hlsp

Working in partnership

Nursing & Midwifery Council NMC

NMC UK Wide QA Framework Contract

HLSP Programme Monitoring Flow Chart

- HLSP assembles Review Team normally **at least 8 weeks** prior to event.
- Managing Reviewer (MR) prepares draft pre-review commentary.

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- HLSP informs Education Provider of Programme normally **at least 8 weeks** prior to Monitoring event and identifies proposed review team members.

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- HEI confirms no conflict of interest of proposed reviewers within **5 working days**.

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- **3 weeks** prior to event, MR meets with Education Provider contact to complete analysis of other key data.
- MR shares with contact, initial hypotheses of risk.
- MR agrees outline programme for event, personnel to be available and any materials to be available during the event.
- MR completes pre-review commentary.

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PROGRAMME MONITORING EVENT

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- Reviewer(s) gather evidence to test hypotheses of risk.

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- MR facilitates reaching of collective judgements, ensuring sufficiency of evidence to support findings and any recommendations for action.

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- Reviewer(s) draft evidence based report on Programmes(s).

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- MR agrees key findings with Reviewers for "Headline Feedback" to Education Provider.

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- HLSP send Education Provider feedback questionnaire on completion of event.

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- Education Provider returns questionnaire within **5 working days**.

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- MR and Reviewer(s) complete event QA process.

- Reviewer(s) complete draft report within **2 working days** and forward with evidence forms to MR.
- MR collates Reviewers' report into draft programme provider report within **3 working days**.

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- MR sends Reviewer(s) QA feedback on their report
- MR sends draft programme provider report to Reviewers to agree and "sign-off" **in 2 working days.**

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- If no response from Education Provider within
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- **10 working days,** a reminder will be sent.

- Reviewers return "sign-off" of report **within 2 working days**.

- MR sends agreed programme provider report to HLSP who forward this to the Director of Reviews for QA

- Copy of draft report sent to Education Provider **within 5 working days** for checking of factual accuracy.

- HEI returns factual corrections **within 5 working days**.

- MR checks Education Provider comments against evidence trail and incorporates as appropriate.

- HLSP submits Final Report to NMC for publication.