

Policy on Development, Approval and Monitoring of Policies

Policy Procedure Protocol Guideline

Office of the Nursing and Midwifery Services Director (ONMSD): Consortium of Centres of Nursing and Midwifery Education (CCNME)

Title of PPPG Development Group:	Consortium of Centres of Nursing and Midwifery Education (CCNME)		
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1.0 Purpose

The purpose of this policy is to provide a standardised approach in the development approval and monitoring of policies and procedures to promote best practices across the CCNME.

2.0 Scope

This Policy applies to:

Academic Council	Quality Enhancement Committee	Programme Board	Programme Committees	CCNME Programme Teams	Learner	Teaching, Learning & Assessment Committee	Programme Development Committee
✓	✓	✓	✓	✓	✓	✓	✓

3.0 Policy Statement

The CCNME supports a culture of quality in the provision of programmes of education. This is supported by a documented quality assurance system and a published policy, procedures, protocols and guidelines document, which permits for continuous review and enhancement of quality PPPGs. The quality assurance system enables the CCNME to meet and adhere to best national and international practice, guidelines, standards and legal and statutory regulations.

The principles of utilising a standard approach to PPPGs are to:

- Meet the statutory requirements of the Qualifications and Quality Assurance (Education and Training) Act, 2012; QQI; ESG and NMBI standards;
- Promote clear governance structures in the development, implementation and review of PPPGs;
- Promote consistency in education delivery within ;
- Facilitate effective staff induction;
- Provide a framework for audit, evaluation and continuous quality improvement.

4.0 Roles and Responsibilities

	Academic Council	Quality Enhancement Committee	Teaching, Learning & Assessment Committee	Blended Learning Committee	Programme Development Committee	Programme Board	Programme Committees	Learner
Responsible for Implementation	✓	✓	✓	✓	✓	✓	✓	✓
	Academic Council	Quality Enhancement Committee	Teaching, Learning & Assessment Committee	Blended Learning Committee	Programme Development Committee	Programme Board	Programme Committees	Learner
Responsible for Monitoring & Review	✓	✓	✓	✓	✓	✓	✓	✓

4.1 Academic Council

- 4.1.1 Oversight of the development, approval, monitoring, and review of the policies, procedures, protocols and guidelines of the QA system;
- 4.1.2 Delegate responsibility to the Quality Enhancement Committee to manage the QA system;
- 4.1.3 Receive and review reports from Quality Enhancement and approve/not approve any changes to PPPGs.

4.2 Quality Enhancement Committee

- 4.2.1 Manage the Quality Assurance System ensuring that in developing, monitoring, and reviewing the CCNMEs QA system, the following will be applied:
 - 4.2.1.1 Developed using a collaborative approach inclusive of CCNME Learners, Committees, Board and Teams and stakeholders.
 - 4.2.1.2 Evidence-based and expertise-led.
 - 4.2.1.3 User-friendly, ensuring that each PPPG:
 - 4.2.1.3.1 Is presented in a standard format, written in readable, plain English and accessible to all stakeholders;
 - 4.2.1.3.2 Clearly articulates its purpose, scope, role and responsibilities;
 - 4.2.1.3.3 Has a clear schedule for review:
 - Policies every three years
 - Procedures every three years
 - 4.2.1.3.4 Monitored, audited and evaluated;
 - 4.2.1.3.5 Relevant and designed to support decision making;
 - 4.2.1.4 Governed by CCNME Academic Council.
- 4.2.2 Review and agree any proposed changes and communicate any modifications to Academic Council for approval.
- 4.2.3 Once approved, changes are communicated to all committees and teams.
- 4.2.4 Emphasise examples of good practice and ensure effective dissemination of practices.

4.3 Teaching, Learning and Assessment; Programme Development Committees, Programme Boards

- 4.3.1 Review and amend policies and procedures as required and identify proposed amendments to Quality Enhancement Committee;
- 4.3.2 Contribute as appropriate to the implementation and ongoing review of Quality Assurance policies and procedures within the CCNME, including evaluation of learner experience and how this feedback can support continuous programme improvement;
- 4.3.3 Emphasise examples of good practice and ensure effective dissemination of practices.

4.4 Chairpersons of Programme Committees

- 4.4.1 Ensure that Quality Assurance standards are applied to all programmes within their responsibility;
- 4.4.2 Oversight of monitoring and reviewing of PPPGs;
- 4.4.3 Identify PPPGs that may require editing, improvement or development to the Programme Board.

4.5 CCNME Programme Teams

- 4.5.1 Implement the QA system in the delivery, administration and management of programmes;
- 4.5.2 Programme Team read, sign and adhere to all policies and procedures;
- 4.5.3 Lead and/or be a member of a PPPG development and/or review group as requested by Chairperson of Programme Committee;
- 4.5.4 Identify PPPGs to the Programme Committee that require editing, improvement or development.

4.6 Learner

- 4.6.1 The learner is informed of the CCNMEs Quality Assurance System in their learner programme handbook and via the ONMSD website and online platforms;
- 4.6.2 Participates in the evaluation of programmes and provides feedback on their programme experiences. This information is used to inform review of PPPGs and programme improvement;
- 4.6.3 Learner will be invited to participate at Programme Team, Committee and Academic Council Level.

5.0 Document Control

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	V.1.0	04/11/2022
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Supporting Documentation	<ul style="list-style-type: none">• European Association for Quality Assurance in Higher Education (ENQA). (2015). <i>Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)</i> [online]. Available from: https://www.engq.eu/wp-content/uploads/2015/11/ESG_2015.pdf [accessed 22 April 2022].• Health Service Executive. (2016). <i>HSE National Framework for developing Policies, Procedures, Protocols and Guidelines (PPPGs)</i> [online]. Available from: https://www.lenus.ie/bitstream/handle/10147/620990/HSEPPPG.pdf?sequence=1&isAllowed=y [accessed 1 February 2022].• National Clinical Effectiveness Committee (NCEC) in the DoH. (2015). <i>Standards for Clinical Practice Guidance</i> [online]. Available from:	

	<p>https://www.nmbi.ie/NMBI/media/NMBI/Forms/standards-for-clinical-practice-guidance-ncec.pdf [accessed 2 January 2022].</p> <ul style="list-style-type: none"> • <i>Qualifications and Quality Assurance (Education and Training) Act 2012</i>. No. 28/2012, s.28 [online]. Available from: https://www.irishstatutebook.ie/eli/2012/act/28/enacted/en/html [accessed 31 January 2022]. • Quality and Qualifications Ireland (QQI). (2017). <i>Policies and criteria for the validation of programmes of education and training</i> [online]. Available from: https://www.qqi.ie/sites/default/files/2021-11/gp-17-policies-and-criteria-for-the-validation-of-programmes-of-education-and-training.pdf [accessed 2 January 2022].
Related Policies & Procedures	<ul style="list-style-type: none"> • Procedure for Developing New Policies, Procedures, Protocols or Guidelines (PPPGs) [PDF, 4 Pages] • Procedure for Monitoring and Review of Policies, Procedures, Protocols or Guidelines (PPPG's) [PDF, 3 Pages]
Related Resources	<ul style="list-style-type: none"> • PPPGs Review Template • Policy Development Template • Procedure Development Template