

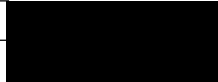
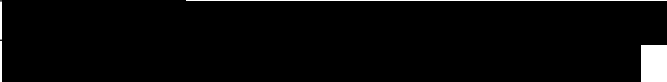




**Meeting Title** Quality Assurance Committee (14 March 2018)

**Date of Issue** 11th May 2018

## Attendance

Dame Asha Khemka	Committee Chair, IfA Board member
Paul Cadman	Committee member, IfA Board member
Professor Jim Iley	Independent Committee member, Professor of Medicinal Chemistry, The Open University
Ben Blackledge	Independent Committee member, Director of Education and Skills Competitions at World Skills UK
Nikki Christie	Deputy Director, Assessment & Quality Assurance, IfA
	
	

## Apologies

Apologies were received from Isabel Sutcliffe, Director of Isabel Sutcliffe Consultancy Ltd, and Ana Osbourne, Deputy Director for Approvals.

### 1. Welcome and introductions

- 1.1. The Chair welcomed participants to the seventh meeting of the Quality Assurance Committee.

## **2. Minutes and actions from the last meeting**

- 2.1. The Chair asked members of the Committee whether they had any comments on the minutes.
- 2.2. The secretariat confirmed that actions 1 and 2 from the previous meeting were to be presented to the Committee today and that actions 4 – 7 from the last meeting were now complete.
- 2.3. The Committee asked whether the continuous reference to the word ‘happy’ had been removed and replaced in the previous Committee minutes. The secretariat confirmed that the word ‘happy’ had been removed and replaced with ‘agreed’.
- 2.4. The Committee agreed to approve the minutes.

## **3. Terms of Reference (ToR)**

- 3.1. The Committee reviewed the latest version of the ToR and agreed that this should be revised further.
- 3.2. The Committee asked for the wording around the Committee’s role to be updated to reflect its role in overseeing end point assessment (EPA) and external quality assurance (EQA).
- 3.3. The Committee also asked for wording around the frequency of meetings to be amended to read as “at least quarterly”.
- 3.4. The Committee asked for an updated version of the ToR to be made available at the next meeting in May.

***Action 1 – Terms of Reference to be updated and made available to the Committee at its next meeting May.***

## **4. External Quality Assurance (EQA) and Conflicts of Interest**

- 4.1. The Assessment and Quality Team talked the Committee through their paper on EQA and conflicts of interest. The team has looked really carefully at this issue and challenged the understanding of what constitutes a conflict of interest.
- 4.2. The team outlined that conflicts of interest are one of the main reasons for rejecting potential EQA providers and that there is an ongoing need to manage potential conflicts. It is also one of the biggest risks to the effectiveness of EQA and the reputation of the Institute.
- 4.3. Conflicts of interest for EQA providers can exist where the organisation’s aims for EQA do not align with those of the Institute; where being an EQA provider

could confer a benefit, financial or other; and where the organisation is unable to make impartial decisions.

- 4.4. The Institute will mitigate conflicts of interest through conditions of recognition, a register of interests and ongoing management.
- 4.5. The Committee then discussed how the conflicts of interest process would work in practice and how this information will be presented to the Committee going forward. The Committee asked how it will have sight of conflicts and how audits and reports on conflicts could be requested and brought to the Committee.
- 4.6. The Committee asked the Assessment and Quality Team to draw up a clear flowchart/process map for managing EQA providers' conflicts of interests and to ensure transparency.
- 4.7. The Committee also asked the Assessment and Quality Team to draw up a decision tree which ensures that conditions on conflicts of interest are clear and outlines why there is a conflict with a particular organisation, what has happened with this conflict, how it's been handled and what the decision is for the organisation at the end of the process. The decision tree will also show reasons why organisations have been turned down as an EQA provider because of a conflict or why organisations have been approved.
- 4.8. The Committee agreed it needs to ensure that the relevant checks and balances are in place for managing conflicts of interest for EQA providers.
- 4.9. The Assessment and Quality Team also agreed to populate the draft Register of Conflicts and to bring all three of these products back to the next meeting in May.

***Action 2 – The Assessment and Quality Team to draw up a clear flowchart/process map for managing EQA providers' conflicts of interests. This should also include a decision tree which ensures that conditions on conflicts of interest are clear and to populate the Register of Conflicts for the next meeting in May.***

## **5. Recognition of new External Quality Assurance (EQA) providers**

- 5.1. The Assessment and Quality Team talked the Committee through three proposals for the approval of External Quality Assurance (EQA) providers.
- 5.2. The Committee were invited to comment on the third wave of proposals from employer-led and professional body EQA providers.
- 5.3. The Committee made the decision to approve **The Worshipful Company of Saddlers**.

- 5.4. The Committee took the decision to defer the two other proposals on the basis that there were clear conflicts of interest with them.
- 5.5. The Committee asked for these two proposals to be returned to them once these issues had been addressed with the nominated bodies.

## **6. Findings from Quality Alliance Operational Data Workshop**

- 6.1. The Assessment and Quality Team provided the Committee with feedback from the Quality Alliance Operational Group's data workshop which was held on 1<sup>st</sup> March.
- 6.2. The team informed the Committee where current sources of data from Group members' sits across the seven quality statement criteria areas and where there are current data gaps in these criteria areas.
- 6.3. The Group had acknowledged that more needs to be done on in-flight data on quality and how data is better shared with one another. There is no formalised system of how, when and where data should be shared and feed through.
- 6.4. The Group is currently looking at ways to address the gaps and will be putting advice on this to the Quality Alliance in April.

## **7. AOB**

- 7.1. The Committee reviewed and noted the latest version of the Issues Log from the Quality Alliance Operational Group and asked the Assessment and Quality Team to continue progressing and updating issues with the Group.
- 7.2. The next meeting of the Quality Assurance Committee will convene on Wednesday 16<sup>th</sup> May 2018 from 09.00 – 10.30 at the Institute's offices, 151 Buckingham Palace Road, Victoria.

**Author** [REDACTED]

**Date created** 16th March 2018

**Version** Cleared by Deputy Director, Assessment & Quality Assurance, IfA