Medical Section of the
School of Spiritual Science
at the Goetheanum

Guidelines
for the Accreditation of
Anthroposophic Physicians' Trainings

Adopted by the
International Conference of the Boards of
Anthroposophic Medical Association

Goetheanum, September 19, 2017

Guidelines
for the Accreditation of Anthroposophic Physicians' Trainings

1. Basic principles

Introduction
These guidelines provide an overview of the accreditation process for recognition of anthroposophic physicians' trainings. The process outlined in this document relates to Curricular CME Courses. These will be accredited according to an international procedure within the framework of the Medical Section. By curricular courses we mean continuing medical education (CME) programs whose curriculum covers the requirements of the international Core Curriculum.
Modular CME courses are nationally accredited by the respective national anthroposophic physicians' association, which as a member of IVAA is recognized by the Medical Section. These courses are intended to only cover parts of the Core Curriculum. For trainings for which there is no possibility of obtaining national accreditation, a written, questionnaire-based procedure can be used to apply for accreditation from the Medical Section. (For an example of a national accreditation procedure of modular CME courses see paragraph 5)

Accreditation as a way to promote quality
For Anthroposophic Medicine this accreditation process provides a means for fostering improvement in the quality of the teaching and the quality of the training centers. There is always a danger that accreditation could become an aim unto itself, or be used solely as an assessment system to audit professionalism. That is not the intention here. It must be explicitly stated that the accreditation process described should function as a way to enable fruitful, independent and committed collaboration, and will depend on the agreement and mutual recognition of the training centers and instructors. It must balance two needs: on the one hand, the international core curriculum of anthroposophic physicians' training needs to stand as the background for all anthroposophic medical trainings. On the other hand, the principle of freedom must ensure the autonomy of instructors to design their trainings locally in the optimal way possible. The mutual, collaborative commitment to enter into this process should arise out of a recognition that the aims of the Medical Section at the Goetheanum are to initiate, promote and represent Anthroposophic Medicine with regard to both content and quality.

Need for accreditation
The aim of the International Coordination for Anthroposophic Physicians' Trainings is to build a collegial network in which each of the physicians' trainings is able to realize the international core curriculum of Anthroposophic Medicine within the framework of its own distinct training structure and faculty. All the medical trainings within this network will collaborate to form a coherent accreditation group – carried by an ongoing process of mutual perception and acknowledgment, as well as joint learning and development. This network is represented by the international conference of medical trainers in the Medical Section.
The members of this network see this accreditation procedure as a process of mutual acknowledgment which promotes continuing medical education in Anthroposophic Medicine. It is founded with the goal of ongoing quality improvement based on equal, independent and reliable collaboration and training, as well as advanced training opportunities within the Medical Section at the Goetheanum.

Recognition
Recognition by the Medical Section does not replace the need for recognition of a training center within its own national academic or legal framework and vice versa. Each program is bound by its own national laws and requirements. This forms the basis for providing trainings that are in accordance with national standards and requirements, as well as any national rules governing the legal standing of graduates to practice medicine.
The accreditation process described here concerns mutual recognition between physicians' trainings within the framework of the Medical Section of the School of Spiritual Science at the Goetheanum and the International conference of executive boards of anthroposophic medical associations, analogous to the accreditation processes of other professional groups in the field of Anthroposophic Medicine.

Aims
Accreditation has the following aims which can be achieved by developing and ensuring basic standards in the form and content of training programs:
- to fulfill a mutually agreed upon set of international standards and requirements which will

then be integrated into the ongoing national medical education programs, with the goal of enhancing the quality of medical trainings
- to facilitate transparency and communication between those responsible for the various physicians' training programs
- to achieve a process for mutual perception and recognition of the trainings offered by the various physicians' trainings worldwide

2. The accreditation process

Accreditation of curricular CME programs will be awarded based on the following process and requirements:

1. A written application, containing a questionnaire-based self-assessment (attachment I), is given to the national association of anthroposophic physicians, whenever a national association exists for that country.

2. The national association is entitled to have its board member responsible for CME[1] (or a designated representative) request further information, in writing and by telephone, if required, in order to complete the application.

3. The training center is then visited by the CME representative of the national association. The representative spends at least one day participating in the ongoing training, talking with participants, and meeting with the training director.

4. The CME representative of the national association then writes his/her personal assessment, augmenting the institution's written application and confirming the accuracy of the information. The application, together with the national association's assessment, is then sent to the international Medical Section CME accreditation panel (see below). Communication for the accreditation process with the international accreditation panel will be carried out in English.

5. The international accreditation panel then decides on accreditation.

6. If the procedures described under points 1 to 4 are not sufficient to enable the accreditation panel to arrive at a clear evaluation, the panel can ask for and carry out a formal audit of the CME program. This can also happen when the CME representative of the national association recommends an audit. The auditing procedure is described below.

7. If there is no national association of physicians in the country, its role is fulfilled by the international accreditation panel of the Medical Section.

The international accreditation panel

Accreditation will be awarded by a international Medical Section CME accreditation panel. This panel consists of at least three physicians and two deputies who are qualified to hold responsibility for a CME program. The members of the panel will be appointed every three years by the international conference of medical trainers in the Medical Section, in agreement with the head of the Medical Section.

Requirements for national CME representatives

National CME representatives are certified anthroposophic physicians and members of the international trainer conference. They undertake auditor training within its framework.

Requirements for the person responsible for offering a CME course

A person responsible for offering a CME course must be a certified anthroposophic physician. In addition:
- He/she should participate in didactic training and and other kinds of advanced training (at least one day of training, twice within 5 years), which covers different kinds of competency-oriented, activity-promoting training concepts for individual and group didactics.
- He/she should participate in regional AM trainer conferences or comparable international conferences of the Medical Section (e.g., once a year). This is recommended.

Expenses for accreditation

The cost of the accreditation procedure is normally

1 The national associations can nominate a qualified colleague from another country to take over this function on its behalf.

borne by the institution seeking accreditation. The costs should be adapted to the country in question. The national association of physicians defines the costs for the steps described under points 2 to 4 of the accreditation process, whereas the accreditation panel defines the costs for the steps described under points 5 to 7 of the accreditation process. The cost of each step in the accreditation process must be fully known to the CME institution before it is taken.

Validity period

The accreditation is valid for five years.

3. The audit

The audit process

If, as part of the accreditation process, it seems essential to verify the application and the self-assessment questionnaire, the international accreditation panel can ask for and initiate a formal audit of the CME program. This can also happen when the CME representative of the national association recommends an audit. The audit process, at its core, strives to honor the intention of the physicians' training center, supplement the information provided in the application, and work to better understand the training activity and the atmosphere in which the training is given.

Auditors are appointed by the international accreditation panel. Auditors are certified anthroposophic physicians, members of the international trainer conference and trained in auditing.

The auditor(s) are responsible for creating a written report (which is to include a summary, as outlined in the Auditor's report form, see Attachment II) at the end of the auditing process. This report will generally include a description of the auditing process, a list of suggestions, a possible list of conditions, and a recommendation regarding overall accreditation approval or status. The final writing of the auditors' report is preceded by a feedback process between the training center, the auditors and the accreditation panel. The auditors' report should be sent to the accreditation panel within 14 days of the audit. If the report is found to contain any flaws, the auditors will correct them without delay. The writing of the report is part of the auditing process, so no additional fees are made for time needed to correct or amend a report.

If weaknesses in the training program emerge during the audit, the auditor should name them and make recommendations for improvement. Each recommendation should be numbered to facilitate an overview. The recommendations serve to facilitate further development of the CME program. The CME program is free to find its own solutions to the problem in question.

The feedback process after the written report

Feedback from the accreditation panel:

1. The auditor submits the auditors' report
2. The accreditation panel ensures that the auditors' report has been submitted correctly, with the determination that either:
   - There is no need for corrections or changes to the report, and the accreditation process can continue, or
   - A need for corrections initiates a conversation between the accreditation panel and auditor
3. If needed, corrections are made by the auditor in agreement with the accreditation panell

Feedback from the training center seeking accreditation:

4. The training center will review the auditors' report and indicate whether:
   - There is no need for corrections, and the accreditation process can continue, or
   - A need for corrections leads to a conversation between the accreditation panel and those responsible for the training
5. A correction can be made by the auditors if mutual agreement is reached

4. The arbitration panel

In the event that there is a disagreement after the audit, an arbitration panel involving the accreditation panel and the head of the Medical Section will reconcile the case in Dornach (CH) together with the person responsible for the CME course and the auditor.

5. Example of a national accreditation procedure for a modular CME course

Modular CME courses can be nationally accredited in a way that is most useful to the various national associations of anthroposophic physicians.
With that in mind we introduce, as an example, the "accreditation of courses for a Module-Based Training in Anthroposophic Medicine (MBT)" from the German physicians' association:

1. Courses apply for accreditation by completing a questionnaire-based application form (see Attachment III) and providing it, along with a copy of the course program, to the Academy of Anthroposophic Medicine of the German Association of Anthroposophic Physicians.

2. A representative of the academy requests further information, in writing or by telephone, if required, to complete the application.

3. The representative assesses the application and the course program in order to determine the appropriate length of the accreditation (e.g. accredited for three years), the credit points that will be awarded, and the accreditation fee. The representative provides his or her assessment, along with the application and the course program, to the accreditation board.

4. The accreditation board – three certified anthroposophic physicians who are members of the German association – consider the application along with the representative's assessment, and make a final decision.

5. The representative informs the course about the decision of the accreditation board.

6. Validity

These Guidelines for the Accreditation of Anthroposophic Physicians Training were adopted by the International Conference of the Boards of Anthroposophic Medical Associations on September 19, 2017 and come into force on October 1, 2017.

These guidelines are compulsory for the accreditation of all curricular CME Courses for anthroposophic physicians beginning after October 1, 2018.

7. Attachments

I. Questionnaire for accreditation
II. Auditor's report

Questionnaire for the accreditation of anthroposophic physician trainings

GENERAL INFORMATION

Name of the training

…

Address / phone / fax / e-mail / URL

…

Main person responsible for the training (name / qualification / contact details)

…

Additional individuals responsible for the training (names and qualifications)

…

Application documentation: which documents are attached?

- ☐ completed questionnaire
- ☐ program mission statement / flyer
- ☐ overview of the instructors and their qualifications
- ☐ curriculum for this training

Training team (names and qualification, if different from above)

…

Date / Place	Name of 1st auditor	Signature of 1st auditor

INFORMATION FOR A CURRICULAR CME COURSE

1. Main ideas and aims for the training

1.1 What are the main ideas and goals of this course? (Please attach your training's mission statement)

...

1.2 What competencies are imparted?

...

1.3 What cooperative work or partnerships with other institutions or other trainings currently exist? (Please attach a sociogram if available)

...

2. Participants and the training

2.1 What basic entry requirements are there for participation in the course?

...

2.2 What is the curriculum of this course (please provide a short sketch, including the approximate teaching hours in relation to the content. Separately, please attach the full curriculum)

...

2.3 How many total hours are required for completion of the training? (Teaching hours should be documented in a portfolio given to each participant at the beginning of the curricular CME course.)

Contact time (at least 250hrs)	...	hours
Individual study (1:1 according to contact time, at least 250hrs)	...	hours
Project work (at least 150hrs)	...	hours
Case studies (at least 100hrs)	...	hours
Mentored praxis (at least 250hrs)	...	hours

2.4 What learning/teaching methods (didactics) are employed?

☐ lectures ☐ group work ☐ presentations
☐ interactive lectures ☐ individual work
☐ others (please name them)

...

2.5 What kinds of learning support (feedback) are made available to participants outside of fixed contact times?

☐ in person ☐ internet
☐ per e-mail ☐ working groups
☐ others (please name them)

...

2.6 What is the schedule of the course? (Please attach timetables)

...

3. Resources

3.1 Personnel

...

3.2 List of the instructors with their qualifications

...

3.3 What rooms (size) and infrastructure are available?

...

3.4 What didactic aids (library, literature, internet, etc.) are provided and ensured?

...

4. Generating and securing qualification and quality

4.1 Does the training provide a final exam to become an anthroposophic physician that corresponds with the international core curriculum?

...

4.2 When and how are participants informed about the examination rules?

...

4.3 Please name the examiners, along with their qualifications

...

4.4 What happens if the exam is not passed?

...

4.5 What national diploma/certificate do successful graduates receive in addition to the international certificate of the Medical Section? (Title)

...

4.6 Is there any national obligation or commitment to maintain and further develop this qualification?

...

5. Quality assurance

5.1 What instruments for evaluating training quality do you have in place (regarding ongoing process evaluation)?

...

5.2 Is the evaluation always self-evaluation, or are there external evaluations?

...

5.3 How are the results of evaluations documented?

...

(Attachment II)
Auditor's report (form)

Name of the training

…

Name of responsible individual(s)

…

Names of Auditors (at least one)

Auditor 1
Auditor 2
Auditor 3

Basis for the decision (accreditation criteria)

1. The application documentation is complete:

☐ Yes
☐ No

comment

2. The main instructors are certified anthroposophic instructors:

☐ Yes
☐ No

comment

3. The aims of the course correspond to the means and methods specified:

☐ Yes
☐ No

comment

4. The fees, facilities and teaching aids are appropriate:

☐ Yes
☐ No

comment

5. The training has been shown to encompass … hours of teaching:

☐ Yes
☐ No

comment

6. There are clear forms of ongoing evaluation:

☐ Yes
☐ No

comment

7. There is regular reflection on the learning progress with the participant:

☐ Yes
☐ No

comment

8. The curriculum is in accordance to the International Core Curriculum (Goetheanum, Medical Section 2017):

☐ Yes
☐ No

comment

9. The final examination corresponds to the competencies that were to be learned and to the International Core Curriculum:

☐ Yes
☐ No

comment

10. Practical experience in accordance with the curriculum is ensured:

☐ Yes
☐ No

comment

11. Training, examination and diploma fees are made known to the participants when they begin their training:

☐ Yes
☐ No

comment

12. The leadership of the training is sufficiently informed about certification by the Medical Section:

☐ Yes
☐ No

comment

Recommended areas for improvement or refinement

…

Suggested restrictions or modifications

…

Decision regarding accreditation:

☐ accredit this CME course
☐ accredit this CME course with restrictions
☐ do not accredit this CME course

Date / Place	Name of 1st auditor	Signature of 1st auditor

Names and signatures of:

2nd auditor		
3rd auditor		