**QAGPCLO: Checklist for the approval of a Learning Organisation**

This checklist is to be used by the panel at the end of a Learning Organisation Quality Assurance Panel Visit to ensure all appropriate key lines of enquiry have been explored and sufficient information gathered in all 6 Domains of the [HEE Quality Framework](https://nshcs.hee.nhs.uk/publications/health-education-england-hee-quality-framework-from-2021/) to make an assessment of the quality of the Organisation.

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| --- | --- | --- | --- |
| General  | Yes | No | Comments |
| Does the organisation have named education leads? |  |  |  |
| Does the LO have a named placement manager? |  |  |  |
| Do you know how many constituent placements there are? |  |  |  |
| Do you know what the current placement provision is? |  |  |  |
| Do you know what the plans are for current placement provision? |  |  |  |
| Do you know what the latest CQC rating was for each environment? |  |  |  |
| If a PCN application, does any environment have less than a ‘good’ CQC rating? |  |  |  |
| If a PCN application does any practice have no approved educator? |  |  |  |
| Domain 1 | **Yes** | **No** | **Comments** |
| Has this LO demonstrated that they have the facilities suitable to deliver safe, high-quality education e.g., space, IT and recording equipment? |  |  |  |
| Has this LO declared any limits that may affect their ability to meet any special or specific needs of learners? |  |  |  |
| Is the LO compliant with GDPR and has a policy in place? |  |  |  |
| Has the LO demonstrated that they will engage learners in multiprofessional learning that includes audit, quality improvement and significant event analysis? |  |  |  |
| Has the LO demonstrated how they use learner feedback to make improvements? |  |  |  |
| Has the LO demonstrated how they will ensure patients safety within the context of learners on site? |  |  |  |
| Domain 2 | **Yes** | **No** | **Comments** |
| Has this LO clearly demonstrated a robust organisational induction process to meet the needs of all learners? |  |  |  |
| Has this LO demonstrated how they engage their management and other support staff in the teaching and support to learners? |  |  |  |
| Has this LO demonstrated that there is sufficient access to clinical supervision for all learners including cover for educator absences? |  |  |  |
| Has the LO demonstrated that they have policies in place to manage bullying and harassment and that they actively support equality, diversity, and inclusion? |  |  |  |
| Domain 3 | **Yes** | **No** | **Comments** |
| Has the LO demonstrated how they will assess their learners initial learning needs and has a planned approach to their personal induction? |  |  |  |
| Has the LO demonstrated how they will create the learners workplan that will be compliant with contracts of employment and consider individual learner’s personal circumstances? |  |  |  |
| Are there learning opportunities outside of this LO which can be facilitated to support wider learner experience? |  |  |  |
| Domain 4 | **Yes** | **No** | **Comments** |
| Are the educators within this LO qualified to teach and supervise the learners for which they are applying? |  |  |  |
| Is there clear evidence that educators with this LO have protected time to fulfill their training and assessment responsibilities? |  |  |  |
| Are there any planned or anticipated changes to either the team or LO which would affect the ability to provide safe high quality Learner experience? |  |  |  |
| Does any learner feedback give cause for concern? |  |  |  |
| Domain 5 | **Yes** | **No** | **Comments** |
| Has the LO demonstrated that their educators remain up to date on curriculum requirements and mandatory assessments for learners? |  |  |  |
| Has the LO demonstrated that they will meet the curricular requirements of their learners? |  |  |  |
| Domain 6 | **Yes** | **No** | **Comments** |
| Has this LO demonstrated that they intend to support learners identify opportunities for continued working in primary care? |  |  |  |