

Listing in the AVICENNA Directory for Medicine

Implications of inclusion in the AVICENNA Directories

The organisations and institutions responsible for the AVICENNA Directories have no authority to grant any form of recognition or accreditation to educational institutions and their programmes. Such procedures and decisions remain the exclusive prerogative of the national government concerned. It follows that the organisations and institutions responsible for the AVICENNA Directories are not able to investigate complaints concerning a medical school or its programme of instruction. In this context, the AVICENNA Secretariat is only able to address questions or complaints concerning inaccuracies in the information in the AVICENNA Directories.

Criteria and requirements

In the AVICENNA Directory, the educational institution providing a complete or full programme of instruction leading to a basic medical qualification is called a "medical school". This term is used to encompass schools, colleges, faculties, academies and other university-level institutions that provide a qualification that permits the holder to obtain a licence to practise as a medical doctor or physician.

The AVICENNA Directories includes only educational institutions which provide programs of instruction in the academic health professions and which meet a series of fundamental criteria. In the following list, these general criteria have been stated in specific terms relating to medical education.

1. The medical school must provide basic medical education within the educational system of the country and with recognition by the government of the country in which the school is based. Basic medical education means a complete or full programme of instruction leading to a basic medical qualification, that is a qualification that permits the holder to obtain a license to practise as a medical doctor or physician.
2. The medical school must have regular student intakes for face to face education in basic medical education.
3. The medical school must admit nationals of the country in which the school is based.
4. The medical school must have at least one campus in the country in which the school is based.
5. The medical school must be established or recognised as a legal entity, and have an administrative presence in the country in which the school is based.

Providing these criteria are met, the standard for publication of an entry in the AVICENNA Directory is that the AVICENNA Secretariat can validate the information using standard authorised reliable sources. We take reliable sources to be those with a reputation for fact-checking and accuracy, that are able to comment with authority on the accuracy of information concerning a school.

Process for validating information

Validation is the process by which the AVICENNA Secretariat checks the validity and reliability of the information provided by a medical school. The process entails a range of checks of the consistency of the information provided by the medical school, and of the information the medical school has provided for the AVICENNA Directory against other publicly available material. It also uses one or more independent, reliable authorised sources to confirm the medical school's data.

The AVICENNA Directories aim to provide up-to-date and readily accessible information about academic institutions that educate health professionals. In order to ensure that the Directories are a source of reliable information, the AVICENNA Secretariat takes seriously its responsibility for checking the quality of the information provided. The AVICENNA Secretariat checks information when a medical school first seeks a listing in the Directory, when a medical school updates information, and when the Secretariat receives reliable advice questioning the accuracy of the information concerning a medical school.

When the AVICENNA Secretariat receives information about a medical school which is seeking inclusion in the Directory, it will validate the information. Once the Secretariat has validated the information, it will email the school to confirm the process is complete, and it will enter the school's information in the AVICENNA Directory for Medicine.

What will constitute reliable national and regional sources may vary from country to country and from region to region depending on the local structure of the education and health systems, and the local systems for quality assurance of education and training in the academic health professions. Examples of the sources that the AVICENNA Secretariat may use are provided below:

- national ministries responsible for health and national ministries responsible for higher education
- the registration authorities for the profession, at regional, national, and/or state and provincial level as appropriate
- the authority that accredits the education programs in the profession
- the authority that audits or accredits higher education academic programs, at regional, national, and/or state and provincial level as appropriate
- respected publications which profile national or relevant regional education and training systems and institutions (for example publications from UN organisations, government directories, international association directories, peer reviewed publications).

Since the AVICENNA Directory is published in English, we may give preference to English-language sources, or to sources accompanied by official translations.

Questions regarding information accuracy

If there are any questions about the data submitted and/or if the school's information is incomplete, the AVICENNA Secretariat will seek clarification from

the medical school. Initially, this will be by emailing the person identified as the contact person for the medical school.

The AVICENNA Secretariat may ask a school to suggest how the school's information may be validated, if we are unable to validate information. Alternatively, we may choose to omit the data. If the AVICENNA Secretariat receives advice that suggests specific data provided in a medical school's entry is incorrect, we will check the information and seek to replace it with correct information. If the AVICENNA Secretariat receives this advice from a source other than the medical school, we will ask the medical school to clarify the information that is being questioned. If appropriate, we make other enquiries to validate the information. If this checking process does not result in agreement about what constitutes accurate information, we may choose to include the data which has been questioned but we may also choose to indicate that the AVICENNA Secretariat has been unable to validate the information. Alternatively, we may choose to omit the data.

If we find the information provided by a medical school is grossly incorrect, we will take steps to correct the information. Until such time as the correct information is available, we may:

- delete the entry in the AVICENNA Directory, or
- retain the entry in the AVICENNA Directory but include a note in the entry to indicate that the information has not been validated.

AVICENNA Secretariat
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