

TEPDAD Working Regulation

version. 11.05.2019

(Approved at TEPDAD General Assembly dated 11.05.2019)

ARTICLE 1- Basis and Purpose

This regulation has been prepared in accordance with the 12th, 15th and 17th articles of the Association for the Evaluation and Accreditation of Medical Education Programs (TEPDAD). Its purpose is to determine the principles regarding the functioning of the boards, commissions and working groups.

ARTICLE 2- Scope

This regulation covers the issues that need to be determined by the decision of the General Assembly regarding the operation of the association.

ARTICLE 3-Definitions and Abbreviations

In this regulation;

TEPDAD: Association for Evaluation and Accreditation of Medical Education Programs Executive Board: Association for Evaluation and Accreditation of Medical Education Programs Executive Board

UTEAK: National Medical Education Accreditation Board

UATEAK: International Medical Education Accreditation Board

SER: Self-Assessment Report to be prepared by Medical Faculties

ADR: Interim Evaluation Report

TIPDEK: Council of Deans of Medicine IR: Monitoring Report

SBGK: Standards setting and development commission, WEK:

Counseling and Education Commission

DeHa: Evaluator Pool

YÖK: Higher Education Council

TEAD: Medical Education (and Informatics) Department/Unit

TTB: Refers to the Turkish Medical Association.

ARTICLE 4- National Board of Accreditation for Medical Education (UTEAK)

National Board of Accreditation for Medical Education (UTEAK), functions as the board of TEPDAD, work within the framework of the purposes listed in Article 2 of the TEPDAD statute and the following articles listed as 4.1,4.2.,4.3 and 4.4 as an autonomous board.

4.1- Duties of UTEAK

- a. On behalf of TEPDAD, to organise a detailed program for evaluation and accreditation of the undergraduate education programs of medical faculties in Turkey.
- b. To determine the members who will take part in the evaluation processes,
- c. To propose changes that it deems necessary regarding the current accreditation processes and present them to the Board.

4.2- UTEAK's formation, members and terms of office:

UTEAK consists of 17 members in total as follows.

- a. 7 (seven) faculty members from medical faculties determined by the Administrative Board, among the members who have served at least 1 year in SBGK, DEK and participated in at least 1 evaluation visit of a medical faculty,
- b. 4 (four) physicians, one of whom is a general practitioner from TTB,
- c. 1 (One) member from Ministry of Health
- d. Former President of UTEAK,
- e. A TEPDAD-YK member appointed by the Board of Directors,
- f. 2 (Two) medical students will take office for 3 (three) years according from the medical faculties according years of establishment of the schools
- g. 1 (one) community representative appointed by the executive committee.

4.3- Election and Re-appointment of UTEAK President, Vice President, Members

- a. Membership of UTEAK starts in January, for three (3) years, and non-presiding members cannot serve for more than three (3) consecutive terms, members whose term of office expires are reassigned by the executive board or new members replace them.
- b. UTEAK will elect a President, President-Elect (will serve as President the following term) and a Rapporteur for three years These terms of office cannot be extended.
- c. The president whose term of office expires will continue to function in the Board as a Past-President for three years.
- d. Dean's of medical faculties can not function as a member of UTEAK
- e. Those who have to resign before the expiry of their term of office;
 - 1. The President-elect will assume presidency for 3 (three) years and a new vice president-elect is elected.
 - 2. For other members, new members are determined by the executive board.

4.4- UTEAK Meetings and Working Principles

- a. The president of UTEAK is responsible for the functioning of UTEAK. President-elect, in the absence of the chairman, is responsible from the operation
- b. UTEAK holds at least two (2) meetings each year. The UTEAK meeting call, together with the agenda, will be sent by the president to the members of UTEAK and the President of the TEPDAD Board of Directors at least two (2) weeks in advance in writing and/or by e-mail.
- c. UTEAK members have to attend UTEAK meetings in person. They cannot send a representative to their place. The term will automatically end if the members do not attend the meeting three consecutive time without an excuse.
- d. TipDEK member attend UTEAK meetings without voting rights to provide the communication and relation between TipDEK and UTEAK
- e. UTEAK meetings are held by a simple majority and are held by the UTEAK President.
- f. Decisions on accreditation of programs requires at least eleven (11) votes, all other decisions will be taken by the majority of the members attending the meeting.
- g. In cases where a decision-making are required, virtual meetings can be organized using communication and voting tools such as mail, fax, e-mail and Web page. However, the conditions stated in (e) and (f) above apply for the decisions in such meetings.
- h. UTEAK members can participate in the work of all TEPDAD commissions without the right to vote, except for institutional visits.

I. In all other matters that are not included in this directive, TEPDAD's charter and the decisions of the executive board are taken into account.

4.5- Evaluator Pool (DH) and Institutional Site-Visit Teams

a. DH: A team is defined for each institutional Site-Visit from the pool of evaluators who has taken the training course for evaluation of the program or have been involved in a site-visit and prepared a report previously.

b. Every year, an evaluator training course is organized for proposed members by the medical schools, Tip-DEK and TEPDAD members. TEPDAD-YK decides who will receive training according to the needs and priorities of that year.

c. Site-Visit teams: The site-visit teams conduct site-visit either for accreditation and for the interim evaluation in the third year of the accreditation term.

d. Site-Visit team for accreditation; The team consists of six (6) full and two (2) substitute members appointed by TEPDAD-YK, one of the TEPDAD boards and commissions, according to the following characteristics:

1. Department of Medical Education: 1 faculty member (preferably at least of 3 years of experience)

2. Basic Sciences; 1 faculty member

3. Medical Sciences; 1 faculty member

4. Surgical Sciences; 1 faculty member

5. Member of UTEAK

6. Medical Student

TEPDAD-YK may appoint an observer member or additional member when necessary.

e. Site-visit team for Interim Evaluation consists of three (3) members assigned from the previous accreditation visit team, one of which is a member of UTEAK (former rapporteur) appointed by TEPDAD-YK. TEPDAD-YK may appoint students, additional members or observer members when necessary.

f. Additional regulations regarding the duties, formation and members of DH and Site-visit teams are determined by the directive approved by the Board of Directors, provided that the minimum conditions specified in subparagraphs a, b, c, d and e of this article are met.

ARTICLE 5- Duties and formation of the Standards Setting and Development Commission (SBGK)

5.1- Duties; a. to determine national standards for medical education programs in our country, by evaluating universal rules and standards and national requirements together,

b. to prepare evaluation criteria and guidelines for these standards and to ensure their continuous development.

After the basic and development standards determined by the commission are approved by the Board of Directors, they are published and distributed to medical faculties and all relevant institutions to be implemented in the next term.

5.2- Formation; The commission consists of at least 10 (ten) members. The commission elects a chairman and a secretary for a period of 3 years. The student member is determined for three (3) years by the Board of Directors among the suggestions of the faculties in the order of establishment, together with the process of determining the student as a member of UTEAK. Members are determined by TEPDAD-YK as explained below and for three (3) years.

At least 4 faculty members working in TEAD, at least 1 faculty member from each of Basic, Medical and Surgical Sciences, at least one general practitioner or practicing physician, a member of UTEAK and a medical student.

5.3- Additional regulations regarding the duties, formation and members of the Standards Setting and Development Commission, 5.1 and 5.2 of this article are determined by the directive approved by the Board of Directors, provided that the minimum conditions specified are met.

ARTICLE 6- Duties and formation of the Counseling and Training Commission (DEK)

6.1- Duties;

- a. To prepare training and consultancy programs and documents to inform institutions in line with the National Medical Education Accreditation Standards,
- b. To provide information, advanced training and consultancy services to the institutions on the request when applying for the accreditation process

6.2- Formation;

The Counseling and Training Commission consists of at least 10 (ten) members. The same member can take office in the commission again. This commission elects a chairman and a secretary for a period of 3 years. Members are determined by TEPDAD-YK as explained below and for three (3) years.

1. At least 5 faculty members with at least 3 years of experience working in TEAD
2. At least 4 faculty members with at least 5 years of experience in medical education
3. A member of UTEAK

6.3- Additional regulations to Articles 6.1 and 6.2 regarding the duties, composition and members of the Advisory and Training Commission are determined by the directive approved by the Board of Directors, provided that the minimum conditions specified are met.

ARTICLE 7- International Medical Education Accreditation Board (UATEAK)

This Board determines the standards, processes and tools required for the accreditation of undergraduate education programs of medical schools abroad on behalf of TEPDAD. Its formation, duties, members and processes are determined by the directive of TEPDAD-YK.

ARTICLE 8- Internal Evaluation Commission

The Internal Evaluation Commission is the commission established to evaluate the processes carried out by the TEPDAD Board and its commissions and to offer suggestions for improvement. The previous chairman of UTEAK chairs the commission. Its formation, duties, members and processes are determined by the directive of TEPDAD-YK.

ARTICLE 9- Conflict and/or Conflict of Interest

Those who serve as TEPDAD-YK, boards and commission members are obliged to comply with TEPDAD's ethical principles regarding the impartiality and dignity of the evaluation process, or situations that may lead to conflicts and/or conflicts of interest. All individuals participating in any TEPDAD activity has to sign TEPDAD's "Statement of Confidentiality and Ethics" stating that they will not cause conflicts and that they have read and understood these principles and declare any conflict.

ARTICLE 10- Confidentiality

- a. The information provided by the institutions is used confidentially by TEPDAD, board and commission members and cannot be disclosed without the written permission of the relevant institution. Except the Board of Directors may use the information and documents obtained from the accreditation processes in their reports and presentations without revealing the identity of the institution.
- b. The content of the material distributed for evaluation and discussion at TEPDAD-YK and board meetings is considered confidential information.
- c. The contents of such documents and accreditation decisions can only be disclosed by authorized persons and under defined conditions.

ARTICLE 11- Transparency and Accountability

TEPDAD has the responsibility to inform and be accountable for all its stakeholders and the public regarding program evaluation and accreditation activities. For this purpose, the following information and documents are published on the web pages (www.tepdad.org):

- a. Bylaws, regulations and directives that determine the purposes and functioning of TEPDAD and the boards,
- b. National standards used for assessment and accreditation
- c. Self-assessment report format, evaluation process and method and similar documents for higher education institutions that clearly define the evaluation and accreditation process and scope,
- d. Study reports and publications summarizing the work of TEPDAD, including its evaluation and accreditation activities,
- to. List of programs accredited by TEPDAD and accreditation information and final reports.

ARTICLE 12 - Retention of Documents Belonging to TEPDAD and TEPDAD Boards and Commissions

- a. The president and secretary of the Board of Directors ensures that documents and reports related to the work of TEPDAD and TEPDAD boards and commissions are regularly archived and kept for 10 years.
- b. TEPDAD records the list of accredited programs, the types and validity periods of the accredited accreditations.

ARTICLE 13- Amendment to the Regulation

- a. The proposals for amendments on this regulation and the date from which it should come into force are submitted to the General Assembly by TEPDAD -YK.
- b. The proposals for amendments to the regulations prepared by the Board of Directors are included in the agenda of the first meeting of the General Assembly.

ARTICLE 14- Enforcement and execution

- a. This Regulation enters into force as of the date it is approved by the TEPDAD General Assembly.
- b. The provisions of this regulation are executed by the President of TEPDAD.
- c. Making arrangements on all matters other than the decisions of this regulation authority is the responsibility of the Executive committee.