

## Visitors' report

<b>Name of education provider</b>	East of England Ambulance NHS Trust Award validated by University of East Anglia
<b>Programme name</b>	Certificate of Higher Education in Emergency Medical Care (incorporating the IHCD paramedic award)
<b>Mode of delivery</b>	Part Time
<b>Relevant part of HPC register</b>	Paramedic Science
<b>Date of visit</b>	26-27 March 2008

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## Executive summary

The Health Professions Council (HPC) approve educational programmes in the UK which health professionals must complete before they can apply to be registered with us. The HPC is a health regulator and our main aim is to protect the public. The HPC currently regulates 13 professions. All of these professions have at least one professional title which is protected by law. This means that anyone using the title 'Paramedic' must be registered with us. The HPC keep a register of health 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 2 December 2008. At the Committee meeting on 2 December 2008, the programme was approved. This means that the education provider has met the condition(s) 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 HPC visited the programme at the education provider as it was a new programme which was seeking HPC 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 an HPC only visit. The education provider did not validate or review the programme at the visit and the professional body did not consider their accreditation of the programme. The education provider supplied an independent chair and secretary for the visit.

## Visit details

Name of HPC visitors and profession	Vince Clarke (Paramedic) Trisha Fillis (Radiographer) Jim Petter (Paramedic)
HPC executive officer(s) (in attendance)	Osama Ammar
HPC observer	Paula Lescott
Proposed student numbers	80 per biannual intake
Proposed start date of programme approval	November 2008
Chair	Ms Erica Towner (University of East Anglia)
Secretary	Ms Pat Vince (East of England Ambulance NHS Trust)

## Sources of evidence

Prior to the visit the HPC reviewed the documentation detailed below, sent by the education provider.

	Yes	No	N/A
Programme specification	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student handbook	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Curriculum vitae for relevant staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
External examiners' reports from the last two years	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Local Trust Procedural documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The HPC did not review CVs for all relevant staff prior to the visit as the education provider only submitted one CV for scrutiny.

The HPC did not review a programme specification for the programme as it was intended that the panel would be visiting an IHCD paramedic award which would not normally have a programme specification.

In the case of the practice placement handbook and student handbook, the information provided to students and practice placement educators was provided in the submission, but not as consolidated documents.

The HPC did not review external examiners' reports prior to the visit as it was not apparent until the visit that the panel was being asked to scrutinise a higher education award. Rather it was believed the panel was reviewing an IHCD paramedic award for which external examiners' reports would not be produced as the qualification does not have the same quality assurance procedures as higher education programmes.

During the visit the HPC 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 (e.g. specialist laboratories and teaching rooms)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 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 32 of the SETs have been met and that conditions should be set on the remaining 31 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 have also made a number of recommendations 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.

The visitors did not make any commendations on the programme. Commendations are observations of innovative best practice by a programme or education provider.

## Conditions

### **2.1 The admission procedures must give both 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:** The education provider must redraft and resubmit the programme documentation to amend references to state registration of paramedics.

**Reason:** In the submitted documentation there were references to state registration of paramedics. The visitors felt, given the independent nature of the Health Professions Council, that this terminology did not reflect the true nature of registration as a paramedic. In order to prevent confusion between the previous and current methods of regulation, the visitors felt the documentation required updating.

### **2.2.1 The admission procedures must apply selection criteria, including evidence of a good command of written and spoken English.**

**Condition:** The education provider must submit appropriate programme documentation to clearly articulate the English Language entry requirements for the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award).

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the programme. In this case, the visitors require documentation detailing the entry requirements for the programme seeking approval, particularly the English language entry criteria.

### **2.2.2 The admission procedures must apply selection criteria, including criminal conviction checks.**

**Condition:** The education provider must submit appropriate programme documentation to clearly articulate the entry requirements relating to criminal convictions for the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award).

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance

NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the programme. In this case, the visitors require documentation detailing the entry requirements for the programme seeking approval, particularly the entry criteria relating to criminal convictions. The visitors require assurance that criminal conviction status is checked at an enhanced level and monitored appropriately throughout the course of the programme.

### **2.2.3 The admission procedures must apply selection criteria, including compliance with any health requirements.**

**Condition:** The education provider must submit appropriate programme documentation to clearly articulate the entry requirements relating to health requirements for the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award).

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the programme. In this case, the visitors require documentation detailing the entry requirements for the programme seeking approval, particularly the entry criteria relating to health requirements.

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

**Condition:** The education provider must submit appropriate programme documentation to clearly articulate the entry requirements relating to academic and/or professional entry standards for the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award).

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by

University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the programme. In this case, the visitors require documentation detailing the entry requirements for the programme seeking approval, particularly the entry criteria relating to academic and/or professional entry standards.

### **2.2.5 The admission procedures must apply selection criteria, including accreditation of prior learning and other inclusion mechanisms.**

**Condition:** The education provider must submit appropriate programme documentation to clearly articulate the processes for accreditation of prior learning and other inclusion mechanisms for the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award).

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the programme. In this case, the visitors require documentation detailing the entry requirements for the programme seeking approval, particularly the processes used for the application of accreditation of prior learning and other inclusion mechanisms.

### **2.3 The admission procedures must ensure that the education provider has an equal opportunities policy and anti-discriminatory policy in relation to candidates and students, together with an indication of how this must be implemented and monitored.**

**Condition:** The education provider must submit appropriate programme documentation to clearly articulate the equality and diversity policies relating to the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award).

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the



programme. In this case, the visitors require documentation relating the equality and diversity policies in place for applicants to and students on the programme.

### **3.2 The programme must be managed effectively.**

**Condition:** The education provider must submit appropriate programme documentation to clearly articulate the management structure for the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award).

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the programme. In this case, the visitors require documentation detailing how the programme is managed by both East of England Ambulance NHS Trust and University of East Anglia. In particular, the visitors require information to understand how University of East Anglia quality assurance mechanisms will extend out to the delivery of the programme.

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

**Condition:** The education provider must submit appropriate programme documentation to clearly articulate how the number of staff attached to the programme is appropriate for the delivery of the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award).

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the programme. In this case, the visitors require documentation detailing the individuals and their roles in contributing to the programme seeking approval. The visitors note that this is normally evidenced by submission of CVs for all individuals contributing to a programme.

### **3.5 Subject areas must be taught by staff with relevant expertise and knowledge.**

**Condition:** The education provider must submit appropriate programme documentation to clearly articulate how the staff attached to the programme are appropriately experienced and qualified for the delivery of the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award).

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the programme. In this case, the visitors require documentation detailing the individuals and their roles in contributing to the programme seeking approval. The visitors note that this is normally evidenced by submission of CVs for all individuals contributing to a programme.

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

**Condition:** The education provider must submit appropriate programme documentation to clearly describe the resources available to students on the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award).

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the programme. In this case, the visitors require documentation detailing resources available at the three delivery sites for the programme and also information relating the resources available (if any) from University of East Anglia to support student learning.

### **3.8 The facilities needed to ensure the welfare and well being of students must be both adequate and accessible.**

**Condition:** The education provider must submit appropriate programme documentation to clearly describe the resources available to support the welfare and well being of students on the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award).

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the programme. In this case, the visitors require documentation detailing resources available at the three delivery sites for the programme and also information relating the resources available (if any) from University of East Anglia to support welfare and well being of students. The visitors recognised from the meeting with students that there was uncertainty about the route of progression through the programme and considered that the education provider may consider consolidating information provided to students within one or two documents to address this challenge.

### **3.12 The resources provided, both on and off site, must adequately support the required learning and teaching activities of the programme.**

**Condition:** The education provider must submit appropriate programme documentation to clearly describe the resources to support learning and teaching on the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award).

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the programme. In this case, the visitors require documentation detailing resources available at the three delivery sites for the programme and also information relating the resources available (if any) from University of East Anglia to support student learning.

**3.13 The learning resources, including the stock of periodicals and subject books, IT facilities (including internet access), must be appropriate to the curriculum and must be readily available to students and staff.**

**Condition:** The education provider must submit appropriate programme documentation to clearly describe the resources to support learning on the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award).

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the programme. In this case, the visitors require documentation detailing resources available at the three delivery sites for the programme and also information relating the resources available (if any) from University of East Anglia to support student learning. Additionally, from meeting with the programme team it was apparent that an electronic learning platform was in use or intended to be used. The visitors felt it was necessary to understand how the platform was contributing the delivery of the programme.

**4.1 The learning outcomes must ensure that those who successfully complete the programme meet the standards of proficiency for their part of the Register.**

**Condition:** The education provider must submit appropriate programme documentation to clearly describe how the learning outcomes for the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) are linked the standards of proficiency for Paramedics.

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the programme. In this case, the visitors require documentation detailing how the learning outcomes of the programme seeking approval are intended to ensure that an individual who completes the programme will have demonstrated an ability to meet the standards of proficiency. The visitors noted that the standards

of proficiency mapping document contained insufficient detail to allow them to understand how the programme team intended to deliver the standards of proficiency. Additionally, the programme seeking approval is comprised of eight modules which were not all included in the programme documentation. In order to assess how this standard is met, the visitors require detailed and complete documentation.

#### **4.5 The delivery of the programme must assist autonomous and reflective thinking and evidence based practice.**

**Condition:** The education provider must submit the module descriptors for the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award).

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the programme. In this case, the visitors require documentation detailing how the programme assists autonomous and reflective thinking and evidenced based practice. The visitors were unable to assess how the programme team planned to do this as a result of not being able to scrutinise a full set of module descriptors. In order to make an assessment of this standard, the visitors require all the module descriptors to review the teaching and learning methods and the learning outcomes.

#### **5.2 There must be an adequate number of appropriately qualified and experienced staff at the placement.**

**Condition:** The education provider must submit appropriate programme documentation to clearly indicate the arrangements for placement supervision not only in the hospital environment, but also whilst students are in other areas of practice for the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award). In particular, information is required to describe how there are a sufficient number of practice placement educators to support the numbers of students.

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only

partially referred to the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the programme. In this case, the visitors require documentation to evidence that there are sufficient appropriately qualified practice placement educators to ensure students are always appropriately supervised whilst training to become paramedics.

#### **5.4 Learning, teaching and supervision must be designed to encourage safe and effective practice, independent learning and professional conduct.**

**Condition:** The education provider must submit appropriate programme documentation to clearly indicate the arrangements for placement supervision not only in the hospital environment, but also whilst students are in other areas of practice for the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award).

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the programme. In this case, the visitors require documentation to evidence that supervision arrangements in placement are designed to encourage safe and effective practice, independent learning and professional conduct.

##### **5.7.1 Students and practice placement educators must be fully prepared for placement which will include information about and understanding of the learning outcomes to be achieved.**

**Condition:** The education provider must submit appropriate programme documentation to clearly indicate the arrangements for practice placements not only in the hospital environment, but also whilst students are in other areas of practice for the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award).

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care

Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the programme. In this case, the visitors require documentation to evidence that students and practice placement educators understand the learning outcomes that are to be achieved in the placement environment (within and external to the hospital environment).

**5.7.2 Students and practice placement educators must be fully prepared for placement which will include information about and understanding of the timings and the duration of any placement experience and associated records to be maintained.**

**Condition:** The education provider must submit appropriate programme documentation to clearly indicate the arrangements for practice placements not only in the hospital environment, but also whilst students are in other areas of practice for the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award).

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the programme. In this case, the visitors require documentation to evidence that students and practice placement educators understand the timings, duration of placements and records to be maintained both within and external to the hospital environment.

**5.7.3 Students and practice placement educators must be fully prepared for placement which will include information about and understanding of the expectations of professional conduct.**

**Condition:** The education provider must submit appropriate programme documentation to clearly indicate the arrangements for practice placements not only in the hospital environment, but also whilst students are in other areas of practice for the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award).

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care

Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the programme. In this case, the visitors require documentation to evidence that students and practice placement educators understand the expectations for professional conduct both within and external to the hospital environment.

**5.7.4 Students and practice placement educators must be fully prepared for placement which will include information about and understanding of the assessment procedures including the implications of, and any action to be taken in the case of failure.**

**Condition:** The education provider must submit appropriate programme documentation to clearly indicate the arrangements for practice placements not only in the hospital environment, but also whilst students are in other areas of practice for the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award).

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the programme. In this case, the visitors require documentation to evidence that students and practice placement educators understand the assessment procedures and the action to be taken in the event of failure both within and external to the hospital environment.

**5.7.5 Students and practice placement educators must be fully prepared for placement which will include information about and understanding of communication and lines of responsibility.**

**Condition:** The education provider must submit appropriate programme documentation to clearly indicate the arrangements for practice placements not only in the hospital environment, but also whilst students are in other areas of practice for the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award).

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care



Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the programme. In this case, the visitors require documentation to evidence that students and practice placement educators understand the lines of communication and responsibility both within and external to the hospital environment.

### **5.8.3 Unless other arrangements are agreed, practice placement educators must undertake appropriate practice placement educator training.**

**Condition:** The education provider must submit appropriate programme documentation to clearly indicate the arrangements for practice placement educator training for the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award).

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the programme. In this case, the visitors require documentation to describe the arrangements for practice placement educator training. In particular, the visitors require information to assist them in understanding how consistency in approach to supervision and training is ensured across the multiple sites of delivery and the large geographical area in which students are placed.

### **5.12 A range of learning and teaching methods that respect the rights and needs of patients or clients and colleagues must be in place throughout practice placements.**

**Condition:** The education provider must submit appropriate programme documentation to clearly indicate the arrangements for placement supervision not only in the hospital environment, but also whilst students are in other areas of practice for the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award).

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award). As a result of this, the

visitors require documentation to allow them to assess elements of the programme. In this case, the visitors require documentation to evidence that learning, teaching and supervision arrangements in placement are appropriate to meet this standard.

#### **6.1 The assessment design and procedures must assure that the student can demonstrate fitness to practice.**

**Condition:** The education provider must submit the programme specification, module descriptors and assessment regulations for the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award).

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the programme. In this case, the visitors require documentation detailing how the assessment procedures can assure students can demonstrate fitness to practise. The visitors were unable to assess how the programme team planned to do this as a result of not being able to scrutinise a full set of module descriptors or understand how the programme's assessment regulations interacted with the individual assessments. In order to make an assessment of this standard, the visitors require the programme specification, all the module descriptors and assessment regulations.

#### **6.2 Assessment methods must be employed that measure the learning outcomes and skills that are required to practice safely and effectively.**

**Condition:** The education provider must submit the module descriptors for the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award).

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the

programme. In this case, the visitors require the module descriptors for the programme to review the variety of assessment methods being used in the programme to ensure that they measure the learning outcomes required for safe and effective practice.

**6.4 The measurement of student performance and progression must be an integral part of the wider process of monitoring and evaluation, and use objective criteria.**

**Condition:** The education provider must submit the grade assessment criteria for the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award).

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the programme. In this case, the visitors require the grade assessment criteria used to objectively measure performance and progression throughout the programme.

**6.6 Professional aspects of practice must be integral to the assessment procedures in both the education setting and practice placement.**

**Condition:** The education provider must submit all operating procedures relevant to professional aspects of practice for the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award).

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the programme. In this case, the visitors require the operating procedures used by the Ambulance NHS Trust in relation to professional aspects of practice. As a result of the students on the programme being employees of the Trust, they are subject to these policies.

#### **6.7.4 Assessment regulations must clearly specify requirements for a procedure for the right of appeal for students.**

**Condition:** The education provider must submit details of the appeal procedure for the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award).

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the programme. In this case, the visitors were unable to determine the institutional / organisational processes for appeals for students on the programme seeking approval.

#### **6.7.5 Assessment regulations must clearly specify requirements for the appointment of at least one external examiner from the relevant part of the HPC Register unless other arrangements are agreed.**

**Condition:** The education provider must submit documentation to clearly articulate that at least one external examiner must be from the relevant part of the HPC Register unless other arrangements are agreed for the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award).

**Reason:** Prior to the visit, it was apparent that the visit was taking place in order to assess the IHCD paramedic award delivered by East of England Ambulance NHS Trust. However, in the discussions with the senior team it became apparent that the award for which approval was being sought was the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award) delivered by East of England Ambulance NHS Trust and validated by University of East Anglia. The submitted programme documentation only partially referred to the Certificate of Higher Education in Emergency Care Practice (incorporating the IHCD paramedic award). As a result of this, the visitors require documentation to allow them to assess elements of the programme. In this case, the submitted programme documentation did not make clear that the external examiner will always be subject to above stipulation. The visitors recognised that the current external examiner was HPC registered but the visitors felt the documentation must be explicit in this instance to ensure this standard continues to be met.

## Recommendations

### **4.2 The programme must reflect the philosophy, values, skills and knowledge base as articulated in the curriculum guidance for the profession.**

**Recommendation:** The education provider should consider revisiting the British Paramedic Association (BPA) curriculum guidance on the supernumerary status of students as the proposed transition is made to a Diploma of Higher Education award which does not incorporate the IHCD paramedic training award.

**Reason:** The visitors recognise in the context of an IHCD paramedic award, supernumerary status of students is difficult to achieve as the students are currently employed and contracted to work as employees of the Trust and are part of work-force planning (though not as paramedics). However, the education provider indicated that the intention was to develop a programme of study entirely delivered using a higher education framework. The visitors felt that at this time it was important that the education provider took the opportunity to develop the programme in reference to the BPA curriculum guidance.

### **5.5 The number, duration and range of placements must be appropriate to the achievement of the learning outcomes.**

**Recommendation:** The education provider should consider extending the period in which students are mentored before qualification after the completion of the hospital placement.

**Reason:** Though the visitors felt that those individuals who complete the programme will have demonstrated their ability to meet HPC standards, the feedback received from the students was that some additional time under mentorship after the hospital placement would be beneficial to students in their transition from student to paramedic.

### **5.9 There must be collaboration between the education provider and practice placement providers.**

**Recommendation:** The education provider should consider revisiting the arrangements for practice placement co-ordination after the appointment of a new member of staff who will take responsibility for this area of the programme.

**Reason:** The visitors felt that if the education provider met the conditions above and performed placement co-ordination as it was described that the programme would meet this standard. However, there were indications in the programme team meeting that there would be a new appointment made for a practice placement co-ordination role. Given the potential for positive changes, the visitors wanted to support the changes with this recommendation to revisit the placement co-ordination processes once the new appointment has been made.

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

**Recommendation:** The education provider should consider revisiting the assessment processes to ensure they reflect the external reference framework provided by the British Paramedic Association (BPA).

**Reason:** The visitors recognised that the programme was able to meet this standard but felt that through revisiting the curriculum guidance, the programme and students would benefit.

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