



National Assessors'

BOOKLET

By National Council for Accreditation of Medical College
2023

Annex:

- National assessors' team -

Contents :

		Page no.
I-	Introduction to site visit :	1
	❖ Accreditation Site Visit Team Composition.	1
	❖ Schedule of the visit.	2
	❖ Activities to be done by the site visit team	2
II-	NCAMC Policy for Formulation of the National Assessors Team (NAT):	4
III-	NCAMC Policy for Formulation of the Site Visit Team (SVT).	5
IV-	NCAMC policy for Selection of the Leader of the Site Visit Team.	5
V-	Team/Group Leader Duties.	6
VI-	Duties of the facilitator(the supervising member) .	7

I – Introduction to Site visits :

The purpose of the site visit is to provide an external and on-the-spot validation of conclusions of the self-evaluation (self study) regarding fulfillment of the standards and, if necessary, to acquire supplementary information. The duration of site visit varies and it runs normally for five days but must be at least two days. The institute will follow the directions issued by the accreditation body during setting up the programme for the visit. The visiting team is often made up of peers and members from other colleges. The college must be informed about the proposed members of the site visit team and must be given the opportunity to draw attention to potential conflict of interest of any of its members.

Information is gathered during the site visit by means of a variety of methods which include collection of documents and statistics (e.g. study guide, reading lists and statistical material on pass/failure at exams...etc); individual interviews (with dean, department heads, etc.) and group interviews (at meetings with the committee or group responsible for the self-evaluation, curriculum committee, students, etc.); and by direct observation (at visits to facilities, departments and classrooms).The team then documents all evidence.

The site-visit should end with feedback from the reviewer site-visit team to the college. Each of the members of the team briefly presents their preliminary findings and impressions to an audience, including the college leadership and as decided by the institution. *[The school may be provided with a draft report, in order to correct the defects through the accreditation body].*

Accreditation Site Visit Team Composition:

The composition of the accreditation committee who will conduct the site visit varies from 5-10 or more in some countries. However, a reasonable number that can cover the 9 areas of domains can be acceptable between 6 and 9 including chair and secretary. In addition 2-3 members can be included as trainees for future visits but they have no vote in the final decision on granting accreditation. All members should be impartial and have no conflict of interest as the college can suggest change of members if such sensitive issues are faced but before the visit. The following structure has been recommended in workshops in EMR (eastern

Mediterranean region) countries that can be adapted to suit a country's environment and needs and not necessarily suits all countries. Through group work, participants from different HPE(Health profession education) colleges and staff from higher education authority were assigned to identify the accreditation visit team composition and profile of its members. The following table (-1-)was the input from the groups which could be used as guiding criteria:

Table -1- :

Proposed team composition for review site visits			
Membership	Affiliation	Skills	Notes
Chair	Academic	Ex- or current Dean or Vice Dean	Professor in medicine with experience in administration
Secretary	Acc. Body	Expert in education and accreditation	Acc body Secretariat
Expert in Health Professions Education	Academic	Trained in medical education and accreditation	Faculty staff in medical school
Expert In Behavioural Sciences	Academic	Exposed to accreditation	
Medical expert	Academic	With training in accreditation	Clinical discipline
Medical expert	Academic	With training in accreditation	Medical Sciences
Medical expert	Academic	Trained on accreditation	Medical Labs
Health care provider	Ministry of Health	In touch with medical students	
Fresh graduate from the accredited school	Practicing/ outside medical school	Active studentship	At least 2 years after graduation
WHO/WFME	Representatives		Non voting
Trainee reviewer	Academic	To train on site-visits	Observer

Schedule of the Visit:

Length: 3-5 working days depending on size of college and country circumstances.
 Timing: March-April (or any time during active study period and to avoid exams period and vacations)

Activities to be done by the site visit team

- Review Self Study document
- Meet faculty administration (Dean, Vices, Heads of Departments, Heads of committees, Director/s Teaching hospitals)
- Meet students
- Meet faculty staff
- Inspect facilities

- Inspect documents
- Prepare daily feedback
- Re-meet and summon administration (Faculty Council)

The preparation at the college level forms the cornerstone of the process and procedure of the national accreditation in any country. **The following stages are recommended to take at the level of the college:**

- ② Establishment of committees and their detailed tasks o Planning .
- ② Awareness campaigns (means and activities: posters; mission displays; meetings...etc) .
- ② Establish data base continuous quality improvement .
- ② Foundation of a structure for accreditation (unit) .
- ② Preparing self assessment study document .
- ② If possible, conduct a peer review site visit (mock-accreditation review visit).
- ② Submission of document to accreditation body and request site visit. (table -2- Sample plan of action):

Table -2- :

The College of HPE Plan-Of-Action on Accreditation 20xx-20xx

Objective	Actions	How	Who	When
Form the accreditation committee (AC)			Dean, Depts. Heads & HPE Experts	-----
Prepare staff and students for accreditation process	Awareness among staff and students	Meetings, posters, emails, during lectures	AC members	Nov 200? and after: open
Form the taskforces (1 for each area of standards)	Nomination; endorsement; terms of reference	During an AC meeting	Members of AC, students, staff	Nov 200?
Perform Tasks in the 9 areas	Wide participation; extensive work	Weekly meetings & feedback into data base	Members of AC, students, staff	Dec 200?- Feb 200?
Announcement of each taskforce and feed back	Institutional workshops	Illuminative Evaluation of the taskforce findings	Taskforce	Feb- - Apr 200?
Disseminate to stakeholders	Workshop, Faculty Council and committees meetings	Putting accreditation high on agenda	AC & Taskforce	May 200?
Approve amended self assessment and action plan	Administrative	AC and Dean Office	AC	June 200?
Submit to HEAC & request site visit	Agree on team composition; dates		Dean and AC	July 200?

II - NCAMC Policy for Formulation of the National Assessors Team

(NAT):

The NCAMC use the following steps and criteria to select the members of the National Assessors Team (NAT):

1- the NCAMC asks the medical colleges to nominate a qualified member according to following criteria:

- Leadership experience, preferably those with previous administrative positions like those who are/were working as a dean, vice dean, head department, hospital director to name a few.
- Experience in Medical education; either as a head department of medical education or member of curriculum or assessment committees or have a certificate of attendance at many medical education activities or post graduate diploma or Msc or PhD in medical education.
- Willingness to participate in accreditation; preferably those with good awareness of the National Standards and Guidelines, and those who

are/were working with the college self-assessment process, and those who have researches related to the accreditation.

- Have an academic title , preferably to be professor, assistant professor or at least a lecturer.
 - Free from any possible conflict of interests and have no political position or affiliation. Additional attention will be considered when the nominee is allocated as a member of the Site Visit Team.
 - Recommended by others ; the nominees should have a letter of recommendation from at least two seniors who are \ were involved in the accreditation process.
- 2- The nominee has to participate in many workshops related to accreditation and to pass the assessment and evaluation methods that guide the subsequent selection method.
 - 3- From these candidates, the NCAMC will select the members of the NAT in a formal meeting. The selection will be based on the assessment and the criteria mentioned above. The final list of the NAT members is approved by NCAMC voting.
 - 4- The final list of NAT members will be formal after the ministerial order is issued.
 - 5- Members of the NAT will participate in further workshops, including a MOCK site visit to improve their skills and capabilities.
 - 6- It is recommended that the member is granted a sabbatical or delegation leave during the implementation of the field visit.

III- NCAMC Policy for Formulation of the Site Visit Team (SVT):

The NCAMC adopts to following steps to formulate the Site Visit Team (SVT):

- 1- Members of the SVT are selected from the NAT.
- 2- Geographic distribution of the SVT is considered; the members must be of different geographical backgrounds.
- 3- There must be no conflict of interests in between the team and with the college to be visited; considering related points mentioned at the NAT nomination criteria and at the Code of Conduct.
- 4- It is preferable for the SVT to include both genders.

- 5- It is preferable to consider the background interests for the accreditation areas within the SVT.
- 6- The final list of the SVT will be approved by the NCAMC at a formal meeting.

IV - NCAMC policy for Selection of the Leader of the Site Visit Team:

The following criteria are to be present at the member of the SVT to be selected by the NCAMC as the leader of the team:

- 1- Has experience in leadership; preferably if hold \ or had hold the position of Dean, vice dean, head of a department\ unit or permanent committee (ex. examination, medical education, curriculum.... etc.).
- 2- Has the academic title of Professor or Assistant Professor.
- 3- Has highest degree in his/her specialty.
- 4- Participated actively in the accreditation and medical education workshops, the number of the attended workshops is to be considered.
- 5- Preferably, participated at the college self-assessment activities or at a previous NAT or at a previous SVT. Preferably if had been a member of the Accreditation Head or Steering Committee.
- 6- This selected leader of the SVT will be approved by the NCAMC at a formal meeting.

V- Team/Group Leader Duties:

Notes:

- ***The team leader (during the real site visit) is considered the group leader (during the workshop).***
- ***Each group is supervised by a member of the council (facilitator).***
- ***Communication with the college under evaluation ends with the end of the final visit to it, (i.e. with the end of the site visit).***

- 1- Distribution of tasks (areas) to the team / group .

- 2- Distribute the required documents like the self-assessment report, evidences and all related issues before the date of the workshop/ site visit , to be reviewed and their notes written.
- 3- Regular preparatory meetings (before the the workshop / site visit) to study the areas and how to extract evidences and discuss challenges, if any, as well as discuss the mechanism of writing the final report.
- 4- Writing the minutes of the meetings and submitting them to the council through the supervisory member (facilitator).
- 5- Supervising the development of the work plan by team members , to implement it on the ground during the visit. [The work plan includes: the timetable required to complete the task, the places/facilities to be visited, the persons to be interviewed or met with, the required questionnaires or the inquiries to be asked] .
- 6- Organizing the team's general work plan.
- 7- Setting the timetable for the site visit, based on paragraph (5).
- 8- Explaining the code of conduct for work and following up the behaviors of team members.
- 9- Submitting a memorandum to the council through the supervising member (facilitator) in the event of a conflict of interest between one of the team members or any unsatisfactory behavior by the team / group members.
- 10- Supervising the writing of the report by the team members.
- 11- Unifying the reports received by the team members , reviewing and revising them from a technical and linguistic point of view.
- 12- Communicating with the supervising member (facilitator) when needed.
- 13- Communicating with the liaison member (spoken person) in the concerned college, if necessary.

VI - Duties of the facilitator(the supervising member) :

Definition of the facilitator : He is a member of the NCAMC who is chosen and agreed to be named , his main duty is to supervise the visiting team.

The duties:

- 1 - He acts as a link between the team leader and the council on one hand, and the deanship and / or spoken person of the college and the council on the other.
- 2 - Receiving the team's agenda and discussing it with the team leader to set timings that fit the council's policy.
- 3 - Follow up on the team's work through continuous communication once a week in terms of commitment to timing and members' commitment to their duties.
- 4 - Receiving the monthly report from the team leader, discussing it and making recommendations , if any, and then submitting it to the council to take the necessary action.
- 5 - He has the right to communicate with the dean of the college or spoken person, if necessary, to consult their opinion and discuss challenges if they arise and find solutions to them or present them to the council.
- 6 - Giving advice, answering inquiries and clarifying some points, if any.
- 7 - During the site visit: He may accompany the visiting team to monitor the progress of work and verify the completion of the task and adherence to the instructions of the Council, but he is not entitled to interfere in the assessment .