

**Procedure for Monitoring and Review of Policies, Procedures, Protocols or Guidelines (PPPGs)**

Policy     Procedure     Protocol     Guideline

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

<b>Title of PPPG Development Group:</b>	Consortium of Centres of Nursing and Midwifery Education (CCNME)		
<b>Approved by:</b>	Academic Council: 04/11/2022		
<b>Reference Number:</b>	CCNME02(3)/2022		
<b>Version Number:</b>	1		
<b>Publication Date:</b>	2022		
<b>Date for revision:</b>	2025		
<b>Electronic Location:</b>	<a href="http://healthservice.ie/filelibrary/onmsd/procedure-for-monitoring-and-review-of-policies-procedures-protocols-or-guidelines-pppgs.pdf">http://healthservice.ie/filelibrary/onmsd/procedure-for-monitoring-and-review-of-policies-procedures-protocols-or-guidelines-pppgs.pdf</a>		
<b>Version</b>	<b>Date Approved</b>	<b>List section numbers changed</b>	<b>Author</b>

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## 1.0 Purpose

This procedure sets out the process for the monitoring and review of each policy, procedure, protocol or guideline within the CCNMEs quality assurance system.

## 2.0 Procedure for Ongoing monitoring

- 2.1 The Quality Enhancement Committee is responsible for:
  - 2.1.1 Management of the Quality Assurance system;
  - 2.1.2 Development of performance indicators and audit tools;
  - 2.1.3 Monitoring the implementation of the Quality Assurance system;
  - 2.1.4 Seeking expressions of interest from Programme Teams to lead and/or be a member of a PPPG review group as requested.
- 2.2 All CCNME staff are responsible for monitoring and reviewing policies and procedures as they relate to their roles.
- 2.3 Staff are responsible for identifying PPPGs to the Programme Committee that require editing and or development.
- 2.4 The Chairperson of Programme Committee collates feedback from staff on PPPGs that require editing and or development and communicates proposed changes to the chairperson of Quality Enhancement Committee.
- 2.5 The Quality Enhancement Committee review and agree proposed changes and communicate any modifications to Academic Council for approval.
- 2.6 Once approved, changes are communicated to all Committees, Board and Teams.

## 3.0 Procedure for Periodic Review of PPPGs

- 3.1 Each PPPG within the QA system specifies a review date upon which the PPPG is reviewed in its entirety using the PPPG Review template (Appendix 1).
- 3.2 The Chairperson of Quality Enhancement communicates the PPPG review template to the Chairpersons of Committees and Boards requesting feedback from all Committees and Teams.
- 3.3 The completed PPPG reviews are returned to Quality Enhancement where feedback is collated and a report is submitted to Academic Council outlining the recommendations for PPPG revision or development.
- 3.4 In the event that the PPPG requires revision or development the Chairperson of Quality Enhancement notifies the Chairperson of Programme Committees to seek expressions of interest from CCNME Programme Teams to nominate staff members to lead and/or be a member of a PPPG review group.

## 4.0 Document Control

Document Title	<b>Procedure for Monitoring and Review of Policies, Procedures, Protocols or Guidelines (PPPGs)</b>	
Author	Consortium of Centres of Nursing and Midwifery Education (CCNME)	
Version Control	Version	Date of Approval
	V.1.0	04/11/2022
Policy Review	November 2025	

Supporting Documentation	<ul style="list-style-type: none"> <li>• 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: <a href="https://www.engaq.eu/wp-content/uploads/2015/11/ESG_2015.pdf">https://www.engaq.eu/wp-content/uploads/2015/11/ESG_2015.pdf</a> [accessed 22 April 2022].</li> <li>• Health Service Executive. (2016). <i>HSE National Framework for developing Policies, Procedures, Protocols and Guidelines (PPPGs)</i> [online]. Available from: <a href="https://www.lenus.ie/bitstream/handle/10147/620990/HSEPPPG.pdf?sequence=1&amp;isAllowed=y">https://www.lenus.ie/bitstream/handle/10147/620990/HSEPPPG.pdf?sequence=1&amp;isAllowed=y</a> [accessed 1 February 2022].</li> <li>• National Clinical Effectiveness Committee (NCEC) in the DoH. (2015). <i>Standards for Clinical Practice Guidance</i> [online]. Available from: <a href="https://www.nmbi.ie/NMBI/media/NMBI/Forms/standards-for-clinical-practice-guidance-ncec.pdf">https://www.nmbi.ie/NMBI/media/NMBI/Forms/standards-for-clinical-practice-guidance-ncec.pdf</a> [accessed 2 January 2022].</li> <li>• <i>Qualifications and Quality Assurance (Education and Training) Act 2012</i>. No. 28/2012, s.28 [online]. Available from: <a href="https://www.irishstatutebook.ie/eli/2012/act/28/enacted/en/html">https://www.irishstatutebook.ie/eli/2012/act/28/enacted/en/html</a> [accessed 31 January 2022].</li> <li>• Quality and Qualifications Ireland (QQI). (2017). <i>Policies and criteria for the validation of programmes of education and training</i> [online]. Available from: <a href="https://www.qqi.ie/sites/default/files/2021-11/qp-17-policies-and-criteria-for-the-validation-of-programmes-of-education-and-training.pdf">https://www.qqi.ie/sites/default/files/2021-11/qp-17-policies-and-criteria-for-the-validation-of-programmes-of-education-and-training.pdf</a> [accessed 2 January 2022].</li> </ul>
Related Policies & Procedures	<ul style="list-style-type: none"> <li>• <a href="#">Policy on Development, Approval and Monitoring of Policies</a> [PDF, 5 Pages]</li> <li>• <a href="#">Procedure for Developing New Policies, Procedures, Protocols or Guidelines (PPPGs)</a> [PDF, 4 Pages]</li> </ul>
Related Resources	<ul style="list-style-type: none"> <li>• PPPG Review Template</li> </ul>