



Writing Self Study Report

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Writing SAS report (SAR)

- This step is important, it gives the real picture of the college,
- The person who writes the report must be fluent in linguistics and familiar with the educational system in the college.
- The report could be written very carefully, perhaps taking months to complete.
- Numbering and punctuation is very important.

Who writes the report?

- Each sub-committee writes a report on the area assigned to it.
- The nine reports, along with evidences, shall be submitted to the Report committee or to the Chairman of the Head Committee.

SSR

- as comprehensive as necessary
- as brief as possible
- should be evidence based
- mention both achievements and shortcomings
- Includes suitable measures necessary to maintain and improve achievements on one side and overcome shortcomings on the other side.

Who is responsible for writing the SSR:



1

- Reports of subcommittee
- 1-9 covering the 9 areas

2

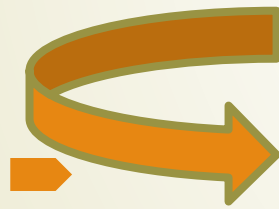
- *Head committee for unifying *Consider SWOT analysis ... * Suggest action plan

3

- Steering committee
- Approve constructive recommendations
- Approve the final reports
- Handle it to College's Council for approval.

How to write the SSR:

- Writing the SSR will be based on the prior report drafts of the SCs.
- Thorough discussions of these drafts are necessary, and rephrasing, restructuring and rewriting are needed in most of the times



aiming to write the final edition.



1

Backbone (Heading, Details, Permits and Limits) of SSR

- **The title page**
- **One page including**
 - title of the study.
 - institution name
 - mailing address,
 - names and affiliations of report authors .
 - the date of submission.

- **Table of contents**



2

Dean's statement about the college accreditation.

- Not more than one page stating
 - the vision of the college about accreditation
 - the achievement of college regarding accreditation.
 - It might include a photo of the dean or the college.

3

The Historical background of the college.

- One or two pages
- the historical background of the college:
 - the date of initiation,
 - number of graduates,
 - awards acquired ... etc.
- a historical photo of the college .

4

Acknowledgment.

- ▶ Not more than one page to show and thank efforts of the:
 - ▶ participating personnel.
 - ▶ society groups.
 - ▶ agencies .
 - ▶ others who participate in one way or another in the process of accreditation and
 - ▶ others who participate in SSR writing.

5

Summary report (executive summary).

- One or two pages
- including the summary of main chapters of the report
- It should show the methodology used.
- conclusion of the results .

6

The purpose of evaluation (aims).

- Not more than one page
- stating the college's point of view,
- the college's needs for accreditation and
- how this report is beneficial in this regard .

7

Evaluation methodology and statistical methods.

- One to two pages showing
- the study model and design (quantitative, qualitative or mixed)
- and reason for choosing such design.
- Data collection (instruments, sources, procedures, sample size and sampling techniques, and limitations) should be described.
- Furthermore, this section should show how data were analyzed (content analysis of qualitative data, descriptive statistics and/or statistical tests of significance of quantitative data).

8

Discussion of the standards within all areas

- ▶ narrative way .
- ▶ write a chapter for each area .
- ▶ **Each chapter includes**
 - ▶ a background and
 - ▶ rationale context of that area with the related standard.
 - ▶ The results should be so clear with
 - ▶ a logical and narrative summary (quantitative and qualitative).
 - ▶ The use of tables and figures are preferable when appropriate (clearly labeled).
 - ▶ The results should highlight the relevant negative as well as positive findings preparing them for analysis.
 - ▶ clear referral
 - ▶ College benchmarks, achievements and shortcoming should be explained clearly .

SWOT analysis



- enlightens the points of
 - Strength
 - Weakness,
 - Opportunities and
 - Threats.
- proper action plan to (maintain strength points and overcome shortcomings).
- a time schedule.

9

Conclusion and recommendation

- One or two pages.
- **The conclusions** should enumerate the summary of the SWOT analysis appropriately .
- **The recommendations** aims to facilitate the future work to overcome shortcomings and maintain strength points.

Citation and Appendices.

- ▶ list sources for any references made in the stem
- ▶ The **appendices** could be the last chapter of the SAS report .
- ▶ Or could be in **isolated booklet** with proper referral to the SSR stem.



THANK YOU

Q&A

2.8 LINKAGE WITH MEDICAL PRACTICE AND THE HEALTH SECTOR

➤ Basic standard:

➤ **2.8.1 The medical college must ensure operational linkage between the educational program and the subsequent stages of education or practice after graduation.**



An example of a report on standard 2.8.1

The linkage between the college and the health institute(teaching hospital , PHCC) is solid inform of a shared representation from both sides in different committees(*) and in the combined council . The learning outcomes of every stage of undergraduate study as well as the schedules of training are well known to the instructors and students() they are announced in the wards as well as in the web site. The letter of agreement is well written (*); it includes many scientific activities like conferences, meetings, campaigns ,CPD , CME..... etc. The students as well as the health staff are involved in regular feedback (*) which are reflected on the learning objectives and instructional methods (*).

Documents or evidences :

- Present :
 - 2.8.1. A- letter of agreement
 - B- Official order of shared council.
 - C- Formal invitation to attend meeting
- Applied :
 - 2.8.1
 - D- A meeting's minutes with related recommendations.
 - E- field visit to verify the implementation of the recommendations.
- Effective:
 - 2.8.1
 - F- mutual feedback , questionnaires.
 - G-changing the learning outcomes in accordance with the feedback.



Thank you