

COASTCITYCOUNTRY TRAINING

QUALITY ASSURANCE POLICY

OPERATIONAL POLICY NO. 6.0



This policy reflects Coast City Country Training's commitment to enhance the effectiveness of its core activities as defined in the GPET Quality Framework, through a regular review and improvement process.

1. Principles

- 1.1 The Board of CoastCityCountryTraining Ltd recognizes its responsibility to monitor the performance of Local Training Groups and the CEO's business unit in the design and delivery of Medical Education and the support it provides to Registrars and GP Supervisors
- 1.2 The Board of CoastCityCountryTraining Ltd also recognizes its responsibility to maintain high standards of governance and management via efficient review processes which inform the Board in its governance and decision making role.
- 1.3 Coast City Country Training is committed to the maintenance of a culture of continuous improvement.
- 1.4 In addition to meeting the internal quality goals at 1.1 to 1.3, the Board of Coast City Country Training also recognizes that a Quality Assurance Framework is necessary to achieve the external quality goals of:
 - a) sound contract management (major contracts such as the ANU)
 - b) maintenance of accreditation as a Regional Training Provider
- 1.5 Reflecting CoastCityCountry Training Ltd's emphasis on a regionalized organisation structure, CCCT's QA Framework is built on the principle of self assessment of specific medical education and business outcomes by each Local Training Group and independent collection and evaluation of feedback from CoastCityCountry Training Registrar's and Supervisors.

2. Local Training Group Self Assessment of the Medical Education Program

- 2.2 The specific components of the Medical Education Evaluation LTG Self-Assessment tool developed by CCC are:
 - a) General program evaluation against specific RACGP Standards,
 - b) Collation of feedback against education events, and
 - c) The mapping of education delivered to RACGP and ACRRM curriculum components for planning and evaluation purposes.

This self assessment, against the training standards and curriculum, will be conducted annually with results reported annually to the Education Review Panel for analysis and summary reporting to the Board in June of each Calendar Year.

Self Assessment of LTG Business outcomes will also be achieved via annual reporting against LTG Business Plans.

3. Registrar and Supervisor Feedback

3.1.1 Independent collection and evaluation of feedback from CoastCityCountry Training Registrar's and Supervisors will be achieved via:

- a) Annual Survey of Registrars and Supervisors (incorporating relevant standards)
- b) Periodic Registrar Focus Groups.

Results of these evaluations will be reported to the January Board Meeting

4. Governance and Management

4.1 The QA Framework components in place for the Board to continuously evaluate Governance and Management outcomes are:

- a) A common structure for the Board Agenda (order of business) and the Strategic Plan, enabling cross referencing and one to inform the other.
- b) Annual Board Strategic Planning including definition of priorities for the annual Quality Action Plan
- c) Integration of Board annual review of Outcomes (from Strategic Plan) via annual cyclical inclusion in Board agendas
- d) Board annual review of reports against LTG and the CEO's Business Plans
- e) Presentation of an annual report to the Board by the CEO.
- f) Board receipt of Medical Education Committee Reports (Quarterly)
- g) Board Effectiveness Evaluation undertaken in June each year.

5. Review of this policy

This policy will be reviewed by the Board of CoastCityCountry Training annually.

Related Policies

1. Local Training Group Reporting Requirements

(Last Reviewed: May 2007)