

**Health Professionals Council.
Department of Education and Policy.**

Visitors report.

Name of education provider	University Centre Yeovil and Bournemouth University
Name and titles of programme(s)	Diploma of Higher Education in Operating Department Practice
Date of event	27 th and 28 th June 2005 16 th August 2005 (Re-Visit)
Proposed date of approval to commence	September 2005
Name of HPC visitors attending (including member type and professional area)	Mr Alan Mount – HPC Visitor (ODP) Mr David Bevan – HPC Visitor (ODP)
HPC Executive officer(s) (in attendance)	Ms Nicole Borg – Education Officer
Joint panel members in attendance (name and delegation):	

Scope of visit (*please tick*)

New programme	<input type="checkbox"/>
Major change to existing programme	<input checked="" type="checkbox"/>
Visit initiated through Annual Monitoring	<input type="checkbox"/>

Part 1.

1.1 Confirmation of meetings held

	yes	no	n/a
Senior personnel of provider with responsibility for resources for the programme	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programme planning team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Placements providers and educators	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Confirmation of facilities inspected

	yes	No
Library learning centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>
IT facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Specialist teaching accommodation	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Confirmation that particular requirements/specific instructions (if any) of the Education and Training Committee that have been explored e.g. specific aspects arising from annual monitoring reports.

Requirement (please insert detail)	yes	No	n/a
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Proposed student cohort intake number please state	32
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CONDITIONS:

CONDITION 1.

SET 2. *Programme admissions:*

2.2.5 Accreditation of Prior Learning and other inclusion mechanisms

Condition: The programme team must remove “City and Guilds 752, assimilated grade qualifications and NVQ level 3 from the APEL criteria for admission onto the Dip HE programme.

Reason: This is a pre graduate programme and the qualifications cited are post graduate qualifications. This is found in the Programme Specification booklet.

CONDITION 2.

SET 3. *Programme management and resource standards:*

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

Condition: The programme team must clearly articulate who lectures within each module. This applies to both sites at UCY and BU.

Reason: The team had provided CV’s for lecturing staff but it was unclear which modules were taught by who at which site.

CONDITION 3.

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

Condition: The University must ensure that a secure base for ODP education is provided.

Reason: To ensure that student learning in all settings is used effectively, a formal home to develop and support the students is essential.

CONDITION 4.

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

Condition: The University must ensure that a secure base for ODP education is provided.

Reason: To ensure the welfare and well-being of students, a formal home to develop and support the students is essential.

CONDITION 5.

3.9 Where students participate as patients or clients in practical and clinical teaching, appropriate protocols must be used to obtain their consent.

Condition: The programme team need to explain the rationale behind this standard not being applicable to the programme.

Reason: No evidence was available.

CONDITION 6.

SET 4. Curriculum Standards:

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 location of the “standards of proficiency” needs to be explicit in the programme. The team must provide a matrix / map highlighting the programme and where the standards are taught i.e. which specific modules.

Reason: The requirements of SET 4.1 are not clearly outlined in the modules. The evidence provided did not articulate all of the components, although the programme team were able to confirm that they were an integral part of the modules.

CONDITION 7.

4.3 Integration of theory and practice must be central to the curriculum to enable safe and effective practice.

Condition: The “Care in Anaesthetic Practice” module must have a written assessment, equitable to the other Level I modules, requiring 30% of the overall assessed mark.

Reason: This must have the same priority as the Surgical and Peri-operative Level I modules. Assessing the outcomes, using the practice profile only, will not ensure that the ILO's have been achieved.

CONDITION 8.

SET 5. *Practice placement standards:*

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

Condition: The programme team must confirm that each of the practice placement areas has an adequate number of appropriately qualified and experienced staff.

Reason: Although it was clear that practice placement areas had identified staff it was not clear whether there were adequate numbers, or that the roles were performed by appropriately qualified and experienced staff. Identifying adequate numbers and qualifications would also facilitate gap analysis of vulnerable areas and identify specific role training schemes.

CONDITION 9.

5.3.1 A safe environment; and for

Condition: There must be an effective mechanism, in all practice placement areas, to ensure and monitor consistency of students' assessment and support.

Reason: It was apparent, during the visit (s), that there were inconsistencies with assessment and support given by mentors throughout the students practice placement areas.

CONDITION 10.

5.6 The education provider must maintain a thorough and effective system for approving and monitoring all placements.

Condition: There is a need to provide evidence of monitoring visits e.g. sample report.

Reason: The programme team confirmed that visits are an integral part of the programme although no evidence was seen.

CONDITION 11.

5.7 Students and practice placement educators must be fully prepared for placement which will include information about and understanding of the following:

Condition: The programme team must provide evidence of mentor preparation and updates.

Reason: Although the students commended a large percentage of their mentors, it was also apparent that some mentors required guidance from the students. No evidence was available to confirm that mentor preparation had taken place.

CONDITION 12.

5.8 Unless other arrangements are agreed, practice placement educators:

Condition: The programme team must provide evidence that the practice educators for each area have relevant qualifications and experience; are appropriately registered; and have undertaken appropriate practice placement educator training.

Reason: No evidence was available.

CONDITION 13.

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

Condition: There is a need to provide evidence of the joint programme team / practice educators / student meetings e.g. sample minutes.

Reason: The programme team confirmed that meetings are an integral part of the programme although no evidence was available.

CONDITION 14.

5.10 The education provider must ensure necessary information is supplied to practice placement providers.

Condition: The programme team must provide a copy of the Practice Placement Handbook.

Reason: Although the team confirmed that the handbook was essential to the programme, no evidence was available.

CONDITION 15.

SET 6. *Assessment standards:*

6.7.5 for the appointment of at least one external examiner from the relevant part of the Register.

Condition: The Programme Team must confirm that they have an External Examiner for the programme.

Reason: No evidence was available.

Deadline for *Conditions* to be met: 09/09/2005

To be submitted to Approvals Committee on:

COMMENDATIONS:

1. The HPC representatives were impressed at the high level of support that the programme received. This was evident throughout the visit by the commitment of the University staff.
2. The impending provision of the additional lecturing staff was seen as a positive move to create an effective system of development and support for both students and practice areas.
3. The additional support to the Programme Leader was confirmation that the University had recognised that the programme and its development was in the forefront of the University plan.
4. The HPC representatives agreed that the use of Practice Educators created an effective mechanism for the monitoring of the assessment standards.

The nature and quality of instruction and facilities meets the Standards of Education and Training.

We recommend to the Education and Training Committee of the HPC that they approve this programme (subject to any conditions being met).

Visitors' signatures:

David Bevan:

Alan Mount:

A handwritten signature in black ink, appearing to read 'Alan Mount', written in a cursive style.

Date: 17th August 2005