



Annex to MAB Decision 2021/7/IX/4.

RULES OF PROCEDURE

GENERAL MEDICAL TRAINING ACCREDITATION OF
CLINICAL PRACTICE SITES ABROAD

2021

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Preamble

The Hungarian Accreditation Committee (MAB) is responsible for the accreditation procedure for the examination of the operation of foreign clinical practice sites belonging to the general medical education of Hungarian higher education institutions. The MAB evaluates clinical practice sites according to the standards of the NCFMEA (National Committee on Foreign Medical Education and Accreditation, USA).

The MAB will consider as accredited, without a procedure, and subject to a declaration, clinical practice centers which

- a) accredited practitioners in the Member States of the European Higher Education Area (EHEA)
- b) are accredited by the United States of America (US) accreditation body (meet NCFMEA accreditation requirements)
- c) Universities ranked 1-300 in the QS Medicine Ranking are accredited practices in the area of practice to be undertaken, regardless of whether the practice and the accrediting university are in the same country.

The aim of the procedure

1. § *The fixed purpose of accreditation for general medical training centers abroad is to certify that the specific hospital units of the clinical training center (e.g. internal medicine, surgery, neurology, psychiatry, obstetrics-gynecology, pediatrics, etc.)*

- (1) meet the accreditation requirements set by the MAB and continue their activities in accordance with them,
- (2) their quality assurance system continuously monitors, assesses and maintains compliance throughout the period of accreditation.

The procedure

2. § *In case of accreditation of a foreign clinical practice site not previously accredited by the MAB, the MAB shall proceed as follows.*

- (1) The Hungarian higher education institutions of medicine agree in advance on where and which foreign clinical practice site will be examined.
- (2) The higher education institution of medicine that initiates the procedure will

send the documents to be requested (questionnaire, letter of intent) to the foreign clinical practice to be examined, and will ask the practice to fill them in.

(3) The documents received are analyzed by the representatives of the higher medical education institutions (deans and the faculty experts in charge of this task) and a decision is taken on whether to initiate the accreditation of the clinical practice site at the MAB.

(4) The higher medical education institution in contact with the foreign clinical practice site shall initiate in writing to the President of the MAB, on the basis of a coordinated visit schedule, the accreditation procedure of the clinical practice site and the establishment of a Site Visiting Committee (SVC). The higher medical education institution initiating the procedure shall make a preliminary proposal in writing for the chairperson of the Site Visiting Committee and may also propose the members of the SVC at MAB.

(5) The relevant MAB Committee for Medical and Health Sciences shall give its opinion on the initiative submitted for the accreditation procedure for a foreign clinical practice and the proposal made to the Chair of the SVC, which may propose amendments if necessary. The chairperson of the SVC shall be decided by the MAB Board in the form of a decision. The Chairperson of the SVC is invited to form the SVC. The SVC shall consist of at least three members. The members of the SVC shall be experts in the field of medical education, who may be the Deans/Vice-Deans of the Faculty of Medicine of the medical schools, members of the respective MAB Committee for the Disciplines of Medicine and Health Sciences, and other Hungarian and foreign experts. All members must have at least a C level intermediate language certificate and basic computer skills (Microsoft Office user level, internet browser and mail system skills, online discussion platforms - e.g. It would be an advantage if members have previously participated in accreditation procedures at home and/or abroad and/or have experience in the internal quality assurance processes of their institution.

(6) The contacting, organisation and implementation tasks of the visits to each of the clinical training sites abroad are carried out by the higher education institutions themselves on the basis of an agreement between them, and the costs are shared.

(7) The higher education institution of medicine that initiates the accreditation (in contact with the foreign clinical practice) informs the clinical practice about the competences that its students need to acquire for the given profession or type of practice before sending the SVC. They will consult with the practice to see whether they can undertake to have their students carry out these tasks at their institution

and whether they have the capacity to do so. If this is not possible for all the professions, the training center may obtain partial accreditation for specific professions.

(8) Within 30 days of the visit, the SVC prepares a report based on the findings, in which it assesses the fulfilment of the conditions (professional, personnel and material) for accreditation (see examination and assessment criteria) at the foreign clinical practice and makes a recommendation on the accreditation of the practice.

(9) The relevant MAB Committee for Medical and Health Sciences will discuss the report and make a recommendation to the MAB Board on accreditation eligibility and scope.

(10) The MAB Board will take a decision on the matter. It shall notify the rectors of the higher medical education institutions by letter.

(11) The MAB publishes on its website in English and Hungarian the list of foreign clinical practice sites for which it has taken a positive decision following the procedure described above. The higher education institutions of medicine will publish the same information on their official websites, and the content of the accreditation-appropriate study and practice opportunities abroad will be continuously monitored and updated on the Hungarian and English versions of their websites.

3 § In the case of a foreign clinical practice site previously accredited by the MAB but whose accreditation has expired, the MAB shall proceed in accordance with a simplified procedure as follows.

(1) The higher education institution of medicine initiating the procedure shall request the foreign clinical practice site to prepare a report for the MAB, in which it shall declare that

- a) whether it intends to admit students for the next accreditation period (five years);
- b) whether there have been any changes since the previous accreditation and, if so, please explain in detail.

(2) The initiating institution of higher education will send to the MAB the student feedback (feedback for the five years preceding the examination) on the practical training at the clinical training site abroad.

(3) The relevant MAB Committee for Medical and Health Sciences discusses the

report and student feedback and makes a recommendation on accreditation eligibility and accreditation scope to the MAB Board.

(4) The Board of the MAB decides on the accreditation of a foreign clinical practice site and its scope by means of a decision. It shall notify the rectors of the higher medical education institutions by letter.

(5) The MAB publishes a list of foreign clinical practice sites for which it has taken a positive decision on its website in English and Hungarian. Higher education institutions of medicine publish the same information on their official websites and continuously monitor and update the content of their websites in English and Hungarian on accreditation-appropriate study and practice opportunities abroad.

Evaluation criteria

4. § *Accreditation criteria; assessment, evaluation criteria and professional requirements in the quality accreditation process for foreign clinical practice sites, and evaluation:*

(i) The following criteria should apply when selecting the institution (hospital, clinic, institute) to be accredited as a clinical practice site:

- a) the practice must be based in a country where there is accredited medical training;
- b) accreditation of medical training should preferably be carried out by an organisation that is accredited by the WFME or NCFMEA;
- c) the chosen clinical practice should preferably be a recognized practice of an accredited medical school in the country;
- d) in a country/institution where the above conditions a) to c) are not met, the accreditation audit should be carried out with increased thoroughness.

(2) The institution to be investigated (hospital, clinic, institute) should provide documented data as requested:

- a) by filling in the questionnaire sent by the Hungarian higher education institution of contact (see the Questionnaire section of the attached English version), and
- b) declare that it will be able to implement a practical training programme based on the professional and specialised requirements (see the "Academic requirements and List of competences required" sections of the attached English version).

(3) Required content and staffing:

- a) the head of the department/department and his/her staff should have experience in training medical students and have a residency programme;
- b) the head of the department/department should be a highly experienced specialist recognised in higher education in the country concerned;
- c) be at least three a specialist and sufficient a doctor from in a given practice/department to allow time for training.

(4) Material conditions required:

- a) the delegate's professional, disciplinary expectations (see the attached English-language compilation "Academic requirements and List of competences required"), with the infrastructure needed to meet the standards of the times, taking into account the specificities of the field;
- b) other facilities and services (specified in the bilateral contracts) to ensure the safe performance of their tasks and work by students accepted for practical training.

(5) The assessment of the fulfilment of the expectations set out in points 1 to 4 above is based on the documentation received from the institution under review and on the findings of the on-site visit of the SVC asked to carry out this task.

(6) The certification of an institution that has been assessed and found to be an accredited clinical practice site should separately identify the units within the institution that met the accreditation requirements and were the basis for the accredited practice site certification. A practice may be accredited as a teaching hospital if at least one third of the units meet the relevant accreditation requirements.

The result of the procedure

5. § *The MAB Board decides on the accreditation and its scope by means of a decision.*

- (1) Accreditation may be valid for a maximum of five years, but the MAB Board may specify a shorter period.
- (2) The MAB Board may also require the introduction of a follow-up (monitoring) procedure during the accreditation period. The date of the follow-up procedure shall be determined by the MAB Board.
- (3) The report, adopted by the MAB Board, including the scope of accreditation and the date of the follow-up procedure, will eventually be posted on the MAB website.