



## **Training Course "Building the Capacity of the National Assessors Team "**

Under the Patronage of the Ministry of Higher Education and Scientific Research / the supervisory body and in cooperation with the Deanship of the College of Medicine / University of Sulaymaniyah, the National Council for Accreditation of Medical Colleges is holding a training course to prepare the National Assessors Team / the third Batch for the period 13-14 September 2023.

### **The aim of the workshop:**

- 1 - Practicing the site visit and assessment process in a practical and applied manner.
- 2 - Writing the final report (SVR).
- 3 - Practical application of the visit behavior (code of conduct).

### **Lecturers:**

- Members of the National Council for the Accreditation of Medical Colleges.

### **Venue :**

- o College of Medicine / University of Sulaymaniyah
- o Hospitals and affiliated health centers.

### **Target group:**

Candidates from medical colleges (attached list).

## **-----The program -----**

### **First: Preparations before the course:**

- 1 - Participants are divided into nine groups, each group on one of the accreditation standards areas.
- 2 - A member of the host college participates in each group to facilitate the work (facilitator).
- 3 - Distribute tasks to groups.
- 4 - Each group is supervised by a council member (supervisor) as per the attached annex.
- 5 - Participants shall be provided with the required priorities from the SAS report, evidence, and documents before the workshop, in order to review them and write their notes.
- 6 - A head(team leader) is chosen for each of the nine groups.
- 7 - Each member of the group develops an action plan, in coordination with the head of his group, in order to implement it on the ground during the workshop.



## Second: During the course:

1<sup>st</sup>. day :

Chairman : Prof. Dr. Adil Al-Hindawie

Reporter : Prof. Dr. Firas Tariq

<b>Wednesday: 13<sup>th</sup>. Sep./2023</b>		<b>Notes</b>
Registration	8:30 – 9:00 a.m.	
1. Speech by the Ministry, the Deanship, and NCAMC.	9:00 – 9:30 a.m.	
2. A brief explanation of the mechanism of the workshop. Code of conduct With an explanation of team leader duties.	9:30 – 9:45 a.m. 9:45 – 10:15 a.m.	Prof. Ihsan Mohammad Ajeena.
3. Review each participant's <b>action plan</b> with his colleague / colleagues participating in the area.	10:15 a.m. – 1:00 p.m.	The members of the council are distributed among the tables (supervisors). Each group is accompanied by a facilitator assigned by the college.
4. The groups are dispersed, each according to the tasks assigned to them, to visit the college facilities.		
5. A break with a group photo	1:00 – 2:30 p.m.	
6. Evaluation and discussion of each area among the group members	2:30 – 4:00 p.m.	Council members are distributed at the round tables as supervisors.
7. presentation: what each group has accomplished. **He explains his observations during the visit, the people he met, the documents and evidences he saw...etc	4:00 – 5:30 p.m.	Lead of the group in cooperation with the members
8. gathering meeting	6:30 – 8:30 p.m.	A meeting (in-person or virtual) of each group with the supervisor to reinforce their work. (optional)

**2<sup>nd</sup>. Day :**

**Chairman : Ass. Prof. Hilal Alsaffar.**

**Reporter : Ass. Prof. Nazar Hadad**

<b>Thursday: 14<sup>th</sup>. Sep./ 2023</b>		<b>Notes</b>
<b>1</b> - A brief presentation on writing the report(SVR).	8:30 - 8:45 a.m.	Prof. Firas Tariq Ismaeel
<b>2</b> - Completion of writing reports	8:45 – 9:30 a.m.	The group leaders, along with their team members, are dispersed at the tables
<b>3</b> - Consolidation of reports (final report)	9:30 – 10:45 a.m.	Internal meeting for each group to write the final report.
<b>4</b> - A break	10:45 – 11:00 a.m.	
<b>5</b> - Presentation of reports and discussion.	11:00 – 1:30 p.m.	Head of the team (1-5)
<b>lunch break</b>	1:30 – 2:30 p.m.	
<b>6</b> - Complete the presentation of reports and discussion	2:30 – 4:30 p.m.	Head of the team (6-9)
<b>7</b> - Test	4:30-5:00 p.m.	SCQ (google form or in-person)
<b>8</b> - Endorsement of recommendations	5:00 p.m. – 5:30 p.m.	
<b>9</b> - gathering meeting	7:00 -9:00 p.m.	Each group with its supervisor. (optional)