



## Quality Assurance Policy for BAOS Educational Events

### BAOS responsibilities

Aims, objectives and learning outcomes (A+O+LO) and amount of verifiable CPD for study day published on website and documented on certificate

Regional rep co-ordinators to review A+O+LO of educational event prior to advertising to ensure current/accurate/appropriate

Ensure all commercial interests are disclosed to participants in advance, and that educational content and commercial sponsorship kept separate

Organise online collection of anonymous feedback from study day participants about:

1. Achieved individual learning objectives/outcomes and comments allowed for each
2. Quality of design and delivery
3. Relevance/usefulness of information
4. Ability to engage participants
5. Value for money
6. Suitability of venue
7. Absence of commercial bias or promotion
8. Suggestions

Complaints procedure for educational events available on website

Appropriate storage of participant data (records of A+O+LO, amount of verifiable CPD and evaluation data for study day)



## **Course organiser/Regional reps**

Write A+O+LO for study days (SMART)

Regional reps to submit these A+O+LO to regional rep leads for review/approval prior to advertising

Advertise speaker qualifications/expertise, format for day, duration and cost and provide single point of contact for study day participants

Declare sponsorship/promotion if relevant or any conflicts of interest on marketing material

Liaise with speakers to help them understand target audience knowledge/understanding

Ensure study day setting/facilities appropriate for learning

Study day content – evidence-based, references apparent, maximise audience engagement and understanding/learning e.g. Q +A's, discussion, appropriate delivery

Design/include an assessment of participants learning

Responsible for attendance monitoring on day (sign in/out) and to send this information to BAOS office

Review evaluation from study day and use this to inform annual report to council for improvement of future study days

Appropriate storage of participant data