

**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 assess  performance. | Met Not Met |  |
| 6. Debriefing - feedback are incorporated to promote safe  rehearsal 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: |  |  |