RCPCH Progress procedure for Governance

Reviewing and updating the RCPCH Progress curriculum and syllabi

Version 1.1 (August 2018)
RCPCH Progress governance policy

Introduction
The RCPCH Progress Curriculum for postgraduate training in paediatrics is approved and regulated by the GMC. It is supported by separate syllabi for generic paediatrics at levels 1, 2 and 3, and for all sub-specialties and General Paediatrics at level 3 only.

This document outlines the procedure for the review of the RCPCH Progress curriculum and syllabi, and how requests for amendments can be submitted to RCPCH for consideration.

Within the college the RCPCH Education and Training Quality Committee (ETQC) has overall responsibility for the RCPCH Progress curriculum. ETQC monitors the performance of the curriculum directly and through the College committees with specific delegated responsibility from ETQC – the Assessment Executive, Examinations Executive, Recruitment Board and START Board. The Quality and Standards team support this work providing detailed quantitative and qualitative analysis and reporting following an annual schedule and with additional ad hoc scrutiny when required. ETQC will continue to report key findings to the GMC in the Annual Specialty Report.

Curriculum review and revision
The curriculum content comprises the Learning Outcomes and Key Capabilities. These are approved by the GMC and cannot be amended without a full submission to and approval from the GMC as the regulatory body.

The next scheduled review of the curriculum is as part of the Shape of Training review of the paediatric training programme, due for implementation in 2020.

If you believe any changes are required to the Learning Outcomes or Key Capabilities, as part of or prior to this planned review, please contact the Quality and Standards team in the first instance by emailing qualityandstandards@rcpch.ac.uk. As a minimum you will need to provide the same evidence as required for proposed syllabus amendments (see below and appendix 2). Curriculum amendments will only be agreed outside of the planned review cycle where they are necessary to address patient safety concerns or reflect a significant change in contemporary paediatric practice.

Syllabus review and revision
The syllabi contains a range of illustrations designed to help trainees and trainers understand how the Learning Outcomes and Key Capabilities in the curriculum can be met and demonstrated.

ETQC manages a process to allow for regular review of the syllabi to ensure they remain fit-for-purpose, reflecting current training and service needs.

All stakeholders are able to submit proposed revisions to the syllabi with submissions reviewed on an annual basis. Stakeholders could include College special interest groups, Heads of School and employers, trainees, parent’s groups to name but a few. RCPCH will make available via the website a route for this to occur and be easily accessible to all. The cut-
off date for submissions will be the 31 December each year, for proposed changes, if approved to be enacted the following training year.

All requests will be reviewed by the Curriculum Review Panel. This is a delegated group of the Education and Training Quality Committee (ETQC) and will have formal representation from the College Special Interest group for the proposed changed syllabus, the clinical lead for the curriculum, a college tutor and Head of School, a trainee representative and college staff from the curriculum team. The group will have formal terms of reference and will make judgements against strict criteria. Details to be found in Appendix 1.

The Curriculum Review Panel will complete an initial review of all proposed changes, and make recommendations to ETQC as to whether each amendment should be accepted. Requests to remove or amend illustrations will be considered where the content is shown to no longer be useful or reflective of current practice. Requests to add a new illustration will be considered where these are deemed to add useful depth or breadth for clinicians seeking to understand the Learning Outcomes and Key Capabilities, ETQC will receive the recommendations from the panel as to whether to approve or reject all proposed changes and confirm the final outcome for all requests.

Updated syllabi will be issued prior to the start of the training year, making clear using the version tracking table at the front of each document what amendments have been made on each occasion. Where this amendment relates to a key (mandatory) ETQC will issue guidance for trainees currently at that level of training noting any implications of the amendment. Amendments will only be made where a clear rationale exists for doing so, and all attempts made to minimise any negative impact on any trainee.

RCPCH will submit any updated syllabus documents to the GMC promptly for publication on their own website, and update the GMC on the process of reviewing the syllabus within the Annual Specialty Review (ASR).
Syllabus change request process

**Window of Review**
Request submitted to Quality & Standards via qualityandstandards@rcpcph.ac.uk no later than 31st December

**Initial review**
Quality and Standards Co-ordinator discuss all requests with the Officer for Training and gathers any additional evidence required.

**Panel review and recommendations**
Curriculum review group review all requests and supporting evidence, agreeing a recommendation in each case.

**Ratification by ETQC**
Summary of recommendations from Curriculum Review Panel for each request submitted to ETQC for final approval

**Revised syllabus published**
Documents reissued and information about changes communicated more widely

**Preparation for publication of revisions**
Final outcome is communicated to the proposer by the Quality and Standards Co-ordinator.
Syllabus change request form

This form must be used when requesting an amendment to any RCPCH syllabus. Any request must be submitted to qualityandstandards@rcpch.ac.uk no later than 31st December for consideration and implementation for the start of the following training year (i.e. in August of the following year). Where the change is required in order to address a serious safety issue, it may be implemented sooner.

<table>
<thead>
<tr>
<th>Syllabus for which the change is requested:</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Proposer(s):</td>
<td></td>
</tr>
<tr>
<td><em>Please list, inc relevant job titles, roles etc.</em></td>
<td></td>
</tr>
<tr>
<td>Type of change request:</td>
<td>Remove existing content</td>
</tr>
<tr>
<td><em>Please delete as applicable</em></td>
<td>Amend existing content</td>
</tr>
<tr>
<td></td>
<td>Add new content</td>
</tr>
<tr>
<td>Reason for change request:</td>
<td>Error in current content</td>
</tr>
<tr>
<td><em>Please delete as applicable. Select the most appropriate reasons.</em></td>
<td>Omission in current content</td>
</tr>
<tr>
<td></td>
<td>Reflect changes in legislation, guidance or best practice</td>
</tr>
</tbody>
</table>

Please outline below the change requested. Where applicable please indicate the page number(s) in the document for which the change is proposed:

Please detail below the rationale for the proposed change. Give as much detail as possible, including:
- any guidance, guidelines, legislation or literature supporting the change
- evidence of who has been consulted and the outcome of this
- support from any relevant key individuals or organisations
- the likely benefits if this change is implemented
- any other relevant information or research undertaken to support the need for this change

Supporting evidence may be attached as an appendix if required.

What would be the impact of this change on each of the following?

<table>
<thead>
<tr>
<th>Trainees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainers (supervisors, assessors)</td>
</tr>
<tr>
<td>-------------------------------</td>
</tr>
<tr>
<td>Employers (service need)</td>
</tr>
<tr>
<td>Patients</td>
</tr>
</tbody>
</table>

How have you considered any likely effect (positive or negative) on individuals with Protected Characteristics (as defined by the Equality Act 2010)?

What would RCPCH need to consider when implementing this change? For example, feasible timescales, additional guidance or training for trainees and/or trainers.

Date of submission:                     
Signature:                              
Name:                                   

For RCPCH use only

<table>
<thead>
<tr>
<th>Change approved?</th>
<th>Yes / No</th>
</tr>
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<tbody>
<tr>
<td>Rationale for decision</td>
<td></td>
</tr>
</tbody>
</table>

Date  
Signature
Curriculum review panel
Terms of Reference

Purpose and remit
The purpose of the Curriculum Review Panel is to receive and review requests for changes to the syllabus documents or Curriculum Learning outcomes, and for all requests to make a recommendation to the Education and Training Quality Committee (ETQC) as to whether the proposed change should be accepted.

Objectives
1. The subcommittee will receive and review syllabus change requests as outlined in the process map, i.e those that have been requested within the given timeframe and have the required accompanying evidence
2. If required request further information from the proposer. If further information is requested to follow up at an agreed later date.
3. To make recommendations to ETQC as to whether to reject or approve each proposal, with rationale for decision made with additional recommendations where relevant on indications for implementing the change.
4. Where requests are received related to the main curriculum (i.e. Learning Outcomes or Key Capabilities), to provide an initial review of this request to advise whether an unscheduled amendment may be necessary and should be considered by ETQC.

Frequency of meetings
The panel will meet once a year in February and may be required to attend a follow up meeting. This could be by teleconference.

Members will be expected to attend the required meetings. Any member unable to attend should inform the Quality & Standards Co-ordinator as soon as possible and assist the College in identifying a suitable representative in their place.

Members unable to attend are expected to provide a written response to the group.

Membership
Membership of the Curriculum Review Panel is based on expertise, knowledge, experience and potential contribution and should be representative of the membership approved by the GMC.
Core members will initially be drawn from the curriculum implementation group but then may be drawn from ETQC or those meeting approved criteria (their job roles as outlined below) and with suitable skills, knowledge and experience.

The core membership consists of:
- the clinical lead for the curriculum
- the Officer for Training
- a college tutor
- a Head of School
- a trainee representative
- Quality and Standards Manager and/or Co-ordinator

The panel will also co-opt individuals each annual review cycle to support their decision making, to ensure representation from each clinical area for which change requests are being considered. For requests related to the generic curriculum and/or syllabus content, this will include a representative of the General Paediatrics CSAC, and for sub-specialty syllabi will include a representative of the relevant CSAC.

**Quorum**
Quorum for a meeting shall be not less than half of the core panel members. Those attending via videoconference or teleconference are considered part of quorum.

**Responsibilities**
All panel members:
- Prepare for, attend and participate in Curriculum Review meetings
- Review all documents and provide outcome recommendations to ETQC
- Consider the impact of any change on those with Protected Characteristics as defined by the Equality Act 2010.
- Provide guidance on the likely impact of changes and necessary steps to communicate or prepare trainees for specific changes.

Quality and Standards Co-ordinator:
- Keep robust records of change requests and outcomes, including evidence audit trails, tracking mechanisms, feedback to the GMC, minutes of meetings.
- To ensure all relevant parties are informed of changes prior to implementation

**Judgement criteria**
For curriculum change requests:
- There is an error in the current content.
Appendix 2

• There is an omission in the current content that is detrimental to patient safety.
• Changes to legislation/policy/evidence based guidelines indicate a need for change.

For syllabus change requests:
• Any of the criteria sufficient to merit a curriculum change as above.
• Remove or replace examples which are no longer common or ‘best’ practice.
• Illustration would be of clear practical use to trainees in their understanding of the Learning Outcome, particularly those finding the domain to be challenging, OR those who excel in this area and are looking for ways to stretch their learning.

Expenses
Members may request reimbursement for reasonable travel expenses (normally standard class travel) for scheduled meetings through the RCPCH claim for reimbursement form. The College expects early booking for rail and air travel and for accommodation so as to take advantage of any significant discounts. If you are subsequently unable to use the booking and the discount means that no refund is payable, the College will still reimburse you.

Reporting
The Curriculum Review Panel will report to the RCPCH Education and Training Quality Committee, which oversees all paediatric curriculum work and implementation.