda, and estimated budget.
  - Obtain HOD endorsement and Dean approval.
- **Funding Coverage:**
  - Registration fees (fully or partially covered)
- **Post-Event Requirement:**
  - Submit a **brief report** summarizing learning outcomes.
- **Approval Conditions:**

  - Only 25% of teaching/administrative staffs per department will be granted permission till completion of course. However, conditions may apply depending upon availability of resources.

- **Restrictions:**

  - Teaching/administrative staffs already enrolled in one CPD program cannot apply for another until completion.

  - Programs conflicting with teaching schedules or key administrative periods will not be approved.

5.3 Inviting External Facilitators external facilitators for conducting CME/CPD at FMDC

- **Identification & Selection**

  - External facilitators must be recognized experts in their field.
  - Faculty members may nominate facilitators by submitting a **Facilitator Request Form** with credentials and justification.
- **Approval**

  - The Dean will review and approve the invitation of external facilitators based on expertise, relevance, and cost.
- **Contracting & Honorarium**

- Honoraria will follow FMDC's standard rates or as approved by management.

- **Logistics**
  - The organizing department will coordinate travel, accommodation (if required), and necessary arrangements.

5.4 In-house Faculty Development

- DME shall organize **regular in-house faculty development programs** (FDPs) including workshops, seminars, teaching skill enhancement sessions, journal clubs, and research capacity-building activities.
- DME will:
  - Conduct training **needs assessment** annually to plan relevant FDP topics.
  - Develop a **yearly calendar** of faculty development sessions.
  - Ensure all faculty attend a **minimum number of in-house training hours** as part of their professional development.
- Funds allocated for in-house programs will cover:
  - Training materials and resources
  - Honoraria (if internal/external experts are engaged)
  - Logistics (venue, refreshments, equipment)
- **Attendance Tracking:**
  - Attendance records will be maintained by the FDC.
  - Participation in FDPs will be considered during faculty appraisal and promotions.

5.5 Train the Trainer

FDP funds may be utilized to build an internal pool of certified trainers in pedagogy, assessment, research, and clinical teaching.

- Faculty members with minimum 3 years of teaching experience may apply.

- Application form to be submitted at least **8 weeks before training**, with:
  - Program details (agenda, accreditation status, outcomes)
  - Estimated budget
  - HOD recommendation and Dean approval
- Post-Training Obligations
  - Submit a **Training Report** summarizing learning outcomes.
  - Conduct at least **two cascade training sessions** in their department within 6 months.
  - Mentor junior faculty in applying new methodologies.

6. Monitoring & Evaluation

- Reports will include activity summaries, utilization of funds, and impact on faculty performance.

7. Policy Review

This policy will be reviewed every **three years** or as required by institutional needs.

Annexure 1: Faculty Development Proposal Form

Institution: FMDC
Form No.: FMD-FDP-01
Date of Submission:

Section	Details to be Filled by Applicant
1. Title of Activity	
2. Type of Activity	☐ Workshop ☐ Seminar ☐ Training ☐ Other: _____
3. Proposed Dates	
4. Organizing Department	
5. Name(s) of Organizers	
6. Objectives	
7. Expected Outcomes	
8. Target Audience	(Faculty Level / Department / Number of Participants)
9. Proposed External Facilitator(s)	Name, Credentials, Institution
10. Estimated Budget	**(Attach breakdown of costs below)**
11. Justification for Activity	
12. Signatures	Organizer: _____ HOD: _____
13. Recommendation by FDC	☐ Approved ☐ Not Approved
14. Remarks by Dean	

BUDGET BREAKDOWN

Item	Estimated Cost (PKR)
Facilitator Honorarium	
Training Materials	
Venue / Equipment	
Travel / Accommodation	
Refreshments	
Other (Specify)	
Total	

Annexure 2: CME/CPD/TTT Funding Request Form

Institution: FMDC
Date of Submission:

Section	Details to be Filled by Applicant
1. Applicant Name	
2. Department	
3. Designation	
4. Title of CME/CPD Event	
5. Organizing Body	
6. Dates & Venue	
7. Event Accreditation	☐ Yes ☐ No (Attach proof if available)
8. Relevance to Faculty Role	
9. Estimated Budget	Attach breakdown below
10. Funding Requested (PKR)	
11. Expected Outcomes	
12. HOD Recommendation	☐ Recommended ☐ Not Recommended

Section	Details to be Filled by Applicant
13. FDC Decision	☐ Approved ☐ Not Approved
14. Remarks by FDC	

BUDGET BREAKDOWN

Item	Estimated Cost (PKR)
Registration Fees	
Travel	
Accommodation	
Daily Allowance	
Other (Specify)	
Total	