

PATIENT ADMISSION ASSESSMENT FORM Manual

Patient Admission Assessment Form: A Comprehensive Guide to Ensuring Quality Patient Care

Introduction

In the healthcare industry, ensuring the safety, comfort, and well-being of patients begins with a thorough and accurate patient admission assessment. The **patient admission assessment form** is a critical document that healthcare providers use to gather vital information during a patient's admission process. This form serves as the foundation for developing personalized care plans, facilitating communication among medical staff, and complying with legal and regulatory standards. An effective admission assessment not only improves patient outcomes but also enhances operational efficiency within healthcare facilities.

Understanding the importance of a well-structured admission assessment form is essential for healthcare providers aiming to deliver high-quality care. This article explores the key components, best practices, and benefits of utilizing a comprehensive patient admission assessment form.

What Is a Patient Admission Assessment Form?

A **patient admission assessment form** is a standardized document used to collect essential patient information at the time of hospital or clinic admission. It captures a wide range of data, including personal details, medical history, current health status, and specific needs related to the patient's condition.

The primary purpose of this form is to:

- Establish a baseline of the patient's health status
- Identify potential risks or complications
- Inform healthcare providers about allergies, medications, and previous treatments
- Facilitate personalized care planning
- Ensure legal documentation of the patient's initial health assessment

Effective use of this form can reduce errors, improve communication among caregivers, and streamline the admission process.

Key Components of a Patient Admission Assessment Form

A comprehensive admission assessment form should encompass various sections to gather pertinent information efficiently. Below are the essential components typically included:

1. Personal and Demographic Information

This section collects basic identification details necessary for record-keeping and communication:

- Full name
- Date of birth
- Gender
- Contact information (phone number, email)
- Address
- Emergency contact details
- Insurance information (if applicable)

2. Medical History

Understanding a patient's past health conditions is vital for safe and effective care:

- Past illnesses and surgeries
- Chronic conditions (e.g., diabetes, hypertension)
- Allergies (medications, food, environmental)
- Current medications and dosages
- Family medical history
- Previous hospitalizations or treatments

3. Presenting Complaint and Reason for Admission

This section captures the patient's current health issue:

- Chief complaint (symptoms and duration)
- Onset and progression of symptoms
- Prior treatments or interventions attempted
- Patient's perception of their condition

4. Vital Signs and Physical Assessment

Initial physical assessment helps establish the patient's current health status:

- Blood pressure
- Heart rate
- Respiratory rate
- Temperature
- Oxygen saturation
- Weight and height
- General appearance and level of consciousness

5. Functional and Psychosocial Assessment

Understanding the patient's functional abilities and psychosocial context:

- Mobility status
- Cognitive function
- Nutritional status
- Social support systems
- Mental health status
- Cultural or language considerations

6. Risk Assessments

Identifies potential risks to patient safety:

- Fall risk assessment
- Pressure ulcer risk
- Infection control considerations
- Suicide or self-harm risk

7. Special Needs and Personal Preferences

Addresses individual preferences and needs:

- Dietary restrictions
- Religious or cultural considerations
- Communication preferences

- Advance directives or living wills

Best Practices for Utilizing the Patient Admission Assessment Form

To maximize the effectiveness of the admission assessment process, healthcare providers should adhere to best practices:

1. Use Standardized and Up-to-Date Forms

- Ensure forms are regularly reviewed and updated to comply with latest clinical guidelines and legal requirements.
- Use standardized formats to facilitate consistency and completeness across different staff members.

2. Train Staff Adequately

- Provide training on how to accurately complete the form.
- Emphasize the importance of thorough data collection and patient privacy.

3. Incorporate Electronic Health Records (EHRs)

- Transition from paper-based forms to digital systems for easier access, storage, and sharing.
- Use EHRs to automate prompts and ensure all sections are completed.

4. Engage Patients in the Process

- Encourage patients to provide detailed and accurate information.
- Use open-ended questions to clarify responses and build rapport.

5. Maintain Confidentiality and Data Security

- Follow HIPAA or relevant data protection regulations.
- Limit access to sensitive information to authorized personnel.

6. Review and Update During Admission

- Reassess the patient's condition regularly and update the form as needed.
- Document any changes or new findings promptly.

Benefits of a Well-Designed Patient Admission Assessment Form

Implementing an effective admission assessment form offers numerous advantages:

- **Enhanced Patient Safety:** Identifying allergies, risks, and special needs prevents adverse events.
- **Improved Care Coordination:** Clear documentation facilitates communication among multidisciplinary teams.
- **Legal and Regulatory Compliance:** Proper records support legal documentation and accreditation standards.
- **Streamlined Admission Process:** Reduces delays and minimizes redundant data collection.
- **Personalized Care:** Tailors treatment plans based on comprehensive patient data.
- **Data for Quality Improvement:** Aggregated assessment data can inform hospital policies and clinical improvements.

Conclusion

A **patient admission assessment form** is an indispensable tool in modern healthcare settings. Its comprehensive structure ensures that healthcare providers gather all relevant information needed to deliver safe, effective, and personalized care. By adhering to best practices and continuously updating the assessment process, healthcare facilities can enhance patient outcomes, improve operational efficiency, and maintain compliance with regulatory standards. Ultimately, a well-executed admission assessment forms the cornerstone of quality healthcare delivery, fostering trust and safety for patients from the moment they enter the facility.

Patient Admission Assessment Form: A Critical Tool for Ensuring Quality Healthcare

serves as a foundational component in delivering efficient and effective healthcare services. It is a structured document that captures essential information about a patient upon their arrival at a healthcare facility. This form not only facilitates smooth communication among healthcare providers but also ensures that each patient receives personalized, timely, and appropriate care. As hospitals and clinics continue to evolve, the importance of a comprehensive patient admission assessment form becomes increasingly evident, emphasizing its role in improving patient outcomes, streamlining workflows, and maintaining legal and ethical standards.

The Significance of a Patient Admission Assessment Form

A Gateway to Personalized Care

At the core of modern healthcare is the principle of patient-centered care. A well-designed admission assessment form acts as the initial step in understanding a patient's unique health profile. It provides clinicians with an organized summary of vital health information, including medical history, current complaints, allergies, and medications. This comprehensive overview enables healthcare providers to tailor interventions, prioritize urgent needs, and develop effective treatment plans.

Enhancing Communication and Continuity of Care

Effective communication is fundamental in healthcare settings. The admission assessment form serves as a communication bridge among multidisciplinary teams—nurses, physicians, specialists, and support staff. By documenting key details systematically, the form ensures continuity of care, even during shift changes or transfers between departments. This reduces errors, enhances safety, and fosters a collaborative approach to patient management.

Legal and Documentation Requirements

From a legal standpoint, thorough documentation is vital. An accurate admission assessment form creates an official record of the patient's initial condition and the care provided. This documentation can be invaluable in medico-legal cases, audits, and quality assurance processes. It also helps in complying with regulatory standards set by healthcare accreditation bodies.

Core Components of a Patient Admission Assessment Form

A comprehensive admission assessment form typically encompasses several critical sections, each serving a specific purpose. Below is an in-depth look at these essential components:

- Patient Identification and Demographics
 - Full Name: Ensures accurate identification.
 - Date of Birth/Age: Critical for age-specific care.
 - Gender: Important for certain screenings and conditions.
 - Patient ID/Medical Record Number: Unique identifier within the facility.
 - Contact Information: Phone number, address, emergency contacts.
 - Insurance Details: For billing and coverage purposes.

- Presenting Complaint and Reason for Admission

- Chief Complaint: The primary issue prompting admission.
- History of Present Illness: Details about symptom onset, duration, severity.
- Referral Source: How the patient was referred (self, physician, emergency services).

- Medical History

- Past Medical Conditions: Chronic illnesses, surgeries, hospitalizations.
- Allergies: Drug, food, environmental allergies, and reaction details.
- Current Medications: Dosage, frequency, and purpose.
- Family Medical History: Genetic predispositions.
- Social History: Lifestyle factors such as smoking, alcohol, drug use, occupational hazards.
- Immunization Status: Up-to-date vaccines relevant to patient care.

- Review of Systems

A systematic inquiry into symptoms related to different body systems (e.g., cardiovascular, respiratory, gastrointestinal) to identify additional health issues that may influence treatment.

- Physical Examination Findings

Initial vital signs and general assessment:

- Vital Signs: Blood pressure, pulse, respiratory rate, temperature, oxygen saturation.
- General Appearance: Level of consciousness, distress level.
- Head and Neck: Inspection for abnormalities.
- Chest and Lungs: Breath sounds, symmetry.
- Cardiovascular System: Heart sounds, perfusion.
- Abdomen: Tenderness, distension.
- Extremities: Edema, deformities.
- Neurological Status: Alertness, motor and sensory function.

- Laboratory and Diagnostic Data

If available prior to or during admission:

- Blood tests, imaging results, ECG, and other relevant investigations.
- Assessment and Plan
- Initial Assessment: Summary of findings and clinical impression.
- Immediate Interventions Needed: IV access, stabilization measures.
- Further Tests and Consultations: Referrals or additional diagnostics.
- Care Plan: Short-term and long-term management strategies.

Designing an Effective Patient Admission Assessment Form

Clarity and Simplicity

A well-structured form should be easy to navigate, with clear headings and logical flow. Using checkboxes, dropdowns, and standardized fields minimizes errors and speeds up data entry.

Customization to Facility Needs

Different healthcare settings may require specific components. For example, emergency departments might emphasize rapid assessment sections, while outpatient clinics focus more on preventive history. Customizable templates can accommodate these variations.

Integration with Electronic Health Records (EHR)

Digitization enhances accessibility and reduces paperwork. An electronic patient admission assessment form should seamlessly integrate with EHR systems, allowing real-time updates and centralized data management.

Ensuring Data Privacy and Security

Patient confidentiality is paramount. Forms, especially electronic ones, must adhere to data protection regulations such as HIPAA or GDPR. Secure login, encryption, and access controls are essential features.

The Role of Healthcare Professionals in Using Admission Assessment Forms

Accurate Data Collection

Nurses, medical assistants, and other staff are responsible for collecting and recording information diligently. Their training in effective interviewing and observation techniques ensures the accuracy and completeness of data.

Continual Updating

Admission assessment forms are living documents. As the patient's condition evolves, updates should be made promptly to reflect new findings, test results, or changes in status.

Multidisciplinary Collaboration

Sharing assessment findings fosters teamwork. Clear communication in the form supports consultations, decision-making, and coordinated care efforts.

Challenges and Future Directions

Common Challenges

- Incomplete Data Entry: Due to time constraints or oversight.
- Inconsistencies in Documentation: Varying formats and terminologies.
- Resistance to Digital Transition: Technological adaptation hurdles.
- Data Security Risks: Potential breaches in digital systems.

Innovations and Improvements

- Automation and AI: Using artificial intelligence to pre-fill sections based on prior data or flag missing information.
- Mobile and Wearable Integration: Incorporating data from wearable devices for real-time monitoring.
- Standardized Protocols: Developing universal templates that can be adapted across facilities.
- Patient-Entered Data: Allowing patients to input some information beforehand via secure portals, reducing admission time.

Conclusion

The patient admission assessment form is more than just paperwork; it's a vital instrument that underpins safe, efficient, and personalized healthcare delivery. By systematically capturing a

patient's health background, presenting complaints, and initial clinical findings, it lays the groundwork for effective diagnosis and treatment. As healthcare continues to adopt technological advancements, refining and standardizing these assessment tools will become increasingly crucial. Ultimately, a well-designed admission assessment form empowers healthcare professionals to deliver high-quality care, improve patient outcomes, and uphold the highest standards of medical practice.

Question What are the key components included in a patient admission assessment form? A patient admission assessment form typically includes personal information, medical history, current health status, vital signs, allergies, medication history, and reason for admission to ensure comprehensive patient evaluation. How does a patient admission assessment form improve patient care? It provides healthcare providers with essential baseline data, enabling personalized care plans, early detection of potential issues, and effective communication among medical teams, ultimately enhancing patient safety and outcomes. What are the best practices for completing a patient admission assessment form? Best practices include ensuring accuracy and completeness, updating information regularly, maintaining patient confidentiality, and involving the patient in providing relevant details to ensure a thorough assessment. Are there digital versions of patient admission assessment forms, and what are their benefits? Yes, many healthcare facilities use electronic forms which facilitate faster data entry, easy access, secure storage, and better integration with electronic health records, improving efficiency and reducing errors. What legal considerations should be taken into account when using a patient admission assessment form? Legal considerations include ensuring compliance with privacy laws like HIPAA, obtaining patient consent for data collection, securely storing sensitive information, and accurately documenting assessments to support legal and clinical accountability.

Related keywords: patient intake form, medical history form, admission assessment, hospital admission form, patient evaluation form, clinical assessment form, nursing admission form, patient documentation, admission checklist, healthcare assessment form

Enchi College Of Education Admission List

Enchi College of Education Admission List: A Comprehensive Guide for Prospective Students

If you're eagerly awaiting news about your admission status, then you're probably searching for detailed information regarding the **Enchi College of Education admission list**. This guide aims to provide prospective students with all the essential details about how to check the admission list, the admission process, eligibility criteria, and important steps to take after gaining admission. Whether you're a fresh applicant or a returning student, this comprehensive overview will help you navigate

the admission process smoothly.

Understanding the Enchi College of Education Admission List

The admission list is a crucial document that confirms your acceptance into Enchi College of Education. It is typically released after the completion of the admission screening process, which includes the verification of academic credentials and other requirements.

Types of Admission Lists

At Enchi College of Education, prospective students may encounter different types of admission lists:

- **Provisional Admission List:** This is the initial list released to inform candidates of their provisional acceptance. It usually requires candidates to accept the offer and complete further registration steps.
- **Final Admission List:** Once all necessary verifications are completed, the final list confirms the candidates' admission status.
- **Supplementary or Waiting Lists:** These lists are released if there are remaining slots after the main admission lists are exhausted.

How to Check the Enchi College of Education Admission List

Knowing how and where to check the admission list is vital for timely updates. The college provides multiple channels to access the list.

Official College Website

The most reliable source to check your admission status is the official Enchi College of Education website. Follow these steps:

- Visit the official college website: <https://www.enchi-education.edu.gh>
- Navigate to the "Admissions" or "Prospective Students" section.
- Select "Admission List" from the options.
- Enter your application number or index number as required.
- Review your admission status displayed on the screen.

SMS and Email Notifications

Enchi College of Education may also send admission updates via SMS or email if you provided your contact details during application. Be sure to check your email inbox and mobile messages regularly.

Physical Notice Boards

In some cases, the college may also display admission lists on physical notice boards within the campus. Visiting the college's admissions office can provide direct access to the lists.

Important Dates and Timeline for the Admission List

Knowing the timeline helps candidates prepare for subsequent steps.

Key Dates to Remember

- **Application Deadline:** Usually several weeks before the release of the admission list.
- **Release of Provisional Admission List:** Typically 2-4 weeks after the application deadline.
- **Final Admission List Release:** Usually follows the provisional list within a week or two.
- **Registration Period:** Candidates should complete registration within the stipulated period, often 2-3 weeks after the list is released.

Stay updated by regularly checking the official website or subscribing to college notifications.

Requirements for Admission and Eligibility Criteria

Before checking the list or proceeding with registration, ensure you meet the eligibility criteria set by Enchi College of Education.

Basic Academic Requirements

- Possess a minimum of five (5) credits in relevant subjects including English and Mathematics at the G.C.E. O-Level or its equivalent.
- Hold the required WASSCE, SSCE, or equivalent certificates with passes in relevant subjects.
- For diploma programs, a relevant diploma or qualification may be necessary.

Other Eligibility Factors

- Meet the age and health requirements specified by the college.

- Provide all necessary documentation during application, such as academic certificates, passport photographs, and identification.
- Complete the online application form accurately and submit before the deadline.

Steps to Take After Your Name Appears on the Admission List

Getting your name on the admission list is just the beginning. Follow these steps to complete your admission process:

Accept Your Admission Offer

Most colleges require candidates to accept their admission offers online:

- Log into the college portal using your credentials.
- Navigate to the "Admission Acceptance" section.
- Confirm your acceptance and submit.

Pay Admission and Registration Fees

Pay the necessary fees within the stipulated period:

- Visit the college's designated bank or online payment portal.
- Ensure you keep payment receipts for future reference.

Complete Registration and Upload Documents

Register for courses and upload required documents:

- Submit your academic transcripts, passport photographs, and other necessary documents.
- Attend orientation sessions if scheduled.

Prepare for Orientation and Commencement

Stay informed about orientation dates and academic calendars:

- Participate actively in orientation programs.
- Familiarize yourself with campus facilities and academic policies.

Frequently Asked Questions (FAQs) about Enchi College of Education Admission List

When will the Enchi College of Education admission list be released?

The provisional admission list is typically released 2-4 weeks after the application deadline. The final list follows shortly afterward. However, exact dates vary annually; always check the official website for updates.

Can I check my admission status offline?

Yes. Aside from online platforms, you can visit the college's admissions office or check physical notice boards on campus.

What should I do if my name is not on the admission list?

If your name does not appear:

- Verify that you submitted all required documents correctly.
- Check if the application period is still open or if you need to reapply.
- Contact the admissions office for clarification or assistance.

Is there a supplementary list for applicants who missed out?

Yes, Enchi College of Education sometimes releases supplementary or waiting lists if there are remaining vacancies. Keep monitoring official channels for updates.

Conclusion

The **Enchi College of Education admission list** is an essential milestone for prospective students aiming to pursue teacher education at this esteemed institution. Staying informed about the release dates, checking the official channels regularly, and completing all registration steps diligently will ensure a smooth transition into college life. Remember to adhere to deadlines, prepare necessary documents, and seek assistance from the college's admissions office if needed. With proper planning and timely action, you can secure your place at Enchi College of Education and take the first step toward a rewarding career in education.

Enchi College of Education Admission List: A Comprehensive Guide to Accessing and Understanding the Admission Process

In the landscape of higher education in Ghana, particularly within teacher training institutions, Enchi College of Education stands out as a reputable institution committed to producing quality educators. An essential milestone for prospective students is the release of the Enchi College of Education admission list, which signifies the official acceptance of candidates into the institution's various programs. Navigating the admission process, understanding the significance of the admission list, and knowing how to access it are crucial steps for applicants aiming to secure their place in this esteemed college. This article provides an in-depth, analytical overview of the Enchi College of Education admission list, covering its importance, the application and admission procedures, how to check your status, and tips for successful admission.

Understanding the Significance of the Enchi College of Education Admission List

The Role of the Admission List in the Enrollment Process

The admission list functions as the official document confirming a candidate's acceptance into Enchi College of Education. It is a critical step in the enrollment journey because:

- Official Confirmation: It confirms that the applicant has met the required entry criteria, including academic credentials and other prerequisites.
- Guidance for Next Steps: The list indicates the candidates who are eligible for subsequent procedures like registration, fee payment, and orientation.
- Transparency and Credibility: Publishing the list ensures transparency in the admission process, fostering trust among applicants and stakeholders.

Types of Admission Lists

Typically, the college may release multiple lists:

- Provisional Admission List: The initial list indicating provisional acceptance subject to verification.
- Final Admission List: The confirmed list after all checks, including document verification.
- Supplementary or Waiting List: For candidates who may be admitted if space becomes available.

Understanding these distinctions is essential for candidates to monitor their application status accurately.

The Enchi College of Education Admission Process: An Overview

Application Procedures

Applicants seeking admission to Enchi College of Education usually follow these steps:

- Registration: Candidates register via the Ghana Tertiary Education Commission (GTEC) or the college's official portal during the application window.
- Submission of Credentials: Candidates submit their academic transcripts, certificates, and other required documents.
- Payment of Application Fees: An application fee is paid through designated channels.
- Screening and Shortlisting: The college conducts screening based on academic qualifications and admission criteria.
- Publication of Admission List: Successful candidates are published on the college's official platforms.

Admission Criteria

The criteria for gaining admission typically include:

- Meeting the minimum academic requirements (e.g., passes in core subjects).
- Possessing the required grades for the specific program applied for.
- Meeting age and health standards.
- Passing any additional tests or interviews if applicable.

Key Admission Dates

Candidates should stay informed about critical dates such as:

- Application opening and closing dates.
- Release date of the provisional admission list.
- Deadline for accepting admission offers.
- Orientation and registration dates.

How to Check the Enchi College of Education Admission List

Official Platforms for Checking Admission Status

Candidates can verify their admission status through the following means:

- Official College Website: The primary source for the admission list, often available on the college's official portal.
- Ghana Tertiary Education Commission (GTEC) Portal: Sometimes, lists are published via centralized portals.
- SMS Notifications: Some institutions send admission results via SMS to shortlisted candidates.
- Physical Notice Boards: In some cases, printed lists are posted on campus notice boards.

Step-by-Step Guide to Checking Your Admission Status

- Visit the Official Website: Access the Enchi College of Education's official portal or the GTEC portal.
- Locate the Admission List Section: Find the link labeled "Admission List," "Prospective Students," or similar.
- Enter Required Details: Input your Application Number, Serial Number, or other identifiers.
- Download or View the List: Check your name in the list; some institutions provide downloadable PDFs.
- Confirm Admission: If your name appears, proceed to follow the instructions for acceptance.

What to Do if Your Name Is Not on the List

- Check Back Regularly: Admission lists are sometimes released in batches; monitor for updates.
- Confirm Application Submission: Ensure you completed the application process correctly.
- Contact the Admissions Office: Seek clarification or assistance regarding your application status.
- Explore Waiting Lists or Supplementary Lists: Be prepared for potential opportunities if available.

Understanding the Admission Letter and Next Steps

What Is an Admission Letter?

An admission letter is an official document issued to successful candidates. It contains vital information such as:

- Candidate's name
- Admission status
- Course or program of study
- Registration procedures

- Important deadlines
- Contact details for further inquiries

Actions to Take After Admission

Once admitted, candidates should:

- Accept the Offer: Follow the instructions provided to confirm your acceptance.
- Pay Admission or Registration Fees: Complete fee payments within stipulated timelines.
- Complete Registration: Register for courses, attend orientation, and prepare necessary documentation.
- Prepare for College Life: Arrange accommodation, procure necessary materials, and familiarize yourself with college policies.

Challenges and Common Issues with the Admission List

Delays in Release

Candidates often face frustration due to delays in the publication of admission lists. These delays can be attributed to:

- High application volumes
- Verification processes
- Technical issues on the portal

Discrepancies and Errors

Occasionally, errors such as misspelled names or incorrect details occur. Candidates should verify their information and seek rectification through official channels.

Limited Admission Slots

In competitive programs, limited slots mean not all qualified candidates may be admitted immediately. This leads to the importance of timely application and acceptance.

Tips for a Successful Admission Experience at Enchi College of Education

- Stay Informed: Regularly check official channels for updates.
- Prepare Documentation: Have all necessary documents ready for verification.
- Meet Deadlines: Adhere strictly to deadlines for acceptance, fee payment, and registration.
- Seek Clarification: Contact the admissions office for any uncertainties.
- Follow Official Instructions: Ensure compliance with all procedures outlined by the college.

Conclusion

The Enchi College of Education admission list is a pivotal element in the journey toward becoming a trained educator in Ghana. Understanding how to access, interpret, and respond to the admission list can significantly influence a candidate's academic future. While the process may present challenges such as delays or errors, staying proactive and informed ensures a smoother transition from application to enrollment. As Enchi College continues to uphold transparency and excellence in teacher education, prospective students are encouraged to remain diligent and optimistic in their pursuit of admission. With proper preparation and timely action, candidates can position themselves favorably to benefit from the college's quality training programs, ultimately contributing meaningfully to Ghana's educational sector.

Question How can I check the Enchi College of Education admission list? You can check the Enchi College of Education admission list by visiting the official college website or the Ghana Tertiary Education Commission portal where the list is published. When will the Enchi College of Education admission list be released? The admission list is typically released a few weeks after the admission screening period. Check the college's official website or notifications for the exact date. What should I do if my name is not on the Enchi College of Education admission list? If your name is not on the list, verify that you completed all admission requirements. You can also contact the college's admissions office for guidance or check if there is a supplementary list later. Is the Enchi College of Education admission list available online? Yes, the admission list is published online on the college's official website and relevant educational portals for easy access by prospective students. What are the next steps after being admitted to Enchi College of Education? After admission, you should follow the instructions provided in the admission letter, such as paying acceptance fees, submitting required documents, and preparing for orientation and registration processes. Can I check the Enchi College of Education admission list via SMS or mobile app? Currently, the admission list is primarily available online through official websites. However, some updates or notifications may be sent via SMS or college mobile apps if available?check the college's communication channels for details.

Related keywords: Enchi College of Education admission, Enchi College admission list 2023, Enchi College of Education admission portal, Enchi College of Education admission requirements, Enchi College of Education admission updates, Enchi College admission status, Enchi College of Education application process, Enchi College admission notification, Enchi College of Education intake list, Enchi College of Education admission deadline

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