

# Annual Monitoring guidance notes

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## Section 1: Introduction

### About us (the HPC)

We are the Health Professions Council. We are a health regulator, and we were set up to protect the public. To do this, we keep a Register of health professionals who meet our standards for their training, professional skills, behavior and health.

We currently regulate thirteen health professions:

- Arts therapists;
- Biomedical scientists;
- Chiropodists and podiatrists;
- Clinical scientists;
- Dietitians;
- Occupational therapists;
- Operating department practitioners;
- Orthoptists;
- Paramedics;
- Physiotherapists;
- Prosthetists and orthotists;
- Radiographers; and
- Speech and language therapists.

We may regulate other professions in the future. For an up-to-date list of the professions we regulate, please see our website: [www.hpc-uk.org](http://www.hpc-uk.org)

Our Register is available on our website for anyone to search, so that they can check the registration of their health professional.

### Our key functions

In order to protect the public, we:

- set standards for the education and training, professional skills, conduct, performance, ethics, and health of registrants;
- keep a Register of health professionals who meet those standards;

- approve programmes which health professionals must complete in order to register with us; and
- take action when health professionals on our Register do not meet our standards.

The Health Professions Order says that we must set our standards to protect the public, and that we must set standards which are necessary for safe and effective practice. This is why our standards are set at a ‘threshold’ level.

### **About this document**

Since its inception, the Education Department of the Health Professions Council has been undertaking approvals visits to educational institutions throughout the UK. As part of an approval visit, the HPC assesses the programme against our Standards of Education and Training (SETs) to ensure that upon graduation, all students meet our Standards of Proficiency (SoPs).

Following the approval of an educational programme by the HPC, the programme obtains what we refer to as “open-ended approval” and is then subject to annual monitoring. Annual monitoring is a documentary process by which we determine whether or not a programme continues to meet all the HPC standards against which it was originally assessed.

It is intended, so far as possible, to use and build upon Education Providers’ own processing for monitoring, drawing heavily on universities' existing documentation and remove the need for regular visits.

The HPC monitoring cycle will take place annually and will involve two types of monitoring submissions over a two year period. In year one, programme leaders will need to complete a one page self declaration form. In year two, a two page audit form must be completed and submitted. This will be accompanied by the previous two years external examiners reports and education providers annual reports.

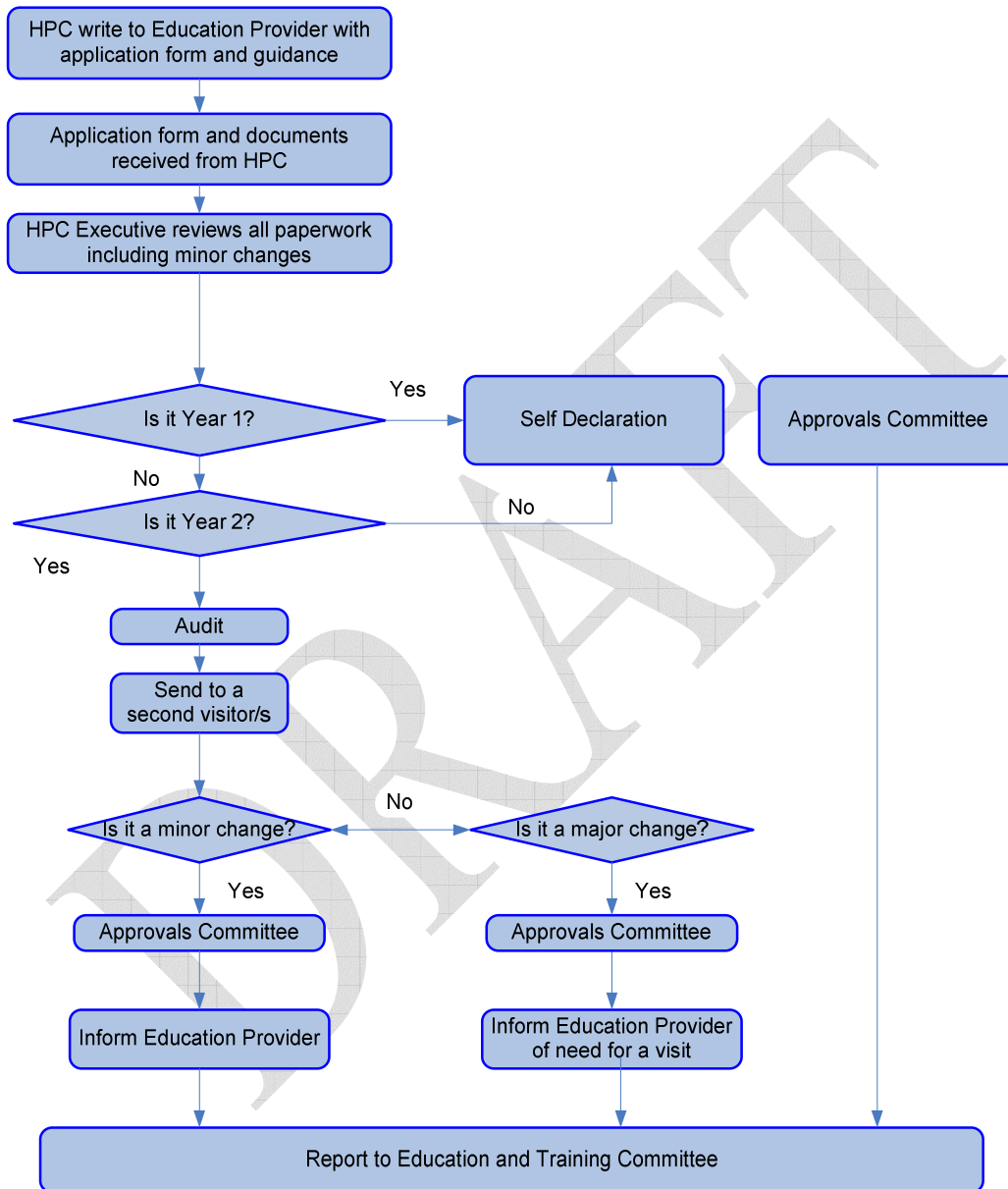
The Annual Monitoring Process operates in conjunction with the minor and major change process. Education providers are required to notify us of any changes to HPC approved programmes via the minor and major change process. Information on the minor and major change process, can be found in the guidance notes which are available on our website.

The information contained in this document is designed to clarify the Annual Monitoring process and to assist Education Providers in preparing the required documentation. The process for submitting Annual Monitoring documentation is usually an e-mail or correspondence based exercise and is clearly outlined in the flowchart and process description that follow.

Throughout the document, ‘we’ refers to the Health Professions Council, and ‘you’ refers to staff working on an approved programme, or a programme that is seeking approval. Where the abbreviation ‘SET’ followed by a number is used, this refers to a specific Standard of Education and Training.

## Section 2: Flowchart of the process

The flowchart below was developed to ensure that the trackings of Annual Monitoring are complimentary with the Approvals Process and Minor and Major Change Process. This process builds on, and provides more detail on, that contained in the 'Key decisions from our consultation on the Standards of Education and Training and Approvals Process'.



### Section 3: The Process

The following points are provided as elaboration of the steps outlined in the above flowchart.

Each Autumn, HPC will write to all programme leaders and quality assurances officers with general information on the Annual Monitoring Process. This information will also be posted on our website

The HPC monitoring cycle will take place annually and will involve two types of monitoring submissions over a two year period. The two year period will be as follows

#### Year One – Self Declaration Form

The education provider will need to complete a **self-declaration form** and submit it to HPC within 28 days of the finalisation of the institutions internal annual monitoring process. For example, if you are required to submit your annual monitoring report to your quality assurances office on the 2<sup>nd</sup> March, you will need to ensure you have submitted your self-declaration form to HPC by 30<sup>th</sup> March.

The self-declaration form is divided into two sections:

- Section 1 asks you to provide details of the institution, programme and contacts.
- Section 2 asks you to confirm that the programme continues to meet the HPC Standards of Education and Training and that upon graduation the students meet the HPC Standards of Proficiency.

A letter will be sent to you confirming receipt of the form. The form will then be submitted to the Approvals Committee for sign off.

If the programme has undergone any changes which have not been reported to us via the Minor/Major change process, or you are unsure in anyway as to whether the programme continues to meet any of HPC's Standards, please contact a member of Education Department as soon as possible.

#### Year Two – Audit Form

The education provider will need to complete an **annual monitoring audit form** which is also divided into two sections:

- Section 1 requires you to provide details of the institution, programme and contacts.
- Section 2 requires you to map any changes in your programme against the Standards of Education and Training and the Standards of Proficiency.

When you submit the completed audit form, you will also need to submit:

- the last two years **External Examiner's Reports** for the programme and
- the last two years **Internal Quality Review/Report** for the programme

You will need to submit **three hard copies** and **one electronic copy** of the above documents to HPC within 28 days of the finalisation of the institutions internal annual monitoring process.

You may also want our Visitors to see copies of institutional documents that show how you are continuing to meet our Standards (for example, the Faculty Professional Suitability Policy). You can either send these documents, or if you wish, reference a web address where our Visitors can view the documents.

## Procedure at HPC

The audit form and reports will be reviewed by a Visitor. Where possible, to ensure continuity, we will ask at least one of the Visitors who was involved in the original programme approval to assess your annual monitoring report. If this is not possible, we will send the report to another Visitor from the same part of the register, who is appropriately qualified.

In some cases, Visitors may request additional information (for example, minutes from feedback meeting with student and/or placement education). If this happens, an officer from HPC will contact you via email and request the additional information. In this case you will have 28 days to submit the additional information to us.

Once the Visitor(s) have assessed the documentation, they will make a recommendation to the Approvals Committee. The Approvals Committee, based upon the recommendation of the Visitors will decide either:

That the programme is in good health and continues to meet the Standards of Education and Training and the Standards of Proficiency

Or

That the programme has undergone major change and HPC should visit the programme in the next academic year

Education Providers will be informed of Approval Committees decision in writing within 28 days of the committee meeting. If the Committee decides that a programme has undergone major change and requires a HPC visit, a member of the Education Department will liaise with you and agree a suitable date for a HPC Approval Visit.

Failure to submit an Annual Monitoring Audit form by the agreed date will be reported to Approvals Committee, who will consider the future of HPC's approval of your programme.

At the end of the academic year, the Education Department will report to Approvals and Education and Training Committee on the Annual Monitoring Process, highlighting trends and areas of best practice.

#### Section 4: HPC reference documents

<i>Document</i>	<i>Date of Publication</i>
SETs guidance	December 2005
Key decisions from our consultation on Standards of Education and Training and the Approvals Process	September 2004
Standards of Education and Training	November 2004
Standards of Proficiency for Paramedics, Dietitians, Orthoptists, Chiropodists and Podiatrists, Radiographers, Clinical Scientists, Biomedical Scientists, Occupational Therapists, Physiotherapists, Prosthetists and Orthotists, Speech and Language Therapists	July 2003
Standards of Proficiency for Operating Department Practitioners	August 2004
Annual Monitoring application form and guidance	December 2005

All of these documents will be published on our website: [www.hpc-uk.org](http://www.hpc-uk.org)

#### Section 5: Contact Details

If you have any questions regarding the process for submission of minor changes to the HPC, please contact the Education department directly:

Health Professions Council  
Education Department  
Park House, 184 Kennington park Road  
Kennington  
London  
SE11 4BU  
Tel: +44 (0)20 7582 0866  
Fax: +44 (0)20 7820 9684  
e-mail: [education@hpc-uk.org](mailto:education@hpc-uk.org)