**Report**

**COLLEGE OF MEDICINE**

**Visiting Report to College of Clinical Pharmacy**

DATE: September 21, 2020 Time: 1:00 -2:15 VENUE: COCP Quality office

The DQA Committees of COM & COCP convened on **Monday, 1:00 at COCP DQA office** to define the system and the method of Quality office working.

They display the following:

* The unit is sharing system in COCP.
* The mechanism used to collect files, and the method of communication in sharing files between members of the committee. COCP have a special system for the college common, all committee members can add on, so each member has specific terms of reference related to his work he can access it, and the full terms of reference of the main coordinator are set.
* Files Organization Method, the files should archives 5 years earlier only in the collage.
* Printing important documents that need signatures regarding to (No Paper University).
* In the corridors and inside The DQA office they present KPI and Community participation and supported with photos.
* DQA meeting room equip with presenting system linked by Screen.
* The meeting room small library including the important topics as, collage study plan, collage conduct, faculty handbook, student's handbook, and course specifications for each year and final report for collage study plan... Etc.
* They mention that it is good to have a staff in the committee because all members in the DQA in COCP are faculty members and that made a heavy load on them.

Hope this report a reference for any assessment needed to improve the quality office.

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