

## **Department of Education & Policy**

### **Director's Report**

#### **1. Approvals Visits**

##### *1.1 Approvals Visits Undertaken (Table 1)*

Approvals visits have now taken place for the programmes listed below in Table 1. Copies of the Visitors Reports for each programme are available as papers to note in the private meeting of the Committee as these are not yet in the public domain.

Where conditions have been set the due date for submission of revised documentation has been driven by the proposed start date of the programmes as listed in Table 1 below.

To date Visitors have undertaken a uni-profession single event (item 3), a uni-profession joint event (item 2), and a multiple-profession joint event (x 2 professions – item 3). Each visit has been a learning experience for both the Visitors and the Executive and these lessons are informing the setting of the operational details as well as feeding into the Visitors Guidance. The main issues arising are:

- ensuring adequate time is allowed during the visit for private HPC deliberation as this is a new aspect for Joint Panels and involves not only time for the HPC Panel to meet but also for input to the Joint Panel by each of the different groups represented and agreed feedback to Course Teams from all assessing bodies.
- The role of the Professional Bodies, which has differed on the two occasions in which they have been involved in Joint Panels. At the visit at item 2 in Table 1 the COT fielded a panel of two assessors and one executive officer. This was in addition to the HPC Panel of two Visitors and one Executive Officer, as well as the University's internal validation team of three (including the Chair).

At the visit at item 3 in Table 1 the COT and CSP representatives were asked on arrival if they would join the University's internal validation team, which they agreed to do, however, the input they gave was also on behalf of their respective Professional Bodies.

- The visits have been a challenge for the Visitors who have had to negotiate assessing against the specific criteria laid down in the SETs and SoPs, which has meant a much more structured review of the documentation prior to the visits as little time is available at the visits to allow deliberation against each and every SET and/or SoP. It has also been clear that while Visitors can set conditions and recommendations on the day the actual wording of these, and more importantly the reasoning, takes time and cannot be completed on the day of the visit. Care has had to be taken in the wording of the conditions and reasoning to ensure that these can be fully justified should a University challenge a condition which has been set.

**TABLE 1**

	<b>Name of HEI</b>	<b>Title of Programme(s)</b>	<b>Date of Visit</b>	<b>Proposed Programme Start Date</b>
1	Leeds Metropolitan University	MA Art Psychotherapy Practice	30 September 2004	asap – retrospective approval
2	University of East Anglia	MSc Occupational Therapy (pre-reg)	8 October 2004	February 2005
3	Leeds Metropolitan University	MSc in Physiotherapy	20/21 October 2004	February 2005
		MSc in Occupational Therapy		February 2005

### *1.2 Approvals Visits to Year-End (Table 2)*

A further eight Approvals visits are scheduled to the end of the calendar year as noted below in Table 2. As will be seen a number of these are outstanding visits to specialist educational facilities from the previous CPSM process. These will be assessed against the appropriate SETs under the new Approvals system. As these will be short visits to follow-up previous outstanding conditions no Executive Officer will be present. This will clear all outstanding Podiatry conditions except for the programme at Matthew Boulton. This institution's specialist educational facilities will not be ready until 2005. As soon as we are notified of completion a follow-up visit will be arranged.

It should be noted that the first visits for Podiatry Local Analgesia and Prescription-only Medicine (LA & PoM) short courses will take place at New College Durham and Anglia Polytechnic University. The first of these visits will take place the day prior to the meeting of the Approvals Committee and will be verbally reported upon by the Director as a separate agenda item.

The other point of interest from Table 2 below is that the first Approvals visit under the Partnership Framework prototyping will take place at the University of Teesside on 7 December 2004. This will be a multiple-professional joint event for three professions with a Joint Panel of the HPC and the University's internal validation team. The NMC will not be assessing their programmes until March, which makes this visit no different to the HPC's own Approvals process. When this was raised with the QAA, who are co-ordinating the Partnership Framework, querying what was actually being prototyped the Director was informed that the prototyping would: evaluate the use of the Partnership Standards Framework; the shared evidence base (ie how effectively the core evidence met the needs of all assessing groups); and the integration of the Partnership Framework approvals system with that of the HPC (ie feedback from the Panel and the provider in using the prototype framework of the Partnership). With respect to the use of the Partnership Framework, when the

Director enquired it was confirmed that the HPC SETs were embedded in the Partnership Standards but not explicitly so. The Director explained that it would not be possible for the HPC Visitors to use any Standards other than the SETs and SoPs and that the institution would have to complete the cross-referencing pro-formas as per normal evidencing how their documentation matched the SETs and SoPs. The QAA did not anticipate this as a problem but the Director did wonder how the institution would view having to complete the Self-Evaluation document against the Partnership Framework Standards as well as the cross-referencing document to the HPC Standards.

**TABLE 2**

<b>Name of HEI</b>	<b>Title of Programme(s)</b>	<b>Date of Visit</b>
Ulster University	Specialist Educational Facility – Podiatry (from CPSM process)	4 November 2004
Plymouth University	Specialist Educational Facility – Podiatry (from CPSM process)	12 November 2004
University of East London	Specialist Educational Facility – Podiatry (from CPSM process)	16 November 2004
New College Durham	LA & PoM short course – Podiatry plus Specialist Educational Facility – Podiatry (from CPSM process)	16 November 2004
The University of Manchester	BSc (Hons) Speech and Language Therapy	25 November
Manchester Metropolitan University	BSc (Hons) Physiotherapy	2/3 December 2004
Anglia Polytechnic University	LA & PoM short course – Podiatry	3 December 2004
University of Teesside	BSc (Hons) Allied Health Professions (pre-registration): Diagnostic Radiography, Physiotherapy, Occupational Therapy)	7 December 2004

The forward programme of Approvals visits will be reported on at the February meeting of the Committee as the Approvals Committee has yet to discuss this at its meeting on 18 November.

## **2. Visitor Training**

The Director, the Chairs of the Education & Training and the Approvals Committees and Helen Best met to discuss finalising the draft Visitors Guidance. Helen is now working to complete the document, the draft of which is being used at present by the Visitors undertaking Approvals visits. Once this is finalised a copy will be sent to all trained Visitors and the document used as the basis for the two-day training course for the remaining Visitors.

No further work has been done on the two-day Visitor training at present due to pressure of work in covering the CPD events, the Approvals visits which have taken place, arrangements for the other Approvals visits due to the year-end, dealing with new requests for visits in the new year, as well as working to data cleanse information held on educational providers and their programmes, and move towards a forward programme of visits and monitoring required over the next five years.

## **3. New Educational Providers**

The following new educational providers have expressed an interest in having their programmes approved for registration purposes by the HPC (all in the area of Art Therapy):

- 2.1 Tobias School of Art & Therapy
- 2.2 The Hibernia College Centre for Science and Art
- 2.3 Institute for Arts in Therapy and Education (IATE)

All three organisations have been sent a letter informing them of the new Approvals process, together with copies of the Standards of Education and Training (SETs) and Standards of Proficiency and instructions on how to proceed. All have been invited to contact the HPC with respect to arranging dates for Approvals visits and such contact is still awaited. The Tobias School are further ahead than the other two providers and various correspondence has been exchanged as the School had previously submitted under the old legislation and is now having to resubmit under the new Approvals Process and against the SETs.

## **3 Aspirant Groups**

### *3.1 Operating Department Practitioners*

Operating Department Practitioners were admitted onto the Register on 18<sup>th</sup> October 2004. The current total number of ODP registrants is 7,960. There will be an internal debriefing held for HPC Departments to review all operational processes for the admission of a new profession to discuss lessons learned and ensure efficient procedures when dealing with future aspirant groups.

### *3.2 Applied Psychologists*

A meeting was held with the BPS on 22<sup>nd</sup> November 2004 to review the draft Standards of Proficiency (SoP, which will now be referred to the Education & Training Committee for consideration at its meeting on 30<sup>th</sup> March 2005. Council will then consult on the SoP in advance of the projected opening of that part of the Register in September 2005.

### *3.3 Healthcare Scientists*

#### *3.3.1 Clinical Physiologists*

The draft Standards of Proficiency will be referred to the Education and Training Committee in summer 2005.

#### *3.3.2 Clinical Perfusionists, Clinical Technologists, Medical Illustrators*

The Executive will advise the professional bodies for these three groups that work should now commence on their draft Standards of Proficiency for expected submission to the Education and Training Committee in late spring 2005. The aim will be for the Education and Training Committee to then consider the drafts at its meeting on 14<sup>th</sup> June 2005.

### *3.4 Future applications for regulation*

The following aspirant groups have approached HPC with a view to submission of an application for regulation:

Maxillofacial Prosthetists & Techonologists	<i>Stage 1</i> to be considered at the 2 <sup>nd</sup> March 2005 Council meeting <i>Stage 2</i> to be considered at the 12 <sup>th</sup> May 2005 Council meeting
Sonographers	The Department of Health (DH) has recently decided that this group will not be considered until 2008. The HPC will write to them to rearrange their submission dates to more closely reflect the DH timetable.

[NB: The process is two fold, *Stage 1* Council considers the application and the executive's scoring and *Stage 2*, at the next Council meeting the applicant group is required to make a presentation to Council addressing any shortfalls which may have been identified in the scoring.]

## **4. CPD**

We have had an estimated attendance of 6,000 registrants and stakeholders at the CPD events to date. The final four CPD events will be held in Penrith (25.11.2004) and London (29.11.2004).

The CPD document has now been sent to the Chief Executives of Local Authorities in England, Wales, Northern Ireland and Scotland as employers of a large number of our registrants.

## **5. Stakeholder Management**

Over the last month the Director has undertaken the following with regard to stakeholder management:

- *Partners and Registrants:* attended the CPD consultation events in Fort William, Glasgow, Hastings, Swansea and Belfast.
- *Council Members:* attended the Council Away Day in Scotland.

- *Partnership Framework*: attended a Reviewer briefing with Visitors participating in the Partnership Framework prototyping; attending a planning meeting of the Partnership on 15 November.
- *Professional Bodies*: met with the British Paramedic Association and the Chair of the Ambulance Services Association Training Group; meeting arranged with the Head of the Scottish Ambulance Service on 29 Nov – similar to be arranged for Wales and Northern Ireland.
- *Other Regulators*: meeting with the Nursing and Midwifery Council on 15 November.
- *Department of Health*: met with operational officers of both the education and legislative units of the Department of Health
- *Education Providers*: attended approvals events at the following institutions: University of East Anglia, Leeds Metropolitan University.
- *Emap Healthcare*: to discuss the Open Learning Nurse Prescribing Programme.

During the next month the Director will meet further stakeholders as follows:

- *Department of Health/Skills for Health*: together with the HPC President and Chief Executive to meet with Nic Greenfield (Director, Model Career Portfolio, Workforce Directorate, DH) and John Ennis (Head of Education, Quality Assurance, formerly DH now Skills for Health).
- *UK NARIC*: meeting of the National Advisory Group.
- *Educational Providers*: approvals events at New College Durham, University of Manchester, Manchester Metropolitan University, University of Teesside.
- *Other*: meetings have been arranged with: East Midlands Ambulance Service, Society of Radiographers, DH/Skills for Health Statutory Body Alliance, Launch of QAA Recognition Scheme for further benchmark statements, NHSU Workshop on Health Professional Learning Beyond Registration Framework Project, AHP Federation – Education Leads, Unison.

## **6. Publication of the Standards of Education & Training**

These are now available on the Web and copies are being sent to all institutions who have expressed an interest or requested an Approvals visit. The formal published document is being ‘topped and tailed’ and should be sent to the printers shortly.

## **7. Publication of the Approvals Process**

This will be published as a separate document from the Standards of Education & Training and will contain a ‘Handbook’ section with guidance for educational providers on the details of the Approvals process. Helen Best is finalising the draft for the Approvals Handbook section. As soon as this is available the document will be sent to the publishers.

## **8. Biomedical Science Programme Approval**

The Director has arranged to meet with Neil Willis, Biomedical registrant and Council member to discuss the particular needs of this profession with regard to programme approvals. This will allow the Director to more fully understand the current issues

with a view to progressing programme approval in the future. A further meeting will then be arranged with the professional body to discuss moving directly towards integrated degrees.

### **9. Clinical Science Programme Approval**

As with Biomedical Science this is an area which the Director requires to investigate further. This is unlikely to happen before the new year until additional staff are in place in the Department.

### **10. Paramedic Programme Approval**

The Director has met with the British Paramedic Association and the Chair of the Ambulance Services Association Training Group and is meeting with the Head of the Scottish Ambulance Service at the end of the month. Similar meetings will be set up with the Heads of Ambulance Services in Wales and Northern Ireland.

### **11. Resources**

A new Team Administrator, Joanna Kasmir, has been appointed to the Education & Policy Team. Joanna will take up post on Monday 15 November. As well as providing administrative support to the Team Joanna will also act as PA to the Director.

By the date of the meeting of the Committee the Director hopes to be able to make an announcement regarding the appointment of a Manager (Approvals/Monitoring) for which some interviews have taken place with a further interview time arranged.

Adverts have now been posted for two Education Officers to assist the Manager (Approvals/Monitoring), with one position having particular responsibility for the database and IT records for the Approvals and Monitoring processes.

Fiona Nixon  
(11 November 2004)