



UNIVERSITY OF WESTERN MACEDONIA
HEALTH SCIENCES SCHOOL
OCCUPATIONAL THERAPY DEPARTMENT

Document three: Self Evaluation

**Self-evaluation report of the programme of studies
according to the WFOT minimum standards for the Education of Occupational
Therapists, (2016)”**

PTOLEMAIDA, 2/12/2020

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1 Internal evaluation procedure

This section contains a short description, analysis and evaluation of the internal evaluation procedure and potential improvements.

1.1 Description and analysis of the internal evaluation procedure.

- Members of the Internal Evaluation Committee (IEC)

Name	Position	Duties
Stergios Maropoulos	Professor	President
Dimitrios Tsiamitros	Associate Professor	Member
Konstantinos Tsanaktsidis	Professor	Member
Chrysa Sialgkanidou	Occ. Therapy student	Member

- With whom did the IEC has cooperated with?

Quality assurance unit	<input checked="" type="checkbox"/>	Department's secretariat	<input checked="" type="checkbox"/>	Students association	<input type="checkbox"/>
Students advisor	<input type="checkbox"/>	Students supporting team	<input type="checkbox"/>	DPO (Data protection office)	<input type="checkbox"/>
Other	<input type="checkbox"/>				<input type="checkbox"/>

- Sources for data collection

1. Quality assurance unit data base	<input checked="" type="checkbox"/>
2. Secretariat data base system	<input checked="" type="checkbox"/>
3. Research Committee data base,	<input type="checkbox"/>
4. Economic service data base	<input type="checkbox"/>
5. Other	<input type="checkbox"/>

- Date of consultation of the results of the internal evaluation at the Department's Assembly

2/12/2020

2 Presentation of the department

2.1 Do you think that a reconfiguration of the department's strategic plan should take place?

YES

NO

2.2 Quality management

2.2.1 Which committees are established in the department?

S/N	Committee	Date of establishment
1	IEC	11/11/2019

2.2.2 Established Internal Regulations

S/N	Regulation	Date of initial approval	Latest review date
1	Undergraduate studies regulation	16/3/2020	16/3/2020
2	PhD studies regulation	29/11/2019	13/5/2020
3	Post-Doc studies regulation	29/9/2020	29/9/2020
4	Quality Assurance Policy	24/11/2020	24/11/2020

3 Undergraduate Studies

3.1 Undergraduate studies program

3.1.1 How much does the undergraduate studies program meet the department's aims and society needs?

Criterion	Yes	No	Justification
Are there any procedures that quantify how much the Undergraduate program meets the society needs and department's aims?	X		The department is a member of the European Network of Occupational Therapy in Higher Education (ENOTHE). The undergraduate studies program was designed and implemented in close cooperation to the Greek and Cypriot Occupational Therapists (OT) Associations, from the beginning in 2019. Also as a reference although published some years ago, was used Tuning Occupational Therapy Group Reference points for the design and delivery of degree programmes in Occupational Therapy (2008) And the most recent World Federation of Occupational Therapy Minimum Standards for Occupational Therapy Education (2016).
Are there any procedures for the review of the undergraduate studies program?	X		According to the quality assurance policy, there is a specific procedure for the review of the undergraduate studies program (IEC, Department's Assembly, Senate).

			This is an annual procedure and must also take into account the WFOT minimum standards for education programmes (2016), ENOTHE (most recent Tuning programme and strategies for OT Education) and Hellenic Association of Occupational Therapists so as to guarantee that the programme of studies is adapted to the Greek Local Context..
Is the undergraduate studies program available to the public?	X		Yes, <ul style="list-style-type: none"> • at the department's site. • The professional association • Service users • Local stakeholders
Is there a procedure for the tracking of the department's graduates?		X	Not yet, since the department is only 1,5 years old and has no graduates.

3.1.2 Review of the undergraduate studies program

Question	Answer
What is the rate: Background / specialization/direction courses?	The program does not contain direction courses. Only general background and special background courses (totally 45 general and special background courses for degree acquisition) Graduates will hold a Bsc(Hons) Occupational Therapy
Number of free choice courses	Zero (0)
What is the rate: General Background / special background/free choice courses?;	80% / 20% / 0%
What is the rate: OT background / OT scientific area / general knowledge / skills development courses	16 % / 40 % / 8 % / 36 %
Which courses are delivered by other programs or departments and which courses are delivered by the department to other programs or departments	0 and 0
Which foreign languages are delivered ?	English

3.1.3 Exams and students evaluation system;

Question	Answer
Do you apply multiple (in time and type) methods for the students final evaluations?	Yes. During the semester and final exams, in the forms of assignments, intermediate exams and final exams. This includes written assignments, case studies, presentations and written exams
Is there any transparent graduate thesis assignment process?	No, due to the only 1,5 years from the establishment date of the department. Students in order to complete their studies at their final year they have to produce a thesis which is either systematic literature review or small scale research study.

Are there any quality assurance criteria for the graduate thesis?	No, due to the only 1,5 years from the establishment date of the department.
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3.1.4 International dimension of the Undergraduate studies program

Question	Answer
Are there any visiting professors from foreign universities?	Yes, from Brunel University-UK
Are there any students from abroad and in which rate?	Yes , from Cyprus: 6 % and the department will make use of the Erasmus exchange programmes for students and academics that the university participates. In addition, students are in contact with SPOT-Europe (Student Platform Occupational Therapy Europe) so as to establish a mini-SPOT at the department
In which international cooperation programs (e.g. ERASMUS, LEONARDO, TEMPUS, ALPHA) is the department involved;	No, due to the only 1,5 years from the establishment date of the department. This year the first contact to ERASMUS office.
Are there any awards for the undergraduate studies program?	No
Do you apply the European Credit Transfer System (ECTS)?	Yes, as shown in the study guide
Are there any brochures or webpages that supply information on the ECT system?	No

3.1.5 Practise placement of students

Question	Answer
Is there a compulsory practical placement to your program?	Yes , here are compulsory clinical placements from the 1 st semester and during their studies students have to cover a minimum of 1000 hours on placement according to WFOT minimum standards for education.
Is there any internal regulation for the practical or clinical placement ?	It is included in the study guide

3.2 Postgraduate studies programs

3.2.1 Reference to postgraduate studies programs

None yet. The first postgraduate interprofessional course is designed now, of our Occupational Therapy department in collaboration with the department of Medicine of the Aristotle University of Thessaloniki.

3.2.2 Departments and Universities that participate at postgraduate courses

None yet

3.3 PhD studies program

3.3.1 PhD availability;

Question	Answer
Are the PhD positions publicly available?	Not yet, since the two first Assistant Professors have just been elected. It will be available to the public from the 2021-2022 academic period
Tracking of the PhD graduates	-

3.3.2 Structure of the PhD program;

Question	Answer
Are there any PhD preliminary sources	They will be, according to the PhD regulation. They are going to be formulated by the two first permanent professors of the department
Are there any research methodology courses?	-

3.3.3 Exams and graduation procedure

Question	Answer
Quality assurance of the PhD graduation procedure	Yes, the department quality assurance policy and the PhD regulation are harmonized with the UoWM's relative policies, which require at least two international peer review journals papers and one international peer review conference paper for the acquisition of the PhD.

3.3.4 PhD candidates selection process

Question	Answer
PhD candidate selection procedure. Is there any?	Yes. It is described in the PhD regulation and it is harmonized to the UoWM relative process.

4 Teaching process

4.1 Efficiency of teaching staff;

Question	Answer
Is there any evaluation process of the teaching staff by the students?	Yes, through the questionnaires of the Quality assurance Unit
Which are the average teaching hours per teaching staff person?	7,7 hours per person weekly
How many persons from the teaching staff are participating at a postgraduate program?	0
Do the postgraduate and the PhD students assist at the teaching process?	There are no post-graduate and PhD students

4.2 Quality and efficiency of the teaching process;

Question	Answer
Is there a process for updating the content of the courses and the teaching methods?	Yes, the quality assurance policy supports the annual review of the courses content. Moreover, the teaching staff consists mainly of visiting professors, which evaluate the content annually, in cooperation with the department's assembly. We will also ask the relevant OT organizations nationally and internationally for their comments so as to the programme of studies to be further occupation focused.
Which teaching methods are adopted?	Lectures, exercises, clinical placements, laboratory exercises, online lectures.
Participation rate of the students to the exams	98 %
Success rate of the students at the exams	95%
What is the average degree of graduation?	No graduates yet
What is the average graduation duration?	No graduates yet

4.3 Organization and implementation of the teaching process

Question	Answer
How do the students get awareness of the courses curriculum?	Through the asynchronous electronic platform (eclass) by the teaching staff
Is there any process of measuring the accomplishment of the courses' teaching goals?	Yes, through the evaluation of the students anonymous questionnaires
How many members of the academic staff, teach courses which are not close to their research field?	No-one

4.4 Assistive material to the courses

- Which rate of the teaching staff supplies the students with extra material?

Over 50 %, since the Greek books on Occupational Therapy are a few.

4.5 What do you think of the available infrastructure and means of the department?

Question	Answer
1. Classrooms:	Not enough to cover the department in its full deployment
1.1 Number and capacity of the classrooms.	2 rooms with capacity 70 students per room, 2 rooms with capacity 35 students per room, one amphitheatre in the Health sciences school (100 students), one amphitheatre in the hospital facilities (100 students capacity). However, these rooms are commonly used by the OT and another department of UoWM
1.2 Appropriate and high quality of class rooms?	The rooms are fully equipped with video – projectors and PCs and

	boards, but are not enough for the operation of two departments.
1.3 Usage rate.	100 %
1.4 Appropriate and high quality of the equipment of the class rooms?	The rooms are fully equipped with new video – projectors and PCs, but are not enough for the operation of two departments.
2. Educational laboratories;	Only two (2) (Anatomy and First Aid). Common for two departments. Six more (6) OT laboratories equipment is expected in the period 2021-2022
2.1 Number and capacity of laboratories	2 laboratories, 20 students per lab
2.2 Appropriate and high quality of labs?	More laboratories are needed
2.3 Usage rate.	100 %
2.4 Appropriate and high quality of labs equipment?	Insufficient
2.5 Consumables of laboratories	It is renewed annually, but still more equipment is necessary
2.6 Are the labs available beyond the teaching hours?	No, due to use by another department
2.7 Quality of clinics?	The clinical placements occur outside the campus, at organizations or private clinics nationwide that cover current students. We are in process for the expansion of this network
3. Library and reading rooms:	
3.1 Number and capacity	1, with a capacity of 10 students
3.2 Appropriate and sufficient ?	Yes
3.3 Usage rate.	Open during the COVID-19, so not yet used
3.4 Administrative/technical/research support personnel	Yes
3.5 Number and specialty of personnel	1 secretary
3.6 Is the personnel sufficient?	No, one more technical support person is required

4.6 Exploitation rate of the Information and Communication Technologies (ICT) for the purposes of the studies program

Question	Answer
Are ICT used for teaching presentations?	Yes
Are ICT used for teaching presentations during laboratory courses?	Yes, especially online due to COVID-19 restrictions
Are ICT used for students evaluation?	Yes, and even more now due to COVID-19 restrictions
Are ICT used for interaction between the teaching staff and the students?	Yes, using the asynchronous e-platform eclass
Which is the investment so far on ICT?	1.00,00 € for video projectors, cameras, etc.

4.7 Teaching staff/students rate and their cooperation

Question	Answer
Teaching staff/students rate in theory classes	1 / 70
Teaching staff/students rate in laboratory classes	1/20

4.8 Level of interaction between teaching courses and research

- Do you involve students in research projects?

Until now, all the submitted proposals involve very high students' participation in the projects' activities. However, due to the only 1,5 years of establishment, no project has been approved officially yet.

4.9 Mobility of the staff and of the students

Question	Answer
How many agreements have you signed on students' and staff mobility?	Launching of the ERASMUS office contact and of the ENOTHE opportunities, recently.
For the last 5 years, how many persons from the teaching staff have moved abroad, for research and / or teaching purposes?	None, due to the only 1,5 years of operation and the COVID-19 restrictions
For the last 5 years, how many persons have moved to your department ?	2 (Two). One lecturer and one specialized teaching staff
For the last 5 years, how many students have moved abroad, for research and / or teaching purposes?	0, due to the newly established department
For the last 5 years, how many students have moved abroad, for research and / or teaching purposes?	0, due to the newly established department

5. Research

5.1 Promoting research through the department

Question	Answer
Is there a concrete research policy	Yes, mainly the participation to EU-funded and national projects, also through networks, such as the INCLUDE network
Is the research budget announced or released to the public in any way?	No, the annual report on this is delivered to the Dean
Are there any research scholarships at the department?	Yes, every year (Academic scholars)
Do you promote the research results among the teaching staff?	Yes, the submitted research projects involve most of the staff members
Do you promote the research results among the scientific community or the general public?	Yes, through newsletters and research papers
Do you promote the research results among the regional or local community	Not so often

5.2 What do you think of the research projects that are implemented by your department?

Question	Answer
Which research projects or other activities are approved or submitted so far?	Two research projects were submitted during the first year of operation (one in the H2020 program and one at the Regional Operation Program on School scholarship). The last one is approved. During the second year of operation, a H2020 research project was submitted in January 2021 and one more at the EEA grants program on

	silver economy.
Rate of personnel that undertakes research initiatives	40 %
Participation of post-doc and non-permanent researchers at the research projects	Yes, since the department is newly established.

5.3 Available research infrastructure

Question	Answer
Number and capacity of research laboratories	None, since the department is newly established.
How do you finance the establishment, maintenance and renewal of research projects?	Through the Public investments program and in the future through research projects
Does the research infrastructure support effectively the research process?	No

5.4 Scientific publications during the last five years

Question	Answer
How many publications did the permanent staff published so far?	4, in the last 1,5 year of operation
How many publication did the permanent staff published?	
(a) At peer review international journals	4
(b) At international journals without reviewers	0
(c) At international peer review conference proceedings	0
(d) At international conference proceedings without reviewers	0
How many book chapters did your staff published?	0
How many other publications did your staff published?	0

5.5 Degree of recognition of your department's research efforts

Question	Answer
How many citations does your department obtain?	Only two (2), since the department is operating for only 1,5 years.
How many of your department's staff participated at international conferences committees?	None, since the department is operating for only 1,5 years.
How many of your department's staff participated at international journals committees?	None, since the department is operating for only 1,5 years.
How many of your department's staff have been invited from academic institutions as invited speakers or tutors?	None, since the department is operating for only 1,5 years.
How many of your department's staff are journals reviewers?	None, since the department is operating for only 1,5 years.

6 Relations to social/cultural/productive (scp) institutes

6.1 Cooperation with social/cultural/productive (scp) institutes

Question	Answer
Which projects-activities have been co-organized with other scp institutes?	Co-organization of activities during the international day of disabled people with the municipality of Ptolemaida and other relevant activities. Organization of an online career day together with the National

	OT association.
How many of your personnel staff participated at these projects-activities?	2
How many of your students participated at these activities	70

6.2 Potential of the department to develop new cooperations with scp institutes

Question	Answer
Do you acquire certified laboratories for services supply?	No
Do you exploit your laboratories for scp institutes' activities?	None available
Do you announce the results of the above cooperations to the media?	None available
Do you organize any events for informing the scp institutes on the activities and scope of your department?	Yes, during the international day of disabled people, during common activities with relevant institutes, during the online career day together with the National OT association.
Do you involve visits to scp institutes in the academic process of the students?	Yes, it is essential especially during clinical placement
Is there any contact to graduates that work in scp institutes?	There are no graduates yet
Do you organize lectures by scp institutes?	Yes.
Is the scp personnel involved in the academic process?	Yes

6.3 How do you see the Department's contribution to local, regional and national development?

Question	Answer (Yes-No and a short justification if necessary)
Are program cooperation agreements concluded between the Department and KPP bodies?	Yes, in the context of clinical exercises, all over Greece
Is the Department represented in local and regional organizations and development bodies?	Yes, through the members of the Provisional Assembly
Is the Department actively involved in the preparation of local / regional development plans?	Yes, through the members of the Provisional Assembly
Does the Department organize and / or participate in the organization of cultural events aimed at the immediate social environment?	Yes, for example e-festival during Quarantine March-May 2020

7 Academic development strategy

7.1 How do you evaluate the academic development strategy of the Department?

Question	Answer (Yes-No and a short justification if necessary)
Does the Department collect and utilize the data and indicators required for the effective planning of its academic development?	Yes, eg teachers' action programs, the research projects in which it participates, the CPC bodies with

	which it concludes contracts.
Is there a process for formulating a specific short-term (eg 5-year) development plan?	Yes, in collaboration with the teachers and the Panhellenic and Pancyprian Association of Occupational Therapists, the temporary assembly prepares a short-term development plan (eg required faculty members, infrastructure, structures for clinical exercises, elaboration-establishment of interdepartmental diplomas, certifications)
Is there a process for monitoring this development plan?	Yes, from the department's Internal Evaluation Team on an annual basis
Is there a process for publishing this development plan and its results?	Not yet, due to the department being newly formed
Is there a support service for working students?	No

8 Administrative services and infrastructure

8.1 Efficiency of administrative and technical services?

Question	Answer (Yes-No and a short justification if necessary)
To what extent is the Secretariat of the Department and the Departments staffed?	There is only one person, who is occasionally supported by students. So it is not sufficiently staffed.
Is the institution of the Professor Counselor applied?	Yes, and it is announced on the home page of the department site
Is there a support service for the weakest students and those who do not complete their studies on time?	Not yet
Is there a specific policy of the Department for the smooth integration of new students in the Department?	Yes, there is always a welcoming ceremony for new students. They are also informed by the Secretariat about the registration procedures, codes and troubleshooting. The same with students in older years.
Are scholarships provided to excellent students or to special categories of students (in addition to IKY scholarships)?	Yes, from the university 250 Euros per department and per excellent student.
How are foreign students who move to the Department supported?	With the care of the president and in collaboration with the Pancyprian Association of Occupational Therapists

8.2 Degree of transparency and efficiency in the management of financial resources?

Question	Answer (Yes-No and a short justification if necessary)
Is there a procedure for drafting and executing the budget of the Department?	Yes, annually by the Assembly
Is there a resource allocation process?	Yes
Is there an accounting procedure?	Yes. To the Dean

9. Frameworks included in the programme:

The curriculum is occupational based following the OT conceptual models of practice and frames of reference including also the biopsychosocial model.

The programme of studies, through the course modules every year, gives the opportunity to students and eventual graduates to obtain knowledge, skills and attitudes based on six areas of competence as described in WFOT Minimum Standards, (2016); (i.e. person-occupationenvironment, relationship to health, therapeutic & professional relationships, occupational therapy process, professional reasoning & behavior, the context of professional practice and the application of evidence in practice).

The structure of the curriculum incorporates the experience from practice placements with taught modules and the local view of health giving occupations is incorporated in every aspect of the curriculum.

The programme of studies gives the opportunity to students to learn the local view of health, social disability and legal system, which is incorporated in Greece by the European commission given that Greece is a member country of the European Union since 1981.

During their studies students have the opportunity to address the history and the pioneers of the profession in Greece, the history and the current activity of the Greek National Association of Occupational Therapists (Hellenic Association of Occupational Therapists)

Students from year 1 of studies are taught and they are aware about the activity of OT organizations such as WFOT, COTEC and ENOTHE. They actively participate in the World OT day every year and they are in contact with the European OT student platform (SPOT).

Frameworks that need improvement:

The programme needs to be more anticipatory to the growing needs of the Greek community. Establish more clinical practice placements in community settings and working with people that are in poverty refugees or other social needs . At the moment the number of practicing OTs involved in those fields is very limited in Greece but there is a growing need for OTs working in community settings. This regional need of southern Europe to support the refugesis growing.

10 Conclusions

9.1 What, in your opinion, are the main positive and negative points of the Department, as they emerge through the Internal Evaluation Report?

There are four main advantages of the department:

- 1) The department has from the beginning close cooperation with the Panhellenic and Pancyprian Association of Occupational Therapists, both in the design of the curriculum and in terms of teaching staff criteria. Consequently, the department ensures that it harmonizes with the guidelines of the clubs, which in turn harmonize with the respective Global and Pan-European organizations (WFOT, UNIT). It is also staffed with full meritocracy by young part-time teachers with intense research and social activity.
- 2) The department has a clear research orientation from the beginning, with its active participation in research proposals (three so far in one year).
- 3) The department from the beginning is extremely extroverted, since it participates in events of the local community, cooperates strongly with KPP bodies and involves students in all these activities.
- 4) There is a great demand for admission to the Department, as shown in the applications from qualifying exams, but also from the admission bases.

One is the main downside of the department:

1) The lack of infrastructure, both in teaching spaces and in laboratory equipment. Despite trying to fill this weak point by the clinical practice contracts concluded by the department with the relevant structures, the laboratories planned to be renovated at the School of Health Sciences must be completed relatively quickly and the equipment must be procured quickly from the relevant PDE competition. Ideally, in the context of the post-colonial era, a new building of the School of Health Sciences with all modern standards should be erected.

9.2 Do you see opportunities to take advantage of the positives and potential risks of the negatives?

From the positive points there are opportunities such as:

- 1) Establishment of the department in the European and Greek "space" of Occupational Therapy, both as certified by WFOT but also as active in research activities. Thus it can attract remarkable scientists as teachers, but also as researchers.
- 2) High probability of participating in research programs and attracting resources for research equipment of the department.

The negative points are the risk, after the pandemic and in case of delays in technical projects and equipment procurement, of a lack of teaching and laboratory facilities, as well as relevant educational equipment, which can greatly complicate the educational process of undergraduate students.

9.3 Improvement plans

The plans of the department include:

- Interdepartmental program with AUTH medicine in Advanced Occupational Therapy
- Participation with students in a Project (Occupational Narratives Project) of the World Federation of Occupational therapists (WFOT)

- Approval of the programme of studies by the World Occupational Therapy Organization (WFOT)
- Participation with students in action-video ENOTHE (European Network of Occupational Therapy in Higher Education)
- Organization of KEDIVIM program: "School based Occupational Therapy and The Pedagogy of Occupation "

With the hiring of the first two faculty members expected in 2021, the short-term planning of the department will be strengthened and committees will be appointed:

- A) Monitoring of laboratory equipment and infrastructure
- B) Monitoring the achievement of learning objectives,
- C) Monitoring the achievement of research results