

# **Description of duties of the urology department:**

## **Duties of the group manager:**

- 1- Communicating the executive programs and general duties of the faculty members, including educational (theoretical - practical), research, student guidance and services, and maintaining the work discipline of the faculty members of the group and supervising their proper implementation**
- 2- Preparing the executive program of educational, research and service duties provided through the group based on the policy of the faculty/research institute/training school council in consultation with the group members before the start of the academic semester and preparing the course schedule every half year in cooperation with the group members and submitting it to the head of the faculty/research institute/training school**
- 3- Continuously revising the programs according to the latest advances and scientific changes and developments and submitting these programs to the relevant authorities**
- 4- Organizing and conducting group council meetings and sending the work report, approvals, suggestions and collective opinions of the group to the dean of the faculty/research institute/training school for executive coordination or through legal procedures for implementation.**
- 5- Notifying the group members of the circulars, regulations and approvals issued by the head of the faculty/research institute/training school**
- 6- Proposing the financial needs of the group to the faculty/research institute/training school.**
- 7- Carrying out all official correspondence of the group and proposing the provision of supplies, books, publications and other requirements needed by the group to the head of the faculty/research institute/training school.**

**8- Proposing research projects that the group is ready to carry out directly or in cooperation with other groups to the head of the faculty/research institute/training school for approval by the research council of the institution.**

**9- Evaluating the annual work of the group members and reporting it to the head of the faculty/research institute/training school.**

**Educational Assistant:**

**The educational assistant is appointed for a period of two years with the approval and decision of the head of the group director, and all or part of the duties and authorities of the director of the educational or research group are assigned to them, as the case may be.**

**Duties of the Assistantship Program Manager:**

- Allocating sufficient time to perform assigned tasks and ensuring the achievement of the educational goals of the assistantship program**
- Supervising and organizing the educational and research program based on the approved program and criteria of the relevant field. (It is necessary that the text of the program and criteria be made available to all assistants and faculty members). - Guiding and supervising all educational activities in all educational centers participating in the assistantship program**
- Preparing a clear and concise description of the duties and responsibilities of the assistants and their supervisory hierarchy in various educational and research activities, in cooperation with the faculty members of this field. It is necessary that the said text be made available to all program staff. It is necessary that the program manager and other faculty members monitor the performance of the assistants based on this text.**
- Planning and supervising the evaluation of the assistants**
- It is necessary that the program manager, by setting up the relevant committees formed with the participation of faculty members and assistants, take action regarding the supervision and organization of the educational program.**

**(Faculty members are appointed by the department manager upon the proposal of the program manager)**

- Proposing and following up on the hiring of new faculty members in accordance with the needs of the residency program with the approval of the educational group**
- Participating in educational, clinical, and research activities**

- Preparing a report on the residency program at the request of the educational program development committee, which must be approved in advance by the department manager.
- Informing the educational program development committee of major changes in the residency program, especially any changes in the number of faculty members, the number and diversity of patients and educational centers, the number of residents (due to extension of the course or withdrawal of residents), and any changes in the rotation program of residents.

Obviously, the necessary information is provided to the residency program manager by the relevant authorities.

#### **Duties of the educational group:**

- 1- Coordinating educational and research activities in the relevant field.
- 2- Setting educational programs that are necessary for teaching in that field.
- 3- Supervising the way courses are presented and reviewing and commenting on the textbooks and course content based on the approved programs and syllabi.
- 4- Commenting on the teaching and research hours of the group members.
- 5- Commenting on the admission of transfer and guest students and determining their shortage of course units.
- 6- Reviewing research projects and proposing them to the educational and research council of the faculty or educational institute.
- 7- Commenting on the missions of the group members and proposing them to the educational and research council of the faculty or educational institute.
- 8- Anticipating the group's need to hire specialized faculty members and proposing them to the dean of the faculty for referral to the relevant authorities.
- 9- Annual evaluation of the working group for the plan in the educational and research council.
- 10- Planning courses according to the authorities delegated by the Supreme Planning Council.

**11- Reviewing and expressing opinions on the revision of syllabus headings and revision of course titles (in terms of being core or optional), as well as determining the content of courses in light of the latest scientific advances for proposal and approval by the Supreme Planning Council.**