

Notification of Reportable Events and Changes

Guidance

Notification of reportable events and changes guidance

- 1.1 The GOC must maintain adequate oversight of approved qualifications. We must be assured by providers, in a timely manner, that:
 - 1.1.1 risks and issues are identified;
 - 1.1.2 mitigating actions are planned and implemented;
 - 1.1.3 outcomes are recorded (as relevant); and / or
 - 1.1.4 enhancements or changes to the qualifications are appropriately managed.
- 1.2 Providers are not required to report all events in or changes to their programme(s). They should consider the guidance below in making this decision.

Reportable events

- 1.3 Providers must notify the GOC as soon as practicable of any events that have an **actual or potential impact** on the delivery of the programme, and the management response. This may include (but is not limited to) breaches of the GOC requirements, exam regulation breaches, student misconduct, non-registrations, supervision breaches, referrals to GOC fitness to practise team, or cases where serious concerns have been raised regarding the programme or its delivery.

Reportable planned or actual changes

- 1.4 Providers must notify the GOC as soon as practicable of any **planned or actual changes** to the structure, delivery, resourcing, staffing and accommodation of the programme that are likely to impact:
 - 1.4.1 the quality of the programme;
 - 1.4.2 the delivery of the programme;
 - 1.4.3 public protection; and / or
 - 1.4.4 the ability of the programme to meet the GOC's requirements and standards.
- 1.5 **Planned changes** should only be reported where it is probable or definite that the changes will take place.
- 1.6 Examples of reportable planned or actual changes may include, but are not limited to, the following types of changes (when they may have a material risk to or impact on the programme, GOC requirements and / or patient safety):
 - 1.6.1 in programme finances;
 - 1.6.2 in management;
 - 1.6.3 to the title of the programme or qualification;
 - 1.6.4 to the level of the programme or qualification;
 - 1.6.5 to franchise agreements;
 - 1.6.6 to validation agreements;
 - 1.6.7 to the length of the programme and / or the mode of its delivery;
 - 1.6.8 in clinical provision;

- 1.6.9 in staffing, teaching or supervision personnel;
- 1.6.10 in assessment;
- 1.6.11 in Recognition / Accreditation of Prior Learning (RPL/APL) arrangements;
- 1.6.12 in student entry requirements;
- 1.6.13 in student numbers (an increase or decline of 10 per cent or more versus the maximum number of students approved by the GOC should be reported);
- 1.6.14 in patient numbers passing through the student clinic;
- 1.6.15 in teaching, learning and clinical accommodation;
- 1.6.16 in clinical assessment accommodation;
- 1.6.17 in practice-based learning arrangements;
- 1.6.18 in IT, library and other learning resource provision; and / or
- 1.6.19 in the intention to deliver the programme – i.e. an intention to cease to deliver the programme (and a desire to administratively withdraw GOC approval at a planned time in future).

What to expect after making a notification

- 1.7 The GOC will review the notification and any supporting information provided. In response, the GOC will either confirm that sufficient assurance has been provided, or may seek further assurance by:
 - 1.7.1 requesting further information;
 - 1.7.2 conducting a desk-based information review;
 - 1.7.3 holding a telephone conference or meeting with you; and / or
 - 1.7.4 conducting a quality assurance visit.
- 1.8 We may also report the event(s) or change(s) to Education Committee and / or Council.