Accreditation Process 2: Site visit preparation
IMEAc’s Accreditation Process

1. Medical school self-study
2. Application & assessor assignment
3. Site visit
4. Reports and decision on accreditation
Pre-screening of SAR for site visit eligibility

**Eligible**

- Assessor invitation (by IMEAc)
  - IMEAc sends assessor team name list to medical school
  - No COI
  - with COI

**Eligible if amended**

- Rewrite or revise SAR and send to IMEAc office within 1 month
- If delayed
  - New application with an application fee

**IMEAc**

- Assessor team = 4 persons (no more than 6 persons)
  - IMEAc notifies Medical school to send SAR + evidence directly to assessor members (except lead) and 1 set to IMEAc

1 wk
## Pre-work before site visit

<table>
<thead>
<tr>
<th>Step</th>
<th>Process owner</th>
<th>Timeline</th>
<th>Forms to be used</th>
</tr>
</thead>
</table>
| **Individual assessment**  
- Identify issues to be clarified and more documents needed | All assessors | 1 month | Pre-work form before site visit |
| **Consensus assessment**  
- Collect all issues to be clarified and verified and send to med school directly | Lead assessor | 1 month (at least 2 wks before site visit) |
Schedule of site visit

- Lead assessor sends the site visit schedule and name/number of interviewees to the medical school and IMEAc 1 month before site visit

- Site visit = 3 days (no more than 4 days)
Requirements for logistics and facilities

- Preparing and arranging the site visit activities including opening and closing sessions, interviews, site tour, etc. as specified by assessor team;
- Meeting rooms and secretarial support
- Internet access to all assessors
- Local transport between affiliated hospitals/institutes and other assessment site(s);
- Meals
- Escorts or security personnel inside and outside the assessment site(s), if necessary
Site visit activities

➢ Opening session
➢ Interview with stakeholders: administrative teams, academic staff/faculty, support staff, medical students, alumni, etc.
➢ Document reviews
➢ Main campus tour
➢ Visits to teaching hospitals and affiliated hospitals
➢ Observation of on-site activities
➢ Preliminary report preparation by assessor team
➢ Exit meeting: oral feedback for preliminary findings including strength and opportunity for improvement
Introduce the members of the assessment team to the host medical school administrative representatives

Establish official communication links between the assessment team and the host medical school

Review scope and objectives of the assessment

Confirm details of the assessment plan and schedule

Allow the host medical school to introduce the institute and its program normally done through a presentation
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THANK YOU

Any questions?