

External Assessor's Template

This template is provided to assist Member Organisations (MO) in establishing the content of an External Assessor's (EA) report. The report of the EA is provided to the National Educational Committee / Board of the MO of IFOMPT or equivalent, according to their timescales. Use of this template is not compulsory for all MOs as it is recognised that many MOs have already developed this resource.

Aim of the template

To further guide MOs in the national processes of Quality Control and Quality Management. Please read alongside Appendix D of the IFOMPT Standards Document: Part B regarding IM.

Introduction

The report must include a declaration of the independence of the EA.

The EA report is required for a maximum period of 2 years (agreed as of June 2011).

In order to be able to make a valid judgement on the programme, the EA report must include:

1. An evaluation of the curriculum including progress compared to previous reports
2. Conclusions of correspondence, review and on-site visits with evaluations of teaching, examinations, written assignments, organisational aspects of the course provider as well as student feedback

Note: Individual students must not be named.

- The Programme Leader is obliged to support the EA in sampling material, coursework, and data regarding the programme.
- If there is more than one educational programme in an MO, an EA report must be completed for each programme.
- For geographical reasons, the means of evaluation by the EA can be varied e.g. an unedited / live video may be a means of observing assessment processes.

Sections required in the External Assessor's report:

1. General data
2. The curriculum, theory modules, assessments
3. Clinical instructions
4. Mentored clinical practice
5. Clinical examinations
6. Quality of the Educational Experience
7. Conclusions

The 7 sections must be completed by answering Yes or No in the middle column. The completion of the right hand column can either a) cross reference to further files (and attach to this report), or b) provide full explanation and evidence within the column.

All questions must be completed.

Report of External Assessor**1. General data**

	Question	Detail from External Assessor
1.1	Name of External Assessor	
1.2	Date of Report	
1.3	Name and location of educational programme	
1.4	Name of Programme Leader	
1.5	Level of Approval (MSc or Postgraduate Diploma) Title of any exit awards	
1.6	Academic Year(s) that the report covers	
1.7	Years as External Assessor for this programme	
1.8	Explain your involvement in this course over the last two years (visits, reviewing marking, meetings with students, observing examinations)	
1.9	Can you confirm you have remained independent as External Assessor? Yes / No If no, explain:	

2. Evaluation of curriculum relating to theory modules and assessments

	Question	Yes or No	Remark [To include any cross referencing to attached documents]
2.1	Are the programme's learning outcomes appropriate?		If no, explain
2.2	Can you confirm that the curriculum offers a minimum of 200 contact hours at an advanced level for clinical sciences, medical sciences, behavioural sciences and research?		In no, explain in detail which sciences are lacking hours / level:
2.3	Are the module descriptions, learning outcomes, teaching methods, teachers for each module, and references appropriate?		If no, for any part of question, explain:
2.4	Can you confirm that the structure, organisation, design of written assignments and marking / feedback procedures are appropriate?		If no, explain:
2.5	Can you confirm that the quality of theory assessments and marking procedures are appropriate?		If no, explain:
2.6	Can you confirm that the quality of the research project is appropriate?		If no, explain:
2.7	Have there been any changes to the programme organisation, structure, delivery or curricula? If yes, do these changes still enable the programme to meet the requirements of the Standards Document?		If yes, explain:

3. Evaluation of curriculum relating to practical skills and assessment

	Question	Yes or No	Remarks
3.1	Can you confirm that the curriculum offers a minimum of 150 contact hours at an advanced level for theory and practice of manipulative / musculoskeletal physiotherapy (practical skills)?		If no, explain:
3.2	Are the sessions Clinical Reasoning Based?		If no, explain:
3.3	Is there a balanced neuro-musculoskeletal approach, recognising different concepts / philosophies?		If no, explain:
3.4	Is there sufficient guidance and time to develop skills?		If no, explain:
3.5	Are the methods of practical skill assessment appropriate and effective?		If no, explain:

4. Evaluation of curriculum relating to Mentored Clinical Practice

	Question	Yes or No	Remarks
4.1	Have you observed Mentored Clinical Practice this academic year? [Either directly or through video etc]		If no, confirm whether or not you have observed during your term of office:
4.2	Can you confirm a minimum of 150 hours of supervised / mentored clinical practice?		If no, explain:
4.3	If yes to Q4.1, was the organisation and standard of Mentored Clinical Practice satisfactory (e.g. number and suitability of patients)?		If no, explain:
4.4	If yes to Q4.1, were the Clinical Mentors suitable?		If no, explain:
4.5	Was the quality of clinical placement experience satisfactory		If no, explain:

5. Evaluation of clinical examinations

	Question	Yes or No	Remarks
5.1	Have you observed clinical examinations this academic year? [Either directly or through video etc]		If no, confirm whether or not you have observed during your term of office:
5.2	If yes to Q5.1, was the organisation and standard of clinical examinations of patient assessment and management satisfactory?		If no, explain:
5.4	If yes to Q5.1, was the marking of performance transparent and appropriate?		If no, explain:

6. Evaluation of the quality of the educational experience

	Question	Yes or No	Remark
6.1	Did you meet with participants of the programme to discuss key issues?		If no, explain:
6.2	Is the overall quality of the educational experience for the students satisfactory?		If no, explain:
6.3	Have you reviewed student feedback on the programme and modules?		If no, explain:
6.4	Overall, do you think the student's educational experience is comparable to national standards?		If no, explain:
6.5	Overall, do you think the educational experience is comparable to international standards?		If no explain:
6.6	What do you think are the strengths of the students?		
6.7	What do you think are the weaknesses of the students?		
6.8	Did you meet with the organisers and/or teachers of the programme to		If no, explain:

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	discuss key issues?		
6.8	Is the internal process of quality monitoring and evaluation of the programme satisfactory e.g. by including student feedback?		If no, explain:

7. Conclusions

	Question	Yes or No	Remark
7.1	Does the OMT programme fully meet the requirements of the IFOMPT Standards Document?		If no, please provide further details by continuing with 7.2 If yes, go on to 7.3
7.2	What areas have you identified that require attention by the programme team?		1. 2. etc
7.3	Is the process of continuous development of the programme satisfactory?		If no, explain:
7.4	Are there any new developments planned for the programme?		
7.5	Have all concerns from the last EA report been appropriately considered?		If no, explain:
7.6	Are there any particular areas of good practice worthy of dissemination?		
7.7	Do you have any other comments?		