



Centre for Professional
Development

CPD

History of CPD

The decision to establish an independent unit to initiate and supervise training in the National University was taken on 9th December 2009 due to magnificent and continuous growth and expansion of the programs of the college at that time. The expansion of the college-at that time- necessitates recruitment of new staff for the various departments. In order to maintain standards and criteria of the National College there was a need to establish a Centre to train and support staff to ensure excellence in education and services.

At the beginning it was given the name the Professional Educational Unit. By January 2011, the unit has its own, properly furnished hall in the National College (at that time). The name of the unit has been changed to the Centre for professional development - CPD.

In 2016 the Centre was moved to a new location with better facilities in Al Raqi Hospital- Main Campus of National University.

- رؤساء الإدارات - هيئة التدريس CC : وكيل وزارة التعليم العالي - مدير عام التعليم الاهلي و الاجنبي	Date : 2009/12/9 Ref.
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قرار

تقرر انشاء وحدة التعليم المهني بالجامعة الوطنية لفرض تدريب منسوبي الجامعة من
 الاكاديميين و الاداريين و تعيين د. عمر عبدالقادر الفكي مدير للوحدة من تاريخه.

ونكم جزيل الشكر


 بروفيسر /عمر محمد على

Centre for Professional Development:

In a rapidly growing world of innovative knowledge and skills, it is essential to commit to quality, training and continuous development. Professional development is a process that enables individuals to maintain and improve standards of practice through the development of knowledge, skills and attitudes

The Centre for Professional Development (CPD) is responsible for organizing training programs for all categories of staff working in the National University.

Mission of CPD:

To offer continuous training opportunities and guidance to the staff in order to maintain excellence.

Vision:

To be a leading Centre for training, development and enhancement programs

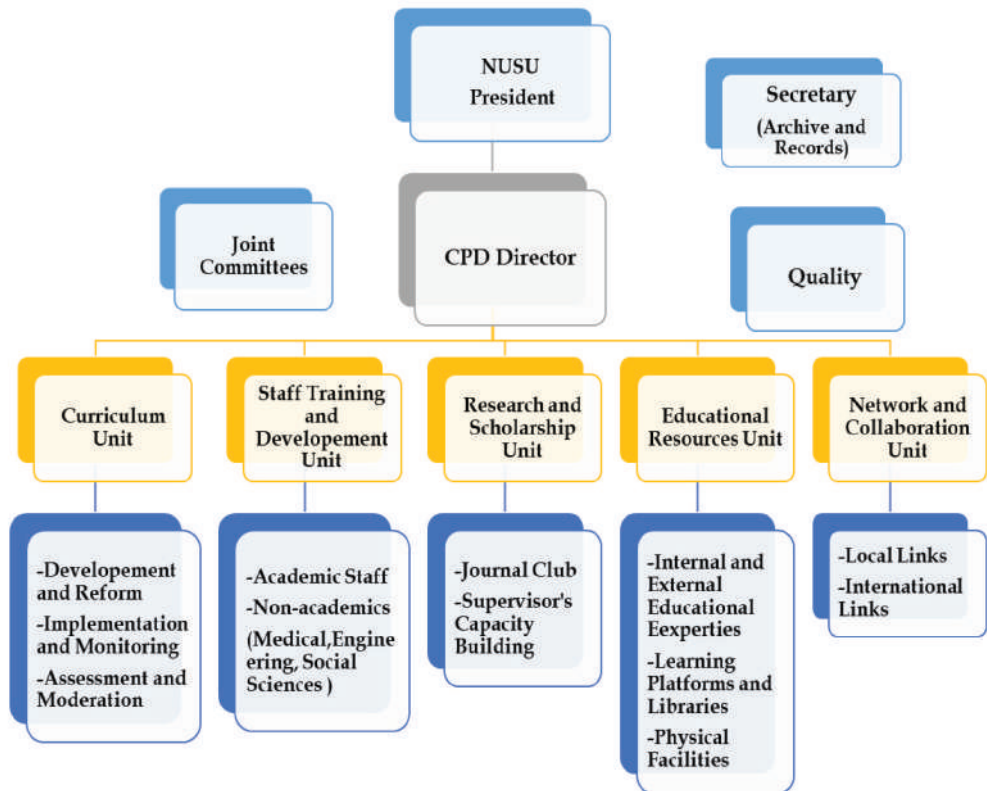
The Aim:

To update and upgrade the university and hospital staff abilities to improve the quality of the educational services we provide

Objectives to:

1. Promote a culture of continuous education and life –long learning.
2. Provide opportunities for training and education for staff.
3. Introduce new concepts of teaching and different ways of acquiring information.
4. Provide opportunities for the staff to reflect and provide feedback on their own practice.
5. Encourage and support research.
6. Empower the staff with both knowledge and skills necessary for improving the standard of the service provided.
7. Collaborate with national and international centers.
8. Encourage the staff to improve their professional effectiveness and work satisfaction.
9. Make use of unexpected opportunities –experts, visits –that can be beneficial to medical educators within the university.
10. Establish an interactive page within the university website and platform in order to provide online support for the staff.

CPD Organizational Structure



How do we determine the activities?

In the Centre, the program is planned and driven by staff and teachers' need through a form distributed (electronic and/or hard copy) and by the recommendation or advice input of the top management of the institute and by the CPD team according to an emerging need.

Activities:

- Training workshops
- Journal clubs
- Meetings with individual departments or programs in the university
- Provision of support and advice to individual staff members within the university.
- Lectures by visiting professors.
- Review the curriculum for each faculty.

Evaluation:

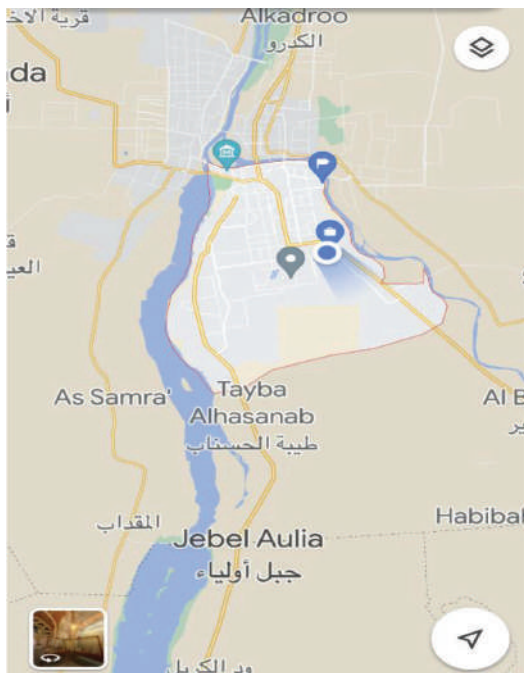
Credit points or CPD (continuous professional development) point's statement to be kept within the individual's personal record in the human resources department. An annual number of CPD points should be achieved .e.g.10 points /year. Successful completion of the CPD points would be certified.

Evaluation of the activities of the center is done through analysis of evaluation and feedback forms, reflection from the participants, and implementation of the annual calendar.

Email-contact CPD@NU.EDU.SD

Location:

Centre for Professional Development is currently located in Al Raqi hospital 8th floor/ National University main campus. Most of activities take place in CPD hall. However the departments make use of university facilities for courses that need specific resources.



CPD POLICY AND PROCEDURES

1. Introduction

The Centre for Professional Development, National University, Sudan (CPD-NUSU) is concerned with provision of training, support, advice and guidance to all staff members through continuous activities such as training workshops. CPD depends on its activities on the in house experts and when necessary external experts are invited. The appointment of each member of staff is followed by induction via orientation course that is held by CPD on regular basis to introduce the new staff member to the By-laws, regulations, policies and procedures and quality management concerns of the university. Each member of academic staff, who has not been exposed previously to adult education will be required to enroll in a Teaching Certificate course organized by the Center (CPD). This course is usually instructed by in-house expertise, but certain topics may necessitate the invitation of external experts from other universities or hospitals. Other activities include organization of courses by CPD to address an emerging needs such as E-learning.

2. Policy Statement

The CPD employs full-time educationists and invites guest experts to implement training for academic, professional and non-professional staff on educational, research and quality issues.






3. Purpose of the Policy

The purpose of this policy is to ensure that CPD:

1. Work in collaboration with top management of NUSU to observe its vision and mission.
2. Ensure in collaboration with the concerned faculties and departments all staff are equipped with current and updated skills and competencies in their specific era.
3. Control the process of training in the centre as from need assessment up to workshop planning, execution and evaluation.
4. Regulate the release of certificates to candidates who successfully attend and accomplish the assignment and tasks of the course.
5. Decide the validity of certificate and determine the need for renewal.
6. Regulate the workshops and candidate participation according to the need.
7. Arrange the relationship with external trainers and prepare a pool for potential external trainers based on their expert.
8. Avail facility of CPD advice and support to all and set a system of reward on educational research.
9. Create partnership with local, regional and global developmental centres
10. Preserve all the documents of its activities and ensure that abide by the quality management of the system
11. Evaluate the activities held by the centre using reflection, workshop evaluation, others using KPI.

Annexes:

List of CPD Directors

No	Name	
1	Dr. Omer A-Qadir Elfaki, MBBS, MD, Associate Prof. of Internal Medicine, Faculty of Medicine and Surgery NUSU, First Director of CPD	
2	Dr. Wisal O Gameel MBBS, FRCS, D MEd (on leave without pay)- Second Director of CPD and former Dean of Faculty	
3	Dr. Asim Q Ali MBBS, MSc (on ,PhD study leave, UK Third Director of CPD CPD	
4	Dr. Ali Elziyyat, MBBS FRCP, MMed, Now consultant, fourth ..Director of CPD	
5	Dr..Eman Kheir BDS, MSc, MD, Dean of Faculty of Dental Medicine and Surgery, Current Director of CPD	

List of external and internal trainers on CPD

No.	EXPERT	IN-HOUSE	EXTERNAL
	Ms.Hiba M. Eltayeb, Director of Quality Unit, On ISO-9001-2008 Certification of educational institutions	√	
	Dr. Omer A-Qadir Elfaki, MBBS, MD, Associate Prof. of Internal Medicine, Faculty of Medicine and Surgery NUSU, First Director of CPD (on leave without pay).	√	
	Dr. Wisal O Gameel MBBS, FRCS, D MEd (on leave without pay)- Second Director of CPD and former Dean of Faculty	√	
	Dr. Asim Q Ali MBBS, MSc (on PhD study leave, UK), Third Director of CPD CPD	√	
	Dr. Ali Elziyyat, MBBS FRCP, MMed, Now consultant, fourth Director of CPD..	√	
	Dr.Eman Kheir BDS, MSc, MHPE*, MD, Dean of Faculty of Dental Medicine and Surgery, Current Director of CPD	√	
	Dr. Hiba Elzaki MBBS, MSc, MHPE*, MD, Assistant professor of Community Medicine, Head of Community Medicine Department, Deputy Academic Affairs dean	√	
	Dr. Salah Ibrahim Ahmed B.Pharm, MSc, PhD, facilitated a workshop on "Referencing in Research Articles"	√	
	Dr. Khalid Elamin, Part-time Associate Professor, facilitated a workshop on MCQ design, March 2022	√	
	Prof. Hassan M. Ali, BSc , MSc, PhD, Professor of Pharmacology, Faculty of Clinical and Industrial Pharmacy, NUSU, Former Dean of Pharmacy.	√	
	Prof. A. Moneim Sahal		√
	Prof Ahmed Hassan Fahal, Prof. of Surgery and Director of National University Development, Research and Innovation Center (NUDRIC). Opportunities for NUDRIC activities.		√
	Prof. Bashir Hamad, Professor of Community Medicine and Medical Education, Africa International University		√
	Prof. Osman Khalafalla Saeed MBBS, FRCP, Professor of Internal Medicine, University of Gezira,		√
	Prof. M. Elsanousi, MBBS, MD, MRCOG, Professor of Obstetrics and Gynaecology, University of Gezira, Former Vice Chancellor.		√
	All external examiners invited for clinical courses, who volunteer their advice in their reports, and help in transferring good practice from other institutions		√

National University Sudan
Centre for Professional Development

Needs Assessment Form for Staff Training

Faculty:

Department

Curriculum Development:

- Strategies of the curriculum
- Curriculum and course design (aims & objectives)
- Problem –based learning/task-based learning
- Quality assurance in medical education
- Community oriented medical education
- Integrated teaching
- Outcome-based education
- Inter-professional education
- Teaching professionalism

Teaching & Learning:

- Methods of teaching
- Small group teaching
- Learning styles
- Life- long learning
- Clinical/ward-based teaching
- Teaching a skill-practical
- Mentoring & students support
- Tutoring and facilitation

Assessment:

- Principles of assessment
- Instruments of assessment
- Self & peer assessment in the teaching process
- The OSCE
- Standard setting
- Feedback

Research:

- Principles of research methodology
- Writing a research proposal
- Writing a questionnaire
- interpretation & analysis of data
- Ethics of research
- Writing a scientific paper

Quality Management:

- Basic principles of quality
- Continuous Improvement
- Customer Satisfaction
- Quality Tools
- Quality and Accreditation

Personal Development:

- Communication Skills
- Leadership
- Change Management
- Innovation Skills

Others:-----

Sample of training programs offered by CPD:

No	Workshop Title	Date	Trainer
	MCQ Item Writing	21/08/2010	Dr. Wisal Osman Gameel
	CT imaging	10/01/2011	Dr. Sabah Mohamed Dr. Mohamed Elsheikh
	Hinari and Pubmed	29/1-5/02/2011	
	Course Design	19-20/02/2011	Dr. Wisal Osman Gameel
	Instructional Methods	26-27/03/2011	Prof. Bashir Hamad
	Communication skills	16-17/04/2011	Dr. Wisal Osman Gameel
	MCQ	23/04/2011	Prof. Bashir Hamad
	Communication skills	26-27/04/2011	Dr. Wisal Osman Gameel
	MCQ Item Writing	21/08/2010	Dr. Wisal Osman Gameel
	Health Research Methodology	-23/07/2011 16	Dr. Nadir Ali
	Tutoring And Facilitation	27/09/2011	Dr. Wisal Osman Gameel
	PBL Workshop	26/12/2011	– Prof. Osman Khalafallah Prof .Mohamed Elsanousi
	Research Methodology	20/12/2011	Dr .Nadir Ali Ahmed
	Data Management	03/12/2011	Dr. Nadir Ali Ahmed
	Tools of Data Collection	29/11/2011	Dr. Nadir Ali Ahmed
	Sampling	21/11/2011	Dr. Nadir Ali Ahmed
	Study Design	15/11/2011	Dr .Nadir Ali Ahmed
	How to Write a scientific Paper	25/10/2011	Prof. Qurashi Ali

No	Workshop Title	Date	Trainer
	Writing a Research Proposal	10/09/2011	Dr. Nadir Ali Ahmed
	The Curriculum in the National College	23/08/2011	
	Power Point Presentation Practical Session	14/08/2011	Ustaz . M.kamal Mohamed
	Minimum Pass Level for MCQ and Other Written Tests	23/04/2011	Prof. Bashir Hamad
	Scientific Publication Writing Course For Medical and Health Professionals	22/11/2012	Prof .Ahmed fahal
	Writing Proposal and Quality of Paper	13/12/2012	Prof .Ahmed fahal
	Course Design	18/09/2012	Dr. Wisal Osman
	Designing a Questionnaire	17/01/2012	Dr. Ahmed Nadir Ali
	Oral Presentation Techniques	05/02/2013	Prof. Hassan Mohammed Ali
	Improving Leadership and Communication Skills to Achieve Excellence	03/01/2013	Dr .Yassin Elgaddal
	Notes on Problem –Based learning	03/09/2013	Dr. Wisal Osman Gameel
	Methods of Teaching	09/09/2013	Dr .Gamal Suliman Qurashi
	How to Prepare Lecture	12/09/2013	Dr. Wisal Osman Gameel
	Guide to Referencing and Citation	03/12/2013	Dr .Wisal Osman Gameel
	Characterization of Normal Kidney Texture and Measurements in Sudanese Population Using MR Images	30/03/2014	Dr. Mazin Babeker Abd alla
	Tutoring PBL	21/07/2014	Dr. Wisal Osman Gameel
	Teaching learning 1:Method of Teaching	09/09/2014	Dr. Wisal Osman Gameel
	Teaching Learning 2:The Lecture	16/09/2014	Dr. Wisal Osman Gameel

No	Workshop Title	Date	Trainer
	Academic Supervision	23/09/2014	Dr. Wisal Osman Gameel
	Presentation Skills	24/09/2014	Prof. Ahmed Fahal
	Time Management	25/09/2014	Dr .Mohammed Ali
	How to Construct Best Answer Multiple (Choice questions (MCQS	30/09/2014	Dr .Salah Omer Bashir
	(Research Methodology Session NO(1	15/10/2014	Prof. Ahmed Fahal
	(Research Methodology Session NO(2	22/10/2014	Prof. Ahmed Fahal
	(Research Methodology Session NO (3	12/11/2014	Prof. Ahmed Fahal
	(Research Methodology Session NO (4	19/11/2014	Prof. Ahmed Fahal
	Reading Scientific Articles A Scholar Guide	28/10/2014	Dr. Asim Q. Ali
	Clinical Research and its Ethical Implications	05/10/2016	Dr. Ali Elzyat
	Leadership	20/08/2017	Dr .Ali Elzayat
	Curriculum Design	14/08/2017	Dr. Ali Elzayat
	Communication Skills	23/04/2017	Dr. Ali Elzyat
	Research Methodology	04/2017/ 12-13	Dr. Rihab Omer
	Quality Management	21-22/03/2017	Dr. Ali Elzyat
	Research Methodology	15-16/1/2017	Dr. Rihab Omer
	Communication Skills	23/04/2017	Dr. Ali Elzyat
	Research Methodology	04/2017/ 12-13	Dr. Rihab Omer
	Proposal Writing for Grant Application	-09-16-/11/11 23/12/2017	Prof. Ahmed Fahal

No	Workshop Title	Date	Trainer
	Communication Skill	07/11/2017	Dr. Ali Elzayat
	Teaching and Learning	15-17/10/2017	Dr. Ali Elzayat
	Course design	21/12/2017-04-18/01/2018	Dr. Ali Elzyat
	Course design	04-18/01/2018	Dr. Ali Elzyat
	Risk Management	21-22/02/2018	Dr. Rihab ALI omer
	Risk Management	21/03/2018	Dr .Ali Elzayat
	Teaching and Learning	16/09/2018	Dr. Ali Elzayat
	Communication Skills	24/09/2018	Dr. Maha Mohamed
	Research Methodology	21-22-10/2018	Dr. Faisal Hammad
	Risk Management	22/07/2019	Dr. .Ali Elzayat
	Advanced Trends in Students Assessment	08/08/2019	Prof. Sahal
	Research Methodology	14-17/09/2019	Dr. Elhami Abddulmuti
	Time Management	23/09/2019	Dr .Ahmed Musa
	Course Design	05-06/10/2019	Dr. Mohammed Hamza
	Statistical Package for Social Sciences ((SPSS	20-22-23/10/2019	Dr. Alrazi
	Communication Skills	13/11/2019	Dr .Sahar Ali
	Effective Lecturing	18/12/2019	Dr. Ali Elzayat
	(MCQs (MEDICNE	14/01/2020	Dr Salah Omer
	Course profile and Moderation	14-19-26/06/2021	Dr. Ali Elzayat

No	Workshop Title	Date	Trainer
	Course profile and Moderation	03-05/07/2021	Dr. Ali Elzayat
	Course profile and Moderation	17/08/2021	Dr .Ali Elzayat
	Assessment and Moderation	01/03/2022	Dr. Ali Elzayat
	MCQs Item Construction	08/03/2022	Dr .Khalid Alamin Dr. Eman Kheir Dr. Hiba Zaki
	Quality Management of Academic Process with special reference to BAC Requirement	24/05/2022	Dr. Eman Kheir Dr. Ali AwadAlla Dr. Samah Elnur
	Test Blueprint	23/5/2022	Dr .Khalid Alamin Dr. Eman Kheir Dr. Hiba Zaki
	MCQs Item Construction	06/07/2022	Dr.Enas Sharfi Dr. Ruaa Hamaza
	Moodle platform	06/08/2022	Dr. Ali AwadAlla Dr. Samah Elnur Mr. Moize
	Supervisors Skills	13-14/8/2022	Prof. Ahmed Gasim Prof. ElFatih Mohamed Malik Dr .Khalid Alamin
	Test Blueprint	09/2022//19	Dr .Khalid Alamin Dr. Nibrass Ali

