

## NMC UK Wide Quality Assurance Framework

### HLSP Protocol for signing off Conditions set at Approval Panel Meeting

#### Introduction

1. When an Approval Panel approves a programme subject to conditions being met within a due date, the following process will be followed to ensure that all conditions have been satisfactorily met and agreed by **all** members of the Approval Panel.

#### Action to be taken following decision to grant Conditional Approval

2. The Chair of the Panel will inform the Programme Development Team Leader of the conditions to be met, the time frame in which they are to be completed and the form in which this is required to be demonstrated.
3. At, or before the due date for conditions to be met, the Chair of the Approval Panel will provide the Reviewer(s) and HLSP with evidence that the conditions have been met. If the Reviewer(s) find that the evidence demonstrates that conditions **have been met**, they will confirm this with the Education Provider and HLSP **within 10 working days**.
4. On obtaining confirmation from all Approval Panel members that the conditions have been met, the Chair of the Approval Panel will notify the Reviewer(s) who will inform HLSP of this outcome **within 3 working days**. HLSP will then inform the NMC of the outcome of the event and recommend approval.

#### Conditions NOT met

5. If the Education Provider does not submit evidence of meeting conditions within the agreed timeframe it will be deemed that conditions **have NOT been met**. The Reviewer(s) must inform HLSP **immediately**. HLSP will contact the Education Provider to explain the ramifications of failing to produce the required documentation and will in exceptional circumstances, agree a revised date for submission of not more than **five working days**.
6. If the evidence submitted by the Education Provider demonstrates that the conditions **have NOT been met**, the Reviewer(s) must inform the Education Provider and HLSP **within 10 working days**. The Reviewer should also contact HLSP for guidance on the offering of a possible extension to ensure satisfactory achievement of the conditions set.
7. The Education Provider will send the Reviewer(s) and HLSP further evidence of meeting the conditions set within the agreed extended timeframe. If the evidence demonstrates that the conditions **have been met**, the Reviewer(s) will confirm this with the Education Provider and HLSP **within 10 working days**.
8. On obtaining confirmation from all Approval Panel members that the conditions have been met, the Chair of the Approval Panel will notify the Reviewer(s) who will inform HLSP of this outcome **within 3 working days**. HLSP will then inform the NMC of the outcome of the event and recommend approval.

### Conditions **STILL NOT met**

9. If the further evidence submitted by the Education Provider demonstrates that the conditions set **have STILL NOT been met**, the Reviewer must inform the education provider and HLSP within **10 working days**. HLSP will seek guidance from the NMC and discuss with the Chair of the Approvals Panel the recommendation that the Programme **not be approved**.