



GUIDE TO COLLECTING DATA FOR ACCREDITATION OF SPECIALTY MEDICAL EDUCATION PROGRAM



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GUIDE TO COLLECTING DATA FOR ACCREDITATION OF SPECIALTY MEDICAL EDUCATION PROGRAM

Submission of data is one component needed for accreditation of medical education programs. This document is a guide for medical education providers to collect accreditation data and consists of list of documents that will be reviewed by the Accreditation Committee in assessing the medical education provider and its teaching sites for MMDC accreditation standards. This secondary information will be considered along with primary data collected from site visits by the Accreditation Team.

1. Stakeholder engagement and endorsement documents on objectives and outcomes
2. Specialty programme document including objectives, learning outcomes, student criteria, details on institutional arrangements for its governance, implementation and quality control of teaching and assessments.
3. Curriculum details of graduate competencies, subjects, contact hours for each component, learning objectives for each component; teaching, learning and assessment methods, instructional modes, assessments and examinations, criteria for progression.
4. Agreements with teaching sites with details on institutional arrangements at the teaching sites for coordination, components of curriculum provided, teaching faculty time commitment to ensure quality of instruction for learning outcomes
5. Internal review (self-assessment) of curriculum on sequencing and vertical and horizontal integration of subjects, assessments to meet the MMDC graduate outcomes and competencies.
6. Internal review (self-assessment) of the medical school's institutional mechanism for administrative and management functions, coordination with teaching sites; reporting lines and quality assurance of teaching and learning for new programmes, of the readiness to implement the programmes and adequacy of the resources at the sites; for existing programmes, of achievement and quality of learning outcomes and competencies
7. Internal review (self-assessment) of management arrangements and instruction at teaching hospital(s) – for new programmes, of the readiness to implement the programmes and adequacy of the resources at the sites; for existing programmes, of achievement and quality of learning outcomes and competencies
8. Internal review (self-assessment) of the medical school's compliance with national higher education and MMDC regulations and guidelines.
9. Internal review (self-assessment) of the workload of the faculty and patient load at teaching sites to assess the adequacy of all existing trainee's patient contact hours and faculty time for teaching and learning, research clinical services and student academic support.
10. List of faculties at the medical education provider and at teaching sites and their qualification, MMDC registration and license status, responsibilities, specifying aspects of the programme and curriculum including hours committed for the programme.



11. List of any visiting faculty with their qualifications, and affiliated medical education provider and the
12. Timetable for implementation of the curriculum –for new programmes planned timetable and placements; for ongoing programmes, actual time tables and duty rosters with details of teaching sites and clinical areas
13. List of probable examiners, including external examiners including details of expertise and medical education experience.
14. Policy, regulations and procedures on assessments, examinations, re-sits and appeal, with information on where to access them.
15. Policy, regulations and procedures on maintaining student records and students access to these records.
16. Policies and procedures on appointing Dean, Principal Academic Officer, Department heads and teaching faculty with job descriptions/terms of Reference for these
17. Details of the appointed Dean, Principal Academic Officer, Department heads including their qualification, MMDC registration and license status, name and contact details.
18. Policy and procedures on monitoring and evaluation of curriculum, including curriculum committee and its responsibilities
19. Policies on quality assurance of the medical education programme management, teaching and learning at different instructional sites and review process, including the evaluation committee and its responsibilities
20. Policy and procedures to share findings of programme evaluations with the governing body, faculty, students and stakeholders (teaching hospitals, professional bodies).
21. Policy and procedures on determining entry criteria, student selection, offer of placement, transfer students, appeal, including the appointment of selection committee, and the committee's responsibilities.
22. Total enrolled students at medical school for all programmes, with breakdown of number of trainees at each clinical teaching sites(s) by programme year at each teaching site and number of teaching faculty at the sites for each batch.
23. Policy on scope of responsibilities of a final year resident of the specialty education programme.
24. Policy and procedure on obtaining student and faculty feedback in monitoring and evaluation of the programme.
25. Policy of online modes of instruction, protocols and procedures to assure quality of learning outcomes.
26. Policy and protocols of the medical school on medical research supervision, research ethics and medical research priorities.
27. Manual on production of thesis for specialty medical education programmes.
28. Policy and procedures of the medical school and of the teaching hospital(s) on student support services for academic progression.



29. Policy and procedures of the medical school and of the teaching hospital(s) on student support services, health and safety for social protection and wellbeing, covering antibullying, GBV, counselling, prevention of infections and rehabilitation.
30. Policy on tuition fees, refund of tuition, and other allowable payments for trainees.
31. Policy and procedures in selection, appointment, appraisal, promotions, remunerations and terminations of the faculty.
32. Policy and procedures on faculty continuous professional development, completed trainings and planned training schedule.
33. Policy on student access to a central library, library resources, data bases and reference books.
34. Medical schools' vision, mission, structure, hierarchy and autonomy in relation to the affiliated wider university.
35. Medical school's governing body (board, advisory committee), its composition, mandate, operational protocols, members, decisions of the governing body in relation to the medical education programme.
36. Medical school's organisation structure, institutional mechanism for administrative and management functions, coordination with teaching sites; reporting lines of departments, principal academic officer, committees on curriculum and quality assurance of the medical education programmes.
37. Details of joint committee(s) with teaching hospitals including terms of reference, members, rules of operation.
38. Policy and procedures for full faculty meetings.
39. Formal communications of the medical education programme with MMDC, wider university, teaching hospital(s), faculty and students.
40. Medical school's website with medical education programme details, including affiliated teaching hospitals, faculty.
41. Medical school's annual budget disaggregated by allocation for each education programme
42. Medical school's floor map indicating teaching and learning areas.
43. Medical school accreditation status for medical education provision by MMDC, disaggregated by programme, date of recognition and validity.
44. Teaching hospital(s) policy on providing medical education, scope, standards and protocols for quality assurance of teaching medical programmes.
45. Teaching hospital(s) information on organisation structure, institutional mechanism for coordination and supervision of teaching and research; reporting lines and quality assurance of teaching and learning.
46. Teaching hospital(s) data by specialty – monthly averages of outpatient, inpatient, emergency patient loads, daily census, bed occupancy, surgeries (major and minor), teaching faculty and students at each specialty for 3 consecutive years
47. Teaching hospital(s) resources by specialty – functional beds, OPD rooms (session days), specialty specific equipment and materials for diagnosis and treatment, theatres (theatre days).



48. Teaching hospital(s) policies and procedures on access and use of resources and patient information.
49. Teaching hospital(s) floor map indicating teaching and learning areas
50. Teaching hospital(s) recognition status as a teaching site for medical education by MMDC, disaggregated by programme, date of recognition and validity.
51. Teaching hospital(s) policy on conduct of medical research, including use of hospital resources, patients and patient information and ethical clearance procedures.
52. Teaching hospital(s) policy and procedures for trainee access to information technology, internet and computers at teaching hospital(s) for academic purposes.
53. Teaching hospital(s) policy and procedures on continued professional development of the teaching facility at the hospital and details of trainings planned or conducted.
54. Teaching hospital(s) policy and procedures to monitor professional conduct in compliance with the Good Medical Practice and licensing requirements by MMDC
55. Teaching hospital(s) internal review (self assessment) of the adequacy of resources for the conduct of the medical education programmes (for all current medical education programmes the teaching hospital is involved in and new programmes planned).
56. Teaching hospital(s) internal review (self-assessment) protocol for the quality of their teaching programmes and internal review reports of existing programmes.
57. Details of the teaching hospital(s) medical education coordinator/supervisor including their responsibilities, qualification, MMDC registration and license status, name and contact details.
58. Timetable(s) /duty rosters of the medical education programme(s) at the teaching hospital including with details of topics/area, faculty and student load (include timetables of all programmes)
59. Registration of the teaching hospital(s) as a medical service provider issued by Ministry of Health as required by the health services Act.

