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FDRE Education and Training Authority



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Self-Evaluation Report Guide for Medicine Program Accreditation



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Abbreviations

ETA	Education And Training Authority
HEI	Higher Education Institute
CEO	Chief Executive Officer
DCT	Completion Of The Data Collection Tool
SSS	Student Satisfaction Survey
SED	Self-Evaluation Report
ICT	Information Communication Technology



Glossary

Academic Staff refers to personnel engaged by higher education providers who are involved in teaching, research and community service, training and supervision.

Assessment is a systematic mechanism to measure a student's attainment of learning outcomes

Accreditation is the quality assurance process under which services and operations of educational and training institutions are evaluated and verified by an external body to determine if applicable and recognized standards are met.

Accrediting body legal entities that develop a set of standards and accredit programs and/or institutions meeting predefined quality standards.

Curriculum refers to the educational program and includes a statement of the intended educational outcomes, the content/syllabus, and experiences and processes of the program, including a description of the structure of the planned instructional and learning methods and assessment methods. The curriculum should set out what KSA the student will achieve.

Community engagement engage community to achieve sustainable outcome, equitable decision making process and deepen relationship and trust b/n government organization and community

Good practice refers to a set of internationally accepted norms which is expected to be fulfilled to maintain high quality.

Higher Education Institution: University, college, or other organization that delivers higher education.

Program Accreditation is external evaluation of educational programs that meet predefined standards by recognized accrediting body.

Self-evaluation report refers to a report submitted by a Higher Education Provider to demonstrate whether it has achieved the quality standards for purposes of accreditation exercise.



1. INTRODUCTION

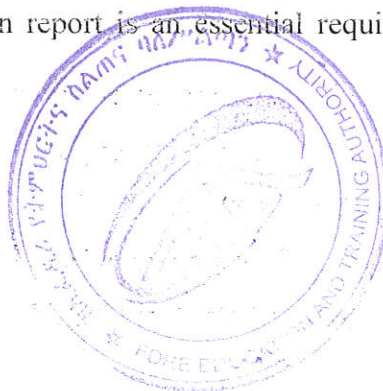
Self-Evaluation is the phase of the accreditation process in which institutionally recognized group of professionals collect and review data about the medicine program in order to identify strengths to be maintained and effectively address areas of improvement. This process can also be called as self-review, self-assessment, self-audit or self-evaluation. It is a mandatory step in the process of evaluation to obtain accreditation, and guarantee the medicine program's compliance with standards via a transparent constructive self-Evaluation and improvement process.

For the self-Evaluation to be objective and evidence-based, the Evaluation needs to have a tool that is in line with international and regional accreditation standards. To be accredited, medicine program must use the current medicine program accreditation standards developed by ETA. In the process of self-Evaluation, the medicine program coordinator brings together representation from all its stakeholders in order to collect and review data, identify strengths and areas for improvement, and develop future plans and strategies.

This guide is designed for developing medicine program accreditation self-Evaluation report. The guide contains information related to the process for developing the summary report of the accreditation self-Evaluation survey. It should be made available to individuals participating in the self-Evaluation process. For a comprehensive overview of the accreditation process, refer to the Guidelines and standards available on the ETA website <http://eta.et>.

1.1. PURPOSE OF THE REPORT

This report is developed to guide HEIs seeking accreditation to conduct self-Evaluation report based on the ETA standard for medicine program accreditation. The report enables HEIs undertaking self-Evaluation assembles teams, schedule and allocate relevant resources and conduct self-Evaluation. It provides a step-by-step guidance to collect data using the tool, analyze findings and prepare the self-Evaluation report and report to ETA. It also assists HEIs to systematically assess their medicine program's in a consistent manner using standard templates. HEIs are notified that a self-Evaluation report is an essential requirement for ETA medicine program accreditation.



1.2. SCOPE OF THE DOCUMENT

This document is used to evaluate undergraduate programs in the country. The Evaluation will be conducted by an assigned committee. It is used to gather medicine program specific information through Data Collection Tool, Student satisfaction Survey, Observation and Interview and others; however, institution level information sources are going to be consulted whenever necessary. The data generated and analyzed using this guide will be used for accreditation of medicine programs by an accrediting body and continuous quality improvement.

2. THE SELF-EVALUATION PROCEDURES

Medicine program level self-Evaluation may include the following procedures:

1. Establishment of committee
2. Time frame for self-Evaluation

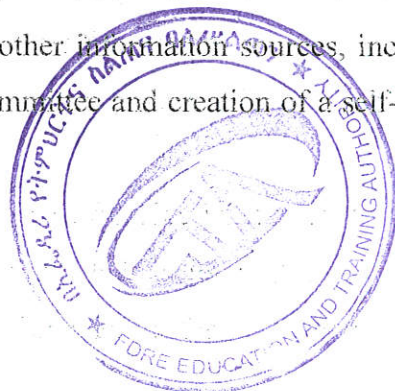
The self-Evaluation committee will need to have a chairperson and secretary. It is also desirable to have individuals or pairs of committee members responsible for particular aspects of the self-Evaluation.

Regular committee meetings are important and those tasked with particular enquiries or activities should be given deadlines for their completion and requested to make periodic reports. Minutes of committee meetings should be kept.

The medicine program coordinator will need to facilitate support for the self-Evaluation committee. The committee will need a budget and some administrative assistance. A room should be made available for their meetings. The committee will need access to ICT.

The self-evaluation committee will be required to:

- Answer DCT questions in detail.
- Assign specific questions/sections of the DCT to individuals with the appropriate institutional and medicine program knowledge
- Ensure that each aspect of multi-part DCT questions is fully addressed
- Synthesize all narrative DCT responses into a cohesive, factually, and consistent document that accurately reflects the institution
- Ensure factual accuracy, consistency among the sections, and typographical/grammatical clarity in the DCT
- Coordinate the activities of the self-evaluation committee.
- Develop the site visit agenda in collaboration with the site visit team secretary
- Serve as the primary point of contact for the ETA accreditation CEO and evaluation team secretary
- Completion of the data collection tool (DCT) and the student satisfaction survey analysis (SSS), and compilation of supporting documents.
- The medicine program coordinator will assemble additional relevant supporting documents for review by the self-evaluation committee and later by the ETA evaluation team.
- Ensure that the planning self-evaluation executive summary is complete and answers all questions
- Analysis of the DCT and other information sources, including the SSS, by a medicine program self-evaluation committee and creation of a self-evaluation summary report that



Appendix B:

Medicine program Self-Evaluation Report – Sample Cover Sheet

Name of Institution

Medicine Program Self-Evaluation Report

Notification of Reason for submission, i.e., Support of an
Application for Accreditation, Reapplication or Reaccreditation

Submitted by:

(Name of Institution) and the program to be evaluated

(Address of Institution)

Submitted to:

Education and Training authority

Date Submitted

