

Procedure on Programme Monitoring and Review

Policy Procedure Protocol Guideline

Office of the Nursing and Midwifery Services Director (ONMSD): Consortium of Centres of Nursing and Midwifery Education (CCNME)

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1.0 Purpose

To provide a guiding framework to conduct an annual monitoring and review of QQI validated programmes of education in order to establish:

- That programme remains appropriate, and to create a supportive and effective learning environment;
- That the programme achieves the objectives set for it and responds to the needs of learners and the changing needs of society;
- The learner workload is appropriate to the intended award;
- Learner progression and completion rates;
- Effectiveness of procedures for the assessment of learners;
- Requirements for updates of the programme content; delivery modes; teaching and learning methods; learning supports and resources; and information provided to learners;
- Need to update external stakeholders relevant to the programme(s);
- Requirement to review quality assurance arrangements that are specific to that programme.

2.0 Procedure

The CCNME has adapted the QQI Provider's Programme Monitoring Review and Evaluation Report Template to initiate a programme monitoring review and evaluation report. This will be completed by the Programme Committee at the end of Programme Certification. The report will subsequently be communicated to each Programme and Academic Committee for reporting, recommendation and action plans required. The Process Flow Chart will demonstrate the bottom up and top down approach to how this will be conducted.

2.1 CCNME Programme Team

2.1.1 The Programme Team in each centre will include the accompanying documentation with the completed Report as recommended by QQI (Programme Review Manual 2018)

- exam papers;
- external examiners/authenticators reports;
- learner feedback, survey, complaints and appeals reports;
- monitoring reports on the programme;
- annual evaluation reports;
- amendments to the programme since it was most recently validated.

2.1.2 Learner programme evaluation

2.1.2.1 Learner programme evaluation questionnaires will be distributed to learners via hardcopy or an online platform for collation of quantitative and qualitative information;

2.1.2.2 Learners will be informed of the programme evaluation questionnaire during the programme, including the reason for collating the information and reminders to take part;

2.1.2.3 Collated feedback will inform the annual programme report.

2.1.3 Facilitator programme evaluation

- 2.1.3.1 Facilitator programme evaluation questionnaires are provided to programme facilitators for collection of quantitative and qualitative information;
- 2.1.3.2 Collated feedback will inform the annual programme report.
- 2.1.4 Clinical Assessors evaluation
- 2.1.4.1 Clinical Assessors evaluation questionnaires will be distributed for collation of quantitative and qualitative information;
- 2.1.4.2 Collated feedback will inform the annual programme report.
- 2.1.5 Ongoing Provider Programme Monitoring Review and Evaluation Report
- 2.1.5.1 The Programme Coordinator completes all elements of the CCNME Providers Programme monitoring review and evaluation following the programme certification. This review shall be a self-evaluation of the programme;
- 2.1.5.2 The review process will be based on information collated by the Programme Coordinator relating to each programme. This information will include:
- Programme overview
 - Learner feedback
 - Facilitator and /or Clinical Assessor feedback.
- 2.1.5.3 CCNME Programme Team meetings are held at a minimum twice during the programme and will have the responsibility for regular, ongoing systematic monitoring of programme quality and will involve learners and relevant stakeholders closely involved in the delivery of the programme. The outcome of these meetings will inform the Programme Monitoring Review and Evaluation Report.
- 2.1.5.4 Following programme review, recommendations for programme improvement will be clearly identified and a programme improvement plan devised, this will include:
- A clear statement of the problem requiring action;
 - The action to be taken to address the problem;
 - The timeframe for implementation;
 - The person responsible;
 - The review date.
- 2.1.5.5 Following compilation, the Programme report including a programme plan will be presented to the CCNME Programme Committee

2.2 Programme Committee

- 2.2.1 The Programme Committee will receive the Programme Team Report and accompanying documentation including evaluation reports from all Programme Teams delivering the Validated Programme;
- 2.2.2 Report will be benchmarked against QA Standards, Programme Validation, previous recommendations and action plans (if relevant);
- 2.2.3 Monitor the implementation of quality assurance and improvement plans;

- 2.2.4 Review implementation of policies and regular reporting mechanisms, and processes for feedback and review in relation to all programmes;
- 2.2.5 The Chairperson of the Programme Committee reviews the individual reports together with the programme coordinators from each Centre;
- 2.2.6 The collated completed report will then be submitted to the Chairperson of the Programme Board.

2.3 Academic Council Committees

- 2.3.1 The Programme Board will communicate the CCNME Programme Monitoring review and Evaluation report to all other Academic Committees and the Board of Examiners;
- 2.3.2 Programme Board will collate recommendations from all Academic Committees and Board of Examiners and forward to Quality Enhancement Committee;
- 2.3.3 The Quality Enhancement Committee will review all Committee reports and will then analyse the data and make any recommendations that are required from a quality enhancement perspective and where required review of QA or PPPG's;
- 2.3.4 The Quality Enhancement Committee will forward the report to the CCNME Academic Council.

2.4 Academic Council

- 2.4.1 Academic Council will review the report;
- 2.4.2 A Final Report will be agreed with recommendations and actions plans for subsequent programmes;
- 2.4.3 Recommendations will also be put forward for QA and PPPG review and for the QQI Annual Quality Report and Cyclical review;
- 2.4.4 Recommendations and Action Plans will be communicated to the Academic Committees, Programme Committees and Programme Teams.

3.0 Document Control

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	V.1.0	04/11/2022
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Supporting Documentation	<ul style="list-style-type: none"> • Hounsell, D. (2009). The evaluation of teaching. In: Fry, H., Ketteridge, S., and Marshall, S., eds. <i>A handbook for teaching and learning in higher education: enhancing academic practice</i>. 3rd ed. New York: Routledge. • McMahan, T., Barrett, T. and O'Neill, G. (2007). Using observation of teaching to improve quality: finding your way through the muddle of competing conceptions, confusion of practice and mutually exclusive intentions. <i>Teaching in Higher Education</i>, 12(4), pp.499–511. 	

	<ul style="list-style-type: none"> • Quality and Qualifications Ireland (QQI). (2022). <i>Programme Review Manual. A Guide for Providers on HET Programme Review and Revalidation</i>. Dublin: Quality and Qualifications Ireland. • Strong, J., Mattick, L., McManus, M., Matthews, K. and Foster, J. (2008). <i>Self-review for Higher Education Institutions: Experiences from the University of Queensland</i> [online]. Available from: https://www.aqa.ac.nz/sites/all/files/AUQA.pdf [accessed 30 January 2022].
Related Policies & Procedures	<ul style="list-style-type: none"> • Procedure on Internal Verification as part of the Authentication Process (FET) [PDF, 4 Pages] • Policy on External Authentication (FET) [PDF, 6 Pages] • Procedure on External Authentication (FET) [PDF, 4 Pages] • Policy and Procedure on Board of Examiners: Results Approval Panel [PDF 6 Pages] • Policy on External Examination (HET) [PDF, 10 Pages] • Procedure on the Process of Board of Examiners Meetings for QQI HET Validated Programmes [PDF, 8 Pages]
Related Resources	<ul style="list-style-type: none"> • Learner Evaluation Form • Programme Facilitator Evaluation Form • Clinical Assessors Evaluation Form • Programme Review Report Template

Appendix 1 CCNME Provider Monitoring Review and Evaluation Process Flow Chart

