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| **1** | **Training Hub Project Officer**([england.traininghubquality.sw@nhs.net](mailto:england.traininghubquality.sw@nhs.net)) |
| 1.11 | To be in contact with the Training Hub Quality Lead regarding the Learning Organisation Approval and be aware of visit date set. |
| 1.12 | To work closely with the Training Hub to ensure they are supported in the completing of the Learning Organisation Approval paperwork and assisting in any process queries. |
| 1.13 | Schedule the Learning Organisation onto the next Quality Assurance Group for Primary Care Learning Organisations once the visit is complete and distribute papers ahead of time to group member ensuring they are reviewed in timely way. |
| 1.14 | If there are any concerns or issues regarding the Training Hub or Learning Organisation which have not already been raised through the Learning Organisation visit flag to NHS England Quality Lead or Training Hub Business manager as appropriate or complete the escalating concerns form. |
| 1.15 | To receive and save the paperwork and visit report follow the Learning Organisation Approval visit. |
| 1.16 | To email the Learning Organisation link contact with approval confirmation asking them to inform all Learning Organisation stakeholders, relevant parties, and regulators. |
| 1.17 | To maintain and update the Learning Organisation Approval database ensuring this is shared with the School of Primary Care and other relevant parties. |
| 1.18 | To log and follow up with any required actions following the Learning Organisation Approval visit. |
| 1.19 | Carry out monthly meeting with each of the Training Hubs to learn of any upcoming approval visits and provide support. |
| 1.20 | To set up the Annual Review of Learning Organisations (ARLO) Day for the Quality Assurance Group for Primary Care Learning Organisations in order to review the Annual Returns. |
| 1.21 | To distribute and collate the Annual Return form and responses. |
| 1.22 | If there are any concerns or issues which have not been raised through the Annual Return flag with NHS England Quality Lead, for example CQC concerns. |
| 1.23 | Let Training Hub know if any issues or changes to approval or if any follow up visits are required following the ARLO Day. |
| 1.24 | To be the main point of contact for Training Hubs and Learning Organisations to answer queries and offer support. |
| 1.25 | To liaise with the School of Primary Care regarding upcoming MoSC courses to ensure any new sites required undergo the Learning Organisation Approval process. |
| 1.26 | To chair the monthly Quality Assurance Group for Primary Care Learning Organisations. |
| 1.27 | Following review meetings feedback any issues with the process to the operational group who then make an improvement plan. |
| 1.28 | Ensure a review of the process and paperwork is caried out regularly. |
| 1.29 | Be a member of the project operational group. |
| 1.30 | Engage with Business as usual including the Annual Returns process, Quality Panels, The National Student Survey (NSS), The National Training Survey (NTS) and The National Education and Training Survey (NETS) and the AEI business as usual processes. |

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| **2** | **Primary Care Quality Associate Dean** |
| 2.11 | To support and provide guidance with the initial approval paperwork where needed. |
| 2.12 | To attend the Annual Review of Learning Organisations (ARLO) Day in order to review the Annual Returns. |
| 2.13 | Following the ARLO Day follow up on any issues or changes to approval or if any follow up visits are required with the Training Hub Quality Lead. |
| 2.14 | To work collaboratively with the Training Hub leads and AEIs to support the process where required. |
| 2.15 | To be a member of the Quality Assurance Group for Primary Care Learning Organisations. |
| 2.16 | To support on any issues raised at the Learning Organisation Approval visit and the monthly Quality Assurance Group for Primary Care Learning Organisations ensuring actions and action owners are allocated accordingly. |
| 2.17 | To support the Training Hub Project Officer in answering queries and carrying out timely reviews of the process and paperwork. |
| 2.18 | Be a member of the project operational group. |
| 2.19 | Engage with Business as usual including the Annual Returns process, Quality Panels, The National Student Survey (NSS), The National Training Survey (NTS) and The National Education and Training Survey (NETS) and the AEI business as usual processes. |

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| **3** | **Training Hub Business Manager** |
| 3.11 | To attend the Annual Review of Learning Organisations (ARLO) Day in order to review the Annual Returns. |
| 3.12 | To be a member of the Quality Assurance Group for Primary Care Learning Organisations. |
| 3.13 | Receive notification from the Training Hub Project Officer of any issues in regard to the Training Hub's which are identified. |
| 3.14 | To support the Training Hub Project Officer in answering queries and carrying out timely reviews of the process and paperwork. |
| 3.15 | Conduit of Training Hub’s and feedback any issues raised to the operational group. |
| 3.16 | Be a member of the project operational group. |

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| **4** | **NHS England WT&E Quality Lead (manager)** |
| 4.11 | To attend the Annual Review of Learning Organisations (ARLO) Day in order to review the Annual Returns. |
| 4.12 | To be a member of the Quality Assurance Group for Primary Care Learning Organisations. |
| 4.13 | Be a member of the project operational group. |
| 4.14 | Receive any issues regarding the Learning environment from the Training Hub Project Officer which are identified throughout the process. |
| 4.15 | To support the Training Hub Project Officer in answering queries and carrying out timely reviews of the process and paperwork. |
| 4.16 | Engage with Business as usual including the Annual Returns process, Quality Panels, The National Student Survey (NSS), The National Training Survey (NTS) and The National Education and Training Survey (NETS) and the AEI business as usual processes. |

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| **5** | **Training Hub Quality Lead** |
| 5.11 | With the support of the Training Hub Admin, ensure prior preparation for the Learning Organisation Approval visit by engaging with the relevant AEIs, Learner groups, PCN and stakeholders to set expectations and understanding of the visit purpose. |
| 5.12 | To share initial paperwork for completion with the Learning Organisation and support with initial approval paperwork where needed. |
| 5.13 | With the support of the Training Hub Admin, whilst the paperwork is being completed set up a Learning Organisation Approval visit ensuring all learner groups are represented. |
| 5.14 | Once Learning Organisation Approval visit date is set inform the Training Hub Project Officer. |
| 5.15 | Support PCN/Learning Organisation Link to send Training Hub Project Officer completed approval paperwork and visit report. |
| 5.16 | Following the approval visit be copied into the confirmation of approval to the Learning Organisation from the Training Hub Project Officer. |
| 5.17 | Receive information about upcoming Annual Returns from the Training Hub Project Officer. |
| 5.18 | Following the Annual Review of Learning Organisations (ARLO) Day receive an email from the Training Hub Project Officer informing of any issues or changes to approval or if any follow up visits are required. |
| 5.19 | To use the Training Hub Project officer as the main point of contact for any queries and support. |

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| **6** | **Training Hub Admin\*** |
| 6.11 | Support of the Training Hub Quality Lead to ensure prior preparation for the Learning Organisation Approval visit by engaging with the relevant AEIs, Learner groups, PCN and stakeholders to set expectations and understanding of the visit purpose. |
| 6.12 | Support the Training Hub Quality Lead with Learning Organisation Approval paperwork and assist in setting a visit date as needed. |
| 6.13 | Using the online Learning Organisation toolkit, support the Learning Organisation visit by ensuring appropriate representation across all learner groups, producing the meeting documents, the agenda, key lines of enquiry and any other documentation required with help from Training Hub quality lead. |
| 6.14 | Engage with Business as usual including the Annual Returns process, Quality Panels, The National Student Survey (NSS), The National Training Survey (NTS) and The National Education and Training Survey (NETS) and the AEI business as usual processes. |
|  | \*We acknowledge not every Training Hub will have a specified administration support for this workstream. |

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| **7** | **Primary Care Network (PCN)/Learning Organisation Link Contact** |
| 7.11 | Receive an email from Training Hub Quality Lead to start Learning Organisation Approval paperwork supported by AEI/ School of Primary Care. |
| 7.12 | Work up/co-ordinate the completion of the Learning Organisation Approval paperwork ready for the approval visit working with the Training Hub Quality Lead, the Training Hub Project Officer, Supervisors and AEI's. |
| 7.13 | Liaise and agree a date and appropriate panel representation with Training Hub Quality Lead for the Learning Organisation Approval panel visit. |
| 7.14 | To complete the Annual Return and send to the Training Hub Project Officer. |
| 7.15 | Following the Annual Review of Learning Organisations (ARLO) Day receive an email from the Training Hub Project Officer informing of any issues or changes to approval or if any follow up visits are required. |
| 7.16 | Engage with Business as usual including the Annual Returns process, Quality Panels, The National Student Survey (NSS), The National Training Survey (NTS) and The National Education and Training Survey (NETS) and the AEI business as usual processes. |

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| **8** | **Approved Education Institution (AEI) Admin** |
| 8.11 | To support the PCN/Learning Organisation link to complete the approval paperwork. |
| 8.12 | To support and attend the Learning Organisation Approval panel visit as required. |
| 8.13 | Once the confirmation of Learning Organisation Approval email has been received, inform any internal parties and regulators. |
| 8.14 | To assist with the completion of the Annual Return if required. |
| 8.15 | Following the Annual Review of Learning Organisations (ARLO) Day receive an email from the Training Hub Project Officer informing of any issues or changes to approval or if any follow up visits are required. |
| 8.16 | Engage with Business as usual including the Annual Returns process, Quality Panels, The National Student Survey (NSS), The National Training Survey (NTS) and The National Education and Training Survey (NETS) and the AEI business as usual processes. |

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| **9** | **GP Associate Dean's** |
| 9.11 | To support with initial approval paperwork where needed. |
| 9.12 | To support, attend or chair the Learning Organisation Approval panel visit as needed or nominate an appropriate deputy. |
| 9.13 | Following the Annual Review of Learning Organisations (ARLO) Day receive an email from the Training Hub Project Officer informing of any issues or changes to approval or if any follow up visits are required. |
| 9.14 | Engage with Business as usual including the Annual Returns process, Quality Panels, The National Student Survey (NSS), The National Training Survey (NTS) and The National Education and Training Survey (NETS) and the AEI business as usual processes. |

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| **10** | **GP School Admin** |
| 10.11 | To liaise with the Training Hub Project Officer regarding upcoming sites needed following MoSC courses. |
| 10.12 | Receive Learning Organisation Approval confirmation and inform GMC in line with current regulations. |
| 10.13 | Once the GMC has been informed and updated, inform the patch admin of the approval and that the Learning Organisation can now be used for training. |
| 10.14 | To have access to the Training Hub Project Officers approval log to monitor upcoming visits and approvals. |
| 10.15 | Engage with Business as usual including the Annual Returns process, Quality Panels, The National Student Survey (NSS), The National Training Survey (NTS) and The National Education and Training Survey (NETS) and the AEI business as usual processes. |

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| **11** | **GP Patch Admin** |
| 11.11 | To receive information from the School of Primary Care when a new site is approved and can be used for training. |
| 11.12 | To receive continued updates regarding concerns, raise or Annual Return feedback from the School of Primary Care. |
| 11.13 | To liaise with the School of Primary Care regarding future sites required. |
| 11.14 | Engage with Business as usual including the Annual Returns process, Quality Panels, The National Student Survey (NSS), The National Training Survey (NTS) and The National Education and Training Survey (NETS) and the AEI business as usual processes. |

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| **12** | **Supervisors** |
| 12.11 | To support the PCN/Learning Organisation link to complete the approval paperwork. |
| 12.12 | To support and attend the Learning Organisation Approval panel visit as required. |
| 12.13 | Engage with Business as usual including the Annual Returns process, Quality Panels, The National Student Survey (NSS), The National Training Survey (NTS) and The National Education and Training Survey (NETS) and the AEI business as usual processes. |

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| **13** | **Practice Manager** |
| 13.11 | To support the PCN/Learning Organisation link to complete the approval paperwork. |
| 13.12 | To support and attend the Learning Organisation Approval panel visit as required and provide PCN based information and data where requested by educators. |
| 13.13 | Engage with Business as usual including the Annual Returns process, Quality Panels, The National Student Survey (NSS), The National Training Survey (NTS) and The National Education and Training Survey (NETS) and the AEI business as usual processes. |