Quality Review Framework

Composite Report

Mission Statement

"The Pre-Hospital Emergency Care Council protects the public by independently specifying, reviewing, maintaining and monitoring standards of excellence for the safe provision of quality pre-hospital emergency care"

Version History
(Please visit the PHECC website to confirm current version.)

Name: REP033 Quality Review Framework Composite Report V-1		
Version	**Date**	**Details**
1	Feb 2019	New Document

Table of Contents

Quality Review Framework Composite Report

1. Institution Details

Name	
Address	
Type of Organisation	
Profile	
PHECC Courses Delivered	
Higher Education Affiliation	

2. Review Details

Purpose	
Scope	
Date of the Desktop Review	
Date of On-site Review	
Quality Review Panel (QRP)	

3. Report Details

Draft report sent to Institution for feedback	
Final report sent to Institution	
Education and Standards Committee Approval	
Council Approval	
Report Compiled by	

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4. Review Activities

4.1 Meetings

Opening Meeting (add rows as required)		
Name	**Organisation**	**Role**
Closing Meeting (add rows as required)		
Name	**Organisation**	**Role**

4.2 Stakeholder Discussions

Name/Group	**Role** (add rows as required)

4.3 Document Review

The records and systems listed below were reviewed and discussed during the desktop and onsite reviews.

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4.4 Observation of Practice, Facilities and Resources

Practice – e.g. Course delivery, administration, clinical placement (add rows as required)	
Location	**Comments**

Facilities (add rows as required)	
Location	**Comments**

Resources – e.g. equipment, ICT, course material, etc (add rows as required)	
Location	**Comments**

5. Compliance Rating and Level

The Compliance Ratings (CRs) are designed to establish a baseline, measure ongoing progress and encourage CQI. Ratings are given on a five-point scale (0-4) against each component. To calculate the overall Compliance Level (CL) for the relevant quality standard:

1. Add the CR for each applicable component of the QS to get a total number.
2. Divide the total number by the number of applicable components to get the average.
3. Check for the compliance level on the matrix and record on the SAR (see 2.6.2.1 for example).

Rating	Level	Descriptor
N/A	Not Applicable – N/A	The standard is not applicable.
0 – 0.99	Not Met – NM	No evidence of compliance in the organisation.
1 – 1.99	Minimally Met – MNM	Evidence of a low degree of organisation-wide compliance.
2 – 2.99	Moderately Met – MDM	Evidence of a moderate degree of organisation-wide compliance.
3 – 3.99	Substantively Met – SM	Substantive evidence of organisation-wide compliance.
4	Fully Met – FM	Evidence of full compliance across the organisation.

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6. QRP Findings

6.1 Theme 1: Organisational Structure and Management

Quality Area	1.1 Governance	Level
Quality Standard	The institution has fit-for-purpose governance that ensures objective oversight, and clear lines of authority and accountability for all activities associated with PHECC-approved courses.	
	QRP Findings	
	Areas of Good Practice	
	Areas for Improvement	

Quality Area	1.2 Management Systems and Organisational Processes	Level
Quality Standard	The institution complies with all relevant legislation and cooperates with PHECC to meet its requirements.	
	QRP Findings	
	Areas of Good Practice	
	Areas for Improvement	

Quality Area	1.3 Continuous Quality Improvement	Level
Quality Standard	The institution has a proactive, systematic approach to monitoring, reviewing and enhancing education and training activities.	
	QRP Findings	
	Areas of Good Practice	

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Areas for Improvement		

Quality Area	1.4 Transparency and Accountability	Level
Quality Standard	The institution conducts its activities in an open and transparent manner, with appropriate feedback and feed-forward systems in place, with and between all relevant stakeholders.	
QRP Findings		
Areas of Good Practice		
Areas for Improvement		

6.2 Theme 2: The Learning Environment

Quality Area	2.1 Training Infrastructure	Level
Quality Standard	Courses are carried out in appropriate facilities and are sufficiently resourced to deliver training to the highest standards.	
QRP Findings		
Areas of Good Practice		
Areas for Improvement		

Quality Area	2.2 Student Support	Level
Quality Standard	A positive, encouraging, safe, supportive and challenging environment is provided for students.	
QRP Findings		
Areas of Good Practice		

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Areas for Improvement		

Quality Area	2.3 Equality and Diversity	Level
Quality Standard	There is a commitment to provide equal opportunities for students and personnel, in compliance with relevant equality legislation.	
QRP Findings		
Areas of Good Practice		
Areas for Improvement		

Quality Area	2.4 Internship/Clinical Placement	Level
Quality Standard	*INQEMT courses only:* Internship/Clinical Placement sites are appropriate to course content and the learning outcomes to be achieved	
QRP Findings		
Areas of Good Practice		
Areas for Improvement		

6.3 Theme 3: Human Resource Management

Quality Area	3.1 Organisational Staffing	Level
Quality Standard	The institution has sufficient, appropriately qualified and experienced personnel to maintain high-quality education and training activities.	
QRP Findings		
Areas of Good Practice		

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	Areas for Improvement	

Quality Area	3.2 Personnel Development	Level
Quality Standard	The institution takes a systematic approach to supporting and developing all personnel, ensuring they have the competencies to deliver high-quality education and training.	
	QRP Findings	
	Areas of Good Practice	
	Areas for Improvement	

Quality Area	3.3 Personnel Management	Level
Quality Standard	A systematic approach is taken to managing all individuals and groups engaged in education and training activities.	
	QRP Findings	
	Areas of Good Practice	
	Areas for Improvement	

Quality Area	3.4 Collaborative Provision	Level
Quality Standard	Appropriate contractual and quality assurance arrangements are in place with contracted staff.	
	QRP Findings	
	Areas of Good Practice	

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	Areas for Improvement	

6.4 Theme 4: Course Development, Delivery and Review

Quality Area	4.1 Course Development and Approval	Level
Quality Standard	A systematic approach is taken to course development and approval.	
	QRP Findings	
	Areas of Good Practice	
	Areas for Improvement	

Quality Area	4.2 Course Delivery – Methods of Theoretical and Clinical Instruction	Level
Quality Standard	Courses are delivered in a manner that meets students' needs and in accordance with PHECC guidelines.	
	QRP Findings	
	Areas of Good Practice	
	Areas for Improvement	

Quality Area	4.3 Course Access, Transfer and Progression	Level
Quality Standard	Course information is clear, and access is fair and consistent, with recognition of prior learning, as appropriate.	
	QRP Findings	
	Areas of Good Practice	

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Areas for Improvement		

Quality Area	4.4 Course Review	Level
Quality Standard	Courses are reviewed in a manner that allows for constructive feedback from all stakeholders.	
QRP Findings		
Areas of Good Practice		
Areas for Improvement		

Quality Area	4.5 Assessment and Awards	Level
Quality Standard	Assessment of student achievement is carried out in a fair and consistent manner, in line with PHECC assessment criteria.	
QRP Findings		
Areas of Good Practice		
Areas for Improvement		

7. Conclusion and Outcome

Rating	
Level	
Conclusion	

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