Policy on Programme Development

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 set out the contexts in which all new programmes of education are developed for QQI validation.

2.0 Scope

This policy applies to all proposed programmes seeking approval by the Academic Council (AC) for submission to QQI for validation.

CCNME Management Team	Academic Council (AC)	Programme Development Committee (PDC)	Curriculum Development Teams (CDT)	Quality Enhancement Committee
✓	✓	✓	✓	✓

3.0 Policy Statement

The CCNME is committed to ensuring that all new programmes are developed in line with current strategies, are financially viable, and meet the required academic standards.

4.0 Roles and Responsibilities

	CCNME Management Team	Academic Council (AC)	Programme Development Committee (PDC)	Curriculum Development Teams (CDT)	Quality Enhancement Committee
Responsible for Implementation	✓	✓	✓	✓	✓
Responsible for Monitoring & Review of policy	✓	✓	✓	✓	✓

4.1 CCNME Management Team

4.1.1 Stage 1: Programme Initiation

4.1.1.1 Receive proposed programme form from the Education Lead.

4.1.1.2 Review programme proposal form from a strategic and financial consideration and agree that the programme proposed meets strategic objectives and is financially viable.

4.1.1.3 Submit programme to the Academic Council (AC) for consideration of the detailed academic proposal.

4.1.1.4 Return proposed programme applications not approved/referred for further information, to the Education Lead.

4.2 Academic Council (AC)

4.2.1 Stage 1: Programme Initiation

4.2.1.1 Receive proposed programme form from the Chairperson of the CCNME Management Team for consideration of the detailed academic proposal.

4.2.1.2 Consider if a proposed programme is academically sound, and approve/not approve/refer for further information.

4.2.1.3 Submit approval to Programme Development Committee (PDC) to progress development of programme. The AC are not involved in Stage 2 of Programme Development.

4.2.2 Stage 3: Programme Review

4.2.2.1 Review final programme validation application from PDC and approve/not approve to progress to QQI for consideration of validation.

4.2.2.2 Return to the PDC proposed programme validation application not approved to progress to QQI and include rationale.

4.2.2.3 Submit approved programme validation application to QQI for consideration of programme approval.

4.2.3 Stage 4: QQI Programme Approval

4.2.3.1 Receive the Independent Evaluation Report from QQI and submit to the PDC the findings of the QQI validation process.

4.2.3.2 Receive a response from the PDC and submit to QQI for consideration of validation.

4.2.3.3 Receive from QQI the Certificate of Validation, and inform the PDC of the outcome.

4.2.3.4 Maintain a record of QQI validated programmes and include as part of the annual report to the ONMSD Director.

4.2.4 Stage 5: Implementation of Programme

4.2.4.1 Submit the QQI Certificate of Validation to Programme Board for implementation and subsequent delivery of validated programme.

4.2.4.2 Receive from PDC completed application and submit to Nursing and Midwifery Board of Ireland (NMBI) for approval, where relevant.

4.3 Quality Enhancement Committee

4.3.1 Stage 3: Programme Review

4.3.1.1 Receive and review programme validation application from the PDC and return with findings to the PDC for consideration, if necessary.

4.4 Programme Development Committee (PDC)

4.4.1 Stage 1: Programme Initiation

4.4.1.1 Receive nomination from the Academic Council of the approved programme for development.

4.4.2 Stage 2: Programme Development

4.4.2.1 Seek nominations from CCNME programme teams for Specialist Coordinator /Registered Tutor or a member of staff who holds an MSc in Education, as members of the Curriculum Development Team (CDT) and establish the programme lead.

4.4.2.2 Establish a CDT with the responsibility for the design and development of the programme in accordance with the CCNME Quality Assurance Standard.

4.4.2.3 Be the point of contact for CDT for support and guidance.

4.4.3 Stage 3: Programme Review
4.4.3.1 Review programme validation application and progress/not progress to External Programme Review.
4.4.3.2 Return programme validation application not progressed to the CDT including rationale.
4.4.3.3 Submit External Programme Review Report and its recommendations to the CDT for consideration and amendment, as necessary.
4.4.3.4 Review amended programme validation application received from CDT and submit to the Quality Enhancement Committee for review.
4.4.3.5 Receives reviewed programme validation application from Quality Enhancement Committee and returns same to CDT for final amendments, if necessary.
4.4.3.6 Submits final programme validation application to AC.
4.4.4 Stage 4: QQI Programme Approval
4.4.4.1 Organise and co-ordinate QQI site visit, if required, as part of QQI Independent Evaluation process.
4.4.4.2 Receive QQI Independent Evaluation Report from AC and consider the findings of the validation process.
4.4.4.3 Submit the QQI Independent Evaluation Report to the CDT for consideration of the findings of the validation process and compilation of response to the report.
4.4.4.4 Receive response to the QQI Independent Evaluation Report from the CDT and submits to the AC.
4.4.4.5 Receives communication of validation determination by QQI.
4.4.5 Stage 5: Implementation of Programme
4.4.5.1 Receive from CDT completed application for NMBI for approval, where relevant, and submit to AC.

4.5 Curriculum Development Team (CDT)
4.5.1 Stage 2: Programme Development
4.5.1.1 Programme lead convenes the CDT team which will consist of academic representatives (such as RNT/RMT/member of staff who holds an MSc in Education) and subject matter experts (SME), clinical stakeholders, including service user's representative, where applicable.
4.5.1.2 Agree CDT Terms of Reference.
4.5.1.3 Design and develop the programme in accordance with the CCNME Quality Assurance Standard.
4.5.1.4 Seek advice and guidance from PDC, if applicable.
4.5.1.5 Complete and submit programme validation application to PDC for review for progression for External Programme Review.
4.5.2 Stage 3: Programme Review
4.5.2.1 Receive outcome from PDC to progress/not progress for External Programme Review. Amend application where necessary, and resubmit to PDC for further consideration.

4.5.2.2 Review recommendations from External Programme Review Report, and amend where necessary, and return to PDC for submission to Quality Enhancement Committee for review.

4.5.2.3 Consider findings from the Quality Enhancement Committee and amend programme application, where necessary and return to PDC for submission to AC.

4.5.3   Stage 4: QQI Programme Approval

4.5.3.1 Liaise with PDC re QQI site visit, if required, as part of QQI Independent Evaluation process.

4.5.3.2 Receive QQI Independent Evaluation Report from the PDC.

4.5.3.3 Consider findings of the validation process, compile a response to the report and submit to the PDC.

4.5.3.4 Receive communication of validation determination by QQI from PDC.

4.5.4   Stage 5: Implementation of Programme

4.5.4.1 Complete and submit application for NMBI programme approval, where relevant, and submit to PDC.

4.5.4.2 Receive communication of NMBI approval from PDC.

5.0 Document Control

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Author	Consortium of Centres of Nursing and Midwifery Education (CCNME)	
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	V.1.0	04/11/2022
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Supporting Documentation	• Health Service Executive, Office of the Nursing and Midwifery services Director (ONMSD). (2019). *ONMSD and HSeLanD Digital Learning Governance Group Guidance Document* [online]. Available from: https://healthservice.hse.ie/about-us/onmsd/cpd-for-nurses-and-midwives/onmsd-and-hseland-digital-learning-governance-group-guidance-document1.pdf [accessed 24 January 2022]. • Quality and Qualifications Ireland (QQI). (2022). *Programme Descriptor for Micro-credential programme(s) leading to HET Special Purpose Award*. Dublin: Quality and Qualifications Ireland. • Quality and Qualifications Ireland (QQI). (2019a). *Accreditation/Approval of Higher Education Programmes by Professional Bodies* [online]. Available from: https://www.qqi.ie/sites/default/files/media/file-uploads/Accreditation%20Approval%20of%20Higher%20Education%20Programmes%20by%20Professional%20Bodies.pdf [accessed 24 January 2022]. • Quality and Qualifications Ireland (QQI). (2019b). *Guidelines for Completing the Descriptor for FET Minor Programme (Leading to one or more CAS components)* [online]. Available from:	

	https://www.qqi.ie/sites/default/files/2021-09/cas-minor-programme-descriptor-template.docx [accessed 24 January 2022]. • Quality and Qualifications Ireland (QQI). (2021). *Guidelines for Completing the Programme Descriptor for programme(s) leading to new non-CAS FET Major, Special Purpose, Supplemental and Minor Award(s)* [online]. Available from: https://www.qqi.ie/sites/default/files/2021-09/non-cas-programme-descriptor-template-guidelines.docx [accessed 11 February 2022]. • Quality and Qualifications Ireland (QQI). (2017). *Policies and criteria for the validation of programmes of education and training* [online]. Available from: https://www.qqi.ie/sites/default/files/2021-11/qp-17-policies-and-criteria-for-the-validation-of-programmes-of-education-and-training.pdf [accessed 24 January 2022].
Related Policies & Procedures	• Procedure for the Development & Validation of Programmes leading to QQI Further (FET) and Higher (HET) Education Awards [PDF, 4 Pages] • Policy on Staff Communication [PDF, 4 Pages] • Policy on Staff Development [PDF, 4 Pages]
Related Resources	• Selection Criteria & Checklist for Programme Development Approval • Terms of Reference Template for Curriculum Development Teams