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Governance framework for the Portfolio Route

The MACP is the national member organisation (MO) of the International Federation of Orthopaedic Manipulative Physical Therapists (IFOMPT); the only recognised specialist musculoskeletal subgroup of the World Confederation of Physical Therapists (WCPT). All routes to full membership of the MACP, including the Portfolio route, must comply with the requirements set out by IFOMPT within the Educational Standards Document (2016). See Figure 1 below for overview of the Governance Framework.

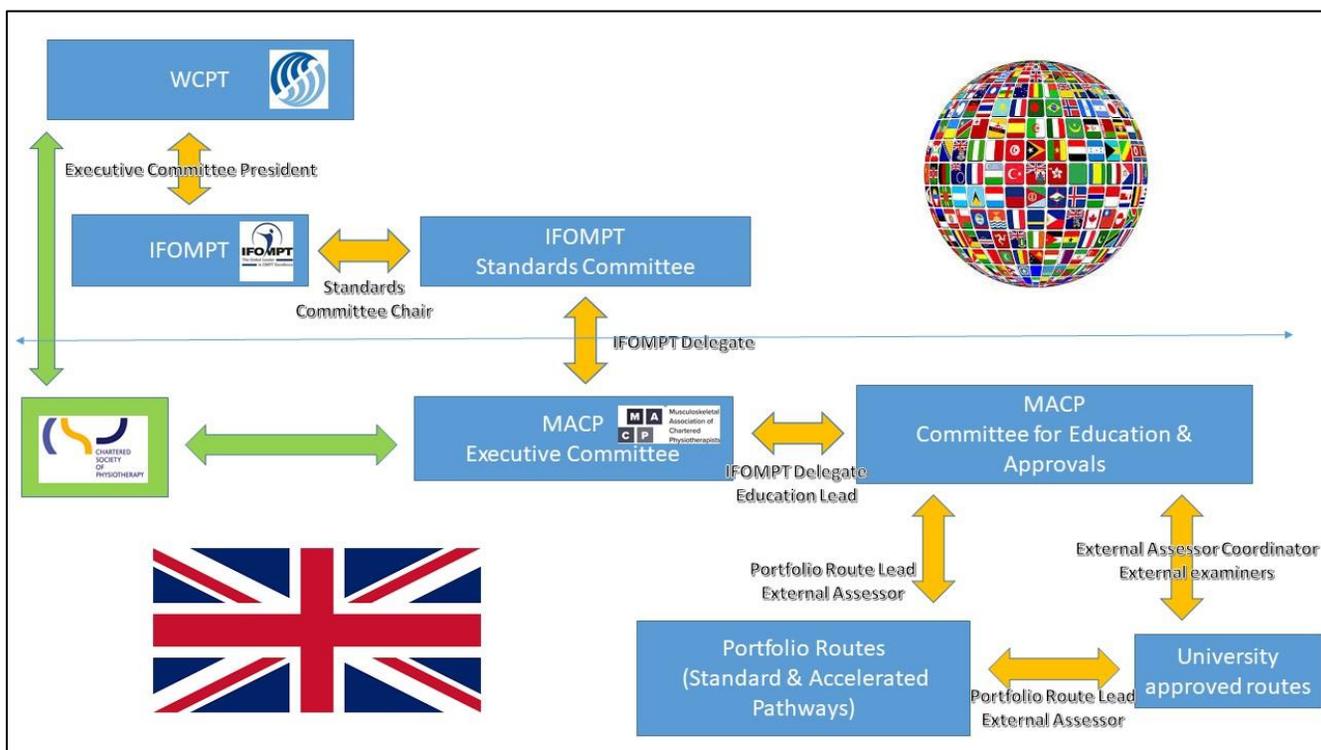


Figure 1: Governance Framework and relationship with parent body, IFOMPT and WCPT

International Monitoring

IFOMPT initiated formal international monitoring of educational programmes approved by MOs (the MACP for the United Kingdom (UK)) in 2004, to ensure they satisfy and continue to meet internationally agreed IFOMPT Educational Standards in musculoskeletal physiotherapy. Periodic review enables international standards to be reviewed by all MOs and to reflect currency in the requirements of routes leading to membership. The MACP is currently undergoing its 4th submission for international monitoring. (See Appendix 1)



IFOMPT International Monitoring summary.pdf

UK Member Organisation: MACP

The MACP is the UK MO of IFOMPT. It is the responsibility of the MACP Executive Committee, through its associated committee (Committee for Education and Approval) to operationalise the Educational Standards in the UK (4 home nations).

Objectives of the Committee for Education and Approval

The overall aim of the CEA is to operationalise and monitor standards for eligibility for all routes leading to membership of the MACP and to provide ongoing monitoring of those standards.

The objectives of CEA are to:

- i. maintain the currency of the standards set for eligibility for routes leading to membership of the MACP
- ii. monitor the quality of existing approved routes that provide a route to MACP membership
- iii. withdraw recognition of MACP membership where standards of approved or accredited routes are not being achieved
- iv. manage the approval process, updating guidelines and requirements at regular intervals
- v. provide support and guidance for new routes seeking approval recognition as a route to MACP membership
- vi. evaluate new routes seeking recognition as a route to MACP membership and determine approval
- vii. maintain up to date information on all routes providing routes to MACP membership
- viii. provide guidance and support to MACP route team advisors, route scrutineers and external assessors
- ix. recommend recognised route team advisors, route scrutineers and external assessors
- x. liaise with routes to identify suitable route team advisors, route scrutineers and external assessors

- xi. encourage and support clinical mentorship
- xii. to ratify recommendations from the Portfolio Route lead on eligibility for membership
- xiii. to support Portfolio Route lead in route management, including assessment process, appeals, complaints (Appendix 7), decisions regarding Pathway eligibility, Portfolio Route assessor training etc.
- xiv. submit a CEA report to the MACP Executive Committee for each Executive Committee meeting
- xv. submit an annual CEA report to the MACP membership for the AGM.

Guidance on planning a route leading to MACP membership or re-validation of an existing route

We welcome new routes and are keen to facilitate and offer support during this process- a member of the CEA or another appropriate MACP member will be allocated to support you in the early stages of development.

The CEA strongly encourages course teams to engage with CEA in the early stages of course planning, to facilitate development of the route, in line with the MACP operationalisation of the IFOMPT dimensions.

The CEA will appoint two MACP scrutineers, one of these to act as a 'critical friend' and both to assess the final documentation. The scrutineers will formally raise any issues or concerns on submission (Appendix 2) (if these issues have not been addressed in the development of the course). The role of the scrutineers is to inform and advise the CEA of the suitability of the course. See Figure 2.

- a. The scrutineers are empowered to make a decision regarding course approval subject to final confirmation by the CEA. They will submit completed reports to the CEA and the Course Leader.
- b. If the course is approved, an External Assessor will be appointed, and will monitor the course on an annual basis (using the appended form – Appendix 3). Approval will remain valid subject to satisfactory annual review.
- c. In the event of scrutineers being unable to recommend approval of the course, they will present their findings at the next available CEA meeting for guidance. The results of this discussion will be relayed to the course team.
- d. Once the course has been approved as a route to membership of the MACP, the CEA will hold a copy of the course documentation.
- e. Where an existing route comes to re-validation, submission of new course documentation and IFOMPT dimension mapping document should be submitted to the CEA as part of the process. Ideally this is at the point of re-validation or where minor changes are made to existing curriculum this can be incorporated in the annual monitoring process.

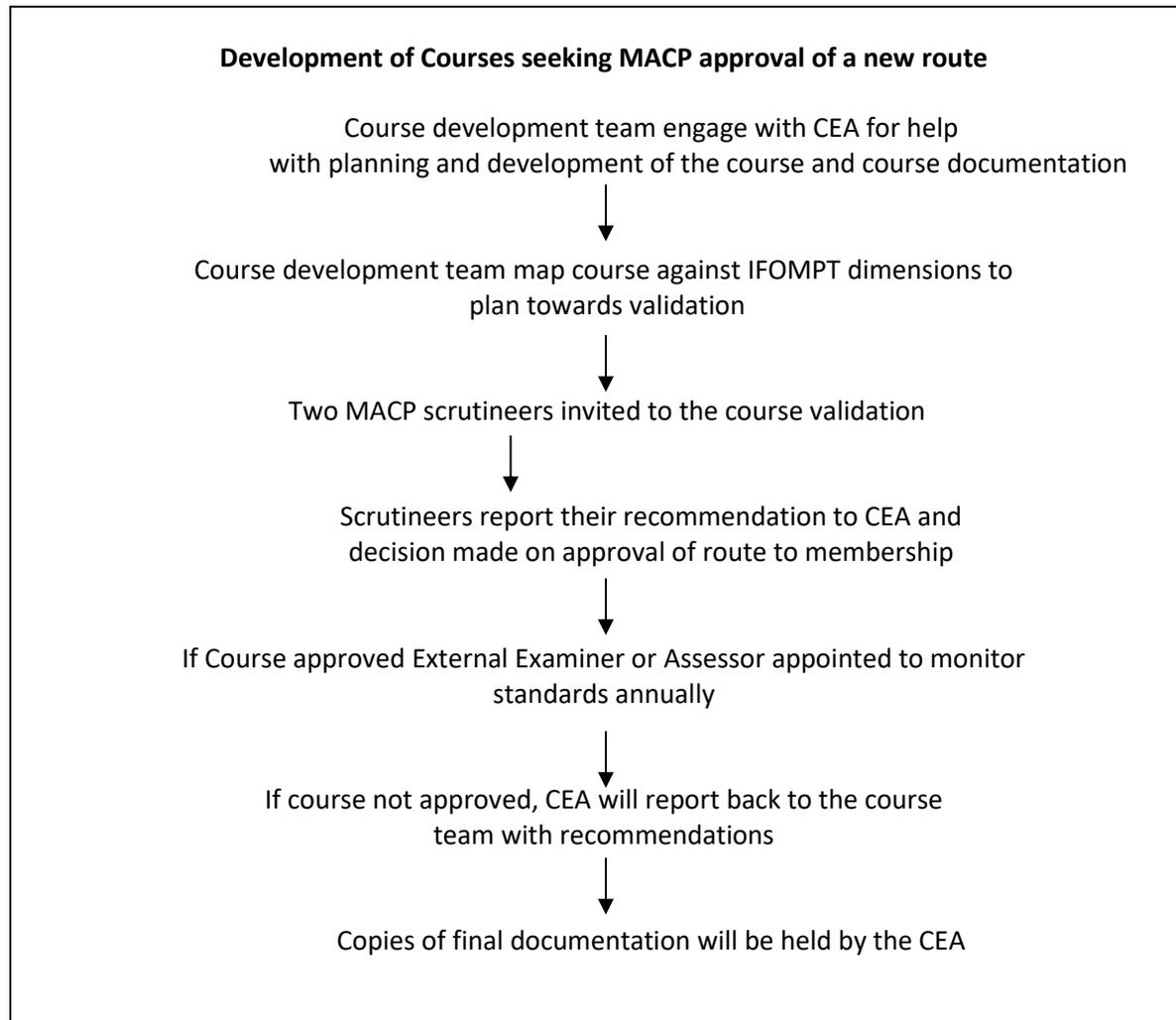


Figure 2. Development of Courses seeking MACP approval of a new route

National Monitoring: CEA Monitoring of Approved Courses

Each University course will have an External Examiner appointed to monitor the standards of the course. The term of office of the External Examiner will be dictated by the relevant University. The External Examiner may or may not be a member of the MACP.

If the External Examiner fulfils the criteria of an MACP External Assessor (Appendix 4) then that person may act as the MACP External Assessor in addition to the role of External Examiner. The course leader must notify the CEA of the name and contact details of the External Examiner. The CEA can advise on the suitability of a proposed External Examiner.

If the External Examiner is not eligible to act as the MACP External Assessor then the course leader must request CEA to appoint an External Assessor. The assessor monitors the course and from the annual report submitted in October the CEA Committee either approve ongoing validation or advise the CL of conditions that have to be met within a given time period to enable ongoing validation. The term of office for an External Assessor will normally be for a period of 4 years or 4 cohorts of students.

The role of the External Assessor is primarily to ensure the theoretical and clinical standards are satisfactory at MACP level. They will monitor the:

1. standards of any relevant coursework
2. organisation of clinical education
3. quality of clinical placements
4. suitability of clinical educators
5. standard of clinical examination
6. overall quality of the course
7. quality of the educational experience
8. fulfillment of IFOMPT Standards

It is suggested that the minimum requirement of the External Assessor is:

- a visit to a practical examination per term of office
- a visit to a clinical examination per cohort
- to monitor the standard of each piece of coursework, by seeing the scripts across a range of marks and all failures
- to provide the course leader and the Chair of CEA with a written annual report using the guidelines provided by CEA (Appendix 3). This must normally be completed for consideration at the November meeting.
- attendance at the CEA Course Leader, External Assessor Study Days

An External Assessor will receive travel expenses, payment for time and accommodation expenses from the institution or route. It is suggested that the payment for time will be given on receipt of the annual report.

An External Assessor serving also as the External Examiner will receive the University's agreed travel and accommodation expenses. Within this process of external monitoring the course leader is responsible for:

- notifying the External Assessor/ of forthcoming practical and clinical examinations

- providing the External Assessor/ with the assessment details, marking guidelines, and marks of the whole cohort as well as the sampling of student work
- providing the External Assessor with all relevant documentation including details of the tutors and examiners.
- notifying the MACP membership secretary of all successful students who become eligible for partial or full membership of the MACP following each examination board or equivalent
- replying, in writing to the External Assessor/ (with a copy to the Chair of CEA) the responses of the course team to the External Assessors report

Criteria for MACP External Assessors and Scrutineers

Physiotherapists who may be considered to act as a scrutineer on behalf of the CEA must normally fulfill the following requirements:

- be a full member of the MACP.
- have an understanding of the requirements of membership for IFOMPT.
- hold a higher degree at least equivalent to the route being assessed.
- have formal teaching and examining experience in musculoskeletal physiotherapy.
- have some experience in course development and validation, or as a course team member.
- preferably have prior experience as an External Examiner for relevant health professional courses.

The CEA will offer guidance and support to any member who wishes to act as a scrutineer or External Assessor.

Route Requirements for MACP Approval

Applicants will normally be expected to comply with the University's entry requirement for graduate study, which normally includes a first qualification in physiotherapy (BSc or MSc pre-registration). All applicants must have HCPC Registration and appropriate professional liability (PL) insurance such as through CSP membership, (if insurance is via another professional bodies insurance it must be equal to the level offered by the CSP).

In addition, applicants will:

- normally have postgraduate clinical experience in musculoskeletal physiotherapy.
- show evidence of continuing professional development (CPD) in the manipulative/musculoskeletal physiotherapy field

In accordance with IFOMPT guidelines the course will contain a minimum of:

- 200 hours of *direct contact theoretical learning, based on IFOMPT 2008 dimensions.
- 150 hours of *direct contact of theory and practical skills
- 150 hours of mentored clinical practice

** Direct contact equates to direct contact with the route-specified learning material.*

The team delivering the course must include MACP tutors and examiners for the delivery and monitoring of manual therapy skills, clinical reasoning and associated theoretical knowledge and understanding. The clinical placement lead/mentor must be a full member of the MACP.

There must be assessment of all aspects of manipulative/musculoskeletal physiotherapy encompassing theoretical and clinical components.

Candidates must successfully complete all aspects of the course that provide approval.

Constitution of the Committee for Education and Approval

1. Title

The title shall be 'Committee for Education and Approval' hereinafter termed the CEA. The CEA is a sub-committee of the MACP executive. The MACP is a recognised professional network of the Chartered Society of Physiotherapy (CSP) and is part of the Neuro-musculoskeletal Alliance. The MACP is also recognised as a MO of the International Federation of Orthopaedic Manipulative Physical Therapists (IFOMPT). IFOMPT is a clinical sub group of the World Confederation for Physical Therapy (WCPT).

2. Aims and objectives

2.1 The overall aim of the CEA is to operationalise and monitor standards for eligibility for all routes leading to membership of the MACP and to provide ongoing monitoring of those standards. See Appendix 5 for Terms of Reference)

2.2 The objectives of CEA are to:

- i. maintain the currency of the standards set for eligibility for routes leading to membership of the MACP
- ii. monitor the quality of existing approved routes that provide a route to MACP membership
- iii. withdraw recognition of MACP membership where standards of approved or accredited routes are not being achieved
- iv. manage the approval process, updating guidelines and requirements at regular intervals
- v. provide support and guidance for new routes seeking approval recognition as a route to MACP membership
- vi. evaluate new routes seeking recognition as a route to MACP membership and determine approval
- vii. maintain up to date information on all routes providing routes to MACP membership
- viii. provide guidance and support to MACP route team advisors, route scrutineers and external assessors
- ix. recommend recognised route team advisors, route scrutineers and external assessors
- x. liaise with routes to identify suitable route team advisors, route scrutineers and external assessors
- xi. to maintain a directory of approved External Assessors and support the develop of others within the membership through training and mentorship
- xii. encourage and support clinical mentorship
- xiii. to ratify recommendations from the Portfolio Route lead on eligibility for membership
- xiv. to support Portfolio Route lead in route management, including assessment process, appeals, complaints, decisions regarding Pathway eligibility, Portfolio Route assessor training etc.
- xv. submit a CEA report to the MACP Executive Committee for each Executive Committee meeting
- xvi. submit an annual CEA report to the MACP membership for the AGM.

3. Committee membership

- 3.1 The CEA shall consist of a minimum of 9 members.
- 3.2 The Officers: Education Lead Chair (with an affiliation to a UK University and/or PhD) and designated Vice Chair, Administrator, Portfolio Route Lead, External Assessor Coordinator, IFOMPT Officer, Course Lead Representative, External Examiner/Assessor Representative, Clinical Mentor Representative.
- 3.3 CEA representative members will be sought from the MACP membership. Notification of vacancies will normally be distributed to the membership by email. Standard nomination forms will be completed and then received and reviewed by the Chair and Vice-Chair for election by the CEA Committee.
- 3.5 All members of the CEA will be required to return all MACP property within one month of completion of their term of office - as designated by the Chair or Vice Chair of the committee at the time of resignation / end of term of office.
- 3.6 The Vice Chair shall normally be elected by the CEA from that Committee's membership or sought from the MACP membership at the discretion of the MACP Chair and CEA Chair.
- 3.7 All CEA members may normally serve for a 3 year period, following which they shall be eligible for re-election for a further 3 year period providing that their total term of service does not exceed 6 years. In extraordinary circumstances the maximum term may be extended by a further 2 years following agreement by the CEA Committee.
- 3.8 The committee may co-opt up to two members as appropriate.
- 3.9 Route team advisors, route scrutineers, external assessors will be recommended by the CEA.

4 Roles and Responsibilities

- 4.1 The CEA is accountable to the membership of the MACP and the MACP Executive Committee and empowered to conduct the affairs of the CEA on behalf of the members.
- 4.2 A quorum shall be four members, which must include the Chair or Vice-Chair. If neither the Chair nor Vice-Chair are able to attend, the meeting will be cancelled.
- 4.3 It will be the duty of the Chair, at the discretion of the CEA, to:
- i. chair CEA meetings
 - ii. be the official spokesperson of the CEA
 - iii. facilitate the work and progress of the CEA
 - iv. submit a written CEA report to each MACP Executive meeting
 - v. liaise effectively with the MACP Executive Committee
 - vi. submit written annual report of CEA activities to the MACP membership for the AGM.
 - vii. liaise with the IFOMPT Officer in producing international monitoring documentation for IFOMPT as required.

- 4.4 It will be the duty of the Vice Chair to work alongside the Chair and act as an alternate when necessary.
- 4.5 It will be the duty of the MACP administrator to:
- i. notify members of the time, date and place of CEA meetings
 - ii. prepare, together with the Chair, the agenda (Appendix 6) for meetings circulated two weeks in advance
 - iii. circulate correspondence on behalf of the CEA
 - iv. record minutes of the CEA and circulate to the Chair within 10 working days
 - v. once minutes agreed by Chair, to then circulate to CEA members within one month of the meeting
 - vi. maintain an up to date register of CEA members
 - vii. maintain an up to date database of all approved routes providing full membership to the MACP
 - viii. keep safe custody of all correspondence, records, archives and other manuscripts of the CEA
 - ix. Update Website as appropriate
- 4.6 It will be the duty of the Portfolio Route Lead to:
- i. Manage and scrutinise the portfolio applications in line with CEA/IFOMPT educational standards document
 - ii. report to CEA the outcome of submissions
 - iii. monitor the Portfolio Route to membership and its processes and to propose improvements, as necessary, to the CEA
 - iv. ensure that the candidates requiring placements are provided with the current method of accessing the MACP clinical placement organiser and examiners.
 - v. ensure an External Assessor is in post to scrutinise the portfolio route to membership
 - vi. liaise with MACP administrator regarding approved portfolios
 - vii. liaise with CEA regarding all queries and quality assurance issues e.g. concerns regarding eligibility for Portfolio Route Pathways, complaints, appeals etc.
- 4.7 It will be the duty of the External Assessor Coordinator to:
- i. liaise with route development teams and facilitate the appointment of MACP advisors
 - ii. liaise with external assessors in the submission of the annual report
 - iii. disseminate the annual reports to CEA members for review
 - iv. recommend potential advisors, scrutineers and external assessors
 - v. facilitate identification of a suitable advisor, scrutineer and assessor to a particular route
 - vi. monitor and update the external assessor annual proforma
 - vii. maintain the CEA documentation (and on MACP website) in relation to advisors, scrutineers and external assessors in preparation for IFOMPT monitoring.
- 4.8 It will be the duty of the IFOMPT Officer to:

- i. liaise with MACP Executive Committee
- ii. maintain CEA documentation in line with IFOMPT guidelines
- iii. facilitate CEA discussion on interpretation of IFOMPT guidelines
- iv. facilitate with the Chair, the IFOMPT International Monitoring process of the MACP.
- v. prepare IFOMPT documentation in liaison with the Chair

4.9 The nominated Course Lead Representative, External Examiner/Assessor Representative, Clinical Mentor Representative will have joint responsibility to:

- i. update clinical mentor information on the MACP website
- ii. coordinate and facilitate the development of new clinical mentors and the use of a buddy system
- iii. update CEA documentation on clinical mentorship
- iv. Plan, organise and run annual training for Course Leader/External Assessor and clinical mentors.

5. CEA Meetings

5.1 The CEA will meet at least twice a year, to include one meeting in November each year.

5.2 The November meeting will normally:

- i. review CEA roles, elect a new chair or vice chair as necessary
- ii. monitor the annual assessor reports for MACP approved routes and determine their continued approval.

5.3 A draft agenda is available in Appendix 6

5.4 An Extraordinary or other Special Meeting of the CEA may be called at the discretion of the CEA following a majority vote, or by the written request of not less than 10% of the membership of the CEA. Normally no other business will be conducted, but should the need arise other topics may be discussed. No decisions may be made relating to these topics without reference to those members unable to be present at the EGM.

6 Alterations to the Constitution of the CEA

6.1 Authority to change this Constitution is vested in the membership of CEA in accordance with approval from the Executive Committee. Such alterations must receive a two thirds majority vote cast at a CEA meeting.

6.2 A review of the constitution will normally take place every two years.

Appendix 1. IFOMPT External Assessor Report

(See <https://www.ifompt.org/STANDARD+COMPLIANCE++TRAINING/Guidelines+and+Resources+for+MOs.html>)

Section 1 General Data

| Question | Details from External Assessor |
|---|--------------------------------|
| 1.1 Name of External Assessor Contact information | Email address: |
| 1.2 Date of the Report | |
| 1.3 Name and location of Educational Programme | |
| 1.4 Name of the Educational Programme Leader | |
| 1.5 Level of Approval (MSc or Postgraduate Diploma) Title of any exit awards | |
| 1.6 Academic Year(s) that the report covers | |
| 1.7 Years as External Assessor for this programme | |
| 1.8 Explain your involvement in this programme over the last three years (visits, reviewing marking, meetings with students, observing examinations) | |
| 1.9 Can you confirm you have remained independent as External Assessor? Yes/No If no, explain: | |

Section 2 Evaluation Of Curriculum Relating To Theory Modules And Assessments

| | Question | Yes or No | Please explain and provide the supporting evidence for either Yes or No (to include any cross referencing to attached documents). |
|---------------------------|---|-----------|---|
| 2.1 | Are the programme's learning outcomes appropriate? | | |
| 2.2 | Can you confirm that the curriculum offers a minimum of 200 contact hours at an advanced level for clinical sciences, medical sciences, behavioural sciences and research? | | |
| 2.3 | Are the module descriptions, learning outcomes, teaching methods, teachers for each module and course related referencing materials appropriate? | | |
| 2.4 | Can you confirm that the structure, organisation, design of written assignments and marking/feedback procedures are appropriate? | | |
| 2.5 | Can you confirm that the quality of theory assessments and marking procedures are appropriate? | | |
| 2.6 | a) Have there been any changes to the programme since the last EA report (i.e. organisation, structure, delivery or curricula)? b) Do these changes still enable the programme to meet the requirements of the Standards Document? | | |
| Summary Statement: | | | |

Section 3 Evaluation Of Curriculum Relating To Practical Skills And Assessment

| | Question | Yes or No | Please explain and provide the supporting evidence for either Yes or No (to include any cross referencing to attached documents). |
|---------------------------|---|-----------|---|
| 3.1 | Can you confirm that the curriculum, related to practical skills, offers a minimum of 150 contact hours at an advanced level for theory and practice of manipulative / neuro-musculoskeletal physiotherapy? | | |
| 3.2 | Does the curriculum, related to practical skills, offer a balanced neuro-musculoskeletal approach, recognising different concepts, practical techniques, treatment approaches and philosophies? | | |
| 3.3 | Does the curriculum, related to practical skills, provide the students with the opportunities to critically select and implement outcome measures to inform advanced clinical reasoning? | | |
| 3.4 | Do the practical sessions incorporate clinical reasoning models? | | |
| 3.5 | Can you confirm that both mobilizations and manipulations (peripheral and spinal) are included in the curriculum? | | |
| 3.6 | Is there sufficient guidance and time to develop the practical skills? | | |
| 3.7 | Can you confirm that the curriculum offers the students the opportunities to select and apply practical skills with precision in a clinical reasoning framework with patients and/or patient scenarios? | | |
| 3.8 | Was the quality of the practical skill learning experience satisfactory? | | |
| 3.9 | Are the methods of evaluation of the practical skills appropriate and effective? | | |
| Summary Statement: | | | |

Section 4 Evaluation Of Curriculum Relating To Evidence-Informed Practice And Application Of The Process Of Research.

| | Question | Yes or No | Please explain and provide the supporting evidence for either Yes or No (to include any cross referencing to attached documents). |
|---------------------------|--|-----------------|---|
| 4.1 | Can you confirm that the curriculum offers the students the opportunities to retrieve, integrate and critically apply evidence into clinical practice? | | |
| 4.2 | Are the methods of delivery and evaluation of the content appropriate and meet the learning objectives as described in Dimension 1 of the Standards Document? | | |
| 4.3 | Can you confirm that the quality of the research project (Dimension 9 of the Standards Document) is appropriate and fulfils the requirements? Please provide examples of the types of research projects that are being used to fulfil this requirement. | | |
| 4.4 | Are all of the required components of a research project addressed? (e.g., critical evaluation of qualitative and quantitative research designs; generation of appropriate research questions; ethical considerations; effective execution of a research project). | | |
| 4.5 | Are the conclusions/results of the research project disseminated and are the methods appropriate? | | |
| 4.6 | Are the methods of evaluation and marking of the research project appropriate? | | |
| 4.7 | Can you identify any particular barriers to the implementation of the research project within the curriculum? | | |
| Summary Statement: | | | |

Section 5 Evaluation Of Curriculum Relating To Mentored Clinical Practice (MCP)

| | Question | Yes or No | Please explain and provide the supporting evidence for either Yes or No (to include any cross referencing to attached documents). |
|---------------------------|--|-----------|---|
| 5.1 | Have you observed Mentored Clinical Practice this academic year? (Either directly or through video, etc.) | | |
| 5.2 | Can you confirm a minimum of 150 hours of supervised/mentored clinical practice? | | |
| 5.3 | Is the organisation and standard of Mentored Clinical Practice satisfactory (e.g. number and suitability of patients)? | | |
| 5.4 | a) Were the Clinical mentors suitable? b) Do processes exist to ensure the clinical mentors are qualified? | | |
| 5.5 | Was the quality of the mentored clinical practice satisfactory | | |
| Summary Statement: | | | |

Section 6 Evaluation Of Clinical Examinations

| | Question | Yes or No | Please explain and provide the supporting evidence for either Yes or No (to include any cross referencing to attached documents). |
|---------------------------|---|-----------|---|
| 6.1 | Have you observed clinical examinations this academic year? (either directly or through video, etc.) | | |
| 6.2 | Was the organisation and standard of clinical examinations of patient assessment and management satisfactory? | | |
| 6.3 | Was the marking of performance transparent and appropriate? | | |
| Summary Statement: | | | |

Section 7 Evaluation Of The Quality Of The Educational Experience

| | Question | Yes or No | Please explain and provide the supporting evidence for either Yes or No (to include any cross referencing to attached documents). |
|---------------------------|--|-----------|---|
| 7.1 | Did you meet with participants of the programme to discuss key issues? | | |
| 7.2 | Is the overall quality of the educational experience for the students satisfactory? | | |
| 7.3 | Have you reviewed student feedback on the programme and modules? | | |
| 7.4 | Did you meet with the organisers and/or teachers of the programme to discuss key issues? | | |
| 7.5 | Is the internal process of quality monitoring and evaluation of the programme satisfactory e.g. by including student feedback? | | |
| Summary Statement: | | | |

Section 8 Conclusions

| | Question | Please explain and provide the supporting evidence for either Yes or No (to include any cross referencing to attached documents). |
|---------------------------------|--|---|
| 8.1 | Does the OMT programme fully meet the requirements of the IFOMPT Standards Document? | |
| 8.2 | What do you think are the strengths of the educational programme? | |
| 8.3 | What do you think are the weaknesses of the educational programme? | |
| 8.4 | Is the process of continuous development of the programme satisfactory? | |
| 8.5 | Are there any new developments planned for the programme? | |
| 8.6 | Have all concerns from the last EA report been appropriately considered? | |
| 8.7 | Are there any particular areas of good practice worthy of dissemination to the other MOs within IFOMPT? Please describe. | |
| 8.8 | What areas have you identified that require attention by the Educational programme leaders? | 1. 2. 3.etc. |
| 8.7 | Do you have any other comments? | |
| Summary/Recommendations: | | |

Appendix 2. Route evaluation template



COMMITTEE FOR EDUCATION AND APPROVAL

SCRUTINEERS JOINT REPORT

| | |
|--|--|
| Name of Institution | |
| Title of Course | |
| Existing or new course | |
| Purpose of Report | |
| Other parties involved in approving the course | |
| Comments in relation to IFOMPT / MACP criteria | |
| Admissions criteria | |
| Team delivering / examining course | |
| Content - Mapped against IFOMPT 2016 Standards | |
| <i>Dimension 1</i> | |
| <i>Dimension 2</i> | |
| <i>Dimension 3</i> | |
| <i>Dimension 4</i> | |
| <i>Dimension 5</i> | |
| <i>Dimension 6</i> | |
| <i>Dimension 7</i> | |
| <i>Dimension 8</i> | |
| <i>Dimension 9</i> | |
| <i>Dimension 10</i> | |
| <i>Minimum hours</i> | |

| | |
|---|--|
| | |
| 200 hours direct contact of theoretical learning. | |
| 150 hours direct contact learning of practical skills musculoskeletal practice | |
| 150 hours mentored clinical practice | |
| Assessment of student performance Theoretical components Clinical components Assessment of practical skills Clinical examinations | |
| Outcomes of the process | |
| Questions from Scrutineers | |
| Comments and recommendations | |

MACP Scrutineers (print name in full):

MACP Scrutineers (e-signature):

Date of approval:

Appendix 3. External Assessor report template (to be requested from F Gough)

Appendix 4. Role of the External Assessor – modified for the MACP (adapted from <https://www.ifompt.org/STANDARD+COMPLIANCE++TRAINING/Guidelines+and+Resources+for+MOs.html>)

A named External Assessor (EA) is appointed to each Educational programme, with an available pool of EAs (Appendix 8) supporting the evaluation and assessment of portfolios and vivas on the Standard Pathway and Accelerated Pathway of the Portfolio Route..

For approved routes: EA assesses the ongoing quality of the educational programme and the processes of programme evaluation that are currently in place. The EA will have access to all material related to a programme and its assessments. The EA will sample the students' evaluations of the various aspects of a programme, as well as conduct interviews with students. This ensures quality but also continuous development of the educational programme. The EA writes a report every 3 years as a minimum, which is sent to the MO indicating whether the educational programme is achieving its aims (and therefore the IFOMPT standards).

For the Portfolio Route: EA are involved in the evaluation and assessment of submitted portfolios and conduction of vivas on the Standard Pathway and Accelerated Pathway of the Portfolio Route respectively. All submissions must involve at least one approved EA.

Criteria for External Assessors

The EA must:

- Be a member of the MACP
- Have an understanding of the requirements of IFOMPT and the Standards Document
- Hold a higher degree of an equivalent level (level 7) or higher (level 8)
- Have teaching and examining experience in musculoskeletal physiotherapy, ideally at the same level as the programme or route
- Have some experience of programme development, and in committee work within an educational establishment, or as a programme team member
- Have some experience as a clinical mentor or examiner of musculoskeletal physiotherapy

Role of the External Assessor (EA)

The role of the EA is to ensure the theoretical and clinical standards of the educational programme or materials for assessment on the Portfolio Route are satisfactory.

They will monitor, where appropriate:

- Standards of written work
- Quality and organisation of the Mentored Clinical Practice (MCP)
- Suitability of the Clinical Mentors
- Standard of the clinical examination

- Overall quality of the educational programme
- Quality of the educational experience
- Quality of the Research project

For approved programmes, the EA writes their External Assessor’s report and submits it to the course leader who can respond. The EA also sends the report to the MACP EA Coordinator. The EA Coordinator is then responsible for synthesising the information from the educational programmes, managing any quality issues, and submitting the report to the Chair of the CEA as part of national monitoring and in preparation for international monitoring submission.

As displayed in Figures 1 and 2 processes are dynamic at a national and international level with multidirectional feedback and communication between the EA, educational programme, MO and IFOMPT Standards Committee and Executive.

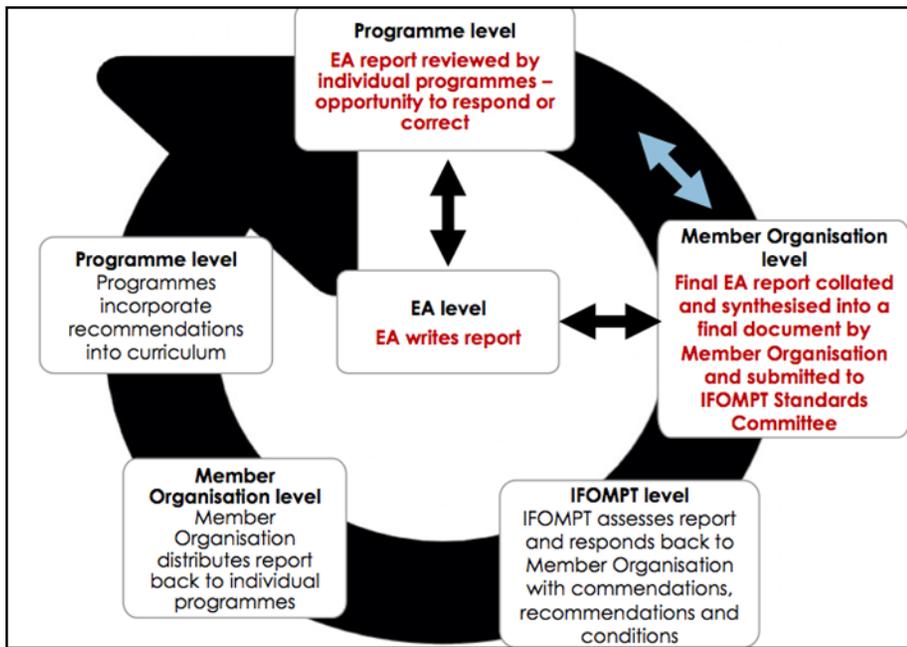


Figure 1. Feedback and Feed-forward Mechanisms between the MO, Educational institutions, IFOMPT Standards Committee/Executive Committee

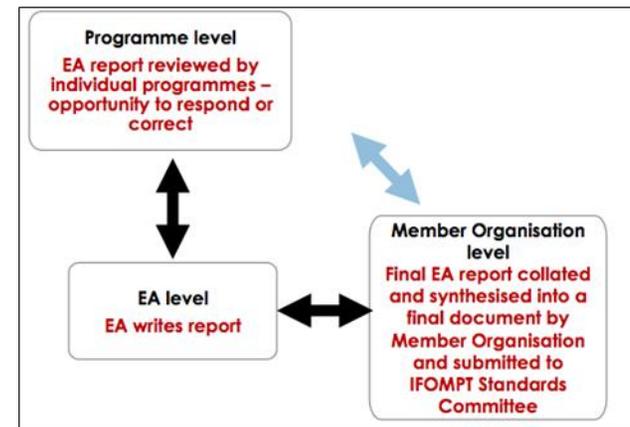


Figure 2. Dynamic multidirectional feedback/communication processes

A template for the EA report has been designed to assist in establishing the content required in an EA's report. (See Appendix 3)

An EA report must include a declaration of the independence of the EA. The EA report is required annually, which is sent to the CEA. In order to make a valid judgement on the programme, the EA report must include:

- An evaluation of the curriculum including progress compared to previous reports.
- Conclusions of correspondence, review and on-site visits with evaluations of teaching, examinations, written assignments, organisational aspects of the educational institution as well as student feedback.

Note: Individual students must not be named

- The Programme Leader is obliged to support the EA in sampling material, course work and data regarding the programme.
- If there is more than one educational programme in an MO, an EA report must be completed for each programme.
- For geographical reasons, the means of evaluation by the EA can be varied e.g. an unedited / live video may be a means of observing assessment processes or MCP.

Sections required in the External Assessor's Report:

1. General data
2. Evaluation of the curriculum relating to theory modules and assessments
3. Evaluation of curriculum relating to practical skills and assessment
4. Evaluation of curriculum relating to evidence-informed practice and application of the process of research
5. Evaluation of curriculum relating to mentored clinical practice
6. Evaluation of clinical examinations
7. Evaluation of the quality of the educational experience
8. Conclusions with summary and recommendations

The 8 sections must be completed by answering YES or NO in the middle column. In the right hand column, if the response is NO please provide a full explanation and if the response is YES please provide a full explanation with the supporting evidence or cross-reference to further files (and attach to this report). All questions must be completed with full explanations and supporting evidence.

Appendix 5. CEA Terms of reference

Committee for Education and Approvals

All members should also ensure they are aware of the requirements of the following

- i. IFOMPT Educational Standards 2016*
- ii. IFOMPT International Monitoring Requirements*
- iii. National monitoring, including processes associated with new route development, institutional re-validation and annual monitoring*

Guidance of the above is available in the MACP Governance Framework document.

Terms of Reference

Membership

- MACP Educational Lead (Chair)
- Admin
- EA Coordinator
- IFOMPT MO Delegate
- Portfolio Route Lead
- Representation from 3 other UK Universities e.g. Course Leader, External Examiner, MSc Tutors
- Clinical mentor representative

1. **Quoracy requirements**

All meetings of CEA should have as a minimum 5 attendees in addition to at least one University representative.

2. **Timing and frequency of meetings**

The CEA will meet no less than 3 times a year. Timing is discretionary with the exception of the autumn meeting which must meet not more than 6 weeks following submission of all annual monitoring reports (September each year).

3. **Reporting relationship**

The CEA is ultimately accountable to the MACP Executive Committee meeting via the Educational Lead, for the decisions that it makes.

4. **Authority of the CEA**

- a) to make decisions, in accordance with governance procedures, on continued eligibility of all approved route to MACP membership and specifically acting on behalf of those registered on the Portfolio Route as the central point for all governance including adjustments, extenuating circumstances, appeals and complaints. The CEA must be satisfied that the learning outcomes of the Portfolio Route and by default fulfilment of the IFOMPT Educational Standards have been achieved.
- b) to make eligibility decisions based on the recommendations of the Portfolio Route Leads:
 - i. all cases within the Portfolio Route
 - ii. all cases where extenuating circumstances are involved, providing that the following is submitted to the CEA in accordance with the stated deadline:
 - a written copy of the nature of extenuating circumstances verified by third party evidence
 - an anonymised summary of decisions taken under these extenuating circumstances procedure that resulted in a change of procedures and approved by the CEA
- c) The CEA will consider all extenuating circumstances submitted at least 4 weeks in advance of a Committee meeting to support decision making and any adjustments.
- d) To refer on issues or recommendations to the MACP Executive Committee.

5. **Role of the External Assessors, Course Leads, MSc tutors**

- i. The External Assessor Coordinator and University academic staff attend CEA to scrutinise and endorse the outcomes of national monitoring, including programme re-validation and ratify decisions regarding the Portfolio Route assessment. This may involve confirmation of fulfilment of requirements Educational Standards for those on the Portfolio Routes or discussion on continued eligibility of HEI approved routes to membership.

- ii. External Assessors, Course Leads, MSc tutors are not permitted to alter the marking of any Portfolio Route registrant
- iii. External Assessors, Course Leads, MSc tutors should not normally be expected to adjudicate between MACP EA. Disagreements between MACP EA should be resolved before outcomes from the Standard or Accelerated Pathways are seen by the External Assessor. This may involve the use of a third approved assessor, or consultation with senior MACP assessors. In all cases it should be transparent to the External Assessor how the final decision was agreed.
- iv. Disputed recommendations will be referred to the CEA and in turn MACP Executive Committee.

6. Procedure for Chair's Action

Where required between meetings of the CEA

Appendix 6. CEA – Sample Agenda

AGENDA

1. Introduction

- a) Declaration of any conflict of interest.
Reminders of confidentiality

2. *(Initial meeting of the academic year)* Approval of terms of reference and approval of membership

3. Receipt of and approval of annual reports from MACP approved routes

4. Receipt of report from External Assessor Coordinator

5. Report of any special factors (e.g. procedural irregularities e.g. Covid)

6. Reconsideration of issues referred back to CEA by MACP Executive Committee e.g. an complaints, appeals etc

7. For each student cohort considered:

- a) Confirmation of eligibility and decisions made
 - i. Within Regulations.
 - ii. Notwithstanding Regulations where extenuating circumstances are involved.
- b) Consideration of all other cases notwithstanding Regulations to be referred with recommendation to the CEA.
- c) Prizes

8. External Examiners' comments on examinations, assessments and programmes

(include discussion of any items of interest e.g. development/training needs and an update on action taken in response to comments made by the External Assessor Coordinator, External Examiners in the previous year)

9. Further comments by Chair / acknowledgements

10. Date of Next Meeting

Appendix 7. Concerns and Complaints

Concerns and Complaints: Concern Review Form

A student may submit this form to request that his/her concerns be reviewed by the Portfolio Route Lead, CEA or MACP Executive Committee.

The **Concern Review Form** may be submitted if the student’s concerns remain unresolved following initial consideration (where appropriate) by those involved e.g. External Assessor. The form must be submitted within **one month** of the date of the initial response from that individual (where applicable).

Students are advised to consult the Portfolio Route Lead for advice and support in relation to raising and pursuing their concerns

Section A: Student Details

| | |
|---|--|
| Name | |
| Route to membership (Standard of Accelerated Pathway) | |
| E-mail address | |

Section B: Details of concerns

Please explain your concerns clearly, including the following information:

- What your concerns are and why;
- A description of the outcome so far (if you have already raised the matter with someone);
- Why you feel that your concerns are unresolved

Section C: Redress

Please state clearly what redress you are seeking (e.g. an apology, review or reimbursement):

Section D: Supporting documentation

Please ensure that you have enclosed any relevant supporting documentation to help the CEA consider your concerns fully. This should include the following:

- *Evidence or other documentation which supports the concerns you are raising*
- *Emails or other correspondence in which you have already raised your concerns with someone already*
- *The response from that member of staff (if applicable)*

If you have enclosed any other documentation, please indicate the nature of the documentation (e.g. email correspondence):

Please submit your form and supporting documentation to **MACP Admin**

Please note that, by signing this form, you are agreeing that the CEA consider this form and related information regarding your concerns.

Signature:

Date:

Appendix 8. External Assessor Pool

| Affiliation | Name | Affiliation | Name |
|--------------------|----------------------|---|----------------------|
| Coventry | Gail Forrester | Manchester | Jackie Hindle |
| | Gerard Greene | | Jane Ashbrook |
| | Jo Perry | | Ruth McDonald |
| | Lesley McBride | | Chris McCarthy |
| Birmingham | Nicola Heneghan | ?? | Nicholas Clark |
| | Matthew Willett | | |
| | Isaak Tyros | | |
| Brighton | Clair Hebron | | |
| | Colette Ridehalgh | | |
| St Georges | John Hammond | | |
| | Ann Marie Hassenkemp | | |
| Northampton | Jacob Saranga | | |
| Cardiff | Val Sparkes | | |
| | Dave Matthews | Approved/active HEI tutors/assessors | Name |
| Herts | Karen Beeton | | |
| | Mindy Cairns | | |
| | Dionne Ryder | Birmingham | Louise White |
| | Laura Eccott | | Roanna Burgess |
| | Andrea Moulson | | Evangelos Almpanidis |
| Winchester | Neil Langridge | | Pauline Kuithan |
| Bournemouth | Carol Clarke | | Gareth Venn |
| Nottingham | Roger Kerry | | Nicola Johnson |
| | Rachael Royer | | Jason Laird |
| Sheffield | Ross Mallett | | Cathy Daborn |
| | Sionnadh McLean | | |
| Lincoln | James Heathcote | | |
| | Kate Grafton | | |
| UCL | Jane Simmonds | | |
| QMUL | Dylan Morrissey | | |
| KCL | Louise Kedroff | | |
| Glasgow | Fiona Gough | | |
| | Chris Seenan | | |