# **Ongoing monitoring tool template**

**Part of the**

**Multi Professional Quality Assurance of the Practice Learning Environment Toolkit**



## Ongoing monitoring

Monitoring of the learning environment.

|  |
| --- |
| Practice environments and education providers have developed various mechanisms to monitor the learning environment, providing an organisation with a dashboard of ‘quality’ informatics. Examples are given below of potential sources of data. Each organisation will review their matrix of information regarding the learning environment and complete the ongoing monitoring process tool after the first placement, and then *every 3 years.* The completed table is completed as part of a collaborative process between education and placement providers.  |
| Education Providers  | * Placement evaluation / feedback
* Self-assessment reporting (annual reports, NHS education contract)
* Student feedback sessions (drop-in sessions, listening events, placement café)
* Educator feedback
* Student council feedback
* National Education and Training Survey
* Regulator updates
* Communication with educational and clinical teams (practice partner events)
* Communication with approved educational institutions (AEI)
* Complaints, adverse events, investigations, regulator exception reporting
* Safe Learning environment Charter <https://www.england.nhs.uk/mat-transformation/safe-learning-environment-charter/>
 |
| Placement Providers  | * Placement feedback from learners
* Practice partner events / communication with approved educational institutions
* Educator feedback forums
* Freedom to Speak Up Guardians, whistleblowing.
* Feedback from internal education team
* Regulator feedback and reporting (CQC, OFSTED, GDC, GMC, HCPC, NMC, Social Work England)
* National and Education Training Survey
* Feedback from local learner initiatives i.e. placement cafe
* Reporting – NHS education contract, annual medical report, self-assessment
* Student complaints, investigations, adverse events affecting the learning environment.
* System partners communication i.e. NHS England, integrated care broad
 |

## Ongoing monitoring tool

Please complete the table below to show compliance after the first placement with new learners and then on a three yearly cycle (providers do not need to complete the approval tool every three years unless specified).

|  |  |  |  |
| --- | --- | --- | --- |
| **Education Provider Name:**  |  | **Placement Provider Name:** |  |
| **Full Address of Placement areas Inc Postcode and Tel No.**  |  | **Type of Learners incl. regulator**  |  |
| **Names of individuals completing this tool and designation** |  | **Areas within approval i.e. service, ward, surgery, clusters** |  |
| **What data has been reviewed to provide assurance of the learning environment?**  |  | **Summary of discussions – please ensure both placement and education providers are present. Please refer to exemplar for suggested discussion areas, and review action plan in approval tool as required.**  |  |
|  |
| **Actions Plan – please describe any subsequent action following discussions. Providers can use the quality concerns (outlined below) to help support escalation processes.**  |  |
| **Date of Process Completed** |  | **Is there a concern for the learning environment?** | Choose an item. |