## **Quality Panel Process Map**

TPD/FPD

- Agree and confirm a date and time for Quality Panel to take place at any time of the year
- •Identify and contact trainers, trainees and trainee representatives to be on the panel
- •Confirm EPM attendance if this is felt necessary
- Prepare to chair panel. If it is felt that the Lay Rep or trainee rep is better placed to undertake this tole then this is acceptable on agreement with the individual
- Actively encourage trainees to participate in the process
- •Identify a panellist in advance to record the outcome of the panel's discussions including the assigned grades and any concerns that will require an action plan to be implemented (please use standard template)

**EPM** 

- •Identify and confirm a venue and catering (if required)
- •Identify and confirm a Lay Rep and add the booking to the Lay Rep calendar
- •Add QP date and time to the QP calendar
- •NB. EPMs are not routinely expected to attend the QP; they will generally be encouraged to do so if there are specific training concerns.

Trainee Rep

- Represent placements within the programme
- •Be prepared to give a balanced view of the placements they have experience of
- •Be informed of other posts within the programme by canvassing colleagues who have experience of these placements
- Explore education and training related areas of concern and good practice with colleagues
- •Be prepared to be the individual who records the Quality Panel outcome if the TPD requests this

Quality Team

- Send the EPM Lines of Enquiry
- Send the EPM guidance for allocating a grade to a post
- •Send the EPM the Schools GMC NTS Results for the year under discussion
- •Send the EPM any current 'Red' Quality Register items
- •Send the EPM the completed Quality Panel Report template
- •Send the EPM links to any relevant Triggered Visit Reports

Quality Panel

- •Using the evidence available the panel will award an 'Overall Grade' for each post and document any comments such as concerns or areas of good practice
- •Summaries on each post to be bullet pointed as accurately as possible on the Quality Panel Outcome Report

TPD/FPD

•Send completed Quality Panel report to the EPM and Quality Team within 2 weeks of Quality Panel date

Quality Team •Send the completed report to DMEs of LEPs cited in the report with a request to circulate to the department for comment

DME

- •Circulate the Quality Panel report to the department for comment
- •Return completed report including departmental comments (if any had been made) to the Quality Team within 2 weeks

Quality Team

- Proof read the completed report
- •Agree action plans with the HOS and TPD and record them on the Quality Register
- Distribute final report to DMEs, HOS, TPD/FPD, EPM and Trainees
- Publish final report on the website
- Monitor agreed action plans