

**Health Professions Council  
Approvals Panel – 13 June 2006**

**PROGRAMME APPROVAL**

**Executive Summary and Recommendations**

**Introduction**

The Visitors have confirmed that the conditions relating to the following programmes approval have been met. The Visitors are now satisfied that the programme meets the Standards of Education & Training and wish to recommend approval. The attached Visitors' reports have been updated to reflect that the conditions have been met.

<b>Education Provider</b>	<b>Programme Name</b>	<b>Delivery mode</b>
Bournemouth University	Non Medical Supplementary Prescribing for AHPs	PT
University of Huddersfield	Supplementary Prescribing for Allied Health Professionals	PT
University of Plymouth	Supplementary Prescribing	PT

**Decision**

The Panel is asked to approve the above named programmes in line with the Visitors' recommendation that the programme now meets the Standards of Education and Training.

**Background information**

None

**Resource implications**

None

**Financial implications**

None

**Appendices**

Visitors Reports (3)

**Date of paper**

1 June 2006

## Health Professionals Council Visitors report

<b>Name of education provider</b>	Bournemouth University
<b>Name and titles of programme(s)</b>	Non Medical Supplementary Prescribing for AHPs
<b>Date of event</b>	4 <sup>th</sup> April 2006
<b>Proposed date of approval to commence</b>	September 2006
<b>Name of HPC visitors attending (including member type and professional area)</b>	David Whitmore – Paramedic Jenny Morris - Physiotherapist
<b>HPC Executive officer(s) (in attendance)</b>	Edward Crowe – Education Officer
<b>Joint panel members in attendance (name and delegation):</b>	Not Applicable

Scope of visit (*please tick*)

<b>New programme</b>	<input checked="" type="checkbox"/>
<b>Major change to existing programme</b>	<input type="checkbox"/>
<b>Visit initiated through Annual Monitoring</b>	<input type="checkbox"/>

**Part 1.**

**1.1 Confirmation of meetings held**

	yes	no	n/a
Senior personnel of provider with responsibility for resources for the programme	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programme planning team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Placements providers and educators	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**1.2 Confirmation of facilities inspected**

	yes	No
Library learning centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>
IT facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Specialist teaching accommodation	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**1.3 Confirmation that particular requirements/specific instructions (if any) of the Education and Training Committee that have been explored e.g. specific aspects arising from annual monitoring reports.**

Requirement (please insert detail)	yes	no	n/a
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<b>Proposed student cohort intake number please state</b>	20 Two cohorts per year
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The following summarises the key outcomes of the approvals event and provides reasons for the decision.

**CONDITIONS – These are all referenced to the HPC Standards of Education and Training (SET)**

**Condition 1**

**SET 2.2.4**

**Apply Selection and entry criteria including appropriate academic and or professional entry requirements.**

**Condition** – The University must clarify and detail appropriate academic and professional entry requirements in line with the current Department of Health requirements within the documentation.

**Reason** – From the visitors reading of the documentation this was not clear.

**Condition 2**

**SET 3.2 & 3.4**

**The programme must be managed effectively and there must be an adequate number of appropriately qualified and experienced staff in place to deliver the programme.**

**Condition** - The University must employ as a member of the programme team at least one registered AHP relevant to the course.

**Reason** – Although this person was not in place at the moment, the Programme team verbally articulated to the visitors during the meeting that this would happen.

**Condition 3**

**SET 4.7**

**Where there is inter-professional learning the profession specific skills and knowledge of each professional group must be adequately addressed.**

**Condition** - The programme team must produce an indicative timetable that reflects an AHP student population.

**Reason** - From the visitors reading of the timetable documentation it appeared to be nursing orientated.

**Condition 4**

**SET 6.3**

**All assessments must provide a rigorous and effective process by which compliance with all external reference frameworks can be measured.**

**Condition** – The University must describe the criteria for the level of performance for the competence statements made in the Clinical Practice Record.

**Reason** – The documentation should clarify to both students and mentors alike the desired performance that would constitute achievement at the desired level.

**Conditions to be met by 22 May 2006.**

## **RECOMENDATIONS**

### **Recommendation 1**

**Set 5.6 & 5.11**

**The education provider must maintain a thorough and effective system for approving and monitoring all placements and practice placement providers must ensure necessary information is available at the appropriate time for both the education provider and students.**

**Recommendation** – The University could enhance the feedback from practice placements to the University with a view to requiring that feedback forms are returned, in particular from the mentors.

**Reason** – This would ensure parity of student experience, and quality of mentorship.

### **Recommendation 2**

**Set 5.8.3**

**Unless other arrangements are agreed practice placement educators: undertake appropriate practice placement educator training.**

**Recommendation** – The programme team could consider alternative approaches, such as access to University IT/on-line resources to achieve appropriate mentor training and attract appropriate mentors.

**Reason** - From discussions during the meeting it was apparent to the visitors that there were some difficulties in this area, particularly in recruiting good mentors to increase the mentorship pool.

## **COMMENDATIONS**

The way in which OSCEs are undertaken wherever possible within a real practice environment is to be applauded. This is very much good assessment practice and to be commended to other institutions.

### **Decision of the HPC Visitors**

The nature and quality of instruction and facilities meets the Standards of Education and Training.

We recommend to the Education and Training Committee of the HPC that they approve this programme, subject to the above conditions being met.

**Visitors' signatures:**

**David Whitmore:**

**Jenny Morris:**

**Date: 30 May 2006**

ALL CONDITIONS MET

**Health Professions Council  
Department of Education and Policy**

**Visitors report**

<b>Name of education provider</b>	University of Huddersfield
<b>Name and titles of programme(s)</b>	Supplementary Prescribing for Allied Health Professionals
<b>Date of event</b>	Tuesday 4 <sup>th</sup> April 2006
<b>Proposed date of approval to commence</b>	September 2006
<b>Name of HPC visitors attending (including member type and professional area)</b>	Bob Fellows - Visitor and Paramedic David Halliwell – Visitor and Paramedic
<b>HPC Executive officer(s) (in attendance)</b>	Joanna Kemp– Education Officer
<b>Joint panel members in attendance (name and delegation):</b>	N/A

**Scope of visit (please tick)**

<b>New programme</b>	<input checked="" type="checkbox"/>
<b>Major change to existing programme</b>	<input type="checkbox"/>
<b>Visit initiated through Annual Monitoring</b>	<input type="checkbox"/>
This is a major change to an existing Supplementary prescribing course run for Nursing, Midwifery and health Visitors and Pharmacists, however this is a new programme for the HPC to include AHPs (Physiotherapists, Radiographers, Chiropodists, Optometrists and Podiatrists)	

**Confirmation of meetings held**

	yes	no	n/a
Senior personnel of provider with responsibility for resources for the programme	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programme planning team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Placements providers and educators	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Confirmation of facilities inspected**

	yes	no
Library learning centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>
IT facilities, more specifically we had a demonstration of the BLACKBOARD SYSTEM	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Specialist teaching accommodation	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Confirmation that particular requirements/specific instructions (if any) of the Education and Training Committee that have been explored e.g. specific aspects arising from annual monitoring reports.**

Requirement (please insert detail)	yes	no	n/a
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<b>Proposed student cohort intake number please state</b>	
Non – Medical Supplementary Prescribing (2 cohorts per Year) (approximately 40 students from Nursing, Pharmacy and AHP)	15 AHP per intake



## **CONDITIONS –Referenced to the HPC Standards of Education & Training (S.E.T.)**

### **Condition 1:**

**SET 6.7.5 Assessment regulations must clearly specify requirements for the appointment of at least one external examiner from the relevant part of the Register.**

**Condition:** The University must appoint an external examiner from the relevant part of the Register.

**Reason:** The HPC believes that the appointment of an external examiner from the relevant part of the register should be sought, as it was indicated during discussions that this process has been awaiting HPC accreditation prior to recruitment.

### **Condition 2:**

**SET 3.11 Throughout the documentation of the programme, the education provider must have identified where attendance is mandatory and must have appropriate monitoring systems in place.**

**Condition:** The program documentation must clearly identify which parts of the course are statutory/ mandatory, especially within the student handbook and student documentation.

**Rationale:** From the Visitors reading of the documentation it was unclear which parts of the course were mandatory and how monitoring of attendance was to be undertaken. On meeting previous students the team discovered some had been unclear about attendance rules.

## **RECOMMENDATIONS – Referenced to the HPC Standards of Education & Training (S.E.T.)**

### **Recommendation 1:**

**Set 3.6 A programme for staff development must be in place to ensure continuing professional and research development**

**Recommendation:** The University should clarify within the documentation that there is a programme for staff development in place.

**Rationale:** It was apparent from speaking to staff that they felt supported and were undergoing continual development, although this was less evident within the documentation. CPD is deemed essential for staff teaching on such programmes.

**Deadline for Conditions to be met: 30 May 2006**

**To be submitted to Committee on 13 June 2006 to note and for programme approval**

## **COMMENDATIONS**

The use of the Audit Tool to monitor and approve practise placements is a very good example of the teams desire to ensure practice placements are suitable for students to access.

The visitors would also like to commend the Team for their originality in setting up the two educationally led visits, which the visitors believe demonstrates the teams' commitment to ensuring that students are fit for practise and have a wide range of prescribing experience.

**Decision of the HPC Visitors**

The nature and quality of instruction and facilities meets the Standards of Education and Training.

We recommend to the Education and Training Committee of the HPC that they approve these programmes (subject to the 2 conditions being met).

**Visitors' signatures:**

**B Fellows:**

**D Halliwell:**

**Date: April 2006**

ALL CONDITIONS MET

# Health Professions Council Department of Education

## Visitors' report

<b>Name of education provider</b>	University of Plymouth
<b>Name and titles of programme(s)</b>	Supplementary Prescribing
<b>Date of event</b>	9 <sup>th</sup> February 2006
<b>Proposed date of approval to commence</b>	AHP Intake September 2006
<b>Name of HPC visitors attending (including member type and professional area)</b>	Marcus Bailey (Paramedic) Bob Dobson (Paramedic)
<b>HPC Executive officer(s) (in attendance)</b>	Jo Kemp Karen Scott
<b>Joint panel members in attendance (name and delegation):</b>	Will Diver Principal Lecturer in Geology, Faculty of Science (Chair) Ruth Clemow FHSW Quality Manager/Associate Dean, Learning & Teaching Nominee Mel Joyner Associate Dean (Learning & Teaching), Faculty of Social Science & Business Gordon Deakin Acting Principal Lecturer in Psychological Interventions Mrs Judith Forward      Senior Lecturer, University of West of England Bristol, External Advisor

### Scope of visit (please tick)

<b>New programme</b>	<input checked="" type="checkbox"/>
<b>Major change to existing programme</b>	<input type="checkbox"/>
<b>Visit initiated through Annual Monitoring</b>	<input type="checkbox"/>

### 1.1 Confirmation of meetings held

	yes	no	n/a
Senior personnel of provider with responsibility for resources for the programme	X		
Programme planning team	X		
Placements providers and educators: <i>yes but no designated medical practitioners</i>	X		

### 1.2 Confirmation of facilities inspected

	yes	no
Library learning centre	X	
IT facilities	X	
Specialist teaching accommodation	X	

**1.3 Confirmation that particular requirements/specific instructions (if any) of the Education and Training Committee that have been explored e.g. specific aspects arising from annual monitoring reports.**

**1.4**

***This is a new programme that has not been previously approved by HPC***

<b>Proposed student cohort intake number please state</b>	<b>60 twice a year</b>
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The following summarises the key outcomes of the approvals event and provides reasons for the decision.

## **CONDITIONS**

**SET 2.1 give both the applicant and the education provider the information they require to make an informed choice about whether to make, or take up the offer of a place on a programme.**

**Condition 1:** The programme paperwork must include all relevant information that allows potential students to make an informed choice of the programme. The documentation must be accurate in relation to terminology and referencing the HPC appropriately.

**Reason:** Documentation is incomplete with regards to unit numbers and inaccuracies related to the HPC terminology as a professional body. The documents need to be reviewed in order to ensure consistency of information.

**SET 2.2.2 criminal convictions checks;**

**Condition 2:** The University must ensure students entering the programme have had a criminal conviction check.

**Reason:** There is currently no criminal conviction check carried out by the University. This is vital as the programme could accept NHS, private and independent practitioners. This acts as a safe guard for those who may not have completed a CRB check.

**SET 3.9 Where students participate as patients or clients in practical and clinical teaching, appropriate protocols must be used to obtain their consent.**

**Condition 3:** The University must have a process for obtaining student consent for participation in scenario or role play teaching. The students must be aware of this prior to commencing the course.

**Reason:** The course team stated that role play and scenario work is undertaken although no process for collection of consent was seen. The students were also not informed of this prior to commencing the course.

**SET 3.11 Throughout the course of the programme, the education provider must have identified where attendance is mandatory and must have associated monitoring mechanisms in place.**

**Condition 4:** The programme must have a defined compulsory attendance level set. There must be a process for monitoring. There must be a mechanism in place to ensure attendance below the set level is made up prior to the programme being completed.

**Reason:** The programme team verbally expressed the importance of all sessions taught on the programme. However at this stage they have no set attendance level. The content is vital for public protection and the course team needs to set a minimum level based around student achievement and public safety. This should be clearly described in any course or student handbook to ensure students are aware of the importance of attendance.

**SET 5.7.1 the learning outcomes to be achieved;**

**SET 5.7.2 timings and the duration of any placement experience and associated records to be maintained;**

**SET 5.7.3 expectations of professional conduct;**

**SET 5.7.4 the assessment procedures including the implications of, and any action to be taken in the case of failure; and**

**SET 5.7.5 communication and lines of responsibility.**

**Condition 5:** The University must have a system in place to ensure practice placement educators (in this case Designated Medical Practitioners) are fully prepared to accept students on this programme. The DMP should also have a clear channel of communication to the University to ensure any issues arising are dealt with in a timely and appropriate manner.

**Reason:** Students described some instances of the DMP not being aware of their role, the course outcomes and assessment procedure. These elements are vitally important to ensure student achievement, consistency of experience and validity of the assessment process. Although the DMP receive a handbook it is difficult to measure whether the information has been read and questions raised prior to students commencing in the placement area.

**SET 5.13 The placement providers must have an equal opportunities and anti-discriminatory policy in relation to candidates and students, together with an indication of how this will be implemented and monitored.**

**Condition 6:** The University must ensure that placement areas have an equal opportunity and anti-discriminatory policy that the students will adhere to.

**Reason:** In the documentation the course team made reference to the Universities policies but did not specifically relate these to the practice settings. Not all placements will be within the NHS.

**SET 6.7.5 for the appointment of at least one external examiner from the relevant part of the Register.**

**Condition 7:** At least one external examiner from the HPC register who is qualified Supplementary Prescribe must be appointed prior to the course commencing.

**Reason:** No external examiner from the HPC has been appointed. Only one needs to be appointed from the professional groups who may supplementary prescribe.

**Deadline for *Conditions* to be met: 28 March 2006  
To be submitted to Approvals Committee on: 13 June 2006**

## RECOMMENDATIONS

**SET 3.4 There must be an adequate number of appropriately qualified and experienced staff in place to deliver an effective programme.**

**Recommendation:** The school should continue with its recruitment of AHPs to the Supplementary Prescribing teaching team.

**Reason:** The course team have developed a summer school with some uptake of places from AHPs on Supplementary Prescribing. This should be developed to ensure that all AHPs who can Supplementary Prescribe have professionals who can teach and offer professional advice on programme content.

**SET 5.8.3 undertake appropriate practice placement educator training.**

**Recommendation:** It is recommended that the course team develop a practice placement educator training plan for Amp's.

**Reason:** This is to develop the placements and participation of DMPs in the delivery of practice experience. Face to face contact would ensure communication of requirements and expectations from all parties.

## Commendations

1. The University should be commended for the quality assurance mechanisms that exist that give a robust platform for continual improvement and monitoring.
2. The support and engagement of external reference points to support the course team should be commended. This is evident in the programme design.
3. The support for the programme from the university is evident. This combined with the openness of the course team to listen and action feedback should ensure a programme that remains fit for purpose.

The nature and quality of instruction and facilities meets the Standards of Education and Training.

We recommend to the Education and Training Committee of the HPC that they approve this programme (subject to any conditions being met).

**Visitors' signatures:**

**Marcus Bailey:**

**Bob Dobson:**

**Date: February 2006**