** Annual Continuous Quality Improvement Review**

**CEIAG QUALITY AWARD PROVIDER'S Self-Assessment Aide Memoire**

**Guidance Notes: (a) CEIAG QA Provider to complete the white section (b) QiCS Adviser to complete the green section

CEIAG Quality Award providers which have successfully achieved QiCS national validation are required annually to demonstrate their continuous quality improvement activities, and the potential impact of these, to their QiCS Panel Adviser. This will be undertaken through Continuous Quality Improvement Reviews (CQIRs), conducted 12 and 24 months after the date of your QiCS NV Panel and the QiCS assessment report.**

1. We invite you to complete this Self-Assessment Aide Memoire and to maintain this as a 'live record' which you can use when reviewing progress with your QiCS Adviser. The CQIR will be undertaken remotely by you completing this Aide Memoire *(detailing the Areas for Continuous Quality Improvement (AfCQI) identified at your last NV panel and you can add other development areas if appropriate)* and forwarding it by e mail to your allocated QiCS Adviser.
2. Your QiCS Adviser will review what you have submitted and will arrange a telephone review with you to discuss the comments you have made. Your Adviser may also ask for any supporting evidence to reflect upon as part of the CQI Review. During the Continuous Quality Improvement Review (CQIR) your QiCS Adviser will: -
* Discuss any issues or changes or challenges your CEIAG Quality Award may have faced over the last year, which have impacted on your CQI progress.

• Discuss and reflect on what you have submitted on this Aide Memoire concerning the AfCQIs identified in your QiCS assessment report and progress against these. This discussion will be open and supportive and encourage dialogue.

• We also invite you to include - as part of your own commitment to Continuous Quality Improvement (CQI) - any additional development areas which you wish to discuss. We accept that it may well also be possible that on reflection or following changes within your Award, that previously identified AfCQIs are no longer appropriate, and invite you to discuss the reasons for this too with your QiCS Adviser should this be the case.

• Your QiCS Adviser will make a professional judgment on sufficiency and relevance of the evidence of CQI you provide in a similar way as to that which they use to make judgements when assessing your Award against the Standard at the national validation panel stage. This will be discussed with you and subsequently with the QiCS Project Leader, following which **a CQIR Progress Report will be submitted to you and retained alongside your NV Panel Assessment Report for consideration at the next CQIR or at the QiCS revalidation stage**.
* Any serious concerns which your QiCS Adviser might have would also be discussed with the QiCS Project Leader, and if necessary you would be given both a clear statement of action(s) required by you and a timescale for a further CQI review. In extremis, should there be material matters which continue to cause us to concern about the appropriateness of your Award retaining QiCS national validation, a Panel would be convened to which you would be invited to meet with us face-to-face to discuss these further.

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| Completed please by the CEIAG QA provider |  Name of CEIAG QA provider |  |
| Contact Name |  |
| Contact E mail Address |  |
| Completed by the QiCS Adviser | **Year 1 or Year 2?** CQIR: Date Completed |  |
| QiCS Adviser’s comments |  |
|  Areas for Continuous Quality Improvement recommended/suggested in the QiCS assessment report following your most recent panel |  Please provide an update on **progress** with actions you have taken to address the Areas for Continuous Quality Improvement, and your **assessment** of the impact this has made on your CEIAG Quality Award. Examples of supporting evidence would be helpful.  | QiCS Adviser’s Comments |
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**OTHER DEVELOPMENTS SINCE THE LAST QICS NATIONAL VALIDATION REPORT**

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|  Please include here anything material which you believe has impacted upon your CEIAG Quality Award since the last QiCS NV Panel and assessment report. | QiCS Adviser’s Comments |
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