



ACCREDITATION CHECKLIST

Name of College: _____ **For the Year** (_____)

Registration Number under the Company Ordinance: _____

Scope	Content	Clear & Complete	Remarks
1. Governance & Administration	Mission statement and objectives		
	Membership of Council		
	TOR of Council		
	CV of members of Council		
	Annual reports & minutes of its continuous development		
	Staffing – FT or PT		
	Other Information, if any		
2. Organization Structure and Decision Making	Organizational Structure		
	Membership of Committees & Sub-committees		
	TOR of Committees & Sub-committees		
	Decision-making – sample of minutes		
	CV of committee chairs, course leaders, external advisors / examiners		
	Other Information, if any		
3. Program Planning, Development and Design	Committee responsible		
	Curriculum & Syllabus of training program		
	Admission criteria to member examination		
	Admission criteria to fellow examination		
	List of training sites		
	Log book sample		
	Other Information, if any		

Scope	Content	Clear & Complete	Remarks
4. College Examination and Certification Policy	Committee responsible		
	Examination – types, length, admission criteria		
	Grading of examination results		
	Setting exam question & approval process		
	Sample of certificates		
	Other Information, if any		
5. Education Program and Teaching Faculties	Committee responsible		
	List of recognized training programs		
	List of recognized training institutes		
	Other Information, if any		
6. Training Sites and Clinical Teachers	Committee responsible		
	Accreditation criteria for training sites		
	List of fellows qualified to be clinical teachers		
	Other Information, if any		
7. Program Evaluation and Quality Assurance	Committee responsible		
	TOR & membership of external / Advisory Committee		
	Program evaluation report		
	Meeting minutes with clinical partners, trainee and mentors		
	Other Information, if any		

Overall Comment:

Recommendation:

Reviewed by: _____

Signature: _____

And: _____

Signature: _____

Date: _____

Re-accreditation in the Year (_____)