

**Template to guide Member Organisation’s Second International Monitoring Submission**

This template can be used by Member Organisations (MO) alongside the following existing resources to support their preparation for the second International Monitoring (IM) submission:

- Standards Document Part B
- Rushton A, Petty N (2002). The Course Approval Board of the Manipulation Association of Chartered Physiotherapists. *Manual Therapy*; 7(4):222-228.
- Letter from the Standards Committee (SC) regarding your second submission.
- The completed submission needs to be submitted electronically.
- Ensure that all submitted reports/documents are translated into English.
- This template can be used to structure your submission for IM.
- The template should be submitted as a checklist with your submission so that it is clear to the SC that all components have been included in your submission.

<b>Has the following information via documents and other supportive material been included in your submission:</b>	
1	Title page, to include: <ul style="list-style-type: none"> <li>a) Name of MO</li> <li>b) Contact person</li> <li>c) Role of contact person within MO</li> <li>d) Address of contact person within MO</li> <li>e) Telephone of contact person within MO</li> <li>f) Fax of contact person within MO</li> <li>g) Email address of contact person within MO</li> <li>h) Date of submission</li> </ul>
2	Overview of MO process of monitoring educational standards <ul style="list-style-type: none"> <li>-Maximum of 2000 words +/- other supporting documents that the MO uses.</li> <li>-To include details of quality issues relating to the educational programmes recognised as providing membership of MO</li> <li>-To include a response to prospective conditions identified in the previous international monitoring process</li> </ul>
3	Supporting documentation demonstrating that the credentials for the External Assessor (EA) have been met (see Appendix B of Standards Document and credentials for EA document)
4	EA reports for each educational programme for the previous 3 years / the maximum time available (see EA’s template)
5	Relevant extracts of the minutes of the meeting(s) of the MO when the External Assessor reports were

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	considered	
6	<p>Within the 2000 word document and any supporting documents (for example a programme curriculum, overview of quality processes document etc) detailed as a requirement in point 2 above, please ensure that there is clarity and clear documentation for the following components of each of the recognised educational programmes:</p>	
	<p>a) The ongoing ability of each programme to meet the IFOMPT Standards Document requirements through content; delivery; theoretical and practical components; hours of learning; resources; suitability of teachers, examiners, supervisors, mentors; clinical mentorship component; assessment processes; and support for teachers, examiners, supervisors, mentors.</p>	
	<p>b) Evidence regarding the quality of all aspects of the programme through monitoring processes, including : theory and practical course work, research, clinical examinations, clinical placements, student experience, instructors experience, mentors experience) e.g. evaluation of the programme (by instructors, students, external examiner, external assessor). Note: Examples of evaluation and reporting processes need to be included.</p>	
	<p>c) Processes of quality monitoring and evaluation of educational programmes by MO including the process of how feedback is dealt with and followed through by the MO</p>	
7	<p>Within the 2000 word document and any supporting documents detailed as a requirement above, please ensure that there is clarity and clear documentation of the mapping of all recognised educational programmes' curricula to the IFOMPT Standards Document dimensions and their competencies (see mapping template – required from 2011 onwards).</p>	
8	<p>Within the 2000 word document and any supporting documents detailed as a requirement above, please ensure that there is clarity and clear documentation of an overview of quality assurance mechanisms for the educational programmes i.e. feed-forward mechanisms and planning for the future</p>	