



**INSPECTION CHECKLIST FOR HEALTH HIGHER TRAINING INSTITUTION  
PROGRAM REGULATED BY THE MEDICAL COUNCIL OF MALAWI**

**NAME OF TRAINING INSTITUTION:**

**PROGRAM:**

**HHTI's PERSONNEL AVAILABLE DURING INSPECTION:**

**PHYSICAL ADDRESS:**

**POSTAL ADDRESS:**

**EMAIL ADDRESS:**

**CONTACT PERSON:**

**DESIGNATION:**

**PHONE NUMBER:**

**DATE:**

#	GENERAL REQUIREMENT	SPECIFIC CRITERIA	AVAILABILITY		REMARKS
			YES	NO	
1	Does the health higher training institution (HHTI) have availability of the following	Vision			
		Mission			
		Mandate			
		Organization structure, standing committees and functions at each level			
2	**Student representation	Students represented in relevant the sub-committees at relevant decision-making levels			
3	**Lecturer representation	Lecturers/educators represented in governance structures			
4	**Sustainability	Existence of an approved sustainability strategy for the programme/course at the HHTI.			
5	**Curriculum	Presence of approved curricula aligned to MCM format and guidelines within the HHTI.			
6	6a. Policies	Does the HHTI have policies in place? (as a minimum **Students welfare policy			
		**Students code of conduct			
		**Staff code of conduct			
		Information Communication and Technology policy			
		Staff recruitment policy			
		Staff development policy			
		The staff development policy balances the capacity for teaching, research and service functions			
		**Staff development includes both long- and short-term training for lecturers			
		There is a process for lecturers to achieve CPD requirements			
		6b.**Students Admission policy:	**Clear admission criteria and process available. The student admission policy includes:		
Application methods					
Entry requirements					
Admission process					
Selection criteria					
	Admission sub-committees				

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			YES	NO	
7	**Students Indexing	**The HHTI has a functional MCM students indexing system			
		**All continuing students for MCM regulated programs are indexed within 6 weeks of program commencement			
8	**Legislative Matters	**The HHTI has evidence of registration with: National Council for Higher Education			
		**MCM			
		**Registrar general or has an establishing Act			
9	Human Resource	**Meeting the appropriate expected ratio between segregated full time and part time in line with MCM guidelines (Part time not more than 30% for the program)			
		Basic science lecturers to student ratio not more than 1:50			
		**Core modules/practical lecturers to students ratio not more than 1:15			
		Lecturers have qualifications above the level of training being offered. Where lecturers are at the same level (e.g. Masters or PhD), as the training being offered, lecturers have adequate relevant experience.			
		There are diverse levels of qualifications among the lecturers (BSc, Masters and PhD), relevant for the level of training being offered			
		New Bachelors program in an existing HHTI, have a minimum of 3 lecturers (2 Masters and 1 PhD) specifically trained in that program.			
		**All relevant lecturers are registered and in good standing with the MCM			
10	Governance and quality improvement	**Information about learners' performance, progression and			

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			YES	NO	
		outcomes are evaluated (assessment and examination results are collected, analyzed for improvement)			
		**Documented processes and evidence demonstrate that learners receive regular, timely, and constructive feedback on their performance			
		**Internal system for raising concerns about education and training is functional (investigation, responding, and feedback provided)			
		The HHTI actively engages multidisciplinary teams (clinical, academic, and support staff) to guide and support students in the training			
11	Linkage between the institution and health care system	**MOUs available between the HHTI and approved teaching hospitals, laboratories or other relevant supporting institutions			
		**Logbooks that meet expected competencies for clinical and or practical placements of students available.			
12	Student supervision	**Evidence of collaboration and meetings with preceptors and clinical/practical attachment facilities to inform program improvement is available ( <i>Meeting minutes and action plans for improvement, feedback from institutions, reports</i> )			
		**Appropriate level of practical supervision by experienced and competent supervisors are planned and conducted			
		**Site based coordinators at each clinical placement site coordinate and supervise training and activities of learners			
		The HHTI has established, documented, and implemented mechanisms that promote			

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			YES	NO	
		continuous learning and improvement from patient safety incidents			
13	Student support	The HHTI has student support and counseling services to address social and personal needs i. **Academic support			
		ii. **Health services support (physical, psychological e.t.c.)			
		**The HHTI provides a structured, comprehensive induction programme relevant for the level of training that equips learners with the knowledge, skills, and orientation needed to succeed in the programme			
		**Documented and implementable process for inducting learners on conduct, ethics, and professionalism at all years (levels) of training.			
		Existence of a structured and accessible career guidance system that provides learners with career advice			
14	Physical Facilities	The HHTI has the following physical facilities adequate for the staff and student population: **Lecture halls			
		**Laboratories/Skills laboratories			
		**Libraries			
		**ICT Facilities			
		Hostels			
		Restaurant			
		Recreation Facilities including sports or student common rooms			
		Water closets, urinals, wash hand basins, bathrooms for males and females			
		Wastewater collection, treatment and disposal system.			
		Availability of water			
15	Safety and Accessibility	Environmental care and cleanliness			

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			YES	NO	
		Relevant transport facilities for students			
		Emergency preparedness			
		Fire preparedness			
		Facilities demonstrate friendliness, safety, and accessibility for persons with physical and other disabilities.			
16	Learning environment and culture: Perspective of sampled current Learners (if existing programs)	The learning environment is safe, caring, compassionate and supportive for learners and educators			
		Learners and educators can raise concerns about patient safety, education and training, openly and safely			
		**Learners receive educational and psychological support to achieve the learning outcomes required by their curriculum.			
		Learners meet with their educational supervisor or personal adviser as required			
		Learners have access to technology enhanced and simulation-based learning opportunities within their training programme as required by their curriculum			
17	Learning environment and culture: Perspective of sampled Educators	Educators are inducted, trained, and appraised to reflect their education and training responsibilities.			
		Educators receive the support, resources and time to meet their education and training responsibilities			
18	Theater and Anaesthesia (if applicable) for practical sites	MCM Approved Operating Theatre			
		Number of theaters available			
		Number of registered anesthesiologists in good standing with MCM			
		Number of registered Anaesthesia Clinical Associate in good standing with MCM			

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			YES	NO	
		Number of registered Anaesthesia Clinical Therapists in good standing with MCM			
19	Procedures at clinical site (if applicable)	All types of relevant procedures conducted at the facility			
		Total number of procedures conducted in the previous year			
		Number of major procedures conducted in the previous year			
		Total number of minor procedures conducted in the previous year			
<b>** (Asterisk) means a critical indicator and the HHTI must meet it at all cost. Failing to meet an asterisk indicator implies failing to the assessment therefore the HHTI will not start training.</b>					

#### Final Score:

Type of indicator	Total applicable	Total Scored Yes	Percentage
Indicators with asterisk			
Indicators without asterisk			
All indicators combined			

#### Critical Findings and recommendations:

1. Finding and corresponding recommendations

#### Other Findings and Recommendations:

1. Finding and corresponding recommendations

#### Conclusion:

Met all requirements, partially met requirements, Did not meet requirements

Justify each conclusion

#### Determination:

Criteria	Tick
Recommended for Registration/Renewal	<input type="checkbox"/>
Recommended with Conditions	<input type="checkbox"/>
Not Recommended	<input type="checkbox"/>

## MCM HHTI Inspection Team:

Inspector Name:

Designation:

Signature:

Date:

Inspector Name:

Designation:

Signature:

Date:

Inspector Name:

Designation:

Signature:

Date:

Co-opted Expert:

Designation:

Signature:

Date:

OUTCOME OF ASSESSMENT	SCORE DESCRIPTION	MCM ACTION
Met all requirements: Total score of $\geq 75\%$ and have met each indicator with *	Total score $> 66/88$ Item with * $33/33$	Recommended for registration or continued training
Partially met requirements: Minimum total score of $75 \geq 60\%$ and met each indicator with *	Total score $\geq 53/88$ Item with * $33/33$	Commence/Continue training but to address issues within 3 months.
Did not meet requirements: A Score of $< 60\%$ have missed at least indicator with *	Total score $< 53 /88$ Item with * $< 33/33$	Not recommended for training
The checklist has a total of 88 indicators including 33 critical indicators with asterisks		