External training manual for the proactive quality assurance of the management and delivery of medical education and training

April 2020
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1. Purpose of this document

This training manual details how to use the proactive quality assurance process on GMC connect. The manual is split into the different aspects of the process and each section takes you through how to navigate GMC connect using instructions and screen shots. We hope you find this manual useful and that it contains all the information you need, however if it doesn't then please inform your regional contact with the Monitoring and Improvement team at the GMC.

For a descriptive overview, and additional information about the QA process, the following documents may prove to be useful:

- External QA process guidance – This document provides a descriptive overview of the QA process for all organisations involved in medical education and training that the GMC quality assures. It available on GMC connect or on the GMC website here.
- GMC website – The QA pages on our website detail the new proactive QA process and how this fits in with our QA system as a whole.

2. Logging into GMC Connect

Log into GMC connect using your username and password. If you have forgotten your password, use the 'Forgotten Password?' link where you can reset it using your email address.
Select quality report user group if you have access to more than one group.

3. **Declaration**

The first part of the QA process is to complete the declaration. Medical schools and postgraduate training organisations (PTOs) will be required to sign a declaration every four years that signifies they are meeting or working towards meeting the standards set out in *Promoting Excellence: Standards for education and training*. This marks the beginning of the four-year QA cycle and will be the first part of the process that the organisations will need to do before they go on to complete the self-assessment questionnaire (SAQ).

**a. Completing the declaration**

Completing the declaration is a paper-based exercise. The declaration will be shared with you via email with a link to the declaration form on our website. The declaration will need to be printed and signed by the Dean of the Medical School/PTO. The signed declaration will then need to be uploaded to GMC Connect.

**b. Uploading the declaration to GMC connect**

Select the document folders tab
4. Self-Assessment Questionnaire

The SAQ has been developed to find out more about the policies and processes in place at a medical school or PTO to establish if they meet GMC standards. There are separate SAQs for undergraduate organisations and postgraduate organisations. The format is a series of questions based on the themes and standards of Promoting Excellence. The SAQ is available on GMC connect and one or more users will have access to it at the organisation. You will be
able to work on a question at a time or download it and work on it as a whole, you will be able to export individual questions to others to complete, and multiple users will be able to work on the SAQ at one time.

a. Completing a questionnaire

Select the ‘Quality Assurance’ tab

Logged in as Bradley Meij - General Medical Council Change Organisation
User Group - Quality Reporting Change Group

Home

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To download the questionnaire to work offline click the export hyperlink. To start completing the questionnaire click the view/edit hyperlink.

Self Assessment Questionnaires

Your self assessment questionnaires are listed below.

To complete your open questionnaire, click on the 'View/Edit' link in the 'Open Questionnaire' section of the screen.

To view previous responses, you can click on the 'View' link in the 'Submitted/Closed Questionnaire' section of the screen. Alternatively, you can export responses by clicking the 'Export' link. You can cut and paste the information into a spreadsheet.

Open Questionnaires

<table>
<thead>
<tr>
<th>Questionnaire Name</th>
<th>Deadline Date</th>
<th>Status</th>
<th>View/Edit</th>
<th>Export</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self Assessment - 2020</td>
<td>14/07/2020</td>
<td>Not Started</td>
<td>View/Edit</td>
<td>export</td>
</tr>
</tbody>
</table>

Submitted/Closed Questionnaires

<table>
<thead>
<tr>
<th>Questionnaire Name</th>
<th>Status</th>
<th>View</th>
<th>Export</th>
</tr>
</thead>
</table>

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To respond to questions relating to a specific theme click the 'view' hyperlink.
Please list quality management activities, processes and/or policies that demonstrate your ability to check whether standards are being met, in particular:

<table>
<thead>
<tr>
<th>Reference</th>
<th>New Question This Year</th>
<th>Question</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>G1</td>
<td></td>
<td>How do you collect and assess evidence on training environments, including from other organisations?</td>
<td>Not complete</td>
</tr>
<tr>
<td>G2</td>
<td></td>
<td>How level of risk and subsequent actions are determined.</td>
<td>Not complete</td>
</tr>
</tbody>
</table>
The response field is mandatory as well as setting the question status. Once done save the question by clicking the 'save' button.
Please note that each question has a word limit on it and each response cannot be longer than 2000 characters. If you do enter more than the word limit, then the following message will pop up:

Once you have checked the question has been correctly completed then save it, the status for the question will change to complete.
Once each question is set to complete, then the theme will be set to complete. Once all themes are complete you can submit the questionnaire by clicking the 'submit' button.
Click the confirm button to finalise the submission of the questionnaire.
Once submitted to the GMC you can view and/or export the questionnaire by clicking the appropriate hyperlink.

You will also be able to monitor the status as it will update as the GMC undertake a review of the questionnaire.

5. Quality Activities

A QA activity is an exercise undertaken by the GMC to seek assurance that our standards are being met or to explore innovative or notable practice. QA activities will be selected from the QA toolkit which is the overarching term for all the possible activity types, including document reviews, meetings, shadowing of visits etc. We may also undertake quality activities as part of a UK-wide or thematic review outside of the SAQ. We will select QA activities from the list of activities the organisation identified in the SAQ. We will try to select a range of activities from the QA toolkit so that each team is not just undertaking observations or visits, for example.
a. Viewing quality activities

Click the quality activities tab
Review the detailed quality activity by clicking the 'view' hyperlink.

6. Annual QA Summary

We will produce an annual QA summary (AQAS) for each organisation which will include summaries of the SAQ submission, QA activities that were undertaken and any requirements, recommendations or areas good practice identified during the year.

PLEASE NOTE: This section is currently being developed on GMC connect and will be added to the training manual shortly.