



Quality Scrutiny Board for Postgraduate Medical Education and Training

Introduction

We want the board to be efficient, one that allows a respectful conflict of ideas, is simple, is focused, is integrated and synergistic, has good outcomes, preserves community assets, and leads to enjoyment and personal reward for the individual board members.

Our Board will have approximately 32 hours together each year, spread over regular meetings. It is essential to use that time wisely.

As decision makers, the board will delegate types of decisions to others e.g. Senior Management Team of the Local Education and Training board (LETB)

It is important to remember that this board has an oversight function; we must remember that the training and education is ours to oversee, not to manage.

In the area of quality, the Board's oversight role will include setting the tone by stating that the LETB is committed to quality; helping to establish a plan for quality; and monitoring implementation of the plan.

Responsibility of the Quality Scrutiny Board

The role of the board is to:

- Give oversight and offer external scrutiny to the training and education outcomes that the schools deliver across the East Midlands region.
- Ensuring quality outcomes of training and education in relation to Postgraduate medical education and training across the East Midlands
- Ensure that business plans reflect the identified training and educational needs of that school

- To agree the schools self-assessment rating
- To report areas of risk and good practice to the Senior Management Team Local Education and Training Board

It is important to note that the board as a whole, and not any individual member, has the authority.

Behaviors - respect for the organisation, the management, the clinicians, the employees, and other members of the board

- We must be open and honest in the board discussions and maintain confidentiality “What you hear here or see here or do here, when you leave here let it stay here.”
- We will develop a statement together about conflicts of interest and to abstain from voting on such matters
- We will distinguish between the important and the unimportant. Our Board has limited time.
- We will work by reaching a common understanding of the issues, dealing with the options, choosing one, and unanimously supporting the decision even if an individual initially voted against it.

Structure

The term limit is for 1 year for each individual member

Desired characteristics of board members

I. Knowledge

- Understands and subscribes to the organisation's vision and values
- Understands the economics of health care and the plan and budgets required to achieve the organisation's vision
- Knows the organisation's current financial position
- Understands community demographics and needs
- Understands the complexity of the organization's challenges
- Has a grasp of medical training and education and the outcomes
- Knows the difference between governance and management
- Knows how to be a “team player”: when to listen and when to speak up
- Knows how to differentiate the important from the unimportant

III. Attitudes and personal characteristics

- Feels that collaboration is necessary for success
- Possesses openness and honesty
- Subscribes to and practices a high moral standard
- Is optimistic but realistic
- Values personal growth and learning, particularly covering matters confronting the board and the organization
- Sees self as a servant leader
- Accepts that the board has the authority and that individual board members have none (unless delegated by the board)
- Is personally challenged by what is best for the organization and the community
- Can be decisive and comfortable with large-scale decisions
- Accepts that change is our constant companion

Expectations

Expectations are clarified are in appendix A

All board members can expect to participate in a board that is well led, informed, experienced in proper board function, well sized, properly motivated, consistent, a unit, and respectful of management and professionals.

Chairperson

The chairperson:

- Ensure the board provides leadership for the organisation
- Has an effective working relationship with the Director of Quality and Education
- Chairs meetings (unless agreed otherwise)
- Draws up the board agenda with the Head of Quality and Performance
- Ensures meetings of the board are held
- Ensures that legal responsibilities of the organisation are met
- Facilitates board meetings to ensure there is effective participation and decision
- This role includes:
 - Working through the agenda.
 - Making sure that all at the meeting participate.

- Clarify the decision (and wording where appropriate)
- Signs the minutes after they have been confirmed as a true record of the previous meeting.
- Ensures the board commences an annual board review process

Roles of individual members

Principal roles/responsibilities of the board members as individuals are to:

- Have a commitment to the organisation's values and objectives
- Use their powers in the best interests of the organisation as a whole
- Make reasonable inquiries to ensure the organisation is operating efficiently, effectively, appropriately and legally in achieving its mission and goals.
- Read material for meetings in advance and any other relevant preparation
- Attend board meetings
- Participate in discussions
- Participate in decisions
- Participate in committees as appropriate
- Meet all their fiduciary duties and responsibilities

Duties and responsibilities

Board members have a responsibility to:

- Act honestly and in good faith
- Ensure that the organisation carries out activities within its purpose.
- Disclose potential conflicts of interest as soon as they arise.
This includes financial, political or personal benefit from:
 - other business or professional activities
 - employment or accountability to other people or organisations
 - membership of other organisations
 - ownership of property or other assets
- Where there is a conflict of interest remove themselves from particular discussions, decisions or votes, or resign altogether from the group
- Not use their position and information for personal benefit or advantage at the expense of the organisation.
- Act in the best interests of the organisation. The interests of the organisation are the members as a whole, not any particular member or group of members. For example, representatives should act for all members, not just those they represent.
- Exercise powers for their proper use.
- Ensure that duties they delegate to staff are carried out properly by competent

- people.
- Respect the privacy and confidentiality of information obtained in the course of their participation and not to share information that refers to staff members or members of the management group to any group or individual outside the organisation.