

Regional and national review process

Activity	When?	What's involved?
Review evidence and carry out student survey	Month 1-3	We will review the existing GMC evidence base including national trainee survey results, previous visit reports, school and dean's reports to the GMC. We will also survey students from all of the medical schools to expand the reach of our contact with the student body.
Initial documentation request	Month 3-4	We will send a request to each organisation to fill out a contextual information template and provide some standard documentation, for example organisation charts.
Preliminary meetings	Month 4	We will meet with representatives of all organisations being visited to outline the process and relevant standards, and answer any questions.
Action planning	Month 5	Each visit team will review existing documentary evidence on organisation and identify possible areas of risk and good practice for further investigation. Organisations will be provided with a copy of the action plan following the meeting and may also get a request for some additional documentation.
Visits to LEPs	Month 7	Visit teams will meet with education/senior management teams, students, trainees (foundation and specialty) and supervisors (undergraduate and postgraduate).
School visits	Month 8	Visit teams will meet with school management, students, teachers (university and clinical including GP) and school staff responsible for: the curriculum, assessment, student support/fitness to practise, and quality management.
Deanery/LETB visits	Month 8/9	Visit teams will meet with deanery/LETB management teams, postgraduate dean, heads of school and training programme directors (for selected specialties), and staff with responsibility for: quality management, fitness to practise/doctors in difficulty and transitions.
Wrap up meetings	Month 11	We will provide organisations with a draft copy of the report a week before the wrap up meeting. This meeting will then be an opportunity to clarify any areas of ambiguity and correct factual inaccuracies, and to discuss what sort of actions might follow in your action plan.
Final report	Month 11	After we have provided organisations with their final report, they will have 28 days to provide an action plan. They may also provide a formal response to the report if they wish. These will be published with the final report on our website. We will also produce a regional report that looks across all stages of education and training and draws together emerging themes.
Evaluation	Month 12	We will request feedback from those involved at different stages of the process, culminating in a final evaluation of the regional review after all activity has finished.