Figure 1: NCAP Project Team

Programme Manager
Beatrice Tooke (0.5) - Deputy Programme Manager
Ella Webster - Project Officer
Zoe Oliver - Project Officer
Emily Coll - Project Administrator
Vacant (0.5) - Project Administrator
Vacant (0.5)
Figure 2: NCAP Management Diagram

- **Director (CCQI)**
  Professor Mike Crawford

- **Head of Clinical Audit and Research**
  Dr Alan Quirk

- **NCAP Project Team**
  See figure 1 above

- **Audit Implementation Group**

- **Steering Group**

- **Expert Advisors**
  
  - Paul Basset, Statistician
  - Maureen McGeorge, QI Expert

Legend:
- Advisory input
- Decision making input

August 2020
## Audit Management and Governance

### Decision making input

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Director (CCQI)**  
Professor Mike Crawford | Directs and has overall responsibility for delivery of all CCQI projects  
Sits on Steering Group and Implementation Group |
| **Head of Clinical Audit and Research**  
Dr Alan Quirk | Directs and supervises the work of all audits in the CCQI  
Sits on Steering Group and Implementation Group |
| **Project Team**  
Beatrice Tooke, Programme Manager,  
Ella Webster, Deputy Programme Manager,  
Zoe Oliver, Project Officer, Bethany Back Project Officer | Responsible for implementing the project, engagement with participants and day-to-day decision making.  
Meet regularly with Dr Quirk to coordinate tasks, report on progress and, anticipate and report on feasibility.  
Provide regular updates to Implementation and Steering Groups and take forward decisions |
| **Implementation Group** | Coordinates expert involvement into audit development and operation  
Meets every 6 weeks |

### Advisory Input

<table>
<thead>
<tr>
<th>Group</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Steering Group** | Provides advice and guidance on all aspects of the audit including recruitment, engagement, development, communication and reporting  
Meets twice a year |
| **Programme Managers (CCQI Cluster 3 – Audit and Research)** | Provides peer support and advice to audit Programme Manager and team. |
| **Expert Advisors** | Provides statistical and quality improvement advice and guidance to the project team and implementation group. |

### Other

| CCQI Governance Board | Chaired by Royal College of Psychiatrists’ President. Membership includes RCPsych CEO, Dean, Clinical Lead for Accreditation.  
Provides oversight on all CCQI projects in matters of practice, ethics and methodology. Not involved in decision making related to project content or delivery. |