

Guidelines for quality assurance work established by the Biomedical, medical and public health training board (NBMFU) 24 November 2010

M 2010/1971

Revised by NBMFU

M 2011/1883

The basis for all quality assurance work is dialogue, documentation and feedback. There are a number of recommendations and decisions at different levels currently governing quality assurance work. In addition, the board has discussed quality assurance work on three occasions over the past year (see minutes dated 9 September 2009, 14 October 2009, 16 December 2009). These minutes contain various dates which need to be adjusted.

The board's quality assurance work is to be carried out as follows:

Course level

- A semester council meeting/equivalent is to be held twice per semester. In the semester council/equivalent, course representatives and course management meet to discuss ongoing courses. The semester council meeting is to be documented and signed by both parties. The semester council meeting provides part of the documentation on which the final report on the course is based.
- A course evaluation that is common to the whole board is to be used (see attachment). It is to be completed in connection with the course examination. Course-specific issues can be added.
- In connection with the end of a course, an oral evaluation is to be carried out for all parts of the course. A format that can be used is the so-called SWOT format (strength, weakness, opportunities and threats).
- When exam results are in, the course director is to write the final report on the course according to the attached template. The final report on the course is to be based on documentation consisting of semester council meetings, oral and written course evaluations and exam results. The report is also to contain a short list of measures. The report should not be longer than one A4 page. It is then to be sent to the programme director and published on the course's web page.

Programme level

- It is the responsibility of the programme director to prepare the final report on the programme on the basis of the course reports according to the attached template (example of programme report attached). Programme reports should be brief and should also contain a list of measures. The programme reports are carried out once per academic year and are to be published on the programme's homepage and also sent to the board (see M2009/2130).
- The programme is to draw up a quality assurance plan to be established by the board. The quality assurance plan rolls over two years (see M2009/2130). The basis for the quality assurance plan is the programme report.

Board level

- The board is responsible for drawing up a report after the end of the calendar year, containing a review of the board's finances and its results concerning full-time equivalents and annual performance equivalents in relation to the budget.

Timing

- Course reports are to be published on the course's homepage at the latest four (4) weeks after the end of the course.
- Programme reports are to be presented to the board, including publication on the programme's homepage, at the latest when the board meets for the first time in the autumn semester.
- At the board's first meeting in the spring semester, the revised quality assurance plan is to be established.

Comments

Presenting and establishing the programme reports and the quality assurance plan at the beginning of the autumn semester makes it possible to take the appropriate budgetary measures to ensure that the quality assurance work has a real effect.