

Quality Review Panel (QRP) Member for External On-Site Review of Recognised Institutions (RI)

Roles, Responsibilities and Terms

Roles and Responsibilities

Conduct each review in accordance with Quality Review Framework.

This will include:

- Construct and manage an agenda for the on-site review which enables you to explore the themes/issues through dialogue.
- Identify significant themes/issues for discussion, facilitated by a comprehensive review of the Institutions' Self-Assessment Report.
- Pursue lines of enquiry which allow testing whether current structures and procedures are fit for purpose.
- Make evidence-based judgements about compliance with the Quality Standard.
- Make evidence-based judgements about PHECC's future relationship with the Institution.
- Draft external review reports with other panel members, e.g. Compliance Report, Composite Report
- Provide follow up assistance to PHECC and Institutions, if required.
- Guide the panel members during the on-site review process
- Contribute to any evaluation of the QRF as identified by PHECC
- Attend mandatory training and any additional meetings organised for the purpose of QRF review activities.

External Assessment

Governance

The QRF assessment provides assurance to students, RI faculty, management, the public and PHECC Council of the robustness of the RI governance arrangements and their suitability in the delivery of PHECC approved courses, through a documentation and record-based review.

The QRP explores compliance against each Quality Standard using a number of lines of enquiry by means of the following investigatory processes:

- Review of RI self-assessment submission & associated quality improvement plan
- Examination of supporting documentation and evidence
- Interviews with key staff

RIs are subject to QRF review at least once every 3 years.

The External Review Process

The external review will focus on the implementation and effectiveness of the RI Quality Assurance System (QAS). The review is carried out to:

- Determine that the systems, policies and procedures put in place to meet the requirements of the PHECC QRF are being implemented.

- Evaluate the effectiveness of Institutions' quality assurance system in maintaining and enhancing the quality of pre-hospital emergency care education and training.

It will include:

- A Desktop Review
- An On-Site Review.

The desktop review will involve:

- A review of the most up to date Self-Assessment Report (SAR).
- A review of existing documents – Previous external review report (if applicable), documents submitted during the application process, including up to date named faculty forms etc.

The Institution will be required to submit their most up to date SAR to PHECC, no later than 4 weeks prior to the on-site review.

This review will inform the on-site review and the findings will be included in the final report.

The on-site review will involve and include the following:

- Opening meeting – QRP provide an overview of the process and Institution representative(s) provide an overview of the organisation
- Tour of site – determined by the context of the institution (Clinical placement/internship sites, course delivery locations etc.)
- Document review
- QRF panel members interview – students, instructors, facilitators, medical advisor/director, practitioners including those at clinical placement/internship sites
- Observation – classroom discussion, clinical observation and administration
- Closing meeting - to provide verbal confirmation of the review findings and advise of ratings against the QS.

The QRP consists of a minimum of two members, with one designated as lead.

Time Commitment

The time commitment will be subject to the timetable/cycle of external reviews and negotiation with the successful candidate. However, you should be prepared to undertake up to six assessments per year and be willing to travel throughout Ireland to take part in assessments. Some assessments may require an overnight stay. An assessment includes pre-review preparation, one to two days on-site review and post review report drafting and submission.

Induction and Training

An induction programme will be provided to equip you to undertake the role. Attendance is mandatory. It is anticipated this will be a two-day duration.

Tenure

Membership of the QRF panel will be for a period of up to 3 years in the first instance with the potential for renewal.

Remuneration

You will be reimbursed at €840 per review*, plus expenses in accordance with PHECC policy. Training activities will attract travel and accommodation payments only.

*Review = one to two days on site plus pre-review preparation, post review report drafting and submission.

See Schedule of Payments.

Confidentiality and Conflict of Interest

This role requires integrity and sensitivity in dealing with confidential matters. You must maintain the external confidentiality of any documentation, information or situation you observe and/or witness in the conduct of your duties as a QRP member. (You will be expected to share information within the QRF review team on a specific review only)

- You will be required to sign a confidentiality agreement.
- You will be required to sign a conflict of interest declaration regarding your involvement with QRF assessments.

Failure to declare conflicts of interest may lead to removal from any QRP that has been formed.

General Data Protection Regulation (GDPR)

In line with The General Data Protection Regulation (GDPR) (EU) 2016/679 QRF panel members must explicitly agree to maintain the confidentiality of all information, documentation, data and other materials, in whatsoever format, acquired during the course of their professional duties as a representative of PHECC.