



# **THE WFME PROGRAMME FOR RECOGNITION OF ACCREDITING AGENCIES FOR MEDICAL EDUCATION**

**Application for recognition of an accrediting agency for  
medical schools**

November 2015

The World Federation for Medical Education (WFME) process for recognizing an accrediting agency for medical schools is initiated by submitting this Application for Recognition to WFME. This Application must be completed in full, signed by the chief executive officer of the accrediting agency, and sent to WFME at the following address:

World Federation for Medical Education  
13A Chemin du Levant  
01210 Ferney-Voltaire  
France

This Application consists of four parts:

1. Identifying information
2. Documentation
3. Appendixes
4. Certified statements

**Please type all answers directly into this document, where appropriate.**

**Please label and attach required appendixes.**

**All parts must be fully completed before the Application will be considered.**

## **1. IDENTIFYING INFORMATION**

**Name of Accrediting Agency**

**Name and Title of Chief Executive Officer**

**Mailing Address**

**Telephone Number**

**Website**

**E-mail address**

**Submission Date:**

## 2. DOCUMENTATION

### Instructions

The questions listed below are based on the criteria deemed necessary by WFME for recognition of an accrediting agency charged with assessing the quality of medical education programs. Please fully answer all questions, including all parts of questions, and label and attach any necessary documentation.

### Part I: Background

#### A. Scope of Authority

##### Question:

- In which year did the accrediting agency begin carrying out accreditation activities?
- Describe the number and type of educational programs accredited by the accrediting agency.
- Describe the geographic region in which the accrediting agency provides accreditation activities. (Please list countries / territories.)
- Describe the relationship(s) between the accrediting agency and any related professional or governmental organizations.
- Please provide the name and contact information for the government agency or agencies (i.e., Ministry of Health and/or Ministry of Education) that authorizes/recognizes the accrediting agency.

##### Response:

#### B. Acceptance of the Accreditation Agency by Others

##### Question:

- Are the accrediting agency's standards, policies, procedures, and decisions accepted by other organizations, such as professional licensing bodies, governments, educational institutions, employers, etc.? If yes, please describe.

##### Response:

## C. Substantive Changes

### Question:

- Describe any major changes in the scope of activities of the accrediting agency since 2013 (or the last review by WFME) and the dates of these changes. (If this is the first review of this accrediting agency by WFME, please describe major changes in the scope of activities of the accrediting agency since 2013 and the dates of these changes).
- Describe any major changes in procedures since 2013 (or the last review by WFME) and the dates of these changes. (If this is the first review of this accrediting agency by WFME, please describe major changes in the procedures of the accrediting agency since 2013 and the dates of these changes).
- Describe any major changes to standards for accreditation since 2013 (or the last review by WFME), and the dates of these changes. (If this is the first review of this accrediting agency by WFME, please describe major changes to standards for accreditation since 2013 and the dates of these changes).

### Response:

## Part II: Accreditation Standards

### A. Existence and Availability of Standards

#### Question:

- Does the accrediting agency use predetermined standards for accreditation? If yes, please provide a copy of the standards or refer WFME to an accessible relevant source (i.e., agency's website).
- Are the standards accessible to the medical school undergoing the review and/or the general public? If yes, please describe the accessibility (i.e., as a download from the accrediting agency's website, by written request, etc.)

#### Response:

### B. Type of Standards

#### Question:

- Does the accreditation agency use medicine specific standards, or standards possessing similar characteristics?
- Are the Standards a comprehensive set of standards such the WFME Global Standards or similar standards like the Liaison Committee on Medical Education (LCME) Functions and Structure of a Medical School or the Australian Medical Council (AMC) Standards for Assessment and Accreditation of Medical Schools?

Response:

### C. Appropriateness of Standards

Question:

- How does the accrediting agency determine that the standards are sufficiently rigorous and appropriate to ensure the quality of the education and training provided at accredited medical schools?

Response:

### D. Review of Standards

Question:

- Does the accrediting agency have a system to periodically review and update the standards to ensure that they are adequate to evaluate the quality of education or training provided by the medical schools under review, and relevant to the educational or training needs of the students? If yes, please describe the policy and procedures for periodically reviewing and updating the standards.

Response:

## Part III: Accreditation Process and Procedures

### A. Medical School Self-Study

Question:

- Does the accrediting agency require medical schools seeking accreditation to prepare an in-depth self-study that addresses compliance with the standards? If yes, please provide a blank copy of the self-study document completed by medical schools seeking accreditation.
- Please describe any guidance provided by the accrediting agency to medical schools completing the self-study.

Response:

## B. Site Visit

### Question:

- Does the accrediting agency conduct a site visit (or visits) to a medical school prior to granting accreditation? If yes, which elements (e.g. the school's facilities and resources, students, faculty, curriculum, etc.,) are reviewed, and how is the assessment conducted?
- Does the site visit include the main campus of the school and branch campuses or additional locations of the school?
- Does the site visit include clinical core clerkship rotation sites affiliated with the school?
- How does the accrediting agency ensure that sufficient information is collected to determine compliance with the agency's standards?
- How long in duration (number of days) is a typical site visit?
- How many individuals constitute a typical site visit team?
- Please describe any guidance provided by the accrediting agency to the site visit team on conduct of the site visit.

### Response:

## C. Reports

### Question:

- Is a report created by the site visit team based on information provided by the school and/or the on-site review? If yes, please describe the contents of the report and guidelines for generation of the report.
- Does the accrediting agency provide oversight of the report after it has been written? If yes, please describe the accrediting agency's role in review of the report.
- Does the medical school undergoing the review have the opportunity to respond to the report prior to deliberation by the accrediting agency? If yes, please describe.

### Response:

## D. Qualification and Training of Individuals Associated with the Accrediting Agency

### Question:

- What are the accrediting agency's policies and requirements regarding the qualifications, credentials, and experience of
  - the individuals who establish the accreditation standards?
  - the individuals who participate in the on-site reviews of medical schools?
  - the individuals who create the reports detailing the school's compliance with the standards?
  - the individuals who make accreditation decisions?
- Describe the process for appointing accrediting agency members and individuals who participate in on-site reviews.
- Describe the training process for new members of the accrediting agency, individuals who participate in on-site reviews, and individuals who create reports.
- Please provide a list of the accrediting agency members and their affiliations.

### Response:

## E. Accreditation Decisions

### Question:

- Describe the accrediting agency's process and procedures for making accreditation decisions. Does the process include a decision-making meeting where a report based on an on-site review is adequately discussed and debated?
- Does the accrediting agency have an implemented policy regarding a quorum to conduct business? If yes, please describe.
- How does the accrediting agency ensure that accreditation decisions are based on compliance with the standards?
- How does the accrediting agency use information on the performance of the medical school graduates in making accreditation decisions? Describe the accrediting agency's use of benchmarks or minimal levels of performance on national or licensing examinations in making accreditation decisions.

### Response:

## F. Activities Subsequent to Accreditation Decisions

### Question:

- Describe the accrediting agency's procedures for allowing a medical school that applies for accreditation for the first time and does not meet accreditation standards to come into compliance.
- Describe the accrediting agency's procedures when a currently accredited medical school does not meet accreditation standards on a subsequent review.
- Describe the accrediting agency's procedures when a currently accredited medical school does not meet accreditation standards after multiple reviews.
- Does the accrediting agency monitor medical schools throughout the duration of an accreditation decision? If yes, what is the procedure for monitoring?
- What is the accrediting agency's policy regarding an accredited medical school making, or anticipating making, substantive changes to its educational program or to other aspects of the school?
- Does the accrediting agency require medical schools be re-evaluated periodically after positive accreditation decisions? If yes, what is the cycle of re-accreditation?

### Response:

## G. Complaints

### Question:

- Does the accrediting agency investigate complaints from students, graduates, or other individuals regarding accredited medical schools? If yes, please describe the accrediting agency's procedures for investigating complaints.
- Are complaints received by the accrediting agency considered in the agency's evaluation of the medical school? If yes, please describe how complaints are used in the evaluation.

### Response:

## Part IV: Accreditation Agency Policies and Resources

### A. Controls against Conflicts of Interest

#### Question:

- Describe how the accrediting agency ensures that individuals involved in the accreditation process or decision for a specific medical school have no conflicts of interest that would potentially inhibit them from making objective decisions.

Response:

## B. Controls against Inconsistent Application of Standards and Procedures

Question:

- Describe how the accrediting agency ensures that the standards and procedures for accreditation of medical schools are applied consistently to all schools that seek accreditation.

Response:

## C. Administrative and Fiscal Responsibilities

Question:

- How does the accrediting agency ensure that it has sufficient administrative and fiscal capability and independence to carry out its accreditation activities with regards to its scope of responsibility?
- Describe the main source of funding for the accrediting agency's activities.
- Provide a summary statement of operations of income versus expenditures for the past five years.

Response:

## D. Due Process

Question:

- Does the accrediting agency notify medical schools in writing of any adverse accreditation actions or decisions and describe the basis for such action? If yes, please describe.
- Does the accrediting agency have an appeal process for adverse actions? If yes, please describe the levels of appeal, the qualifications, credentials and training of the individuals conducting the appeal(s), and the policies that are in place to ensure that individuals involved in the appeal process have no conflicts of interest that would potentially inhibit them from making objective decisions.

Response:

## E. Maintenance of Records

### Question:

- Does the accrediting agency maintain full records of accreditation review documentation, including self-studies, on-site evaluation reports, the medical school's responses to on-site reports, periodic review reports, decisions, and any other pertinent correspondence and materials? If yes, please describe the record-keeping policies of the accrediting agency, including policies related to data security.

### Response:

## F. Availability and Dissemination of Information

### Question:

- Does the accrediting agency make available to medical schools and/or the public information on the types of accreditation granted and the procedures medical schools must follow in applying for accreditation? If yes, please describe the scope and accessibility of the information.
- How does the accrediting agency notify medical schools undergoing review and pertinent licensing or authorizing agencies of accreditation decisions?
- Is there a directory of accredited medical schools and accreditation decisions? If yes, please describe the scope and accessibility of the information.

### Response:

### 3. APPENDIXES

The following is a list of required documents to be labelled and attached to the application. If clarification is needed regarding these requirements, please contact the WFME Secretariat. The documents must be provided in English.

1. Standards for accreditation
2. Procedures for accreditation
3. Summary description of the types of information the accrediting agency requires be submitted by schools seeking accreditation (Database)
4. Guidelines for the institutional self study
5. Guidelines for conduct of the site visit
6. Guidelines on content and structure of the report
7. A recent example of an institutional self study report submitted to the agency
8. The law or official rules and regulations establishing the agency and its authority, organisation etc.
9. Additional supporting documents

#### 4. CERTIFIED STATEMENTS

On behalf of the (ACCREDITING AGENCY NAME) (the “Agency”), I hereby apply to the World Federation for Medical Education (“WFME”) for recognition of the Agency as a Recognized Accrediting Agency for Medical Schools (a “Recognized Accrediting Agency”) in accordance with and subject to the procedures and regulations of WFME. I have read and agree to the conditions set forth in the *WFME Policies and Procedures for the Recognition of Agencies Accrediting Medical Schools*, and other materials describing recognition and the recognition process. I understand and agree that the Agency will be subject to denial of recognition; to withdrawal of recognition and forfeiture of any recognition credential granted by WFME; and to denial of future eligibility for recognition in the event that any of the statements or answers made in this application are false or in the event that the Agency violates any of the rules or regulations governing Recognized Accrediting Agencies, as described by WFME.

I authorize WFME to make whatever inquiries and investigations it deems necessary to verify the contents of this application. I understand that this application and any information or material received or generated by WFME in connection with the recognition process will be kept confidential and will not be released unless the Agency has authorized such release or such release is required by law. However, the fact that the Agency is or is not, or has or has not been, recognized is a matter of public record and may be disclosed. Finally, WFME may use information from this application for the purpose of statistical analysis, provided that the Agency’s identification with that information is not disclosed.

I hereby agree to hold WFME, its officers, commissioners, employees, and agents harmless from any and all actions, suits, obligations, complaints, claims, or damages, including, but not limited to, reasonable attorneys’ fees arising out of any action or omission by any of them in connection with this application, the application process, or the denial or withdrawal of the Agency’s recognition or eligibility for recognition.

Notwithstanding the above, should the Agency file suit against WFME, the undersigned agrees that any such action shall be governed by and construed under the Laws of England and Wales without regard to conflicts of law. The undersigned further agrees that any such action shall be brought in the applicable court of the High Court of Justice of England and Wales or such subordinate Court as shall be applicable; as a court of first instance; consents to the jurisdiction of such courts; and agrees that the venue of such courts is proper. The undersigned further agrees that, should the Agency not prevail in any such action, WFME shall be entitled to all costs, including reasonable attorneys’ fees, incurred in connection with the litigation.

**I UNDERSTAND THAT THE DECISION AS TO WHETHER THE AGENCY QUALIFIES FOR RECOGNITION RESTS SOLELY AND EXCLUSIVELY WITH WFME AND THAT THE DECISION OF WFME IS FINAL.**

**I HAVE THE AUTHORITY TO ENTER INTO THIS AGREEMENT ON BEHALF OF THE AGENCY.**

**I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS AND I CERTIFY THAT THEY ARE TRUE AND THAT I INTEND FOR THE AGENCY TO BE LEGALLY BOUND BY THEM.**

<b>Agency Executive Officer</b>	
Print name:	
Title:	
Signature:	
Date:	

Note: In 2017 the document design was updated. The content remains unchanged.