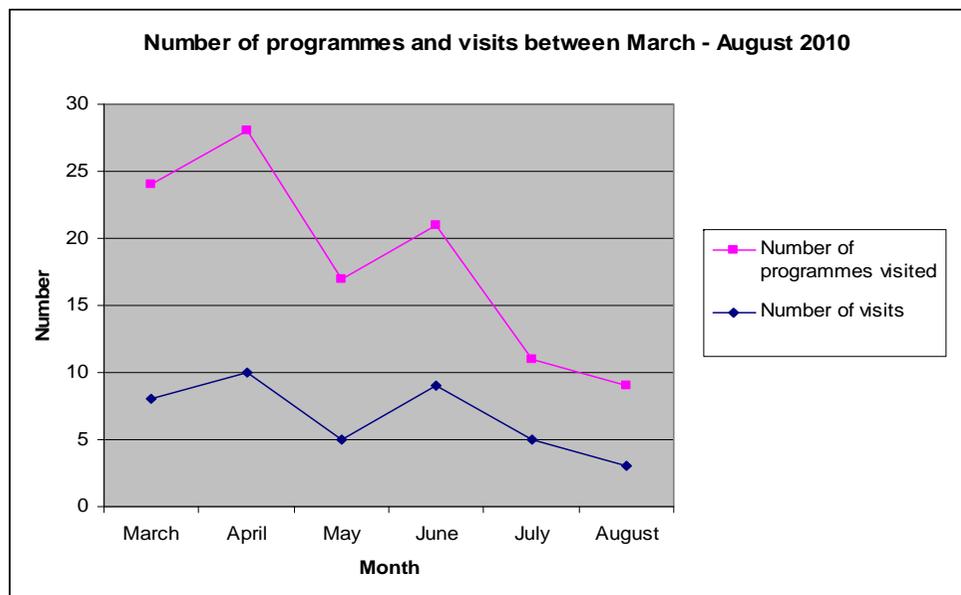


### Approval process

The Department has spent the last few months in a period of peak approval activity. Of the 41 visits scheduled from March 2010 until August 2010, 26 visits have already taken place, reviewing 52 of the 88 programmes to be considered. Of the remaining visits, 7 will take place in June, 5 in July and 3 in August. The graph below shows the distribution of visits and programmes across the remainder of the academic year:



Following the recent review of the approval process, updates have been made to assure efficiency and clarity of operations at all stages. Further information on the preparation and outcomes of the review can be found in *Appendix 1 – Approval process review*.

### Annual monitoring process

The Department is coming towards the end of the peak of its annual monitoring work and it is envisaged that the majority of the remaining

annual monitoring visitors' reports will be considered by the Education and Training Panels in June and July 2010.

The Department has held four further annual monitoring assessment days to consider the audit submissions since the last Education and Training Committee meeting on 10 March. These were held on 16 and 18 March, with 12 and 10 visitors attending respectively, and two further dates in May when 10 visitors attended on 4 May and 13 visitors attended on 25 May.

The Department is currently preparing for the final annual monitoring assessment days in the 2009-2010 academic year on 15 and 17 June.

The most recent deadline for the annual monitoring submission was Monday 31 May 2010 and prior to this the Department sent out monthly reminders to education providers to ensure documentation was submitted in time for this deadline. Following the peak activity from February 2010 – July 2010, we expect to see a decline in the submission of annual monitoring declarations as we move into the summer vacation.

The remaining submission deadlines for this academic year fall at the following times:

Wednesday 30 June 2010

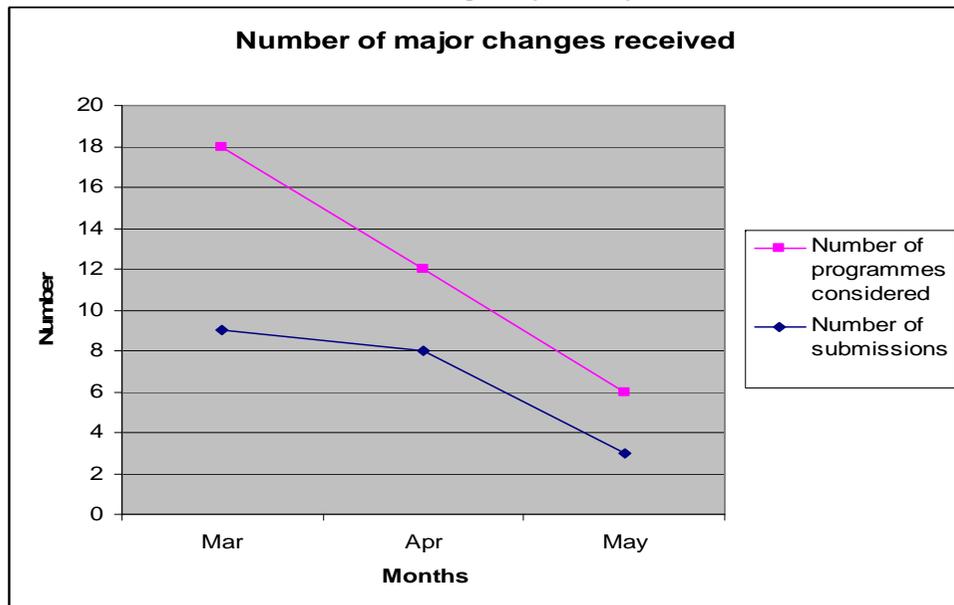
Friday 30 July 2010

Tuesday 31 August 2010

### Major change process

As expected, the number of major changes that the Department has received has increased since the winter period though the number of submissions is lower than last year at the same time. Since the last Education and Training Committee meeting on 10 March we have received 20 new Major Change notifications. Based on figures from

the previous two financial years we would expect to see a peak in the number of submissions during May – July 2010.



### New professions – Practitioner Psychologists and Hearing Aid Dispensers

The Department has continued to strengthen communications with practitioner psychologists. This has included further amendments to the approved programme list on the education section of the website, clarifying routes onto the register, and a presentation at the BPS conference on 15 March 2010, which was linked to the counselling domain. There were approximately 25 attendees.

Much of the Department’s workload for February and March involved preparation for the opening of the Hearing Aid Dispenser (HAD) Register on 1 April 2010. This work focussed on the following areas:

- Approved programme list (current and historic)
- Operational process plans for programmes

- Administration work (document preparation, standard emails, structural database changes, reporting tool updates, visitor list updates)
- Data entry (Database, website, net-regulate)
- Communication (website and correspondence, education seminars)
- Training (visitors, Education and Registration Departments, employee operational handbook)

All tasks with a deadline of 1 April were completed in time for the opening of the register.

The Department has begun to organise a series of HAD presentations and seminars for education providers, which will be held in the third quarter of the 2010-2011 financial year.

### Health Care Scientists Modernising Scientific Careers

The Acting Director of Education attends the Advisory Group for the UK Healthcare Science Education and Training Board on behalf of the Chief Executive.

The last meeting of the Advisory Group was cancelled as a result of the general election and restrictions on the activities of civil servants in areas related to ongoing policy development.

For information through, after publication of “Modernising Scientific Careers – The UK Way Forward” the devolved governments are planned to be currently working on localised plans for implementation.

The Director of Education attended the Healthcare Science Scotland Stakeholder Event in Edinburgh on 15 April 2010. The event was organised by NHS Education for Scotland, the Scottish Government and the Scottish Forum for Healthcare Science as the first

stakeholder engagement exercise in developing the local implementation plan.

Following announcement of the new government a special meeting took place on 27 May 2010. Information of relevance will be reported to the Committee in the next report.

### **Publications**

Over the last few months the Department has continued to work on two annual reports, which have been submitted for discussion at this meeting. These will be the Department's fourth and fifth annual reports and will cover the 2007-2008 and 2008-2009 academic years. It is anticipated that this will be distributed in October 2010.

In response to the revised standards of education and training and the departmental review in the previous financial year, the *annual monitoring process supplementary information* will be updated and reprinted with minor revisions in 2010-2011. It is anticipated that this will be published in the first half of the financial year.

Following the review project in 2009-2010 and operational work in 2008-2009, the Department intends to publish a report on the approval visits to paramedic education and training programmes delivered in ambulance trusts to be distributed in October 2010. This report will incorporate the outcomes from the ambulance trust monitoring exercise currently taking place.

### **Website**

A new searchable list of approved programmes has now gone live on the website. The project was completed for the end of May and education providers and stakeholders were made aware of the new look list via the May issue of Education update. The new list provides improved functionality, including the ability to search by profession and region or home country.

### **Database**

The first phase of upgrades to the in-house database by the external supplier, MSM, are now complete.

The upgraded version of the database was rolled out on Friday 30 April 2010 and training around new functions and additions is currently underway.

The education database has undergone development based on education provider feedback to make it more suitable to record contact information for each programme. Previously our database could only hold two programme specific contacts – the programme leader and head of school. The new system will be able to hold more contacts and record preferences for the types of information that we contact individuals about.

### **Partners**

Following the Council's ratification of the proposal to increase the initial partner agreement from 2 years to 4 years on 11 February 2010, all of the 192 visitors who are subject to reappointment this year will be invited to extend their contracts until 2012. However, it is likely that some may chose not to do so. As a consequence, in 2010-2011 the focus of partner activity will be spilt evenly between recruitment and training.

Recruitment is currently underway for three Dietitian Visitor vacancies and one Podiatry/Chiropodist Registration Assessor vacancy. Applications closed on 21 May and short-listing is due to finish in early June, with interviews to take place on 23 and 24 June. The Acting Director of Education and the Acting Education Managers will be actively involved in the recruitment process, along with Gill Pearson, Education and Training Committee member. The roles were advertised in In Focus and the May editions of Career Choices (Dietetics Today) and Podiatry Now.

Approximately 20 visitors still require refresher training as they have not received training since 2005. Dates for 1 day training sessions have been confirmed as 15 October, 22 October and 3 December 2010. Arrangements for the training days will be undertaken by the Partners Department, with input from the Education Department.

There will be a 2 day refresher training session on 7-8 October 2010 for visitors who have not yet attended refresher training.

### **Education provider seminars**

Following last years' seminars, updates have been made to the Education pages of the website to incorporate new questions generated by attendees at the 2009 seminars, specifically the practitioner psychologist FAQs and general FAQs sections.

Further information regarding the Practitioner psychologist seminars can be found at:

[www.hpc-uk.org/education/providers/psychologistfaqs/](http://www.hpc-uk.org/education/providers/psychologistfaqs/)

Information regarding the Education workshops can be found at:

[www.hpc-uk.org/education/providers/workshops/](http://www.hpc-uk.org/education/providers/workshops/)

Organisation of the education provider seminars in 2010-2011 will commence in July 2010, following the positive feedback from the seminars held in October and November 2009.

### **Liaison with stakeholders**

The Department has spent the last couple of months working on the content for the fourth edition of the 'Education Update', which was circulated to education providers and stakeholders during week commencing 24 May 2010. The following articles will be included:

- Forward planning for all professions and reminder to practitioner psychologist programmes
- Update from last year's education events

- Education events in 2010
- Education provider feedback exercise outcomes
- New version of the list of approved programmes online
- Data cleansing exercise for education contacts
- Generic standards of proficiency review update
- New professions - psychotherapists and counsellors update
- Education Department employee changes
- Independent safeguarding authority / vetting and barring scheme update
- Hearing aid dispenser update
- Ambulance trust review document
- Pass lists update for programme leaders
- Partner self appraisal and peer feedback exercise
- Consultation for an amendment for health psychologists standard of proficiency
- Hearing Aid Dispenser appointment to Council
- Consultation on an amendment to the standards of proficiency for health psychologists

Members of the Department have met with the following groups between March 2010 – May 2010;

- Department of Health Modernising Scientific Careers Programme
- Chartered Forensic Psychologists in Belfast
- College of Operating Department Practitioners
- Queensland Medical Radiation Technologists Board
- Scottish Government, NHS Education for Scotland and Scottish Forum for Healthcare Science
- NHS Institute for Innovation & Improvement - Clinical Leadership Competency Framework Project
- School of Health and Emergency Professions at the University of Hertfordshire
- The Hearing Aid Council
- Professional Statutory and Regulatory Bodies (PSRB) forum

- British Psychological Society
- Association of Clinical Scientists
- Academic Registrar's Council - Subjects Allied to Medicine group
- Psychotherapists and Counsellors Professional Liaison Group
- General Medical Council, Education Inter-Regulatory Group

## Projects

Following approval of the 2010-2011 Education Department work plan at the Council meeting on 25 March, the completed list of projects for 2010-2011 is as follows:

- Annual monitoring review
- Approval process review
- Complaints process review
- Education Provider seminars
- Equality and Diversity
- Independent Safeguarding authority (Vetting and Barring Scheme)
- Information Security
- Major change review
- Major Project - Education system review (phase 1)
- Major Project - Partner systems review (phase 1)
- Netregulate approved programme list update
- Practitioner Psychologist project
- Registration Department Liaison Project
- Review of ambulance trust monitoring activities
- Review of generic SOPs outcomes
- Service users
- Small project - Database upgrade (phase 2)
- Welsh language scheme
- Withdrawal of approval

All 2009-2010 projects closed at the end of the financial year, apart from Generic SOPS review, ISA, net-regulate updates and the Welsh Language Scheme, which have been carried over into 2010-2011.

## Employees

The Department structure for 2010 is now in place and there will be no more planned changes until Abigail Gorringer returns from maternity leave. However, Victoria Adenugba joined the Department on 26 April 2010 as a temporary administrator to assist with the Education projects for 2010-2011. Victoria reports to Brendon Edmonds, Acting Education Manager, who will be project managing the majority of the major projects outlined in the 2010-2011 workplan.

Victoria will specifically be assisting with:

- Website review and maintenance
- Visitor recruitment, selection and training
- Education update
- Education systems review major project (phase 1)
- Partners systems review major project (phase 1)
- Registration Department Liaison Project
- Education Provider Seminars

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## Education and Training Committee – 8 June 2010

### Appendix to Director of Education Report – Approval process review

#### **Introduction**

As part of the routine operational process improvement activities which take place in the Education Department, a review of the approval process was undertaken in December 2009. This paper reports the preparation and outcomes from the review day to the Education and Training Committee (Committee).

#### **Preparation for the review day**

Prior to the review day, preparation work took place to ensure that the review was effective in its methodology and to collect relevant information to inform discussion and decision making. Particular consideration was given to the following areas emerging from operational activities and discussions with HPC's Solicitor in August 2009:

- Standardisation of the visitors' recommended outcome when this is to not approve or withdraw ongoing approval from a programme.
- The withdrawal of approval process.
- Guidance notes on making observations.
- The distinction between 'public', 'published' and 'private' in law.

The review in December 2009 concentrated on formalising and clarifying specific stages of the process as the standard communications associated with the approval process had been reviewed in 2008.

Following an introductory presentation, the executive broke into two groups and worked through specific topics.

#### **Outcomes from the review day**

As part of the standard approval process, following a visit, education providers have two opportunities to submit evidence to meet the conditions outlined in the visitors' report. Should the visitors agree after the second attempt that the education provider has not meet all the conditions and therefore has not meet all the standards of education and training (SETs), the visitors will provide the Committee with a recommendation that the programme is not approved or has ongoing approval withdrawn. Standard documentation has been produced which requires visitors to clearly identify which SETs have not been met and why they feel this is the case. This documentation will be provided to Committee to assist them in their decision on whether to not approve or instigate the withdrawal of approval process.

Our publication, Approval process – supplementary information for education providers, clearly outlines the post-visit process, which includes the withdrawal of approval process. Over the last two academic years, Committee has agreed to instigate the withdrawal of approval process and has removed ongoing approval

from a small number of education programmes. To reflect the increased use of the withdrawal of approval process and to ensure efficiency and consistency, the executive has produced a detailed operational process for use within the Department.

Observations can be received from education providers at two stages of the approval process. The first is upon receipt of the visitors' report and the second is upon notification from Committee that they intend to commence withdrawal of approval proceedings. As part of developing the withdrawal of approval operational process, a guidance note about making observations has been created for education providers. This outlines what constitutes an observation and when education providers can submit observations.

Under the Health Professions Order 2001 (Order), the HPC is required to publish visitors' reports. Visitors' reports therefore appear on the Education Department pages of our website. Observations from education providers also previously appeared alongside the visitors' report unless the education provider asked for their observations to not appear in the public domain. The executive has received clarification from HPC's Solicitor regarding the requirements of the Order and as such, has updated our standard correspondence to reflect the legal definitions provided below:

- Published – A public record which is available on our website and can be discussed by Committee or Council in open session.
- Public – A public record which is not available on our website but can be requested by anyone and can be discussed by Committee or Council in open session.
- Private – A record which is not available on our website and is discussed in a private session of Committee or Council but the final outcome of discussions will be recorded in published records.

Guidance for executive members has been produced to clarify what documentation must be published on our website and what documentation may be considered for private or public deliberation. This is also reflected in the guidance note for making observations outlined above. It should be noted that the final decision on all requests from education providers relating to publishing, making public or privately considering observations rests with the HPC.

A series of other small changes to the operational process have also been implemented. These include:

- Updates to standard documentation, forms and guidance to reflect that the Hearing Aid Dispensers joined the Register on 1 April 2010 and the new searchable list of approved programmes on the website.
- Greater clarification has been incorporated into some correspondence/templates.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2010-05-27	c	EDU	AGD	Approval process review	Draft	Public
					DD: None	RD: None

These changes have all been implemented in the approval process for 2009/2010 and education providers will be informed in the Education Update due in October 2010.

**Decision**

This paper is for information only. No decision is required.

**Background information**

Approval process – supplementary information for education providers.

**Resource implications**

There will be no changes to resource demands as a result of the refinements made to the approval operational process.

**Financial implications**

There will be no changes to resource demands as a result of the refinements made to the approval operational process.

**Appendices**

None

**Date of paper**

27 May 2010

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2010-05-27	c	EDU	AGD	Approval process review	Draft DD: None	Public RD: None