

This template is utilised to send out to a LEP for use with level 1 of the quality review framework requesting a paper based review of quality issues highlighted. When a LEP receives this review report request they must respond to the School utilising this form with improvement action plans within 1 month of the initial request date and subsequent progress reports if required.

1. Description of Issue(s) / Concern(s) Identified (Completed by <u>School</u> lead requesting review)

2. Update on Issue(s) / Concern(s) Identified with appropriate evidence(Completed in response by <u>lead at LEP</u> e.g. Clinical Tutor / Medical Director)	

Check: Appropriate supporting evidence attached to validate update (✓)

3. Any Improvement Actions Identified (Completed in response by lead at LEP and agreed with lead requesting review)					
	Issue identified	Actions planned to mitigate issue	Lead	Date due by	Progress Updates (list & attach appropriate evidence)
1.					
2.					
3.					
4.					
5.					

Date to review report:		Date report closed / actions completed:	
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LEP Lead Name:		Position:		Signature:	
Deanery Lead Name:		Position:		Signature:	