# Appendix IV - HSeLanD Digital Programme Review Sheet & Guidelines

**HSeLanD Digital Programme Review Sheet & Guidelines**

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| **Programme Title:**  |
| **Reviewer Name:** |  |
| **Date of Review** |  |

**General Comments**

*Enter your general comments here about the changes to be made to the programme:*

**Programme Wide Updates**

*Enter details of programme wide changes to be made e.g. change of term throughout the programme*

**Module/Topic**:

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| Page Title | Reviewer Updates | Additional resources | Priority (H/M/L) |
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Programme Reviewer Guidelines

As the nominated Programme Reviewer, you need to complete a Review Sheet for the E-Learning programme and return it to the Health Services Project Lead.

You should, where possible, return the Review Sheet within 3-4 weeks of receiving it from the Project Lead. There may be more than 1 reviewer nominated to review the E-Learning programme. Your review comments will be collated into a consolidated Review Sheet by the Health Services Project Lead.

Please ensure you put a priority level against each suggested content update. This information will be used to prioritise content updates and help with budgeting for the necessary programme updates.

If there are general changes to be made across all sections of the programme e.g. use of terminology throughout the programme, this can be mentioned once only in the *Programme Wide Updates* section.

When the content changes have been implemented, you may be asked to provide feedback on the updated programme before it goes live.

Your review should cover, as a minimum:

1. **Legislation:** Have there been any legislation updates since the date of the last review which impacts on the accuracy/relevancy of the content?
2. **Policy, Procedures and Guidelines**: Have there been any national or local changes to policies, procedures or guidelines since the date of the last review that impacts on the accuracy/relevancy of the content?
3. **Organisational Structure**: If there are any organisational structures, roles, or named individuals mentioned in the programme, are they still accurate/relevant?
4. **Evidence / best practice:** Is there new documented evidence or best practice that needs to be reflected in the programme content?
5. **Learning Outcomes:** Does the programme still achieve the documented learning outcomes? Are the learning outcomes still relevant?
6. **6 month Learner Evaluation Feedback:** How satisfied/dissatisfied are learners with the programme based on the results of the learner feedback forms? What are the suggested improvements to the programme? Are they relevant, valid or realistic? How have learners being putting their learning into practice? Are the results what you would want to see and within good to excellent parameters?

If less than satisfactory, what improvements could be made to the programme?

1. **HSeLanD Support Desk**: What queries have been raised with the HSeLanD support desk? Do they consistently relate to any areas of the programme which may need to be updated?
2. **Assessment:** Is the assessment approach still relevant? Are any questions consistently posing difficulties for learners? Consider why this may be the case? Is the content being explained adequately? Access any available reports/information from HSeLanD.
3. **Completions:** What % of learners are completing the programme? If <50% you may need to carry out some interviews with learners to assess why they are not completing the programme to plan how you might update the content.
4. **Feedback from local training/CNME/L&D units:** Consider gathering feedback on the programme from local training/L&D units who may be providing support to local learners. You may want to gather feedback from a general email or design a short questionnaire.
5. **CPD Requirements**: Have there been any updates to relevant CPD requirements that may suggest for example addition of new materials or an additional or modified assessment approach.