

TERMS OF REFERENCE

Quality Management Group

2021 (Version 1.0)

QMG

Policy Review Schedule

Date first Approved by Agency Board/SMT: 16 December 2010

Last Approved by the QMG/SMT: 14 May 2021

Date of Next Review: May 2023

Amendment Overview

Version	Date	Pages	Comments	Actioned
2010 – 1.0	16/12/2010		Presented to Agency Board for approval. Approved.	
2010 – 1.1	10/10/2013	10	Role of NIMDTA to be included at beginning of each policy and corporate document. Footer updated to include new NIMDTA mission statement	Linda Craig
2014 – 2.0	10/3/2014	7	Discussed at QMG and revisions to change of membership, quorum and TOR	Margot Roberts
2014 – 2.1	23/6/2014		Further revisions to reflect additional responsibilities of QMG. Presented to SMT for approval. Approved	Margot Roberts
2014- 2.2	10/11/2014		Discussed at QMG and revisions to quorum	Denise Hughes
2015-2.3	08/02/2015			
2017 – 1.0	18/09/2017	10	Discussed at QMG revisions to membership, quorum & frequency.	Gillian Carlisle
2017 – 2.0	02/10/2017	7	Discussed at QMG revisions to membership following audit recommendations.	Gillian Carlisle
2017 – 3.0	16/10/2017	7	Discussed at QMG further revisions following audit recommendations.	Gillian Carlisle
2018 – 1.0	15/10/2018	7	Discussed at QMG revised membership	Gillian Carlisle
2018 – 2.0	12/11/2018	7	Addition of Placement Quality work stream & revisions to membership.	Gillian Carlisle
2019 – 1.0	16/05/2019	8	Update to PQ work stream	Gillian Carlisle
2020 – 1.0	14/09/2020	8	Adjustments to Sections 4 & 7. For Discussion at QMG 25.09.2020	Gillian Carlisle
2021 – 1.0	14/05/2021	8	Updated to reflect amendments to the LDAs and NIMDTA appointments	G Carlisle

Contents

Policy Review Schedule.....	2
Role of the Northern Ireland Medical and Dental Training Agency.....	4
1. Introduction	4
2. Terms of Reference.....	5
3. Powers and Responsibilities.....	6
4. Composition and Membership	7
5. Frequency of meetings and reporting mechanism.....	7
6. Administrative Support.....	7
7. Agenda and Minutes.....	8
8. Sub-Committees.....	8

Role of the Northern Ireland Medical and Dental Training Agency

The Northern Ireland Medical and Dental Training Agency (NIMDTA) is an Arm's Length Body sponsored by the Department of Health (DoH) to train postgraduate medical and dental professionals for Northern Ireland. NIMDTA also seeks to serve the government, public and patients of Northern Ireland by providing specialist advice, listening to local needs and having the agility to respond to regional and national requirements.

NIMDTA commissions, promotes and oversees postgraduate medical and dental education and training throughout Northern Ireland. NIMDTA endeavours to attract and appoint individuals of the highest calibre to recognised training posts and programmes. NIMDTA encourages doctors to train and remain in NI so that Health and Social Care (HSC) has a highly competent medical and dental workforce with the essential skills to meet the changing health needs of its population.

NIMDTA organises and delivers the recruitment, selection and allocation of doctors and dentists to foundation, core and specialty training programmes. NIMDTA supports trainees with the aim of maximising their potential to successfully progress, complete training and be appointed to permanent posts in NI. NIMDTA manages the quality of postgraduate medical and dental education in HSC Trusts and in general medical and dental practices through learning and development agreements, the receipt of reports, regular meetings, trainee surveys and inspection visits. It works in close partnership with local education providers to ensure that both the training and supervision of trainees support the delivery of high quality safe patient care. NIMDTA provides trainees with a wide range of opportunities to gain experience in leadership, quality improvement, research and teaching.

NIMDTA recognises and trains clinical and educational supervisors and selects, appoints, trains and develops educational leaders for foundation, core and specialty medical and dental training programmes throughout NI.

NIMDTA is accountable to the General Medical Council (GMC) for ensuring that the standards set by the GMC for medical training, educational structures and processes are achieved. Revalidation is the process by which the GMC confirms that doctors are up to date and fit to practice. The Postgraduate Medical Dean, as the 'Responsible Officer' for doctors in training, has a statutory role in making recommendations to the GMC to support the revalidation of trainees. NIMDTA works to the standards in the COPDEND framework for the Quality Development of postgraduate Dental training in the UK.

NIMDTA enhances the standard and safety of patient care through the organisation and delivery of relevant and valued career development for general medical and dental practitioners and dental care professionals. It also supports the career development of general medical practitioners and the requirements for revalidation through the management and delivery of GP appraisal.

NIMDTA carries out these roles on behalf of the DoH by focussing on the needs of people (population, trainees, trainers and NIMDTA staff), in partnership with key stakeholders and by paying attention to HSC Values - openness and honesty, compassion, excellence and working together.

1. Introduction

The Northern Ireland Medical and Dental Training Agency (NIMDTA) has appointed a Quality Management Group (QMG) to oversee quality management aspects of NIMDTA's business and ensure that NIMDTA delivers its statutory functions.

2. Terms of Reference

QMG's purpose is to support the Senior Management Committee and the Board in fulfilling its statutory functions and in promoting excellence in healthcare by delivering high quality postgraduate medical and dental education and training.

QMG aims to monitor, manage and improve postgraduate medical education through a collaborative partnership with Regulatory Bodies, Local Education Providers (LEPs) and other stakeholders.

QMG will undertake the following:

- Review and implement GMC initiatives for Quality Management
- Respond to GMC consultations
- Consider the impact of Department of Health and HSC initiatives, reports and correspondence on postgraduate medical education and training
- Assess the quality of delivery of postgraduate medical education and training against GMC standards using:
 - Surveys (GMC and NIMDTA)
 - Educational Monitoring Visits to Local Education Providers (cyclical, follow-up and problem-solving)
 - Reports (from LEPs and from Foundation and Specialty Training Programmes)
 - Specialty Programme reviews
 - Feedback from ARCP panels
 - Feedback directly from trainees or trainers (comments, complaints)
- Improve Placement Quality through:
 - Review training within specialties and across units.
 - Use of evidence-based quality indicators to establish what makes a good training post.
 - Analysis of data gathered from trainees and education providers to direct strategies to implement changes which are realistic, specific, timely and measurable.
 - Determine indicators of good practice, create opportunities to learn and disseminate to other units, specialties and areas.
 - Develop networks with national and international education providers to share already existing practices and experiences of placement quality indicators.
 - Pilot strategies learnt from national and international placement quality indicator work, in individual training units in NI to determine the most effective local

- strategies, with a long term goal of creating a programme of placement quality which is best suited to NI and can be disseminated into wider practice.
- Overcome barriers to change and develop relationships between trainees, local educational providers, programme educators and directors and NIMDTA to create a united approach to improving placement quality.
 - Foster environments to provide effective training and encourage positive wellbeing for trainees.
- Manage the quality of postgraduate medical education and training by:
 - Providing oversight of organisation for all visits to LEPs
 - Ensuring that reports from NIMDTA Educational Monitoring visits to LEPs are discussed in line with the visit cycle
 - Ensuring that reports identify areas of good practice, areas for improvement, concern and significant concern
 - Sharing reports from NIMDTA Educational Monitoring visits to LEPs, and specifying requirements on LEPs to complete action plans to address areas for improvement, concern and significant concern
 - Review of LEP action plans
 - Review of reports from Lay and Specialist Externals
 - Review of Recruitment and Selection, Allocation and ARCP processes and outcomes
 - Follow up of concerns identified through surveys, visits and reports (through meetings, follow up visits, surveys)
 - Share good practice identified through visits and reports through Specialty School Boards, Lead Educators Forum and Regional Postgraduate Medical Education Forum
 - Development and review of training policies
 - Share areas of good practice, areas for improvement, concern and significant concern with Queen’s University Belfast
 - Report routinely on areas of concern and significant concern and good practice arising from surveys, visits and reports to
 - GMC (QRS)
 - DOH (Accountability meetings and Medical Education Policy Group)
 - Public Health Agency/HSCB (Liaison Meetings)
 - RQIA (Director of reviews and other regulatory bodies)
 - Escalate unresolved and urgent concerns according to escalation policy
 - Consider requests for circulation of surveys or third party emails to doctors in training

3. Powers and Responsibilities

The NIMDTA Board is ultimately responsible for all the decisions and actions taken in its name, whether directly or through its arrangements for delegation. The Board retains the right, therefore, to amend or overturn any decisions or actions of any Committee, Sub-Committee or working group which it deems to be contrary to Board policy or otherwise against the Board’s interests.

4. Composition and Membership

QMG will consist of the following:

- Director of Professional Development (Chair)
- Postgraduate Medical Dean / Director of Education
- Postgraduate Dental Dean*
- Associate Dean / Director of Hospital Specialty Training (or deputy)
- Director of Postgraduate General Practice Education (or deputy)
- Associate Dean, Director of Foundation Training (or deputy)
- Associate Deans for Visits and Curriculum Review
- Associate Dean for Placement Quality
- Senior Education Manager
- Senior Professional Support Manager
- Quality and Revalidation Manager
- Quality Management Executive Officers / Administrators

In the absence of the Director of Professional Development, the Postgraduate Medical Dean / Director of Education will chair QMG.

*The Postgraduate Dental Dean and representatives from the Dental Training Department will normally attend meetings twice per year to discuss a range of issues.

The following are also invited to attend as external members:

- Director/Associate Director, Centre for Medical Education, School of Medicine, Dentistry and Biomedical Science, QUB (or deputy)
- Foundation Dean (or deputy), School of Medicine at Ulster University.

The quorum for meetings of QMG will be four, of whom two must be senior medical or dental educators.

QMG may invite any individual to attend to discuss identified agenda points and inform discussion.

5. Frequency of meetings and reporting mechanism

QMG will normally meet at least once per month.

QMG, as a sub-committee of the Senior Management Committee, will report through the Director of Hospital Specialty Training or Senior Education Manager to the Board of NIMDTA.

6. Administrative Support

Meetings will be arranged and serviced by the Quality Management Executive Officers.

7. Action Log

A formal Action Log of each meeting will be maintained, and new agenda items will be added in advance of each meeting. The Action Log will be submitted for agreement at the following meeting.

8. Sub-Committees

QMG may appoint sub-committees, and will determine their terms of reference, membership and duration.

Sub-committees may consist of members of QMG and other staff, as decided by QMG.

All sub-committees will report to QMG at such intervals and in such manner as QMG decides