

Education and Training Quality Management Forums

Standard Operating Procedure

Kent, Surrey and Sussex Primary Care

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Introduction

The Quality Management Forum (QMF) is an advisory group. It is an Integrated Care Board (ICB) facing, KSS Primary Care Workforce, Training and Education Department forum. Members have oversight of all education quality management processes in its footprint, including clinical learning environment (CLE) approvals and quality concerns. The QMFs are accountable to the Kent, Surrey and Sussex (KSS) Primary Care Dean. Quality concerns are escalated as appropriate to the monthly Primary Care Quality meeting and updates about clinical learning environments are also given there.

Each QMF is co-led by one of the GP PADs and one of the TH Clinical Leads equally, using these terms of reference as an operational framework, for local adaptation and implementation.

Purpose

The purpose of the QMF is to ensure that all clinical placements for learners within its geography meet the required quality standards of NHS England's Workforce, Training and Education (NHSE WT&E) Directorate and the relevant professional regulator. The group

advises the Primary Care Dean about the quality of the supervision of learners and their training.

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 NHSE WT&E and with other stakeholders such as Higher Education Institutions, professional bodies, and healthcare regulators.
- To share intelligence to aid quality improvement or assurance as per the NHS England Education and Training Quality Framework and Strategy.
- To ensure that the education delivered to all learners in Primary Care in KSS is of consistent high quality.
- To monitor and sign off annual reviews of clinical learning environment approvals.

Membership

- The Chair of the meeting will be either a GP PAD or a TH Clinical Lead.
- Regular attendees should include Patch Associate GP Deans, Primary Care Training Hub (PCTH) Clinical Leads, and ICB Quality Leads.
- Others such as GP Tutors, GP Training Programme Directors, Workforce Development Leads, PCTH Allied Health Professions advisors, are welcome to attend or may be asked to attend at the request of the Chair.
- Higher Education Institution (HEI) representatives attend as advisors and to inform the QMF of any quality concerns which need a coordinated response.
- Representatives from placement providers may be invited to attend by the QMF chair.

Governance

- Overall roles and responsibilities are detailed in the [KSS Primary Care Education and Training Quality governance](#) document.

- The Quality Management Forum is accountable to the KSS Primary Care Dean.
- Reporting of CLE approvals will be in accordance with [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.

Declarations of Interest

The [NHSE Managing Conflict of Interest Guidance](#) must 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.

Frequency

Meetings will be held between 4-8 weekly as required.

Quorum

The group will be quorate when the Chair or named deputy, a Patch Associate GP Dean and a Primary Care Training Hub Clinical Lead are in attendance.

Standing agenda items

The following agenda items must be included in the meeting:

- Review of actions from the previous meeting
- Triggered Quality Assessment updates
- Other quality concerns, including:
 - CQC overall ratings
 - National survey results
 - Learner feedback and concerns
- Clinical learning environment approvals including annual reviews
- Educator approval updates

- Stakeholder updates, including from Higher Education Institutions
- Agreed items for Escalation to KSS Primary Care Quality Meeting

Administration

Meeting will be administrated by the PCTH administration team, and the agenda should be distributed a week prior to the meeting. Minutes 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 and actions will be assumed accurate. The notes for all QMF meetings should be securely stored by the PCTH. These notes must be available to the Primary Care Department on request.