

The Programme Review Working Group

Terms of Reference

Written by:	Jeanette Haughey
Name of Group:	Programme Review Working Group
Purpose:	<p>To devise appropriate tools, mechanisms and procedures to review and quality assure Rehab Group programmes.</p> <p>Provide support to operations to implement the review process across all programmes and centres within Rehab Group</p> <p>Support an awareness campaign, provide information and guidance</p> <p>Review/devise additional -policies, procedures and guidelines as appropriate and in consultation with operations</p> <p>Identify training needs and support the provision of training in consultation with operations</p> <p>Support the implementation of quality assurance tools to continuously monitor activities/progress</p> <p>Mechanism to provide feedback on the effectiveness of the data capture tools and the overall quality assurance process</p>
Proposed Membership:	Operations, PDO, Centre Manager, Instructional Staff, Quality & Governance members
Accountability:	Jeanette Haughey reporting to Linda Coone
Meetings:	<p>First meeting face to face</p> <p>Followed by Go-to- meetings once a month (45 mins) for the 1st 2 months</p> <p>Followed by quarterly / 6 months meetings – format to be decided</p>
Communication:	Email, Meetings, Go to Meetings