AL-FARABI KAZAKH NATIONAL UNIVERSITY
Medicine and Health Care Faculty
Higher School of Medicine
Department of Fundamental Medicine

Program of the final exam in the discipline
LEADERSHIP AND ORGANIZATIONAL MANAGEMENT

Educational program

M143 BIOMEDICINE

Course – 1

Semester – 1

Number of credits – 4 (4 ECTS)

Almaty 2023

The program was compiled by k.m.s. Dushimova Z.D.

Based on the educational program « **M143 BIOMEDICINE**»

Considered and recommended at a meeting of the fundamental medicine department from "___" _____ 202_, protocol No.___

Head of the department _____ Sarsenova L. K.

Recommended by the Methodological Council of the Higher School of Medicine

"____" _____ 202__, protocol No.___

Chairman of the Academic Committee of M&HF   _____ Sarsenova L. K.

Exam format: Hybrid, asynchronous.

The exam form is combined N 1: online/online.

Exam Platform: SDO Moodle.

The type of exam is two—stage: individual Esse work followed by oral online defense.

The Esse is an independent educational work performed for a long time.

The Esse allows students to evaluate the ability to independently apply their knowledge in the process of solving practical tasks and problems, navigate the information space and the level of formation of analytical, research skills, practical and creative thinking.

The teacher or proctor does NOT observe the student's work "here and now". All works are checked for plagiarism.

The condition is that in order to conduct this type of exam, the teacher distributes the topics of individual Esses in advance.

The exam consists of two stages:

− Esse work and submission of a written report on its implementation – deadline 24 hours before the start of the oral defense;

− oral defense of the Esse at the time specified in the exam schedule.

Esse execution control – a completed Esse in the form of a *.docx document format from each student.

important! The examination paper must be checked for originality at least 80% of the original text. The size of the uploaded file should not exceed 30 MB.

The duration is 5 days.

The deadline for the second (oral) part is in accordance with the exam schedule.

Topics of individual Esses:

To develop Esse documentation for .....

The content of the Esse (in accordance with the recommended structure)

Recommended Esse structure:

1.Title page (Appendix 1)

1. Contents (table of contents)

2. The main part (at least 10 pages), which includes the following sections:....

3. List of references (list of sources used);

4. Applications (drawings, graphs, diagrams)

Requirements for the design of the Esse text

- The volume of the Esse should be at least 3 pages of handwritten text.
- Esses are drawn up on A4 sheets, the text is printed on one side of the sheet, the interval is one and a half;
- font size: Times New Roman, font style - regular, font size – 12;
- paragraph parameters: text alignment – to the width of the page, indentation of the first line -12.5 mm;
- page margins for the title page: upper and lower margins – 20 mm; right and left margins – 10 mm;
- margins of all other pages: upper and lower margins – 20 mm, the size of the left margin is 30 mm, the right margin is 10 mm;
- the title page indicates the name of the educational institution, the topic of the Esse, the name of the training course, the full name of the author, the place and year of work;
- each structural part must be started with a new section from the next page (Insert/Break/New section, from the next page);
- the pages are numbered in Arabic numerals, observing the end-to-end numbering throughout the text. The serial number is placed at the top of the page, on the right or in the center;
- page numbering starts from the title page, but the page number is not indicated on the title page and on the "Contents" page, numbering is indicated from the number 3 (from the third page);
- the text of the main part of individual tasks is divided into sections, subsections, paragraphs and sub-paragraphs, if necessary;
- sections, subsections, paragraphs, sub-paragraphs are numbered in Arabic numerals;
- sections should be numbered sequentially within the scope of the material being presented and indicated by Arabic numerals, do not put a dot at the end of the section number (for example, 1);
- subsections are numbered within each section. The subsection number consists of the section number and the serial number of the subsection, separated by a dot. Do not put a dot at the end of the subsection number, for example: "1.1";
- items are numbered within each subsection. The item number consists of the serial number of the section, subsection, paragraph, do not put a dot between the digits and at the end of the number, for example: "1.1.2";
- the sub-paragraphs are numbered within each paragraph and do not put a dot at the end of the number
(for example, 1.1.2.1);
- headings (level 1 headings) of each structural part of an individual assignment (for example, content, introduction, etc.) and section headings of the main part should be placed in the middle of the line and printed in capital letters without underscores and without a dot at the end;
- the headings of subsections, paragraphs and sub-paragraphs should begin with paragraph indentation and be printed in lowercase letters, except for the first one. There is no dot at the end of the title
- illustrations (drawings, diagrams, graphs) and tables, which are placed on separate pages, include in the general page numbering;
- illustrations should be placed immediately after the first mention of them in the text or on the next page;
- the table is located directly after the text in which it is mentioned for the first time or on the next page;

- tables are numbered in Arabic numerals in order within the section;
- notes are placed in the text, if necessary, explanations of the content of the text, tables or illustrations;
- explanations of individual data given in the text or tables may be provided with footnotes;
- references to sources should be indicated in square brackets, for example: [1], where 1 is the ordinal number of the sources indicated in the list of information sources;
- the list of information sources can be placed in the order in which the source appears in the text, in alphabetical order of the names of the authors or titles and in chronological order

Rules of the exam form
Stage 1. Esse.
It is held in the SDO Moodle. The format is asynchronous.
1. The exam is scheduled.
2. At the time set by the teacher, the student logs into the Moodle SDO and gets access to the task "Final control of the discipline". For this, the student:
- log in to the Moodle SDO (account),
- opens the element "Final control of the discipline",
- selects the item "Add an answer to the task",
- uploads his work to the file upload field,
- clicks "Save" ("Send for verification"),
- checks the work for borrowing using the Anti-Plagiarism system. There will be 1 attempt to check the written report for originality.
3. The student studies the teacher's assignment and completes it within 5 days.
4. On the basis of the achieved results, draws up a final report on the work done. important! Postponing the loading of finished works in the Moodle SDO is not allowed!
Stage 2. ORAL DEFENSE
1. According to the exam schedule, students move on to the second stage of the exam (oral defense).

Attention! The video recording of the 2nd stage of the exam is carried out - the protection of an individual Esse using recommended services: Microsoft Teams, BigBlueButton in Moodle, Zoom. The link is published to connect to the Univer IP in the corresponding section on the Exam Schedule page.
2. Time for presentation is 7-10 minutes, for discussion of the Esse – 10 minutes.
3. Based on the results of the examination, the teacher certifies the exam participants.
3. The time for awarding points to the certification sheet for the exam conducted in the Esse format is up to 48 hours.
3. A video/ video recording of the exam admission process is uploaded to a cloud storage service or video hosting (Google Drive, OneDrive, Youtube, etc.) and a link is placed in the corresponding section of the Univer IP
Evaluation Policy
When evaluating a Esse, the level of execution of the Esse as a whole and the originality of the work are taken into account, in accordance with the assessment scale. The ratio of grades of stages 1 and 2 in the final assessment of the exam: 50/50%.

Recommended literature sources for exam preparation:

1. Система управления качеством в лабораториях. 2013г, ВОЗ. Пособие, 271 с.
2. Модель компетенций для лидеров/руководителей лабораторий. ВОЗ, 2019, 59 с.

3. Laboratory Management, Principles and Processes, Fourth Edition by Dr. Denise M. Harmening, Jun 30, 2020

Additional literature:

1. http://kharkiv-lab.com/wp-content/uploads/2017/03/QMS02-A6_ru_EB.pdf CLSI. Система управления качеством: составление и управление документацией лаборатории; утвержденное руководство – шестое издание. Документ CLSI QMS02-A6. Уэйн, Пенсильвания: Институт клинических и лабораторных стандартов; 2013.

Internet-resource:
4. Clinical and Laboratory Standards Institute (CLSI) https://clsi.org/
5. https://www.nice.org.uk/
6. Независимый центр сертификации и экспертиз https://www.nice-consulting.ru/services/obuchenie-speczialistov-laboratorij/
7. ИПС «Әділет» https://adilet.zan.kz/rus/docs/V1500012207

Esse evaluation scale

№	criteria	excellent	Good	Satisfactory	Unsatisfactory	Failed
1.	Compliance of the Esse structure with the requirements specified in the rules (Drafting and execution of the Esse)	Fully corresponds to	Does not match up to 10%	Does not match up to 30%	Does not match up to 70%	More than 70% does not meet the requirements
	Bibliographic list (literature, NPA, protocols, recommendations)	All documents/sources used in the Esse are relevant, relevant, used appropriately and correctly quoted.	No more than 10% of irrelevant/irrelevant sources, the citation rules are met.	No more than 30% of irrelevant/irrelevant sources, the citation rules are met. Sources are not always used appropriately.	No more than 70% of irrelevant/irrelevant sources, there are violations of the citation rules. Sources are not always used appropriately.	More than 70% of irrelevant/irrelevant sources, citation rules are not followed. The sources were used inappropriately.
2.	Time management	The Esse was completed on time. Presented in the allotted time (compliance with the rules)	The Esse was completed on time. The presentation procedure is not followed.	The Esse was delivered late. The presentation rules are followed.	The Esse was delivered late. The presentation procedure is not followed.	The Esse has not been submitted or the presentation is not ready.
3.	Presentation of the material	The presenter has an excellent command of terminology, answers questions quickly and correctly, provides	The presenter has an excellent command of terminology, answers questions quickly and correctly, and owns	The report is read out, the essence of the work is explained, it is difficult to answer the questions	The report is being read, the essence of the work is not explained, cannot answer questions	There is no presentation or report

		Esse data that is not included in the presentation	data only from the presentation			
4.	The technical part of the presentation (design)	The presentation is made creatively using modern technical capabilities, the text material is readable, the graphics are clear.	The presentation is made using modern technical capabilities, clear text and drawings	The presentation was made independently, the drawings and diagrams are relevant to the content, there are problems with reading the text or drawings	The presentation uses ready-made slides from the Internet, drawings and diagrams are irrelevant to the content	Lack of presentation and report
5	The level of originality in general	Originality 85-100%	Originality 80-85%	Originality 75-80%	Originality is over 50-75%	Originality is below 50%
	Total **the maximum score is 40b. = 100%**					

Grading system

Letter Grade	Grade Point Value	Percentage	Conventional Grade
A	4,0	95-100	Excellent
A-	3,67	90-94	
B+	3,33	85-89	Good
B	3,0	80-84	
B-	2,67	75-79	
C+	2,33	70-74	
C	2,0	65-69	Satisfactory
C-	1,67	60-64	
D+	1,33	55-59	
D	1,0	50-54	
FX	0,5	25-49	Failure
F	0	0-24	
I (Incomplete)	-	-	"Incomplete" (shall not be taken into account when calculating GPA)