



David Tvildiani

Medical University

The Action Plan

2017 2019

#	Purpose	Activities	indicators	Dates:	Responsible Person
	<i>List of goals</i>	What should be done to achieve the goal	How will you identify, prove the success	2017 -2019.	Who will be responsible for the performance of activity of the involved task?
I. Teaching quality					
1	Analysis of short term results of new MD e-PBL program	Analysis of short term results of Medical Doctor's e-PBL program	<i>Evaluation of the program is conducted by David Tvildiani Medical University Quality Assurance Service</i>	January/2017 May/ 2017	QA service/MEC With academic and administrative staff and students
2	Development of adequate quality	2 .1 Development of adequate QA instruments for monitoring medium and long term outcomes for MD e-PBL program	<i>Instruments for monitoring of medium and long term outcomes are developed</i>	January/2018 June/2018	QA service/MECC
		2 .2 Planning and implementation of pilot research with MD e-PBL graduates and employers	Study design, questionnaires are developed; <i>results of interviewing Graduates and employed ones are available</i>	January/2019 - May/2019	QA service/MEC
	<i>Development of quality assessment instruments for determining medium and long term outcomes for MD e-PBL new program</i>	2 .3 Analysis (2.2.) of study results	The results of the study are processed, judged, conclusions are made	January/2019	QA service/MEC: By Academic and Administrative staff and students

3

Piloting and evaluation of academic courses for science teaching In Medical Doctor programs, PhD programs, in residency training programs

3 .1 <i>Preparation of study course of science teaching for MD programs</i>	<i>Syllabuses of study courses for science teaching in MD programs</i>	January/2017 December/2017	Course supervisor/ teachers <i>involved in course</i>
3 .2 Teachers' training in science teaching course <i>(Journal club format)</i>	<i>The course is delivered</i>	August/2017 August/2018	Course Supervisor/MEC
3 .3 <i>Analyzing the results of the piloting science teaching course</i> <i>(Journal club format)</i>	<i>The course is delivered in piloting mode</i>	March/2018 - November/2018	<i>Course supervisor</i>
3 .4 <i>Analyzing the results of the piloting the science teaching course and development plan</i>	<i>Development plan is developed based on result analysis</i>	December/2018 July/2019	Course Supervisor/QA <i>Service</i>
3 .5 Preparation of new courses for science teaching (Journal club format) for <i>Preparation for PhD students</i>	<i>Syllabus of science teaching course for PhD programs</i>	January / 2017 - December / 2017	Course supervisor/ teachers <i>involved in course</i>
3 .6 Teachers training in new course of science teaching of PhD programs <i>(Journal club format)</i>	<i>The course is delivered</i>	June / 2018 - December / 2018	Course supervisor/ EC
3 .7 <i>Piloting the new teaching format) format of science teaching in PhD program (Journal club format)</i>	<i>The course is delivered in piloting mode</i>	September/2018 -November / 2018	<i>Course supervisor</i>
3 .8 Analysis of results of new courses piloting for science teaching (Journal club format) <i>and elaboration of development plan</i>	<i>The development plan has been elaborated based on analysis of results</i>	January / 2019 - February / 2019	Course supervisor/QA <i>Service</i>

		<p>3.9 Piloting and implementation of new courses of science teaching (Medical Doctor format and PhD format) in residency programs.</p>	<p><i>The course is delivered in piloting mode</i></p>	<p>May / 2018- December / 2018</p>	<p><i>Course supervisor</i></p>
		<p>3 .10 Analysis of results of piloting new courses of science teaching (Medical Doctor format and PhD format) in residency programs and elaboration of development plan.</p>	<p><i>The development plan has been elaborated based on analysis of results</i></p>	<p>February/2019 -April / 2019</p>	<p>Course Supervisor / QA service</p>
		<p>3 .11 Conducting PBL format sessions in residency programs</p>	<p><i>The course is delivered</i></p>	<p>October/2017 -March/2018</p>	<p>MEC</p>
		<p>3.12 Analysis of PBL session results</p>	<p><i>The development plan has been elaborated based on analysis of results</i></p>	<p>April / 2018-May / 2018</p>	<p>MEC/QA service</p>

4	<p>Development and piloting of <i>CS – Clinical Skills course</i> within framework of 3-4 module of study stage of basic medical education and 3-4 module of clinical stage; Elaboration of an assessment system plan in students' professional (often general transfer) <i>competencies within the program.</i></p>	<p>4 .1 Development of CS course <i>for teaching stage of basic sciences</i> 4 .2 Preparation of teachers <i>in delivering CS</i> 4 .3 Piloting the practice class (3rd semester 2nd module) in CSCS <i>format</i> 4 .4 Study/analysis of practice piloting in CS format</p>	<p>CSCS course is developed for students of basic sciences learning <i>stage</i></p> <p><i>The course is delivered</i></p> <p><i>the course</i> is delivered in <i>2 modules in</i> Piloting regime</p> <p><i>Results are reviewed</i></p>	<p>June/2017 July/2017 August/2017 September/2017 October /2017 May/2018 October /2017 December/2018</p>	<p>Course supervisor/ teachers involved in course <i>preparation</i></p> <p><i>Course</i> Supervisor/MEC</p> <p>QA service/MEC</p> <p>QA service/MEC</p>
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4.5 Delivering practice class in CS format (IV semester, 2nd module), continuation of <i>piloting</i>	course is delivered in 2nd module <i>in piloting regime</i>	February/2018 May/2018	QA service/MEC
4.6 Finishing practice piloting in CS format, study/analysis (annual results)	<i>Development plan is developed based on result analysis</i>	March / 2018 - June / 2018	QA service/MEC
4.7. Development of CS format within framework on 3-4 modules of <i>scinical scince stage</i>	The Course is developed in CS format for 3-4 module of clinical <i>stage</i>	October/2018 January/2019	<i>Course supervisor/teachers involved in course</i>
4.8 in CS Clinic: TOT	<i>The course is delivered</i>	October/2018 January/2019	<i>MEC</i>
4.9 Piloting (1 module) on CS clinical stage	course is delivered in 1st module in <i>piloting regime</i>	April/2019 June/2019	QA service/MEC
4.10 Continuation of piloting CS (2-3 module) in CS clinical stage	course is delivered in 2-3 modules in <i>piloting regime</i>	September/2019 December/2019	QA service/MEC
4.11. Study and analysis of results <i>in CS clinic</i>	<i>Development plan is developed based on result analysis</i>	September/2019 December/2019	QA service/MEC

5

Revision of students assessment system
Determining the current share of the assessment in clinical skills and general transfer competences

5 .1 *Assessment system and share in final (MD) assessment of clinical skills/ general transfer competence current(present) assessment in MD programs.Development of research design and tools*

There is a study plan, the study design and tools *are defined*

May/ 2018 - July / 2018

QA service/MEC

5 .2. *Assessment system and share in final (MD) assessment of clinical skills/ general transfer competence current(present) assessment in MD programs. implementation of study (5.1)and result analysis.*

The results of the study have been obtained analysis of results and *conclusions exist*

September/2018 -November / 2018

MEC/QA service

5 .3 *Study of students opinion on learning aoutcomes in the part of clinical skills and the place of development of these skills (Study implementation, result analysis)*

There is analysis and resultsof students opinion study exist

January / 2017 - November / 2018

QA service

5 .4 *Study of doctors in issues of professionalism to reflect them in curriculum: Results and analysis*

Research results and Analysis exist

January/2017 November/2019

QA service

5 .5 *Elaboration of assessment system in students' professional (often general transfer) competences*

Assessment plan in professional competences (also based on 5.2- 5 .4 research results)

October/2018 December/2018

MEC/QA service *education department*

6	Development of MD programs: <i>evaluation of their content and structural organization (spiral structure), for graduates of MD programs, in accordance with competences required internationally and levels to be achieved</i>	6 .1. Development of <i>project for the development of web-based curriculum management platform.</i>	<i>Document of developed project</i>	August/2017 February2018	<i>project supervisor/ project development group</i>
		6 .2 Implementation of <i>project for the development of web-based curriculum management platform (in case of funding)</i>	Ref. LFM and activity monitoring <i>plan of the project</i>	September/2018 December/2019	<i>project supervisor/ project development group</i>
		6 .3 up-date (we financing can not be obtained)	Will be used indicators <i>described in project LFM</i>	October 2018 -November / 2018	<i>project supervisor/ project development group</i>
7	<i>Planning and implement ation of study by Medical Education Center for evaluation of practice present (all study courses) at DavidTvildiani Medical University</i>	7 .1 Development of plan and design of study plan and design of practice present in DTMU teaching and <i>assessment</i>	<i>Research plan and design</i>	June / 2018- July / 2018	<i>MEC/ Study Department.</i>
		7 .2 <i>Implementing of the study of practice (7.1)present in DTMU teaching and assessment</i>	Research results exist, <i>they have been analyzed and recommendations exist</i>	September/2018 -May 2019	<i>MEC/ Study Department.</i>
		7 .3 Development of textbooks based on present practice at DTMU and best international <i>practice (7.1.; 7.2.)</i>	<i>Textbooks are developed</i>	May / 2019- September / 2019	<i>MEC/ Education Department.</i>

8	<p>Piloting of trainings in relevant, new methodology for medical education in teaching, learning and assessment with teachers of David Tvildiani Medical University</p>	8.1 Development of TOT courses in teaching/learning/ assessment (not less than 4)	Teachers training course in teaching/learning/ assessment	January/2017 June/2017	MEC/Training supervisor
		8.2 Implementing new TOT courses in teaching/learning/ assessment (not less than 4)	Courses are delivered	June / 2017 - August / 2017	MEC
		8.3 Develop new international projects (TASK) in purpose of development in assessment	Document of developed project	August/2017 February/2018	MEC/ group involved in project elaboration.
		8.4 Implementation of the project (TASK) for the development of new projects in purse of development in assessment (in case of financing)	Ref. LFM of project and activity monitoring plan	September/2018 December/2019	Project supervisor/ project developing group
		8.5 up-date (if financing can not be obtained)	indicators described in project LFM will be used	February/2019 -March 2019	project supervisor/ project development group
9	<p>Quality of social conditions for study</p> <p>study of practice existing (implemented) in DTMU (including finances) for the improvement of the quality of social conditions for study, for the analysis of further growth of support (2014-2017)</p>	9.1 Plan the study to improve quality of social conditions for the study	Study design, plan. methodology is developed	September/2018 -November / 2018	Public Health School/ research department
		9.2 Implement the study to improve quality of social conditions for the study	Study results exist, they are judged, conclusions exist	December /2019	Public Health School/ research department
		9.3 Report on study in the purpose of improve ment of social conditions quality for the study and analysis of possibilities to reflect in the budged to	Study report gives practical recommendations for analysis of possibilities to reflect in budget of David Tvildiani Medical University	January/2017	Public Health School/ research department

10	Planning the study of practice existing in DTMU in extracurricular activities	10.1 Planning of study of practice existing at DTMU in extracurricular activities	Research design and plan	July/2018	Public Relations and marketing Department/QA
		10.2. Analysis of extracurricular activities (10.1 report) and possibilities to increase the budgeted	Research report gives practical recommendations for analysis of possibilities to reflect in budget of DavidTvildiani Medical University	August/2018 September/2018	QA/ Public Healthcare school Financial department
II. Research quality.					
1	Start of self-evaluation process of the PhD program of DavidTvildiani Medical University and submission to obtain ORPHEUS mark	1.1 Evaluation of PhD program in accordance with ORPHEUS standards: Developing the plan	Self-evaluation plan of DTMU PhD program is Developed	June/2018 July/2018	QA/ Research Department
		1.2 Self-evaluation of PhD program: Determining Relevance	Relevant self-evaluation document is developed according to standards	September/2018 December/2018	QA
		1.3. Approving plan of improving weaknesses of the program	Document of plan for improvement of program weaknesses .	December/2018 January/2019	Managing group/ QA
		1 .4 Improvement of weaknesses	Monitoring reports of Quality Assurance Service	January/2019 May/2019	QA/ Research Department All relevant structures of university
		1 .5 Repeated self-evaluation	Report of Repeated self-evaluation	May 2019 July/2019	QA
		1 .6 Submission of application in ORPHEUS	Application is prepared for ORPHEUS quality mark	June/2019 - September/2019	QA

1.7. Preparation for accreditation visit

Reports of meetings of self-evaluation group of Quality Assurance Service

September/2019
December/2019

QA/ All relevant Structures

2

Developing a new plan of cooperation with member institutions of DTMU Scientific environment: Formation of necessary science environment and interested human resources in accordance with research types and/or content

2.1 Develop design and plan of the study of DTMU scientific-research environment	"DTMU scientific-research environment the <i>plan and design of developed study</i>	May/ 2018 - July / 2018	QA/ Scientific- <i>research</i> Department, partner <i>institutions</i>
2.2 Conducting research	The results of the survey are obtained, discussed and primary conclusions and recommendations are <i>obtained</i>	July / 2018- September / 2018	QA
2.3 Analysis of results (including together with memorandum members) research prioritization and optimal formation of resources (human and material)	<i>for result analysis is agreed with member institutions of scientific environment, for research prioritization and optimal formation of resources in Reporting format</i>	October /2018 December/2018	QA/Managing group, partner <i>institutions</i>
2.4. Developing joint research plan	research Joint plans are developed in accordance with <i>report (2.3.)</i>	January/2019 February /2019	<i>Scientific-research</i> department/ partner <i>institutions</i>
2.5. Development of a common research project (not less than 2)	Document of 2 joint <i>research projects</i>	February /2019 August/2019	<i>Scientific-research</i> department/ partner <i>institutions</i>
2.6. Finding internal and external source of funding for projects <i>Agreements</i>	<i>Source of funding is found for project application</i>	September/2019 December/2019	<i>Scientific-research</i> department

3	<i>Develop a plan for cooperation with Georgian universities in research field;</i>	3 .1 Develop a plan for cooperation with Georgian universities (at least 1 university) in research field;	<i>mutual cooperation plan</i>	December / 2017 - January / 2018	Scientific Research Department / Vice-Rector in Strategic Management and Development field
		3 .2 Realization of joint plan in research field (according to monitoring contract)	<i>Monitoring results</i>	March / 2018 - December / 2019	Scientific Research Department / Vice-Rector in Strategic Management and Development field
4	Developing new scientific and development-oriented projects (creating or participating in creation of at least 2 new development oriented projects annually)	Initiate / develop and / or participate in development oriented projects (at least 2 in each reporting year)	<i>Documents of developed projects</i>	January / 2017 - January / 2018	Department of Strategic Management and Development / MEC
5	Start the realization of university teaching concept based on science:Develop and implement 2-3 projects within the framework of concept.	5 .1 <i>Establishing Research Unit</i> to facilitate researches	Research Unit is established and equipped	November / 2017- January /	
		5 .2. Development of work concept and provision of Research Unit	<i>Work concept and provision</i>	January / 2018- February / 2018	QA/Scientific-research department
		5 .3 Work report of Research Unit	<i>Work Report</i>	February/2018	QA/Scientific-research department
		5 .4 Develop the plan of further activities based on report of Research Unit.	<i>Activity plan</i>	March/2018- May/2018	<i>Scientific-research department</i>
6	<i>Creating a special fund for promoting elaboration of international projects;</i>	6 .1. Planning of research of analysis of co-financing conducted by DTMUDTMU in international projects	<i>Research plan of co-financing analysis</i>	April/2018 - June/2018	QA/financial department
		6 .2 Determining the need for a special fund based on the results of the research	<i>The document of analysis the research results (6.1) for the creation of a special fund to facilitate the study and for determining its budget</i>	July / 2018- September / 2018	Financial department/QA

7	<p><i>Strengthening the monitoring of the scientific research component in PhD Study; Focus on maximum support of students for participation in national grant competitions (PhD and master's)</i></p>	<p>Report of monitoring results on continuation of teaching and research component in PhD education.</p>	<p><i>Report of PhD committee</i></p>	<p>July/2017 July/2019</p>	<p>QA/PhD committee</p>	
8	<p>Providing necessary training and software implementation for the development of the study results research competence of pre-diploma study stage</p>	<p>Report of monitoring results on the progress of research component in MD program</p>	<p><i>Dean's report</i></p>	<p>July/2017- July/2019</p>	<p>QA/ Dean of Faculty</p>	
<p>III. Human Resource Quality:</p>						
1	<p>Developing university (DTMU) concept in the management of human resources;</p>		<p><i>Discussion and approval of concept</i></p>	<p>The concept is discussed (Strategic Committee, Rector's Council) and approved</p>	<p>October/2017 December/2017</p>	<p>Department of Strategic Management and Development/QA</p>
2	<p><i>Implementation of teachers training / retraining courses developed by the Medical Education Center: Approval of agreed (with staff) schedule, training schedule; Delivering courses for David Tvildiani Medical University staff; Preparation of staff in new training technologies (at least doubling) in pre-diploma and post-diploma teaching</i></p>	<p><i>2.1 Semester schedule for teachers retraining</i></p>	<p><i>Semester schedules are developed</i></p>	<p>February /2018 - September/2019</p>	<p>MEC/ Study Department</p>	
<p><i>2.2 Evaluation of the progress and annual report about implementation of the courses developed within the framework the Teachers Training Program (MEC + education department)</i></p>		<p><i>Joint Annual Report of the Medical Education Center and Education department</i></p>	<p>June/2018</p>	<p>MEC/education department</p>		
<p><i>2.3 Teachers retraining schedule (agreed with teachers) for 2018/2019 academic year fall semester</i></p>		<p><i>Semester schedule developed in agreement with teachers</i></p>	<p>September/2018</p>	<p>MEC/ Education Department</p>		
<p><i>2.4. Teachers retraining schedule (agreed with teachers) for 2018/2019 academic year spring semester</i></p>		<p><i>Semester schedule developed in agreement with teachers</i></p>	<p>February /2019</p>	<p>MEC/ Education Department</p>		

**2.5. Reports of MEC
and education department
1.4**

*Reports on implemented work for
teachers retraining*

**September/201
8- March/2019**

**QA/ Education
Department, MEC**

		2 .6. Involvement of academic staff <i>and progress within framework of integrity project (monitoring and report in accordance with project)</i>	Ref. projects, reports	October /2018	Project supervisor/ project <i>development group</i>
		2 .7 involvement and <i>progress of other personal prepared in the framework of task (monitoring and in accordance with report project)</i>	Ref projects, reports	October /2018	Project supervisor/ project <i>development group</i>
3	<p><i>A new document on academic staff teachers' workload of the provides for hours of involvement in organizational, training-methodological, scientific and medical workloads of processional self-development and involvement social work necessary for pedagogical activities</i></p>	3 .1 Document of of academic staff workload: <i>draft</i>	<i>draft</i>	August/2017- November/2017	<i>education department</i>
		3 .2 <i>Approval of document of academic staff workload</i>	<i>Workload document is approved by Rector 's council</i>	December/ /2017	QA/ Education <i>Department</i>
		3 .3 <i>Introduction of new scheme of teachers workload and monitoring of its fulfillment</i>	monitoring reports	September/2018 December/2019	QA/ Education <i>Department</i>
4	<p>Involvement of academic community members in the process of national authorization and accreditation and their preparation in regard to authorization / accreditation standards and procedures; create self-evaluation group for submission for Orpheus quality mark and involvement in it members of academic community and their training in regard to accreditation standards and procedures of PhD study program.</p>	4 .1 Preparation of academic course for " Medical Doctor Program Quality Assessment" by Quality Assurance Service	Course of "MD Program Quality Assessment"	June / 2018- July / 2018	QA
		4 .2 Conducting TOT (for 3.1.)	<i>The course is delivered</i>	September/2018	MEC
		4 .3 <i>Academic course by QA evaluation of PhD program"</i>	course " PhD program quality assessment"	June/2018 July/2018	QA
		4 4 Conducting TOT (for 3.3)	<i>The course is delivered</i>	June/2018	MEC

5	Creation of projects oriented on university development (at least two new ones) and presentation for participation in Erasmus + grant competition; Planning, organizing and conducting the ISE conference in 2018-2019 academic year;	5 .1 e-mapping Planned Training's According to the Project Plan (Curriculum Development in Medical Study Programs, CDMed) Ref. Study Quality 6.1.-6.3.	<i>Ref. Project</i>	February /2019	Project supervisor/ project developing group
		5 .2. Planned Training According to the Project Plan(Capacity Building in Teaching and Assessment of Clinical Reasoning Skills in MD Curricula, TASK); see learning quality 8.3.-8.5.	<i>Ref. Project</i>	December /2019	Project supervisor/ project developing group
6	Assess the existing services and practices for physical, psychological, social and professional needs of students (and the whole academic community);	6 .1. Study of students opinion; Assess the existing services and practices for physical, psychological, social and professional needs	Questionnaire elaborated for the survey by Quality Assurance Service; the results of the survey	September/2018 - October /2018	QA/Public Health School
		6 .2 Teachers Opinion Survey:Assess the existing services and practices for physical, psychological, social and professional needs	Questionnaire developed for research; the results of the survey	September/2018 - October /2018	QA/Public Healthcare School
7	<i>Development of the concept of "Career Development" Center of DavidTvildiani Medical University.</i>	7 .1 Creating "Career Development "Center at DTMU	<i>Decision on creation of Career Development Center</i>	January/2018	
		7 .2 Development of provision of the "Career Development" center and elaboration of center development concept	<i>The provision of the Center and the Development Concept</i>	February /2018 -March/2018	QA/Career Center
		7 .3 <i>Student's career growth support plan</i>	<i>Student's career growth support plan</i>	February /2018 -March/2018	Career Center/QA

		7.4 <i>Young staff career growth support plan</i>	<i>Young staff career growth support plan</i>	February /2018 -March/2018	Career Center/QA
		7.5 <i>Report about cooperation with graduates</i>	<i>Report</i>	May/2018	QA/ <i>The Center of Cooperation with graduates</i>
8	<i>Involvement of academic staff in professional skills program is requested, provided and introduced in practice;</i>	8.1 <i>Creation of CPD center</i>	<i>Decision of creation of CPD center</i>	January/2018	
		8.2 <i>Provision and work plan of CPD center</i>	<i>Provision and work plan of Center</i>	February /2018	QA/ CPD Center
		8.3 <i>Annual reports on staff development activities made by CPD Center and education department</i>	<i>Reports</i>	June/2018 July/2019	<i>education Department/CPD Center</i>
		8.4 <i>Annual work report of CPD with activities conducted for staff development;finding new educational resources their testing for recommendation purposes</i>	<i>reports</i>	June/2018 July/2019	<i>MEC</i>

IV. Quality of Leadership and Management:					
1	Approval of this document - university strategic development plan	1 .1 <i>Modifying university strategic development plan in accordance with new authorization requirements</i>	<i>Modified version of strategic development plan</i>	August/2017 -November / 2017	
		1 .2 <i>Approval of university strategic development plan (modified version)</i>	<i>strategic development plan</i>	December/ /2017	<i>Strategic Management and Development Committee/QA</i>
		1 .3 <i>Process monitoring scheme for fulfillment of development plan</i>	<i>Monitoring scheme for fulfillment of development plan (up to date)</i>	November/2017 December/ /2017	<i>Strategic Management and Development Committee/QA</i>
		1 .4 <i>Conducting monitoring for reporting/response</i>	<i>Reports about monitoring results of strategic committee</i>	December/ /2017 December / 2019	<i>Strategic Management and Development Committee/QA</i>
2	Completion of the reorganization process of the faculty, self-governing bodies; <i>Revision of Documents Regulating Activities of Individual Structural Units and Adaptation (in case of necessity) in Compliance with Georgian Legislation and International Practice</i>	2 .1 <i>Conducting revision of relevant documents, regulatory provisions / rules according to the reorganization plan of faculties, self-governing bodies</i>	Reorganization is complete <i>Regulatory provisions /rules are revised</i>	August/2017 -November / 2017	<i>Strategic Management and Development Committee/QA</i>
		2 .2 <i>Preparation of new rules (2.1.), provisions and regulatory documents;</i>	Charter, provisions and regulatory documents are <i>adapted</i>	December / 2017 - January / 2018	<i>Strategic Management and Development Committee/QA</i>
		2 .3 <i>Revision and adaptation of regulatory documents of strategic units</i>	<i>Regulatory documents of structural units are revisioned and adapted .</i>	December / 2017 - January / 2018	<i>QA/Structural Units</i>
		2 .4. <i>Preparation and approval of new charter of LTD DTMU</i>	<i>New charter is approved</i>	December/2017 February /2018	Rector/Managing group, QA

3	<p>Ensure compliance with the requirements and criteria required by national and international authorization / accreditation management of the university. Promote professional growth of administrative staff;</p>	3 .1 Developing course "Management BasiCS"	Program of Management BasiCS course	April/2018 May/2018	Course Supervisor/QA
		3 .2 Developing the course for Human Resources Management	Program of Human Resources Management course managementManagementManagement	April/2018 May/2018	Course Supervisor/QA
		3 .3 Conducting ToT (3.3.; 3.4.) courses	The course is delivered	June/2018	MEC
		3 .4 Take care to introduce concept of human resources into practice, looking for new ways and means	Annual report about implementation of concept of management of DTMU human resources by Strategic Development and Management Committee	February /2018 December/2019	Strategic Management and Development Committee/QA
		Support career growth of Administrative staff	Reports of involvement of administrative staff in webinars, conferences and workshops .	February /2018 December/2019	Strategic Management and Development Committee/MEC
4	<p>Development of market research strategy: Determining focus groups and target audiences developing questionnaires, etc. - compiling of project format, preparing for research</p>	4 .1 Development of market research strategy:	Initial version of market research strategy	January/2018	QA/ Public Health School/ MEC
		4 .2 Developing market research project;	marker research proejct	January/2018 February/2018	QA/ Public Health School/ MEC
		4 .3 Conducting marker research	collecting initial data for market research, survey results	March/2018 - April/2018	QA/ Public Health School/ MEC

		<i>4.4 Analysis and planning of further strategy</i>	<i>Judging of market research results and recommendations; with specifying in purpose of recommending and use of instruments</i>	May/2018	QA/ Public Health School/ MEC
5	<i>Develop a flexible and dynamic marketing strategy using combined and coordinated use of various marketing tools</i>	4.5. Developing marketing strategy	<i>Strategic Plan</i>	September/2018 - October/2018	Strategic Management Development Committee Public <i>Relationships and Marketing Department</i>
V. Collaboration					
1	<i>continuous cooperation about authorization/accreditation issues with the national center of Educational Quality Enhancement</i> /	<i>continuous cooperation about authorization/accreditation issues with the center of Educational Quality Enhancement</i>	Reports about cooperation with Quality assurance (and other structures)	January/2017 December /2019	QA
2	<i>Maximum involvement in the development of the national field document</i>	<i>Maximum involvement in the development of the national field document;</i>	<i>Document reflecting information about involvement and participation</i>	January/2017 December /2019	QA/Faculty
3	<i>Continue working on Bologna process implementation in Georgia (in format MEDINE Requirements and ORPHEUS Requirements)</i>	<i>Continue working on Bologna process implementation in Georgia (MEDINE Requirements and ORPHEUS Requirements)</i>	<i>Document s/ reports reflecting information about involvement and participation</i>	January/2017 December /2019	QA/Faculty
4	<i>Prepare plan / projects for cooperation with national professional associations</i>	<i>Prepare plan / projects for cooperation with national professional associations;</i>	<i>Cooperation plan</i>	January/2017 December /2019	Faculty/QA
5	Active participation in <i>AMEE, AMSE, ORPHEUS, EBMA, EUA</i>	Active participation in AMEE, AMSE, ORPHEUS, EBMA, EUA	Reports about <i>participation/involvement</i>	January/2017 December /2019	QA/ Participants
6	Collaboration in the framework of new projects (at least two new): Finding Financing in Erasmus + format and	Collaboration in the framework of new projects (at least two new): Finding Financing in Erasmus + format and	Projects prepared for Erasmus + Grant Competition	January / 2017 - December / 2017	MEC

	<i>looking for partners for subsequent active cooperation</i>	looking for partners for subsequent active cooperation			
7	<i>Initiate and cooperate with Universities to determine levels to be achieved in competences of MD graduates within framework of new field document</i>	<i>Initiate and cooperate with Universities to determine levels to be achieved in competences of MD graduates within framework of new field document</i>	<i>Memorandums of cooperation with universities and reports of cooperation</i>	January/2017 December /2019	Dean/QA
8	MEC Cooperation with Universities by Developing Programs and delivering Training in ME	MEC Cooperation with Universities by Developing Programs and delivering Training in ME	<i>Contracts with universities, reports on development of trainings and programs</i>	July/2017 July/20119	MEC/Training development staff
9	<i>Cooperation with Georgian universities about developing courses/programs</i>	<i>Cooperation with Georgian universities about courses/programs</i>	<i>Agreements concluded with universities, cooperation plan; programs, developed course syllabuses</i>	January/2017 December /2019	MEC/Faculty
VI. Effective use of financial resources					
1	Development of new (development oriented) projects (at least two) and their submission to grant competition of Erasmus +;	Development of new (development oriented) projects (at least two) and their submission to grant competition of Erasmus +;	<i>Amount of financing received from grants</i>	January/2017 December /2019	<i>Project Supervisor/ Project development group</i>
2	<i>Cooperation with PhD students and motivation of personnel, cooperation with institutions of scientific memorandum at Shota Rustaveli National Science Foundation for the submission of grant proposals;</i>	<i>Cooperation with PhD students and motivation of personnel, cooperation with institutions of scientific memorandum at Shota Rustaveli National Science Foundation for the submission of grant proposals;</i>	<i>Presented grant applications</i>	January/2017 December /2019	<i>Research-scientific Department/Faculty;</i>
3	Development of relevant plans by the University for attracting entrants and candidates-residents with good preparation;	<i>Development of relevant plans by the University for attracting entrants and candidates-residents with good preparation;</i>	<i>Developed plan</i>	June / 2018- July / 2018	Faculty Dean/ QA

4	<i>Informational and other activities of the University for engaging Georgian and foreign students in David Tvildiani Medical University;</i>	<i>Informational and other activities of the University for engaging Georgian and foreign students in programs of David Tvildiani Medical University;</i>	<i>Reports about university information activities events</i>	January/2018 June/2019	<i>Public Relationship and marketing Department/ International Relations Department</i>
5	<i>Realizing the need for determining financial risks when planning any project and developing training course for risk management possibility;</i>	<i>Realizing the need for determining financial risks when planning any project and developing training course for risk management possibility;</i>	Training-course program	July / 2018- September / 2018	MEC/group involved in project <i>elaboration.</i>
6	Searching for adequately trained managers (who understands the context of activity: <i>activity: University. as well as goals, objectives, activity principles of David Tvildiani Medical University).</i>	<i>Searching for adequately trained managers (who understands the context of the activity: university. as well objectives, activity principles of David Tvildiani Medical University).</i>	<i>Work agreements concluded with manager</i>	February /2017 December/2019	QA/Strategic <i>Management and Development Committee</i>
VII. Infrastructure and environment					
1	<i>Elaborate the strategy to fill library's book and electronic fund: Progressive budgeting by defining a fixed share in the profit of the institution;</i>	<i>Elaborate the strategy to fill library's book and electronic fund:</i>	<i>Developed Strategy</i>	January/2018 May/2018	<i>Strategic Management and Development Department/Library, QA</i>
2	<i>Analyze the quality of information and network infrastructure and take care of its improvement (in terms of limited finances it is necessary to base on defining the priorities);</i>	<i>Analyze the quality of information and network infrastructure and develop improvement plan</i>	<i>Plan of improvement of quality of information and network infrastructure</i>	January/2018 - September/2018	<i>Information Technology Department</i>
3	Development of new projects (submission of at least two projects annually at Erasmus + Grant Competition);	<i>Development of new projects (submission of at least two projects annually at Erasmus + Grant Competition);</i>	Projects presented to <i>Erasmus + grant competition</i>	October /2017 December/2019	MEC/ Strategic <i>Management and development Department</i>
4	<i>Creation of study laboratories (microbiological, biochemical)</i>	<i>Creation of study laboratories</i>	<i>Study laboratories are equipped</i>	June/2018 July/2018	<i>Strategic Management and Development Department/ management group</i>

5	<i>Student dormitory delivery into service and elaborating of the development plan.</i>	<i>Student dormitory delivery into service and elaborating of the development plan.</i>	<i>Research infrastructure improvement plan</i>	July/2018	<i>Strategic Management and Development Department/ management group</i>
6	Developing a study and research infrastructure improvement plan, finding their own (university budget) and	6.1. <i>Develop a research infrastructure improvement plan</i>	<i>Report</i>	May 2018 September/2018	
	new partnership (in research and Teaching) and developing a relevant plan.	6.2 <i>Finding new partner and developing joint plan</i>	<i>Report</i>	February/2018 January/2019	
7	Plan and construction of LTD "David Tvildiani University Hospital"	Plan and construction of LTD "David Tvildiani University Hospital"	<i>Report</i>	November/2017 December /2019	
VIII. Engagement of students					
1	<i>Support of student scientific community (SYSSA)</i>	<i>Constant support of student scientific community SYSSA</i>	Report about SYSSA and its <i>Acivities</i>	January/2017 December /2019	<i>Faculty Dean/ Public Relationship and marketing Department, all necessary structures</i>
2	<i>Maximize support of student self-government in the implementation of their activities (academic, research, public);</i>	<i>Support implementation of activities planned by student groups (academic, research, public)</i>	<i>Reports about activities planned by students</i>	January/2017 December /2019	<i>Faculty Dean/ Public Relationship and marketing Department, all necessary structures</i>
3	<i>Conducting, analyzing, recommendations of the planned (different issues) survey for the purpose of studying students' opinions;</i>	<i>Conduct planned activities (survey, discussion, discussion i n focus groups), analysis, recommendations for the purpose of studying students' opinions;</i>	Research results, analysis <i>Recommendations</i>	January/2017 December /2019	QA
4	Continued support of involvement of DavidTvildiani Medical University students in international student connections and their work;	<i>Continued support of DTMU students involvement in national and international students unions</i>	<i>Reports of support of students involvement</i>	January/2017 December /2019	<i>Dean of the Faculty</i>

5	<i>Promoting students and PhD students in public / professional activities;</i>	<i>Promoting students and PhD activities; in public / professional activities</i>	Reports reflecting individual support of <i>students/ PhD students</i>	January/2017 December /2019	<i>Dean of the Faculty</i>
6	<i>Involve students, PhD and graduate students in the evaluation of programs, organization and management of educational processes.</i>	<i>Involve students, PhD and graduate students in the evaluation of programs, management of educational processes.</i>	<i>Documentation reflecting involvement</i>	April/2017 June/2019	QA
IX Internationalization of experience					
1	<i>Developing the concept of integration of foreign students into the university society;</i>	<i>Developing the concept of integration of foreign students into the university society;</i>	<i>Developed Concept</i>	June/2018 July/2018	<i>Strategic Management and Development Department/QA</i>
2	<i>Elaboration of the plan for relations with graduates of David Tvildiani Medical University abroad: Organize lectures seminars in their field of activity, involvement in university management (rector's advisory board)</i>	<i>Elaboration of the plan for relations with graduates of DTMU abroad: Organize lectures - seminars in their field of activity, involvement in university management (rector's advisory board)</i>	<i>Relationship plan; reports about involvement</i>	July / 2018- September / 2018	Faculty Dean/Rector, Career <i>Development Center</i>
3	<i>Elaboration of an appropriate plan for participation in grant competition for student and state mobility within Erasmus +</i>	<i>Elaboration of an appropriate plan for participation in grant competition for student and state mobility within Erasmus +</i>	<i>Developed plan; applications for participation in grant competition</i>	January/2018 December /2019	<i>Strategic Management and Development Department/ Career Development Center</i>
4	<i>Work on international projects for internationalization (including) of experience and collaboration with potential partners;</i>	<i>Work on international projects for internationalization (including) of experience and collaboration with potential partners;</i>	<i>Developed projects</i>	January / 2017 - December / 2017	Strategic Management and Development Department / Project Development Group

5	<i>Develop an action plan on issues of "internationalization of experience" by the Medical Education Center (together with the University's Strategic Management and Development Group).</i>	<i>Develop an action plan on issues of "internationalization of experience" by the Medical Education Center (together with the University's Strategic Management and Development Group).</i>	<i>Development plan</i>	September/2018 November/2018	<i>Strategic Management development Department/MEC, QA</i>
X. Public relations					
1	<i>Find strategic partners in the field of community development and development of joint activities for the maximum benefit of the society;</i>	<i>Find strategic partners in the field of community development and development of joint activities for the maximum benefit of the society;</i>	<i>Joint cooperation plans with partners and reports about implemented activities</i>	August/2017 May/2019	<i>Strategic Management and Development Department/ partner institutions</i>
2	Cooperation with interested groups (associations, NGOs, governmental organizations) on a permanent basis;	<i>Constant cooperation with interested groups (associations, NGOs, governmental organizations).</i>	<i>Documents reflecting cooperation</i>	January/2017 December /2019	
3	<i>Facilitate the involvement of members of the academic community of David Tvildiani Medical University in socially relevant issues.</i>	<i>Facilitate the involvement of members of the academic community of DTMU in socially relevant issues.</i>	<i>Annual reports and documents verifying support</i>	January/2017 December /2019	<i>QA/ Study Department Faculty</i>
XI Establishing positions on national and international level.					
1	<i>Promoting student and PhD student participation in international and local conferences, study courses and trainings;</i>	<i>Promoting student PhD student participation in international and local conferences, study courses and trainings;</i>	<i>Documents reflecting participation (annual financial reports) and reports of students and PhD students</i>	July/2017 July/2019	<i>QA/Dean, Financial division, Career Development Center</i>
2	<i>Promotion of participation of DTMU staff in the local and international educational forums;</i>	<i>Promotion of participation of University staff in the local and international educational forums;</i>	Reports of DTMU staff, documents reflecting support (annual financial report)	July/2017 July/2019	<i>QA/ Dean, Financial Division, Career Development center</i>

3	<i>Cooperation with and university structures of Georgia;</i>	<i>Cooperation with state state and university structures of Georgia;</i>	<i>Documents and reports reflecting cooperation</i>	July/2017 July/2019	QA/Strategic management and development Department Faculties
4	<i>Continue active participation in the networks and organizations of international educational institutions;</i>	<i>Continue active participation the networks and organizations of international educational institutions;</i>	<i>Documents and reports reflecting active participation</i>	July/2017 July/2019	<i>Strategic development</i> Department/Faculty, CPD Center
5	<i>Promoting the establishing of positions of DavidTvildiani Medical University in the professional and educational networks;</i>	Promotion of establishment of DTMU position in professional and educational networks;	<i>Reports reflecting support of participation in professional and educational networks</i>	July/2017- July/2019	Strategic Development Department/Faculty. CPD center
6	<i>Elaboration of the plan / project for promoting international accreditation process in medical education; Successful completion of new authorization / accreditation (planned) process.</i>	<i>Elaboration of the plan / project for promoting international accreditation process in medical education; Successful completion of national authorization / accreditation (planned) process.</i>	Support plan; Getting authorization; getting accreditation	March/2018 - September/2018	QA
XII Quality culture					
1	Development of conceptual document " <i>Important Characteristi and Important Principles of Development of Quality Assurance of David Tvildiani Medical University</i> "	<i>Development of conceptual " Important Characteristi and Important Principles of Quality Assurance of David Tvildiani Medical University"</i>	Developed conceptual document " <i>Important Characteristi and Important Principles of Development of Quality Assurance of DTMU</i> "	-November / 2017	QA/ MEC
2	Work on the quality aspects of education, criteria and standards, as well as the improvement of the "useful"/needed evidence for their achievement / evaluation;	Work on the quality aspects of education, criteria and standards, as well as the improvement of the "useful"/needed evidence for their achievement / evaluation;	Developed principles, standards, reports about relevant evidence	October/2018 December / 2018	QA/ MEC

3	<i>Cooperation with other higher education institutions and services at national and international level about education and quality issues.</i>	<i>Cooperation with other higher education institutions and services at national and international level about education and quality issues.</i>	<i>Documents reflecting cooperation and reports of Quality assurance service</i>	January/2017 December /2019	QA/MEC, faculty
4	Preparation of a self-assessment questionnaire, creation of a working group and preparing a self-report to successfully pass authorization and accreditation (planned) at national level;	<i>Preparation of a self-assessment questionnaire, creation of a working group and preparing a self-assessment report to successfully pass authorization and accreditation (planned) processes at national level;</i>	Self-evaluation questionnaires, work group, self-evaluation Reports	September/2017 June / 2019	QA/ all structures of university <i>University Academic community</i>
5	Along with the curriculum group, improvement of existing educational programs, working on new courses;	Along with the curriculum group, improvement of existing educational programs, working on new courses;	<i>Protocols reflecting curriculum revision, reports of measures implemented for the purpose of program development, new study Courses</i>	January/2017 December /2019	QA/Curriculum Committee, faculty
6	<i>Providing academic courses for teachers on medical education issues;</i>	Development and delivery of training courses for teachers' on quality assessment issues;	"Quality Assessment Criteria in Medical Education" - a program developed for the training course	December/2017 - May/2018	QA/ MEC
7	<i>Work on issues of development of quality education with students and Quality Assessment Group with international representatives (Graduates of DTMU);</i>	<i>Work on issues of development of education quality with students and academic staff;</i> Working in the <i>Quality Assessment Group with international representatives (Graduates of David University);</i>	<i>Protocols reflecting work in working groups</i>	August/2017 - July/2018	QA/ Members of <i>Academic community</i>
8	Engagement of Academic Staff and Progress (Monitoring and Reporting by Project) within the Integrity Project	Engagement of Academic Staff and Progress (Monitoring and Reporting by Project) within the Integrity Project	Presented project applications in Erasmus + grant competition	January/2017 December /2019	<i>Project Development group/QA</i>