

# ECCE

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Evaluation Team  
Training Day

5 September 2009

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# **ROLE OF THE CHAIR OF THE EVALUATION TEAM**

# Responsibilities

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- Organising and managing the review process, and editing and submitting the Final Evaluation Report to COA for consideration
- Plans and prepares the evaluation visit

# Responsibilities

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- Writes Introduction, Summary and Strengths, Weaknesses and Concerns of the Evaluation Report
- Schedule and timetable for the visit

# Responsibilities

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- Allocate specific areas of responsibility to individual team members
  - Prep meeting evening before visit
- Co-ordinate activities to ensure robust evidence on which to make judgments
  - 2 members per meeting

# Responsibilities

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- Gives preliminary verbal feedback to the institution at the end of the visit
  - No indication of any decision regarding the accreditation of an institution is given

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# Role of Team Members

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- Professional
  - Represent the ECCE
- Objective
  - Institutions vary
- Confidentiality

# Responsibilities

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- Read and be familiar with the Standards and the Evaluation Team Manual
- Read and evaluate the Self Study Report and other documentation
  - Make notes, highlight areas for clarification of closer inspection

# Other Documentation

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- Programme specification
- Unit outlines
- Clinic manual
- Student feedback questionnaires
- External examiner reports
- Minutes of relevant meetings

# Other Documentation

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- Examples of student work
  - Patient files, research projects, coursework, examination scripts
- Annual Monitoring Reports (AMoR)
- Previous Evaluation Reports
  - Weaknesses and concerns

# Responsibilities

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- Adhere to review schedule
- Participate in the Evaluation Visit
  - Test by means of observation at the on-site visit and analysis of the documentation provided, the statements in the Self Study Report

# Evaluation Visit

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- Preliminary meeting of Evaluation Team
- Initial meeting with the Institution
- Meeting with staff
- Meeting with students
- Private meetings of the Team
- Verbal feedback to the Institution

# Responsibilities

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- Make judgments on the institution with regard to its provision in meeting the Standards
  - Triangulate evidence to develop conclusions, including strengths, weaknesses and concerns, about the institutions provision of chiropractic education in meeting the Standards

# Responsibilities

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- Contribute to the draft Evaluation Report to agreed deadlines
- Read and verify the accuracy of drafts of the Evaluation Report

