**INSTITUTION INFORMATION:**

1. Institution Name:
2. Location (City, Country):
3. Type of Institution (e.g., Medical School, Training Center):
4. Scheduled On-Site Evaluation Date:

IAMETA Evaluation Team Members:

**OVERVIEW OF ON-SITE EVALUATION PROCESS**

**1. Preparing for the IAMETA Evaluation Team Arrival**

1. Coordinate with IAMETA on Logistics: Confirm arrival and departure details, transportation, and accommodation for the evaluation team.
2. Inform Institutional Staff: Notify faculty, staff, and students about the on-site evaluation and its importance.
3. Designate Contact Persons: Identify staff members to serve as primary contacts for the evaluation team.

**2. On-Site Facilities and Resources Inspection**

1. Ensure Access to All Facilities: Ensure that the IAMETA team has access to classrooms, laboratories, clinical facilities, and other relevant areas.
2. Provide Necessary Documentation: Have relevant documentation available, including floor plans, technology resources, and faculty offices.

**3. Faculty and Student Involvement**

1. Schedule Faculty Meetings: Arrange meetings between IAMETA evaluators and key faculty members.
2. Student Interactions: Plan interactions between the IAMETA team and students to gather feedback and insights.

**4. Documentation Review**

1. Prepare Documentation Rooms: Set up dedicated rooms for IAMETA to review documents and gather information.
2. Arrange Access to Online Platforms: Ensure IAMETA has access to any online documentation or resources.
3. Faculty and Student Interviews

**5. Faculty Interviews**

1. Schedule Faculty Interviews: Coordinate interview schedules for IAMETA evaluators with relevant faculty members.
2. Prepare Faculty for Interviews: Brief faculty members on the purpose of the interviews and the types of questions that may be asked.

**6. Student Interactions**

1. Arrange Student Meetings: Plan opportunities for IAMETA to interact with students, such as open forums or focus groups.
2. Inform Students: Inform students about the IAMETA visit and encourage their active participation.
3. Post-Evaluation Follow-Up

**7. Responding to Evaluation Findings**

1. Establish a Response Team: Identify individuals responsible for reviewing and responding to IAMETA's findings.
2. Develop Action Plans: If needed, develop action plans to address any identified areas for improvement.

**8. Continuous Improvement Initiatives**

1. Implement Recommendations: Initiate continuous improvement initiatives based on IAMETA's recommendations.
2. Monitor Progress: Regularly monitor and assess the progress of improvement initiatives.