

Collaborative Provision Procedure (RCPI-SOP-096)

Document Title	Collaborative Provision Procedure
Document Number	RCPI-SOP-096
Version	1.0
Department	Professional Affairs
Owner/Responsible for Implementation	Education Development Manager
Approving Body	Academic Board
Effective date:	February 2021
Next Review date:	February 2023
Related Documents	RCPI-Pol-040 – Policy on funding received from an External Body RCPI-Pol-095 – Collaborative Provision Policy

Procedural Steps

	Activity	Partner Provider Responsibility	RCPI Responsibility	Standard Operating Procedure (SOPs)
Collaborative Partner Approval	1. Opportunity Initiation	Engage with RCPI approval process through academic, legal, and financial due diligence	<p>Participation in a collaborative programme may arise by RCPI identifying a potential partner or a third-party prospective provider approaching RCPI.</p> <p>RCPI follows a defined process to consider collaborative programmes with prospective partners who have an excellent academic reputation and sound financial standing.</p>	<p>1.1 RCPI enter the opportunity initiation stage to identify a potential collaborative partner.</p> <p>1.2 RCPI and prospective partner explore the rationale, aims and objectives of a potential opportunity.</p> <p>1.3 RCPI prepares a proposal and refers this to the Academic Board to consider if the proposed collaborative programme aligns to RCPIs strategic aims and if there is a clear academic benefit for RCPI learners.</p> <p>1.4 If deemed suitable, the Academic Board refer the proposal for Senior Management Team consideration to determine if it is commercially viable and the resource requirements are available to develop and deliver the education programme. A business case submission (T002a Business Case Template) outlining the opportunity, benefits, rationale, and risk associated is submitted to the Senior Management Team, together with the Programme Viability Financial Model (ED-T-032)</p> <p>1.5 If RCPI SMT agree the opportunity merits further exploration, and the prospective partners management holds the same view, a project team is appointed.</p>

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Collaborative Partner Approval	2. Memorandum of Understanding	Engage with RCPI to input into creation of MOU. Define what the partner can offer.	Define an appropriate MOU to enable exploration of the opportunity.	<p>2.1 Appoint project managers to understand each party's potential roles and develop objectives between parties to support exploration of the opportunity and exchange of confidential information.</p> <p>2.2 Define parameters, aims, and timelines.</p> <p>2.3 Submit MOU for approval within RCPI and proposed partner.</p>
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Collaborative Partner Approval	3. Due Diligence	<p>Provide documentation and evidence as required to ensure RCPI of entity's bona fides to enter a collaborative partnership.</p> <p>Satisfy themselves that RCPI is an appropriate partner.</p>	<p>Engage with advisors to determine steps to be taken to ensure the academic, legal, and financial standing of the proposed partner.</p> <p>Provide prospective partner with relevant RCPI policies and processes.</p>	<p>3.1 Due diligence is carried out to evaluate the academic, commercial, and legal feasibility of the proposed collaboration.</p> <p>3.2 Project managers work to define information related to above key areas as well as quality assurance, management, reputational, ethical and facilities considerations.</p> <p>3.3 Due diligence process with prospective partner commences.</p> <p>3.4 RCPI Academic Board and Executive Board analyse the outcomes of the due diligence process and decide to proceed with or decline to proceed with the proposed collaboration.</p>

	Activity	Partner Provider Responsibility	RCPI Responsibility	Standard Operating Procedure (SOPs)
Collaborative Partner Approval	4. Consortium Agreement	Engage with RCPI on the Consortium Agreement.	If the previous stages give RCPI appropriate comfort, RCPI instigates the creation of a Consortium Agreement under RCPI Collaborative Provision Policy.	<p>4.1 RCPI and collaborative partner define structures and resources to support the intended collaboration.</p> <p>4.2 Management and legal teams define and agree the terms of the consortium agreement in line with QQI guidelines.</p> <p>4.3 The final draft consortium agreement is approved and signed by The President or CEO of RCPI and a person of equivalent position/seniority within the collaborative partner institution.</p>

Programme Development	5. Programme Board Establishment	<p>To participate in the Programme Board which is chaired by RCPI.</p>	<p>Academic Board provide approval in principle of proposed programme and appoint a Programme Lead, who establishes a Programme Board to conceive and develop a programme, subject to the final approval by the Academic Board</p>	<p>5.1 RCPI Academic Board appoint Programme Lead, and a Programme Board is established, with membership as per the Programme Board Terms of Reference (GOV-TOR-008).</p> <p>5.2 Once approved in principle, Programme Board design and approve curriculum to include:</p> <ul style="list-style-type: none"> • General information • Aims and objectives • Entry criteria • Programme content and structure • Teaching and Learning strategy • Assessment strategy • Programme Exam Board <p>5.3 Once developed the programme will be submitted to the Academic Board for final approval.</p>
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Programme Development	<p>6. Ongoing quality assurance of programmes</p>	<p>To participate in the relevant Board structures in support of programme governance, through the appointment of suitably qualified individuals.</p>	<p>Establish the necessary governance and oversight structures to ensure the programmes adheres to all RCPI Policies and Procedures.</p>	<p>6.1 Agreed Programme Board membership to include partner provider members.</p> <p>6.2 The partner provider will appoint a Lead with appropriate clinical and academic expertise to lead the partner providers Teaching Faculty in the delivery of the programme, and to work under the direction of the RCPI Programme Lead.</p> <p>6.3 Partner provider Programme Lead and Teaching Faculty to be appointed subject to the approval of the Programme Board.</p> <p>6.4 Terms of Reference and schedule of meetings to be agreed at the inaugural Programme Board meeting.</p> <p>6.5 Programme Board appoints an External Examiner – detailed in Section 13.</p>
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Programme Development	<p>7. Teaching Faculty recruitment, performance management and continuous professional development</p>	<p>Ensure Teaching Faculty and methods for recruitment, performance management and continuous professional development, meet and adhere to RCPI policies and procedures.</p>	<p>Through the Programme Board, ensure that partner provider is in adherence with relevant RCPI Policies and Procedures.</p>	<p>7.1 All Teaching Faculty are recruited subject to a robust recruitment process to include:</p> <ul style="list-style-type: none"> • Standardised interview and presentation • Submission of applicant to RCPI Programme Lead for approval <p>7.2 Induction provided on programme curriculum and Virtual Learning Environment (VLE)</p> <p>7.3 Ongoing monitoring of Teaching Faculty through:</p> <ul style="list-style-type: none"> • Direct observation • Comparison of performance across groups • Learner feedback (module/programme evaluations and learner representative on Programme Board) <p>7.4 Provision of development activities to include:</p> <ul style="list-style-type: none"> • Feedback and recommendations for improvement • Sharing of best practice • Access to CPD activities and library resources accessible through RCPIs Faculty Resources and Supports webpage.
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Programme Development	<p>8. Programme Content</p>	<p>Design, develop, quality assure and publish online with appropriate review and consultation with Programme Board</p>	<p>Academic Board approve through the Programme Board, programme content as suitable for Level 9 qualification</p>	<p>8.1 RCPI to approve process for content creation with collaborative partner, ensuring appropriate quality assurance steps are included.</p> <p>8.2 Collaborative partner to follow defined process for content creation using appropriately qualified subject experts.</p> <p>8.3 RCPI Programme Lead and Educationalist to receive regular status updates from collaborative partner.</p> <p>8.4 RCPI Programme Lead to review all online content created and make recommendations or approve as appropriate.</p> <p>8.5 RCPI Programme Lead and Educationalist to be provided with direct access to collaborative partners' online platform.</p> <p>8.6 On an ongoing basis, major or minor changes to programme will be made in line with the RCPI Change to Validated Programme Procedure. Once changes are noted to or approved by Programme Board as relevant, the above steps will be used to implement changes on the online platform. The Programme Board will approve the curriculum as amended for each academic year.</p> <p>8.7 Extensive Changes will be discussed by the Programme Board prior to submission of a detailed rationale for the proposed changes to the Academic Board for approval. Where a programme is validated by QQI, the programme must be</p>
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				re-submitted to QQI for differential validation.
Programme Development	9. Programme validation		RCPI to submit application to QQI for programme validation	9.1 Submission of a comprehensive application to QQI for programme validation.
Programme Development	10. Teaching Faculty Recruitment	Source, engage, interview, and select according to RCPI's criteria for teaching Faculty	Approve Teaching Faculty proposed by collaborative partner through the Programme Board.	<p>10.1 Collaborative partner to source appropriately qualified staff to act as programme teaching faculty</p> <p>10.2 Programme teaching faculty's to be selected based on interview and presentation of online lecture.</p> <p>10.3 CVs of proposed personnel to be provided to the RCPI Programme Lead who will approve or reject by return email.</p>

Programme Development	11. Programme Teaching Faculty Induction and Education	Prepare programme Teaching Faculty's on programme content and online facilitation and support programme teaching faculty delivery as well as performance manage the faculty	Approve processes for programme teaching faculty induction and ongoing development Approved programme Teaching Faculty given access to Teaching Faculty resources published on RCPI website. Apply CPD credit for programme and CPD credits for Teaching Faculty	11.1 All programme Teaching Faculty to receive standard programme induction. 11.2 Collaborative partner to share calendar of events and RCPI academic staff to be facilitated to join / observe teaching in progress. 11.3 RCPI Programme Board to receive programme reports including feedback on programme teaching faculty. 11.4 Programme Teaching Faculty performance to be managed by collaborative partner and issues reported to RCPI Programme Lead in real-time and subsequently noted to the Programme Board. 11.5 CPD for Teaching Faculty to be implemented by collaborative partner as agreed with Programme Board.
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Programme Development	<p>12. Programme Exam Board</p>	<p>Collaborative partner and relevant teaching faculty attend Programme Exam Board Meeting</p>	<p>RCPI Programme Lead to attend Programme Exam Board</p> <p>Select Chairperson in line with Programme Exam Board Terms of Reference (GOV-TOR-009)</p>	<p>12.1A Programme Examination Board will be established and will determine the recommendations to be made to the Programme Board in respect of learners' grades and of the award.</p> <p>12.2 Programme Exam Board papers to be circulated by collaborative partner one week in advance via secure link. Note: schedule of results not to be circulated electronically in advance to the Board members.</p> <p>12.3 The Programme Exam Board papers will include:</p> <ul style="list-style-type: none"> • Programme assessment strategy and programme schedule • Broadsheet of results (original results and any repeat results as separate files) • Any further information to be considered by the Programme Exam Board • A selection of assessment material for the Programme Exam Board members to review
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	<p>13. External Examiners</p>	<p>Liaise with RCPI on suitable induction for external examiner.</p> <p>Provide external examiner with assessments and programme work as required.</p>	<p>RCPI to nominate external examiner with approval by Programme Board.</p>	<p>13.1 Programme Board will appoint an independent expert to act as external examiner for each programme.</p> <p>13.2 Duties and responsibilities of the external examiner to be clearly detailed and approved by the Programme Board.</p> <p>13.3 External examiner to provide independent critique and approval of all programme assessment authoring, grading and candidate marks.</p> <p>13.4 External examiner to attend each Programme Exam Board meeting.</p>
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Learner Registration	<p>14. Learner Enrolment</p>	<p>Market the qualification in regions chosen in agreement with RCPI.</p> <p>Engage, review and select appropriately qualified applicants for enrolment.</p> <p>Pass confirmed learner details to RCPI</p> <p>Register and enrol learners on the VLE</p>	<p>Approve process for selection of learners.</p> <p>Approve advertising assets used by Collaborative partner</p> <p>Ensure robust mechanisms are in place around learner selection and recruitment</p> <p>Enrol learners on RCPI database</p> <p>Learners to be given access to Learner Resources & Support webpage on RCPI website</p>	<p>14.1 Collaborative partner screen applications based on agreed criteria; normally:</p> <ul style="list-style-type: none"> • MBBS / MBChB or equivalent medical qualification validated by NARIC and primary source verified • Evidence of candidates working in an appropriate healthcare setting • Adequate English language proficiency determined <p>14.2 Application process to ensure learner consent to transfer of data between RCPI and Collaborative partner.</p> <p>14.3 Collaborative partner groups candidates into three groups: Reject, Accept, Clarification required from Programme Board.</p> <p>14.4 Once an intake is agreed, collaborative partner provides encrypted spreadsheet of accepted learners who have paid fees to RCPI at end of registration period.</p> <p>14.5 RCPI issues letter of acceptance to successful applicants.</p> <p>14.6 Candidates are enrolled on collaborative partner and / or RCPI Virtual Learning Environment as required.</p> <p>14.7 Candidates to receive programme induction to include key aspects of academic policies and procedures, guidance on locating full documentation and the process for selecting a learner representative.</p>
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Learner Registration	15. Reasonable Accommodation & Equal Opportunities	Receive proposals for adjustments or reasonable accommodations from learners and pass to RCPI for consideration.	RCPI reviews and approves adjustments in line with Reasonable Accommodation and Equal Opportunities Policies.	<p>15.1 Collaborative Partner to inform RCPI of any requests made.</p> <p>15.2 RCPI to consider any appropriate adjustments in line with relevant policies.</p> <p>15.3 Outcomes to be approved by the Programme Lead and informed to learner by the Collaborative Partner.</p>
Learner Registration	16. Reconciliation of ongoing learner records	Keep accurate track of learner status (Active, Temporary Withdrawal, Permanent Withdrawal), Alumni and grades.	Reflect learner status on internal RCPI systems.	<p>16.1 Duplicate learner records will be maintained by RCPI and the Collaborative Partner in a manner that complies with relevant Data Protection legislation.</p> <p>16.2 Following each intake and assessment, a full reconciliation of records will take place between RCPI and the Collaborative Partner.</p> <p>16.3 All learner statuses to be noted and agreed at the relevant Programme Exam Board.</p>

Learner Journey	17. Programme Delivery	Deliver programme in line with curriculum and to appropriate standard as agreed with Programme Board	Through Programme Board, monitor the quality of programme delivery and ensure the learner experience is one of exceptionally high quality.	<p>17.1 Collaborative partner to detail learner supports and facilities to Programme Board</p> <p>17.2 Collaborative partner to provide Programme Board with detailed reports on:</p> <ul style="list-style-type: none"> • Learner engagement • Learner feedback • Teaching Faculty feedback • Performance by group / gender / profession
Learner Journey	18. Assessment Strategy	Partner teaching faculty creates assessments in line with programme curriculum and relevant RCPI Policies and Procedures.	Through the Programme Lead, RCPI assures itself that programme assessment meets the learning objectives and are administered appropriately.	<p>18.1 Collaborative Partner teaching faculty create assessments with appropriate internal review processes to ensure programme assessment is robust and meets programme objectives.</p> <p>18.2 Collaborative partner gives Programme Board assurance over the rigour underpinning the administration of assessments</p> <p>18.3 In sequence, the Collaborative Partner will provide the Programme Lead and external examiner with access to draft assessments, curriculum mapping and rubrics</p> <p>18.4 Programme Lead and external examiner approve or recommend changes to programme assessments</p>

Learner Journey	<p>19. Grading of assessments</p>	<p>Ensure assessments are graded in a manner that is reliable, and secure.</p>	<p>Through the Programme Lead and External Examiner, ensure that grading is reliable and secure.</p>	<p>19.1 Collaborative partner teaching faculty grade assessments according to approved rubrics</p> <p>19.2 Collaborative partner Programme Lead reviews quantum of learner submissions, as agreed with the Programme Board, and the array of marks to enable consideration of the overall standard and to permit comparison of the marking standards applied by different markers and for different elements of assessment.</p> <p>19.3 Learner submissions and grades per assessment are provided, in sequence to the RCPI Programme Lead and External Examiner for approval.</p> <p>19.4 Subject to approval of RCPI Programme Lead and External Examiner, results are released to learners as provisional, pending ratification by the Programme Exam Board.</p>
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Learner Journey	<p>20. Ratification and Formal Recording of Results</p>	<p>Maintain complete record of candidate results</p> <p>Submit schedule of results to RCPI in advance of Programme Exam Board meetings.</p>	<p>Through the Programme Exam Board, consider pseudonymised results</p> <p>Recommend awards to the Academic Board</p> <p>Maintain record of all results and awards</p>	<p>20.1 At the end of the Programme, or at an interim period as defined by the Programme Board, the Programme Exam Board will meet to consider and ratify learner results.</p> <p>20.2 The Collaborate Partner will supply the Programme Exam Board with:</p> <ul style="list-style-type: none"> • Programme assessment strategy and programme schedule • Broadsheet of results (original results and any repeat results as separate files) • Any further information to be considered by the Programme Exam Board • A selection of assessment material for the External Examiner to review <p>20.3 The Programme Exam Board will consider results and provide the Academic Board with recommendations for awards to be issued for the relevant programme.</p>
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Learner Journey	<p>21. Examination Deferrals / Interruption of Studies</p>	<p>Liaise with learners in respect of deferrals.</p>	<p>Manage the deferral and related processes as approved by the Programme Board</p>	<p>21.1 Interruption of studies form to be completed by learners and submitted to the Collaborative Partner</p> <p>21.2 RCPI Programme Board, or Programme Lead as delegated by the Programme Board, considers cases for deferral, and may permit a learner to defer in any semester upon written request in accordance with Deferrals Policy (ED-Pol-052)</p> <p>21.3 Deferrals are reported to the Programme Board and Programme Exam Board within the gradebook of results as referenced above.</p>
Learner Journey	<p>22. Mitigation (prior to Programme Exam Board)</p>	<p>Liaise with learners in respect of deferrals.</p>	<p>RCPI provides learners with mechanisms to consider situations where learners may evidence mitigating circumstances that impact their studies.</p>	<p>22.1 Learners to detail issue and impact on participation, studies, or assessment to RCPI through the Collaborative Partner.</p> <p>22.2 Collaborative Partner Programme Lead and RCPI Programme Lead consider impact of situation:</p> <ul style="list-style-type: none"> - If related to short-term absence on education programme, short extensions to assessments or an issue deemed minor, Collaborative Programme Lead to approve outcome which will be noted to the RCPI Programme Lead and Programme Board. - If related to conduct / performance in an assessment, Programme Exam Board to consider appropriate response in line with relevant RCPI Policies and Procedures.