

**Quality Assurance self-assessment questionnaire for individual courses**

**Guidance Notes:**

Self evaluation is a critical element of quality assurance and should demonstrate that skills providers meet intended outcomes and demonstrate how areas for improvement are dealt with.

A named person i.e. the person responsible for the skills session or course should undertake the self-assessment using this proforma.

The proforma should be completed with a rating for each principle of met or not met.

Where the principle is not met and improvement is required a statement of action to be taken should be made with a stated date for review.

 Self Assessment Proforma:

 Reviewer: Name: Job Title:

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| **PRINCIPLE** | **ACHIEVED RATING****MET OR NOT MET AS APPROPRIATE ✓** | **SKILLS PROVIDERS** **EXAMPLE OF EVIDENCE** |
| 1.Practice/simulated practice environments are supportive, safe and appropriate for the activity undertaken. | Met Not Met  |  |
| 2. Mentors/Facilitators of Practice are appropriately qualified,provide high standards of skills teaching and engage in Continuing Professional Development. | Met Not Met  |  |
| 3. Learning opportunities are well organised with a clear set of outcomes/objectives for the course/session. | Met Not Met  |  |
| 4. Practice/Simulated practice teaching is under pinned by evidence and best practice. | Met Not Met  |  |
| 5. Reliable and validated protocols are used to assessperformance. | Met Not Met  |  |
| 6. Debriefing - feedback are incorporated to promote saferehearsal and consolidation of skills. | Met Not Met  |  |
| 7. To enhance quality a range of multi-service feedback mechanisms are in place and used to refine the course/session. | Met Not Met  |  |
| 8. Communication Systems are in place between skills providers and relevant stake-holders e.g. Educational Institutions/NHS Scotland/ Professional Organisations. | Met Not Met  |  |
| 9. Practice/ Simulated Practice Learning is principle based and courses/sessions are mapped against KSF/SCQF/NOS/Tomorrows Doctors or other national competencies. | Met Not Met  |  |
| Areas Identified for improvement:Action:Date of Review: |   |  |