

IFOMPT Standards Committee

The IFOMPT Standards Committee has four functions.

- The first is the evaluation of the educational curriculum of a Registered Interested Group (RIG) to determine if they meet the educational standards required for full membership into IFOMPT.
- The second is to maintain the currency of the IFOMPT Educational Standards in line with contemporary clinical practice and research.
- The third is to evaluate a Member Organisation's (MO) ongoing quality of educational programmes through the process of International Monitoring.
- The fourth is to be an advisory body to the IFOMPT Executive Committee on matters pertaining to educational issues relevant to IFOMPT.

The four functions of the Standards Committee are achieved through face to face meetings, email, and tele-conferencing facilities.

1. Process for evaluation of Educational Curricula

- i. The RIG obtains a copy of the IFOMPT Educational Standards and procedures for application for membership from the IFOMPT Executive Administrator.
- ii. All RIGs working towards Member Organisation status will be linked to a member of the Standards Committee to act as a Mentor throughout the process of developing their documentation.
- iii. The RIG submits their document of education curriculum to the IFOMPT Executive Administrator. This is accompanied by a submission of application for full membership into IFOMPT.
- iv. The IFOMPT Executive Administrator forwards the document to the Chair of the IFOMPT Standards Committee.
- v. The Chair performs an initial review of the document to ascertain that the elements of the educational standards have been basically addressed and that documentation is complete.
- vi. The Chair, with the assistance of the IFOMPT Executive Administrator, uploads the documents onto OneDrive to enable evaluation by members of the Standards Committee.

- vii. Standards Committee members are given a period of two months to review the document and return evaluations to enable collation.
- viii. The Chair and members review the document against the requirements as laid down in the document of IFOMPT Educational Standards. The elements which are evaluated in line with IFOMPT requirements include:
 - ◆ Content of curriculum in the detailed dimensions and hours of learning (this can include face to face contact as well as self directed learning).
 - ◆ Content of curriculum in manipulative therapy, as well as both preclinical and clinical components. The hours of instruction and the methods and hours of supervised clinical practice are evaluated.
 - ◆ Research activities in the curriculum.
 - ◆ Reading lists
 - ◆ Methods of examination, both theoretical and practical.
 - ◆ Teaching personnel and their qualifications
 - ◆ National monitoring processes
 - ◆ Planning for International Monitoring processes
- ix. The Committee discuss the collated comments to agree a draft letter and decision. The draft letter is forwarded to the IFOMPT Executive for their review. If there is disagreement between the evaluations from members of the Standards Committee, the Chair then circulates collated documents to the members for a consensus opinion in an iterative process.
- x. The draft letter for the IFOMPT Executive to review will either recommend or not recommend that the curriculum fulfils the Educational Standards of IFOMPT.
- xi. In the event that the curriculum does not fulfill IFOMPT Educational Standards, the letter will list the areas that have not reached the standards. Once agreed by the IFOMPT Executive, the letter is sent to the RIG. The RIG has the opportunity to address these areas and, when necessary, revise or redevelop their curriculum for resubmission. The Chair will provide advice to the RIG if it has problems with interpretation of the requirements or with any other aspect of their submission. The Standards Committee will allocate a mentor to the RIG if further guidance is required.

2. Maintain the currency of the IFOMPT Education Standards

The Standards Committee has the responsibility to maintain the currency of the IFOMPT Educational Standards. Reviews of the Educational Standards are undertaken at the request of the IFOMPT Executive, usually on a six year basis, in consultation with MOs. Any changes to the IFOMPT Educational Standards require ratification by MOs at an IFOMPT General Meeting.

3. Process of International Monitoring of quality

- i. The MO submits the following documentation for consideration: title page, overview of MO process of monitoring educational standards, External Assessor reports for each educational provider, and the extracts of the minutes of the meeting(s) of the MO when the External Assessor reports were considered.
- ii. The completed documentation is sent to the Executive Administrator of IFOMPT by the required date.
- iii. The IFOMPT Executive Administrator forwards the documents to the Chair of the IFOMPT Standards Committee.
- iv. The Chair performs an initial review of the document to ascertain that the elements of the process of international monitoring and the educational standards have been addressed.
- v. The Chair, with the assistance of the IFOMPT Executive Administrator, uploads the documents to OneDrive to enable evaluation by the members of the Standards Committee.
- vi. Standards Committee members are given a period of two months to review the documents and return evaluations. Two members review the submission in depth and circulate to the whole Standards Committee for their review and suggested amendments. Iterative discussions will take place to enable the final evaluation.
- vii. The Chair and members review the document against the requirements as laid down in the document of IFOMPT International Monitoring.
- viii. The two members leading the review receive and collate the comments of the members of the Standards Committee and formulates a letter to be forwarded to the IFOMPT Executive. If there is a disagreement between the evaluations from members of the Standards Committee, the collated documentation will be circulated to members for further discussion and a consensus opinion. The letter for review by the IFOMPT Executive will either recommend or not recommend that the MO fulfils the requirements of International Monitoring of IFOMPT.
- ix. Following the decision of the Standards Committee, and ratification by the Executive, the MO is sent the letter containing any conditions / recommendations of the Standards Committee.
- x. In the event that the MO is unsuccessful, the MO will be advised as to the areas in which the MO failed to meet the standards (current conditions). The report would also recommend any follow-up that would be required by the Standards Committee. The above process will continue until an MO meets all requirements.

- xi. The Chair will provide advice to the MO if it has problems with interpretation of the requirements or with any other aspect of the submission.
- xii. MOs can seek mentorship from the Standards Committee to support them in this process. Upon request a member of the Standards Committee will be allocated as Mentor to an MO.

4. Advisory role of the IFOMPT Standards Committee

- ✓ The Standards Committee is responsive to requests from the IFOMPT Executive on issues of an educational nature. The Standards Committee undertakes the work and research to develop protocols in maintaining educational standards as required, and presents these as recommendations to the IFOMPT Executive.
- ✓ The Standards Committee inform and present on educational issues at key IFOMPT meetings e.g. MO meetings and the Teachers Meetings.
- ✓ The Standards Committee produce key documents to enable the supported development of MOs e.g. document to advise MOs on how the research component of the Standards Document could be implemented in programmes outside of Universities.
- ✓ The Standards Committee organises and runs workshops for MO delegates to develop their knowledge and application on educational issues e.g. addressing the challenges of the mentored clinical practice component of standards.
- ✓ Standards Committee members sit on each working group of IFOMPT to advise on educational, standards and international monitoring issues.
- ✓ The Standards Committee meets at every opportunity with the Executive Committee to ensure transparency of working and seamless attention to IFOMPT educational issues.

Dr Alison Rushton, Chair of the IFOMPT Standards Committee
On behalf of the IFOMPT Standards Committee, February 2019