

## KSS Quality Management Forum

### Terms of Reference

Version:	1.0
Ratified by:	Christopher Warwick Primary Care Dean
Date ratified:	5 <sup>th</sup> October 2022
Date issued:	5 <sup>th</sup> October 2022
Review date:	<b>April 2023</b>
Target audience:	Quality Management Forums
Document History:	Version 1 finalised – 5 <sup>th</sup> October 2022

### 1. Introduction

The Quality Management Forum (QMF) is an advisory group. It is an Integrated Care Board (ICB) facing, KSS Primary Care Department forum. Members have oversight of all quality management processes in its footprint, including clinical learning environment (CLE) approvals and quality concerns. The QMF are accountable to the HEE KSS Primary Care Dean.

CLE approval activity is one component of quality, and whilst this element will be managed by the Training Hubs (as per the National Training Hub operating guidance), the ongoing monitoring of placement quality and quality improvement cannot happen in isolation and requires the coordination of intelligence from key stakeholders, including close working with the GP school.

Each QMF is co-created equally by all members utilising these terms of reference as an operational framework.

### 2. Purpose

The purpose of the QMF is to ensure that all clinical placements for learners within its locality meet the required quality standards of HEE and the relevant professional regulator. The group will advise the Primary Care Dean about the quality of the supervision of learners and their training.

### 3. Terms of Reference

- To make recommendations to the Primary Care Dean about the quality of clinical learning environments, and where there are serious concerns, escalate these appropriately

- To identify and share good practice on matters of quality in relation to the clinical learning environment to aid workforce transformation project proposals within Kent, Surrey and Sussex
- To manage information and decisions that impact on educational progression, to ensure appropriate and sensitive escalation within HEE SE and with other stakeholders such as, NHS England, NHS Improvement, HEIs, professional bodies, and regulators
- To share intelligence to aid quality improvement or assurance as appropriate and linked to the HEE Quality Framework and mandate
- To ensure that the education delivered to all learners in primary care is of consistent high quality
- To undertake annual reviews of placement governance

#### 4. Membership

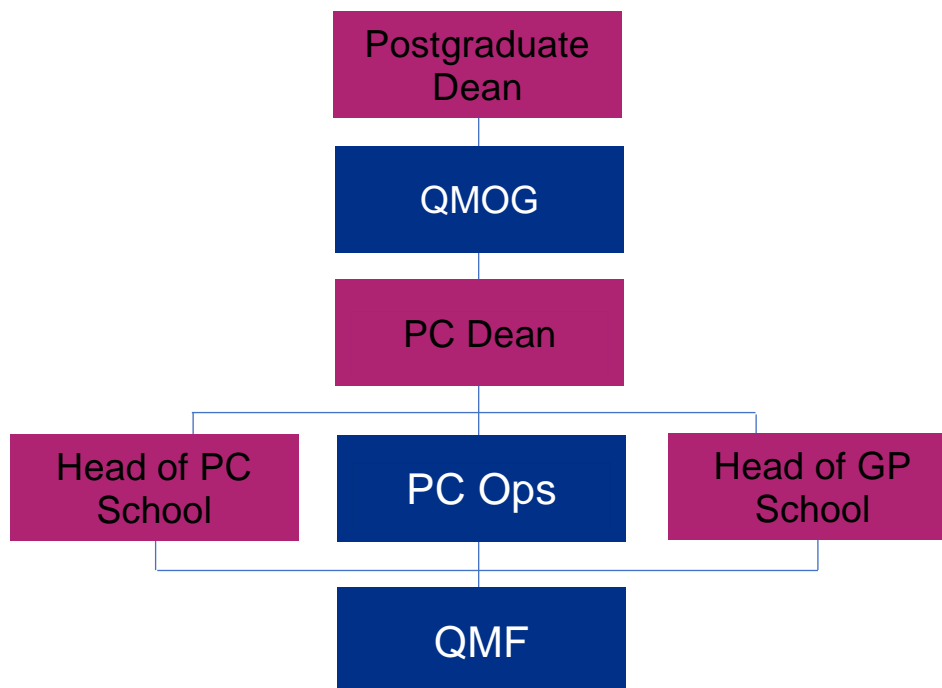
Training Hub Lead
Patch Associate Dean
GP Tutor
Workforce Development Lead/TH AHP advisor
Training Programme Director
HEI Representation
Representative from Primary Care Networks – i.e. a PCN educator / CEF being conscious of conflicts of interest
ICB Primary Care or Quality representative

The Forum will agree on a Chair of the meeting.

#### 5. Governance

- The Quality Management Forum is accountable to the HEE Primary Care Dean.
- Reporting of CLE approvals will be in accordance with [HEE Primary Care Quality Team processes](#).
- Process of Triggered Quality Assessments will follow the [Primary Care Quality Management Toolkit and Flowchart](#).
- Other quality escalation processes exist within the ICBs, HEIs, and regulators. The Quality Management Forum should co-ordinate with these other processes as appropriate.

## Governance Structure chart



### 6. Declarations of Interest

The [HEE Managing Declarations of Interest Policy](#) will be adhered to. Members will declare any conflict of interest concerning any agenda items to the Chair in advance of the meeting. If members are excused from all or part of a meeting due to a conflict of interest, it will be at the discretion of the Chair whether they should receive a full or redacted copy of the minutes.

When the Chair has declared a conflict of interest, they must delegate the chair role for that meeting.

### 7. Frequency

Meetings will be arranged at a time and date to suit maximum attendance of members and will be held monthly as a minimum.

### 8. Quorum

The group will be quorate when the Chair or named deputy and appropriate representation from the roles listed above are in attendance, unless the quality discussion does not relate specifically to that role.

## 9. Administration

Meeting will be administrated by the Training Hub administration team and should take into consideration all members working arrangements to ensure maximum attendance. The agenda should be distributed a week prior to the meeting. Key headlines and actions should be distributed five working days after the meeting. Members should advise of any inaccuracies within five working days of receipt, if no comments are received the minutes will be assumed accurate.