

**EUROPEAN HERBAL & TRADITIONAL MEDICINE  
PRACTITIONERS ASSOCIATION ACCREDITATION BOARD**

**Core Document 43**

**Guidance for Institutions Preparing for an Accreditation Panel Visit**

The topics for discussion will be influenced by the information contained within the full submission document in order to confirm apparent strengths and follow up in some detail apparent weaknesses.

**Meeting(s) with staff are likely to include the following discussion topics**

Programme organisation and management

How are minimum theoretical and clinical hours met?

Curriculum content

- Is coverage adequate?
- Is depth/breadth appropriate?

Teaching & learning methods: theory *and* clinical practice

Assessment

- When are learning outcomes assessed - at which stage in the programme?
- Assessment strategy for theory and practice How assessed? Variety of methods?
- How is Fitness to Practice confirmed?
- What is the role of the External Examiner-does it include clinical practice?

Approaches to research and evidence based practice to underpin teaching & learning

Systematic student evaluation and evidence of action taken

Student recruitment, retention and wastage

Student support and guidance

Staff appraisal and the link to continuing professional development

**Meeting with students (includes distance learning students)**

Please ensure that a representative sample of students drawn from all years/modes of study are available to meet with the panel.

**Likely discussion topics:**

- programme organisation
- availability of academic support and guidance
- range/availability of facilities, including library/IT

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- teaching & learning methods experienced
- clinical facilities, practice & supervision
- theoretical and clinical assessment strategies / feedback mechanisms to students
- mechanisms for, and effectiveness of, student representation
- course evaluation and monitoring.

**Revised November 2008**  
**Revised 2010.**

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