

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

**Self-Assessment Guide for
Evaluation of a Postgraduate
Programme in Orthodontics**

Appendix 2 to the Bylaws of NEBEOP



Self-Assessment Guide for the Evaluation of a Postgraduate Programme in Orthodontics

This proposal is based on:

- The Orthodontic Self-Study guide of the American Dental Association (ADA), Commission on Dental Accreditation
- Template for writing a Self-assessment Document (prior to an external visitation/inspection) of the Association for Dental Education in Europe (ADEE)
- The guidelines and procedures for accreditation of specialty programmes in Dentistry of the Specialist Registration Committee of the Dutch Dental Association
- Application for Approval of teams of the American Cleft Palate Craniofacial Association
- Netherlands-Flemish Accreditation Institute for accreditation of academic Bachelor and Master programmes
- Discussions in the Taskforce-1 Steering Group of the Teachers Forum of the European Orthodontic Society (EOS)
- Discussion during Founding Meeting of NEBEOP in Geneva, 20-21 November 2008.
- E-mail corrections by the members of NEBEOP, from December 2008 until April 15, 2009.

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INTRODUCTION TO THE SELF-ASSESSMENT

The Self-Assessment procedure is developed to help a department and its programme director to present information about its Erasmus based postgraduate programme in orthodontics in preparation for an evaluation visit by an Evaluation Committee of the Network. The primary focus of the self-assessment process should be to assess the effectiveness of the programme in meeting (1) the programme's stated goals and objectives and (2) the Network's Standards for Erasmus based Postgraduate Programmes in Orthodontics.

The Self-Assessment Report should be a concise, yet thorough, summary of the findings of the self-study process. Programmes must respond to all questions included in the Self-Assessment Guide. The responses should be succinct, but must, in every case, provide or cite evidence demonstrating compliance with each of the Network Standards.

A self-assessment is not a simple narrative description of the programme. Whilst the latter is necessary, the self-assessment should provide an analysis of strengths and weaknesses of the programme, as well as providing an outline for aspirational objectives that have not been fully achieved. It should be emphasized that, whilst the self-assessment is essential to the evaluation process, the major value of an effective self-assessment should be to the programme itself. The report should aim to summarize and synthesize the methods and findings of the self evaluation process.

INSTRUCTIONS FOR COMPLETING THE SELF-ASSESSMENT

The Self-Assessment contains questions that can be answered either YES or NO. The response must be supported and the programme must provide the "*documentary evidence*" on which the answer is based. The self-assessment process is thus evidence-based and able to demonstrate compliance with the agreed Network Standards. The self-assessment questionnaire will require the programme to provide an appendix of information. There will be a final summary comprising qualitative appraisal and analysis of the strengths and weaknesses of the programme.

The following general instructions apply to the development of the self-assessment report:

1. The information collected during the self-study should be presented in the order that the sections and questions appear in the Self-Assessment Guide. The programme's written responses must provide sufficient information to enable assessors to understand how the programme operates.
2. All questions in the Self-Assessment Guide should be addressed. Where a programme has chosen to meet a particular standard in a manner other than that suggested by the questions, a clear explanation must be given as to how the programme complies with the Network Standards. There is no need to repeat at length information that can be found elsewhere in the documentation but clear reference to those sections of the report containing the information should be used.

**SELF-ASSESSMENT GUIDELINES FOR THE EVALUATION OF
POSTGRADUATE PROGRAMMES IN ORTHODONTICS
NEBEOP**

TITLE PAGE

The self assessment guidelines provide information for approval of postgraduate programmes in orthodontics by the Network of Erasmus Based European Orthodontic Programmes (NEBEOP) and provides the basis for active membership of the Network. It is understood that the evaluation will be conducted in accordance with the procedures set forth by the Network. The Programme Director agrees to cooperate fully in the evaluation procedures, including providing written information to the Evaluation Committee as required for evaluation of the programme.

Date	
Name of Institution	
Country	
City, postal code	
Street address	
Name Programme Director	
Phone	
fax	
E-mail	
Website	
Signature Programme Director	

GENERAL INFORMATION

0.1	What is the length of the programme in months?		
0.2	Does the programme have entrance criteria? If yes, specify:	YES	NO
0.3	How many full-time residents are currently enrolled in the programme per year?		
0.4	How many part-time residents are currently enrolled in the programme per year?		
0.5	The programme offers		
	0.4a a certificate / diploma	YES	NO
	0.4b a Masters degree	YES	NO
	0.4c a PhD degree	YES	NO
	0.4d others, specify	YES	NO
0.6	What is the percentage of the residents' total programme time devoted to each segment of the programme?	Percentage	
	0.6a Clinical activity		%
	0.6b Theoretical education		%
	0.6c Research		%
	0.6d Teaching		%
	0.6e Other (specify)		%
	Total		100 %

STANDARD 1 – CURRICULUM AND PROGRAMME DURATION

Complete each question and identify the documentation you are providing in support of your answers. **Appendix A to D** are also required for this section. The appendix information may serve as “documentary evidence” where appropriate.

1.1	Does the programme provide special knowledge and skills beyond training levels in undergraduate dentistry and complies with the standards of the Network?	YES	NO
	<i>Documentary evidence:</i>		
1.2	Has the programme developed clearly stated goals and objectives appropriate to advanced specialty education, addressing education, patient care, and research?	YES	NO
	<i>Documentary evidence:</i>		
1.3	Is documentation of all programme activities assured by the programme director and available for review?	YES	NO
	<i>Documentary evidence:</i>		
1.4	Is the postgraduate programme in orthodontics equivalent to a minimum of 36 months full-time in duration?	YES	NO
	<i>Documentary evidence:</i>		

1.5	Is the content of the programme structured in line with the Erasmus Standards for postgraduate training in orthodontics?	YES	NO
<p><i>Documentary evidence: attach (label as Appendix B) an overview of the programme showing all courses, the contents of the courses and the time devoted to each subject.</i></p> <p><i>Answer the questions below regarding each course</i></p>			
1.6	<p>GENERAL BIOLOGICAL AND MEDICAL SUBJECTS</p> <p>Does the graduate of the programme in orthodontics reach the levels of required understanding as described in the Erasmus programme for the following subjects:</p> <p>1.6a Growth and development of the human body</p> <p>1.6b Anatomy of the head</p> <p>1.6c Genetics</p> <p>1.6d Embryology of the head</p> <p>1.6e Cell biology</p> <p>1.6f Physiology of breathing, speech, swallowing, and mastication</p> <p>1.6g Syndromes with the head involved</p> <p>1.6h Psychology of the child, adolescent, and adult</p> <p>1.6i Biostatistics</p> <p>1.6j Epidemiology</p> <p>1.6k Research methodology</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>NO</p> <p>NO</p> <p>NO</p> <p>NO</p> <p>NO</p> <p>NO</p> <p>NO</p> <p>NO</p> <p>NO</p> <p>NO</p> <p>NO</p> <p>NO</p> <p>NO</p> <p>NO</p>
1.7	<p>BASIC ORTHODONTIC SUBJECTS</p> <p>Does the graduate of the programme in orthodontics reach the levels of required understanding as described in the Erasmus programme for the following subjects:</p> <p>1.7a Development of the dentition (normal and abnormal)</p> <p>1.7b Facial growth (normal and abnormal)</p> <p>1.7c (Patho)physiology of the stomatognathic system</p> <p>1.7d Aspects of tooth movement and dentofacial orthopaedics</p> <p>1.7e Radiology and other imaging techniques</p> <p>1.7f Radiographic cephalometrics</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>NO</p> <p>NO</p> <p>NO</p> <p>NO</p> <p>NO</p> <p>NO</p>

	1.7g Orthodontics materials	YES	NO
	1.7h Orthodontic biomechanics	YES	NO
1.8	GENERAL ORTHODONTIC SUBJECTS Does the graduate of the programme in orthodontics reach the levels of required understanding as described in the Erasmus programme for the following subjects:		
	1.8a Aetiology	YES	NO
	1.8b Diagnostic procedures	YES	NO
	1.8c Orthodontic diagnostic assessment, treatment objectives, and treatment planning	YES	NO
	1.8d Growth and treatment analysis	YES	NO
	1.8e Long term effect of orthodontic treatment	YES	NO
	1.8f Iatrogenic effects of orthodontic treatment	YES	NO
	1.8g Epidemiology in orthodontic research	YES	NO
	1.8h Orthodontic literature (“journal club”)	YES	NO
1.9	ORTHODONTIC TECHNIQUES Does the graduate of the programme in orthodontics reach the levels of required understanding as described in the Erasmus programme for the following subjects:		
	1.9a Removable appliances	YES	NO
	1.9b Functional appliances	YES	NO
	1.9c Extra-oral appliances	YES	NO
	1.9d Partial fixed appliances techniques	YES	NO
	1.9e Fixed appliances techniques	YES	NO
	1.9f Retention appliances	YES	NO
1.10	MULTIDISCIPLINARY TREATMENT PROCEDURES Does the graduate of the programme in orthodontics reach the levels of required understanding as described in the Erasmus programme for the following subjects:		
	1.10a Cleft lip and palate treatment	YES	NO
	1.10b Combined surgical-orthodontic treatment	YES	NO
	1.10c Combined periodontal-orthodontic treatment	YES	NO

	1.10d Combined restorative-implantology-orthodontic treatment	YES	NO
1.11	<p>SPECIFIC TREATMENT PROCEDURES</p> <p>Does the graduate of the programme in orthodontics reach the levels of required understanding as described in the Erasmus programme for the following subjects:</p> <p>1.11a Guiding the development of the occlusion</p> <p>1.11b Adult orthodontics</p> <p>1.11c Craniomandibular dysfunction</p>	YES	NO
		YES	NO
		YES	NO
1.12	<p>MANAGEMENT OF HEALTH AND SAFETY</p> <p>Does the graduate of the programme in orthodontics reach the levels of required understanding as described in the Erasmus programme for the following subjects:</p> <p>1.12a management of oral health</p> <p>1.12b health and safety conditions in an orthodontic practice</p>	YES	NO
		YES	NO
1.13	<p>PRACTICE MANAGEMENT, ADMINISTRATION, AND ETHICS</p> <p>Does the graduate of the programme in orthodontics reach the levels of required understanding as described in the Erasmus programme for the following subjects:</p> <p>1.13a Office management</p> <p>1.13b Use of information technology</p> <p>1.13c Ergonomy</p> <p>1.13d Legislation</p> <p>1.13e Professional ethics</p>	YES	NO
		YES	NO
		YES	NO
		YES	NO
		YES	NO
1.14	Does the programme provide theoretical education (lectures and seminars) equivalent to at least 5 hours / week (minimum of 600 hours during the education)?	YES	NO
	<i>Documentary evidence: attach as Appendix C year rosters</i>		

STANDARD 2 – CLINICAL TRAINING

Complete each question and identify documentation in support of your answer. **Appendix E** is also required for this section. Required appendix information may serve as “documentary evidence” where appropriate

2.1	Does the programme provide clinical education (chair-side time) equivalent to at least 16 hours / week (approximately 2000 hours during the education)?	YES	NO
	<i>Documentary evidence:</i>		
2.2	Does the programme provide treatment planning sessions or treatment evaluation seminars or discussions equivalent to at least 3 hours / week?	YES	NO
	<i>Documentary evidence:</i>		
2.3	Does each resident start at least 50 new cases with a variety of malocclusions?	YES	NO
	<i>Documentary evidence:</i>		
2.4	Are all treatments supervised by an orthodontist specialist, with a maximum of 8 residents per supervisor?	YES	NO
	<i>Documentary evidence:</i>		
2.5	Is part of the clinical training provided in private practices?	YES	NO
	<i>Documentary evidence:</i>		
2.6	2.6a Does experience include treatment of all major types of malocclusion,	YES	NO

	within the primary, mixed and permanent dentitions?		
	2.6b Does the programme provide extensive and comprehensive clinical experience appropriate for orthodontic practice?	YES	NO
	<i>Documentary evidence:</i>		
2.7	Does the programme aim to train a graduate to be competent to:		
	2.7a Develop and document treatment plans using sound principles of appliance design and biomechanics?	YES	NO
	2.7b Treat and manage developing dentofacial problems which can be minimized by appropriate timely intervention?	YES	NO
	2.7c Use dentofacial orthopaedics in the treatment of patients?	YES	NO
	2.7d Provide all phases of orthodontic treatment including initiation, completion, and retention?	YES	NO
	2.7e Treat patients with at least one fixed appliance technique?	YES	NO
	2.7f Have exposure to patients who require joint care with oral and maxillofacial surgeons and other health care providers?	YES	NO
	2.7g Manage patients with functional occlusal and temporomandibular disorders?	YES	NO
	2.7h Treat or manage the orthodontic aspects of patients with moderate and advanced periodontal problems?	YES	NO
	2.7i Coordinate and document detailed interdisciplinary treatment plans which may include care from other providers, such as restorative dentists and oral and maxillofacial surgeons or other dental specialists?	YES	NO
	2.7j Obtain and create records of quality images of patients using contemporary photographic techniques, radiology and cephalometry, including information technology when appropriate?	YES	NO
	2.7k Develop and maintain a system of longitudinal treatment records as a foundation for understanding long-term changes?	YES	NO
	2.7l Manage and motivate patients to comply with orthodontic treatment procedures?	YES	NO
	2.7m Practice orthodontics in full compliance with accepted professional standards of ethical behavior?	YES	NO
	2.7n Critically evaluate new literature relevant to clinical practice?	YES	NO

STANDARD 3 – RESEARCH

Complete each question and identify documentation in support of your answer. **Appendix F** and **G** are also required for this section. Required appendix information may serve as “documentary evidence” where appropriate.

3.1	Do residents participate in scholarly activity regarding research?	YES	NO
	<i>Documentary evidence:</i>		
3.2	Do residents conduct a research project including critical review of the literature, development of hypotheses and study design, statistical analysis and interpretation of data?	YES	NO
	<i>Documentary evidence:</i>		
3.3	Do residents have research time and guidance for their project?	YES	NO
	<i>Documentary evidence:</i>		
3.4	Do residents present their research as a publication or presentation?	YES	NO
	<i>Documentary evidence:</i>		
3.5	Is ethical review of a research project by a Human Research Ethics Committee or Animal Research Ethics Committee performed when appropriate?	YES	NO

STANDARD 4 – EVALUATION AND ASSESSMENT

Complete each question and identify documentation in support of your answer. **Appendix H and I** are also required for this section. Required appendix information may serve as “documentary evidence” where appropriate.

4.1	<p>Does a system of ongoing evaluation and advancement ensure that a programme:</p> <p>4.1a Periodically, and at least annually, evaluate the knowledge, skills and professional development of the residents, using appropriate written criteria and procedures?</p> <p>4.1b Provides an assessment of performance to residents on an annual basis.</p> <p>4.1c At the end of the postgraduate training assesses the knowledge, skills and professional standards of its residents, using appropriate assessment techniques?</p>	YES	NO
	<i>Documentary evidence:</i>		
4.2	<p>At the time of enrollment, are the residents provided with an educational contract including assessments of knowledge, the nature of assignments, and teaching commitments?</p>	YES	NO
	<i>Documentary evidence:</i>		

STANDARD 5 – PROGRAMME DIRECTOR AND TEACHING STAFF

Complete each question and identify documentation in support of your answer. **Appendix J to L** are also required for this section. Required appendix information may serve as “documentary evidence” where appropriate.

5.1	Is the programme director a certified orthodontist with at minimum of 5 years of clinical experience?	YES	NO
	<i>Documentary evidence:</i>		
5.2	Does the programme has a sound academic background?		
	<i>Documentary evidence:</i>		
5.3	Does the programme director hold a University contract and does he have sufficient training, status and time to achieve the educational goals of the programme. Is he qualified to assess the programme’s effectiveness in meeting these goals?	YES	NO
	<i>Documentary evidence:</i>		
5.4	Is there evidence that sufficient time is devoted to the programme by the director so that the educational and administrative responsibilities can be met?	YES	NO
	<i>Documentary evidence:</i>		
5.5	Besides maintaining clinical skills, does the programme director have teaching experience in orthodontics and dentofacial orthopaedics as well as research experience?	YES	NO
	<i>Documentary evidence:</i>		

5.6	Is the majority of the specialty instruction and supervision conducted by supervisors who are appropriately qualified in orthodontics?	YES	NO
	<i>Documentary evidence:</i>		
5.7	Are staff meetings held for review of the purpose, direction and potential improvement of the programme?	YES	NO
	<i>Documentary evidence:</i>		
5.8	Do the teaching staff have sufficient knowledge of biomedical sciences relevant to orthodontics and dentofacial orthopaedics?	YES	NO
	<i>Documentary evidence:</i>		
5.9	Are the full-time teaching staff given sufficient time for their own professional development?	YES	NO
	<i>Documentary evidence:</i>		
5.10	Are there sufficient numbers of teaching staff and are they given sufficient time to provide adequate supervision of the clinical part of the programme?	YES	NO
	<i>Documentary evidence:</i>		

STANDARD 6 – FACILITIES AND RESOURCES

Complete each question and identify documentation in support of your answer. **Appendix M** is also required for this section. Required appendix information may serve as “documentary evidence” where appropriate.

6.1	Does the Institution have sufficient financial and personnel resources to support the needs of the educational programme?	YES	NO
	<i>Documentary evidence:</i>		
6.2	Is there adequate designated clinical space specific for the programme?	YES	NO
	<i>Documentary evidence:</i>		
6.3	Do the facilities permit the residents to work effectively with trained auxiliaries?	YES	NO
	<i>Documentary evidence:</i>		
6.4	Are radiographic, imaging and data collecting facilities readily available to document both clinical and research data?	YES	NO
	<i>Documentary evidence:</i>		
6.5	Do residents in the orthodontic programme have access to adequate space, equipment, and physical facilities to do research?	YES	NO
	<i>Documentary evidence:</i>		

6.6	Are clinical facilities provided within the institution or affiliated institution to fulfill the educational needs of the programme?	YES	NO
	<i>Documentary evidence:</i>		
6.7	Is sufficient space provided for storage of patient records, models and other related diagnostic materials?	YES	NO
	<i>Documentary evidence:</i>		
6.8	Are these records and materials readily available to effectively document active treatment progress and immediate as well as long term post-treatment results?	YES	NO
	<i>Documentary evidence:</i>		
6.9	Do trainees have adequate access to a library and electronic databases to gather scientific information and knowledge	YES	NO
	<i>Documentary evidence:</i>		

STANDARD 7 – QUALITY ASSURANCE

Complete each question and identify documentation in support of your answer. **Appendix N** is also required for this section. Required appendix information may serve as “documentary evidence” where appropriate.

7.1	Does a national accreditation system operate in your country?	YES	NO
	<i>Give details:</i>		
7.2	Has the orthodontic programme been judged and accredited to be achieving educational purposes and objectives in accordance with established national standards?	YES	NO
	<i>Documentary evidence:</i>		
7.3	Is the evaluation of educational quality of the programme systematic, continuous and designed to promote achievement of programme goals in relation to education, patient care, research and teaching?	YES	NO
	<i>Documentary evidence:</i>		
7.4	Does the programme document its effectiveness using a formal and continuous outcome assessment to include measures of trainee achievement?	YES	NO
	<i>Documentary evidence:</i>		
7.5	Is there evidence of an ongoing systematic process to evaluate the quality of treatment provided by the department and affiliated clinics?	YES	NO
	<i>Documentary evidence:</i>		

7.6	Does the academic institution ensure that support from organizations outside of the institution (e. g. commercial companies) do not influence the teaching, clinical and research components of the programme?	YES	NO
	<i>Documentary evidence:</i>		

SUMMARY OF THE SELF-ASSESSMENT REPORT

This summary gives a qualitative appraisal and analysis of the programme's strengths and weakness.

REQUIRED APPENDIX INFORMATION

STANDARD 1 – CURRICULUM AND PROGRAMME DURATION

Appendix A – Attach as Appendix A the institution’s educational mission and programme’s goals and objectives.

Appendix B – Attach as Appendix B an overview of the programme showing all courses, the contents of the courses, and the time devoted to each subject.

Appendix C – Attach as Appendix C a schedule of department seminars and/or lectures. Indicate the title or topics and name of the presenter(s) for each course and/or lecture. Also include goals, objectives and course outlines for each course identified.

Appendix D – Attach as Appendix D the year rosters of the residents including their clinical sessions.

STANDARD 2 – CLINICAL ACTIVITY

Appendix E – Attach as Appendix E a schedule of department clinical sessions and treatment planning and evaluation sessions. Indicate the name of the supervisor(s) for each clinical session.

STANDARD 3 – RESEARCH

Appendix F – Attach as Appendix F a list of publications and congress presentations of all residents over the last 7 years.

Appendix G – Attach as an Appendix a list of names of research supervisors and a CV

STANDARD 4 – EVALUATION AND ASSESSMENT

Appendix H – Attach as Appendix H an overview of the assessment procedures

Appendix I – Attach as Appendix I a resident evaluation form.

STANDARD 5 – PROGRAMME DIRECTOR AND TEACHING STAFF

Appendix J - Attach as Appendix J the curriculum vitae of the programme director and all teaching staff.

Appendix K - Attach as Appendix K monthly attending staff schedules.

Appendix L – Attach as Appendix L an overview of the teaching staff (see table layouts on following pages)

Teaching Staff table 1 - Indicate the members of the teaching staff including the programme director who are scheduled to devote ONE-HALF DAY OR MORE PER WEEK specifically to the programme.

Teaching Staff table 2 - Starting with the individual who has the greatest time commitment to the programme, list members of the attending staff or consultants who are scheduled to devote LESS THAN ONE-HALF DAY PER WEEK, BUT AT LEAST ONE-HALF DAY (OR MORE) PER MONTH specifically to the programme.

STANDARD 6 – FACILITIES AND RESOURCES

Appendix M – Attach as Appendix M an overview of facilities and resources. For each item listed below, indicate whether the item is located within the dental clinic, outside the dental clinic but readily accessible to it or not available (check appropriate response).

Facilities, Capabilities/Equipment	Within department	Outside department but readily accessible	Not available
Orthodontic clinic			
Electronic patient files			
Model and records storage room			
Sterilization and disinfection facilities			
Photographic set-up			
Intraoral radiographic facilities			
Extraoral radiographic facilities			
Conebeam			
Orthodontic laboratory facilities			
Staff offices			
Study areas			
Resident offices			
Conference rooms			
Computer and network facilities			
Library			
Orthodontic journals			

STANDARD 7 – QUALITY ASSURANCE

Appendix N – Attach as Appendix N the programme’s outcomes assessment plan and outcomes measurements.