

## RCSI Quality Committee

### Membership & Terms of reference

#### [1] Remit

The RCSI Quality Committee (QC) is responsible for the creation of policy and for the implementation of quality processes and quality assurance/quality improvement (QA/QI) activities across academic and administrative areas of all RCSI campuses.

#### [2] Membership

Composition	Name	Mode of selection
Chief Executive Officer, RCSI (Chair)	Prof Cathal Kelly	Ex Officio
President RCSI Bahrain	Prof Sameer Ootom	Ex Officio
Director of Quality Enhancement	Prof David Croke	Ex Officio
Head of Quality Enhancement, RCSI Bahrain	Dr Kathy Strachan	Ex Officio
Representative, Medicine & Health Sciences Board (MHSB) nominated by MHSB	Dr Anthony White	Nominated
Representative, Surgery & Postgraduate Faculties Board (SPFB) nominated by SPFB	Prof Tom Gorey	Nominated
External 'person of esteem' nominated by the Chief Executive Officer	Dr Norma Ryan	Nominated
President of RCSI Students' Union		Ex Officio
President of RCSI Postgraduate Students' Union		Ex Officio
Dean, Perdana University – RCSI*	Prof David Adams	Ex Officio
Quality Officer, Perdana University – RCSI*	Ms Mogana Devi	In attendance
Associate Director of Quality Enhancement	Dr Richard Arnett	In attendance
Executive Administrator, Quality Enhancement Office	Ms Anne Weadick	In attendance
QA/QI Analyst, Quality Enhancement Office	Ms Joanna Zawadzka	In attendance

\* Perdana University–RCSI representatives participate in meetings for PU-RCSI business only.

NB: Representatives of additional international RCSI programmes / campuses can be added to the QC as required.

### [3] Reporting structure

The QC reporting structure is depicted schematically below:



The QC will report both to the Medicine & Health Sciences Board (MHSB) and the Surgery & Postgraduate Faculties Board (SFPB). The Quality Enhancement Office (QEO) will act as the ‘executive arm’ of the QC and will report to the Chief Executive Officer (CEO) of RCSI. The QC will have one sub-committee reporting to it, the Institutional Review Working Group (IRWG); the IRWG is responsible for the management of Institutional Reviews conducted by Quality and Qualifications Ireland (QQI) under the terms of the Universities Act 1997 and the Qualifications and Quality Assurance (Education and Training) Act 2012.

The QEO will coordinate and support the work of the IRWG. The Medical Education Research Group (MERG) and the Awards & Qualifications Committee (AQC), report to the Academic Council (AC). Because of the key role played by the AC as a forum for heads of academic departments and of administrative functions, the QC also will have a reporting relationship to AC to ensure that its members are apprised of QA/QI issues and activities; specifically this will mean that reports & documents issued by the QC through the QEO will be communicated to the AC for information on a discretionary basis.

### [4] QC terms of reference

- to develop and maintain a quality focus in all RCSI activities
- to monitor quality issues and to advise MHSB, SFPB, AC, College Board & RCSI Council as required
- to oversee all QA/QI activities and to support College units (Schools and non-academic units) undertaking external and internal reviews across RCSI campuses (see Appendix 1)
- to monitor and review internal QA/QI policies and procedures
- to promote and support quality practices in assessment
- to monitor the implementation of Quality Improvement Plans developed by RCSI units following reviews
- to commission appropriate QA/QI activities in response to internal and external requirements
- to monitor and develop the RCSI QA/QI strategy in line with institutional requirements, local legislative requirements and international best practice
- to oversee an internal programme of ‘rolling reviews’ of academic units (at the level of Schools), of non-academic service units, of Postgraduate Faculties within RCSI and of RCSI international campuses

### [5] Frequency of meetings

The QC will meet quarterly.

## Appendix 1: The management of QA/QI processes on RCSI international campuses

In addition to the development and implementation of RCSI QA/QI policies and procedures across all campuses, the Quality Committee (QC) will play a significant role in supporting the international campuses in their interactions with local QA/QI structures and processes. The relevant reporting relationships are shown schematically below.

[a] Each international campus will constitute a local Quality Assurance Committee (QAC) which will report to the QC, and the Chair of each QAC will be a member of the RCSI QC; for example, the Chair of the RCSI-Bahrain QAC will be the Bahrain representative on the RCSI QC.

[b] Each international campus will appoint a part- or full-time member of administrative staff to act as Quality Officer to facilitate the work of the QAC and to manage local QA/QI activities & liaison with the QEO (Dublin) on a day-to-day basis.

[c] Schools and Non-academic Units located on international campuses will participate in Institutional Reviews of RCSI (under the aegis of QQI) and in internal reviews run by the QEO.

[d] The QEO will support and assist QACs on international campuses in QA/QI processes mandated by local institutions and/or legislation.

**Figure 1:** Reporting relationships between the Quality Committee and quality functions on RCSI international campuses & sites

