

President: Professor David Gordon FRCP FMedSci

## Policy on advisory visits to accreditation agencies by the staff and advisers of the World Federation for Medical Education

This document is guidance for organisations that accredit medical schools, and wish to request an advisory visit from the World Federation for Medical Education (WFME). Separate arrangements apply to other organisations, including individual medical schools, requesting a WFME advisory visit.

WFME can provide advice and guidance relating to any aspect of accreditation, including the accreditation processes evaluated as part of its [Recognition Programme](#). If the accrediting organisation is planning to make an application in the Recognition Programme no advice can be given which may constitute coaching for the application.

The organisation requesting an advisory visit should set out areas of particular importance. Advice may be given beyond the original request, if the adviser(s) deem it relevant and helpful. In addition to dialogue during the visit, the adviser(s) will produce a report, which is reviewed and filed by the WFME office, before being given to the accreditation organisation concerned.

The accrediting organisation is under no obligation to act upon the advice given by WFME advisers. However, any substantial changes to the operations (scope of operation or operating procedures) should be reported by the agency within any application for the Recognition Programme and within the annual monitoring reports as part of the WFME follow-up. The content of advice given will not be provided to the WFME team undertaking the site visit in the Recognition Programme.

In order to provide the most effective support during the advisory visit, WFME may request additional information from the agency. This information will be treated as confidential between the agency, WFME and the named advisor(s) on the visit.

### Arrangements

1. A request for an advisory visit must be made in writing by the organisation (rather than individual advisers), on headed notepaper and sent to [accreditation@wfme.org](mailto:accreditation@wfme.org), ideally at least four months in advance of the proposed visit.
2. WFME will select adviser(s) relevant and appropriately skilled to meet the request, in consultation with the requesting organisation. The person(s) involved in an advisory process will be members of WFME staff or [WFME advisers](#).
3. Arrangements will be made through the WFME office, until it is appropriate for the adviser(s) to be put into direct contact with the organisation requesting the visit.

## Finance

The requesting organisation must meet in full the travel, any necessary visa, subsistence and other incidental costs of the adviser(s), from the home institution of the adviser and return, including the costs of a *locum tenens* for any adviser, if this is required.

Travel and accommodation must be arranged by the requesting organisation in accordance with WFME travel policy.

The requesting organisation must also cover the overhead costs of the WFME office in managing this general advisory programme. This contribution will normally be US \$2,000 for visits of up to one week duration.

The cost of the visit will also include a fee to the adviser. The fee is US \$500/day. An invoice will be issued by WFME to the requesting organisation for this and all other costs.

WFME advisers are required to abide by the WFME staff and advisers participation agreement which includes a declaration of Conflicts of Interest; Duty to Maintain Confidentiality; Work for Hire Agreement and Assignment; and Hold Harmless Statement. Advisers make a new declaration for each advisory visit or activity conducted on behalf of the World Federation of Medical Education. The declarations and agreements are reviewed for any actual or perceived conflicts of interest. No adviser with an actual or perceived conflict of interest is permitted to be involved in an advisory visit or other WFME activity.

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