CME Programme

Title: " Guidelines for Site Visit of Medical Institutions."

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Guidelines for Site Visit of Medical Institutions

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Introduction

- Accreditation plays a vital role in assessing the quality and standards of the educational program of a medical institution.
- The accreditation process is essential to elevate the performance of medical institutions both nationally and internationally.
- To support this effort, the Bangladesh Medical Education Accreditation Council (BMEAC) has developed site visit guidelines as a key tool for the accreditation process, aligned with the standards of the World Federation for Medical Education (WFME).

Introduction (cont…)

- This guideline aims to ensure a productive and meaningful site visit to medical institutions.
- It provides a valuable opportunity for proper preparation by the assessors and contributes to a positive relationship between assessor and the visiting institution.

Works before Site Visit

1. To be eligible to apply, the medical institution and its educational programs must be approved by BM&DC, affiliated by a Public/Medical University as well as permitted by DGME, ME&FWD of MH&FW;

2. The medical institution seeking accreditation has to submit a preliminary application of expressing interest to be accredited to BMEAC.

3. The medical institutions seeking accreditation have to prepare a thorough SAR, using the BMEAC-SAR template.

Works before Site Visit (cont…)

4. While sending the preliminary application of expressing interest to be accredited & SAR, the medical institution submits 7(seven) sets of printed SARs, the digital files of SAR and supporting evidence stored on a pen drive along with the application to the BMEAC.

6. Pay a non-refundable primary fee of taka 100000/- (taka one lakh) along with the preliminary application of expressing interest to be accredited and SAR;

Works before Site Visit (cont…)

7. After receiving the medical institution's preliminary application of expressing interest, the application will be given to Technical Committee of BMEAC and the Technical Committee will desk review and assess the SAR whether the medical institution is eligible for site visit assessment or not.

8. Within 45 (forty-five) days of receiving the preliminary application of expressing interest, along with the SAR, and non-refundable primary fees, BMEAC will notify the medical institution of its eligibility for a site visit.

Works before Site Visit (cont…)

9. If the Technical Committee of BMEAC finds the medical institution eligible for site visit, then, the BMEAC will inform the institution to submit a final application for site visit to be accredited and send the non-refundable pre-site visit fee of taka 1000000/- (taka ten lakh) with the estimated cost for the expenses related to the site visit (such travel, local transportation during site visit activity, accommodation, meals for assessor team)

10. Then BMEAC will organize a site visit to the institution within ninety (90) days of receiving the final application and non-refundable pre-site visit fee.

Works before Site Visit (cont…)

11. If the institution is found ineligible, the BMEAC office will inform the institution mentioning its gaps and deficiencies. Then, the institution will revise & modify the SAR after improving the areas of deficiencies and resubmit the SAR to BMEAC within 6 (six) months. If the SAR is not resubmitted within 6 (six) months, then institution has to submit a new preliminary application of expressing interest again following the steps mentioned above, with SAR and required non-refundable primary fee of taka 100000/- (taka one lakh) and onward activities such as final application with the non-refundable pre-site visit fee of taka 1000000/- (taka ten lakh).

Works before Site Visit (cont…)

12. Formation of Assessor team: To minimize conflicts of interest, the following persons should be avoided when forming an assessor team:

- a graduate or employee of the visiting institution
- a faculty member who has served in that institution within the past 2(two) years
- having immediate relatives working in that institution
- an assessor should not be appointed more than twice as a lead of the team in the same institution.

Works before Site Visit (cont…)

13. Preparations taken by the assessors before site visit:

i) Assessors will perform their assigned roles and tasks as outlined by the BMEAC. They must establish contact with other members of the assessment team and the BMEAC.

ii) All assessors of the site visit team will receive a printed copy of SAR and supporting evidences, preferably 4 (four) weeks before the site visit.

iii) Independent/Individual review of SAR by each member of the team will be done and identify the issues to be clarified during the visit.

Works before Site Visit (cont…)

iv) Following the assessments by the individual assessor, the lead assessor compiles the reviews and coordinates a consensus-building meeting to share and discuss the findings with team members.

v) Ground work on guidelines and templates (which are provided by BMEAC in the form of checklists with rubrics) to be used during the site visit, ensuring consistency and confidentiality in the assessment process.

The Site Visit

- Site visit will take place within 90 (ninety) days after BMEAC's office has received final application for accreditation with non-refundable pre-site visit fees.
- The assessor team is responsible for preparing the schedule for the site visit.
- A typical site visit lasts usually 3 (three) days, though it may vary between 1 to 5 (one to five) days depending on the size and complexity of the medical institute being assessed.

1. The site visit begins with an Opening meeting:

- An opening meeting with the administrative representatives of the host medical institution should be held prior to the commencement of the actual site visit activities at the beginning of the first day.
- Meeting should include -

  a. Introduction of the members of assessment team to host institution.

  b. Establish official communication between the team members and the institution.

1. The site visit begins with an Opening meeting:

c. a presentation should be done on the basis of SAR from the Principal/Vice-Principal/ his or her representative at the rank of a professor.

d. Reviewing the detail objectives, schedule and itinerary of site visit.

e. Confirm detail plan and time management.

2. Subsequent activities:

a. Carry out interview sessions with:

- Administrative team members
- Top management members
- Academic staffs / faculty members
- In-charge of MEU, MSC and QAS
- Students councilors
- Support staffs
- Students and student representatives, class monitors of each year/phase
- Alumni and others
- Nurse, Lab Technicians, and others
- Patients/Anybody else, if needed.

2. Subsequent activities (cont…)

b. Document review:

- Academic and administrative documents
- Faculty members list with their designation, degree, experience, duration of service in this medical college, attendance, salary policy and other details
- Student's admission, drop out, defaulter and performance chart
- Student's support system
- Student's mental health caring
- Observe and review assignments

2. Subsequent activities (cont…)

- Answer scripts of formative assessment
- Question papers of formative assessment
- Course file, curriculum and routines
- Academic calendar
- Hospital records such as- number of beds, patient flow rate, bed occupancy rate
- Student's academic performance
- QAS
- Activities of medical education unit (MEU) and Medical Skill Centre/Simulation lab.

2. Subsequent activities (cont…)

- Research and publications, journals
- Library booklist and availability of national and international journals
- List of equipment, computers in laboratories
- Faculty development and teacher’s evaluation
- Legal and financial documents including yearly budget and audit reports

2. Subsequent activities (cont…)

c. Visiting the infrastructural facilities:

- Main campus and branches (If any)
- Teaching and learning facilities
- Laboratories
- Classrooms, gallery, auditorium, Lecture Hall/Theater
- Library and e-library
- Dormitory, Hostel, Dining, Canteen, Cafeteria and others
- Visit to teaching hospital
- Visit to affiliated community hospital that is used for Residential Field site Training (RFST) / internship

2. Subsequent activities (cont…)

- Visit to Outdoor and lab investigation center/ diagnostic corner
- Visit to Medical Education Unit (MEU)
- Visit to Medical Skill Centre (MSC)
- Site and space for pre-clinical and clinical classes
- Number of classrooms, gallery, auditorium, Lecture Hall/Theater
- Total space of academic building
- Number of students per year

2. Subsequent activities (cont…)

- Number and category of patients
- Hospital bed capacity, bed occupancy rate, floor space of hospital
- Number of faculty members, teacher to student ratio
- Student to hospital beds ratio
- Outpatient rate and outdoor facilities
- Instrument and reagents for laboratory
- Lab investigation facilities in hospital
- Operation theatre
- Overall disinfection process and cleanliness
- Quality of meal given to patients

2. Subsequent activities (cont…)

- Waste disposal system
- Visit and observe the teaching learning process during live lecture and Lab works; including subject content, teaching strategies, interaction between teacher and students.
- Observe treatment procedure, implementation of treatment order by the staffs and patient satisfaction level
- Observe if all records are kept properly in hospital
- Transport facilities
- Co-curricular and extra-curricular activities
- Others

Exit meeting:

1. Verbal sharing of the major findings of the assessment and site visit with the host medical institution for feedback and any opportunity for improvements.
2. Question and answer session can be conducted between assessor team members and institutional representatives regarding correction and confirmation of gathered information.
3. Appropriate clarification of the findings and remove confusion, if any.
4. Addition of any relevant information which was missed/overlooked.

Confidentiality:

- Recommendations and numerical assessment scores by the assessor team are confidential, which will not be shared with the institution at the exit meeting.

Works after site visit:

1. Reviewing all the checklists of assessors to determine the level of compliance with accreditation standards provided by BMEAC.

2. Preparing a preliminary report identifying the lapses, gaps and strengths as per standards & SAR. The assessor team will submit the preliminary report with recommendations to the Chairman/Registrar of BMEAC as early as possible (not more than 3 (three) days).

3. The major findings of the preliminary report will be shared with the visiting medical institution. The medical institution has an opportunity to review the preliminary result of assessment and respond to the findings or comments of the assessor team within 10 (ten) days.

Works after site visit (cont…)

4. The assessor team will review the medical institution's response along with the evidence gathered during the site visit before finalizing the preliminary report.

5. Then the assessor team prepares an assessment summary mentioning the recommendation for accreditation of the visiting institution and submits it to the Chairman/Registrar of BMEAC within 7 (seven) days after receiving the response from the medical institution. This report contains brief organization profile, strengths, opportunities for improvement, suggestions, and detail of unmet standards.

Works after site visit (cont…)

6. Then the assessment summery will be given to the Accreditation Committee and they will desk review the assessment summary of assessor team and finalize the assessment report (based on all evidences, the on-site visit findings). The Accreditation Committee will then, submit the report with mentioning the recommendation for accreditation to the Chairman and Registrar of the BMEAC within 7 (seven) days.

7. The Chairman and the Registrar of BMEAC will develop the final report considering the assessment summery of assessor team & the Accreditation Committee's recommendations and then place the final report to the Council of BMEAC for approval and certification.

Final decision on Accreditation:

1. Accreditation: A certificate will be issued by the BMEAC with a status of 'Accredited' for a period of 5 (Five) years if all basic the standards are fulfilled (at least 60% of each standard and 70% of all standards are satisfactorily fulfilled), but with the provision that the BMEAC can visit the institution at any time to follow up the performance of the institution to meet up the standards for basic medical education.

Final decision on Accreditation (cont…)

2. Accreditation with condition(s): This status will be issued when the assessed medical institution does not fully comply with all basic standards. These partially met standards are considered minor ones and have no serious impact on the overall quality of medical education. Moreover, the medical institution also has the potential to solve these deficiencies within 6 (six) months, as specified and approved by the BMEAC.

Final decision on Accreditation (cont…)

3. Denial or withdrawal of Accreditation: This decision will be made if several basic standards are not met, indicating significant deficiencies in the educational program's quality that cannot be corrected within 6 (six) months.

- The accreditation status remains valid for 5 (five) years. At the end of 4 & 1/2 (four and half) years, the institution has to apply for the next process of accreditation. The medical institution cannot use the status as ‘accredited’ at the end of 5 (Five) years.
- Accredited medical institution will submit annual progress reports with a non-refundable fee of taka 50000/- (Taka fifty thousand) to confirm that they comply with current standards. If any gaps are identified, BMEAC will inform in writing and propose consultations/visit on request.

Suspension and Cancellation of Accreditation

1. The BMEAC has the right to suspend or withdraw/cancel the accreditation status of medical institution at any time, if the institution fails to honour and fulfil its public and social duties, undertakings and obligations to its stakeholders as per standards specified by BMEAC.

2. BMEAC may suspend the validity of accreditation by the council if any medical education institution violates the terms and conditions or the requirements to meet the standards for basic medical education.

3. If a medical institution provides false or fabricated information in its SAR or during the site visit or in any communication with BMEAC at any time, the accreditation process will be suspended for 2 (two) years.

Budget of the site visit

Items	Fees
Administrative fee to council	To be announced by the BMEAC and paid by host institution • Primary fees -100000/- • Pre site visit fees 1000000/-
Local Hospitality (Standard travel & local transportation, accommodation and meal.)	Paid by the BMEAC (*the host institution will send the estimated amount to the BMEAC in advance)
Honorariums for Lead assessor and the team members of assessor team	Paid by the Council of BMEAC

Budget of the site visit

*The BMEAC will assess & estimate all the expenses related to the site visit such as expenses for BMEAC specified standard travel, local transportation during site visit activities, accommodation and meals equally for all members of the assessor team. These estimated costs will be communicated to the medical institution accordingly. The medical institution will send the estimated amount to the Council in advance, prior to the site visit.


Thank
you