

## **Professional Board for Medical Technology**

### **Guidelines for Annual Reports of Higher Education Institutions to the HPCSA**

#### Purpose of the Annual Reports

Institutional reports pertaining to Medical Technology programmes are requested for submission annually to the Professional Board for Medical Technology (PBMT) of the Health Professions Council of South Africa. The annual report is principally a document of accountability that allows the PBMT to evaluate programme progress in the interim periods of the accreditation cycle. It must include the prescribed information but may also include additional (non-prescribed) information. These guidelines have been prepared to assist Institutions in the preparation of standardized annual reports within the context of legislative requirements. Standardized reports allow the Board to have a fair overview of programmes accredited by the Board. The process of annual reporting also serves as a reflective and self-evaluative tool for Departments of Institutions offering programmes.

The annual report should be presented as a narrative. Tables may be used to organize information such as, pass rates, student profile and other quantitative information. The annual report must include the following information regarding the programmes in question: an overview of the Department and programme/s being offered; student profile and progress; teaching and learning in community contexts; clinical placements; ethics and human rights; post-graduate programmes and; staff profile and development, teaching and assessment of infection control and antimicrobials, with emphasis on antimicrobial resistance.

#### **Key Principles to Consider**

When preparing an annual report, the following principles need to be considered:

- they are principally documents of accountability
- they should be concise, easy to read and understand

- report on issues worthy of reporting
- the report must be a factual account

### **Format of Reports**

The subheadings are meant as guidelines, however judicious adapting of these guidelines to suit the content of a Department's report is acceptable. All programmes that fall under the ambit of the Professional Board for Medical Technology must be reported on by the 31 January annually. The report must be **brief yet concise (but not too brief that the report leaves a lot of questions to the reader)** and include data presented in table format.

**ANNUAL REPORT BY HIGHER EDUCATION INSTITUTION APPROVED BY HPCSA PBMT FOR TRAINING IN MEDICAL TECHNOLOGY (TO BE SUBMITTED ON 31 JANUARY ANNUALLY)**

<b>Name of institution</b>	
<b>Name of Faculty</b>	
<b>Department</b>	
<b>Year</b>	
<b>ADDRESS:</b>	
<b>CONTACT PERSON/S:</b>	
<b>TEL/ EMAIL:</b>	

**Institutional Annual Report for the .....(Year) Programme**

**1. Name of the Programme and Department where the programme/s are located.**

**2. Student profile**

2.1. Approved new student enrolment / Number of approved student intake

(a) National Diploma (where applicable)

(b) BHSc

2.2. Demographic profile of students per level

2.3. Student pass rates per level of study

2.4. Student throughput

2.5. Number of students repeating a level in the programme

2.6. Student registration with the HPCSA

**3. Service learning, outreach, and community engagement projects**

*(Briefly highlight if the above are embedded in the programme)*

**4. Use of training laboratories to place students**

*Briefly highlight the use of clinical placement sites utilized for education and training*

*i. the number of students placed at accredited clinical facilities*

*ii. assessment of workbooks / logbooks*

*iii. assessment of WIL*

**5. Training programme- provide details of any changes to the training programme**

## **6. Successes and challenges in the programme**

*(Briefly highlight significant issues worthy of noting e.g delay in students' intake)*

## **7. Ethics and human rights components in the curriculum**

*(As per HPCSA mandate, confirm the presence of modules/content addressing these aspects)*

## **8. Post-graduate programmes**

*(Briefly state if there is a post-graduate trajectory for graduates exiting the programmes being reported on)*

## **9. Staff teaching on programmes in question**

*(Briefly highlight the staff profile and their academic development (in support of teaching and learning))*

## **10. Disaster Recovery Plan**

*(Briefly highlight significant challenges, the impact of the disaster and measures implemented to control and overcome the impact)*

- (a) Duration (indicate if on-going)
- (b) Training schedules and sites
- (c) Methods of training
- (d) Methods of assessments
- (e) Training categories and disciplines affected (i.e., all students, WIL trainees and interns)
- (f) Stakeholder engagement and communication (UoTs to include resolutions from engagements with their respective Senates)
- (g) General challenges

## **11. Teaching and assessment of infection control and antimicrobials**

*(Briefly highlight the Teaching and assessment of infection control and antimicrobials, with emphasis on antimicrobial resistance)*

## **12. Other pertinent matters worthy of reporting**

Prepared by: ..... (Name) ..... (Job Title)

Signature: ..... Date:.....