



## THE CARIBBEAN ACCREDITATION AUTHORITY FOR EDUCATION IN MEDICINE AND OTHER HEALTH PROFESSIONS

# Instructions for Completing the CAAM-HP Nutrition Education Database and Institutional Self-Study Summary

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## IMPORTANT GENERAL INFORMATION

All schools seeking accreditation are required to carry out an Institutional Self-Study (ISS) and to complete a comprehensive Educational Database.

**A summary report of the ISS and the completed database documents must be submitted to the CAAM-HP at least three months prior to the date set by the CAAM-HP for the school's site visit.**

It is unlikely that the accreditation process can be completed in less than fifteen months. This relatively long lead time is to allow the self-study task force to carry out the self-study and to complete the required database and self-study report in sufficient time.

## SUGGESTED BACKGROUND READING

The following publications are available on the CAAM-HP's website at [www.caam-hp.org](http://www.caam-hp.org) and provide additional information that may be useful to the school in its preparation for accreditation by the CAAM-HP:

***'Standards for the Accreditation of Nutrition Programmes in the Caribbean Community'***

Contains the standards for accreditation against which the school will be evaluated.

***'Guide to the Institutional Self-Study for Programmes of Education in Nutrition'***

Defines the purpose of the self-study and describes how to organise and complete it.

***'Guide for Writing the Report of a Visit of a Survey Team'***

This guidebook is aimed at CAAM-HP survey team members and contains useful information about the important areas that are reviewed and evaluated by the teams in their assessment of the nutrition and dietetic degree programme.

***'Students' Role in the CAAM-HP'***

Describes the important role that students play in the self-study analysis, their contribution to the database and meetings with the visiting survey team.

***'Procedures of the Caribbean Accreditation Authority for Education in Medicine and Other Health Professions.'***

Describes the operating policies and procedures of the CAAM-HP.

## THE DATABASE FORMS

The CAAM-HP nutrition education database forms are available in editable format for download from the CAAM-HP website [www.caam-hp.org](http://www.caam-hp.org) and consist of six sections that address the Institutional Setting of the school, the Students, the Educational Programme, Faculty, Educational Resources and Continuing Education.

Each section is stored as an individual document, corresponding with the major headings of CAAM-HP's accreditation standards. The person with responsibility for assembling the database (school's self-study coordinator) may choose to distribute only particular sections or pages to individual staff or groups for completion.

At least one hard copy of the required documents must be submitted to the CAAM-HP Secretariat. These include completed database, institutional self-study summary and the independent students' analysis. An additional copy of all documents should also be submitted simultaneously in electronic format on removable storage devices (CD or flash drive) or made available on secure web services. Both hard copies and electronic versions are regarded as the official submission.

## COLLECTION OF DATA

The school should establish a coordinating office and set specific timetables and deadlines for completion. The CAAM-HP Secretariat must be provided with the name of the contact person responsible for coordinating assembly of the database (self-study coordinator). It is suggested that self-study working groups are assigned to address each of the required sections using their contributions to prepare the final copy of the database for submission.

Answers are not limited to the space provided after each question; use as much space as necessary to answer each question completely. Tables can be filled in where appropriate, but in some cases they may need to be adjusted or expanded to provide full documentation.

## UPDATING THE DATABASE PRIOR TO SUBMISSION

It is critical that the database submitted by the school provides the survey team with an up-to-date picture of the school. Since the original database compiled for the institutional self-study may be a year out of date by the time of the site visit, the school may wish to update key sections before submitting to the CAAM-HP Secretariat for distribution to survey team members. Updated items should clearly reflect the change and indicate the appropriate academic year.

## PRESENTATION OF DOCUMENTS

Whether submitted in hard or electronic format, the database sets should be organised in clearly labelled folders or binders as indicated below:

### **One folder/binder containing the completed database**

This should be organised numerically according to the six sections (from I – VI) corresponding with CAAM-HP accreditation standards. In the case of electronic copies, each section is stored as an individual computer file within the main database folder. Each item corresponds to the relevant CAAM-HP accreditation standard and pages should be clearly numbered.

Responses should be as concise as possible but are not limited to the space provided. Concise narrative responses are recommended and simple reference to catalogues, directories, appendices, reports, or other sources of information should be avoided except when specifically requested in the database.

### **One folder/binder containing an appendix of supporting documents**

Any supporting documents requested (e.g. organisation charts, faculty policy documents) should be compiled by Section (e.g., Section II, Appendix 5), numbered sequentially and referenced in the corresponding database section. In the case of electronic versions, hyperlinks to the corresponding appendix may be provided in the body of the database.

### **One folder/binder containing the students' analysis**

Include the results of the Students' Analysis (narrative summary, tabulated student survey results) as described in the CAAM-HP publication '*Students' Role in the CAAM-HP*'.

### **One folder/binder containing the institutional self-study summary**

The institutional self-study should be prepared according to the '*Guide to the Institutional Self-Study for Programmes of Education in Nutrition*'. An institutional self-study summary report, of approximately 30 pages in length (single-spaced), should be provided. The summary is a synthesis of the individual self-study committees' reports. The full reports of each self-study committee need not be included, but may be made available to the survey team during the site visit.

## ASSEMBLY AND SUBMISSION OF THE FINAL DATABASE SETS

Once the school is informed by CAAM-HP of the submission requirements, the documents should be compiled as described above with inserted material, (organisation charts, policy documents, etc.) numbered and referenced appropriately.

The Secretariat maintains a complete print and electronic set of the school's information which comprises the official records in case of any later questions or discrepancies.

Please limit printed material as much as possible. Do not add supplementary material that has not been requested unless it is essential to respond to a given question. Bulky documents can be provided to the survey team on site.

The completed document sets must be submitted to the CAAM-HP Secretariat at least three months before the scheduled date of the CAAM-HP site visit. The Secretariat is responsible for delivering copies to the survey team members.

## ADDITIONAL TIPS FOR PREPARING THE DATABASE

For guidance on word processing, formats, layout, or compatibility problems, please contact the CAAM-HP Secretariat. Be wary of the use of coloured fonts which may result in difficulty in reading or poor quality reproduction.

Retain a master backup copy of all documents in the event that something goes wrong.

All answers are to be typed/keyed. The database forms were created in Microsoft Word. If the school's word processing system does not recognise the typeface/font, it may revert to the nearest available font. Please note that conversion to other word processing programmes may cause alterations in the formatting of the documents, particularly tables.

Please note that some database questions contain references to items in other sections of the database. These cross-references are included to allow self-study groups and survey teams to quickly identify all of the data relevant for each accreditation standard. They should also facilitate internal consistency in reporting of information. For example, one item may refer to the faculty numbers by department, with a cross-reference to total numbers of faculty in a different item. The school should verify in such a case that the total equals the sum of the individual departments.

In some of the individual database questions the school is required to fill in the academic year corresponding to the information being reported (referred to as "the most recently completed academic year"). If updated information is entered after completion of the self-study, the academic year in the header may need to be changed to reflect the year of the updated information.

## SHORT GLOSSARY OF TERMS USED

### **Curriculum Year:**

An academic period of study, usually but not necessarily corresponding to an academic year. In most cases, curriculum years correspond to the blocks of time that end with students moving from one stage of the programme to another.

### **Educational objectives:**

Statements of the items of knowledge, skills, behaviours, and attitudes that students are expected to exhibit as evidence of their achievement. They are not statements of mission or broad institutional purpose, such as education, research, health care, or community service. Educational objectives are commonly stated in terms of what students are expected to learn, not what is to be taught. The database may ask for educational objectives for the programme as a whole (institutional objectives) or objectives specific to individual courses or supervised practice experience.

### **Educational (curriculum) track:**

A distinct educational programme that:

- is designed to meet specific educational goals and objectives,
- uses instructional settings or formats that differ from the standard programme
- is offered to some students during one or more years of the curriculum.

### **Full-time faculty:**

All faculty members who are considered by the school to be full-time, whether funded by the school directly or supported by affiliated institutions and organisations. Reporting of full-time faculty members should include those based in affiliated hospitals, schools of basic health sciences, and research faculty. Do not include faculty members who do not receive full-time remuneration from institutional sources (school, parent university, or an affiliated clinical site or healthcare organisation).

Full-time faculty members with joint appointments should be counted only once, in whichever department is considered to be their “primary” appointment.

## Appendix - Documents available from the CAAM-HP

- Summary of the Accreditation Procedures for Established Schools
- Procedures of the Caribbean Accreditation Authority for Education in Medicine and Other Health Professions
- Standards for the Accreditation of Medical Schools in the Caribbean Community
- Standards for the Accreditation of Dental Schools in the Caribbean Community
- Standards for the Accreditation of Veterinary Schools in the Caribbean Community
- Standards for the Accreditation of Degree Nursing Programmes in the Caribbean Community
- Standards for the Accreditation of Nutrition and Dietetics Degree Programmes in the Caribbean Community
- Accreditation Guidelines for New and Developing Schools
- Students' Role in the Caribbean Accreditation Authority for Education in Medicine and Other Health Professions
- Guidelines For Accreditation Survey Visits
- Guide for Writing a Report on a Visit of a Survey Team
- Guide to the Institutional Self-Study for Programmes of Education in Medicine
- Guide to the Institutional Self-Study for Programmes of Education in Dental Medicine
- Guide to the Institutional Self-Study for Programmes of Education in Veterinary Medicine
- Guide to the Institutional Self-Study for Degree Programmes of Education in Nursing
- Instructions for Completing the CAAM-HP Medical Education Database and Institutional Self-Study
- Instructions for Completing the CAAM-HP Dental Education Database and Institutional Self-Study
- Instructions for Completing the CAAM-HP Veterinary Education Database and Institutional Self-Study
- Instructions for Completing the CAAM-HP Nursing Education Database and Institutional Self-Study
- Medical Education Database
- Dental Education Database
- Veterinary Education Database
- Nursing Education Database
- Database Form for Required Courses and Clerkships for Medicine
- Database Form for Required Courses and Clerkships for Dental Medicine
- Database Form for Required Courses and Clerkships for Veterinary Medicine
- Database Form for Required Courses and Clerkships for Nursing
- Annual Medical School Questionnaire
- Annual Dental School Questionnaire
- Annual Veterinary School Questionnaire

All of the above documents are available on the CAAM-HP website at: [www.caam-hp.org](http://www.caam-hp.org)