Oxford Deanery

Governance Arrangements

Version: July 2009

Approved by the Deanery Executive Team: July 2009

Review Date: July 2010
Quality Management - Governance

Responsibility for quality management in the Oxford Deanery is vested in Postgraduate Schools each of which has a School Board and is led by a Deanery-appointed Head of School.

Heads of School report to the Postgraduate Dean and School Boards to the Deanery Approval Committee. Heads of School meet monthly.

Key post holders

Head of Deanery Quality Management
The Head of Deanery Quality Management has overall responsibility for the quality management of foundation, dental and specialty training in the Deanery and reports to the Postgraduate Dean.

Heads of School
Each School is led by a Head of School appointed by and accountable to the Postgraduate Dean. Heads of School are responsible for developing and implementing a quality management system in their specialty and related sub-specialties.

Training Programme Directors
Each programme within a specialty, its posts and educators, are managed by a training programme director. Training programme directors are accountable to Heads of School.

Directors of Medical Education
Directors of Medical Education are based in trusts and are jointly appointed by, and accountable to, the Postgraduate Dean and their trust chief executive. They are responsible for managing the educational contract between trust and Deanery and their Trust’s postgraduate education centre. They are required to complete an annual self assessment report for the Deanery.

Administrative support
The Deanery Quality Manager will report to the Head of Deanery Quality Management and will assist in the development and implementation of the Deanery’s quality management strategy.

Each School will receive administrative support from the Deanery commensurate with its size.

Governance

School Boards
Each School has a School Board.

Heads of School Meeting
Heads of School meet regularly at a Heads of School Meeting.

Deanery Approval Committee
Heads of School’s annual self-assessment reports on the quality management of training in their specialty are considered approved annually by the Deanery Approval Committee.

Reports and Approval Committee outcomes are to be shared with Directors of Medical Education, Medical Directors and Trust Chief Executives.

Deanery Executive Team
The Deanery’s Executive Team defines and implements the Oxford Deanery’s strategic and operational business of the Deanery.

1 The remit, terms of reference and membership for School Boards, Heads of School Meetings, Deanery Approval Committee and Deanery Executive Team are appended to this paper
Oxford Deanery
School Board
Terms of Reference and Membership

Remit

To manage foundation, dental and specialty training in their specialty or specialties, ensuring that it meets the PMETB’s training standards, any PMETB-approved specialty-specific training standards and any local Deanery standards.

Exemplar terms of reference
(School Boards may develop terms of reference appropriate to their specialty and compatible with the exemplar terms of reference).

School Boards will:

- manage training in the specialty and any aligned, numerically smaller specialties;
- develop local Deanery training standards, that are compatible with and build upon the PMETB standards;
- develop and implement a system for quality managing training posts, programmes and educators ensuring that the requirements set out in the specialty curriculum are delivered;
- ensure that trainees are assessed in accordance with the assessment system defined in the curriculum and in line with the requirements of the Gold Guide;
- ensure that those responsible for delivering training in training providers have been trained to do so and have time in their contracts to meet their responsibilities for training;
- manage the selection and recruitment of trainees in their specialty in partnership with the Deanery and training providers;
- produce an annual self-assessment report on the quality management of training in their specialty for consideration by the Deanery Approval Committee;
- recommend to the Postgraduate Dean, through the Deanery Approval Committee, that training posts, programmes and educators in their specialty be approved, approved with conditions or not approved;
- in keeping with the values and vision for NESC, take a multi-professional approach to training where appropriate;
- Ensure that foundation, dental and specialty training complies with equal opportunity legislation and work towards best practice in equality and diversity.

Membership

- The Head of School (Chair)
- STC Chairs
- Programme Directors for the component specialties
- Representation from the relevant royal college/faculty
- Representation from training providers
- Representation from NESC
- Representation from the SHA
- Representation from clinical tutors
- Trainee representation
- A lay person
- Administrative Programme Manager for the specialty (secretary)

Frequency of meetings

Three times a year/once a term
Oxford Deanery
Heads of School Meeting
Terms of Reference and Membership

Remit
To lead and coordinate Schools’ quality management. To provide an overview of the work of Schools and to advise the Dean on issues arising in foundation, dental and specialty training across the Deanery. To ensure that foundation, dental and specialty training meets the PMETB’s training standards, any PMETB-approved specialty-specific training standards and any local Deanery standards.

Terms of reference
The Heads of School meeting will:

- advise and guide the Postgraduate Dean on generic issues in foundation, dental and specialty training;
- advise and guide the Postgraduate Dean on best practice in the management and quality management of foundation, dental and specialty training;
- advise the Postgraduate Dean on the content of the Deanery Strategic and Business Plans;
- ensure schools across the Deanery are managed effectively by adopting a consistent and integrated approach to their responsibilities, as outlined in the terms of reference for a School Board;
- ensure that Schools are adopting a consistent approach to the quality management of foundation, dental and specialty training across the Deanery;
- work with the Wessex Deanery Heads of School and the Wessex Faculty to ensure that best practice is shared across NESC;
- develop common strategies for developing educators;
- ensure that foundation, dental and specialty training across the Deanery complies with equal opportunity legislation and work towards best practice in equality and diversity.

Membership
- All Heads of School (one of whom will always Chair the Committee)
- Postgraduate Dean
- Head of Deanery Quality Management
- Quality Manager (Secretary)
- Associate Deans
- Deanery Manager

Frequency of meetings
Monthly
Oxford Deanery
Deanery Approval Committee
Terms of Reference and Membership

Remit

To consider applications from Heads of School for the approval of specialty and foundation training programmes in the Oxford Deanery in the context of PMETB’s training standards, any PMETB-approved specialty-specific training standards and any local Deanery standards.

Terms of Reference

The Committee will:

- approve local Deanery standards for foundation, dental and specialty training;
- consider, in the context of training in Oxford, national developments in the quality assurance of foundation, dental and specialty training;
- consider annual, self-assessment reports prepared by Heads of School and endorsed by School Boards describing how foundation, dental and specialty training is quality managed;
- decide, on the basis of Heads of School self-assessment reports, whether or not training programmes meet PMETB generic training standards, any PMETB-endorsed specialty-specific training standards and any local Deanery standards;
- recommend full approval, approval with conditions or withdrawal of approval; in the case of conditional approval, the Committee may require the Head of School or Director of Medical Education to report back on actions taken, or may require a School or Deanery visit if the problem is more serious, or may trigger a PMETB visit if withdrawal of approval is being considered;
- recommend to the PMETB that training programmes be approved;
- approve the Deanery’s Annual Report to the PMETB;
- monitor the work of Schools in ensuring that foundation, dental and specialty training complies with equal opportunity legislation and that schools are working towards best practice in equality and diversity.

Membership

- Head of Deanery Quality Management (Chair)
- Quality Manager (Secretary)
- Deanery Business Manager / Programme Manager
- Deanery Rep: Postgraduate Dean/Deputy Dean/Associate Dean
- Heads of School representative (from another school)
- Member of Deanery’s Lay Assessor Team
- Royal College/Faculty representative from outside the Deanery
- Trainee representative

Frequency of meetings

Once a year, for each School. The Committee will meet as often as is necessary, within a short time frame, to enable it to consider all Head of School reports for any particular year.

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2 For the first cycle of the process maximum approval recommended will be for one year. In future longer periods of approval may be recommended
3 For the specialties under consideration at any particular meeting of the Committee
4 For the specialties under consideration at any particular meeting of the Committee
Oxford Deanery
Executive Team
Terms of Reference and Membership

Remit

The Oxford Deanery Executive Team defines and implements the strategic and operational business of the Deanery.

Terms of Reference

The Deanery Executive Team will:

- Provide leadership for the development and promotion of foundation and specialty training in medicine and dentistry across the Deanery in accordance with the standards set by statutory and regulatory bodies;
- Provide support to Heads of School, Associate Deans and Directors of Medical Education
- Ensure that the activities of the Deanery are consistent with both national and regional priorities for foundation, dental and specialty training
- Review and update the 3-Year Deanery Business Plan for NESC Senior Management Team approval
- Manage and execute the actions and tasks that arise from the Business Plan, monitor performance against them and take the necessary actions to ensure their delivery
- Manage the Deanery budget effectively reporting variances against budget and actions being taken on a bi-monthly basis.

Membership [rotating Chair]

- Postgraduate Dean
- Deputy Postgraduate Dean
- Associate Dean
- GP Dean and Head of School of Primary Care
- Dental Postgraduate Dean
- Deanery Business Manager
- Deanery Quality Manager
- PA to the Postgraduate Dean

Frequency of Meetings

- Weekly
- Monthly meeting with Associate Director for Workforce and Education and Interim Head of Corporate and Business Services, NESC