

## 8. Management of Quality Assurance (QA) of Programme

### a) PMETB SANCTIONED VISITS

In the past the SAC (T&O) has been responsible (reporting to JCHST) for the QA of training programmes in the United Kingdom and Ireland. Standards for training have, in the past, been laid down by the SAC. Traditionally such inspections are carried out at five year intervals together with trigger visits for any problem areas within those training programmes. The SAC has appointed a liaison officer responsible for each area throughout the United Kingdom and Ireland.

The PMETB has recently taken over this role with a changed format. The PMETB use a 'sample check' of hospitals within a Deanery training programme. The PMETB also sanction trigger visits where problems are perceived, at the request of the Deans or the programme directors.

In addition to representatives from the specialty, lay persons have, as in the past, joined the inspection team.

The Postgraduate Deans will continue to monitor this process and the SAC will continue to assist the Deanery in this task.

### b) LOGBOOK MONITORING

The trainees in T&O currently use the BOA – Edinburgh Logbook the data contained in which belongs to the trainee. Certain key individuals within the training programme have access to that data with the permission of the trainee:

- The programme director has access to the data from the area they administer.
- The SAC liaison officer has access to the trainees' data in their region of responsibility.
- The SAC chairman has access to all programmes throughout the United Kingdom and Ireland.

This gives the SAC a powerful tool to access all data allowing programmes to be compared both from the perspective of both the range and number of

procedures carried out. An individual trainee will be evaluated on the basis of how he or she compares with the national average for any given procedure.

Consolidation evidence will be provided in whatever form the Deans and the PMETB require.

### c) TRIANGULATION BACK TO EXAMS

The SAC are represented on the Intercollegiate Examination Board responsible for setting the content and standard of the FRCS (T&O) examination. Examination questions are set and mapped against the Clinical Knowledge syllabus laid down within the curriculum. The clinical component of the examination is also expected to follow the profile of the curriculum.

The SAC are provided, through the Examination Board, with a breakdown of individual marking performances of the examiners. Examiners with a marking profile at the extreme of the distribution of the marks can be identified and the pass rate of individual programmes can be compared. Such data is always interpreted in context and is never disseminated in its raw form.

### d) EDUCATIONAL MONITORING

#### Individual Trainee Appraisal

The Educational Appraisal meeting at which the learning agreement is agreed and reviewed must be done on at least 3 occasions, the beginning, middle and end of the attachment. Job plans, courses and general progress can also be discussed at this point along with any personal issues.

Contracts can be reviewed and changed according to individual circumstances in consultation with the programme director. Trainees must also return their feedback to the Deanery using the relevant ("green") assessment forms.

This Educational Appraisal process can be formalised at any time by the invitation of a member of the Deanery if necessary. Such meetings are documented in an open and transparent manner (once or twice per year).

## The Annual Review (RITA)

This is a formal review process held on a regular basis (once per trainee per year). It is controlled by the Post Graduate Dean. Evidence of progress of training must be demonstrated at this meeting by the portfolio. The portfolio includes:

- Logbook reports
- PBA Summary sheets
- Course record
- Trainers report
- Exam evidence (if appropriate)
- Record of research
- Record of audit
- Record of publications
- Record of presentations

Any courses or specific future development for the trainee can be planned at such a meeting.

The core RITA team consists of the Programme Director, the Regional Advisor and the Post Graduate Dean (or representative). In addition a member of the university department and a member of the STC are normally included. A trainer can be invited to discuss a particular trainee if necessary on an open, transparent procedure basis. The SAC liaison officer should be present at the RITA process, particularly when there are perceived problems within the programme.