



**HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA**

**PROFESSIONAL BOARD FOR EMERGENCY CARE**

**HIGHER EDUCATION INSTITUTIONAL ANNUAL REPORT TEMPLATE**

**NAME OF INSTITUTION .....**

**APPROVED PROGRAMME/S .....**

**HEAD OF DEPARTMENT .....**

**HEAD OF PROGRAMME .....**

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### 3.2 EMPLOYEE PROFILE (NON-ACADEMIC)

Name	Position	Gender		Race				Appointment			Qualification		Enrolled for		Current employment		Promotion
		M	F	A	C	I	W	Permanent	FTC	Temp	Highest as of academic year of reporting	Conferred in academic year of reporting	M	D	Still employed	Resigned in academic year of reporting	Indicate if promoted in academic year of reporting

### **3.3 STAFF DEVELOPMENTS, INITIATIVES AND PROGRESS**

**Provide a detailed discussion on each academic staff member's development, initiatives and progress**

- **Conference attendance**
- **Workshop attendance**
- **Articles published**
- **Staff awards**
- **Teaching learning and assessment initiatives**
- **Courses completed etc**

**4. STUDENT PROFILE, STUDENT SUCCESS AND EXPERIENCE, RELEVANCY AND IMPACT OF ACADEMIC PROGRAMMES**

**Table 4.1: Students success and equity profile (subsidised undergraduate programmes)**

Students success & equity profile (subsidised undergraduate programmes) academic year of reporting														
Programme	Total number registered final year student academic year of reporting				number of graduates -				-	-	-	-	-	- year of reporting
	A	C	I	W	A	C	I	W	-	-	-	-	-	%

At Risk Modules (those modules which have experienced a significantly reduced pass rate or alternatively to maintain an adequate level of pass rate significant resources have been required)  
*Comments on challenges and remedial action taken*

PROGRAMME	Enrolled Year 1	Enrolled Year 2	Enrolled Year 3	Enrolled Year 4	Total programme headcount	Projected enrolment target for following year

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**5. STUDENT SATISFACTION**

*Each HEI can determine at their own discretion how this will be assessed as it may be in a quantitative or qualitative format. In the narrative for this subheading, reflect how this was assessed and the general findings.*

**6. GRADUATE EMPLOYABILITY AND/OR PLACEMENT**

*Report on the number of graduates employed within 3, 6 and 12 months post-graduation.*

**7. NON-HPCSA APPROVED ACADEMIC PROGRAMMES**

*Provide a list of other programmes and/or courses presented.*



**8. RESEARCH FOOTPRINT AND IMPACT**

**8.1 RESEARCH CAPACITY**

	<b>NUMBER OF GRADUATES</b>	<b>RESEARCH INTERESTS</b>
PhD Graduates		
Masters Graduates		
Bachelor's Degree Graduates		

**8.2 RESEARCH COLLABORATION**

*Please provide details of any collaborative research endeavours between your emergency care department and other departments of institutions.*

**8.3 RESEARCH/ POLICY OUTPUTS**

<b>OUTPUTS</b>	<b>CITATION/REFERENCE</b>	<b>DESCRIPTION/ABSTRACT</b>	<b>FINDINGS/RECOMMENDATIONS/IMPACT</b>
Peer reviewed publications			
Books/ Book Chapters			
Non-peer reviewed publications			
Patent			
Policy contributions			

Conference presentation (oral/poster)			
Other			

**8.4 Narrative**

*Reflect briefly on strengths, weaknesses, opportunities or threats to research promotion in emergency care in your institution/dept.*

**9. COMMUNITY ENGAGEMENT, STAKEHOLDER ENGAGEMENT AND REPUTATION MANAGEMENT**

**10. RESOURCE MANAGEMENT AND SUSTAINABILITY**

*Address the access to and use of the clinical training grant.*

**11. STRATEGIC LEADERSHIP, GOVERNANCE AND SUSTAINABILITY**

*Address the ten year plan and/or vision of the Department.*

**12. CLINICAL LEARNING**

*Provide an overview of clinical learning administration, institutional experiences and compliance to PBEC requirements. In the overview discuss challenges and achievements in relation clinical learning.*

*Provide a list of clinical learning sites where clinical training was undertaken in the reporting period*

**13. ANY ADDITIONAL COMMENTS**

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**SIGNATURE HEAD OF DEPARTMENT**

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**DATE**