

ACCREDITATION (INTERNAL) REVIEW PROCESS
BY THE ACCREDITATION COMMITTEE AT OMSB

Internal Review Procedure Specifics

- a) The Education Committee of the Program submits all required material two (2) months in advance of the accreditation review scheduled date.
- b) The assigned Survey Team of the Accreditation Committee studies the supplied documents prior to the accreditation review and/or site visit.
- c) During the accreditation review, the Survey Team will meet with:
 - (1) The Chairman of the Program
 - (2) The Program Director
 - (3) Associate Program Directors
 - (4) Training Center Head of the concerned Departments
 - (5) Education Committee members
 - (6) Trainers
 - (7) Trainees
 - (8) And other individuals deemed appropriate by the Survey Team.
- d) At the conclusion of the Site Visit, the Survey Team will meet with the Education Committee of the Program to discuss the visit highlights and areas that might need further clarification.
- e) The Survey Team, within three weeks from the Site Visit, submits the report to the Education Committee of the Program for factual corrections.
- f) The Education Committee of the Program is given a maximum of one week to provide the Survey Team with any factual corrections, if necessary.
- g) The Survey Team submits its report with its recommendations to the Accreditation Committee.
- h) The Accreditation Committee discusses the Survey Team Report at its monthly meetings and formulates its final recommendations before submitting its report to the GMEC.