**Training Hub Learning Organisation Approval**

## Guidance for the PCN/Practice

Thank you for engaging with the Learning Organisation Approval process, the aim is to approve Learning Organisations as sites for multidisciplinary learners, it streamlines and reduces the number of reapproval visits and audits required and highlights 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

As a PCN/Practice this process will involve the following steps:

1. Consider which learners do you have in your organisation; this refers to learners who are placed with you who attract tariff/trainer grant (as everyone will be a lifelong learner). The types of learners in your PCN/Practice will inform who will be involved in the Learning Organisation approval.
2. Identify an education lead in your PCN/Learning Organisation. This may be a PCN Education Lead, Clinical Director or a PCN manager as appropriate to your organisation. Once identified consider an informal meeting with your local Training Hub Quality Lead, to clarify what is needed for this process. This could be virtual or in person.
3. Your PCN Education lead will need to complete the Learning Organisation application form, which can be found in our online [Toolkit](https://www.severndeanery.nhs.uk/about-us/quality-management-4/show/primary-care-learning-organisation-toolkit). Completing the Learning Organisation application form will require requesting input from component practices and supervisors.

You may want to draft a response, and then ask all practice managers and supervisors to add to this. Consider any strengths or areas of achievement you wish to highlight in addition to any areas of challenge. The PCN Education Lead will now edit the responses.

1. Submit your application form to your local Training Hub. If possible, suggest preferred days in the week or specific dates that work well for your organisation to meet for an approval panel visit.

The Training Hub will convene a panel that represents your learners, for example the patch GP Associate Dean and Nursing school placement lead. For more detail see the [website](https://www.severndeanery.nhs.uk/about-us/quality-management-4/show/primary-care-learning-organisation-toolkit).

1. Liaise with the Training Hub to agree a date for a 2–3-hour approval panel visit. This visit can take place in person or virtually, depending on what suits the Learning Organisation and Training hub.

For the School of Primary Care this meeting will replace the current half day practice reapproval meetings led by GP patch Associate Deans.

Consider who you would like to represent your organisation, this should include a lead Supervisor for each learner group. It may also include Practice Managers and other Supervisors for your different multidisciplinary learners.

How many people attend this meeting may depend on how comfortable you are in representing each other as one organisation.

1. Attend the approval panel visit. The pilot approvals have suggested this is a useful opportunity for a constructive conversation with colleagues about supporting and developing learning within your organisation.
2. At the visit you will get some brief feedback from the panel chair including a recommendation of whether the Learning Organisation should be approved.

The panel lead will the submit a report to traininghubquality.sw@hee.nhs.uk.

This report will then be considered by the HEE Quality Assurance Group for Primary Care Learning Organisations who will make a formal decision regarding the approval.

Any further actions will be detailed with appropriate timeframes given.

1. Following approval if there are significant changes to your organisation, please send information of the change through the [online change form](https://forms.office.com/pages/responsepage.aspx?id=K5Gn_5ewMUGcD9DoB1Wyq35obhqk52lLokHn_TeX5AdUM0hMWDlCN0FNUzFEUjgxTE1WVUVWTFFISiQlQCN0PWcu).
2. You will then need to engage with the Annual return process when requested.