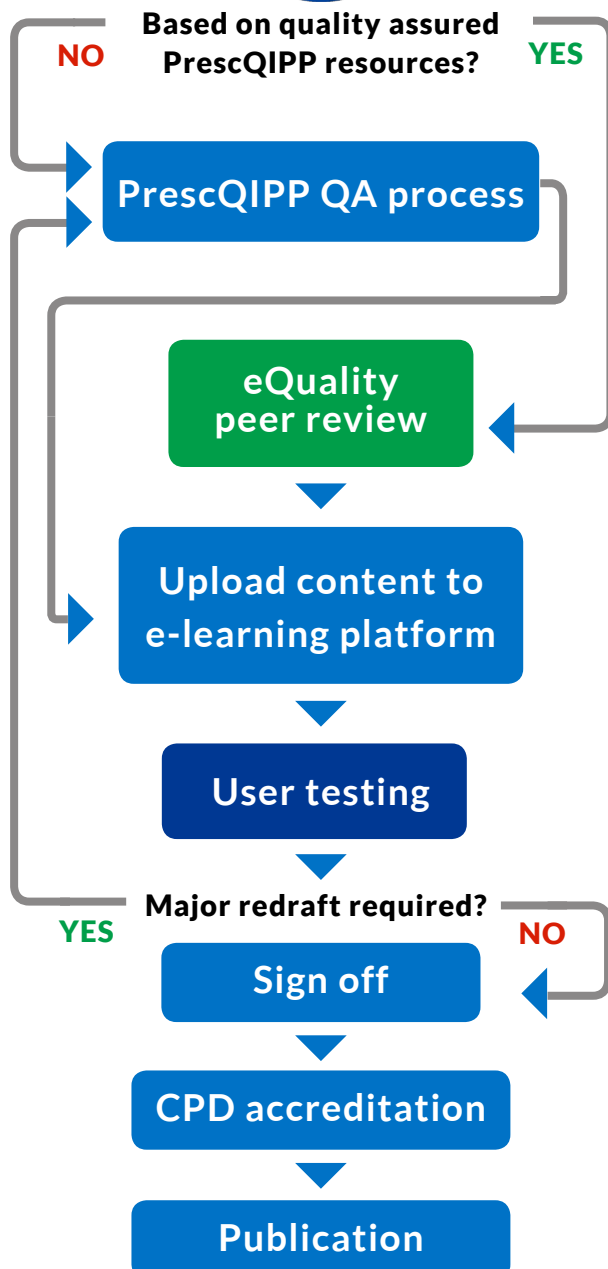# PrescQIPP e-learning quality assurance (eQA) process

PrescQIPP's number one priority is ensuring that the quality and evidence base of our resources is of the highest standard, and this includes the content of our e-learning courses.

Draft e-learning content

Based on quality assured PrescQIPP resources?

NO   YES

PrescQIPP QA process

eQuality peer review

Upload content to e-learning platform

User testing

Major redraft required?

YES   NO

Sign off

CPD accreditation

Publication

The QA and eQA processes

The content for many of our e-learning courses is developed from PrescQIPP resources and guidance that have already passed through our <u>full quality assurance (QA) process</u>. eQA denotes a further set of processes that have been designed to ensure that this content has been accurately translated into an e-learning format, and that it effectively meet the needs of its intended audience.

Any e-learning content that is entirely original or which extends significantly beyond the scope and clinical evidence of resources that have been previously quality assured, will be subject to PrescQIPP's QA process. This means that all students can be assured that PrescQIPP e-learning courses originate from the same high quality standard.

The eQA process

Consists of three elements:

► The eQuality peer review

► User testing

► CPD accreditation

eQuality peer review

This review has a specific focus on ensuring that the proposed e-learning content accurately reflects the clinical messages and evidence base of the originally QA'd material.

The process is undertaken by at least one reviewer who was involved in the quality

assurance for the material from which the e-learning content has been derived, and who is asked to answer the following questions:

► Is the quality assured PrescQIPP resource on which the e-learning content is based still applicable and up to date?

► Does the course content including: the learning objectives; lessons; case studies; and quizzes accurately reflect the previously quality assured resource?

► Where a clinical statement is made, is this supported by quality assured material with evidence?

► Do you find the language within the resources to be clear, understandable and with a straightforward flow?

► Do you think any additional resources could improve implementation of these resources?

The reviewer is encouraged to make additional comments and suggestions to challenge and/or improve the content of the e-learning. This feedback is captured for transparency purposes, and any amendments made as necessary. If the reviewer feels that the proposed content of the course, does not accurately reflect the previously quality assured resource or that it extends significantly beyond the messages within it, the proposed e-learning content may either be rewritten to ensure that it does, or submitted to the PrescQIPP QA process.

User testing

After the eQuality peer reviewed content has been produced and uploaded to the e-learning platform, it passes to User testing.

The purpose of this process is to ensure that the e-learning content effectively delivers the stated learning objectives and is appropriate for end users.

The process is undertaken by a panel of three users who represent the intended audience for the e-learning course. Depending on the content, this panel may include medicines management teams, nurses, GPs, practice staff or care home staff end users. The panel are asked to answer the following questions:

► Can you enrol in the course?

► Are the learning objectives clear and are they met by the modules and lessons?

► Are the lessons clear, specific and appropriate?

► Are the case studies clear, and based on the content in the lessons?

► Are the quiz questions sufficiently testing and are the answers correct?

► Are there any areas of learning that have not been sufficiently tested by the quizzes?

► Do all hyperlinks work and do they open in a new browser window?

► Do the videos play correctly and is the audio sufficiently clear?

The panel is encouraged to make additional comments and suggestions to challenge and/or improve the resource. The feedback for every item is captured and filed for transparency purposes.

If you are interested in acting as a panel member for relevant courses as part of the user testing process, please contact help@prescqipp.info.

Final sign off

Once the course has been updated to take account of feedback from the User testing process, it is submitted for final sign off by PrescQIPP's Chief Executive.

CPD accreditation

All PrescQIPP e-learning courses are also accredited by an independent assessment body called CPD-UK. CPD certification helps learners to be confident that the e-learning course has been

effectively structured and designed to meet CPD requirements. Courses may also be submitted for other types of certification or accreditation as appropriate.

Review date

A review date for every e-learning course is set two years after publication, or on publication of new guidance or directives relating to resources items to ensure that the content remains accurate and effective. Course content that is identified to be in need updating will either be retired or redrafted and resubmitted for QA/eQA as appropriate, depending on the nature and extent of the changes required.