Annexe 1

hlsp

Working in partnership

Nursing & Midwifery Council NMC

NMC UK Wide Quality Assurance Framework

HLSP Programme Approval / Re-Approval Flow Chart

- Education Provider approaches HLSP for approval event, normally **at least 12 weeks** prior to event.
- If the notice is **less than 12 weeks**, Education Provider is informed of possible impact of delay.

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- HLSP allocates reviewer(s) with due regard and informs Education Provider normally **10 weeks prior** to approval event.
- Education Provider confirms Reviewer(s) has no conflict of interests.

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- HLSP confirms the reviewers for the Approval Panel with the Education Provider, normally within **8 weeks** of the event.
- HLSP sends copy of the letter to the respective SHA.

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- Reviewer(s) confirms with Education Provider the agenda for the event and any arrangements for placement visits.
- Education Provider sends approval documents directly to Reviewer(s) in hard copy and electronic form normally **6 weeks** prior to event.

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- Reviewer(s) completes the audit trail, it is not sent to Education Providers.
- Reviewer(s) sends Education Providers a list of issues to be pursued and details of any personnel or documentation to be seen, **at least 3 weeks** prior to the approval event.

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EVENT

- Reviewer(s) agrees conditions and recommendations with panel and records them.
- Reviewers jointly agree grades for each standard of the programme with due regard to similarities and differences between fields of practice.

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- Reviewer (s) sends HLSP a completed audit trail, approval proforma and an evidence form for each meeting within **5 working days** of the event.

- Reviewer(s) send copy of the Education Providers approval event report (minutes) to HLSP **as soon as the content is agreed by all panel members.**

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If Conditions Set

- Education Provider provides Reviewer(s) with definitive documents to meet any conditions by the date agreed at approval event.

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Conditions NOT MET

- In exceptional cases, extension negotiated.

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- Conditions **Still NOT MET**, HLSP informs NMC and recommends non approval.

Conditions MET

- Education Provider confirms joint panel members agree conditions are met. Reviewers forward confirmation to HLSP
- Reviewer(s) confirms with Education Provider and HLSP **within 10 working days** whether or not conditions have been met.

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- HLSP informs NMC of outcome of the event with the recommended actions.