

General Incorporated Association, Japan Accreditation Council for Medical Education  
Annual Report AY 2022  
(1st April 2022 to 31st March 2023)

I. Basic policy for implementation of the business

The purpose of the Japan Accreditation Council for Medical Education (JACME) is set forth in Article 3 of the Articles of Incorporation as follows.

The Japan Accreditation Council for Medical Education (JACME) exists to strengthen and advance medical education, and to contribute to health, health care, welfare, public health and global health, by assuring the quality of medical education in Japan from an international standpoint. To accomplish this mission, the organization is designed to carry out a dispassionate and proper evaluation of medical education programs in Japan, on the basis of the schools' founding principles and the World Federation for Medical Education (WFME) Global Standards for Quality Improvement.

In addition, Article 4 of the Articles of Incorporation stipulates that the following business shall be carried out in order to achieve the objectives.

- (1) Establishment and revision of medical education program evaluation standards.
- (2) Evaluation of medical education programs.
- (3) Instruction for enhancement and improvement of medical education programs.
- (4) Research for enhancement and improvement of medical education programs.
- (5) Publication of journals, academic books, etc. on medical education programs.
- (6) Collaboration with related organizations in Japan and overseas as well as collection of information on medical education evaluation in foreign countries.
- (7) Any other business necessary to achieve the purpose of this Association.

In order to achieve the objectives and business stipulated in the Articles of Incorporation, evaluations of medical education programs were conducted while improving the organizational structure and evaluation system, and surveys and research for fair and appropriate evaluations, educational projects such as various workshops and seminars, and public relations activities were conducted.

II. Business conducted in AY 2022.

1. Development and revision of evaluation standards and manuals, etc.

The Japanese evaluation standards were reviewed resulting in the "Basic Medical Education:

Japanese Specifications–WFME Global Standards for Quality Improvement– Ver. 2.35". In addition, the "Evaluation of Medical Education: A Guide for Evaluators Ver. 2.0" and related manuals were prepared. Furthermore, in response to the publication of the "Basic Medical Education WFME Global Standards for Quality Improvement, The 2020 Revision" by the World Federation for Medical Education (WFME) in December 2020, the Standards and Procedures Review Committee has conducted a more extensive and detailed review of the Japanese evaluation standards with a view to releasing Version 3.0.

## 2. Evaluation results of AY 2022

As a result of the evaluation of their medical education programs, 10 universities were granted initial accreditation and 4 universities were granted second accreditation through the Executive Board. The universities granted accreditation are as follows. Certificates of accreditation were issued to accredited universities, and the accreditation was announced on the JACME website.

### Initial accreditation

St. Marianna University School of Medicine

Jun. 1, 2022 - May. 31, 2025 [Conditional Accreditation]

Hirosaki University School of Medicine

Jun. 1, 2022 - May. 31, 2029

Faculty of Medicine, Akita University

Jun. 1, 2022 - May. 31, 2029

School of Medicine, Tokai University

Oct. 1, 2022 - Sep. 30, 2029

Saitama Medical University

Oct. 1, 2022 - Sep. 30, 2029

School of Medicine, Hokkaido University

Oct. 1, 2022 - Sep. 30, 2029

School of Medicine, College of Medical, Pharmaceutical and Health Sciences,  
Kanazawa University

Oct. 1, 2022 - Sep. 30, 2029

Faculty of Medicine, Oita University

Feb. 1, 2023 - Jan. 31, 2030

School of Medicine, Sapporo Medical University

Feb. 1, 2023 - Jan. 31, 2030

School of Medicine, Kyushu University

Feb. 1, 2023 - Jan. 31, 2030

#### Second accreditation

School of Medicine, Gifu University

Oct. 1, 2022 - Sep. 30, 2029

Faculty of Medicine, Tokyo Medical and Dental University

Feb. 1, 2023 - Jan. 31, 2030

Kyoto Prefectural University of Medicine

Feb. 1, 2023 - Jan. 31, 2026 [Conditional Accreditation]

School of Medicine, Niigata University

Feb. 1, 2023 - Jan. 31, 2030

School of Medicine University of Toyama

Jun. 1, 2023 - May. 31, 2030

### 3. Conducting evaluation of medical education

Based on the evaluation business plan decided by the Executive Board, evaluations of 13 medical schools and medical colleges (8 universities for the initial accreditation and 5 universities for the second accreditation) were conducted. The first four universities were evaluated online, while the subsequent nine universities were evaluated on-site.

As deliberation procedures after the on-site inspection, the Evaluation Division, the Evaluation Committee, and the Appeals Review Committee met as needed to discuss the draft evaluation report, deliberate on appeals applications, and make decisions on accreditation.

4. Implementation of educational programs such as evaluator training workshops, etc.

(1) Evaluator Training Workshop [Web-based, May 12 (Thu.) and 13 (Fri.), 2022]

A workshop was held for evaluators participating for the first time in an evaluation of medical education. Participants learned how to check self-evaluation reports and prepare evaluation reports through preliminary assignments and group exercises on the day of the meeting. (24 participants)

(2) Seminar on preparation of self-evaluation reports, etc. [Web-based, July 28 (Thu.), 2022]

A workshop was held for faculty members in charge of writing self-evaluation reports at universities that will undergo the initial round of evaluations in AY 2023. Participants learned how to conduct self-inspections and prepare self-evaluation reports through preliminary assignments and discussions on the day. (Participating universities: 5 universities)

(3) Evaluator workshop on evaluation for second accreditation [Web-based, August 15 (Mon.), 2022]

A workshop was held for evaluators who will participate in evaluations for second accreditation in AY 2022. Participants confirmed the policies and methods for evaluation for second accreditation through preliminary assignments and group exercises on the day of the workshop. (Participating universities: 8 universities)

(4) Seminar on the preparation of the self-evaluation report for AY 2022 [Web-based, August 24 (Wed.), 2022]

A workshop was held for faculty members in charge of writing self-evaluation reports at universities that will undergo evaluation for their second accreditation in AY 2023. Through a question-and-answer session on the day, participants confirmed the method of self-inspection and the preparation of the self-evaluation report. (25 participants)

(5) Administrative staff briefing

In consideration of the COVID-19 pandemic, the briefing session for administrative staff of universities scheduled to undergo evaluation in 2023 was not held in the form of an in-person meeting. Instead, a video explaining the purpose of the evaluation, the self-evaluation report, the documents to be submitted (e.g. self-evaluation report and supporting documents), and various procedures and arrangements was made available to the universities as a reference in preparation for the evaluation.

5. Research and investigation to establish a fair and appropriate evaluation system

Committee Report No. 4, in which the evaluation reports for the medical schools accredited in 2021 were compared and analyzed, was submitted to the General Evaluation Committee in May. The comparison and analysis were continued for the year 2022. In addition, data on evaluation by the evaluators prior to on-site inspection were collected, compared, and analyzed.

At a symposium on evaluation for the second accreditation, a lecture entitled "A Review of the First Round of Evaluations: What We Can See from a Comparison of Evaluation Reports" was given.

#### 6. Promotion of public relations activities

The Public Relations Committee planned and conducted the following activities to provide information on evaluation and activities to members. In addition to the maintenance of the website, the 11th and 12th issues of the JACME Newsletter were published in electronic media and posted on the JACME website.

#### 7. Cooperation and information gathering with related domestic and foreign organizations

An annual Status Report was submitted to the World Federation for Medical Education (WFME) for continuation of its status as a WFME recognized accreditation agency. At the request of the Western Pacific Association for Medical Education (WPAME), a JACME representative participated in a meeting to cooperate in the establishment of an accreditation agency in Vietnam. JACME also participated in the Asian Accreditation Forum to gather information on the trends of medical education evaluation in various countries, based on which future activities of the International Relations Committee were considered.

#### 8. Review of financial base, etc.

As in the previous academic year, the Finance Committee discussed appropriate budget execution while ensuring sound financial management. In addition, as in the previous academic year, a reserve was established toward evaluation by the WFME.

As a new project for this academic year, the office was expanded and two floors were rented on an ongoing basis to enable smooth implementation of the business. In addition, JACME accepted one trainee for the evaluation business, and this was the first case in which JACME paid the trainee's housing rent.

#### 9. Validation of the business

Procedures and processes were developed for the preparation of a self-evaluation report for the internal quality assurance of JACME. In addition, "Standards for Internal Quality

Assurance of JACME," as well as a draft of a self-evaluation report were prepared.

#### 10. Other business

##### (1) Expansion of the office

The expansion of the office, which was reported and approved at the first meeting of the Executive Board in May of last academic year, was reported in last year's Annual Report, with rental of the new office space starting in March 2022. From this academic year, it was decided to continue renting two floors.

##### (2) Housing rent for evaluation business trainees

JACME has accepted evaluation business trainees from universities since AY 2008, and this academic year, for the first time, JACME covered the rent for trainee housing.

#### 11. Meetings

##### (1) General Assembly

The Annual General Assembly was held in accordance with the provisions of the Articles of Incorporation. (Web conference)

[Date] June 30, 2022 (Thursday)

##### (2) Executive Board

Regular and extraordinary meetings of the Executive Board were held in accordance with the provisions of the Articles of Incorporation.

##### 1st Executive Board Meeting

[Date] May 19, 2022 (Thursday)

##### 2nd (extraordinary) meeting of the Executive Board (deliberation by e-mail)

[Approval date] Tuesday, June 14, 2022

##### 3rd (extraordinary) meeting of the Executive Board

[Date] July 22, 2022 (Friday)

##### 4th (extraordinary) meeting of the Executive Board (deliberation by e-mail)

[Approval Date] September 15, 2022 (Thursday)

##### 5th meeting of the Executive Board

[Date] November 24, 2022 (Thursday)

##### 6th (extraordinary) meeting of the Executive Board (deliberation by e-mail)

[Approval date] January 17, 2023 (Tuesday)

##### 7th (extraordinary) meeting of the Executive Board (deliberation by e-mail)

[Approval date] January 27, 2023 (Friday)

8th (extraordinary) meeting of the Executive Board

[Date] March 23, 2023 (Thursday)

### (3) Subcommittees and Committees

Meetings of subcommittees and committees were actively conducted to appropriately promote the consideration of important matters related to evaluation and accreditation, deliberation of evaluation reports, objection applications, decisions on accreditation, and various other business plans.

Evaluation Division; three times

Management Division; four times

Evaluation Committee; 24 times

Standards and Procedures Review Committee; three times

Appeals Review Committee; three times

Training and Support Committee; five times

International Relations Committee; one time

Finance Committee; two times

Research and Analysis Committee; four times

Public Relations Committee; three times

Planning Committee; three times

(Includes email deliberations)