

European Council on Chiropractic Education – Internal Quality Assurance Document

This internal Quality Assurance Document is divided into 4 sections conforming to standard quality management planning. Each section provides the background for the subsequent section.

The ECCE executive committee is responsible for implementing and monitoring that all internal quality assurance procedures are carried out in full.

1. Quality Planning

- a. All ECCE general council and subcommittee meetings will be evaluated via feedback questionnaires, specifically designed for each type of meeting within 2 weeks following each meeting. Questionnaires will be created by the Consultant for Quality Assurance (CQA) and approved by the ECCE Executive prior to use.
- b. All ECCE accreditation evaluation visits and evaluation team training workshops will be evaluated within 2 weeks following the event. This will be done via feedback questionnaires specifically designed for these activities by the CQA and approved by the ECCE Executive prior to use.
- c. All ECCE training materials, including but not limited to power point presentations and hand-outs, used for the induction and training of new evaluation team members, new council members including student members will be approved by the ECCE Executive prior to use.
- d. The ECCE executive will make sure that all evaluation team members selected for a particular accreditation event have completed an evaluation team workshop within the **last 3 years or** participated on a previous evaluation team within that time period.
- e. The ECCE Quality Assurance and Accreditation Committee (QAAC) will select at least 1 topic for internal Thematic Analysis of the ECCE processes and procedures each year.

2. Quality Assurance

- a. The CQA will send the relevant questionnaires to all members of the relevant committee, evaluation team or workshop participant via electronic survey software within 2 weeks of each meeting or activity.
- b. The CQA will monitor the return rate of the questionnaires and send reminder emails if needed to obtain an adequate feedback sample (at least 60% for full Council and QAAC meetings, 100% for evaluation team members, at least 60% for Evaluation Team training workshops).
- c. The CQA will be responsible to coordinate all Thematic Analysis studies as directed by the ECCE Executive and write the reports.

3. Quality Control

- a. The results of all questionnaires will be evaluated by the CQA within 2 weeks.
- b. Written reports for each activity will be done by the CQA and sent to all members of the ECCE executive for information, correction and input.
- c. Particular attention to areas needing change, improvement or further discussion will be highlighted in the reports.
- d. Reports will also be sent to all participants for each activity evaluated for their feedback.
- e. All Thematic Analysis reports will be shared with the ECCE Executive, QAAC members and all other Stakeholders.

4. Quality Improvement

- a. All issues, policies and procedures highlighted in the feedback reports from all meetings, training and accreditation events will be discussed at both the executive level and general Council and changed if needed, based on feedback from the stakeholders included in the general council, committees, evaluation team members and workshop participants.
- b. Results of the findings from the Thematic Analysis studies will be shared in the first instance with the ECCE Executive and subsequently with all ECCE Stakeholders.
- c. Changes in the ECCE operations resulting from Thematic Analysis studies will be approved by General Council.