

## Visitors' report

<b>Name of education provider</b>	Bournemouth University
<b>Programme name</b>	MSc Occupational Therapy (Pre-registration)
<b>Mode of delivery</b>	Full time
<b>Relevant part of the HCPC Register</b>	Occupational therapist
<b>Date of visit</b>	13 - 14 May 2014

## Contents

Executive summary .....	2
Introduction.....	3
Visit details .....	3
Sources of evidence .....	4
Recommended outcome .....	5
Conditions.....	6
Recommendations.....	9

## Executive summary

The Health and Care Professions Council (HCPC) approve educational programmes in the UK which health and care professionals must complete before they can apply to be registered with us. We are a statutory regulator and our main aim is to protect the public. We currently regulate 16 professions. All of these professions have at least one professional title which is protected by law. This means that anyone using the title 'Occupational therapist' must be registered with us. The HCPC keep a register of health and care professionals who meet our standards for their training, professional skills, behaviour and health.

The visitors' report which follows outlines the recommended outcome made by the visitors on the approval of the programme. This recommended outcome was accepted by the Education and Training Committee (Committee) on 26 August 2014. At the Committee meeting, the programme was approved. This means that the education provider has met the conditions outlined in this report and that the programme meets our standards of education and training (SETs) and ensures that those who complete it meet our standards of proficiency (SOPs) for their part of the Register. The programme is now granted open ended approval, subject to satisfactory monitoring.

## Introduction

The HCPC visited the programme at the education provider as it was a new programme which was seeking HCPC approval for the first time. This visit assessed the programme against the standards of education and training (SETs) and considered whether those who complete the programme meet the standards of proficiency (SOPs) for their part of the Register.

This visit was part of a joint event. The education provider and the professional body considered their accreditation of the programme. The education provider, the professional body and the HCPC formed a joint panel, with an independent chair and secretary, supplied by the education provider. The visit also considered the MSc Physiotherapy (Pre-registration) programme. Whilst the joint panel participated in collaborative scrutiny of the programme and dialogue throughout the visit; this report covers the HCPC's recommendations on the programme only. As an independent regulatory body, the HCPC's recommended outcome is independent and impartial and based solely on the HCPC's standards. Separate reports, produced by the education provider and the professional body outline their decisions on the programmes' status.

## Visit details

Name of HCPC visitors and profession	Claire Brewis (Occupational therapist) Jo Jackson (Physiotherapist)
HCPC executive officer (in attendance)	Louise Devlin
Proposed student numbers	10 per cohort per year
Proposed start date of programme approval	September 2014
Chair	Catherine Symonds (Bournemouth University)
Secretary	Lianne Hutchings (Bournemouth University)
Members of the joint panel	Sherry Jeary (Internal Panel Member) Elaine Ballantyne (External Panel Member) Jane Morris (External Panel Member) Patricia McClure (College of Occupational Therapists) Deb Hearle (College of Occupational Therapists) Clair Parkin (College of Occupational Therapists)

## Sources of evidence

Prior to the visit the HCPC reviewed the documentation detailed below, sent by the education provider:

	Yes	No	N/A
Programme specification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Descriptions of the modules	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mapping document providing evidence of how the education provider has met the SETs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mapping document providing evidence of how the education provider has met the SOPs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practice placement handbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student handbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curriculum vitae for relevant staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External examiners' reports from the last two years	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The HCPC did not review external examiners' reports prior to the visit as there is currently no external examiner reports as the programme is new.

During the visit the HCPC saw the following groups or facilities:

	Yes	No	N/A
Senior managers of the education provider with responsibility for resources for the programme	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programme team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Placements providers and educators / mentors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialist teaching accommodation (eg specialist laboratories and teaching rooms)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The HCPC met with students from the BSc (Hons) Occupational Therapy programme as the programme seeking approval currently does not have any students enrolled on it.

## Recommended outcome

To recommend a programme for approval, the visitors must be assured that the programme meets all of the standards of education and training (SETs) and that those who complete the programme meet our standards of proficiency (SOPs) for their part of the Register.

The visitors agreed to recommend to the Education and Training Committee that a number of conditions are set on the programme, all of which must be met before the programme can be approved.

The visitors agreed that 50 of the SETs have been met and that conditions should be set on the remaining seven SETs.

Conditions are requirements that the education provider must meet before the programme can be recommended for approval. Conditions are set when certain standards of education and training have not been met or there is insufficient evidence of the standard being met.

The visitors also made a recommendation for the programme.

Recommendations are observations on the programme or education provider which do not need to be met before the programme is recommended for approval. Recommendations are normally set to encourage further enhancements to the programme and are normally set when it is felt that the particular standard of education and training has been met at, or just above the threshold level.

## Conditions

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

**Condition:** The education provider must provide further evidence of the information that will be provided to potential applicants of the programme, to ensure that they are able to make an informed choice regarding whether to apply.

**Reason:** In the documentation provided the visitors saw references to admissions requirements in the Programme specification (page 19). In discussion with the programme team, the visitors noted that the admissions materials have not yet been developed. It is planned that potential applicants will be given information through the education provider website, and information provided at open days. The visitors require further evidence that key information will be provided to potential applicants including:

- the requirement for a criminal convictions check, and whether students will be expected to pay for this;
- required health checks;
- English language requirements; and
- information regarding the structure of the programme.

This will ensure that applicants are given the information they require to make an informed choice about whether to take up an offer of a place on the programme.

### **2.5 The admissions procedures must apply selection and entry criteria, including appropriate academic and / or professional entry standards.**

**Condition:** The education provider must provide further evidence of the entry requirements for the programme, and how these will be communicated to potential applicants.

**Reason:** From a review of the admissions information in the Programme specification (page 19), the visitors could not see what the academic entry requirements are for the programme. The visitors also could not see how applicants will be made aware of if a previous degree would have to be in a related subject area, or would have to be research related. At the visit, the programme team also discussed the importance of recognising non-academic experiences that applicants may have. From the documentation it was not clear what type of experience would be considered, and how applicants would be informed of this. The visitors therefore require further evidence to demonstrate what the entry requirements are for the programme, and how these will be communicated to potential applicants.

### **3.8 The resources to support student learning in all settings must be effectively used.**

**Condition:** The education provider must ensure that all programme documentation is updated so that it is reflective of the HCPC's requirements.

**Reason:** From a review of the programme documentation, the visitors noted references to an HCPC requirement of a minimum of 1000 hours of supervised placement learning

(Student handbook, page 24, Briefing and Resources document, page 26 and Practice Assessment Document, page 72). The HCPC does not state a minimum requirement for placement hours, and therefore all programme documentation must be reviewed to ensure that the requirements of the HCPC are accurately reflected.

### **3.14 Where students participate as service users in practical and clinical teaching, appropriate protocols must be used to obtain their consent.**

**Condition:** The education provider must provide evidence that there are appropriate protocols in place to obtain students' consent when they are acting as service users in practical teaching.

**Reason:** At the visit, the visitors were provided with a release form, informing students that they may be required to take part in a focus group, or in a filmed session. However, from a review of the documentation the visitors noted that there was not a process by which students would be able to give their consent when acting as service users in practical teaching. The visitors also could not see how students were formally told about the risk of physical or emotional distress through participating in these activities, and any impact on their academic progression if they chose to opt out of participating. The visitors therefore require further evidence of how students on the programme will be able to give informed consent to participate in practical teaching, when they are acting as service users.

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

**Condition:** The education provider must provide further evidence of how students are assessed at Masters level, and therefore that the programme is compliant with the Framework for Higher Education Qualifications (FHEQ).

**Reason:** From a review of the SETs mapping document provided, the visitors noted that the evidence to meet this standard referred to the Programme specification (sections 8 and 13). Upon reviewing this information, the visitors could not see evidence of assessment guidelines or criteria. As such, it was not clear how the programme team will ensure that students will be assessed at Masters level, and therefore ensure compliance with external-reference frameworks, namely the Framework for Higher Education Qualifications (FHEQ). The visitors therefore require further evidence of the assessment guidelines or criteria that will be used to assess students at Masters level, to ensure that this standard can be met.

### **6.4 Assessment methods must be employed that measure the learning outcomes.**

**Condition:** The education provider must provide further information regarding the assessment methods for the programme, to ensure that they successfully measure the learning outcomes.

**Reason:** From a review of the documentation provided, the visitors noted that the unit directory referred to the type of assessment that each unit will be assessed by, for example in the 'Skills for Therapy Practice' unit; "ILOs 1-6 will be assessed by 100% coursework" (page 5). However, the visitors were not provided with any further detail of what the coursework, or other assessment methods would be comprised of. Therefore, further evidence of the indicative content of each chosen assessment method is

required to ensure that they successfully measure the intended learning outcomes of each unit.

**6.11 Assessment regulations must clearly specify requirements for the appointment of at least one external examiner who must be appropriately experienced and qualified and, unless other arrangements are agreed, be from the relevant part of the Register.**

**Condition:** The education provider must revisit the programme documentation to make it clear that at least one external examiner appointed to the programme must be from the relevant part of the HCPC Register, unless alternative arrangements have been agreed with the HCPC.

**Reason:** Whilst the visitors were satisfied that the external examiner recruited would be from the appropriate part of the HCPC Register, unless other arrangements were previously agreed with the HCPC, they could not locate any information regarding the registration requirements of external examiners for the programme within the documentation. The visitors therefore require evidence of where it clearly specifies the requirement for the appointment of at least one external examiner who must be appropriately experienced and qualified and, unless other arrangements are agreed, be from the relevant part of the Register.

## Recommendation

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

**Recommendation:** The education provider should inform the HCPC if there are any changes to the proposed student numbers, to ensure that there continues to be an adequate number of staff in place to deliver an effective programme.

**Reason:** At the visit, the programme team confirmed the proposed student numbers for the programme, and the visitors were satisfied that there are adequate staffing resources in place, and therefore that this standard is met. However, the visitors noted that as the number of commissioned places for the programme has not been confirmed yet, it is possible that the number of students on the programme could increase. If this were to happen, the programme team should consider the impact of this on the available staffing resources for the programme, and inform the HCPC through the major change process if there are significant changes, to ensure that this standard continues to be met.

Claire Brewis  
Jo Jackson