# Quality Assurance Group for Primary Care Learning Organisations

## Terms of Reference

**Version 2.0 15.02.2024**

1. **Background**
   1. The prime purpose of the Quality Team is to assure the quality of the learning environment, the educational governance, support for learners and supervisors, and delivery of approved curricula for healthcare education. In this work we focus on the quality of the learning environment.
   2. The HEE Quality Framework outlines process in which the NHS England local Quality teams have legislative responsibility to quality manage the whole educational environment for all healthcare learners.

1.3 The Quality Assurance of Learning Organisation work has come about due to a National request to change the way learning environments are approved in Primary Care.

1. **Purpose of the Quality Assurance Group for Primary Care Learning Organisations**

2.1 To ensure we have robust evidence to support the decision that the Learning Organisation is of sufficient quality to become a NHS England approved Learning Organisation.

2.2 To ensure that any concerns identified via the approval and Annual Returns process are picked up through the appropriate pathway.

2.3 Once the Quality Assurance Group has confirmed the recommendation of approval, the details of approval must be submitted to the relevant regulators and stakeholders.

2.4 For more information regarding the process please see the [Severn](https://www.severndeanery.nhs.uk/about-us/quality-management-4/show/primary-care-learning-organisation-toolkit) or [Peninsula](https://www.peninsuladeanery.nhs.uk/about-us/quality-management-4/show/primary-care-learning-organisation-toolkit) websites.

1. **Reports to**

3.1 The Quality Scrutiny Oversight Group for the South West (QSOG4SW)

1. **Geographical responsibility**

4.1 Bath, Swindon and Wiltshire (BSW)

4.2 Bristol, North Somerset and South Gloucestershire (BNSSG)

4.3 Cornwall

4.4 Devon

4.5 Gloucestershire

4.6 Somerset

4.7 Dorset\* There is a 7th region within the South West Dorset ICB due to current NHS England arrangements this area is supported by the South East but will report into the South West.

1. **Organisation**

5.1 The monthly meetings are administered, and a record of decisions and actions created by the Training Hub Project Officer with the support of the Quality Support Administrator.

5.2 A list of outstanding actions will be kept with clear allocation of actions to individuals and timelines.

5.3 The meetings will be convened once a month and an Annual Review of Learning Organisations (ARLO) day organised in January.

5.4 The monthly meetings will last approximately 1.5 hours and the annual review day will last approximately 6 hours.

1. **Roles and Responsibilities**

6.1 Chair: Training Hub Project Officer

6.2 Attendees:

* Primary Care Associate Dean for Quality, Severn
* Primary Care Associate Dean for Quality, Peninsula
* Quality Lead, South West Quality Team
* Training Hubs Business and Development Manager (SW Region)
* Quality Support Administrator, South West Quality Team (attending as a note taker but will not participate in decisions made)
* At the ARLO day other relevant stakeholders may be invited

6.3 Where clear conflicts of interest arise, individual group members will not partake in the decisions made. This will be recorded in the notes.

6.4 The quoracy of the Quality Assurance Group is 3 out of the 5 members in order to make a decision.

6.5 Information shared at this meeting may be confidential and sensitive and therefore must be treated with the utmost discretion. All attendees agree to adhering to managing this information with confidentiality.

1. **These Terms of Reference will be reviewed annually.**