

## **Specialized Workshop: "Enhancing the Capabilities of the National Assessors Team"**

Under the patronage of The Supervision and Scientific Evaluation Authority and in collaboration with the Deanery of the College of Medicine / Warith Al-Anbiyaa University, the National Council for the Accreditation of Medical Colleges (NCAMC) is organizing an interactive specialized workshop.

**Date:** April 9-10, 2025

### **Workshop Objectives:**

1. Explain and discuss selected national standards and how to extract evidence.
2. Improve the quality of the accreditation process and learn from past experiences.
3. Evaluate the members of the National Assessors' Team (NAT).

### **Speakers:**

- Members of the National Council for the Accreditation of Medical Colleges.
- Members of the National Assessors Team.

**Venue:** College of Medicine, Warith Al-Anbiyaa University.

**Target Audience:** Members of the National Assessors Team.

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## **Workshop Program**

### **I- Pre-Workshop Preparations:**

1. Assign tasks to participants.
2. Divide the team into nine main groups (1, 2, 3, 4, ..., 9).
3. Each group will be supervised by two council members (as facilitators), as detailed in the attached annex.
4. Assign topics to the nine groups:
  - Group 1 → area 1
  - Group 2 → area 2
  - Group 3 → area 3, and so on until area 9.
5. Provide participants with selected materials from the self-assessment report, evidence, and documents before the workshop to review and take notes.
6. Appoint a leader for each of the nine groups.
7. Each group will document observations on its assigned topic using the booklet "The Manual of Self-assessment. Evidence Generation", focusing on:
  - Ambiguities in the statements.
  - Unclear terminology.
  - Required evidence and documents, specifying what is available and what needs to be provided.
  - Action plan to verify the implementation of the report's content on the ground.

## II- Workshop Schedule

**Day 1: Wednesday, April 9, 2025**

Time	Activity	Responsible	Notes
08:00 – 09:00	Registration		
09:00 – 09:15	Opening Ceremony, National Anthem, Welcome Speeches		Main Hall
09:15 – 09:25	Explanation of Workshop Agenda	Ass. Prof. Hilal Al Saffar	Main Hall
09:30 – 12:00	Small Group Discussions (Round-table)	The Facilitators from NCAMC.	Side Rooms
12:00 – 12:15	<b>Break (Group Photo)</b>		
12:15 – 12:30	Feedback on Site Visit policy and procedure with Practical Examples (Pros & Cons)	Ass. Prof.. Wissam Ali Hussein (Team Leader)	Main Hall
12:30 – 12:45	Discussion		
12:45 – 14:15	Lunch Break		
14:15 – 14:30	Feedback on Site visit Code of Conduct , with Practical Examples	Prof. Mohammed Abd Kadhem (Team Leader)	Main Hall
14:30 – 14:45	Discussion		
14:45 – 15:00	Feedback on Site Visit Report (SVR) writing mechanism with Practical Examples	Prof. Jalil Ibrahim Kadhem (Team Leader)	Main Hall
15:00 – 15:15	Discussion		
15:15 – 15:30	Reflection on Day 1 Activities	Participants' Evaluation on: 1. Activity Effectiveness, 2. Expectations, 3. Areas for Improvement	

**Day 2: Thursday, April 10, 2025**

Time	Activity	Responsible	Notes
09:00 – 11:30	Small Group Discussions (Round-table)	The Facilitators from NCAMC	Side room
11:30 – 11:45	Break		
11:45 – 12:15	Brief Review of Site-Visit Report Writing (SVR) with Common Pitfalls	Prof. Ihsan Mohammed	Main Hall
12:15 – 12:30	Discussion		
12:30 – 13:00	How to Write Questions / Surveys with Common Pitfalls	Council's Members	Main Hall
13:00 – 13:15	Discussion		
13:15 – 14:30	Lunch Break		
14:30 – 14:45	Feedback	Participants fill out a special form	Main Hall
14:45 – 15:00	Closing Ceremony		Main Hall