

## RCSI Quality Enhancement Office

### Terms of reference

#### [1] Remit

The RCSI Quality Enhancement Office (QEO) is the executive function of the Quality Committee (QC) and of its sub-committees. The role of the QEO is to support the implementation of the RCSI quality assurance/quality improvement (QA/QI) strategy by coordinating all relevant activities and by collecting the data needed to allow the QC to quality assure all aspects of product delivery.

#### [2] Membership

Director, QEO  
Associate Director, QEO  
Executive, QEO

#### [3] Reporting structure

The QEO will report directly to the Chair of the QC, *i.e.*: the Chief Executive Officer of RCSI.

#### [4] Terms of reference

- to assist the QC in developing and maintaining a quality focus in all RCSI activities
- to assist the QC, and RCSI, in fulfilling all QA/QI requirements of the relevant statutory bodies
- to provide administrative support to the QC
- to coordinate the programme of internal reviews of Schools and non-academic units
- to advise and assist RCSI units in their participation in internal and external QA/QI activities
- to assist the QC in monitoring the implementation of Quality Improvement Plans following unit reviews
- to assist and support Heads of School in their preparation for and response to accreditation site-visits by the statutory professional regulatory authorities
- to assist colleagues in overseas RCSI campuses in their preparation for and response to site-visits by the local statutory professional regulatory authorities and QA/QI authorities
- to carry out bespoke reviews of units or programmes within RCSI as mandated by the QC
- to advise the RCSI Senior Management Team on quality issues affecting the College
- to conduct institutional research; *i.e.*: to collect routine institutional data as quality metrics
- to support and monitor all assessment QA/QI activities
- to carry out external QA/QI work on a consultancy basis as opportunities arise
- to maintain a record of internal and external QA/QI activities
- to produce an annual report

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