**Training Hub Learning Organisation Approval**

## Training Hub Quality Lead and Administrator Guide

Thank you for engaging with the Learning Organisation approval process. It helps Training Hubs meet KPIs ensuring placements meet Quality standards and offer the opportunity for conversations about placements and workforce.

The aim is to approve Learning Organisations as sites for multidisciplinary learners. It will streamline and reduce the number of reapproval visits and audits required and highlight how you meet the [HEE Quality Standards Framework](https://nshcs.hee.nhs.uk/publications/health-education-england-hee-quality-framework-from-2021/).

This is based on 6 domains:

* Learning environment and culture
* Educational governance and leadership
* Supporting and empowering learners
* Supporting and empowering educators
* Developing and implementing curricula and assessments
* Developing a sustainable workforce

## Suggested timeline of activity for Training Hubs

### Annually

Discuss with patch GP team and local AEIs about prioritising or agreeing a timetable for Learning Organisation approvals, there is flexibility in this based on local requirements. Identify what learners are based in each PCN, for this purpose, we are focused on those learners with attached tariff or trainer’s grant.

### 14 weeks before Panel meeting

Organise an informal conversation with the PCN to discuss the purpose and process involved (this can be done via Teams). This should involve the PCN education link and PCN administrator but can involve as many others as the PCN feel is appropriate e.g., existing trainers, the PCN Clinical Director and other practice leads as appropriate.

It may be helpful to explain this process for site approval is replacing the previous half day practice reapproval visit led by GP Patch ADs every 3 years.

It would be beneficial to discuss Learning Organisation structure. Ideally the Learning Organisation mirrors the PCN footprint, however there is recognition this may not be appropriate for all approvals. Explain a Learning Organisation is self-defined and there may be value in doing the process at scale, rather than the current system for multiple visits for each learner group in silos.

At the end of this meeting request the Learning Organisation to complete the application form and direct them to the online toolkit on 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 for more information and guidance.

### 12 weeks before the approval panel visit

Review the Learning Organisation application form and request any missing information from the Learning Organisation.

Using the information provided on the application form consider what learners are based in the organisation and who should be on the panel i.e., representatives from AEIs, GP School etc. Consider if any learners or scholars could join the panel.

Set some possible dates for the approval panel visit. This visit is likely to be held remotely on Teams due to panel availability, however, it can also be in person or a hybrid approach. It may be helpful to review the suggested agenda on 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. It is expected that the visit takes a half day.

Agree a panel chair and panel members and consider who would be helpful to include for the Training Hub, to link with placements or specific professional groups.

Agree an approval panel visit date for 12 weeks’ time with the Learning Organisation and inform the NHS England Training Hub Project Officer of the agreed date at [england.traininghubquality.sw@nhs.net](mailto:england.traininghubquality.sw@nhs.net).

### 2 weeks before the approval panel visit

Send the completed application form to the panel chair and members, and signpost to the guidance for panel members on the online toolkit on 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.

Ensure meeting links have been sent and/or room bookings secured. Consider if there is a need for a further informal conversation.

Send a reminder email to panel members and Learning Organisation members attending.

Agree by email an approach to using the key lines of enquiry document – this is an aid to help focus the questioning at the panel visit, for example which panel member will explore issues on a specific domain. The key lines of enquiry document can be found on the online toolkit on 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.

Remember to contact the NHS England Quality team for any support or advice on [england.traininghubquality.sw@nhs.net](mailto:england.traininghubquality.sw@nhs.net).

### The Learning Organisation approval panel visit date

The panel meeting should consist of 3 main parts:

1. A pre-panel meeting with the panel members
2. The Learning Organisation approval visit
3. Post visit meeting with the panel to agree outcomes and a recommendation

Please see suggested agenda and review the checklist on the online toolkit on 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.This should be checked by the panel at the end of the visit before a recommendation is agreed to ensure all areas of potential risk have been covered.

If further enquiry or actions are required as a result of the approval process, they must be listed and the person responsible for ensuring these happen, identified with a timeline for reporting back specified. This should be clearly recorded on the application form at the time of the visit.

If there are any concerns arising about the organisation, raise these via the [Severn Concerns](https://www.severndeanery.nhs.uk/about-us/escalating-concerns-3/) or [Peninsula Concerns](https://www.peninsuladeanery.nhs.uk/about-us/quality-management-4/show/escalating-concerns-2) webpage.

Please collate any feedback from panel members or the learning organisation about the approval process, and pass this onto the NHS England team at [england.traininghubquality.sw@nhs.net](mailto:england.traininghubquality.sw@nhs.net).

### Within two weeks of the approval panel visit

Submit the completed panel report to NHS England team at [england.traininghubquality.sw@nhs.net](mailto:england.traininghubquality.sw@nhs.net).

Consider sharing any learning or intelligence from the panel with training hub or wider system colleagues.

### On receipt of NHS England outcome

NHS England will review your finalised report at the Quality Assurance Group for Primary Care Learners and give a formal outcome. Once received, share this outcome with the learning organisation and panel members, also relevant AEIs and the School of Primary Care.