

## EHTPA ANNUAL REVIEW PRO-FORMA

INSTITUTIONAL SELF EVALUATION OF ACADEMIC YEAR 2010-2011.  
Submission date to EHTPA: November 30<sup>th</sup> 2011

Name of Educational Institution	
Name of Approved Correspondent to the EHTPA Board  Address	
Telephone number(s)	
Email	
Fax	
Name of award  Title of programme as accredited  Date of expiry of accreditation	

**NB. The approved named correspondent to the board must be one senior named member of staff with the authority to speak on behalf of the institution in all matters to do with EHTPA accreditation, including resource allocation.**

**The nominated person is approved by the EHTPA board at the time of accreditation and may not be substituted without prior board approval.**

Please note

When completing this form you may choose to provide text in all of the boxes, append documentary evidence instead of text in some boxes, or a combination of both approaches.

Alternatively you may, if you wish, append a report already produced for internal /other external audiences *with additional appendices as necessary*, rather than produce a separate report for the EHTPA.

**In all cases the form below must be used to clearly indicate where the evidence/narrative can be found in the appended documents. This must specify both page and paragraph numbers.**

**Outstanding conditions and/or recommendations arising from the accreditation event OR action points from the last Annual Review, whichever was most recent.**

**Please list, and confirm action taken.**

## Organisation and Leadership

Outline overall organisational arrangements for the programme and how they link to the wider organisation *if different from those at the time of accreditation*

Record any changes to institutional structure, personnel and roles during the academic year

**Staffing**

**1. Number of full time teaching staff in post .....**

In addition to providing the number of full time staff, please:

- Add together all paid hours of part time and fractional teaching staff appointments. Divide the total hours by 37.5 in order to provide staffing numbers as **full time equivalents** (FTEs). One FTE = 37.5 hours a week

**2. Number of full time equivalent teaching staff (FTE's) .....**

**Any other comments**

## Implementation

Summarise any minor modification made to the programme during the year:

- with Accreditation Board approval
- without Accreditation Board approval

Specify the total number of hours spent by students during the Clinical Practice module(s) in an *approved* clinical environment, indicating time spent:

- a as observers in direct contact with patients
- b with patients practising under supervision
- c on other activities under the direction of the clinical supervisor

Describe how external clinics used for teaching and assessment are approved and monitored

### Breakdown of Clinical Hours

Year	Hours	Nature of practice (a, b or c)
------	-------	--------------------------------

1

2

3

4

## Capacity and Capability

Summarise staff development undertaken by academic staff

Summarise staff development undertaken by clinical staff

Append copies of original verified external examiners reports for the year in question, **to include comments on the assessment of clinical outcomes and clinical standards achieved**

### Results

Cohort	Start date of programme	Number of Starters (S)	Number of Transfers Out (TO)	Number of Transfers In (TI)	Number of Discontinuations (D)	Total student number remaining in cohort
<b>Totals</b>						

### Definitions relating to the above grid

Symbol	Meaning	Definition
<b>D</b>	<b>Discontinuations (D)</b>	Students that permanently leave the programme before the end date for any reason other than those that are transfers out. N.B. Students who qualify with an exit award that does not allow them to practise in the profession to which they were originally recruited should be counted as discontinuations.
<b>TO</b>	<b>Transfers Out (TO)</b>	All students that leave the programme other than as a qualifier to join a programme offering an identical qualification in a different institution and all students that are not progressed to the next stage of the programme and are allocated to join the following cohort to repeat modules etc. N.B. Students that repeat modules in holidays or alongside other modules they are taking on the standard progression route should be treated as though they were progressing in the standard way
<b>ETI</b>	<b>Transfers In (TI)</b>	All students that join the programme other than at the start having come from a matching programme in a different institution and all students that join a following cohort to repeat modules because they have not progressed to the next year.
<b>S</b>	<b>Starters (S)</b>	For the purpose of attrition calculation for programmes, starters should include first time entrants to Year 1 plus first time entrants as transfers in. N.B. Students that enter the course by APEL should be counted as starters in the year that they entered the programme.

See the next page for information re the above

**Provide a breakdown of student enrolment and attrition by completing the form above *and comment on data provided in the space below:***

Provide age, gender and ethnicity of student population

Provide data and breakdown of student achievement and progression

If shared learning in modules are offered, please comment on student performance relative to students on other awards

Confirmation that systems are in place for student evaluation of the programme

Confirmation that systems are in place for staff evaluation of the programme

Confirmation that systems are in place for student evaluation of clinical practice

Confirmation that systems are in place for clinical staff evaluation of clinical practice module

### Comments/other evidence

Highlight the overall strengths of the programme
Identify any areas for improvement
Highlight innovations related to practice
Identify any areas for improvement related to practice
Explain how areas for improvement are to be addressed.

**As the approved named correspondent \* to the EHTPA Accreditation Board on behalf of the educational institution I can confirm that:**

- the programme continues to be viable and that resources are available to underpin the continuation of the course for current and future student intakes;
- the programme continues to conform to the criteria in the current edition of the EHTPA Accreditation Handbook;

- course publicity/advertising/website content is not potentially misleading and meets EHTPA requirements;
- this annual report provides all information requested by the Accreditation Board.

Name:

Position:

Date: