**Training Hub Learning Organisation Approval**

## Email for Panel Members

Dear Panel Members,

Thank you for agreeing to act as a panel member for the NHS England South West Learning Organisation Approval of [insert PCN name here] organised by [insert Training Hub name here].

The aim of the panel is to assess the evidence submitted by the Learning Organisation to assure it meets the standards set out in the [HEE Quality Framework.](https://nshcs.hee.nhs.uk/publications/health-education-england-hee-quality-framework-from-2021/) Following review of this evidence obtained from the application form and a approval panel visit you will be asked to recommend whether this Learning Organisation reaches the agreed standards. This streamlines processes for practices and enables the Learning Organisation to gain approval to host placements for multidisciplinary learners.

Following the review of evidence, the agreed panel recommendation is referred on to the ‘Quality Assurance Group for Primary Care Learning Organisations’. If the recommendation is ratified the Learning Organisation will be an NHS England approved Learning Organisation.

The ratification may be given with conditions, for example not currently including practice X, or nursing placements currently at practice Y/Z, or Paramedic placements at practice Z. This will be based on the panel’s assessment.

The meeting will hopefully be a valuable opportunity for the different stakeholders to meet, connect and support each other.

You will receive some further information-

1) Learning Organisation Approval document

2) Quality Data Pack

You may also wish to review the [framework](https://nshcs.hee.nhs.uk/publications/health-education-england-hee-quality-framework-from-2021/) this is based on.

I have attached the following to this email:

* A timed agenda for this visit. [attach timed agenda to email]
* The Standard Key Lines of Enquiry Document. [attach key lines of enquiry document to email]

Ahead of our meeting, I would be grateful if you could review this information and develop questions for the Learning Organisation grouped under each heading. If the evidence you require to make a decision is not obvious in the paperwork the Key Lines of Enquiry document can be used as an aid to help formulate the questions you may wish to ask.

LEARNING ENVIRONMENT AND CULTURE:

EDUCATIONAL GOVERNANCE and COMITMENT TO QUALITY:

DEVELOPING AND SUPPORTING LEARNERS:

DEVELOPING AND SUPPORTING SUPERVISORS:

DELIVERING PROGRAMMES and CURRICULA:

DEVELOPING A SUSTAINABLE WORKFORCE:

Can you send these questions to [insert name and email here] by [insert date here], so we can compile a key line of enquiry approach, and I can ensure that everyone is able to pose a question to the Learning Organisation.

At the end of our approval visit, I will ask for your recommendation if we can approve this Learning Organisation and if there are any stipulations that you feel need to be made. I will then compile our report and submit our recommendation to the Quality Assurance Group for Primary Care Learning Organisations. Following this meeting I will inform everyone of the outcome.

I look forward to discussing this further at our pre-meeting, and am happy to pick up any queries beforehand if that would be helpful?

For more detail see the [Severn](https://www.severndeanery.nhs.uk/about-us/quality-management-4/show/primary-care-learning-organisation-toolkit) or [Peninsula](https://www.peninsuladeanery.nhs.uk/about-us/quality-management-4/show/primary-care-learning-organisation-toolkit) websites.

Best wishes,