



PROGRESS REPORT EVALUATION MECHANISM

Appendix 1 Policy and Procedure

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Purpose

This mechanism is intended to evaluate the progress report submitted by the medical college granted conditional or full accreditation. This evaluation will ensure that the medical college continues to meet the accreditation standards till the expiration date of the accreditation period.

Procedure

Conditionally Accredited College

As stated in the policies and procedures of NCAMC, the conditionally accredited college should submit a follow-up progress report at the end of the first year of accreditation. The progress report template can be accessed online through the [link](#).

Decision on the follow-up Progress report

The follow-up progress report consists of a checklist form of the standards of accreditation that the medical college either did not achieve or partially achieved. The medical college should submit that form supported by the evidence, and the medical college should achieve a minimum of 40 % improvement in the list of deficiencies that need to be accomplished.

fully Accredited College

As stated in the policies and procedures of NCAMC, the fully accredited college should submit a progress report after the end of the fourth year of accreditation. The template of the progress report can be accessed online through the [link](#). In addition, the college should respond to a detailed checklist evaluation form for the post-accreditation period ([page 31 Policies and Procedures](#))

Section	Criteria	
Section 1	The medical college must state any change in the length or format of the program.	
Finding		
Decision		
	The change in the length and format of the program affects the graduate quality and breaches the accreditation standards.	
	A modification to the program's duration and structure that enhances its quality and advances the objective of quality improvement.	
	No change	
Justification		

Evidence

The medical college must provide an old and updated version of the curriculum stating the program's format and length.

Section	Criteria	
Section 2	The medical college must state any significant change in educational outcomes and mission.	
Finding		
Decision		
	The modification of mission and outcomes impacts the requirements for Iraqi graduates to achieve as scholars, professionals, and practitioners.	
	The modification of mission and outcomes strengthens the requirements for Iraqi graduates to achieve as scholars, professionals, and practitioners.	
	No change	
Justification		

Evidence.

The medical college must provide an updated mission and outcome in addition to the old, stated mission and outcome at the time of decision.

Section	Criteria	
Section 3	The medical college must state any change in student numbers relative to resources.	
Finding		
Decision		
	The change in students' number relative to the resource jeopardizes the resource and leads to ineffective teaching and learning.	
	The change in students' numbers relative to the resources was in the capability of the medical college to accommodate that number with minimal effect on the resources.	
	No change or minor change in the student number relative to resources	
Justification		

Evidence

the medical college must support old and new student intake strategies and how the resources will fit with new intake, if any.

Section	Criteria	
Section 4	The medical college must state that any significant resource reduction leads to an inability to achieve the program's purpose and/or outcomes.	
Finding		
Decision		
	The reduction in the resources will lead to the program's inability to achieve its purpose and outcome.	
	There is no reduction in the resources, and the medical college augments its resources with additional resources that enhance the program's purpose.	
Justification		

Evidence

The medical college must provide evidence of maintenance and enrichment of its resources to support achieving its program (including Staff, infrastructure, laboratories, libraries, clinical teaching facilities and others)

Final Decision on Progress Report

Decision option

- *If all four or three sections of the progress report are labelled red, then probation of accreditation decision and the medical college need to respond with an explanation.*
- *If two sections of the progress report are labelled red, then a second visit from the progress report evaluation team to evaluate the condition of the medical college.*
- *If only one section is labelled in red, the medical college needs to provide a further supporting document on how it will respond to the events that happen.*
- *If there is no section red, the medical college maintains its accreditation decision, which is supported by achieving Checklist evaluation form in all areas of accreditation standards. The council have the right to assign a second visit to the college.*