

**Network of Erasmus Based European
Orthodontic Postgraduate Programmes
NEBEOP**

**Site Visit Guide for
Evaluation of a Postgraduate
Programme in Orthodontics**

Appendix 3 to the Bylaws of NEBEOP

Site Visit Guide for the Evaluation of a Postgraduate Programme in Orthodontics

This proposal is based on:

- Self-Assessment Guide for Evaluation of a Postgraduate Programme in Orthodontics (Appendix 2 to the Bylaws of NEBEOP)
- The Orthodontic Site Visitor Evaluation Report Form of the American Dental Association (ADA), Commission on Dental Accreditation
- Jones ML, Hobson RS, Plasschaert AJ, Gundersen S, Dummer P, Roger-Leroi V, Sidlauskas A, Hamlin J. Quality assurance and benchmarking: an approach for European dental schools. *Eur J Dent Educ.* 2007;11:137-43.
- The guidelines and procedures for accreditation of specialty programmes in Dentistry of the Specialist Registration Committee of the Dutch Dental Association
- Discussion and approval during the 2nd NEBEOP Meeting in Helsinki, 10-06-2010

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INTRODUCTION TO THE SITE VISIT GUIDE

Maintaining and improving the quality of advanced education in orthodontics is a primary aim of the Network of Erasmus Based European Orthodontic Programmes (NEBEOP). A periodic external assessment of the educational process, structure, facilities and infrastructure of a postgraduate programme in orthodontics is part of the quality assurance guidelines of NEBEOP and a requirement for full membership of NEBEOP. The rules for application for full membership of NEBEOP are stated in the Bylaws of NEBEOP, section II.4.

This external periodic review process includes a self-assessment of the programme and a site evaluation by an external Evaluation Committee. The purpose of the site evaluation is to obtain in-depth information concerning all educational and administrative aspects of the program. The site visit verifies and supplements the information contained in the comprehensive Self-Assessment document completed by the institution in accordance to the NEBEOP Self-Assessment Guide for Evaluation of a Postgraduate Programme in Orthodontics (NEBEOP Bylaws Appendix 2), prior to the site evaluation.

In the initial period until 2012, only external assessors who are not involved in NEBEOP, are allowed to perform site visits. Once there are 10 to 12 programmes approved for full membership of NEBEOP, representatives of these programmes have the obligation to perform site visits twice in 7 years.

The standards by which the Evaluation Committee will evaluate a postgraduate programme are based upon the NEBEOP Self-Assessment Guide. The description in the Self-Assessment Guide set forth the standards for the educational content, clinical training, research, evaluation and assessment, programme director and teaching staff, facilities and resources, and the quality assurance process that should be provided by postgraduate programmes in orthodontics.

PRIOR TO THE SITE EVALUATION

Provisional members of NEBEOP, who have held membership for at least two years and no more than five years can apply for full membership. The application for full membership has to be made in writing to the Membership Committee (NEBEOP Bylaws Section II.4). The application comprises the completed Self-Assessment Report (NEBEOP Bylaws Appendix 2).

The Self-Assessment Report provides information for approval of postgraduate programmes in orthodontics by the Network of Erasmus Based European Orthodontic Programmes (NEBEOP) and provides the basis for admittance to full membership of the Network. The programme director agrees to cooperate fully in the evaluation procedures.

Within 3 months after the application for full membership has been received, the Membership Committee assigns an Evaluation Committee, consisting of two external assessors who should be experienced postgraduate teachers and researchers in orthodontics from another European country than the programme to be evaluated. The assessors should show a past performance as teacher of a

programme that is based on or close to the Erasmus Postgraduate Programme in Orthodontics. The assessors have to be approved by the Council of NEBEOP. The Secretary informs the institute of the names and addresses of the members of the Evaluation Committee. After the initial period the programme that is being assessed pays a flat fee (to be determined by the Council) to cover the expenses of the members of the Evaluation Committee.

The date of the site evaluation visit is agreed between the institution and the members of the Evaluation Committee. A copy of the completed Self-Assessment Report should be sent directly to each member of the Evaluation Committee at least 2 months prior to the date of the visit. The members of the Evaluation Committee should also receive a copy of the institution's most recent Annual Report.

The assessors are expected to carefully review the completed Self-Assessment Report and note any missing information they may find necessary. Requests regarding missing information are forwarded to the program director prior to the visit. The requested information is provided to the Evaluation Committee either prior to the site visit or upon their arrival.

The programme director is responsible for the organization of the site visit. He sends the program for the site evaluation for approval to the Evaluation Committee at least 6 weeks prior to the visit.

DURING THE SITE VISIT

The site visit lasts one day. The Self-Assessment Report and its documentary evidence are the leading documents for the visit.

The program of the site visit includes at least the following:

- Start-up face to face meeting of the Evaluation Committee
- Meeting with the programme director
- Inspection of the clinic, the research facilities and other infrastructure important for the running of the programme.
- Meeting with members of the teaching and research staff
- Meeting with the postgraduate students
- Meeting with the Dean / Director of the Dental School
- Concluding meeting of the Evaluation Committee with the programme director to finalize the visit and to explore remaining questions
- Meeting of the Evaluation Committee for final deliberations

AFTER THE SITE VISIT

The written site visit report embodies a review of the quality of the program. It serves as the basis for the decision for admission for full membership and renewal of full membership of NEBEOP. It also guides the programme director in determining the degree of compliance with the NEBEOP

standards. The report clearly delineates any observed deficiencies in compliance with NEBEOP standards and provides constructive recommendations, which relate to program enhancement.

A preliminary draft of the site visit report is prepared by the Evaluation Committee within 30 days after the visit. The draft report is then transmitted to the programme director for factual review and comment prior to its review by the Membership Committee of NEBEOP. The programme director has a maximum of 30 days in which to respond. Both the Evaluation Committee's draft report and the institution's response to it are considered by the Membership Committee in taking the decision for full membership.

Following the decision about membership status of NEBEOP, the final site visit report is prepared and transmitted to the programme director. The Membership Committee expects the programme director to inform the teaching staff and others directly concerned with programme quality so that they may work toward meeting the recommendations contained in the report.

Neither the visiting assessors nor the Membership Committee or Council of NEBEOP are authorized to disclose any information obtained during site visits or Committee meetings. The Council of NEBEOP is responsible for utilization of the evaluation report only in agreement with the programme director.

NOTIFICATION OF MEMBERSHIP STATUS

The programme director will receive the formal site visit report, including the notification of membership status, within 30 days following the official meeting of the Membership Committee and the Council.