**Information Sheet for GPQM Panel Members**

Thank you very much for agreeing to attend the General Practice Quality Management (GPQM) panel. We hope that this information sheet will help you to prepare for the panel and will give you an idea of what to expect on the day itself.

**An Outline of the Process Prior to the GPQM Panel**

Every learning organisation and primary care educator is initially approved for 1-2 years and then needs to seek re-approval every 4-5 years. Most of these re-approvals are considered at a GPQM meeting without the educator or learning organisation needing to be present. They complete their re-approval form which is then submitted to the central quality team at Fulbourn. Following this, GP trainee and TPD feedback is inserted in the form by the central and/or local administrators.

The GPQM panel needs at least 3 members to be quorate. These will comprise

* An Associate Dean and/or Training Programme Director (acting as chair) – essential
* Training Programme Director as additional panel member when an AD is the chair - essential
* Tier 3/GP Trainer(s) – essential
* Practice Manager(s) – essential
* Tier 2/Associate Trainer(s) - desirable
* ST3 GP Trainee (from another area) - desirable

At least two weeks prior to the GPQM meeting, the coordinating local administrator will divide the re-approval forms up between the members of the panel and will email the relevant forms to each panel member, accompanied by this information sheet. We would ask that each member of the panel prepare their share of the re-approval paperwork prior to the meeting itself and that you are able to summarize your findings to the panel. We suggest allowing **at least 2 hours for** this preparation work. This helps to ensure that the panel runs smoothly on the day and should mean that we can finish on time.

The paperwork will be divided as follows

* The learning organisation re-approval forms will usually be sent to the practice manager
* The educator re-approval forms will be shared between the educator members of the panel
* The trainee will not usually be sent any forms prior to the panel
* Where there is an unequal number of learning organisation and educator re-approval forms, they will be shared as evenly as possible which might mean that an educator will review a learning organisation form and vice versa

When reading the **organisation and educator re-approval forms**, we ask that you make some comments in the highlights and development area boxes. These will be confirmed at the panel itself.

For **Practice Managers**, please ensure that you have your Primary Care Web Tool username and password available on the day as you will be asked to access this website at the panel.

Having completed your preparation, please email the form back to the local administrator arranging the panel so that they can ensure all the forms are available to the panel on the day itself.

If you have any concerns about the answers provided by the applicant that you feel might need addressing before the panel, please contact the chair of the panel.

**An Outline of the Process at the GPQM Panel**

Please arrive promptly for the start of the meeting. It is likely to last 3-4 hours, unless you have been notified otherwise. The chair will initially brief the panel to ensure that everybody understands the process. You should also be given the opportunity to declare any potential conflicts of interest. The group will introduce themselves and discuss who will take which roles during the panel. Each re-approval application will be discussed in turn with the person who had prepared that application presenting their summary to the group. After that, other sources of evidence will be reviewed and discussed. This might include CQC reports, the primary care web tool and the trainee e-portfolio. One or more members of the panel will be allocated to review each source of evidence with the group then discussing their overall findings and coming to their decision about re-approval with agreed appropriate highlights and development points.

It is anticipated that each re-approval will take 20-30 minutes to process and that about 8-10 applications might be considered at each GPQM. The process on the day itself is greatly enhanced by good preparation beforehand.

**Thank you very much for your help and we hope that you find the process useful and interesting.**