



INDEPENDENT AGENCY FOR
ACCREDITATION AND RATING

STANDARDS

FOR INSTITUTIONAL ACCREDITATION OF MEDICAL COLLEGES

Astana 2014



Independent agency for
accreditation rating

STANDARDS
for institutional accreditation of
medical colleges

Astana, 2014

Foreword

1 **DEVELOPED AND INTRODUCED** by the Non-Profit Institution "Independent Agency For Accreditation and Rating."

2 **APPROVED AND PUT INTO EFFECT** by the order of the Director of the Non-Profit Institution "Independent Agency for Accreditation and Rating" as of September 28, 2015 no. 21-15-OD (as amended and supplemented by the Order of the Director as of February 15, 2017 no. 8-17-OD).

3 This Standard implements provisions of the Law of the Republic of Kazakhstan "On Education" as of July 27, 2007 no. 319-III.

4 **SECOND EDITION**

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Standards are developed taking into consideration the recommendations of the Ministry of Health and Ministry of Education and Sciences of the Republic of Kazakhstan.

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STANDARDS FOR INSTITUTIONAL ACCREDITATION OF MEDICAL COLLEGES

Scope

1.1 This standard specifies the requirements for the organization and conduct of institutional accreditation of medical colleges.

1.2 This standard is applied during the procedure of institutional accreditation of medical colleges regardless of their status, organizational and legal form, departmental affiliation and ownership.

1.3 This standard may also can be used by medical colleges for internal evaluation of its activities and the development of appropriate internal regulatory documents.

Regulatory References

This standard contains references to the following regulatory documents:

2.1 The Code of the Republic of Kazakhstan "On public health and health care system" dated on September 18, 2009 No 193-IV.

2.2 The Law of the Republic of Kazakhstan "On Technical Regulation" as of November 9, 2004 no. 603.

2.3 The Law of the Republic of Kazakhstan "On Education" as of June 27, 2007 no. 319-III.

2.4 The Law of the Republic of Kazakhstan "On accreditation of the conformity assessment" as of July 5, 2008 no. 61-IV.

2.5 Decree of the President of Kazakhstan as of March 1, 2016 no. 205 "On approval of the State Program on the Development of Education and Science of the Republic of Kazakhstan for 2016-2019".

2.6 The State program of development of health care of the Republic of Kazakhstan of "Densauyk" for 2016 - 2019, approved by the Presidential Decree of the Republic of Kazakhstan of January 15, 2016 No. 176.

2.7 Republic of Kazakhstan Governmental Decree as of August 23, 2012 no. 1080 "On approval of the state compulsory standards of education of the relevant levels of education."

2.8 Order of Acting Minister of Industry and New Technologies of the no. 495 "On approval of Rules for development, coordination, recording, approval, examination, change, cancelation and the introduction of national standards, preliminary national standards, classifiers of technical and economic information, except for the military standards for goods (products), military works and services and dual-purpose standards. "

2.9 Order of the Minister of Education and Science as of June 15, 2015 no. 384 "On approval of the model academic curricula and model educational programs on the specialty of technical and vocational education."

Terms and Definitions

This standard applies the terms and definitions in accordance with the Laws of the Republic of Kazakhstan "On Education", "On technical regulation, Government Decree of the Republic of Kazakhstan as of August 23, 2012 no. 1080" On approval of the state compulsory educational standards of the correspondent levels of education. "

In addition standards define the following:

3.1 Accreditation of educational organizations - the recognition procedure of accreditation bodies of the compliance of educational services to the established accreditation standards in order to provide objective information about their quality and to confirm the availability of effective mechanisms for quality increase.

3.2 Institutional accreditation - the quality evaluation process of the educational organization by the accreditation body for the compliance of the former to the stated status and standards established by accreditation body.

3.3 Standards (regulations) of accreditation - documents of accreditation body, setting the requirements for accreditation procedure.

3.4 Technical and vocational education - education aimed at training of qualified workers and mid-level professionals.

3.5 Analysis: this is the process of identifying, gathering and preparation of data for the evaluation of achievements of the learning outcomes of students and the educational aims of the program. Effective analysis uses correspondingly direct, indirect, quantitative and qualitative parameters, suitable for measuring purposes or results.

3.6 Remote educational technologies - learning carried out with the use of information, communication technologies and telecommunication means with rough mediated (at a distance) or not fully mediated interaction between student and teaching staff.

3.7 Competence: the ability of the specialist to solve a specific set of professional tasks based on the unity of knowledge, professional experience, ability to act and behavior skills.

3.8 Basic competence - the ability for self-management and their own activities, the tendency to self-motivation and self-organization.

3.9 Professional competence - the ability to solve a set of specialist professional tasks based on knowledge, skills, and personal qualities to effectively carry out professional activities.

3.10 Special competence: the ability to solve a set of specialist professional tasks in the chosen field of activity on the basis of specific knowledge and skills.

3.11 Competence: the ability to apply knowledge, competencies and skills. It is manifested in a person-centered activities and describes the professional ability to realize one's potential in professional activities.

3.12 Qualifications: the level of expertise to the competent implementation of certain activities on the obtained profession, specialty.

3.13 Final learning outcomes: a set of competencies, knowledge and skills that students should have at the end of learning in this educational program.

3.14 The educational program - a single set of basic characteristics of education, which includes objectives, outcomes and content of the training, the organization of the educational process, ways and methods of their implementation, the criteria for assessing learning outcomes.

3.15 The educational objectives of the program: a set of expected results of the implementation of educational program in this area, the level and profile of specialists training with technical and vocational education.

3.16 Evaluation: it is an interpretation of the data and evidence collected during the analysis. The evaluation determines the degree of achievement of the learning outcomes of students and the educational objectives of the program and leads to decisions and actions regarding the program improvement.

3.17 External expert panel visit to educational organization – it is an external assessment component, which is a common part of the accreditation process. External expert -auditors visit the organization of education to review self-assessment materials of educational organization, to interview teaching staff, students, and staff and evaluate the quality and efficiency of services provided, and to propose recommendations for their improvement. The result of a visit is the audit report of educational organization

3.18 The self-assessment procedure: is an internal assessment process conducted by the organization of education based on standards and criteria of institutional accreditation, based on the results of which self-assessment report is compiled.

Designations and abbreviations

This standard uses abbreviations in accordance with the paragraph 2 of regulations.

Furthermore, this standard uses the following designations and abbreviations:

RK - Republic of Kazakhstan;

MES - Ministry of Education and Science of the Republic of Kazakhstan;

MOH - Ministry of Health of the Republic of Kazakhstan;

SCES - State Compulsory Educational Standards;

ICT - Information and Communication Technologies;

IT competence - competence related to the application of information technologies in professional activity;

IAAR- Non-profit institution "Independent Agency for Accreditation and Rating";

QMS - Quality Management System;

TVE -Technical and Vocational Education;

SWOT-analysis - analysis of strengths and weaknesses, challenges and opportunities of organization, the abbreviation of the English language words: S - strengths, W - weaknesses, O - opportunities, T - threat.

Institutional accreditation procedure. Main provisions.

5.1 The procedure for institutional accreditation begins with the filing of the medical college application for the institutional accreditation. The application includes a copy of the state license, the annex to the license for the legal grounds of educational activity, a brief description of the relevant medical college activity.

5.2 Consideration by IAAR of the application submitted by educational organization.

5.3 IAAR decision to start the procedure for the institutional accreditation. An agreement between the agency and the medical college to conduct the institutional accreditation is concluded.

5.4 Management the medical college and IAAR organize training for internal experts to explain the criteria and procedures for the institutional accreditation of medical college at the special seminars on the theory, methodology and techniques of the institutional accreditation.

5.5 Medical college conducts self-assessment according to the requirements established by IAAR, and submits self-assessment report (in Kazakh, Russian and English languages) to IAAR in e-format and 1 copy on paper in each of the languages.

5.6 On the basis of self-assessment report of educational organization IAAR has the right to make the following decisions:

- to develop recommendations on the need to refine materials of self-assessment report;
- to conduct an external peer review;
- to postpone the accreditation term due to the inability to conduct the institutional accreditation procedure due to the inconsistency of the self-assessment report to the criteria of these standards.

5.7 In the event accreditation continues IAAR generates external expert panel, which shall be approved by the IAAR director to assess the educational organization. The number of experts is determined depending on the review volume and specifics of medical college. The structure of the external expert panel includes representatives of the academic community, stakeholders in Kazakhstan, including employers, students, foreign / international experts.

5.8 In the event accreditation continues IAAR agrees with the medical college on the dates for the institutional accreditation and program for the external expert panel's visit.

5.9 The duration of the external expert panel's visit accounts for 3-5 days. During the visit, the organization of education creates working conditions for the external expert panel under the Service Agreement:

- provides for each member of the Panel an electronic and paper version of the self-assessment report;
- provides the necessary office equipment in consultation with the IAAR representative and based on the number of external expert panel members;
- organizes the inspection of infrastructure and resources, meetings, questionnaires, interviews and other forms of external expert panel's work in accordance with the visit program of the external expert panel;
- provides information requested;
- organizes photo and video recording of the external expert panel's work;
- prepares a video clip for the IAAR Accreditation council meeting containing a brief description of the educational organization and information on the external expert panel visit.

5.10 At the end of the visit external expert panel is preparing a report on the evaluation of medical college and a presentation on the progress of the visit of the external expert panel.

5.11 The report contains a description of the external expert panel's visit, a brief assessment of the educational organization, recommendations to the organization for performance improvement and quality assurance, the recommendation to the Accreditation Council. Recommendations to the Accreditation Council provide information on the status of the educational organization and recommended accreditation period.

5.12 The report of the external expert panel, including the recommendations is prepared by members of the external expert panel collectively.

5.13 The external expert panel's report on the evaluation of educational organization and the self-assessment report of educational organization serve as the basis for the Accreditation Council's decision on institutional accreditation.

5.14 The Chairman of the external expert panel presents to the Accreditation Council outcomes of the external expert panel's visit. If there are objective reasons IAAR director appoints a member of the external expert panel to attend a meeting of Accreditation Council and present a report. Replacement of the Chairman of external expert panel is made by the order of IAAR Director.

5.15 The exclusive competence of the IAAR Accreditation Council includes decision-making on accreditation or refusal of accreditation of educational organization. The composition of the Accreditation Council is determined in accordance with the Regulations of its activities. The meeting is held if a quorum is present. Accreditation Council shall have the right to make a grounded decision not complaint with the recommendations of the external expert panel.

Accreditation Council makes decision:

- on accreditation:
 - 1 year - in the event of compliance with the criteria as a whole, but with some shortcomings and opportunities for improvement;
 - 3 years - with positive results in general, but with some minor shortcomings and opportunities for improvement;
 - 5 years - with positive results in general.
- on non-accreditation.

On expiry of the accreditation period of **5 years** and successful completion of the post accreditation monitoring the educational organization shall be entitled to apply for a re-accreditation. In the case of re-accreditation and its positive results, the organization of education has the right to apply for the period of **7 years**.

5.16 In the event of positive decision on accreditation the Accreditation Council of IAAR sends an official letter to the education organization with the results of the accreditation and a certificate of institutional accreditation of a medical college, signed by the IAAR Director. The decision on accreditation of educational organization the Agency sends to the MES for inclusion in the Register of accredited educational institutions (Register 2) and places the information on the IAAR website. The report of external expert panel is also published on the website.

After receiving the certificate of accreditation the educational organization publishes a self-assessment report on its website.

5.17 In the event of the Accreditation Council's negative decision on accreditation the IAAR sends a letter to the organization of education indicating the adopted decision.

5.18 The organization of education in the prescribed manner under the Service Agreement and the Regulations of the Commission on Appeals and complaints may send to IAAR an appeal against the decision of the Accreditation Council. In case of doubts in the competence of the external expert panel and representatives of the Agency, or gross violations committed by members of the external expert panel, the organization of education may file a complaint to IAAR.

6. Follow-up procedures

6.1 In the event of positive accreditation decision of the IAAR Accreditation Council, the educational organization submits to IAAR an Action Plan on the quality improvement within the framework of the external expert panel recommendations (hereinafter - the Plan), which is signed and sealed by the chief executive officer, an organization enters into a Service Agreement with IAAR. An agreement and Plan are the basis for the post accreditation monitoring.

6.2 In accordance with the Regulations on the post accreditation monitoring procedure of educational organizations / educational programs, accredited education institutions should prepare interim reports under the Plan. Interim reports are sent to the IAAR before the expected date of post accreditation monitoring.

6.3 Post accreditation monitoring of medical college activity is conducted as follows:

Duration of the accreditation term	3 years	5 years	7 years
Periodicity of interim reports	One time in 1,5 years	two times in two years	three times in two years
Visit	once	twice	3 times

6.4 In the event of failure to implement the Plan and the requirements put forward by the IAAR in relation to the medical college, as well as lack of awareness of the changes carried out in the educational organization the Accreditation Council shall have the right to adopt the following decisions:

- to temporarily suspend the effectiveness of the institutional accreditation of the medical college;

- to revoke accreditation of the medical college by excluding it from the Registry 2, which may result in the cancellation of all previously achieved results of accreditation.

6.5 In the event of waiver of the educational organization from the post accreditation monitoring through the failure to sign the Service Agreement with IAAR, under the paragraph 6.4 IAAR Accreditation Council may decide to terminate and withdraw accreditation status.

6.6 In the event of early termination and withdrawal of accreditation the educational organizations are not allowed to submit an application for accreditation to IAAR within one year after the decision to revoke the accreditation of medical college.

Standard MISSION AND STRATEGIC OBJECTIVES. Requirements

7.1 The medical college involves representatives of groups of interested parties and sector of health care in formation of the mission and strategic objectives.

7.2 The statement for mission and strategic objectives answers the purpose and tasks in the field of national system of technical and professional, postsecondary education, development of the region.

7.3 The statement for mission and strategic objectives contains the description of the educational process allowing to train the expert with secondary medical education, possessing basic, professional and special competences according to specialty and capable to carry out professional tasks in health system.

7.4 The medical college has the strategic development plan approved by authorized body of college defining all types of its activity and containing:

- 7.4.1 compliance of the strategic plan of the declared mission and to strategic objectives and tasks of medical college;

- 7.4.2 priority activities of medical college;

- 7.4.3 an assessment strong and weaknesses, development of functionality in the market and the available external and internal threats to development of medical college and mechanisms of their warning (SWOT analysis);

7.4.4 the analysis of available resources and their sufficiency for realization of goals;

7.4.5 information on interaction with employers.

7.5 The medical college systematically collects, accumulates and analyzes information on the activity on the basis of which defines policy and develops strategic and tactical plans.

7.6 Mission and strategic objectives of medical college are periodically reconsidered to reflect:

7.6.1 standards of technical and professional, postsecondary education on medical and pharmaceutical specialties;

7.6.2 requirements and expectations of society.

7.7 The medical college defines mechanisms of formation and regular revision of mission and strategic objectives, monitoring of their realization and a systematic assessment of efficiency.

7.8 Mission and strategic objectives of medical college correspond to the available resources, opportunities of medical college and requirements of labor market.

7.9 The medical college defined ways of support of resources and access to information on mission and strategic objectives for the public is provided.

7.10 The medical college shows identity and uniqueness of mission and strategic objectives.

Standard ADMINISTRATION AND MANAGEMENT. Requirements

8.1 The organizational, functional and regular structure of medical college corresponds to its mission and strategic objectives.

8.2 The medical college shows the proof of participation of the teachers who are trained and other interested parties, the including representatives of sector of health care and the public as a part of joint governing bodies.

8.3 The medical college provides transparency of a control system and the made decisions which are published in bulletins, take place on the website of medical college, join in protocols for acquaintance and execution.

8.4 The medical college provides existence of constituent documents, the documents regulating the internal schedule of activity of the organization, distributive documents including:

8.4.1 documents on organizational structure and management of medical college;

8.4.2 the written leading documents on structural divisions, their powers and responsibility for ensuring management;

8.4.3 the leading documents on management of educational, scientific and extracurricular activities.

8.5 The medical college shows existence of the certified quality management system and its continuous improvement.

8.6 The medical college structurally interacts with sector of health care and the public which includes exchange of information, cooperation and initiatives of the organization.

8.7 The medical college shows openness and availability of heads and administration for trained, teachers, and parents.

8.8 The medical college shows degree of satisfaction of needs of teachers, the personnel and trained a control system and produces the evidence of the shortcomings found within measurement process.

8.9 The long-term plan of financing corresponds to mission and strategic objectives of medical college and defines the main sources of financing of the organization.

8.10 The medical college defines mechanisms of control of acceptance and distribution of financial means, and also mechanisms of an assessment of efficiency of use of financial resources.

8.11 In Medical college there is an effective mechanism of financial statements.

Standard EDUCATIONAL PROGRAMS. Requirements

9.1 The medical college realizes the educational programs with accurately formulated purposes which are coordinated with mission and strategic objectives of the organization and meeting requirements and expectations of interests of employers and societies.

9.2 The structure and contents of standard and working plans, standard and working training programs of specialties conform to requirements of the State obligatory standards of education.

9.3 Terms and contents of training programs of a practical training, inservice training and professional practice is defined according to working training programs, working curricula and qualification requirements.

9.4 Establishment of sequence of studying of subject matters, distribution of school hours on each of them at courses and semester is made taking into account interdisciplinary communications.

9.5 The medical college defines and includes in an educational program of achievement of basic biomedical sciences for formation at the scientific knowledge which is trained understanding, concepts and methods which are fundamental for acquisition and practical application of clinical knowledge.

9.6 The medical college defines and includes social sciences, medical ethics and the medical right which will provide knowledge, concepts, skills and the relations promoting the analysis of problems of society, effective communication, adoption of clinical decisions and the medical practice based on ethical principles in an educational program.

9.7 The medical college provides contacts of the sufficient knowledge, and practical skills which are trained with patients in the corresponding bases of practical health care and acquisition by them to assume responsibility on

strengthening of health, prevention of diseases and delivery of health care to patients.

9.8 The medical college defines the contents, volume, logic of creation of an individual educational trajectory trained, influence of disciplines and professional the practitioner on formation of professional competence of graduates.

9.9 The medical college through the structural division responsible for realization of an educational program plans and introduces innovations in an educational program.

9.10 The medical college creates conditions for development of scientific potential trained, and also stimulates research activity trained, using various forms of motivation.

9.11 The medical college provides updating of educational programs of disciplines taking into account requirements of the teachers who are trained of interests/needs of employers and labor market.

9.12 The medical college shows efficiency of the regular analysis of conditions for implementation of the program of discipline, including:9.12.1 материально-техническое обеспечение дисциплины;

9.12.2 card of security of discipline with educational and educational and methodical literature;

9.12.3 information support of training.

9.13 Pedagogical staff of medical college and employers participate in development and management of educational programs, in ensuring their quality.

9.14 The medical college provides equal opportunities trained, including regardless of training language.

9.15 The medical college shows the effective, continuous mechanism of an internal assessment of quality and examination of the educational programs providing control of implementation of the curriculum and objectives, and also feedback for their improvement.

9.16 Quality of development trained an educational program systematically is estimated by the relevant services of medical college according to the established criteria which by all means are brought to the attention of the trained.

9.17 Procedures of an assessment of level of the knowledge which is trained are made according to the planned results of training, answers the purposes of an educational program, corresponds to the appointment and is under construction on the basis of the accurate standard criteria.

9.18 The medical college provides objectivity of an assessment of level of professional readiness trained and assignments of qualification.

Standard TEACHERS. Requirements

10.1 The teaching staff of medical college conforms to qualification requirements and specifics of educational programs.

10.2 Selection of shots in medical college is carried out on the basis of the analysis of requirements of educational programs.

10.3 The medical college provides completeness and adequacy of individual scheduling of teachers of all kinds of activity, monitoring of productivity and efficiency of individual plans.

10.4 The medical college shows proofs of performance by teachers of all types of the planned loading.

10.5 The medical college shows competence of members of pedagogical collective of application of information and communication technologies of educational process, application of innovative methods and forms of education.

10.6 The medical college defines extent of introduction of information technologies in educational process, carries out monitoring of use and development of training by teachers of innovative technologies, including on the basis of information and communication technologies".

10.7 The medical college provides monitoring of activity of pedagogical collective, a systematic assessment of competence of teachers, a complex assessment of efficiency of quality of teaching.

10.8 The medical college provides monitoring of satisfaction of pedagogical collective with conditions, providing effective realization of educational process.

10.9 The medical college provides purposeful actions for development of young teachers and formation of a personnel reserve.

10.10 The medical college shows existence of system of professional development, professional and personal development of pedagogical collective and the administrative and managerial personnel.

10.11 In Medical college the system of stimulation of professional and personal development of teachers and the personnel is developed.

Standard STUDENTS. Requirements

11.1 The medical college defines number of the accepted students according to material and educational and methodical opportunities at all grade levels and preparation.

11.2 The medical college periodically considers quantity and the contingent of the accepted students in the course of meetings with the relevant interested parties responsible for planning and development of personnel resources in sector of health care and regulates for the purpose of satisfaction of requirements of health of the population and society in general.

11.3 The medical college has policy of representation of students in joint governing bodies and their corresponding participation in development, management and an assessment of an educational program, and also other questions of student's life.

11.4 In medical college the mechanism of monitoring of satisfaction trained activity of the medical organization of education is created.

11.5 The medical college actively promotes employment of graduates, carries out monitoring of their professional activity and career development and advance in labor market.

11.6 The medical college creates trained the conditions necessary for effective development of an educational program according to their interests and requirements, providing with appropriate resources.

11.7 The medical college provides the qualitative level of the organization and carrying out professional the internships in the specialty, development of professional competences during passing professional the internship.

11.8 The medical college provides conditions for personal development and the education which is trained (educational activity of medical college).

11.9 The medical college provides information support and customer services for trained, defines the mechanism of regular estimation of a support service trained which work is directed on satisfaction of the educational, personal and career needs which are trained

11.10 The medical college shows functioning of system of the feedback including expeditious submission of information on results of an assessment of the knowledge which is trained.

11.11 The medical college renders assistance and support of student's activity and to the student's organizations.

Standard RESOURCES: MATERIAL AND TECHNICAL, INFORMATIONAL AND EDUCATIONAL. Requirements

12.1 The material and technical, information and educational resources used for the organization of process of training in medical college are sufficient and conform to requirements of the realized educational program.

12.2 The environment of training of students, including material and information resources are available to all trained, and correspond to the declared mission, strategic objectives of medical college.

12.3 The medical college provides to teachers and trained in opportunity for use of information and communication technologies in educational process.

12.4 The medical college provides acquisition trained adequate clinical experience and has necessary resources for practical training, including enough and categories of patients and base for practical preparation of the trained

12.5 Material and technical support of educational process includes existence:

12.5.1 the audiences equipped with modern technical means of training: educational rooms and laboratories, the educational offices of preclinical practice corresponding to the realized educational programs;

12.5.2 computer classes, reading rooms, multimedia, language and scientific and methodical laboratories;

12.5.3 multiplying equipment and its availability to use trained and teachers.

12.6 Information and methodical ensuring educational process includes existence:

12.6.1 fund of the main educational, methodical and scientific literature, on

paper and electronic media, periodic subscription editions in a section of languages of training and specialties;

12.6.2 standard and legal documents;

12.6.3 own educational and methodical development;

12.6.4 videoshops, record libraries and media libraries, etc.;

12.6.5 program information support;

12.6.6 modern information means of communication, including external – the Internet, local – the Intranet.

12.7 The medical college shows existence of the web resource reflecting mission, strategic objectives and tasks of medical college, and also efficiency of its use.

12.8 The medical college improves the environment of training trained by means of regular updating, expansion and strengthening of material base which has to correspond to development in practice of training.

12.9 The medical college carries out an assessment of dynamics of development of material resources and information support, efficiency of use of results of an assessment for adjustment in planning and distribution of the budget.

13. Procedure for introduction of amendments and additions

13.1 Changes and additions are made to the existing standard of accreditation for its further improvement.

13.2 Modification and additions in the standard carries out IAAR.

13.3 In case of initiation of changes and additions in the existing standards by the organizations of education and other interested bodies, offers and remarks go to IAAR.

13.4 IAAR studies and carries out expertise of the arrived offers and remarks on their validity and expediency in accordance with the established procedure.

13.5. Changes and additions in the existing standard of accreditation after their approval are approved by the order of the director of IAAR in the new edition with changes or in the form of the brochure insert to the existing standard.

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