**Scotland Deanery**

**Process for management of entries in the GMC online Dean’s Report**

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The Dean’s Report (DR) is the mechanism by which we update the GMC on issues which are of particular concern to us or which are particularly positive and we wish to highlight. Until 2016 the DR was completed on an annual basis but in 2016 the GMC introduced on online reporting system to allow more regular sharing of information and updates. Updates can now be provided following quality management activity such as deanery visits or receipt of reports from Directors of Medical Education and Training Programme Directors. The frequency with which entries are updated will be dictated by the level of ongoing activity in regard to the entry and the judgement of the specialty Quality Management Group (sQMG) responsible for managing the entry.

This process addresses the management of entries by the quality workstream and sQMGs. It does not address technical aspects of how to use the online DR system. Queries regarding technical aspects of the system should be addressed to the GMC.

### 1. Managing updates to current DR entries

1.1 DR entries will be managed as follows:

* Entries relating to Foundation training will be managed by the Foundation sQMG
* Entries relating to GP/ Public Health/ Occupation Medicine will be managed by the GP/PH/OM sQMG
* Entries relating to surgery, medicine, obstetrics & gynaecology, paediatrics, diagnostics, emergency medicine, anaesthetics or mental health will be managed by the relevant sQMG.
* Entries which are ‘corporate’ or cover all of Scotland will be managed by the Senior Quality Improvement Manager (SQIM) & Workstream Leads.
  1. As the online DR system does not always issue reminders that items require an update the Quality Improvement Manager (QIM) for each sQMG and the SQIM should regularly log-in to the system and check for entries which will be due to be updated soon or where an update is overdue.
  2. For entries where an update is due, the QIM should draft a proposed update based on any recent quality management activity and their own knowledge. This should include details of any change to the RAG rating or status (details of how to assess these items are included in the GMC user guide) of the item and advice about when the QIM proposes an update should next be provided.
  3. The QIM draft update will require review and approval from the sQMG prior to being input to the online system. This may be by review at an upcoming sQMG meeting or may be done ‘virtually’.
  4. In some cases DR entries cover more than one specialty or include various trainee cohorts. For these entries, the QIMs of all relevant sQMGs should work together to draft a single update to the items which will then require the approval of all relevant sQMGs. When approval has been granted the QIMs should agree who will input the update to the online system.
  5. For entries which cover the whole of Scotland or some historic entries which are considered ‘corporate’ the SQIM will monitor these entries and draft updates when due. The SQIM will seek input from relevant colleagues across the medical directorate in updating these entries and will seek approval from the Workstream Leads prior to inputting the update to the online system.

**2. Requesting closure of DR entries**

2.1 The decision as to whether a DR entry can be closed rests with the GMC but sQMGs can agree that they wish to make a request to close an item.

2.2 In cases where the sQMG wish to close an item the QIM will draft an outline of the rationale and evidence to support closure. This will then require the approval of the sQMG.

2.3 Once the wording of the request to close the item has been approved by the sQMG the QIM should upload the details to the online DR system. The QIM should also make a diary note to check the item after one month for a decision from the GMC.

2.4 Where the GMC agree to the closure of an item they will archive it from the online system and send an email to the submitter of the request to close (the QIM) confirming this has been done.

2.5 If the request to close an entry is not agreed by the GMC then it will continue to require further updates as in section 1. Where the GMC have not agreed to close an item, it may be that they require further information to make a decision. In such cases the QIM should provide this additional information with input from the sQMG if required.

2.6 For items which cover more than one specialty or trainee cohort a request to close the item cannot be made unless there is evidence that the issue has been resolved for all parties affected. If, however, the issue has been resolved for one specialty or trainee cohort it may be possible to request that the entry be ‘split’. The decision as to whether splitting an entry into separate entries for each specialty or trainee cohort is appropriate rests with the GMC. In such cases, a QIM should discuss the issue with their Education QA Programme Manager at the GMC. If a ‘split’ is agreed, then the existing entry would be archived and new entries created. This would then allow the QIM for the specialty or trainee cohort where the issue was felt to be resolved to submit a request to close against the new entry (following the steps above).

### 3. Adding new entries to the DR

3.1 New items can be added to the DR by Scotland Deanery or by the GMC where:

* The GMC assess that a concern they are aware of requires ongoing monitoring and updates from the deanery. An example of this would be where there are triple reds (red flags for a survey indicator persisting for 3 consecutive years) in the NTS results.
* The response to an NTS free text comment indicates that it should be added to the DR as a new item.
* The deanery, through our quality management processes, identifies a concern or an item of good practice which they wish to make the GMC aware of.   
  1. In the first example above the GMC will create new items in the DR which will then require management and updating as in section 1 of this document.
  2. in the second example the GMC will add entries to the DR identified as being appropriate by the deanery during the free text comments response process.
  3. In the third example above the sQMG should prepare a summary of the item they wish to add to the DR, including proposed status and period for updating and the rationale for adding to the DR, and submit this to the Deanery Quality Management Group (DQMG) for consideration.
  4. The purpose of submitting new items to the DQMG prior to inputting to the online DR system is to allow awareness across sQMGs and assessment as to whether the entry affected more than one specialty or trainee cohort. This oversight should avoid duplication of entries across sQMGs which are related to the same concern or good practice example. It will also allow assessment as to whether an issue would be best managed across the deanery in a ‘corporate’ manner in the system.
  5. If agreed by DQMG the new entry will be created in the online DR by the relevant QIM or SQIM. In cases where this crosses sQMGs the QIMs will agree between them who will be responsible for creating the item.
  6. If an sQMG feels an item requires addition to the online DR more urgently than the DQMG meeting schedule would allow, then the relevant QIM should submit the request to the SQIM who will seek approval from the workstream leads.