

Quality Assurance Consultant Duties: Appendix 1

This post is responsible to the President of the ECCE for all quality assurance consulting duties pertaining to the operation of the ECCE, in particular the ECCE Executive Committee.

Key Tasks

1. Prepare Self Study Reports and other documentation for ENQA and EQAR evaluations.
2. Prepare and update ECCE Introductory manual for new ECCE participants.
3. Train new Evaluation Team Members.
4. Provide refresher training for experienced Evaluation Team Members.
5. Conduct internal and external quality assurance research, write research papers and submit for publication, producing at least 1 paper per year.
6. Prepare and update list of 'Standards' which must achieve at least 'Substantially Compliant' status.
7. Provide, monitor and update specific criteria for assigning each of the compliance levels to the ECCE Standards.
8. Liaise with other national chiropractic QA agencies, working together to promote joint evaluation/accreditation activities.
9. Perform mapping exercises of the ECCE Standards with other relevant QA agency Standards.
10. Remain current with quality assurance educational publications from ENQA and other quality assurance agencies and disseminate relevant information to ECCE members.
11. Serve as a resource person for new and existing ECCE members and officers.
12. Liaise and assist with developing chiropractic programmes as requested.
13. Attend relevant external quality assurance meetings and workshops as needed.
14. Assist the Chair of the Quality Assurance Committee with updating documents.