AAGBI

EDUCATION QUALITY ASSURANCE POLICY AND PROCEDURE MANUAL

Approved: April 2014
Date to review: April 2015

AAGBI
FOUNDATION
Association of Anaesthetists of Great Britain and Ireland

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Introduction and purpose

The AAGBI as a leading provider of education has established its own quality assurance (QA) policy and procedure based on the principles set out in the Association's CPD position statement (published in 2012).

This policy and procedure are linked to the AAGBI Code of Practice [That has also been adopted by other organisations providing education in anaesthesia].

This manual sets out:

- Policy and Vision
- Procedure for Quality Assurance
- Related Policies and Templates used for QA
- Code of practice

The AAGBI QA policy and procedure formalises our existing approach. It draws on key guidance documents produced by the GMC, Academy of Medical Royal Colleges, Academy of Medical Educators (which are referenced on page 3).

The AAGBI QA framework is based on the model defined by the Academy of Medical Royal Colleges (http://www.aomrc. org.uk/publications/reports-a-guidance/doc_details/9448-standards-and-criteria-for-cpd-activities-a-framework-for-accreditation.html).

Our vision

As the leading provider of postgraduate education in anaesthesia in the UK the **AAGBI will deliver high quality and relevant education and training in a variety of formats and styles** including seminars, conferences, core topics meetings, workshops and online learning to suit individual needs at different stages in their career development.

The AAGBI **will quality assure its educational output by setting clearly defined learning outcomes and through rigorous evaluation** that involves feedback from learners and peer review of content.

Quality standards for AAGBI education/training

The AAGBI will apply the following quality standards for each educational activity:

- 3-5 learning objectives will be set by the presenters when planning a learning activity.

- The proposed educational content and objectives will be reviewed at the planning stage by a group of expert peers (comprised of leads who have been appointed by the AAGBI board on specific learning programmes

and the chairman and members of the AAGBI education committee)This group includes highly experienced educators who are knowledgeable and experienced.

- The proposed learning methods will be reviewed by the same group of expert peers.

- The AAGBI education committee will have oversight of the curriculum, mix of education topics and their relevance to both the GMC domain and, where relevant, other guides.

- Presenters will be expected to have both current knowledge/experience of the topic area and the skills to deliver the content appropriately, as indicated by evidence provided by the presenters themselves or those who recommend them. Presenters' performance will be reviewed through evaluation in the form of feedback from learners and peer review.

- A database of AAGBI faculty will be maintained to hold feedback received on each individual and this will be used in evaluating past and planning future educational activities.

- Feedback will be communicated to individual trainers/presenters to enable them to review their sessions and for purposes of appraisal. This information will normally be provided within a month of the event.

- Educational methods should be appropriate and tailored to the specific learning outcomes and anticipated learners' needs: the mix could include small group work, practical training, simulation, experiential learning lecture presentation etc. Principles of Adult learning should be followed, and interactive learning provided wherever possible.

- Reflective learning will be promoted in all our educational activities, based on the AAGBI template

E-education will be provided to complement face-to-face sessions to enable individuals to learn in their own time; check their knowledge through MCQs and reflect on what they have learned.

Related policies

- Commercial sponsorship policy to prevent bias

- Comments and complaints policy

- Competing interests policy

Our Quality Assurance and evaluation methods

These actions will take place systematically to QA our education:

- Evaluation from learners will be gathered to inform future training/education. This feedback will be shared with the lecturers/trainers, so that they can reflect on their performance consolidate good practice and if necessary, make appropriate change to their educational content or delivery.

- Delegates will be asked to comment on whether the learning objectives indentified were appropriate and whether they have been met. This will be fed back to the AAGBI (via paper/on line) and used for future improvement.

- An expert group (comprised of leads who have been appointed by the AAGBI board on specific learning programmers and the chairman and members of the AAGBI education committee) will review all types of learning activity from planning stage through to post event evaluation, and ensure that feedback is sent to faculty members in a timely manner.

- QA assessors: an appropriately trained QA assessor (drawn from AAGBI Council or appointed from the general membership) will be present at education events including all Core Topics, new Seminars and every lecture and workshops at the WSM, AC and GAT and will evaluate the quality of the learning experience.

- The education committee will function as a quality assurance board with oversight of the implementation of the AAGBI Quality Standards and the QA process. This means that annually the AAGBI education committee and education team will conduct a quality audit/review and self assessment/appraisal exercise to identify areas for improvement.

- Once a year the education committee will review the education needs of different interest groups and consider whether new education activities should be developed to meet these.

References

Other relevant models/guidance on QA and standards

1. Academy of Medical Royal Colleges - www.aomrc.org.uk
    Home - Academy of Medical Royal Colleges

2. Standards and Criteria for CPD activities (AOMRC, 2012)
    Academy of Medical Educators - www.medicaleducators.org
    Useful standards document for medical educators
    Professional Standards - Academy of Medical Educators

3. GMC - www.gmc-uk.org
    Useful background to refer to but not appropriate for AAGBI's style of CPD
    GMC | Assuring quality in medical education