

5.3 Externality in module and programme approval process

Policy

Incorporating the views of individuals external to the Education for Health as advisors in the development of new programmes, and modules, and in changes to existing programmes and modules is a key principle of the process of programme and module approval. This external involvement helps to assure all key stakeholders of effectiveness of our quality management processes in assuring academic quality and standards.

Consequently, it is our policy that:

- 1 When proposing new programmes or modules or major changes to existing modules the relevant Module Review Committee should seek the views of a member of the Professional Education Advisory Committee (PEAC), who will be an external subject specialist who is not a current or recent external examiner. See below for guidance regarding the role of PEAC.
- 2 When proposing new programmes or modules or major changes to existing modules the relevant programme or module development committee should seek the views of service users. It is the responsibility of each Education Lead to devise an appropriate strategy to ensure the views of service users (patients) are considered in the development of learning materials.
- 3 Programme External Examiners should be utilised to obtain feedback on proposed minor or major changes to existing modules or programmes as well as reviewing proposed new modules or programmes. Requests for feedback from External Examiners should be directed to the **relevant programme lead**.
- 4 When submitting proposals for new modules or for significant changes to existing modules the comments of all the relevant externals should be included in the paperwork. For changes to an existing module, the external subject specialist should be asked to comment on the elements which are being modified

Professional Education Advisory Committee (PEAC)

Purpose of PEAC

The purpose of the PEAC is to establish a pool of subject 'experts' to act as a resource for clinical staff involved in developing educational resources. The main role of PEAC members will be to act as an external advisor during the development of learning materials and to act as a champion for Education for Health.

Members

Experts in the relevant field who will be identified by Education for Health staff.

Roles

To review new clinically-based educational materials and participate in annual reviews of existing materials, ensuring that they are factually accurate and up to date. It is expected that this will take no longer than 10-20 hours per year.

To champion Education for Health within their own professional community at local, national and international levels as appropriate.

To provide support to Education for Health staff according to their own expertise, for example, assisting with queries of an educational or clinical nature, accreditation, research opportunities, marketing opportunities etc.

Acknowledgement

Contributions of PEAC members will be acknowledged in relevant educational materials (and elsewhere as appropriate)