**The Royal College of Surgeons of Edinburgh**

**FPHC Endorsement Assessment Matrix E4.0: See for matrix grid guidance**

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| **Item for Assessment** | **Requires Improvement** | **Satisfactory** | **Desirable** |
| **Venue:** |  |  |  |
| 1. Ease of access for all participants | Difficult access for faculty & candidates | Acceptable access for faculty & candidates | Easily accessible for faculty & candidates |
| 2. Adequate parking and/or access to public transport | 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 requirements for candidates’ previous background/training (to ensure 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 before course starts | 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 a minimum of 4 weeks before course starts | 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 and copy available (on request) to FPHC | No candidate feedback process and summation | Adequate candidate feedback process and summation document | Detailed candidate feedback process and summation document |
| 6. Process for summation of candidates’ feedback to be shared with instructors and copy available (on request) to FPHC | 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. Course Convener holds DIMC, FIMC or equivalent and is involved in review and governance processes | 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. Documented Instructor identification, support and revalidation process | No Instructor identification, support assessment and revalidation process | Acceptable Instructor identification, support assessment and revalidation process | Well defined and robust Instructor identification, support assessment and revalidation process |
| 3. Instructors completed medical education training (in house/external) | 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 appropriate | 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 engaged in final candidate assessments | 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, allowing appropriate mentoring/guidance of candidates, during course | No faculty meetings | Daily faculty meetings | Twice daily faculty meetings |
| 8. Director report produced at the end of each course and copy available (on request) to FPHC |  |  |  |
| 9. Documented 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 appropriate | No pre course materials provided |  |  |
| 2. Pre-course assessment appropriate (if applicable) |  |  |  |
| 3. Evidence of the use of multi-modality teaching and learning techniques |  |  |  |
| 4. Teaching materials adequate e.g. slide set, skill station candidate & faculty notes |  |  |  |
| 5. Course timetable acceptable including appropriate lecture/discussion, skill station and scenario-based learning |  |  |  |
| 6. Course content mapped to FPHC Competency Framework |  |  |  |
| 7. Policies exists for legal and professional considerations such as public liability insurance, GDPR, instructor registration and maintenance of patient confidentiality |  |  |  |
| 8. Sponsorship issues addressed by policies on declaration of potential conflicts of interest or external sponsorship |  |  |  |
| 9. Adequate breaks |  |  |  |
| 10. Adequate mentoring time |  |  |  |
| 11. Appropriate assessments for knowledge and skills with, ideally, scenario-based assessment |  |  |  |
| 12. Clear instruction to candidates on assessment processes |  |  |  |