

**REPORT ON EVALUATION OF EDUCATIONAL INSTITUTION FOR MEDICAL TECHNOLOGY**

**1. DETAILS OF INSTITUTION**

<b>Name of University of Technology</b>		
<b>Name of Department:</b>		
<b>Head of Department:</b>		
Physical address	Postal address	
Telephone: 1. Code:	2. Tel no:	3. Fax no:
Email:		
Does the Institution have a Quality Management System in place? Give details.		
<b>COURSE MENTOR:</b>		

**2. EVALUATORS**

NAME	DISCIPLINE	SIGNATURE	ADDRESS	TEL NO:	FAX NO:	E-MAIL


DATE OF EVALUATION.....

3. **RESOURCES**

**STAFF RESPONSIBLE FOR TRAINING**

**PERMANENT STAFF AT ACADEMIC CENTRE**

Name	Race	Highest academic qualification	Subject(s)	Date of appointment	HPCSA registration number

4. **LEARNER DETAILS****SELECTION OF STUDENTS**

Are students selected?	Yes	No
<b>If Yes:</b>	<b>If No:</b>	
1. State the selection criteria,	1. State reasons for not selecting,	
2. State the reasons for the selection criteria.	2. Describe system used to allow students into course.	

5. **LEARNER STATISTICS**

Year of study	Number of Learners				% pass rate
	Black	Indian	Coloured	White	
1 <sup>st</sup> year					
2 <sup>nd</sup> Year					
3 <sup>rd</sup> Year					
4 <sup>th</sup> Year					

6. **ACADEMIC PROFILE**

Are facilitators encouraged to improve their qualifications?	
Are academic staff members appropriately qualified for the subjects that they lecture?	
Are academic staff members currently registered for the subjects that they lecture and examine?	
Do facilitators carry a reasonable lecture load?	
Are facilitators annually evaluated using job descriptions as a guideline?	
Are facilitators evaluated by their learners?	
Are facilitators evaluated by their superiors?	
Are peer evaluations conducted to help improve lecturing skills?	
Are practicals integrated with theory?	
Are marking memoranda available?	
Are guidelines available for evaluation of projects?	
Are all evaluations, evaluation results, memoranda and methods documented properly?	
Are lecturing staff supplied with suitable offices, computers and software and do they have access to the internet?	
Are study guides available for all subjects?	
Are study guides updated every year?	
Do study guides describe how semester/year marks will be calculated?	
Do the guides describe the rule that apply if a learner missed a test or evaluation session?	
Do study guides include learning outcomes?	
Do study guides include outlines of each of the sections?	
Do study guides include references?	
Do study guides include sample questions and model answers?	
Are white or black boards used?	
Are videos/DVDs used?	
Are tutorials used?	
Are teaching aids used (flip charts, slides etc)?	

Are group discussions conducted?	
Are computers used as interactive education methods?	
Are formative evaluation methods conducted?	
Are notes and handouts of a good standard?	
Are learners required to do projects/ assignments?	
Is the implementation of the plagiarism policy assessed.	
Are learners required to use poster presentations?	
Are learners required to take part in group discussions?	
Are learners required to complete projects that will enhance their computer skills?	
Are prescribed books available?	
Are all lecture evaluations by learners, peers and superiors properly documented?	
Are these evaluations acted upon? /Did the action result in any improvement?	
% YES answers	

### 7. INSTITUTIONS USED FOR EXPERIENTIAL LEARNING

Name of institution/facility	Name of Supervisor	Number of students

### 8. EXAMINATIONS

#### SECOND YEAR

Name of Examiner	Subject	* External/Internal

**THIRD YEAR**

Name of Examiner	Subject	* External/Internal

**FOURTH YEAR**

Name of Examiner	Subject	* External/Internal

\*Internal - Professional registered in the relevant discipline

External - Professional outside of University of Technology but registered within the profession

**9. FACILITIES****TEACHING AND PRACTICAL TRAINING FACILITIES**

Number of practical laboratories:
Number of lecture rooms
Are the lecture rooms separate?
Is the space in the lecture rooms sufficient?
Are there suitable desks and chairs in the lecture rooms?
Are lectures given in the practical rooms?
Are the practical rooms big enough to accommodate all the learners?

Are the rooms suitably equipped?
Are the rooms well maintained and clean?
Are the rooms reasonably utilized?
Do the rooms have suitable hand-wash facilities?
Is the lighting in the rooms bright?
Are the rooms well ventilated and sufficiently heated?
Who is responsible for the cleaning?
Are rooms cleaned regularly?
Do the rooms have sufficient space per working area?
Do learners evaluate the preparation and provision of practical presentations?
% YES answers

10. **LIST TRAINING AIDS**

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FACILITIES	YES	NO
Is there a room for learner breaks?		
Is there a cloakroom? (1 toilet/10 learners)		
Is there a separate staff toilet?		
LIBRARY DETAILS	YES	NO
Is a list of books available?		
Is there an adequate supply of references?		
Is access to the internet available?		
% YES answers		

**What Quality assurance measures are followed by the institution?**

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**Other comment:**

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11. **EQUIPMENT PROVIDED IN PRACTICAL ROOMS.**

List of equipment/ instruments	Proof of service records	Frequency of service

12. **EXPERIENTIAL LEARNING (Third- and Fourth-Year Clinical Practice)**

Are program staff members and various representatives from the profession regularly involved in ascertaining whether curricula and syllabi still satisfy the needs of the qualification?
Are specific outcomes addressed?
Are suggested changes submitted to the HPCSA for approval? (Mention last submission)
% YES answers

Are study guides available and do they comply with the syllabus requirements?	
Are these study guides reviewed annually?	
Do they contain outcomes and a time schedule?	
Do they contain a log for experiential activities?	
Is a record kept of all learners busy with experiential training?	
Is every learner visited during this period?	
Are procedures to monitor and evaluate experiential training properly documented?	
% YES answers	

## GUIDELINES FOR LEARNER INTERVIEW:

- Name:
- Date commenced with study?
- Current year of study?
- Proof of HPCSA registration

### Program awareness:

- Is the learner utilising and following a structured program?
- Did you receive a handout/handbook that details all the Higher Education Institution requirements and regulations in addition to the relevant course study guides?
- Was the orientation adequate?
- Can the learner name a safety officer (Health & Safety representative, First Aider or Fire Warden)
- Do you have a syllabus/ study guides?
- Do you have adequate access to technical information e.g. Text books; internet; qualified staff?
- Do you have sufficient study time?
- Are the lecturers helpful in addressing your problems?
- Do they have an “open door” policy and are they accessible?
- Do you have access to notes/library?

### Quality of practical:

- Do you perform tests on human/ biological specimens?
- Where do you obtain the samples from?
- Comment on the availability of qualified staff in practicals.
- Comment on lecturer's ability to answer questions.
- What is your overall impression of the lecturer and practicals?
- What is the quality and relevance of practical training.
- Do you feel you are making progress as a learner and how would you evaluate this progress if any?
- What is your view on quality control at the institution?
- Describe a positive aspect of your learning experience?
- If you could change any aspect of the course, what would it be and how?
- Have you decided in which discipline you want to qualify?
- If so what influenced your decision to select your discipline for training?
- Describe your overall impressions of the education you are receiving at this Higher Education Institution



13. **EXAMINATIONS**

**FINAL EXAMINATION AND CONTINUOUS ASSESSMENT (TESTS, SEMINARS, PROJECTS, ETC)**

<b>Please comment on the following aspects of continual assessment and the final examination</b>	
1.	Subjects and number of papers per subject.
2.	Balance between aspects, such as memorising, insight and application, examined in each paper.
3.	Relevance of each paper to professional practice

Number of final examination papers:
Comment in detail on the role of the external examiner and/or the moderator of examination papers and scripts.

<b>Comment in detail on the Moderator’s Report</b>

<b>Describe the purpose of external examination in the final examinations. If no external examination is conducted, please motivate.</b>
<b>Comment on the external examiner’s role in the results.</b>


14. **ANTIMICROBIAL RESISTANCE AND STEWARDSHIP**

**How is the infection control, antimicrobial resistance and stewardship incorporated into the curriculum?**

15. **SAFETY**

Does the institution have a dedicated safety officer?		
Name the designated person		
Does the institution have a safety committee?		
How often do they meet?		
Are minutes of the meetings available?		
Is the safety equipment regularly inspected and serviced?		
Safety signs available and visible?		
No Smoking, drinking and eating sign clearly visible at entrance?		
Is the electrical distribution box marked/ labelled?		
Does the institution comply with local fire regulations?		
Has the institution been inspected by the local fire department?		
Are there sufficient fire extinguishers of the correct type and are they regularly serviced?		
Are Fire Blankets available?		
Has staff been trained in the correct use of the fire extinguisher and fire blankets?		
Has the procedure been documented?		
Is an operational fire alarm system installed in the building?		
Is there a back-up system?		
Is the fire alarm audible in all sections?		
Are fire drills held? Is this documented?		
Are evacuation routes diagrammed and posted?		
Are there clearly marked exits?		
Are all staff and the learners orientated to safety procedures?		
Are volatile chemicals and flammable solutions stored appropriately and in the right correct containers?		
Are detailed records of all accidents kept?		
Are policies altered to prevent recurrences?		
Are First Aid facilities available?		
Is the first aid box regularly checked and stocked?		
Do these boxes comply with the OHS Act		
Are sufficient persons qualified in First Aid? Is proof available?		
Are there eye-wash facilities available in all laboratories?		
If applicable is there an emergency shower available?		
Is suitable Personal Protective Equipment worn in all practical rooms?		
Is eating, drinking, smoking, application of make-up prohibited in laboratories?		
% Yes answers		

<b>Administrative support staff</b>	<b>YES/NO</b>	
Are the staff performing administration suitably qualified and trained?		
Is the finance department suitably administered?		

Is the marketing department suitably administered?		
Is the learner registration effective?		
Is the capturing of learner data accurate?		
Is effective communication with the learner facilitated?		
Are loans and bursaries available to learners?		
Is counselling available to learners?		
Do external moderators monitor exit level subjects?		
Are examiners in possession of a higher qualification than the learners?		
Are strict security measures maintained with external examinations?		
Do learners receive examination dates well in advance? (1 month)		
Are year marks available to learners at least 1 week before examinations?		
% Yes answers		

#### 15. ACTIONS/ RECOMMENDATIONS

AREA OF DEVELOPMENT	Responsible person
<b>RESOURCES</b>	
<b>ACADEMIC PROFILE</b>	
<b>SELECTION OF STUDENTS</b>	
<b>EXAMINATIONS</b>	

<b>FACILITIES</b>	
<b>EXPERIENTIAL LEARNING</b>	

<b>ADMINISTRATIVE SUPPORT</b>	

16. **FINAL RECOMMENDATION ON THE SUITABILITY OF THE TRAINING INSTITUTION IN THE TRAINING OF STUDENTS**

**AFTER CAREFUL CONSIDERATION, ASSESS IN ONE OF THE BOXES BELOW, THE ACCOMPLISHMENT OF THE TRAINING INSTITUTION IN FULFILLING THE MINIMUM STANDARDS:**

Very good	
Good	
Average/Satisfactory	
Unsatisfactory/below average	
Unacceptable	

17. **CONSENSUS FINAL COMMENTS AND RECOMMENDATIONS – TO BE SEPARATELY COMPILED BY THE CONVENOR. CONTENTS SHOULD BE NOT LESS THAN A THOUSAND WORDS.**