



**Association for Evaluation and Accreditation
of Pharmacy Education Programs (ECZAKDER)**

WORKING REGULATION

Version 2.0. 2019

Basis and Purpose

Article 1 – (1) This regulation has been prepared accordance with the Association for Evaluation and Accreditation of Pharmacy Education Programs (ECZAKDER) directives Article 12. -17. The purpose is to determine the essentials related to cooperation of the working groups, commissions and boards of ECZAKDER and National Pharmacy Education Accreditation Board (ECZAK).

Comprehension/Contents/scope

Article 2 – (1) This regulation refers to subjects to be determined by general board decision related to the association's activities.

Definitions and Abbreviations

Article 3 – (1) In this regulation;

- a) IEMVT (ADİZE): Interim Evaluation and Monitoring Visit Team
- b) CTC (DEK): Consultancy and Training Commission.
- c) EMVT (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: Executive Board of Association for Evaluation and Accreditation of Pharmacy Education Programs
- g) ECZDEK: Pharmacy Deans' Council.
- h) ECZDEK-YK: Executive Board of Pharmacy Deans' Council
- i) SER (ÖDR): Self-evaluation report to be prepared by the faculty seeking accreditation.
- j) SERET (ÖDRE): Self-Evaluation Report Evaluation Team
- k) CSDS (SBGK): The Commission to Set an Develop Standards
- l) TEB: Turkish Pharmacy Association

National Pharmacy Education Accreditation Board (ECZAK)

Article-4 (1) ECZAK evaluates and makes decisions related to accreditation on behalf of ECZAKDER.

(2) ECZAK's formation, its members and their terms in office

ECZAK consists of fifteen (15) members as shown below.

- a)** Seven (7) members appointed by ECZAKDER YK. among from lecturers who worked in CSDS or CTC at least one year or participated in at least one (1) site visit
- b)** One (1) pharmacy pharmacist recommended by TEB and appointed by ECZAKDER YK. who worked in ECZAK, CSDS or CTC for a year or participated in at least one (1) site visit.
- c)** One (1) pharmacist member appointed by Turkish Medicines and Medical Devices Agency and assigned by ECZAKDER YK.
- d)** One (1) hospital pharmacist appointed by Turkey Public Hospital Institution and assigned

by ECZAKDER YK.

e) One (1) pharmacist member representing Pharmaceutical Industry assigned by ECZAKDER YK.

f) The former president of ECZAK,

h) One (1) pharmacy student appointed by Faculties of Pharmacy and assigned by ECZAKDER YK.

i) One (1) public representative appointed by ECZAKDER YK.

(3) Duties of ECZAK

a) To organize a detailed undergraduate program for the accreditation of pharmacy faculties which give a “Pharmacy Diploma” in Turkey to undergraduate students on behalf of ECZAKDER, evaluate the program and make decisions as to accreditation.

b) To determine the members of SERET, EMVT and IEMVT to work for the evaluation of self-evaluation report and site visits.

c) To determine suggestions for change it deems necessary related to the current accreditation process and present them to ECZAKDER Executive Board.

d) To provide coordination of subcommittees and workgroups.

e) To form workgroups related to field of activity when necessary.

(4) The selection and reappointment of ECZAK president, vice president and its members.

a) ECZAK membership starts upon appointment by ECZAKDER YK in January. The term of office is a period of three (3) years. The members may not serve for more than three (3) consecutive terms. The members whose terms of office have expired are reappointed by ECZAKDER YK or they are replaced by new ones.

b) ECZAK selects a president and vice president from among its members. The president and vice president serve for a term of three (3) years. Their terms of office cannot be extended; they cannot serve for more than three (3) consecutive terms. Provided that ECZAK has the same members as consecutive second term under the article-4-3-a, the vice president of the first term serves as the president.

c) The former president serves as a member of ECZAK for three (3) years.

d) A person cannot be the member of both ECZDEK and ECZAK at the same time.

e) A selection cannot be made in place of the president leaving office before the end of the full tenure. The vice president becomes president. A new vice president is selected. Other members are replaced by new ones appointed by ECZAKDER YK.

(5) ECZAK meetings and working principles

a) ECZAK president is responsible for ECZAK’s action. Vice president takes over the responsibilities when the president is absent.

b) ECZAK meets at least 4(four) times every year. . ECZAK meeting invitations with agenda is sent to ECZAK members, the president of ECZDEK or appointed ECZDEK representative and ECZAKDER’s executive board president in writing and/or via e-mail by ECZAK president at least two (2) weeks in advance.

c) ECZAK members have to attend the meetings in person. They cannot send representatives. If a member does not attend three (3) consecutive meetings, without valid reason given in writing to the presidency, he/she will no longer be considered a member.

d) The president of ECZDEK or ECZDEK representative he/she will appoint attends the meetings without the right to vote.

- e) ECZAK meetings are held with a simple majority and open to ECZAKDER YK members without the right to vote.
- f) Accreditation decisions are taken by at least eleven (10) members' participation, and all other decisions are taken by the simple majority of the votes of those present members.
- g) Except for the regular ECZAK meetings and accreditation decision making meetings in case of urgent cases, virtual meetings can be organized using voting devices like, mail, fax, e-mail and web page. However, for the decisions taken in this kind of meetings, the conditions in (e) and (f) are valid.
- h) ECZAK members, can join in all ECZAKDER activities without the right to vote and except site visit
- i) Bu yönetmelikte yer almayan tüm diğer hususlarda ECZAKDER tüzüğü ve ECZAKDER YK kararları dikkate alınır.
- j) In all other circumstances which do not exist in this regulation ECZAKDER regulations and ECZAKDER YK decisions are taken into consideration

Article-5 The Commission to Set an Develop Standards (CSDS) duties and formation

- (1) Tasks: To identify national standards and to provide progressive development for the pharmacy education programs in our country evaluating the international rules and standards together with the national necessities and priorities. Basic and development standards identified by the commission, after being approved by ECZAKDER YK, are published and ECZAKDER delivers these to pharmacy faculties and related institutions to be used in the later period.
 - (2) Formation: Commission consists of at least thirteen (13) members. The member can be reappointed. CSDS is determined by ECZAKDER YK as explained below for three years.
 - a) Two (2) lecturers from Department of Basic Pharmaceutical Sciences
 - b) Three (3) lecturers from Department of Professional Pharmaceutical Sciences
 - c) Two (2) lecturers from Department of Pharmaceutical Technology
 - d) One (1) pharmacist from Pharmaceutical Industry
 - e) One (1) hospital pharmacist/clinical pharmacist
 - f) One (1) community pharmacist
- A student member is selected from among students appointed by accredited faculties. This commission chooses a president and secretary from among themselves for three (3) years.
- (3) Additional regulation as regards the tasks of the members, its formation and members of the CSDS are defined in accordance with the provision of minimum conditions in article-5-1 and 5-2 with the directive approved by ECZAKDER YK.

Consultancy and Training Commission's (CTC) duties and formation

Article-6 (1) Duties

- a) To prepare the documents for consultancy and training programs aiming at informing the faculties in the direction of National Pharmacy Education Accreditation Standards
- b) To provide-information and advanced education and consultancy service for all faculties which apply for accreditation process and which consider this process upon request of these faculties and through assignment of ECZAKDER YK.
- c) To give training and consultancy service to the members of ECZAK and other commissions,

d) To prepare documents related to accreditation process like application forms, guidelines.
(2) Formation; Consultancy and Training Commission CTC consists of at least nine (9) members. The members of the commission could be reappointed. CTC is determined by ECZAKDER YK as explained below for three years.

- a)** Eight (8) lecturers with at least 10 years' professional experience.
- b)** One (1) ECZAK member

This commission chooses a president and a secretary from among itself for three (3) years.

(3) Additional regulation as regards the tasks of the members, its formation and members of CTC are defined in accordance with the provision of minimum conditions in article 6-1 and 6-2 with the directive approved by ECZAKDER YK.

Determination of Assessors and their Duties:

Article-7 (1) Assessors consist of lecturers, pharmacists and students who have received assessment and observation training and who visit faculties determined to be visited for assessment purposes, make a report of their visit and present it to ECZAK.

(2) Determination of Assessors: At the beginning of each year, suggestions from Deans of Pharmacy Faculties for lecturers who have taken charge in committees and commissions about education and quality or who have at least five (5) years of education experience ; suggestions from TEB for pharmacists with an experience of professional pharmacy and suggestions for students with no disciplinary record by deans of accredited faculties are received People to receive assessor training are determined by ECZAKDER YK based on the need.

(3) Their Duties:

- a)** They evaluate SER prepared by the faculty; notify ECZAK of the report prepared by the reporter (SERET).
- b)** They visit the faculty whose SER evaluation is approved by SERET and which is determined to be visited by ECZAK, make a report of the visit and notify ECZAK (EMVT).
- c)** They evaluate SEIR of the pharmacy faculty accredited; make periodic visits, prepare a visit report and notify ECZAK (IEMVT)

There are three teams to fulfil these responsibilities; SERET, EMVT, IEMVT.

Formation of Self-evaluation Report Evaluation Team (SERET)

Article-8 (1) SERET are teams consisting of three (3) people appointed by ECZAK. SERET is made up of below mentioned members;

- a)** One (1) member assigned as a reporter by ECZAK
- b)** One (1) member from assessors
- c)** One (1) lecturer from other commissions

Formation of Evaluation and Monitoring Visit Team (EMVT)

Article-9 (1) EMVT are teams consisting of six (6) permanent and three (3) substitute members appointed by ECZAK. EMVT is made up of below mentioned members;

- a)** Three (3) lecturer assessors, one of whom is a member of ECZAK

- b)** One (1) non-academic pharmacist assessor
- c)** Two (2) student assessors
- (2)** ECZAK appoints a lecturer from ECZAK or a lecturer who has been in the evaluation team at least twice before as EMVT president.
- (3)** ECZAK may appoint an internal and/or external observer when required. Internal observer may be from assessors whereas external observer may be from other accreditation institutions. Observers submit their reports to ECZAK after visits.

Formation of Interim Evaluation and Monitoring Visit Team (IEMVT)

Article-10 (1) IEMVT are teams consisting of five (5) permanent and three (3) substitute members appointed by ECZAK. IEMVT is made up of below mentioned members;

- a)** Three (3) lecturer assessors, one of whom is a member of ECZAK
- b)** One (1) non-academic pharmacist assessor
- c)** One (1) student assessor
- (2)** ECZAK appoints a lecturer from ECZAK or a lecturer who has been in the evaluation teams at least twice before as IEMVT president.

Formation of Quality Evaluation Commission (QEC)

Article-11 (1) QEC consists of three (3) members appointed by ECZAKDER;

- a)** Two (2) lecturers who are not in any other commission and committee
- b)** One (1) pharmacist who is not in any other commission and committee
- (2)** Members of QEC have three (3) years in office. A president is appointed among members.
- (3)** Additional regulations concerning duties, formation and members of QEC are determined by a directive approved by ECZAKDER YK.

Conflict of interest

Article-12 Those who take part in ECZAKDER YK., Board of Supervisors and other commissions are obliged to obey ECZAKDER ethical principles in the case of the situations which may cause a conflict of interest in the inquiries related to the dignity and the objectivity of the evaluation process. All members in the boards and commissions have to sign a “Confidentiality and Ethics Statement” which expresses that they will not cause a situation which creates a conflict of interest and that they have read and understood these principles.

Confidentiality

Article-13 (1) The information provided by the faculties is considered as confidential by the members of ECZAKDER YK., Board of Supervisors, ECZAK and other commissions, and cannot be used unless there is a written permission of the related institution. However, ECZAKDER YK. may use information and documents acquired from accreditation processes in reports and presentations without giving the name of the faculty.

- (2)** The contents of the materials distributed in ECZAKDER YK and ECZAK meeting for evaluation and discussion are considered as confidential.
- (3)** The contents of such documents and accreditation decision can only be used with the defined

conditions by the responsible people.

Responsibility for transparency and accountability

Article-14 ECZAKDER has the responsibility of accountability and giving information to the public and all the stakeholders about program evaluation and accreditation activities with this purpose, the information and the documents below are published at web pages (www.eczakder.org.tr):

- a) Statues, regulation and guidelines determining the purposes and actions of ECZAKDER, ECZAK and commissions,
- b) National standards used for evaluation and accreditation,
- c) Evaluation process, method and self evaluation format, clearly defining the accreditation and evaluation process and scope for the faculties, which are going to apply to ECZAKDER with the purpose of program evaluation and accreditation,
- d) Publications and reports summarizing the outcome including evaluations and accredited programs by ECZAKDER,
- e) The names and accreditation duration of pharmacy faculties programs which have obtained full accreditation from ECZAKDER.

Storing the documents of ECZAKDER and ECZAK

Article-15 - (1) The documents and the reports related to the activities o ECZAKDER and ECZAK are regularly filed and stored. ECZAKDER YK president and the secretary assure filing the reports and the documents confidentially and storing them for ten (10) years.

- (2) ECZAKDER registers the lists of accreditation programs given, sorts of accreditation and validity of the process.

Changes in Regulation

Article-16 (1) Suggestions for change in the regulation and as of when they need to come into effect are presented to the general council by ECZAKDER YK.

- (2) Suggestions for change in the regulation by ECZAKDER YK. are included in the agenda of the first meeting of general council and resolved.

Going into effect and execution

Article 17 - (1) This regulation goes into effect after the date approved by ECZAKDER general council.

- (2) ECZAKDER president executes the provisions of this regulation.
- (3) Making decision and editing of all the subjects in this regulation is at the responsibility of the executive board.

App. CV Form for an Assessor

Assessor CV form

First name(s), surname(s)	
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Title			
E mail address			
Tel			
Date of birth			
Foreign language(s)			
Undergraduate Education	Year	Name of University	
Specialities- Department			
Work experience- period	Pharmacy	Hospital	Academy
	Industry	Public	Other (Please Specify)
Work experience- Period			
Güncel pozisyonuCurrent position			
Quality Assurance Experience- Period	YÖKAK	TÜRKAK	FÖDEK
	Education Commission	Strategic Planning Commission	Other (Please Specify)