

Health Professions Council

Visitors report

Name of education provider	University of Central Lancashire
Name and titles of programme(s)	Advanced Certificate Non-Medical Prescribing
Date of event	27.04.06
Proposed date of approval to commence	September 2006
Name of HPC visitors attending (including member type and professional area)	Mr. J. Pickard Dr. J. Mooney
HPC Executive officer(s) (in attendance)	Ms Karen Scott Mr Michael Guthrie (Observer)
Joint panel members in attendance (name and delegation):	Mr Darryl Brooks (Chair of panel UCLAN) Karen Stansfield Sheffield Hallam University (External Advisor) Alison Bardsley (NMC representative) Dr P Wilson (Royal Pharmaceutical Society) Dr A Alexander (Royal Pharmaceutical Society) Dr K Jones (Royal Pharmaceutical Society) Ms A Lee (UCLAN) Mr J Holloway (UCLAN) Lorna Burrow (Reporting Officer UCLAN)

Scope of visit (please tick)

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

Part 1.

1.1 Confirmation of meetings held

1.2

	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. The visitors were not able to meet with placement providers and educators. However, a meeting was held with the non-medical prescribing leads from the Trusts. The effectiveness of placement teaching was established via meetings with past students, non-medical prescribing leads and the course team.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

Specialist teaching accommodation	✓	
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1.2 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.

1.3

This is a new programme that has not been previously approved by HPC

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

Proposed student cohort intake number please state	Maximum of 3 cohorts per year, 30 students per cohort across all professions. Estimated number of AHP's per cohort is 12.
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ALL CONDITIONS MET - PROGRAMME APPROVED

The following summarises the key outcomes of the approvals event and provides reasons for the decision.

CONDITIONS

SET 2 *Programme admissions*

The admission procedures must:

2.1 give both the 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 1: The course team must revise all documentation (including the Programme Specification, Student Handbooks and Course Fact sheet) to differentiate between levels 3 and 4 study available within the taught element of the programme. This information must address the differences in the teaching and learning strategies and its assessment.

Reason: The programme enables students to be able to undertake level 3 or level 4 study to obtain the same award. The difference between the levels of study and their assessment clearly articulated in order for students to be able to make an informed choice about the level of study they wish to undertake.

2.2 apply selection and entry criteria, including: 2.2.2 criminal convictions checks;

Condition 2: The HEI admissions procedure must make explicit within the programme specification that its procedures ensure that all applicants have been subject to a CRB (enhanced disclosure) check.

Reason: The process to ensure that all entrants to the programme have demonstrated that they have been subject to a CRB (enhanced disclosure) check was not evident within the programme specification provided to the HPC. Other documentation refers to CRB but does not indicate consistently that this is an essential aspect of the admissions process.

2.2.3 compliance with any health requirements

Condition 3: The HEI admissions procedure must make its procedure for ensuring that all applicants have been subject to a positive health check explicit in the documentation.

Reason: The process for ensuring that all entrants to the programme have demonstrated that they have been subject to a positive health check was not evident in the programme specification.

SET 3. *Programme management and resource standards*

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

Condition 4: The HEI must provide a copy of the consent form that will be used by all students to indicate their consent to participate in role play as a patient or client during practical and clinical teaching.

Reason: A protocol for obtaining informed consent from students involved in such activities was not evident in the documentation.

SET 5. Practice placements standards

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

Condition 5: The HEI must demonstrate that any non-DMP colleagues involved in the teaching and supervision of students on clinical placement have sufficient experience, and that staffing levels are sufficient to support students in their achievement of the aims and learning objectives of the clinical teaching programme.

Reason: The course team advised that up to 50% of the clinical placement teaching may be undertaken by professional colleagues, other than approved designated medical practitioners.

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

Condition 6: The HEI must document and implement a structured programme to approve monitor all practice placement sites and ensure effective teaching and learning on placement.

Reason: There was no evidence that the HEI had a robust system in place (such as undertaking placements visits or establishing regular formal correspondence with placement providers) for the adequate monitoring of placements. The HEI can not rely upon previous good experience, or on the efforts of the student in relation to other education programmes, in determining that the placement is adequate to meet HPC's standards.

5.7 Practice placement educators must be fully prepared for placement

Condition 7: The HEI must ensure that all placement staff assisting in the practice-based clinical education of students, including non-DMP staff, are fully briefed for their role in supporting students on the programme.

Reason: A training program for the Designated Medical Practitioner has been established. However, students may spend a considerable length of time (up to 50% of the clinically-based placement programme) under the supervision of other health care professionals during the clinical placement. It is essential that these individuals are also fully informed of the aims and outcomes of the course and are aware of their role in supporting student learning. This could take the form of a checklist for the DMP to use when briefing involved colleagues.

SET 6. Assessment standards

6.5 There must be effective mechanisms in place to assure appropriate standards in the assessment.

Condition 8: The HEI must demonstrate that it has effective mechanisms in place to ensure consistency of assessment across all placements.

Reason: The course documentation and meetings with the course team at the Visit did not delineate how equity is ensured across a range of sites where placement-based assessments will occur

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

Condition 9: The HEI must ensure that one external examiner of the programme is an AHP from the relevant part of the HPC register.

Reason: It is a requirement of the HPC that AHP students are examined by an Allied Health Profession whose name is included within the relevant area of the HPC register.

Deadline for Conditions to be met: TBA
To be submitted to Approvals Committee on: TBA

Commendations

Commendation 1: The visitors commended the team on the overall quality of the departmental student handbook

Commendation 2: The visitors commended the University on the quality of DVD package produced in conjunction with the other 8 HEIs and the SHA.

Visitors' signatures:

: Jean Mooney

: Jim Pickard

Date: 10 May 2006

ALL CONDITIONS MET - PROGRAMME APPROVED