

Accreditation Process 2: Site visit preparation

Juraiporn Somboonwong, M.D.

**WFME Criteria and SAR Writing Workshop
20-24 November 2017**



IMEAc'S ACCREDITATION PROCESS



1

Medical school
self-study

2

Application &
assessor assignment

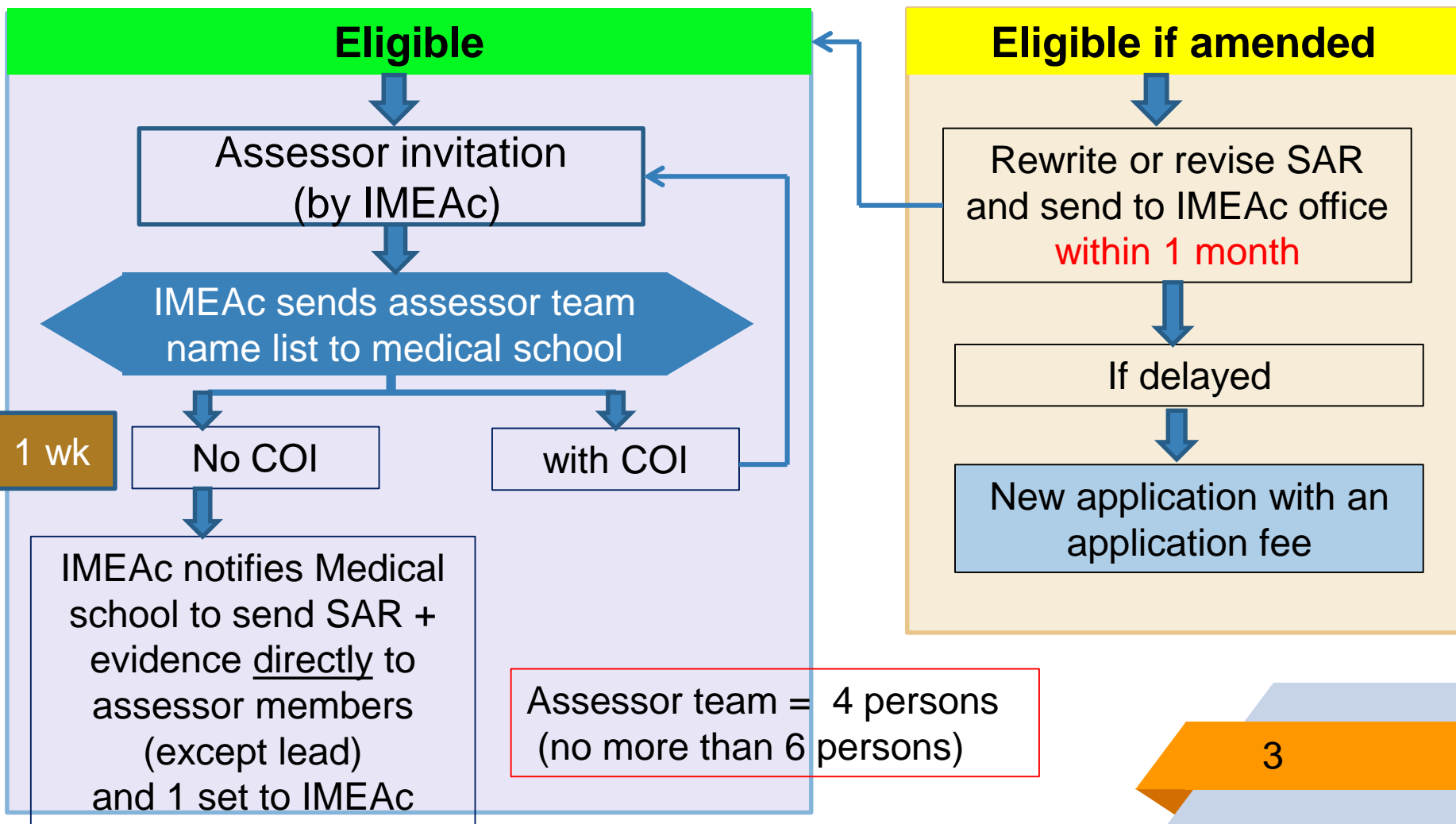
3

Site visit

4

Reports and decision
on accreditation

Pre-screening of SAR for site visit eligibility



Pre-work before site visit

Step	Process owner	Timeline	Forms to be used
<ul style="list-style-type: none"> • Individual assessment - Identify issues to be clarified and more documents needed 	All assessors	1 month	<u>Pre-work form before site visit</u>
<ul style="list-style-type: none"> • Consensus assessment - Collect all issues to be clarified and verified and send to med school directly 	Lead assessor		
Medical school sends back the information to lead assessor	Medical school	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

Opening session

- 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

Site visit activities

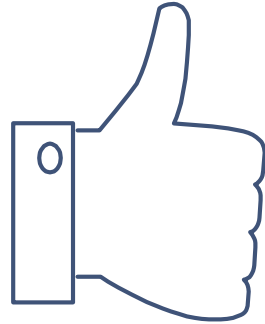
- Opening session
- Interview with stakeholders: administrative teams, academic staff/faculty, support staff, medical students, alumni, etc.
- Document reviews
- Main campus tour
- Visits to teaching hospitals and affiliated hospitals
- Observation of on-site activities
- Preliminary report preparation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

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

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



THANK YOU

Any questions?