

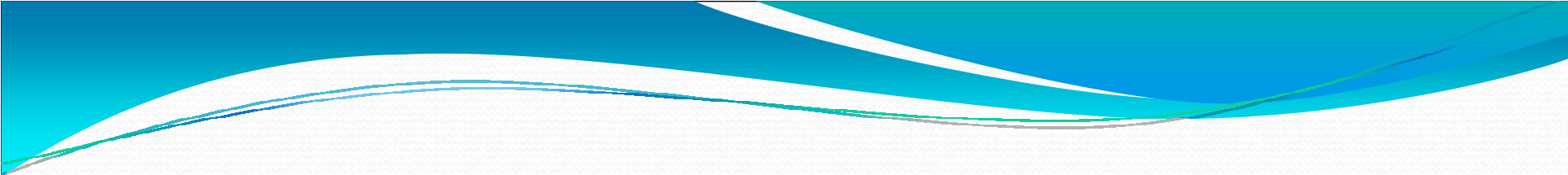
The logo for ECCE (European Council on Chiropractic Education) features the acronym 'ECCE' in a bold, dark blue, sans-serif font. To the right of the acronym is a vertical line, followed by the full name of the organization in a smaller, blue, sans-serif font.

ECCE

EUROPEAN
COUNCIL ON
CHIROPRACTIC
EDUCATION

Evaluation Team Training

27 September 2014



ROLE OF THE EVALUATION TEAM, CHAIR AND CoA

Role of the Evaluation Team

- To verify the statements made in the Self Study Report and supporting documentation
- To produce a written report on the Team's findings and submit to CoA

Responsibilities

- Read and be familiar with the Standards and the Evaluation Team Manual
 - www.cce-europe.com/downloads
- Read and evaluate the Self Study Report and other documentation
 - Make notes, highlight areas for clarification or closer inspection
 - Consider comments from CoA

Other Documentation

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

Other Documentation

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

Evaluation Visit

- 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

- 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

Responsibilities

- Make judgments on the institution with regard to its provision in meeting the Standards
 - Triangulate evidence to develop conclusions, including strengths, weaknesses and concerns
 - To what degree does the institution comply with each of the 10 areas in the Standards?

Responsibilities

- **Fully compliant:** No risk, complies with all aspects of the Standards for the area, practice is well established in this area
- **Substantially compliant:** Low risk, broadly complies with the Standards for the area, institution has identified through internal processes where weaknesses lies and improvements are needed, plan for improvement is in place

Responsibilities

- **Partially compliant:** Medium risk, practice does not conform to the Standard for the area in all aspects, the institution may be aware of the shortcomings but have not implemented a strategy for improvement
- **Non-compliant:** High risk, practice does not conform to the Standards for the area, the institution may or may not be aware of the issues and are unwilling or unable to rectify the issues

Responsibilities

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

Responsibilities of the Chair

- 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

- Writes Introduction, Summary and Commendations, Recommendations and Concerns of the Evaluation Report
- Schedule and timetable for the visit

Responsibilities

- 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

- 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

Responsibilities of CoA

- Read the Self Study Report and accompanying documentation to provide observations and direction to the Evaluation Team
- Receive the Evaluation Team Report and decide on award of Accredited status

Thank you

