



Policy on Audit & Monitoring

International Medical Competency Accreditation Council (IMCAC)

Index

1. **Introduction**
 - 1.1 Purpose of the Policy
 - 1.2 Scope & Applicability
 - 1.3 Guiding Principles
2. **Objectives**
 - 2.1 Ensuring Compliance with IMCAC Standards
 - 2.2 Enhancing Quality Assurance
 - 2.3 Promoting Transparency and Accountability
3. **Definitions**
 - 3.1 Audit
 - 3.2 Monitoring
 - 3.3 Stakeholders
 - 3.4 Non-Compliance
4. **Audit & Monitoring Framework**
 - 4.1 Types of Audits (Internal, External, Thematic)
 - 4.2 Monitoring Mechanisms (Continuous, Periodic)
 - 4.3 Risk-Based Approach
5. **Audit Planning & Scheduling**
 - 5.1 Annual Audit Plan
 - 5.2 Audit Notification & Scope
 - 5.3 Audit Frequency & Prioritization
6. **Roles & Responsibilities**
 - 6.1 IMCAC Audit & Monitoring Committee
 - 6.2 Auditors / Evaluators
 - 6.3 Audited Institutions / Programs
7. **Audit & Monitoring Process**
 - 7.1 Pre-Audit Preparation
 - 7.2 Conducting the Audit
 - 7.3 Reporting & Documentation
 - 7.4 Follow-up & Corrective Action
8. **Ethical Standards & Compliance**
 - 8.1 Conflict of Interest
 - 8.2 Confidentiality & Data Protection
 - 8.3 Anti-Bribery & Anti-Corruption
9. **Non-Compliance & Remedial Measures**
 - 9.1 Identification & Categorization of Non-Compliance
 - 9.2 Corrective Action Plans

9.3 Sanctions & Escalation

10. Continuous Improvement & Feedback

10.1 Lessons Learned & Best Practices

10.2 Stakeholder Feedback Integration

10.3 Policy Updates & Reviews

11. Annexures

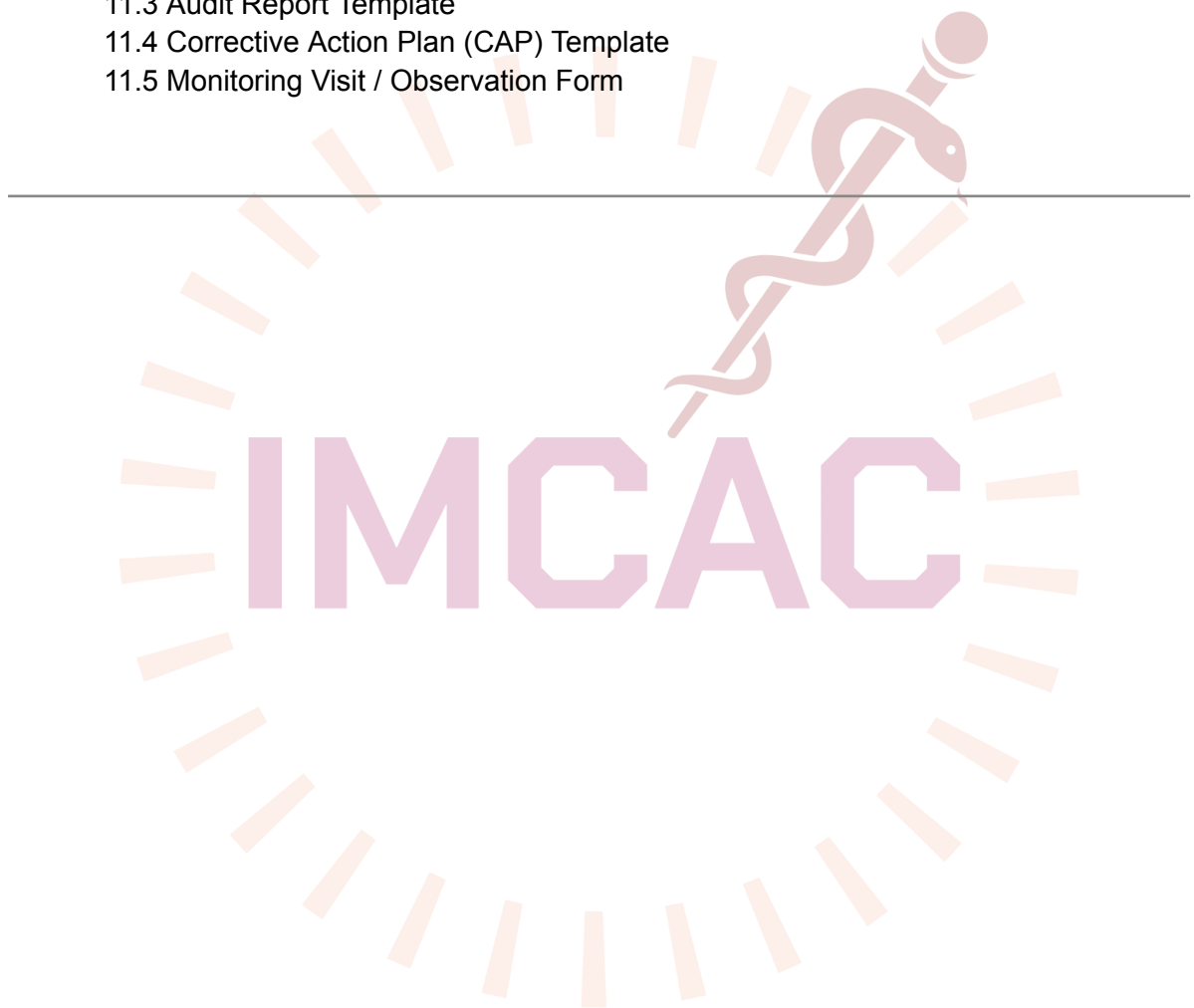
11.1 Audit Notification Template

11.2 Audit Checklist Template

11.3 Audit Report Template

11.4 Corrective Action Plan (CAP) Template

11.5 Monitoring Visit / Observation Form



1. Introduction

1.1 Purpose:

To define a standardized framework for **auditing and monitoring IMCAC-accredited programs, institutions, and trainers**, ensuring compliance, quality, and transparency.

1.2 Scope & Applicability:

Applicable to all IMCAC-accredited institutions, programs, trainers, and certification frameworks globally.

1.3 Guiding Principles:

- **Transparency:** All audits and monitoring activities are conducted openly and documented.
 - **Accountability:** Institutions and trainers are responsible for compliance.
 - **Continuous Improvement:** Audit findings drive program enhancements.
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2. Objectives

- Ensure **adherence to IMCAC accreditation standards**.
 - Identify areas for **quality improvement and risk mitigation**.
 - Maintain **trust and credibility** in IMCAC programs and certifications.
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3. Definitions

- **Audit:** Formal evaluation of compliance, performance, and quality.
 - **Monitoring:** Ongoing supervision of programs, institutions, and faculty.
 - **Stakeholders:** Institutions, trainers, auditors, IMCAC committees, and students.
 - **Non-Compliance:** Any deviation from IMCAC standards or ethical norms.
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4. Audit & Monitoring Framework

- **Types of Audits:**
 - **Internal Audits:** Conducted by IMCAC staff for internal quality checks.
 - **External Audits:** Conducted by independent evaluators.
 - **Thematic Audits:** Focus on specific areas like curriculum, safety, or ethics.
 - **Monitoring Mechanisms:**
 - **Continuous Monitoring:** Tracking key performance indicators (KPIs).
 - **Periodic Monitoring:** Scheduled visits, reports, and evaluations.
 - **Risk-Based Approach:** Higher risk programs or institutions receive **more frequent audits**.
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5. Audit Planning & Scheduling

- **Annual Audit Plan:** Prepared by IMCAC Audit & Monitoring Committee.
 - **Audit Notification & Scope:** Institutions notified in advance with scope, criteria, and objectives.
 - **Audit Frequency & Prioritization:** Based on risk, past findings, and program size.
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6. Roles & Responsibilities

- **IMCAC Audit & Monitoring Committee:** Approves audit plans, reviews reports, and oversees follow-ups.
 - **Auditors / Evaluators:** Conduct audits objectively, document findings, and recommend corrective actions.
 - **Audited Institutions / Programs:** Provide access to documents, staff, and facilities; implement corrective actions.
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7. Audit & Monitoring Process

1. **Pre-Audit Preparation:** Review previous reports, accreditation documents, and self-assessment forms.
 2. **Conducting the Audit:** Interviews, observation, documentation review, and compliance checks.
 3. **Reporting & Documentation:** Structured report including observations, non-compliances, and recommendations.
 4. **Follow-up & Corrective Action:** Institutions submit CAP; IMCAC monitors implementation.
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8. Ethical Standards & Compliance

- **Conflict of Interest:** Auditors must declare any potential conflicts.
 - **Confidentiality & Data Protection:** Information collected during audits remains confidential.
 - **Anti-Bribery & Anti-Corruption:** Strict adherence to ethical standards.
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9. Non-Compliance & Remedial Measures

- **Identification & Categorization:** Minor, Major, Critical.
 - **Corrective Action Plans:** Institutions must submit CAP within defined timelines.
 - **Sanctions & Escalation:** May include probation, suspension, or termination of accreditation.
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10. Continuous Improvement & Feedback

- Lessons learned from audits inform **policy updates and program enhancements**.
- Feedback collected from institutions and auditors for **process improvement**.
- IMCAC updates monitoring practices periodically.

11. Annexures

Annexure 1: Audit Notification Template

IMCAC – Audit Notification

To: [Institution Name]

Date: [_____]

Subject: Notification of IMCAC Audit

Dear [Institution Coordinator],

This is to inform you that an **audit of your institution / program** will be conducted on [Date]. The scope of the audit includes:

- Compliance with accreditation standards
- Faculty and trainer assessment
- Curriculum and assessment methods
- Ethical and legal compliance

Audit Team: [Names / Designations]

Please ensure availability of required documents and staff.

Authorized Signatory: _____

Designation: _____

IMCAC Seal / Logo

Annexure 2: Audit Checklist Template

IMCAC – Audit Checklist

Institution / Program: _____

Audit Date: _____

Auditor(s): _____

Checklist Items:

- ☐ Accreditation Documentation Verified
- ☐ Curriculum & Learning Outcomes Compliance
- ☐ Faculty / Trainer Qualifications Verified
- ☐ Assessment Methods Checked
- ☐ Ethical & Safety Standards Followed
- ☐ Infrastructure & Resources Adequate
- ☐ Record Keeping & Reporting Accurate

Observations / Notes:

Auditor Signature: _____

Date: _____

Annexure 3: Audit Report Template

IMCAC – Audit Report

Institution / Program: _____

Audit Date: _____

Audit Team: _____

1. Summary of Findings

2. Non-Compliance Areas

Category	Finding	Severity (Minor/Major/Critical)	Recommendation
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3. Overall Evaluation

☐ Compliant ☐ Partially Compliant ☐ Non-Compliant

4. Corrective Action Plan Required: ☐ Yes ☐ No

Auditor Signature: _____

Date: _____

Annexure 4: Corrective Action Plan (CAP) Template

IMCAC – Corrective Action Plan

Institution / Program: _____

Audit Reference No.: _____

Submission Date: _____

Finding	Root Cause	Action to be Taken	Responsible Person	Timeline	Status
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Authorized Signatory: _____

Designation: _____

Date: _____

Annexure 5: Monitoring Visit / Observation Form

IMCAC – Monitoring Visit Form

Institution / Program: _____

Visit Date: _____

Observer Name: _____

Observation Points:

- Staff availability and engagement
- Facility and infrastructure adequacy
- Compliance with curriculum standards
- Safety & ethical adherence
- Student feedback / interaction

Observations & Recommendations:

Observer Signature: _____

Date: _____