**Scotland Deanery Quality Management Group**

**(DQMG)**

**Terms of Reference**

**Purpose/role of the group:**

The overarching role of the DQMG is the governance and management of Quality Management and Quality Improvement within the Scotland Deanery. It is through the DQMG that the Medical Directorate Executive Team and NES Board are assured that Scotland Deanery is fulfilling its statutory obligation, as required within the GMC’s Quality Improvement Framework, to effect the quality management (and thus improvement) of the postgraduate medical education & training that is provided by Local Education Providers.

Chaired by a Quality Workstream Lead, the DQMG oversees and directs the activities of the Deanery’s 8 specialty Quality Management Groups (sQMGs) including their annual Quality Review Panels.

The roles of the DQMG include:

* Management of the overall strategy for effecting QM-QI visits from the recommendations received from each sQMG/QRP to ensure the coordination of visit activities in line with known priorities and best use of available resources.
* Monitoring of the overall performance of the processes within the QM-QI framework and of the quality workstream personnel.
* Effect quality improvement of the processes within the QM-QI framework to ensure that the system evolves in a controlled and coordinated way to incorporate the learning that arises from doing. A Framework Process QI Working Group, constituted within the DQMG will lead on this for the DQMG.
* Conduct of a review, annually, of the work of each sQMG, following the submission to the DQMG of a written annual report detailing the work of each sQMG.
* Supporting QI of PGMET in Scotland through championing promotion of good practice, and through working collaboratively with STBs, STCs and with DMEs and trainers in LEPs. A PGMET QI Working Group, constituted within the DQMG will lead on this for the DQMG
* Ensure training of all those who work within the quality workstream and those who engage in the work of the workstream for their roles within the QM-QI Framework including training for QRPs and for visits. There will also be annual ‘calibration sessions’ for lay partners and for Lead Visitors. A Framework Training Working Group, constituted within the DQMG will lead on this for the DQMG.Development and engagement of a representative cohort of doctors in training, in sQMGs, their QRPs as well as visit panels. A Framework Trainee Development Working Group, constituted within the DQMG will lead on this for the DQMG.
* Oversight of the Medical Data Reporting Group (MDRG) as a sub-group, receiving all relevant minutes and papers.
* Oversight of the Quality Improvement Group as a sub-group, receiving all relevant minutes and papers

**Membership:**

The DQMG membership consists of:

* Quality Workstream Leaders
* All Quality Leads
* All Quality Improvement Managers
* The Senior Quality Improvement Manager
* Under Graduate representative [(e.g. Chair of SDMEG)+ a named deputy)

**Accountability:**

The DQMG is accountable to the Medical Directorate Executive Team (MDET) and thence to the NES Educational Governance Group (EGG) and the NES Board. The DQMG minutes containing records of all discussions, decisions and recommendations shall be made available to the groups, if required.

**Review:**

The DQMG will review these Terms of Reference annually, making changes as appropriate.

**Sub groups:**

Working groups may be formed if required by the group.

**Working methods / ways of working:**

The DQMG shall

* Meet every 2 months across the course of the business year.
* Be chaired in the first instance by an LDD responsible for the Quality Work stream or by the Quality Workstream General Manager.
* Hear and consider reports from each sQMG
* Oversee and steer changes being taken forward by the Scotland Deanery QM-QI Change Programme, ensuring all systems are complete, robust and adequately resourced.
* Invite non-member participation, when required, through the chair.
* Accept topics or papers from all members and consider all outside material of relevance and importance to the Quality Management – Quality Improvement e.g. GMC Consultation Papers or NES Board papers.
* Make all papers available 1 week before each meeting where feasible.
* Adopt a shared learning approach and seek to promote best practice at all times.

**Supporting infrastructure:**

* Information sharing, storage and information management will be undertaken via a dedicated Alfresco or equivalent IT space where all agendas, minutes and attendant papers will be made available.
* Administrative support will be provided by the Quality Workstream Executive Officer.