

EHTPA ACCREDITATION BOARD
ANNUAL REVIEW OF ACCREDITED PROGRAMMES ©

The EHTPA annual review process consists of two stages:

Stage One

Each institution completes and submits the EHTPA Annual Review ProForma by the end of November each academic year.

Stage Two

The institution is visited at the start of the Spring term by a team normally consisting of three people: one Chairperson (an Educationalist), one practitioner of Herbal Medicine and one Officer/Educationalist.

However, board members may decide to vary the process (on an institution by institution basis). Such variation may include for example, decreasing or increasing the number of visiting team members; a desk audit of documentation; an abbreviated or extended visit. In all cases the review process adopted will be at a level that would satisfy a quality audit.

In arriving at a decision about whether to vary the process from the norm the board will take into account whether:

- The programme has operated for longer than two years following the initial accreditation or renewal of accreditation event
- All conditions set at the time of accreditation have been met satisfactorily
- Any concerns raised in a previous annual review have been addressed satisfactorily
- Renewal of accreditation is due in the same academic year as the annual review visit (in which case the review process is normally abbreviated)
- The report/ProForma submitted by the end of November contains all information required by the board, including positive and complete External Examiner reports (with comment on clinical practice) and the institution's response
- Any particular circumstances have surrounded the operation of the course in the review year
- Significant matters have been brought to the board's attention that need to be followed up/ have been satisfactorily resolved.

Please note: the decision of the board is final; there is no right of appeal.

LC.AR. 2010