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**DEANERY QUALITY MANAGEMENT VISIT: IMMEDIATE FEEDBACK FORM**

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| **VISIT INFORMATION** |
| **BOARD** |  | **HOSPITAL/SITE** |  |
| **DEPARTMENT/UNIT** |  | **GRADES** |  |
| **VISIT TYPE** |  |
| **VISIT TEAM**  |  |
| **DATE OF VISIT** |  |

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| **INTRODUCTION**  |
| The purpose of this proforma is to frame the initial feedback during a visit; it is not adefinitive list of good practice, requirements or recommendations as they will appearin the final report. If you choose to disseminate this feedback to your stakeholders please use thisproforma so that the context for this feedback is understood by all. |
| **SERIOUS CONCERNS**  | **Yes**  |  | **No**  |  |
| **THEME**  |  |
| **ANY IMMEDIATE ACTION REQUIRED** |  |

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| **POSITVE ASPECTS OF THE VISIT**  |
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| **LESS POSITIVE ASPECTS OF THE VISIT**  |
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| **WHAT HAPPENS NEXT** |
| * We will draft a visit report which will outline good practice areas, areas for improvement, recommendations and requirements.
* It will be reviewed and approved by the Visit Lead, Visit Panel and Lead Dean Director.
* It will be sent to the Director of Medical Education and/or Training Programme Director within your board for factual accuracy checking within 6 weeks of the visit taking place.
* The final version of the report will then be distributed to Directors of Medical Education, Postgraduate Deans, Associate Postgraduate Deans, Training Programme Directors and Specialty Board Chairs.
* The final version of the visit report will be published on the Scotland Deanery website.
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If you have any questions regarding this form please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@nes.scot.nhs.uk (Quality Improvement Manager)