

Quality assurance

A guide to appointments and programme approval reports

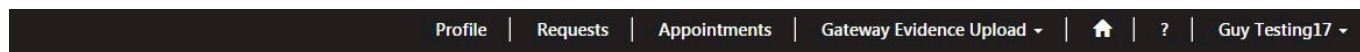


Appointments

Mott MacDonald will arrange a visit based upon the dates that you submitted as part of your request.

Once a date for your visit has been arranged, Mott MacDonald will submit an appointment request. You will be notified via email once an appointment request has been sent to you.

You can view your appointments with the QA Link by navigating to the 'Appointments' tab.

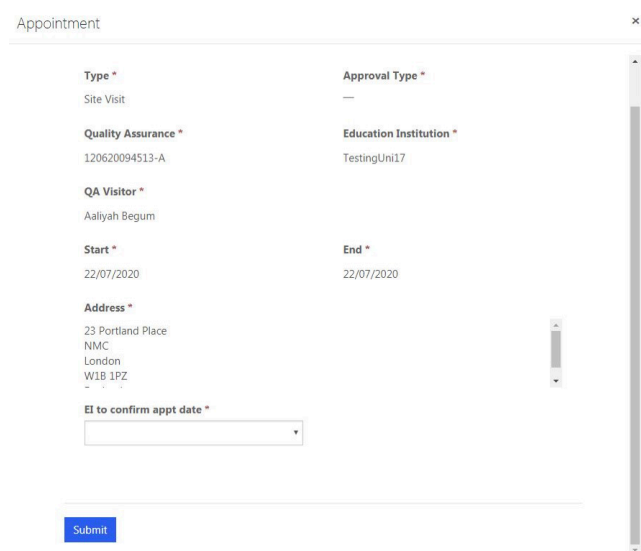


NMC QA Link > Appointments

Appointments

Subject	Type	Approval Type	QA Reference	Actual Start	Actual End	QA Contact	Service Provider	EI to confirm appt date	Date Created ↓
TestingUni17 - SPQ	Site Visit		120620094513-A	22/07/2020	22/07/2020	Aaliyah Begum	Example SP1		21/07/2020 2:29 PM
TestingUni17 - SPQ	Site Visit		120620094513-A	22/07/2020	22/07/2020	Harrison Dean	Example SP1		21/07/2020 2:29 PM

You can view an appointment by either clicking on the subject of the appointment, or selecting the drop down icon and clicking on 'View'. You will then be presented with the details of the appointment.



Appointment

Type *
Site Visit

Approval Type *
—

Quality Assurance *
120620094513-A

Education Institution *
TestingUni17

QA Visitor *
Aaliyah Begum

Start *
22/07/2020

End *
22/07/2020

Address *
23 Portland Place
NMC
London
W1B 1PZ

EI to confirm appt date *
[Dropdown]

Submit

You can then choose whether or not to accept the appointment. You can then submit the appointment back to Mott MacDonald.

Programme approval reports

IDPAR

Once your visitor(s) has reviewed your submissions at Gateway 3, they will provide feedback within an initial draft programme approval report (IDPAR) document.

You will be notified by email once your visitor(s) has submitted an IDPAR for your review.

You can view all available programme approval reports within the QA Link on the 'Requests' page.

If you wish to view your IDPARs, these will be found under 'Programme Approval Reports' 'Action required – Please review the draft report and add comments to the document attached'.

Programme Approval Reports

Action Required - Please review the draft report and add comments to the document attached

Name	QA Reference	Status Reason	Modified On ↓	Created On	
180620150558-A-Pre-Registration Nursing	180620150558-A	EI - IDPAR	24/06/2020 10:50 AM	22/06/2020 2:54 PM	▼

You can review the IDPAR by either clicking on the name of the request, or selecting the drop down icon and clicking on 'View'. This will launch a new window where you can download the IDPAR.

To download the IDPAR you can click the document name and this will launch the document. You will be able to save the IDPAR to your own documents and open to review.

Programme Approval Report ×

Status	Quality Assurance
EI - IDPAR	180620150558-A
Name *	
180620150558-A-Pre-Registration Nursing	

Submit Draft Report

Submit to Registrant Visitor - Selecting No will not change the status of this Report *

Documents

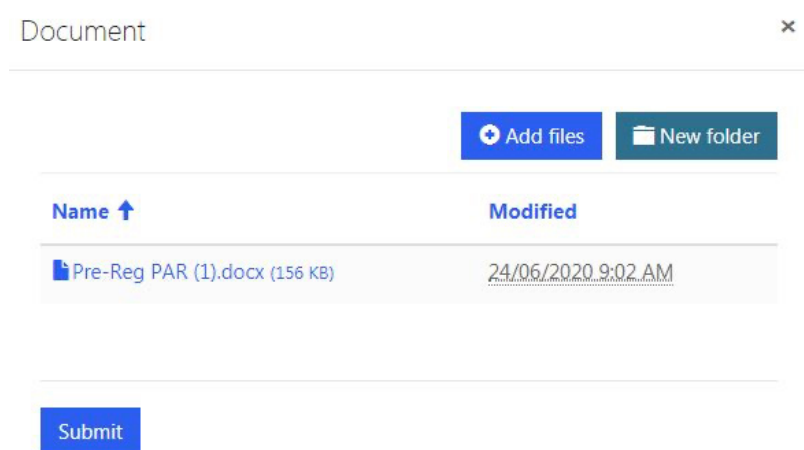
Document Name	Created On ↓	
180620150558-A-Pre-Registration Nursing	22/06/2020 2:54 PM	▼

Submit

Once you have reviewed the IDPAR, you should collate any comments into a separate document. Once you have completed your review, you can upload your comments to the QA Link.

To upload your comments document you can navigate to the IDPAR by either clicking on the name of the request, or selecting the drop down icon and clicking on 'View'. This will launch a new window where you can view the IDPAR record.

You can click the document name and this will launch another window. You will now be able to upload your own documents by clicking on 'Add files'. You will be able to select from your available documents and upload them to the IDPAR record.



Once you have uploaded your comments document you will be returned to the IDPAR record. You can submit the IDPAR back to the Registrant visitor by selecting 'yes' under the status 'Submit Draft Report' and clicking on 'submit'.

FPAR

Once your visitor(s) has undertaken your visit/desktop review at Gateway 3, they will prepare a final programme approval report (FPAR) document.

You will be notified by email once your visitor(s) has submitted an FPAR for your review.

You can view all available programme approval reports within the QA Link on the 'Requests' page.

If you wish to view your FPARs, these will be found under 'Programme Approval Reports' 'Action required – Observations'.

Action Required - Observations

Name	QA Reference	Status Reason	Modified On ↓	Created On	
050620073141-A-Prescribing	050620073141-A	In Review	24/06/2020 2:28 PM	05/06/2020 8:36 AM	▼

You can review the FPAR by either clicking on the name of the request, or selecting the drop down icon and clicking on 'View'. This will launch a new window where you can download the FPAR.

To download the FPAR you can click the document name and this will launch the document. You will be able to save the FPAR to your own documents and open to review.

Submission of observation

Once you have reviewed the FPAR you can submit an observation.

Within the programme approval report record, you can select either 'Yes' or 'No' to raise an observation. If you choose to raise an observation you can provide this within the textbox.

Programme Approval Report ×

Status In Review	Quality Assurance 050620073141-A
Name * 050620073141-A-Prescribing	

Observations

Please confirm whether you want to raise an observation

Raise Observation? *

Yes

Observation

This report is factually accurate.

Documents

Document Name	Created On ↓	
050620073141-A-Prescribing	05/06/2020 8:36 AM	▼

Following your decision whether to raise an observation or not, you can submit your FPAR back to Mott MacDonald by clicking on 'submit'. You will receive an email confirming that your FPAR has been submitted to Mott MacDonald.

Submission of evidence of meeting your conditions

At the same time as the submission of your FPAR from your visitor, you will also receive an ad-hoc evidence request if you have any conditions of approval. This request will ask you to provide evidence that you have met the conditions within your FPAR.

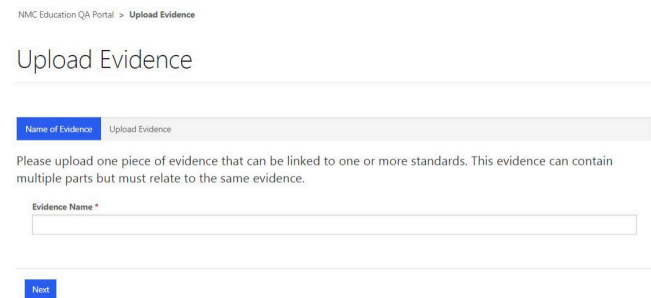
Firstly, you should add the evidence you wish to upload to confirm you have met your conditions. You can upload your evidence within the associated 'Gateway 3 Amend/Upload' page (for example, if your request is in relation to a pre-registration nursing programme you will need to upload your evidence on the 'Gateway 3 Amend/Upload – Pre Reg Nursing' page. Once you have navigated to the associated Gateway 3 page, scroll down to the page and click on 'Upload Evidence'.

Evidence

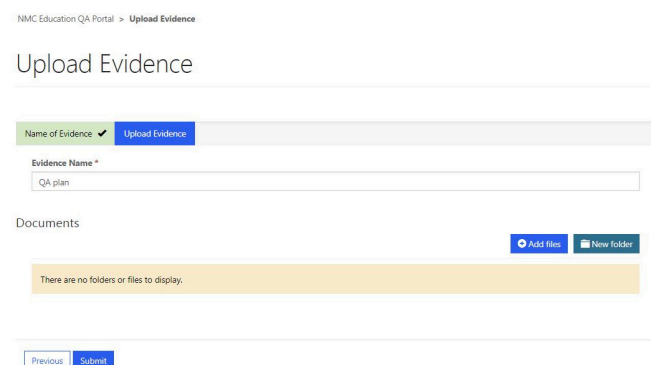
Search

Evidence	Created On ↓	
Student handbook	16/10/2019 9:04 AM	▼
Document 1	08/10/2019 2:43 PM	▼
Detailed plan	08/10/2019 2:34 PM	▼

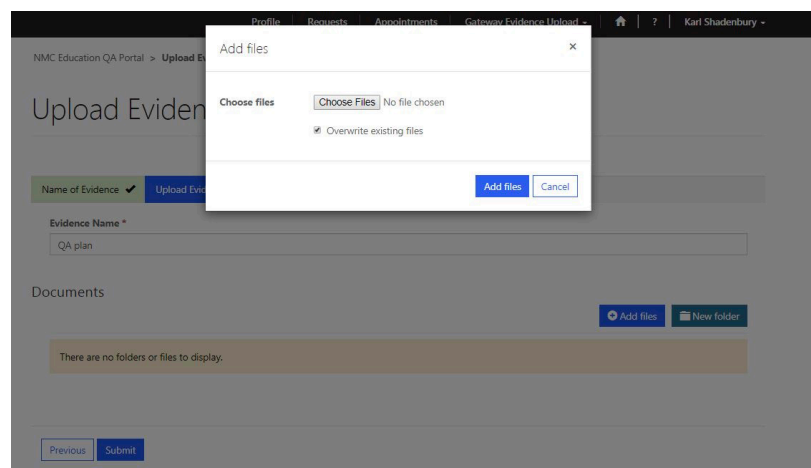
You will be asked to provide a file name for your evidence. Please use the naming convention 'QA reference number – Evidence for conditions' (For example, '002520836392 – Evidence for conditions'). You can find your QA reference number on your requests (it will be a 12 digit number with a letter).



Once you have provided a file name, you can add your files. You can upload all the evidence you wish to rely on to confirm that you have met your conditions.



Once you have chosen to 'Add files', you should untick the 'Overwrite existing files' (unless you wish to overwrite files that you have already added to the evidence record) and select 'Choose files'. You can then choose the file(s) you wish to add to your evidence request.



If you have finished adding files to your evidence record, you can click on 'Submit' and your evidence will be uploaded. You will now be able to attach the evidence record to your ad-hoc evidence request.

You can now return to the 'Requests' page and upload your evidence to your ad-hoc evidence request. The ad-hoc evidence request can be located towards the bottom of the page. You can open the request by either clicking on the QA reference number or select 'View' from the drop down icon.

Ad-Hoc Evidence Requests - Action Required

QA Reference	Ad-hoc Request Information	Status Reason	Modified On ↓	Created On	
300620130151-M	Please submit evidence of conditions.	Awaiting Submission	27/07/2020 10:20 AM	27/07/2020 10:20 AM	⌵

Once you have opened the ad-hoc evidence request you can add narrative to explain how you have met your condition(s) and add the evidence record that you uploaded in Gateway 3.

To add the evidence record click on 'Add Evidence'. You will launch a new window where you can link evidence that you have submitted within Gateway 3.

You can click on the document name ('QA reference number – Evidence for conditions') and click on 'Add' to attach the evidence to your ad-hoc evidence request.

Once you had added your narrative and evidence to the ad-hoc evidence request, and you are happy that you have included everything you need to confirm that you have met your conditions, you can submit your ad-hoc evidence request by clicking on 'Submit'.

Following submission of your ad-hoc evidence request, this will be sent to your visitor(s) for review. You will receive a confirmation email that this has been submitted.

If further information/evidence is required then your ad-hoc evidence request will be returned to you. The visitor would have added details of the required information/evidence.