

**INDEPENDENT AGENCY FOR  
ACCREDITATION AND RATING**

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# **STANDARDS**

**for institutional accreditation of medical  
colleges**

**Astana, 2014**

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## **Foreword**

**1 ELABORATED AND SUBMITTED** by the “Independent Agency for Accreditation and Rating” Non-profit establishment.

**2 APPROVED AND ENACTED** by the Order of NPU Director “Independent Agency for Accreditation and Rating” No. 21-15-od dated 28.09.2015.

**3** Provisions of the Republic of Kazakhstan Law "On Education" are implemented in this standard dated 27/07/2007 No.319-III.

**4 SECOND EDITION**

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## **STANDARDS FOR INSTITUTIONAL ACCREDITATION OF MEDICAL COLLEGES**

### **1. 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.

### **2. References**

This standard refers to the following regulations:

2.1 The Law of the RK "On Technical Regulation" dated November 9, 2004 № 603-II SAM.

2.2 The Law of the RK "On Education" dated June 27, 2007 № 319-III.

2.3 The Law of the RK "On accreditation of conformity assessment" dated July 5, 2008 № 61-IV.

2.4 The RK Presidential Decree dated December 7, 2010 №1118 State Program for Education Development of the RK for 2011-2020.

2.5 The Order of Acting Minister of Health of the Republic of Kazakhstan dated August 12, 2011 № 534, The concept of development of medical and pharmaceutical education of the Republic of Kazakhstan for 2011-2015.

2.6 The Order of the MIT RK dated September 2, 2007 № 256, Rules of development, approval, recording, amendment, cancellation, registration, identification, and publication of organizations standards.

2.7 The Order of the MES RK dated July 14, 2008 № 411, SES RK 4.05-2008 "Secondary education. Technical and vocational education. The main provisions".

2.8 The Order of the MES dated June 04, 2009 № 266 SES RK 5.03.004-2009 "Organization of teaching process on distance learning technologies. The main provisions".

2.9 Resolution of the Government of the Republic of Kazakhstan "On State Mandatory Standard for Higher Education" No. 1080, dated August 23, 2012.

2.10 Joint Order of the Minister of Labour and Social Protection of the Republic of Kazakhstan from September 24, 2012 № 373-ø th and Minister of Education and Science of the Republic of Kazakhstan from September 28, 2012 №

444. Registered in the Ministry of Justice of the Republic of Kazakhstan October 19, 2012 № 8022 "On approval of the National qualifications Framework".

2.11 Order of the Minister of Education and Science of the Republic of Kazakhstan № 150 dated, April 24, 2015. "On approval of model curricula and model study programs on specialties of technical and professional education".

2.12 Order of the Minister of Education and Science of the Republic of Kazakhstan № 268 dated July 10, 2015. "On approval of model curricula and model study programs on specialties of technical and professional education".

2.13 Order of the Minister of Education and Science of the Republic of Kazakhstan № 312 dated July 29, 2015. "On approval of model curricula and model study programs on specialties of technical and professional education".

### **3. Terms and definitions**

In this standard, the terms and definitions are applied in accordance with the laws of the Republic of Kazakhstan "On Education", "On Technical Regulation", Resolution of the Government of the Republic of Kazakhstan "On State Mandatory Standard for Higher Education" No. 1080, dated August 23, 2012.

The following definitions are applied in this standard:

**3.1 Educational organizations accreditation** is the recognition procedure of educational services accordance with established accreditation standards in order to provide objective information about their quality and confirm the presence of effective mechanisms for its increase by accreditation body.

**3.2 Institutional accreditation** is the evaluation of educational organization activity by providing qualitative educational programs in accordance with the claimed status.

**3.3 Accreditation standards (regulations)** are accrediting body documents, which establish requirements for the accreditation procedure.

**3.4 Technical and vocational education** is an integral part of the educational system, aimed at qualified technical and service specialists training on all major types of socially useful professional occupation.

**3.5 Analysis** is the process of identifying, gathering and preparation of data for appraisal of achievements of students' educational results and educational objectives of the program. Effective analysis uses appropriately direct, indirect, quantitative and qualitative parameters suitable for measurable goals or results.

**3.6 Distant learning technologies** are learning technologies, implemented with the use of information and telecommunication means by mediated (at a distance), or not fully mediated interaction between student and teaching staff.

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

**3.8 Basic competence** is the ability of specialist to solve a set professional tasks based on universal intellectual, communicative, emotional and volitional qualities (knowledge, skills, abilities and properties).

**3.9 Professional competence** is the ability of specialist to solve a set professional tasks based on integrated knowledge, skills and experience and personal qualities for effectively carrying out of professional activity.

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

**3.11 Competency** is the ability to apply their knowledge and skills. It is manifested in the person-centered activity and describes the ability of the specialists to realize their potential in professional activity.

**3.12 Qualification** is the level of preparedness to competently perform certain activity for a profession, specialty obtained.

**3.13 Learning outcomes** are a set of competencies, knowledge and skills required of students at the time of graduation on this educational program.

**3.14 Educational program** is aimed at raising the specialists professional level of relevant qualification and includes requirements for graduation performance results, curriculum, working (training) courses program, disciplines, training modules and other materials, as well as programs of practice, calendar and methodical training schedule materials to ensure the implementation of appropriate educational technology.

**3.15 The program educational objectives** are totality of the expected results of the educational program implementation on this area, level and profile of specialists training with technical and vocational education.

**3.16 Rating** is the data and evidence interpretation collected during the analysis. Rating determines the degree of achievement of the learning outcomes of students and the educational objectives of the program and lead to decisions and actions regarding the improvement of the program.

**3.17 Visiting of educational organization by exterior expert committee** is a component of the external rating, which is a common part of the accreditation process. External auditors-experts attend the educational organization to ensure self-organization of education materials, conduct an interview with the teaching staff, students, staff and evaluate the quality and effectiveness of services provided, as well as offer recommendations for their improvement. The audit report of educational organization is the result of their visit.

**3.18 The self-evaluation procedure** is the process of internal evaluation conducted by the educational organization based on the standards and criteria of institutional accreditation, the results of which make up the self-evaluation report.

#### **4 Designations and abbreviations**

This standard is used in accordance with the reduction referred to in paragraph 2 regulations.

Furthermore, in this standard, the following symbols and abbreviations are used:

**RK** – Republic of Kazakhstan

**SES** - state educational standards;

**ICT** - Information and Communication Technologies;

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

**IAAR**- "Independent accreditation and rating agency" non-profit institution;

**QMS** - Quality Management System;

**TVE** - technical and vocational education;

**SWOT-analysis** - an analysis of strengths and weaknesses, challenges and opportunities of the organization, abbreviation of English words: S (strengths) - strong points, W (weaknesses) - weak points, O (opportunities) - opportunities, T (threats) - threat.

#### **5 Institutional accreditation procedure. Main provisions.**

5.1 Institutional accreditation procedure begins with the filing of medical educational organization applications for the named accreditation. The application should contain a copy of the state license, applications for licenses on educational activities jurisprudence and a brief description of the activities of the relevant medical educational organization.

5.2 Consideration of applications naaru educational organization.

5.3 The decision of IAAR to initiate the institutional accreditation procedure. Conclusion of the contract between the agency and medical educational organization on conducting institutional accreditation.

5.4 Organizational leadership of medical educational organization and the IAAR organizes training for clarification of criteria and procedures of institutional accreditation of internal experts of medical educational organization at special seminars on the theory, methods and technologies of institutional accreditation procedure.

5.5 Conducting by medical educational organization self-evaluation in accordance with the requirements established by the IAAR, and the direction of self-evaluation report to the IAAR in electronic form and in the amount of 7 copies on paper.



5.6 Formation of the expert committee is made by the IAAR director to audit the educational organization. The expert commission composed of experts who are specialists in the assessment of medical educational organization, including employers and students. The number of experts is determined by the volume of checks and specificity of medical educational organization. The commission should include an odd number of members.

5.7 On the basis of the report on self-evaluation of medical educational organization the IAAR develops recommendations on the need to rework materials of self-esteem, or decides to hold an external expert rating, or in connection with ineligible on the impossibility of accreditation.

5.8 In case of continued accreditation chairman of the expert committee and the IAAR project coordinator for the accreditation agree with medical educational organization dates for institutional accreditation and the work plan of the Commission.

5.9 Duration of the expert commission visit depends on the audit scope. At the end of the visit the external expert committee prepares a detailed report on the rating of medical educational organization, which serves as the basis for a decision on the institutional accreditation by the Accreditation Council.

5.10 When a positive decision is made the IAAR sends a certificate of institutional accreditation, signed by the Director of the IAAR to medical educational organization with an indication of the period of validity. Further, the decision on the institutional accreditation is sent to the MES RK for inclusion in the National Register 2 and posted on the IAAR website.

5.11 If there are certain shortcomings accreditation is valid for 1 year. After termination of expiry date the IAAR expert committee carries out an inspection on the matters of certain amendments with the departure to medical educational organization. When a positive decision is made the term of accreditation extends from three to five years. If some amendments were not corrected in time, the accreditation is intermitted, and the applicant organization is not entitled to apply for accreditation to the IAAR within one year after the decision to revoke the accreditation of medical education.

5.12 Terms of accreditation:

8.8.1 1 year – in compliance with the criteria in General, but with some gaps and opportunities for improvement;

8.8.2 3 years – in case of positive results overall, but with some minor gaps and opportunities for improvement;

8.8.3 5 years – in case of positive results overall;

8.8.4 7 years – in case of positive results during reaccreditation of EP.

5.13 In the case of a negative decision the medical educational organization has the right to appeal the decision of the Accreditation Council in accordance with established guidelines for carrying out self-evaluation of medical education, as well as the legislation of the Republic of Kazakhstan.

## 6 Subsequent procedures

6.1 In case of failure to meet requirements of the put-forward IAAR in relation to the medical organization of education Accreditation Council has the right to make the following decisions:

- temporarily to suspend institutional accreditation of the medical organization of education;

- to withdraw accreditation of the medical organization of education by an exception of the list of the National register 2 that can cause cancellation of all of the results of accreditation reached earlier and a duty of passing of all stages of accreditation anew in case of expression by the applicant of desire to pass accreditation again.

6.2 In case the Accreditation Council IAAR positive decision Organization of Education is developing a plan to implement the recommendations of the EEC IAAR. The plan approved by the director educational organization and the director of the IAAR. The plan is the basis for post- accreditation monitoring.

6.3 Post- accreditation monitoring the activities of the organization of education is carried out as follows:

The duration of the accreditation period	3 years	5years	7 years
The period of presenting the interim report and carrying out the expert visit.	once every 1,5 year	2 times every two years	3 times every two years

In case of accreditation of the educational program for a period of 1 year, the governing body of the educational program within this period decides on re-accreditation

## 7 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.

## **8. 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.

## **9. 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.

## **10. 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.

## **11. 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.

## **12 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.

13.6 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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