

# Scheduling Calendar

September			Christmas / New Year	January			Easter (varies)	May			Summer
September	October	November	December	January	February	March	April	May	June	July	August
<b>QAA Scheduling Calendar</b>											
Scheduling Window 1 Sept - Dec start dates	QA Link requests for Jan - Apr programme start dates for Scheduling window 2  Optional AEI drop in 3rd Wednesday of November 14:00-15:00			Scheduling Window 2 Jan - April start dates	QA Link requests for May - Sept programme start dates for Scheduling window 3  Optional AEI drop in 3rd Wednesday of March 14:00-15:00			Scheduling Window 3 May - Sept start dates	QA Link requests for Sept-Dec programme start dates for Scheduling window 1  Optional AEI drop in 3rd Wednesday of July 14:00-15:00		



# Guiding Principles

- AEs submit a QA Link request ahead of the scheduling window as detailed on the QAA Calendar
- It is recommended that the programme is planned to run within 12 months of NMC approval
- You may be contacted ahead of scheduling by the Lead Nurse / Midwife to discuss the request in more detail and consider the standards in scope
- Requests will be prioritised by programme start date, factoring in any specific holiday closure periods
- Once the scheduling window closes you will be allocated the most appropriate event type determined by the details in your QA Link request, any discussions with the Lead Nurse/Midwife and the decision matrix
- Timeline to suit your start date; for example:
  - September start dates - any timeline completing by the end of July
  - January start dates - any timelines completing by the end of October



# Timelines / Weeks

## Modification Panels

1 Gateway 3 opens	2	3	4	5	6	7 Panel	8	9	10	11	12	13	14 QAA Report	Observation 1	2	3	4	NMC 1	2	3	4	5	NMC Letter
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## Modification Panels (with conditions)

1 Gateway 3 opens	2	3	4	5	6	7 Panel	8	9	10	11	12	13	14	Conditions	QAA Report	Observation 1	2	3	4	NMC 1	2	3	4	5	NMC Letter
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## Engagement Events

1 Gateway 3 opens	2	3	4	5	6	7 Event	8	9	10	11	12	13	14	15 QAA Report	Observation 1	2	3	4	NMC 1	2	3	4	5	NMC Letter
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## Engagement Events (with conditions)

1 Gateway 3 opens	2	3	4	5	6	7 Event	8	9	10	11	12	13	14	15	Conditions	QAA Report	Observation 1	2	3	4	NMC 1	2	3	4	5	NMC Letter
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## Quality Assurance Visit/ Programme approval

1 Gateway 3 opens	2	3	4	5	6	7	8	9	10	11 Visit	12	13	14	15	16	17	18	19 QAA Report	Observation 1	2	3	4	NMC 1	2	3	4	5	6 NMC Letter
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## Quality Assurance Visit/ Programme approval (with conditions)

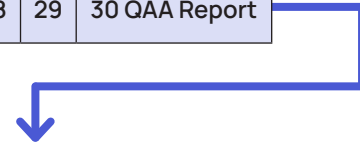
1 Gateway 3 opens	2	3	4	5	6	7	8	9	10	11 Visit	12	13	14	15	16	17	18	19	Conditions	QAA Report	Observation 1	2	3	4	NMC 1	2	3	4	5	6 NMC Letter
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# Timelines / Weeks

## Institutional Approvals

1 QA Link opens	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22 Event	23	24	25	26	27	28	29	30 QAA Report
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Observation 1	2	3	4	NMC 1	2	3	4	5	6 NMC Letter

## Institutional Approvals (with conditions)

1 QA Link opens	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22 Event	23	24	25	26	27	28	29	30	Conditions	QAA Report
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Observation 1	2	3	4	NMC 1	2	3	4	5	6 NMC Letter

