



DEPARTMENT MONITORING VISIT REPORT (DMVR)

Monitoring operations constitute a primary functions in the Quality Assurance Mechanism. This report summarises the results and recommendations of a scheduled, unannounced, or responsive evaluation. Inspections are guided by the OQA Protocol for Department Monitoring Visits and the policies by which it is informed.

PRE-VISIT			
Department/Location:	Date of Visit:		
Members of QA Team:			
Related Standards: <i>(policies, procedures, etc.)</i>			
Type of Visit:	<input type="checkbox"/> Scheduled	<input type="checkbox"/> Unannounced	<input type="checkbox"/> Responsive
Objectives:			
Site Visit Activities:	<input type="checkbox"/> Check physical infrastructure	<input type="checkbox"/> Check physical infrastructure	<input type="checkbox"/> Other:
	<input type="checkbox"/> Interview staff		
	<input type="checkbox"/> Records inspection		
ON-SITE OBSERVATIONS			
General:			
Commendable:			
Concerns:			
CONCLUSION			
<input type="checkbox"/> High Compliance	<input type="checkbox"/> Low Compliance	<input type="checkbox"/> Non-compliant (low risk/impact)	<input type="checkbox"/> Non-compliant (high risk/impact)
Reasons Given for Non-Compliance:			
RECOMMENDATIONS			
Professional Development:	<input type="checkbox"/> Awareness of Standards:		
	<input type="checkbox"/> Skill Development:		
	<input type="checkbox"/> Other:		
Resource Enhancement:			

Visiting Team: _____

name *signature* *date*

name *signature* *date*