

**Annual report for 2016**

business report including quality report and accounting report

## Higher institutional basic information

Institution name: Visokošolski zavod Fizioterapevtika

Institution short name: VZF

Type of organization: independent higher institution, accredited

Street: Bogatajeva ulica 15

Town: 1215 Medvode

Location of study: Zdraviliška cesta 6, 3270 Laško

Website: [www.fizioterapevtika.si](http://www.fizioterapevtika.si)

Telephone number: +386 (0)1 361 20 55

Register number: 6075576000

ID for VAT: SI17014999

Business report 2016 including quality report

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doc. dr. Friderika Kresal, dean

Business report including quality report for the study year 2015/2016 was discussed by the senat of Fizioterapivtika in its 19th session from 14. 02. 2017. Business report including quality report was discussed by the Student council in its session on 10. 02. 2017. Board of directors has accepted the Yearly report 2016 on its 13th session on 27. 02. 2017

## **1 Introduction**

This document represents the yearly report of higher educational private institution Fizioterapevtika. This report also includes the quality report and the accounting report of higher educational institution Fizioterapevtika for the year 2016.

## **2 Mission and vision of higher educational institution Fizioterapevtika (from here on Fizioterapevtika)**

The vision of Fizioterapevtika is to contribute excellent staff for the task of taking on complex assignments, both in leading and implementation of medical services in the field of physiotherapy. Fizioterapevtika does so by providing quality education and research programme in the field of physiotherapy.

The work of physiotherapists is primarily focused on the individual and/or groups of people, which are threatened or hurt to the point, where there are disturbances in the functional systems. Physiotherapists are obligated to follow the advancements in the profession, to evaluate the adequacy or inadequacy of certain procedures, methods and techniques of physiotherapeutical approaches and to supply novilites into practical work with patients. They are capable to recongnize professional problems and to suply gained experience into further work.

Physiotherapy is a science, which is just begining to evolve. In the past it did not have a scientific basis and could not establish its own identity and develop a theory, on which it would base its activities. The Slovenian physiotherapeutical profession also does not have an base theory of its own, on which it would prove its necessity, efficiency and quality of physiotherapeutical procedures. Therefore we must take the following into account when considering researches:

- knowledge, which the physiotherapists need in practise
- procedures, how to expand and distribute knowledge
- evaluation of current procedures, methods, techiques and modalities of physiotherapeutical treatment.

In effort to stop considering physiotherapy only as a list of excersises and procedorues, but rather as a scientificaly based science, it is important to direct efforts into expansion of specific knowledge and developing own measures for education and practise.

Therefore Fizioterapevtika directs its vision and mission into that field. In recent years physiotherapy has become a dinamic profession, which is rapidly evolving along with

biomedical science. In relation to this, physiotherapevtical procedures must be based upon scientific basis to be scientific valid and provable. Around the world, in the EU and other places, physiotherapy is an academic study with its own research institutions an excellent publications of its findings.

Fizioterapevtika will became an elite higher educational institution and will carry out its vision with its striving for the excellency of work, both on the educational and research field. The managment of Fizioterapevtika obliges and wants to exceed the expectations of students and others. With its achievement and work it will be focus towards business excellency and satisfaction of students, employees and enviornment.

In research teams and groups, Fizioterapevtika will coloborate with different experts from the fields of economy, social-development, medicine, social gerontology and others, examining important questions concerning regions in which it will be actively included. Special focus will be directed at current questions and problems, concernig social and health care policies which interact with the field of physiotherapy. Physiotherapy is penetrating more and more into the scientific-research field with the proving of positive effects of physiotherapevtical procedures on patient rehabilitation and healing.

Fizioterapevtika also has a significance in its involmment in interdisciplinary researches, for instance: physiotherapy and law, physiotherapy and medicine, physiotherapy and information science, physiotherapy and the enviornment, etc.

In coloboration with domestic institutions (research institutions and health organizations) we will conduct researches, which will reflect the actual state in the narrow and wider Slovenian area and in the professional field. Fizioterapevtika, in connection with numerous domestic and foreign universtities and higher educational institutions from the field of physiotherapy and also other fields, is striving to deepen its scientific-research activities and actively participate in different projects.

Fizioterapevtika basis its efforts to fulfill its vision on the following:

- the usage and aplication of modern didactical gadgets, methods and forms of teaching on specific curricular areas,

- qualification of graduates to work directly with patients and others, and their ability to take on responsible tasks, which will in turn contribute to the general development of health care in all regions,
- conducting additional education courses and encouraging the self-education of professional and other workers and the constant following of the profession at home and abroad,
- ensuring the access to the most contemporary literature, both online and in libraries, for the students and faculty members,
- constant monitoring of quality of education and training,
- involvement and participation in domestic and foreign projects,
- participation of domestic and foreign experts in the educational process,
- active participation with the environment and ongoing information of public about its activities,
- provision of kind and encouraging learning environment for students and staff,
- consideration and execution of prescribed acts for the provision of health and security at work, and other legislation from the field of education and health care,
- provision of all around, rational and efficient work conditions,
- Fizioterapevtika will fulfill its vision and strategy with clear goals in the program of development of the institution and with concrete set goals and missions, which are a part of its yearly work plan.

The basic guidelines and processes of the institution are planned and identified upon the realization of long term goals, introduction and execution of new projects and management of staff.

### **3. Conducted activities in 2016 including self-evaluation**

#### **Education**

##### **3.1 Available spaces and interest for study**

In the study year of 2015/2016, there were 45 available spaces for part-time study. In the study year of 2016/2017 this number increased to 90. After the enrolment was complete, we accepted 43 candidates in the study year of 2015/2016 (only the first year of study was conducted). In the study year of 2015/2016, we accepted 67 candidates.

In the study year 2016/17, there were 102 students enrolled in the first level study programme of Fizioterapevtika – higher educational programme Physiotherapy. This number consisted of 66 students enrolled in the 1st year of study (without repeaters) and 35 in the 2nd year. Based on the number of enrolled students by sex, there were more women enrolled than man in both first and second level study programmes. (Tabel 2).

<b>Number of available places</b>	<b>Registered candidates first + second deadline</b>	<b>Accepted candidates first + second + third deadline</b>
Higher educational programme	Higher educational programme	Higher educational programme
90	37	66

<b>Study programme</b>	<b>mode</b>	<b>1<sup>st</sup> year</b>	<b>2<sup>nd</sup> year</b>	<b>3<sup>rd</sup> year</b>	<b>Final year students whitout degree</b>	<b>Total</b>	<b>Total female</b>
Higher educational first level professional study programme Physiotherapy	Part time	67	35	0	0	102	63

There are no foreign students enrolled in Fizioterapevtika. Because Fizioterapevtika only exists for 2 study years, it does not have any graduates.

As presented in Table 3, 77,27% of students managed to enrol into second year of study for the first. We evaluate that based on the difficulty of the programme and the study skills of students, the number of students advancing was adequate.

Study programme	2015/16 1 <sup>st</sup> year	Advanced into 2 <sup>nd</sup> year 2016/17	transmittance %	Number of repeats of 1st year	Number of repeats of 1st year in %
Higher educational first level professional study programme Physiotherapy	44	34	77,27	1	2,27

We at Fizioterapevtika are aware that a good indicator of the quality of the study is the number of attempts a student needs in order to pass an exam. Because we have only enrolled the second generation in the study year 2016/2017, we will make the comparison between the number of attempts to pass an exam on a generational level next year. In this report we are presenting the number for the students in the first year of study from the study year 2015/16. The average number for needed attempts for a student to pass an exam was 1,12.

### 3.1.2 First level study programme with the evaluation of the study programme

Fizioterapevtika ran one course on its first level study programme (1st Bologna level 3+) in the study year 2016/17:

- Higher educational programme Physiotherapy

Key movements, advantages and good	How it affects quality
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practices in the field	
Establishment of the 1 <sup>st</sup> year of higher educational programme	Establishment of the study programme enables the development of suitable skills of graduates, which are directed by market and student demands

### 3.1.2.1 Evaluation of higher educational programme

Currently, we at Fizioterapevtika are conducting only a single higher educational first level professional course. The quality of our educational activities is monitored in accordance to quality indicators, which are presented in Table 5.

Number	Name of indicator	Description of indicator	Value of indicator
1.	Study interest	Ratio between available spaces, enrolled candidates and accepted students into the 1st year of study in 1st and 2nd level study programme in the current study year. Two indices are calculated: the number of registered in the 1st wave of registrations / available spaces and the number of accepted students (without repeaters) / available spaces. Information about study interest are also presented based on the citizenship (Slovenian citizens, EU citizens, others).	Index for the study year 2016/17:  1. Number of applicants in the 1st wave / available spaces: $37/90=0,41$  2. Number of accepted students (without repeaters) / available spaces: $66/90=0,73$
2.	Ratio between students and higher educational teachers	Ratio between the number of students	Ratio between the number of

		and the number of higher educational teachers in study programmes	students and the number of higher educational teachers in study programmes : $102/26=3,92$
3.	Student fluidity	Fluidity of students from first year in to the second in study programmes conducted in the past study year. Ratio is calculated namely, based on students. If that information is lacking, it is calculated by the following formula: number of first time enrolled students of the 2nd year of study, without enrolled students by the standards of fluidity, in the year n / number of students in the 1st year of study in the year n-1	number of first time enrolled students of the 2nd year of study, without enrolled students by the standards of fluidity, in the year n / number of students in the 1st year of study in the year n-1 $34/44=0,77$
4.	Successfully finished study obligations	1. Number of graduates, for whom in the year n the number of years passed since their enrolment into the 1st year of study until the end of studies was equal to the number of years that the study programme has scheduled + 1 year (t+1) is divided with the number of enrolled students in the 1st year of the study programme in the year n – t-1. If the study	There are no graduates from study programmes yet

		<p>programme has not been conducted to allow the graduation of first generation, this index is not calculated.</p> <p>2.The average number of years a students studies in the study programme:  <math>(\sum \text{graduate} * \text{number of years since first enrolment}) / \text{number of graduates}</math></p>	
5.	Student satisfaction	General grade of satisfaction with study in the study programme, which is gained through a student poll	General grade of satisfaction is 4,077 (on a 1 to 5 scale)
6.	Connectedness with work environment	<p>1. Share of first level diplomas in the calendar year by study programmes, which were made in cooperation with the environment (private and public sector).</p> <p>2. Number of guest experts from the environment, included in the study process: this are persons, who fulfill requisitions from article 62. of ZviS (Higher educational institutions can invite acknowledged teachers, scientist, experts and artists to conduct parts of the curriculum, disregarding requisitions for being elected into that title).</p>	<p>1. There are no graduates from the study programmes</p> <p>2. There were no guest experts involved in the study process last year</p>

7.	Level of unemployment 9 months after graduation	Level of unemployment of graduates of study programme 9 months after graduation (information will be sent by SURS once per year).	There are no graduates from the study programmes
8.	TDOU contents (for example ethics) included in the study programme	Share of study units in the study programme, which have content from sustainable development and social responsibility (TDOU).	Content about sustainable development and social responsibility is included in the next subjects: Promotion of health and communication skills, Management in physiotherapy, Law and ethics in health care, Public health and Sociology of health and diseases.
9	Internationalisation	<p>1. Number and share of graduates, who are foreign citizens, by study programmes.</p> <p>2. Number and share of all foreign citizens, who are enrolled into the study programme for the whole duration of it. Number are without students, who have only their thesis left.</p> <p>3. Share of students from full time study programmes, without students, who only have their thesis left,</p>	<p>11. Fizioterapvtika does not have graduates</p> <p>2. Fizioterapevtika does not have students, who are foreign citizens</p> <p>3. Fizioterapevtika does not conduct full time study programmes</p>

		which are in foreign student exchange programme (VŽU, CEEPUS, bilateral agreements of higher education institution, norwegian mechanism).	and does not have agreements on foreign student exchange programmes.
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### 3.2 Research and development activities

Fizioterapevtika is striving to become one of the leading research groups on the field of its activities. This field includes physiotherapy in the narrow sense and also its involvement in the general social space of health care, tourism, free time and educational processes. Modern researches in the field of physiotherapy are predominantly interdisciplinary, combining natural, social and humanistic sciences. Because of this, the activities of the research group will be focused primarily on researching the therapeutic intervention on the muscle-skeletal system, on neurophysiotherapy, neurological diseases and innate malfunctions. Special attention besides collaboration with the economy and the wider social environment will be dedicated to research of prevention activities, to which psychotherapy can contribute a lot. Special focus will be dedicated to collaboration with pedagogical services, educational institutions and the Ministry of Education. Preventive activities should be commenced early, in accordance to modern models of prevention.

Besides this, the research group of Fizioterapevtika will try its best to enter the international space as a referring scientific-educational institution in the field of research of therapeutic interventions and education of staff in the field of physiotherapy. Entering into international space will be specially intense with participation in short projects, the purpose of which are to get published in international research magazines.

Fields of work for the research group:

- Physiotherapeutical procedures from the field of muscle-skeletal system,
- Physiotherapeutical procedures from the field of neurophysiotherapy,
- Physiotherapeutical prevention activities and encouragement of a healthy life style,
- Aging of the population and physiotherapies role in keeping this population healthy,
- Educational process in the field of physiotherapy, unbroken rebuild and improvement
- Social status of physiotherapy inside of different economic branches

The priority goals of the scientific-research group are:

- Carrying out fundamental scientific projects, which have a significant meaning for the development of the discipline in Slovenia, for the development of pedagogical and scientific-research work and the development of the knowledge, skills and competence of researchers. Fundamental science projects enable the inclusion of young researchers and by that the expansion of the scientific basis on the institution itself.
- Theme based applicable scientific research projects, projects which are planned and executed together with the economic sector or social environment that is interested in our findings
- Collaboration with research institutions in international environment

### **3.3 Transfer and usage of knowledge – cooperation with the environment**

Higher education institute is connected with the development of the environment by constant cooperation of staff and students with it.

Fizioterapevtika has successfully established cooperation with the environment in which it operates in its first year of functioning. It did that by conducting clinical work in a work environment – it has established contracts, which guarantee connection with the surrounding environment.

Fizioterapevtika has signed cooperation agreements in the field of conducting clinical and lab work for its students with next organizations/institutions:

- Health center Grosuplje
- Sava turism d.d.
- Center for education, rehabilitation and training Vipava
- Krka Spas, health care, turism and hospitality, d.o.o.
- Hospital Sežana
- Thermana d.d. – Laško Spas
- Health center Celje
- Oncological institute Ljubljana

Fizioterapevtika is constantly trying to establish new agreements for conducting clinical work and other types of cooperation with numerous other health care institutions and organizations.

### **3.4 Study and work conditions**

#### **3.4.1 Extracurricular activities, services for the students of Fizioterapevtika**

In the school year 2015/16, student council was formed. Because it was the first study year ever, Fizioterapevtika did not conduct any other extracurricular activities for the students.

#### **3.4.2 Library and publishing activities of Fizioterapevtika**

Fizioterapevtika established an agreement with the library of Celje, which allows students to access electronic bases and study materials. Also, Fizioterapevtika founded its own library, which is a member of the Cobiss-Izum system.

### **3.5 Quality management and control**

A Commission for quality is active at Fizioterapevtika. It consists of six members, four of them are representatives of the pedagogical staff. On the commission are also the secretary general and one representative of the students.

Assignments of the Commission are:

- To monitor quality and take care for its development on all fields of activities on which Fizioterapevtika operates
- Sets standards of quality development in coherence with the strategy of development of Fizioterapevtika
- Prepares self-evaluation reports and takes care of execution and finishment of quality loop
- Models and oversees the execution of all the instruments and processes for reaching quality goals, which are set in strategy of Fizioterapevtika, modeled in accreditation reports and in plans of evaluating quality of work
- Reports to the Senate of Fizioterapevtika

#### **3.5.1 Quality process and system functioning**

The system of quality management of Fizioterapevtika is based upon foundation processes and their inter connectedness with the influences of them on the general happiness of users of our services, such as students, staff, collaborating institutions in which practical work is done and others, both from the views of set criteria and methods of providing adequate functioning and efficient control over processes, and by setting up adequate measures for reaching set goals. Fizioterapevtika also provides appropriate sources and information for the support and control over processes and their continuous development, which also applies to Fizioterapevtika in general (Tabel 6).



### 3.5.2 Mechanisms for screening and improvement of quality of Fizioterapevtika

Fizioterapevtika conducted a poll amongst students about the pedagogical work in the study year 2015/16

### **3.6 Conditions for conducting activities and support activities of Fizioterapevtika**

Fizioterapevtika has ensured spaces, which are necessary for carrying out the study process. These are big enough considering the number of students, adequately furnished (tables, chairs, black board, LCD projector, overhead projector), adequately lighted, clean, noise protected with painted walls. In the year 2016, the equipment needed for the study process was bought. For the same reasons, we have started the search for a suitable location, so Fizioterapevtika could have its own spaces.

At Fizioterapevtika we are aware, that smooth access (also for disabled people) to location, functional spaces and top equipment are the basis for a quality study process.

Fizioterapevtika is obligated for the integrity and maintenance of spaces in which it operates. Funds are appointed yearly for this purpose.

#### 3.6.1 Staff and guidelines in human resources

In the field of pedagogical activities, there were 26 active external higher education teachers active in the year 2016 along with 2 employed professional workers. At the end of the year 2016, we had one signed long-term contract with a foreign professor.

In its first year after accreditation, Fizioterapevtika has successfully managed to establish the first year of study, but it did not follow the cooperation of all higher educational teachers

and co-workers with the institution. For now, Fizioterapevtika does not have permanently employed lecturers, but all of them are cooperating on the basis of adequate contracts of cooperation.

Fizioterapevtika has a properly established monitoring of the adequacy of the number and structure of the pedagogical ensemble and has it all documented in an information centre and in a physical archive. The structure of lecturers based on their habilitations is the following: 4 full professors, 1 associate professor, 5 assistant professors, 1 senior lecturer and 8 lecturers. Besides them, there are 2 assistants, 5 instructors and 1 junior assistant.

### 3.6.2 Public relations

Fizioterapevtika has established a web site, from which it informs the public (press, ministries, foreign education institutions), its students and its lecturers about its activities

### **3.7 Evaluation of success of pledged goals**

The inter-system quality of the higher education institute is prescribed, appropriate and efficient. It is also comparable to the European higher educational environment. It includes all the processes, which are important for improving the quality of functioning of the institution and for conducting study programmes. It also enables the conclusion of the quality circle. Activities of the institution are planned constantly and wholly; execution of plans is regularly monitored, mistakes and shortcomings are corrected and removed.