



**ASSOCIATION FOR THE EVALUATION AND ACCREDITATION  
OF PHARMACEUTICAL EDUCATION PROGRAMS**

**CONSULTING AND EDUCATION  
COMMISSION WORKING DIRECTIVE**

**Version 3.0. September 18, 2020**

**[www.eczakder.org.tr](http://www.eczakder.org.tr)**

**Basis, purpose and scope**

**ARTICLE 1-** This directive has been prepared in accordance with the 5th article of the Pharmacy Education Programs Evaluation and Accreditation Association (ECZAKDER) working regulation. Its purpose is to determine the duties, formation, determination of members, terms of office and working principles of the Consultancy and Training Commission to be established to organize ECZAKDER trainings.

**Definition and abbreviations**

**ARTICLE 2-** (1) The terms below refers to the means as given below;

- a) ADİZE: Interim Evaluation and Monitoring Visit Team,
- b) DEK: Counseling and Education Commission,
- c) DİZE: Evaluation and Monitoring Visit Team,
- d) ECZAK: National Pharmacy Education Accreditation Board,
- e) ECZAKDER: Association for Evaluation and Accreditation of Pharmacy Education Programs,
- f) ECZAKDER YK: Board of Directors of the Association for Evaluation and Accreditation of Pharmacy Education Programs,
- g) FÖDEK: Faculty Self-Evaluation Committee,
- h) ÖDR: Self-Assessment Report
- i) ÖDAR: Self-Assessment Interim Report
- j) ÖDRE: Self-Assessment Report refers to the Evaluation Team.

**Duties of the Counseling and Training Commission ARTICLE 3-** Duties of DEK are as follows:

- a) To prepare training programs and documents to inform institutions in line with the National Pharmacy Education Accreditation Standards,
- b) To provide training to the faculties if requested by the pharmacy faculties that have applied for the accreditation process and are considering applying, and if ECZAKDER YK assigns it,
- c) To provide training to the members of ECZAKDER boards, commissions and committees,
- d) Preparing and updating the content of documents for educational activities,
- e) To determine the trainers who will carry out the training event, to create the event program, to prepare all kinds of materials to be used in the event and to carry out the event in accordance with the program,
- f) To prepare the Program Evaluation Application Form, ÖDR Preparation Guide, ÖDAR Preparation Guide, Evaluation and Monitoring Visit Guide and other necessary forms and guides, update them until the end of October each year and submit them to ECZAKDER YK.

**The formation of the Advisory and Training Commission, the determination of its members and their terms of office**

**ARTICLE 4-** (1) The DEK consists of at least nine (9) members.

(2) TEC is determined by ECZAKDER YK as explained below and for three (3) years;

a) Eight (8) faculty members among the evaluators who have at least ten (10) years of professional experience or who have taken part in ECZAKDER Board of Directors, ECZAK membership, commissions, committees and working groups and participated in the faculty evaluation at least once

b) One (1) ECZAK members

(3) DEC elects a chairman and a secretary for a term of three (3) years. Members can be reassigned.

(4) ECZAKDER Board of Directors elects a new member to complete the remaining term at the following Board of Directors meeting, instead of the member who leaves the DEK before the expiry of his term.

**Working principles of the Counseling and Training Commission ARTICLE 5-** (1) The President of the DEK is responsible for the functioning of the DEK.

(2) The President of the DEK provides the communication between the ECZAKDER YK, ECZAK and DEK members.

(3) DEK convenes at least one (1) time before each training activity requested by the Board of Directors.

**Developing training programs for the accreditation process ARTICLE 6-**

a) Accreditation Promotion and Information Training: It is compulsory for the faculties that apply for the first time in order to inform the pharmacy faculties about the conceptual introduction of the accreditation of pharmacy programs, the accreditation process and current developments.

b) Evaluator Training: Awarded to evaluator members who will take place in ÖDRE, DİZE or ADİZE, and to new members who will participate in the work of ECZAKDER boards, commissions and committees who have not received this training before.

c) Student Evaluator Training: It is given to the student evaluators who will take place in DİZE or ADİZE.

d) Institutional Education: It is given to pharmacy faculties applying for accreditation upon their requests.

**Accreditation Promotion and Information Training**

**ARTICLE 7-** This training is organized to inform pharmacy faculty administrators, lecturers and students who applied for accreditation to ECZAKDER for the first time, about the structure, functioning, accreditation standards and process of ECZAKDER and ECZAK.

**Evaluator and Student Evaluator Training**

**ARTICLE 8-** This training is organized to inform the program evaluator candidates about ECZAKDER policies and ECZAK's structure, functioning, quality assurance, accreditation standards and process, to provide information and suggestions about the duties, attitudes and behaviors of the evaluators, to ensure consistency between assessments and to introduce the relevant guidelines.

**Amendment to the directive**

**ARTICLE 9-** Suggestions for changes to be made on this directive are submitted to ECZAKDER YK by DEK.

**Enforcement and execution**

**ARTICLE 10**

(1) This directive comes into effect from the date it is approved by ECZAKDER YK.

(2) The provisions of this directive are executed by the Chairman of the Board of ECZAKDER.

(3) ECZAKDER YK is responsible for making regulations and making decisions on all matters other than the provisions of this directive.