


|   |  |  |
|---|--|--|
| ОҢТҮСТІК ҚАЗАҚСТАН<br><b>MEDISINA</b><br><b>AKADEMIASY</b><br>«Оңтүстік Қазақстан медицина академиясы» АҚ             |  | SOUTH KAZAKHSTAN<br><b>MEDICAL</b><br><b>ACADEMY</b><br>АО «Южно-Казахстанская медицинская академия» |
| Department of microbiology, allergology and immunology<br>Methodological guidance for independent work of the learner |  | 50-11-<br>Out 40 p. 1p.  |

## METHODOLOGICAL GUIDANCE FOR INDEPENDENT WORK OF THE LEARNER

**Discipline:** Fundamentals of project activities and evidence-based medicine


**Code of Discipline:** FPAEBM 2213

**Name and cipher of the EP:** 6B10115 «Medicine»

**Amount of study hours/credits:** 30 hours / 1 credit


**Course and semester of study:** II, III


**Amount of practical classes:** 3 hours

|   |   |  |
|---|---|--|
| ОНТҮСТІК ҚАЗАҚСТАН<br><b>MEDISINA</b><br><b>AKADEMIASY</b><br>«Оңтүстік Қазақстан медицина академиясы» АҚ             | <br><b>SKMA</b><br>-1979- | SOUTH KAZAKHSTAN<br><b>MEDICAL</b><br><b>ACADEMY</b><br>АО «Южно-Казакстанская медицинская академия» |
| Department of microbiology, allergology and immunology<br>Methodological guidance for independent work of the learner |   | 50/11-<br>Out 12 p. 1p.  |

Methodological guidance for independent work of the learner was developed in accordance with the working curriculum of the discipline (syllabus) «Fundamentals of project activities and evidence-based medicine» and discussed at a meeting of the department.

Protocol № 1 of ' 29 ' 08 2024у

Head of the department  
 Doctor of medical sciences, prof.  Scitkhanova B.T

|   |   |  |
|---|---|--|
| ОНТҮСТІК ҚАЗАҚСТАН<br><b>MEDISINA</b><br><b>AKADEMIASY</b><br>«Оңтүстік Қазақстан медицина академиясы» АҚ             | <br><b>SKMA</b><br>-1979- | SOUTH KAZAKHSTAN<br><b>MEDICAL</b><br><b>ACADEMY</b><br>АО «Южно-Казакстанская медицинская академия» |
| Department of microbiology, allergology and immunology<br>Methodological guidance for independent work of the learner |   | 50/11-<br>Out 12 p. 1p.  |

## № 1

### **1. Topic: Criteria and Requirements for Choosing a Project Topic.**

**2. Goal:** To develop clear and justified approaches to selecting a topic for project work.

### **3. Tasks:**

- 1) Research existing criteria for choosing a project topic.
- 2) Analyze the needs and interests of the target audience.
- 3) Develop a system of criteria for topic selection.
- 4) Apply the developed criteria in practice.
- 5) Create recommendations for topic selection.
- 6) Develop tools for assessing and choosing a topic.
- 7) Evaluate and improve the tools.

**4. Format of Submission/Evaluation:** Essays, crosswords, presentations.

**5. Evaluation Criteria:** Coverage of the main points of the material on the topic, quality of the essay writing, creation of crosswords.

**6. Submission Deadline:** 1

### **7. Literature:**

Appendix No. 1

### **8. Control:**

**1. Which of the following criteria is not mandatory when choosing a project topic?**

- a) Relevance of the topic
- b) Availability of funding
- c) Personal interest
- d) Availability of resources

**2. Why is it important to consider the needs of the target audience when selecting a project topic?**

- a) To increase the project budget
- b) To enhance the relevance and significance of the project
- c) To choose a more complex topic
- d) To gain approval from colleagues

**3. Which of the following aspects should be considered when evaluating the feasibility of a project topic?**


- a) Level of competition
- b) Availability of a budget
- c) Possibility of completion within the set deadlines
- d) Amount of literature on the topic

**4. What is meant by the criterion of "originality" when choosing a project topic?**

- a) Choosing a topic that has already been widely researched
- b) Choosing a topic that repeats previous projects
- c) Choosing a topic that offers a new and unique contribution
- d) Choosing a topic that is easy to implement

**5. Which of the following criteria is most important when selecting a project topic in the scientific field?**

- a) Availability of office equipment
- b) Personal preference of the supervisor
- c) Relevance to the scientific community
- d) Level of project complexity

|   |   |  |
|---|---|--|
| ОНТҰСТІК ҚАЗАҚСТАН<br><b>MEDISINA</b><br><b>AKADEMIASY</b><br>«Оңтүстік Қазақстан медицина академиясы» АҚ             | <br><b>SKMA</b><br>-1979- | SOUTH KAZAKHSTAN<br><b>MEDICAL</b><br><b>ACADEMY</b><br>АО «Южно-Казакстанская медицинская академия» |
| Department of microbiology, allergology and immunology<br>Methodological guidance for independent work of the learner |   | 50/11-<br>Out 12 p. 1p.  |

**6. Which of the following factors is not part of the analysis of resource availability?**

- a) Availability of necessary equipment
- b) Qualifications of the project team
- c) Financial costs
- d) Level of interest in the topic

**7. Which of the following methods can help assess the interests and needs of the target audience?**

- a) Surveys and interviews
- b) Competitor analysis
- c) Researching scientific publications
- d) Watching video materials

**8. Which of the following aspects should be considered to comply with ethical standards when selecting a project topic?**

- a) The team's ability to complete the project
- b) Compliance with legislation and intellectual property rights
- c) Availability of funds for project implementation
- d) Complexity of the project task

**9. What should be considered when evaluating personal interests and competencies in the context of choosing a project topic?**

- a) Personal interest and experience of the team
- b) Popularity of the topic in the media
- c) Size of potential profit
- d) Assessment of the level of competition

**10. Which of the following approaches can be used to improve the process of selecting a project topic?**

- a) Conducting an internal workshop to discuss possible topics
- b) Choosing the most complex topic from those proposed
- c) Comparing topics only by the number of sources of information
- d) Assessing only the financial costs of the project

**№ 2**

**1.Topic: Project Planning on Themes.**


**2.Goal:** To develop and implement a methodology for project planning.

**3.Tasks:**

- 1)Research existing methodologies for project planning.
- 2)Define requirements for the methodology.
- 3)Develop the structure of the planning methodology.
- 4)Create tools and templates.
- 5)Conduct pilot testing of the methodology.
- 6)Analyze and adjust the methodology.
- 7)Train and implement the methodology.
- 8)Monitor and support the application of the methodology.
- 9)Develop recommendations for improvement.
- 10)Documentation and reporting.

**4.Format of Submission/Evaluation:** Essays, crosswords, presentations.

**5.Evaluation Criteria:** Coverage of the main points of the material on the topic, quality of the essay writing, creation of crosswords.

|   |   |  |
|---|---|--|
| ОНТҰСТІК ҚАЗАҚСТАН<br><b>MEDISINA</b><br><b>AKADEMIASY</b><br>«Оңтүстік Қазақстан медицина академиясы» АҚ             | <br><b>SKMA</b><br>-1979- | SOUTH KAZAKHSTAN<br><b>MEDICAL</b><br><b>ACADEMY</b><br>АО «Южно-Казахстанская медицинская академия» |
| Department of microbiology, allergology and immunology<br>Methodological guidance for independent work of the learner |   | 50/11-<br>Out 12 p. 1p.  |

## 6.Submission Deadline: 1

### 7.Literature:

Appendix No. 1

### 8.Control:

#### 1.Which of the following goals is not related to the development of a project planning methodology?

- a) Defining the structure of project documentation
- b) Creating training materials for the team
- c) Selecting suppliers for project tasks
- d) Developing tools and templates for planning

#### 2.What is the main element in developing the structure of the project planning methodology?

- a) Defining the project's financial budget
- b) Formulating goals
- c) Creating a schedule for team meetings
- d) Choosing a name for the project

#### 3.Which stage follows the creation of a draft planning methodology?

- a) Training employees
- b) Pilot testing
- c) Developing tools and templates
- d) Adjusting the project budget

#### 4.Which document helps determine the requirements for the new planning methodology?

- a) Financial report
- b) Stakeholder needs analysis
- c) Technical assignment
- d) Task execution schedule

#### 5.Which of the following elements is not part of the pilot testing of the planning methodology?

- a) Applying the methodology to several projects
- b) Collecting data on its effectiveness
- c) Developing new features for the software
- d) Gathering feedback from testing participants

#### 6.Which approach is most suitable for monitoring the application of the planning methodology? a) Conducting regular checks and gathering feedback


- b) Periodic software updates
- c) Evaluating only the project's financial indicators
- d) Analyzing competing planning methodologies

#### 7.Which document contains recommendations for further improvement of the planning methodology?

- a) Pilot testing report
- b) Monitoring and support plans
- c) User guide
- d) Document with improvement recommendations

#### 8.Which of the following is not included in the tools and templates for project planning?

- a) Task execution schedules
- b) Checklists
- c) Expense estimates
- d) Risk tables

|   |   |  |
|---|---|--|
| ОНТҮСТІК ҚАЗАҚСТАН<br><b>MEDISINA</b><br><b>АКАДЕМИАСЫ</b><br>«Оңтүстік Қазақстан медицина академиясы» АҚ             | <br><b>SKMA</b><br>-1979- | SOUTH KAZAKHSTAN<br><b>MEDICAL</b><br><b>ACADEMY</b><br>АО «Южно-Казахстанская медицинская академия» |
| Department of microbiology, allergology and immunology<br>Methodological guidance for independent work of the learner |   | 50/11-<br>Out 12 p. 1p.  |

**9. Which stage of developing the planning methodology comes after creating the structure and tools?**

- a) Analyzing existing methodologies
- b) Implementing the methodology
- c) Defining requirements for the methodology
- d) Gathering data on needs

**10. What should be done before the final implementation of the planning methodology in the project?**

- a) Conduct training sessions for the team
- b) Finalize the project budget
- c) Develop a marketing strategy
- d) Update the company's internal policies

**№ 3**

**1. Topic: Using Various Digital Tools on the Subject**

**2. Goal:** Effective implementation and application of modern digital technologies to optimize various processes.

**3. Tasks**

- 1) Analyze current processes and needs.
- 2) Research and evaluate digital tools.
- 3) Develop a plan for tool implementation.
- 4) Create training materials.
- 5) Conduct training for employees.
- 6) Monitor and assess the effectiveness of tool usage.
- 7) Gather feedback and adjust tool application.
- 8) Develop and implement additional features.
- 9) Create documentation for tool usage.
- 10) Share experiences and implement best practices.

**4. Format of Submission/Evaluation:** Essays, crosswords, presentations.

**5. Evaluation Criteria:** Coverage of the main points of the material on the topic, quality of the essay writing, and presentations.

**6. Submission Deadline: 1**

**7. Literature:**

Appendix No. 1

**8. Control:**

**1. Which digital tool is used for creating presentations and slideshows?**


- A) Microsoft Word
- B) Adobe Photoshop
- C) Microsoft PowerPoint
- D) Google Sheets

**2. Which tool allows you to create and edit vector graphics?**

- A) Adobe Illustrator
- B) Microsoft Excel
- C) Adobe Acrobat
- D) Google Docs

**3. Which digital tool is used for project and task management?**

- A) Microsoft Outlook
- B) Trello

|   |   |  |
|---|---|--|
| ОҢТҮСТІК ҚАЗАҚСТАН<br><b>MEDISINA</b><br><b>AKADEMIASY</b><br>«Оңтүстік Қазақстан медицина академиясы» АҚ             | <br><b>SKMA</b><br>-1979- | SOUTH KAZAKHSTAN<br><b>MEDICAL</b><br><b>ACADEMY</b><br>АО «Южно-Казахстанская медицинская академия» |
| Department of microbiology, allergology and immunology<br>Methodological guidance for independent work of the learner |   | 50/11-<br>Out 12 p. 1p.  |

C) Adobe Premiere Pro

D) Google Calendar

**4. Which of the following tools is used for collaborative document editing in real time?**

A) Dropbox

B) Microsoft Word Online

C) Notepad++

D) FileZilla

**5. Which tool is used for creating and editing videos?**

A) Adobe After Effects

B) Microsoft Excel

C) GitHub

D) Slack

**6. Which digital tool provides password storage and management?**

A) LastPass

B) Google Drive

C) Dropbox

D) Evernote

**7. Which tool helps organize virtual meetings and video conferences?**

A) Microsoft Teams

B) Adobe Lightroom

C) Google Sheets

D) Zoom

**8. Which digital tool allows you to take notes and organize information?**

A) Evernote

B) Adobe Illustrator

C) Trello

D) File System

**9. Which tool is used for developing and managing websites?**

A) WordPress

B) Microsoft PowerPoint

C) Google Forms

D) Spotify

**10. Which tool can be used for data analysis and visualization?**

A) Spreadsheet

B) Microsoft Outlook

C) Adobe Premiere Pro

D) Google Photos

#### № 4

**1. Topic: Analysis of Literature Sources on the Subject.**

**2. Goal:** Systematic investigation and evaluation of existing publications and research.

**3. Tasks:**

1) Compile a list of sources.


2) Conduct a critical review.

3) Perform a comparative analysis.

4) Identify trends.

5) Determine gaps.

6) Develop a theoretical model.

|   |   |  |
|---|---|--|
| ОНТҰСТІК ҚАЗАҚСТАН<br><b>MEDISINA</b><br><b>AKADEMIASY</b><br>«Оңтүстік Қазақстан медицина академиясы» АҚ             | <br><b>SKMA</b><br>-1979- | SOUTH KAZAKHSTAN<br><b>MEDICAL</b><br><b>ACADEMY</b><br>АО «Южно-Казахстанская медицинская академия» |
| Department of microbiology, allergology and immunology<br>Methodological guidance for independent work of the learner |   | 50/11-<br>Out 12 p. 1p.  |

7) Review research methods.

8) Synthesize and summarize information.

9) Analyze citations.

10) Compile a bibliography.

**4. Format of Submission:** Essay, presentation.

**5. Evaluation Criteria:** Coverage of the main points of the material on the topic, quality of the essay writing, preparation of the presentation.

**6. Submission Deadline:** 1

**7. Literature:**

Appendix No. 1

**8. Control:**

**1) Which of the following steps is the first in the process of analyzing literature sources?**

- A) Compiling a list of used sources
- B) Critical evaluation of sources
- C) Defining the goals and objectives of the research
- D) Comparative analysis of the literature

**2) What does the term "critical review" mean in the context of literature analysis?**

- A) Evaluating sources based on their format
- B) Systematic assessment and discussion of the strengths and weaknesses of sources
- C) Simple listing of sources without analysis
- D) Selecting only positive reviews of sources

**3) Which type of source represents primary research data?**

- A) Scientific article with a literature review
- B) Book dedicated to theory
- C) Experimental article with research results
- D) Monograph on general issues of the topic

**4) When performing a comparative analysis of two sources, what aspects should be considered?**

- A) Only the volume of publications
- B) Methodology, results, and conclusions
- C) Authority of the authors
- D) Publication date

**5) What is a "publication trend" in the context of literature analysis?**

- A) Popularity of the source on social media
- B) Direction and development of research topics in publications
- C) Number of authors in articles
- D) Amount of financial funding for research

**6) Which of the following tasks relates to identifying gaps in the literature?**

- A) Selecting relevant sources
- B) Identifying areas that are under-researched
- C) Compiling a list of authors
- D) Ranking sources by the number of citations


**7) Which method of source analysis helps identify major trends in the research area?**

- A) Text analysis
- B) Meta-analysis
- C) Literature synthesis
- D) Bibliometric analysis

**8) When analyzing sources, what should be considered in the research methodology?**

- A) Publication date



|   |   |   |
|---|---|---|
| ОНТҮСТІК ҚАЗАҚСТАН<br><b>MEDISINA</b><br><b>AKADEMIASY</b><br>«Оңтүстік Қазақстан медицина академиясы» АҚ             | <br><b>SKMA</b><br>-1979- | SOUTH KAZAKHSTAN<br><b>MEDICAL</b><br><b>ACADEMY</b><br>АО «Южно-Казakhstanская медицинская академия» |
| Department of microbiology, allergology and immunology<br>Methodological guidance for independent work of the learner |   | 50/11-<br>Out 12 p. 1p.   |

B) Research method used by the authors

C) Purpose of the publication

D) Place of publication

**9) What is a "bibliographic map" in literature analysis?**

A) A list of all published articles on the topic

B) A graphical representation of relationships between sources

C) A summary of each article

D) Publication dates of sources

**10) Which of the following elements is not part of the critical analysis of a literature source?**

A) Assessment of data reliability

B) Discussion of the publication context

C) Description of the author's personal preferences

D) Analysis of the use of sources in other studies

## № 5

1. **Topic: Project Results and Products.**

2. **Goal:** Comprehensive analysis and evaluation of the project's results and products.

3. **Tasks:**

1) Define goals and success criteria.

2) Analyze project results.

3) Evaluate project products.

4) Document the process and results.

5) Analyze the effectiveness of methods and tools.

6) Gather feedback and assess satisfaction.

7) Develop recommendations for future projects.

8) Assess impact on the target audience.

9) Conduct a financial analysis of the project.

10) Present project outcomes.

4. **Format of Submission:** Essay, presentation.

5. **Evaluation Criteria:** Coverage of the main points of the material on the topic, quality of the essay writing, preparation of the presentation.

6. **Submission Deadline:** 1

7. **Literature:**

8. Appendix No. 1

9. **Control:**

10. **What is the main goal of evaluating project results?**

A) Determining the project budget

B) Assessing the achievement of established goals and requirements


C) Developing a communication plan

D) Creating a task schedule


11. **Which of the following elements is not a project product?**

A) Final project report

B) Software developed within the project

|   |   |   |
|---|---|---|
| ОНТҮСТІК ҚАЗАҚСТАН<br><b>MEDISINA</b><br><b>AKADEMIASY</b><br>«Оңтүстік Қазақстан медицина академиясы» АҚ             | <br><b>SKMA</b><br>-1979- | SOUTH KAZAKHSTAN<br><b>MEDICAL</b><br><b>ACADEMY</b><br>АО «Южно-Казakhstanская медицинская академия» |
| Department of microbiology, allergology and immunology<br>Methodological guidance for independent work of the learner |   | 50/11-<br>Out 12 p. 1p.   |

- C) Project plan  
 D) Presentation of project results
12. **Which of the following methods is most effective for assessing user satisfaction with project products?**  
 A) Surveys and questionnaires  
 B) Cost and budget analysis  
 C) Comparative literature analysis  
 D) Conducting brainstorming sessions
13. **What should be included in the project results report?**  
 A) Detailed description of all project tasks  
 B) Project completion date  
 C) Description of achieved results and their alignment with established goals  
 D) List of all project team members
14. **Which of the following criteria can be used to evaluate the success of project products?**  
 A) Number of meetings held  
 B) Compliance of products with technical requirements and client expectations  
 C) Number of reports written  
 D) Time spent on product development
15. **Which analysis method will help determine how well project products meet client expectations?**  
 A) SWOT analysis  
 B) Risk analysis  
 C) Gathering and analyzing user feedback  
 D) Post-project cost analysis
16. **What should be assessed when analyzing project results?**  
 A) Technologies and tools used  
 B) Results compared to initial goals and plans  
 C) Number of tasks completed  
 D) Frequency of team meetings
17. **Which of the following tasks relates to documenting project results?**  
 A) Compiling a list of new tasks  
 B) Describing processes used to achieve results  
 C) Assessing team productivity  
 D) Creating new project documentation
18. **Which of the following steps is most important for preparing recommendations for improving future projects?**  
 A) Analyzing financial reports  
 B) Gathering and analyzing data on the results and products of the current project  
 C) Evaluating changes in the project team  
 D) Checking for all necessary licenses and permits
19. **What should be done when discrepancies are found between expected and actual project results?**  
 A) Create a new project plan  
 B) Ignore discrepancies if they are insignificant  
 C) Conduct a root cause analysis of the discrepancies and develop corrective actions  
 D) Cancel the project and start a new one

|   |   |
|---|---|
| ОҢТҮСТІК ҚАЗАҚСТАН<br><b>MEDISINA</b><br><b>AKADEMIASY</b><br>«Оңтүстік Қазақстан медицина академиясы» АҚ             |  SOUTH KAZAKHSTAN<br><b>MEDICAL</b><br><b>ACADEMY</b><br>АО «Южно-Казахстанская медицинская академия» |
| Department of microbiology, allergology and immunology<br>Methodological guidance for independent work of the learner | 50/11-<br>Out 12 p. 1p.   |

## Appendix No. 1

### Recommended literature


#### Basic literature

1. Досмағамбетова, Р. С. Медициналық білім берудегі педагогикалық процесс: монография / Р. С. Досмағамбетова, Ш. С. Калиева, Г. С. Кемелова ; ҚР денсаулық сақтау министрлігі; ҚММУ. - ; ҚММУ оқу- әдіст. кеңесі бекіткен. - Алматы : Эверо, 2013. - 308 бет. с.

#### Electronic textbooks

1. Жоба жұмысын орындауға арналған әдістемелік нұсқаулық. / құраст: Г.Б. Мәдиева, Б.Т. Утепова, Г.Н. Исакова. - Стер. бас. - Алматы: Қазақ университеті, 2020. // <http://rmebrk.kz/book/1179541>

2. Иманалиева, Р.Б., Ечина, Е.Г. Научный проект для студентов гуманитарных специальностей: основные принципы и перспективы развития. // VII Дулатовские чтения: Материалы Международной научно-практической конференции. - Тараз, 2012. - С.173-175. - (Дулативедение; История, география и этнология; Философия, политология и социология; Филология, педагогика и психология). // <http://rmebrk.kz/book/16367>

|  |  |   |
|--|--|---|
| <p style="text-align: center;">             ОҢТҮСТІК ҚАЗАҚСТАН<br/> <b>MEDISINA</b><br/> <b>AKADEMIASY</b><br/>             «Оңтүстік Қазақстан медицина академиясы» АҚ         </p> |  | <p style="text-align: center;">             SOUTH KAZAKHSTAN<br/> <b>MEDICAL</b><br/> <b>ACADEMY</b><br/>             АО «Южно-Казакстанская медицинская академия»         </p> |
| <p style="text-align: center;">Department of microbiology, allergology and immunology</p>  |  | <p style="text-align: center;">50/11-</p>   |
| <p style="text-align: center;">Methodological guidance for independent work of the learner</p>   |  | <p style="text-align: center;">Out 12 p. 1p.</p>  |