

Faculty of Pre-Hospital Care
The Royal College of Surgeons of Edinburgh

FPHC Endorsement Matrix E4.0

Venue:

1. Ease of access
2. Adequate parking
3. Adequate teaching space and facilities
4. Catering and refreshment facilities (if applicable)
5. Nearby accommodation (if applicable)

Equipment:

1. Adequate audio-visual equipment
2. Appropriate equipment for skill and scenario teaching for course content
3. Appropriate equipment for assessments

Candidates:

1. Clear pre requisite for candidates (appropriate candidates for knowledge and skill transfer)
2. Pre course materials provided to candidates a minimum of 4 weeks
3. Course programme provided to candidates
4. Clear assessment process explained including consequence of performance including resit procedure
5. Candidate feedback process and summation
6. Process for summation to be shared with instructors and copy sent to FPHC

Instructors:

1. Programme / Course Director / senior member of faculty holds DIMC or FIMC
2. Instructor identification, support and revalidation process
3. Instructors undergone medical education training
4. Instructors adequately skilled and experienced to teach skills
5. Instructor: candidate ratio 1:6
6. Two instructors present for each candidate assessment
7. Adequate faculty meetings
8. Steering group process with annual review of programme

Course materials:

1. Pre course materials appropriate
2. Pre course assessment appropriate
3. Teaching materials adequate e.g. slide set, skill station candidate & faculty notes
(copy to be sent with endorsement application)
4. Course timetable acceptable including appropriate lecture/discussion, skill station and scenario based learning
5. Adequate breaks
6. Adequate mentoring time
7. Appropriate assessments for knowledge and skills with ideally scenario based assessment
8. Clear instruction to candidates re assessment process

Item	Unsatisfactory	Satisfactory	Desirable
Venue:			
1. Ease of access	Difficult access for faculty & candidates	Acceptable access for faculty & candidates	Easily accessible for faculty & candidates
2. Adequate parking	No parking facilities	Adequate parking for faculty & candidates at teaching centre or nearby	Ample parking for faculty & candidates at teaching centre
3. Adequate teaching space and facilities	Insufficient teaching rooms or untimely distance between teaching rooms	Adequate teaching rooms in close proximity	Ample teaching rooms next to each other
4. Catering and refreshment facilities (if applicable)	No catering or refreshment facilities	Adequate catering and refreshments brought into teaching centre	Catering and refreshments on site
5. Nearby accommodation (if applicable)	No accommodation on site or nearby	Accommodation nearby	Accommodation on site
Equipment:			
1. Adequate audio-visual equipment	Insufficient or poor quality audio-visual equipment for all aspects of the course	Adequate quality audio-visual equipment for all aspects of the course	Adequate multimedia audio-visual equipment for all aspects of the course
2. Appropriate equipment for skill and scenario teaching for course content	Insufficient or poor quality equipment for all aspects of the course	Adequate quality equipment for all aspects of the course	Adequate quality and spare equipment for all aspects of the course
3. Appropriate equipment for assessments	Insufficient or poor quality equipment for assessment process	Adequate quality equipment for assessment process	Adequate quality and spare equipment for assessment process
Candidates:			
1. Clear pre requisite for candidates (appropriate candidates for knowledge and skill transfer)	No candidate selection process	Clear candidate selection process to ensure appropriate for course content and outcomes	Clear candidate selection process to ensure appropriate for course content and outcomes
2. Pre course materials provided to candidates a minimum of 4 weeks	No pre course materials provided	Manual or CD of material sent 4 weeks prior to the course	On line access to materials including text and linked assessment
3. Course programme provided to candidates	No course programme provided to candidates	Adequate course programme provided to candidates	Detailed course programme provided to candidates
4. Clear assessment process explained including consequence of performance including resit procedure	No explanation of assessment process explained including consequence of performance including resit procedure	Clear assessment process explained including consequence of performance including resit procedure	Clear assessment process explained including consequence of performance including resit procedure
5. Candidate feedback process and summation	No candidate feedback process and summation	Adequate candidate feedback process and summation document	Detailed candidate feedback process and summation document
6. Process for candidate feedback summation to be shared with instructors and copy sent to FPHC course mentor	No candidate feedback summation document	Candidate summation document compiled and shared with instructors and copy sent to FPHC mentor	Detailed candidate feedback summation document compiled, shared with instructors and copy sent to FPHC
Instructors:			
1. Programme / Course Director /senior member of faculty holds DIMC or FIMC	Programme, course director or senior member of faculty does not holds DIMC or FIMC	Programme, course director or senior member of faculty holds DIMC	Programme, course director or senior member of faculty holds FIMC
2. Instructor identification, support assessment and revalidation process	No Instructor identification, support assessment and revalidation process	Acceptable Instructor identification, support assessment and revalidation process	Well define and robust Instructor identification, support assessment and revalidation process
3. Instructors undergone medical education training	Instructors have not undergone medical education training	Some instructors have undergone medical education training	All instructors have undergone medical education training
4. Instructors adequately skilled and experienced to teach skills	Instructors are not adequately skilled and experienced to teach skills	Instructors are adequately skilled and experienced to teach skills	Instructors are specialists adequately skilled and experienced to teach skills
5. Instructor: candidate ratio 1:6	Instructor: candidate ratio is higher than 1:6	Instructor: candidate ratio is 1:6	Instructor: candidate ratio is lower than 1:6
6. Two instructors present for each candidate assessment	Not able to provide two instructors present for each candidate assessment	Able to provide two instructors present for each candidate assessment	Two instructors present for each candidate assessment with course director free to assist process
7. Adequate faculty meetings	No faculty meetings	Daily faculty meetings	Twice daily faculty meetings
8. Steering Group process with annual review of programme	No Steering Group process	Annual Steering Group process	Annual Steering Group process with ability to address urgent interim issues as they arise
Course materials:			
1. Pre course materials provided to candidates a minimum of 4 weeks	No pre course materials provided	Adequate pre course materials provided to candidates a minimum of 4 weeks prior to the course	Comprehensive on line pre course materials provided to candidates a minimum of 4 weeks prior to course
2. Pre course assessment appropriate	No pre course assessment process	Pre course assessment appropriate e.g. written paper brought to course	On line pre course assessment linked to on line text book / course manual
3. Teaching materials adequate e.g. slide set, skill station candidate & faculty notes (copy to be sent with endorsement application)	Poor quality teaching materials	Adequate teaching materials with appropriate slide set and informed candidate & faculty notes	High quality teaching materials e.g. slide set with faculty notes, skill station with well-informed candidate & faculty notes
4. Course timetable acceptable including appropriate lecture/discussion, skill station and scenario based learning	Unacceptable course timetable e.g. poor quality or too much emphasis on lectures	Acceptable course timetable: sufficient balance between lectures and skill stations	Well devised course timetable with multimodality teaching including discussions, skill stations & simulation training
5. Adequate refreshment breaks	Inadequate refreshment breaks	Adequate number of refreshment breaks	Adequate number of sufficient length refreshment breaks
6. Adequate mentoring time	No mentoring time	At least one mentoring session per day	Multiple mentoring sessions per day
7. Appropriate assessments for knowledge and skills with ideally scenario based assessment	Poor assessment process	Appropriate assessments: Assessors knowledge and skill acquisition	Detailed assessments assessing knowledge and skill acquisition including scenario based assessment
8. Clear instruction to candidates re assessment process	No instruction to candidates re assessment process	Clear instruction to candidates re assessment process	Clear instruction to candidates re assessment process