

**EUROPEAN HERBAL & TRADITIONAL MEDICINE
PRACTITIONERS ASSOCIATION ACCREDITATION BOARD
Core Document 017**

Annual Review Process - Evaluation by Staff of Institutions

Board members welcome feedback about the EHTPA annual review process. It would be greatly appreciated if time could be found to complete and return this evaluation form. **Thank you.**

Institution:

Date of Annual Review:

Name & position of person completing the form:

For each question, please circle the number that best reflects your view

1	Not at all
2	To a limited degree
3	Yes
4	Very much so

Statement	1	2	3	4
1. EHTPA guidance/information prior to completion and submission of your Annual Report was sufficient	1	2	3	4
2. Your Annual Report helped determine the review visit discussions	1	2	3	4
3. Were institutional preferences considered when the annual review visit /agenda was being planned ?	1	2	3	4
4. The annual review visit was conducted professionally	1	2	3	4
5. The annual review process can be described as developmental	1	2	3	4
6. The annual review process can be described as inspectorial	1	2	3	4
7. The annual review process is rigorous	1	2	3	4
8. The annual review process is fair	1	2	3	4
9. The annual review process provides value for money	1	2	3	4
10. Annual visits are an essential part of the review process	1	2	3	4

11. How could the review process overall be improved?

12. How could the review visit be improved?

Please use the space below to comment further on any of your answers or to make any other comments.

Thank you for completing our feedback form. The information will be treated in confidence and will be used to help us review our systems and procedures.

Lynn Copcutt

**Independent Chair
EHTPA Accreditation Board**

Please return this completed form to: Lynn Copcutt – irlcopcutt@hotmail.com OR by post to 33, Bowling Green Lane, Albrighton, Near Wolverhampton, WV7 3HL. Thank you.

EHTPA Annual Review Process - Evaluation by Staff of Institutions		
Core document 17	Revised August 2010	Page 2 of 2