

Education - Approvals and Monitoring Department – Abigail Creighton

Approvals visits 2005/06

The following fifteen visits took place between 1 June 2006 and 31 July 2006.

Name of Education Provider	Title of Programme	Date of Visit
Guildhall School of Music & Drama (City University)	MA Music Therapy	1/2 June 2006
Roehampton University	MA Music Therapy	6/7 June 2006
Colchester Institute (University of Essex)	BSc (Hons) Occupational Therapy	7/8 June 2006
University of Greenwich	Foundation Degree in Paramedic Science	13/14 June 2006
University of York	Independent Extended and Supplementary Prescribing	13 June 2006
Suffolk College (University of East Anglia)	BSc (Hons) Diagnostic Radiography	14/15 June 2006
Suffolk College (University of East Anglia)	BSc (Hons) Oncology & Radiotherapy Technology	14/15 June 2006
University of Brighton	BSc (Hons) Applied Biomedical Science	22/23 June 2006
University of Nottingham	BSc (Hons) Physiotherapy	27/28 June 2006
Nottingham Trent University	BSc (Hons) Applied Biomedical Science	27/28 June 2006
Liverpool John Moores University	Supplementary Prescribing	28 June 2006
De Montfort University	Prescribing for Health Care Professionals	12 July 2006
The Institute of Arts in Therapy & Education (London Metropolitan University)	MA Integrated Arts Psychotherapy	12/13 July 2006

Date
2006-09-12

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PPR

Title
Education Manager Report - ETC - Sept 06

Name of Education Provider	Title of Programme	Date of Visit
University of Sheffield	B.Med Sci(Hons) Orthoptics	18/19 July 2006
London South Bank University	Pg Cert Non-medical Prescribing	19 July 2006

During the 2005/06 academic year, 69 programmes were visited, over 57 visits. Of these 69 programmes, 58 have been approved with a further 11 still meeting their conditions. It is hoped that the majority of these outstanding approvals will be considered at the October 2006 Approvals Panel meetings, ahead of the 2006/07 academic year. In cases, where it is looking likely that their programmes will not be approved before the start of the 2006/07 academic year, the Education Department have highlighted the implications of accepting a new cohort of students onto their programme.

Approvals visits 2006/07

There are already 50 Approval visits planned for the next academic year, covering 71 programmes. There are approximately 15 additional visits that need to be scheduled. These are for visits to programmes that have not been approved against the QAA Subject Benchmarks, programmes that are from a new profession on the Register (namely ODPs) or programmes that require a visit following annual monitoring and/or a major change.

The schedule for visits between 1 September 2006 & 28 February 2007 has now closed as the six months notice period has passed and March 2007 is already at capacity for visits. All the visits scheduled between September – December 2006 have had their Executive members & Visitors assigned. The Education Department are currently assigning Visitors to the visits scheduled between January – March 2007.

In addition to the required visits detailed above, the Department is currently dealing with additional requests for visits from education providers following the generic email reminders sent to them in July 2006. It is likely that this will result in a further 10 visits for the March – June 2007 period. These visits are likely to be to new programmes (especially in the areas of biomedical sciences and paramedic science),

Status
Final
DD: None

Int. Aud.
Public
RD: None

Approvals visits 2006/07 continued.

supplementary prescribing programmes and programmes that require a visit due to major change. The department is working on the current estimate of 75 visits in the next academic year. There are plans to send follow up emails to all education providers in September 2006 and December 2006 to remind them of the reduced (in September) and final (December) opportunities to request a visit during the 2005/06 academic year.

Appendix 1

Annual Monitoring

The first round of HPC annual monitoring has created a very heavy workload for the Department over the last four months. With 310 programmes subject to annual monitoring, the Department has processed 144 declaration forms and 165 audit submissions. Six annual monitoring assessment days were held to consider 128 of the audit forms, with each attended by approximately 15 Visitors from a mixture of professions. The days were successful and promoted inter-profession working, which allowed comparisons to be drawn and consistency to be ensured across the different professions. The remaining 37 audit forms were considered by Visitors by correspondence.

144 declaration forms and 165 audit submissions have been received. To date, all declaration forms and 157 audit forms have been signed off by the Approvals Panel, with just 8 of the 157 programmes requiring an approvals visit as a result of annual monitoring. The Department hope that the remaining 8 submissions will be ready for the Approvals Panels in October 2006.

The Department plan has reviewed the annual monitoring process, in the light of their experience of operating the process and feedback from the assessment days. The following enhancements and clarifications are being made before the second round of annual monitoring in 2006/07;

- Revised annual monitoring supplementary information & forms, to provide greater clarity to education providers
- Revised mapping document as part of the audit submission, to aid the Visitors Education & Training
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- Revised Visitors report, to capture their recommendations correctly and consistently

- Revised mapping document as part of the audit submission, to aid the Visitors assessment of the submissions and to focus the process on the Standards of Education & Training
- Revised process to encourage two visitors to sign off each audit submission
- Examples of good practise to be posted on the website, to allow education providers to see the requirements of an audit submission
- Revised database to capture more appropriate information
- Production of a 'background information' pack to allow Visitors to gain a better understanding of the background and context of the programme they are assessing
- Proposal that programmes undertaking an approvals visit are not subject to annual monitoring for the year of the visit and the year after

The annual monitoring process will operate on a different basis in 2006/07, in that education providers will be expected to submit within 28 days of the completion of their internal monitoring process, rather than to a standard deadline. This is likely to disperse the peak workload experience this year, reducing the time pressures on staff and visitors.

Minor and Major Changes

Since the launch of the new process in March 2006, the Department has received 40 submissions. 33 of the 40 submissions have been reviewed by the Executive and Visitors and 7 are still under consideration. Of the 33 completed, 23 were deemed to be a minor change and 5 deemed to be a major change. Of the 5 major changes, 3 were deemed to still meet the Standards of Education & Training and 2 were required to undergo an approvals visit in the next academic year. The Department intend to review the minor/major change process after its first year of operation to in the light of their experience of operating the process and feedback from the education providers and visitors.

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Communication with Stakeholders

HEI Presentations

The Department has arranged a series of presentations to education providers across the UK. In July 2006, an 'expression of interest' form was distributed to all education providers to determine the level of interest in attending a presentation and the preferred topics of discussion. There was a very positive response and the following six presentations have been arranged:

Ulster London	4 October 2006 10 October 2006	Ulster University, Jordanstown Campus Imperial War Museum
Glasgow Manchester London Cardiff:	13 October 2006 13 November 2006 14 November 2006 21 November 2006	Glasgow Caledonian University Manchester conference centre Imperial War Museum Cardiff University

Each event will include a welcome and closing address (given by a member of Council), a presentation on the approvals, annual monitoring and minor/major change processes (given by an education officer) and a questions & answers session.

Publications

It is hoped that final copies of the approvals process supplementary information will be published in October 2006. All education providers will receive hard copies and soft copies will be available to download from the website.

Two additional publications (visit protocol & advertising protocol) have also been produced to provide further advice and clarity to education providers.

It is hoped that revised copies of the annual monitoring process supplementary information & forms will be re-published in October 2006.

Visitors

As part of the Partners reappointments process, the overall number of Visitors has been reduced by 104. 64 Visitors chose not to put themselves forward for reappointment and 40 Visitors were not appointed. The number of visitors is now 192, still approximately 40 over the estimated numbers requested.

The Department are now planning training for some of these Visitors. It is anticipated that there will be introductory training for 10 new visitors (these are identified from professions where there is currently in sufficient numbers of trained visitors) and refresher training for those trained in 2004 and with no experience of the annual monitoring and minor/major change processes.

Employees

Katherine Lock, a new Team Administrator (to replace Osama Ammar who has been promoted to Education Officer) started on 11 September 2006 and Daljit Mahoon, a new Education Officer started on 18 September 2006. Both Karen Scott and Nicole Borg (Education Officers) left the HPC on 25 August 2006 and 30 August 2006 respectively. An advert for a replacement Education Officers is due to be advertised in late September 2006.

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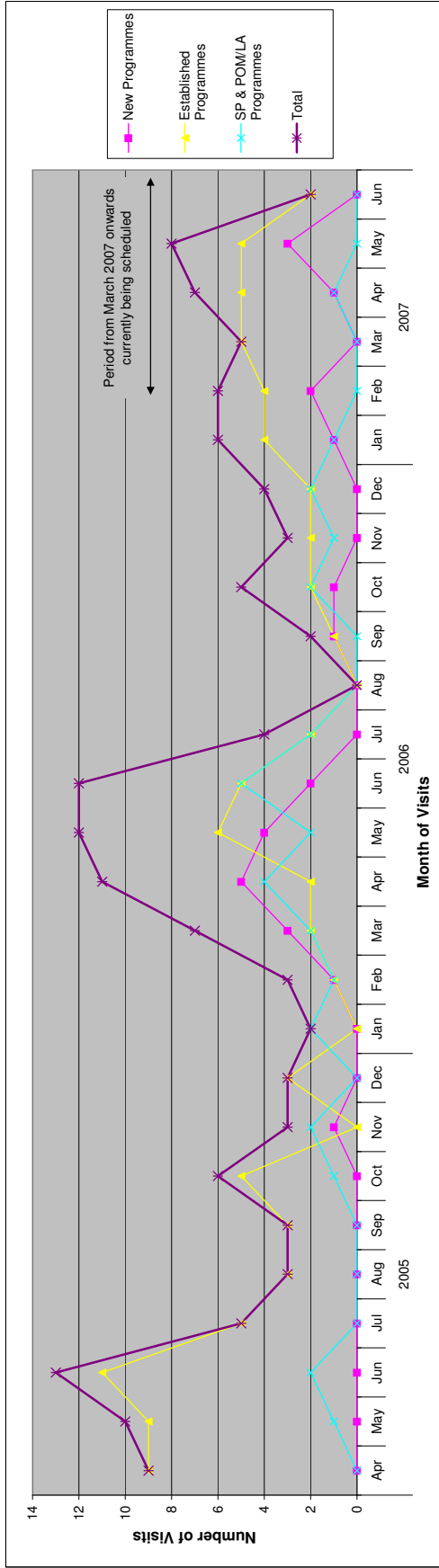
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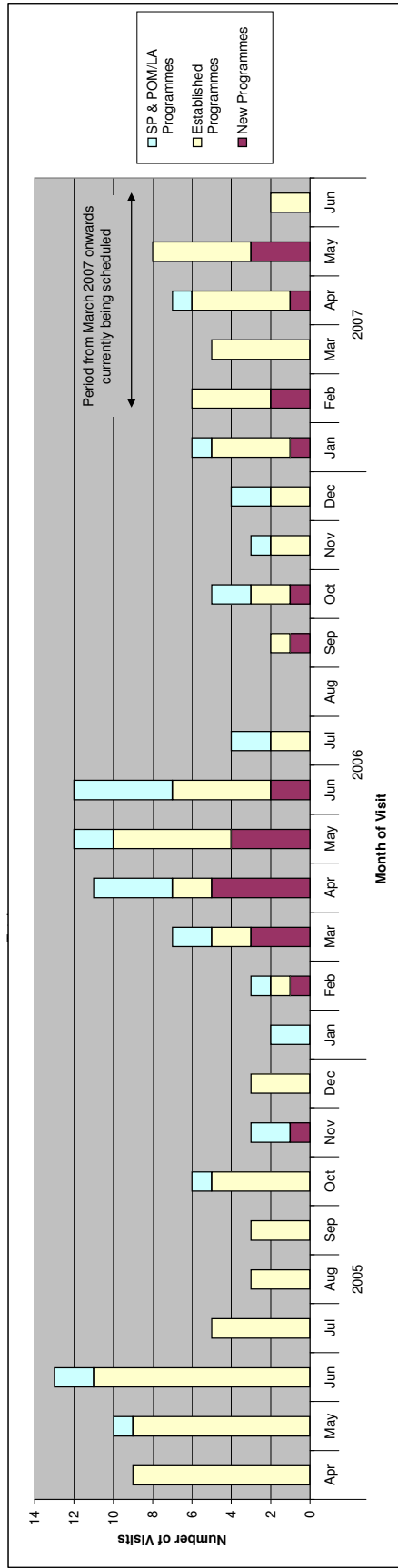
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Public
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Overview of Visits - April 2005 - June 2007



Approval Visits	2005												2006												2007					
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
New Programmes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Established Programmes	9	9	11	5	3	3	5	0	3	0	1	2	2	6	5	2	0	1	2	2	2	4	4	5	5	2				
SP & POM/LA Programmes	0	1	2	0	0	1	2	0	2	1	2	4	2	5	2	0	0	2	1	2	1	0	0	0	1	0				
Total	9	10	13	5	3	3	6	3	3	2	3	7	11	12	12	4	0	2	5	3	4	6	6	5	7	8				

	2003/4 FYE	2004/5 FYE	2005/6 FYE	2006/7 YTD
New Programmes	0	0	5	16
Established Programmes	20	25	51	35
SP & POM/LA Programmes	2	2	11	19
Total	22	27	67	70



Approvals Visits - 2006/07

Date	Education Provider	Delivery Site	Programme	Reason for Visit	Cancelled/Postponed
6-7 September 2006	University of Worcester	University of Worcester	BSc (Hons) Out of Hospital Care	New Programme	Yes
12 September 2006	Staffordshire University	Staffordshire University	Supplementary Prescribing for Allied Health Professionals	New Programme	Yes
14 September 2006	C Coventry University	C Coventry University	Certificate in Non-medical Prescribing	New Programme	Yes
26-27 September 2006	Manchester Metropolitan University	Manchester Metropolitan University	MSc Physiotherapy (Pre-registration)	QAA Benchmarks	
3-4 October 2006	Canterbury Christ Church University	Canterbury Christ Church University	PG Dip Speech and Language Therapy	New Programme	
06 October 2006	University of Ulster	University of Ulster	BSc (Hons) Dietetics	Major Change	
12 October 2006	C Coventry University	C Coventry University	Certificate in Non-medical Prescribing	New Programme	
17 October 2006	The Robert Gordon University	The Robert Gordon University	BSc (Hons) Dietetics	Major Change	
01 November 2006	University of Plymouth	University of Plymouth	MA Dramatherapy	Major Change	
8-9 November 2006	University of Wales Institute Cardiff	University of Wales Institute Cardiff	BSc (Hons) Dietetics	QAA Benchmarks	
15-16 November 06	University of Plymouth	University of Plymouth	Dip HE Operating Department Practice	New Profession	Yes
20-23 November 06	University of Luton	University of Luton	Dip HE Operating Department Practice	New Profession	
23 November 2006	University of Hull	University of Hull	Supplementary Prescribing	New Programme	
06 December 2006	Staffordshire University	Staffordshire University	Supplementary Prescribing for Allied Health Professionals	New Programme	
12-13 December 2006	University of Brighton	University of Brighton	Supplementary Prescribing	New Programme	
13 December 2006	University of Central Lancashire	University of Central Lancashire	Dip HE Operating Department Practice	New Profession	
18-20 December 2006	University of Bradford	University of Bradford	Supplementary Prescribing	New Programme	
18-19 January 2007	University of East Anglia	University of East Anglia	Dip HE Operating Department Practice	New Profession	
23-24 January 2007	University of Essex	University of Essex	BSc (Hons) Applied Biomedical Science	New Profession	
	Anglia Ruskin University	Anglia Ruskin University	Dip HE Operating Department Practice	New Profession	
	Anglia Ruskin University	Anglia Ruskin University	BSc (Hons) Operating Department Practice	New Profession	
	HSHS	HSHS	Dip HE Operating Department Practice	New Profession	
25 January 2007	University of Lancaster	St Martin's College	Supplementary Prescribing	New Programme	
24-25 January 2007	Canterbury Christ Church University	Canterbury Christ Church University	Dip HE Operating Department Practice	New Profession	
30-31 January 2007	University of Exeter/University of Plymouth	College of St Mark and St John	BSc (Hons) Physiotherapy	Major Change	
6-7 February 2007	University of Derby	University of Derby	BSc (Hons) Occupational Therapy	Major Change	
7-8 February 2007	University of Leicester	University of Leicester	BSc (Hons) Speech and Language Therapy	Major Change	
14-15 February 2007	University of Paisley	University of Paisley	MA Art Therapy	QAA Benchmarks	
20-21 February 2007	Anglia Ruskin University	Anglia Ruskin University	Dip HE Operating Department Practice	New Profession	
	Anglia Ruskin University	Anglia Ruskin University	BSc (Hons) Radiography (Therapeutic)	Major Change	
22-23 February 2007	University of Hertfordshire	University of Hertfordshire	BSc (Hons) Radiography (Diagnostic Imaging)	New Programme	
6-8 March 2007	Oxford Brookes University	Oxford Brookes University	BSc (Hons) Applied Biomedical Science	New Profession	
	University of Ulster	University of Ulster	Dip HE Operating Department Practice	New Profession	
13-15 March 2007	University of Ulster	University of Ulster	Dip HE Operating Department Practice	New Profession	
	University of Ulster	University of Ulster	BSc (Hons) Occupational Therapy	QAA Benchmarks	
	University of Ulster	University of Ulster	BSc (Hons) Physiotherapy	QAA Benchmarks	
	University of Ulster	University of Ulster	BSc (Hons) Radiography (Diagnostic)	Major Change	
	University of Ulster	University of Ulster	BSc (Hons) Radiography (Therapeutic)	Major Change	
	University of Ulster	University of Ulster	BSc (Hons) Speech and Language Therapy	QAA Benchmarks	
14-15 March 2007	University of Hull	University of Hull	Dip HE Operating Department Practice	New Profession	
20-23 March 2007	Cardiff University	Cardiff University	Dip HE Operating Department Practice	New Profession	
	University of Hull	University of Hull	BSc (Hons) Diagnostic Radiography and Imaging	Major Change	
	Cardiff University	Cardiff University	BSc (Hons) Radiotherapy and Oncology	Major Change	
	University of Hull	University of Hull	BSc (Hons) Physiotherapy	Major Change	
	Cardiff University	Cardiff University	PG Dip Occupational Therapy	Major Change	
	University of Hull	University of Hull	BSc (Hons) Occupational Therapy (PT)	Major Change	
	Cardiff University	Cardiff University	Dip HE Operating Department Practice	Major Change	
	University of Hull	University of Hull	BSc (Hons) Occupational Therapy (FT)	Major Change	
	Cardiff University	Cardiff University	Dip HE Operating Department Practice	New Profession	
28-29 March 2007	University of Teeside	University of Teeside	BSc (Hons) Paramedic Science	New Programme	
3-4 April 2007	University of Plymouth	University of Plymouth	Supplementary Prescribing	New Programme	
04 April 2007	Canterbury Christ Church University	Canterbury Christ Church University	Dip HE Operating Department Practice	New Profession	
17-18 April 2007	University of Wales, Bangor	University of Wales, Bangor	Supplementary Prescribing	New Profession	
18-19 April 2007	University of Portsmouth	University of Portsmouth	Dip HE Operating Department Practice	New Profession	
18-19 April 2007	York St John University	York St John University	BSc (Hons) Occupational Therapy	Major Change	
24-25 April 2007	University of East Anglia	University of East Anglia	BSc (Hons) Physiotherapy	Major Change	
	University of East Anglia	University of East Anglia	BSc (Hons) Occupational Therapy	QAA Benchmarks	
	University of East Anglia	University of East Anglia	BSc (Hons) Occupational Therapy	QAA Benchmarks	
24-25 April 2007	Sheffield Hallam University	Sheffield Hallam University	BSc (Hons) Speech and Language Therapy	Major Change	
1-2 May 2007	Edge Hill University	Edge Hill University	Dip HE Operating Department Practice	New Profession	
2-3 May 2007	University of Wales Institute Cardiff	University of Wales Institute Cardiff	Dip HE Operating Department Practice	New Profession	
9-10 May 2007	Liverpool John Moores University	Liverpool John Moores University	BSc (Hons) Applied Biomedical Science	New Programme	
16-17 May 2007	University of Teeside	University of Teeside	Foundation Degree Paramedic Science	New Programme	
17-18 May 2007	Glasgow Caledonian University	Glasgow Caledonian University	Dip HE Operating Department Practice	New Profession	
22-23 May 2007	Staffordshire University	Staffordshire University	Dip HE Operating Department Practice	New Profession	
23-24 May 2007	University of Northumbria	University of Northumbria	Dip HE Operating Department Practice	New Profession	
24-25 May 2007	University of Surrey	University of Surrey	Dip HE Operating Department Practice	New Profession	
26-27 June 2007	Sheffield Hallam University	Sheffield Hallam University	BSc Paramedic Practice	QAA Benchmarks	
27-28 June 2007	University of East Anglia	Suffolk College	Dip HE Operating Department Practice	New Profession	