

European Council on Chiropractic Education – Internal Quality Assurance Document

This internal Quality Assurance Document is divided into 4 sections conforming to standard quality management planning. Each section provides the background for the subsequent section.

The ECCE executive committee is responsible for implementing and monitoring that all internal quality assurance procedures are carried out in full.

1. Quality Planning

- a. All ECCE general council and subcommittee meetings will be evaluated via feedback questionnaires, specifically designed for each type of meeting, sent using Survey Monkey within 2 weeks following the meeting.
- b. All ECCE accreditation evaluation visits and evaluation team training workshops will be evaluated via feedback questionnaires specifically designed for these activities and sent via Survey Monkey.
- c. The ECCE executive will approve all questionnaires prior to distribution.
- d. The ECCE executive will make sure that all evaluation team members selected for a particular accreditation event have completed an evaluation team workshop within the **last 3 years or** participated on a previous evaluation team within that time period.

2. Quality Assurance

- a. The CQA will send the relevant questionnaires to all members of the relevant committee, evaluation team or workshop participant via e-mail.
- b. The CQA will monitor the return rate of the questionnaires and send reminder emails if needed to obtain an adequate feedback sample (at least 60%).

3. Quality Control

- a. The results of these questionnaires will be evaluated by the CQA within 1 month.
- b. Written reports for each activity will be done by the CQA and sent to all members of the ECCE executive for information, correction and input.
- c. Particular attention to areas needing change, improvement or further discussion will be highlighted in the reports.
- d. Reports will also be sent to all participants for each activity evaluated for their feedback.

4. Quality Improvement

- a. All issues, policies and procedures highlighted in the reports will be discussed at both the executive level and general council and changed if needed, based on feedback from

the stakeholders included in the general council, committees, evaluation team members and workshop participants.