

APPROVED:

At the meeting

Accreditation Council IARC

 S.T. Sarbanov

Protocol No. 9 dated 07/04/2024

CONFIRM

Director of IARC

 B.B. Koshoeva

Order No. 2/008 dated 07/04/2024



REGULATIONS ON REFERENTS OF THE INDEPENDENT INSTITUTE OF ACCREDITATION, RATING AND CERTIFICATION (IARC)

The referent is the main person responsible for organizing and conducting accreditation. His/her activities are regulated by the regulatory documents of the Independent Institute of Accreditation, Rating and Certification. The referent may be a full-time or part-time employee of IARC. The referent monitors the progress of the entire accreditation in accordance with the regulatory documents.

RIGHTS AND RESPONSIBILITIES OF THE REFERENT

Responsibilities of the referent:

- organizing the accreditation process with strict adherence to the stages of its passage;
- timely provision of experts with the necessary information materials and a report on the self-assessment of educational institutions (EI);
- monitoring compliance with the standards established by the 2-3-day program and other regulatory documents;
- monitoring compliance with regulatory acts when preparing the final report of the expert commission;
- assessing the work of the members of the expert commission;
- participation in preparing the meeting of the Accreditation Council for making decisions on accreditation;
- timely provision of the members of the Accreditation Council with the necessary materials for making decisions on accreditation;
- organizing and documenting the results of the annual check of the implementation of the recommendations of the expert commission;
- improving the accreditation process.

Rights of the referent:

- Suspend the work of the expert or recall him from any stage of accreditation if there are grounds for this;
- Participate in priority order in international projects of IARC;

- Participate free of charge in seminars and trainings of IARC;
- Receive a fee for conducting an external assessment in the amount of the fee of the chairman of the expert commission.

The process of conducting and improving accreditation

1. Preparatory stage
2. Visit to the health care institution
3. Preparation of materials for the meeting of the Accreditation Council under the IARC and monitoring the implementation of the AC decisions.
4. Analysis of the practice of accreditation of health care institutions in order to improve the accreditation process.

1. Preparatory stage

- Sending a letter to the healthcare institution with the necessary information materials;
- Consulting healthcare institution representatives;
- Receiving an application, documents, and materials of the healthcare institution's self-assessment;
- Checking documents and the self-assessment report;
- Concluding an agreement with the healthcare institution to conduct accreditation;
- Coordinating the work schedule;
- Analyzing the self-assessment report and sending it with comments for revision to the healthcare institution;
- Selecting and forming an expert committee;
- Briefing the experts;
- Signing by the experts of statements of readiness for work;
- Analyzing the revised self-assessment report and sending it to the experts;
- Providing other necessary accreditation documents to the experts;
- Resolving issues related to organizing the working conditions, travel, food, and accommodation of the expert committee with the healthcare institution.

2. Visit to the healthcare institution

- Introducing members of the expert commission to the healthcare institution administration;
- Accompanying experts during the visit to the healthcare institution;
- Monitoring strict adherence to the 2-3-day program for visiting the healthcare institution during the external assessment;
- Monitoring the deadline and rules for writing the final report (it is desirable to complete and sign it by the end of the visit);
- Monitoring experts in terms of their compliance with the conditions of the expert's statement of readiness for work, and assessing their activities during the visit to the healthcare institution.

3. Preparation of materials for the meeting of the Accreditation Council and further monitoring

- Adjustment of the final report if necessary;
- Sending the final report to all members of the Accreditation Council at IARC;
- Monitoring the preparation of the report of the chairman of the expert commission at the meeting of the Accreditation Council at IARC;
- Organizing an inspection in the event of a complaint from an institution on the accreditation decision made;
- Preparing materials for making the final decision;
- Organizing and documenting the results of the annual inspection of the implementation of the recommendations of the expert commission;
- Formation of the institution's dossier on accreditation.

4. Participation in improving the accreditation process

- Identifying best practices and recommendations for their application in other institutions;
- Analysis of regulatory documents and their revision;
- Comparative analysis of the implementation of recommendations of expert commissions in institutions;
- Identifying trends in changes in the quality of education and the main factors influencing it over the years;
- Other proposals for improving the accreditation process.