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## Visitors' report

<b>Name of education provider</b>	Glasgow Caledonian University
<b>Programme name</b>	BSc (Hons) Occupational Therapy
<b>Mode of delivery</b>	Full time
<b>Relevant part of the HCPC Register</b>	Occupational therapist
<b>Date of visit</b>	1 – 3 April 2014

## Contents

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

## 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 ongoing approval of the programme. This recommended outcome was accepted by the Education and Training Committee (Committee) on 2 July 2014. At the Committee meeting, the ongoing approval of the programme was re-confirmed. 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 HCPC visited the programme at the education provider to consider major changes proposed to the programme. The major change affected the following standards - programme admissions, programme management and resources, curriculum, practice placements and assessment. The programme was already approved by the HCPC and this visit assessed whether the programme continued to meet the standards of education and training (SETs) and continued to ensure that 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 validated the programme and the professional body considered their accreditation of the programme. The visit also considered the following programmes - BSc (Hons) Radiotherapy and Oncology – Full Time; BSc (Hons) Diagnostic Imaging - Full Time; BSc (Hons) Occupational Therapy - Full Time; BSc (Hons) Physiotherapy - Full Time; BSc (Hons) Podiatry - Full Time; MSc Occupational Therapy (Pre-registration) - Full Time; MSc Physiotherapy (Pre-registration) - Full Time; BSc in Operating Department Practice - Full Time. The education provider, the professional bodies and the HCPC formed a joint panel, with an independent chair and secretary, supplied by the education provider. Whilst the joint panel participated in collaborative scrutiny of all the programmes and dialogue throughout the visit; this report covers the HCPC's recommendations on this programme only. Separate reports exist for the other programmes. 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	Karen Harrison (Physiotherapist) Margaret Hanson (Occupational therapist)
HCPC executive officer (in attendance)	Nicola Baker
Proposed student numbers	75 per year
First approved intake	September 1996
Effective date that programme approval reconfirmed from	September 2014
Chair	Elaine Smith (Glasgow Caledonian University)
Secretary	Morven Gillies (Glasgow Caledonian University)
Members of the joint panel	Rachel Russell (Internal Panel Member) Karen Morris (College of Occupational Therapists) Julie Taylor (College of Occupational Therapists) Caroline Grant (College of Occupational Therapists) Janette Grey (Chartered Society of Physiotherapists) Jennifer Duthie (Chartered Society of Physiotherapists)

## 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The HCPC did not review the practice placement handbook prior to the visit as the information is included in the Allied Health Sciences Practice Education Handbook documentation. A separate practice placement handbook specific to MSc Occupational Therapy (Pre-registration) was also tabled at the visit.

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"/>

## **Recommended outcome**

To recommend a programme for ongoing 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 55 of the SETs have been met and that conditions should be set on the remaining two SETs.

Conditions are requirements that the education provider must meet before the programme can be recommended for ongoing 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 did not make any 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 ongoing 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

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

**Condition:** The education provider must ensure that the resources to support student learning throughout the programme are clear and consistently reflective of the current setting for registration of occupational therapists.

**Reason:** In review of the documentation submitted prior to the visit, the visitors noted a number of inaccurate references to the HCPC. For instance it refers to the HCPC's former name, 'HPC' on page 33 of the 'BSc Hons Occupational Therapy Programme Re-Approval Document 2014' and within the module descriptor's references for 'Community Based Practice in Occupational Therapy (Practice Education)'. The Programme Specification also states that 'Due to the requirements of the professional bodies there will be no aegrotat awards of BSc (Hons) Occupational Therapy.' Also within the programme documentation there are a number of references to the 'HCPC Codes of conduct'. These references do not accurately reflect the HCPC as the regulatory body, and could lead to misinterpretation as to its requirements and guidance for students. The visitors therefore require the programme documentation to be reviewed to ensure that all references are clear and accurate.

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

**Condition:** The education provider must provide the HCPC with updated documentation following any major changes as a result of the revalidation and reaccreditation process.

**Reason:** At the visit, there were a number of aspects of the programme where the professional body and internal panels have required changes to be made. These included for example, amendments to the module descriptors, programme structure and assessment processes. It was also highlighted in discussion with the programme team, that the practice education documents tabled at the visit were subject to changes as they had not yet been reviewed by the Assessment sub-group and external examiners. The visitors therefore require the finalised documentation to be submitted where changes have been made, to ensure that the SETs will continue to be met under any changes, and to ensure that the documentation continues to be clear, accurate and appropriate to support students through the programme.

### **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 programme team must submit further evidence that there will be at least one external examiner who will be appropriately experienced and qualified and, unless other arrangements are agreed, be from the relevant part of the Register.

**Reason:** The visitors were satisfied with the current external examiner arrangements. However, the visitors noted in the documentation submitted by the education provider there was insufficient detail concerning the recruitment of external examiners to this

programme. This standard requires the assessment regulations to clearly articulate the requirements for the appointment of at least one external examiner who must be appropriately experienced and qualified and, unless other arrangements are agreed, be appropriately registered with the HCPC. The visitors therefore require evidence that HCPC requirements regarding the appointment of external examiners to the programme have been included in the relevant documentation to ensure that this standard will continue to be met.

Margaret Hanson  
Karen Harrison