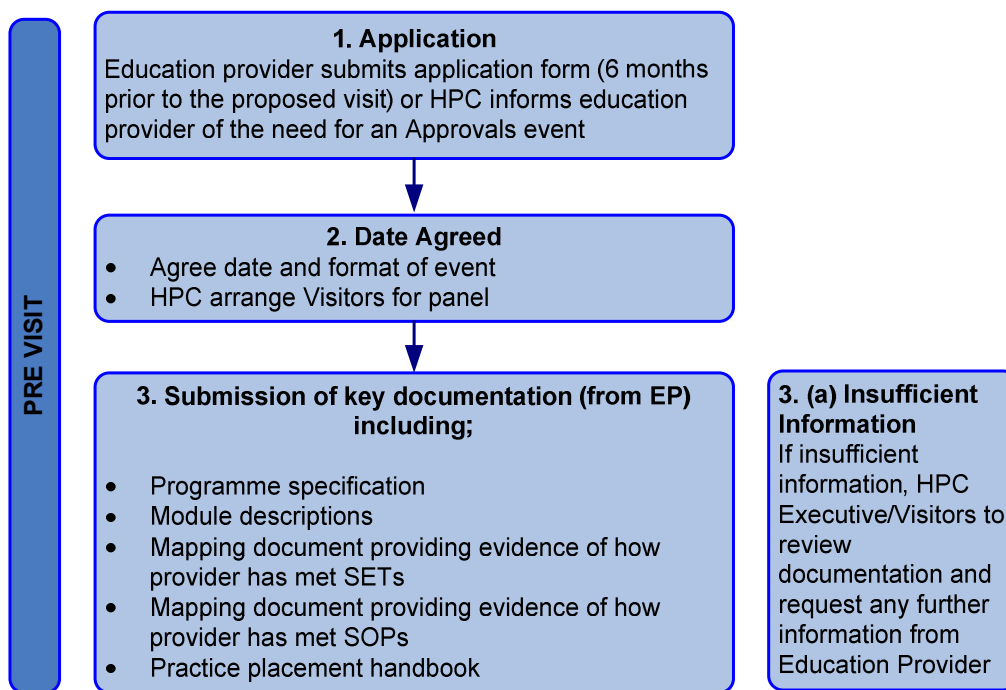


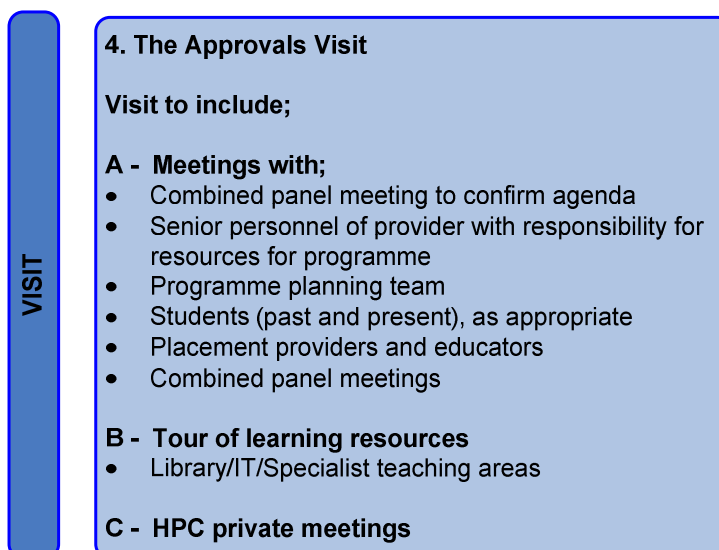
Pre Visit



Pre Visit Notes:

- The Approval visit request form is available on the HPC website along with an information pack for visits
- Documentation must be submitted 8 weeks prior to the visit
- The HPC requires 3 hard copies and 1 electronic copy of all documentation
- Education provider encouraged to submit any additional supporting documentary evidence in electronic format for visitors to use as needed e.g. Handbooks, policies
- The underpinning documents for approvals are the SETs, SoPs and guidance documents
- A Visit cannot be confirmed until appropriately qualified visitors have been allocated. If visitors cannot be confirmed for particular dates, the HPC reserves the right to defer the visit
- The HPC will use the format of provider documentation and will not expect a different format for HPC purposes
- The SETs and SoPs mapping documents will address all aspects of the SETs with cross referencing to programme specification, module descriptors and supporting documentary evidence, as appropriate
- Following further documentation request at 3 (a), insufficient applications will not be processed by HPC

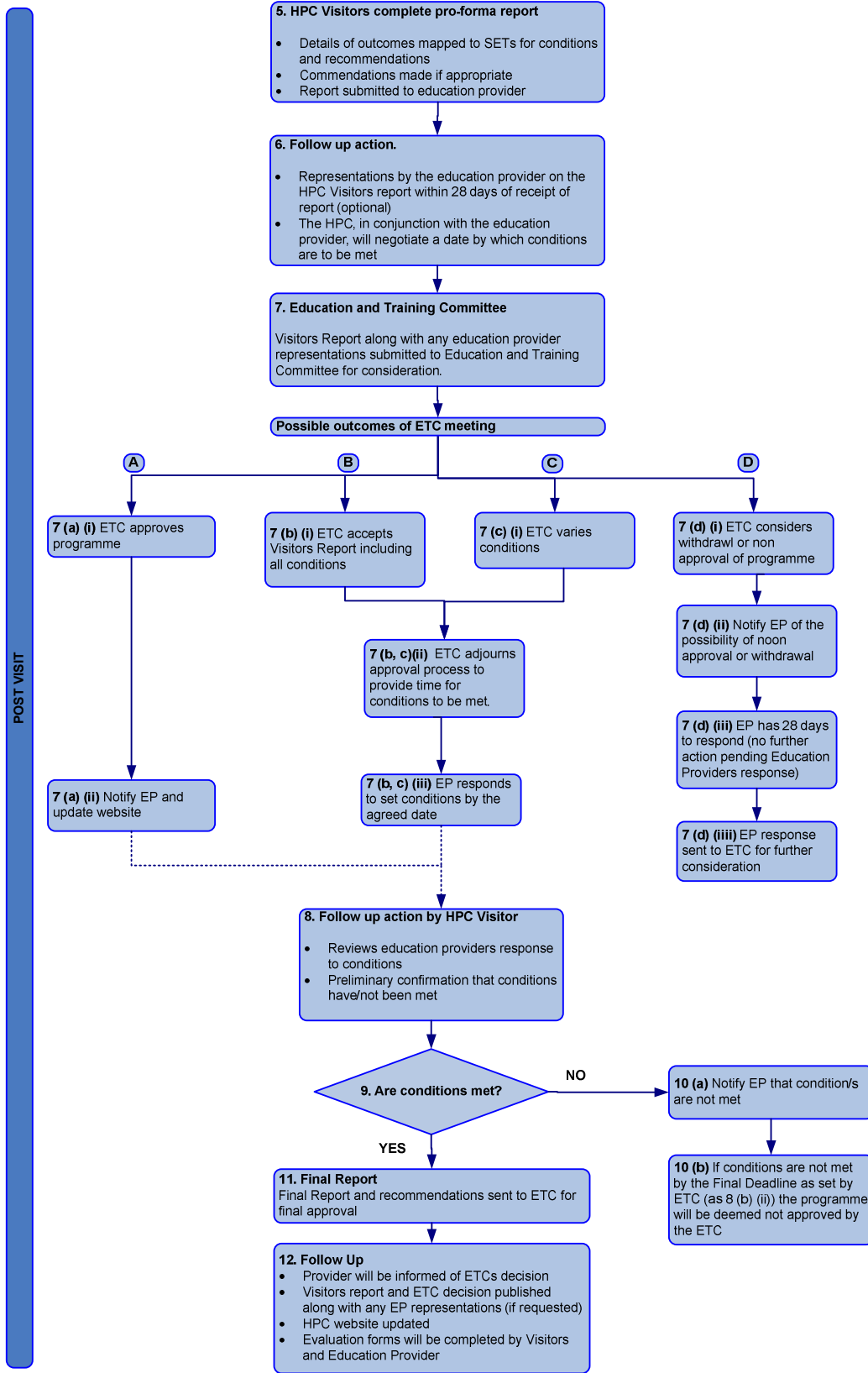
Visit



Visit Notes:

- The Visit should take place no later than 3 months prior to the commencement date of the programme
- The Visit may be a Joint event or a HPC event.
 - Joint event** – Organised by the education provider. The HPC visit takes place as part of the education providers own validation processes. The Visit may involve other external representation (such as professional bodies or other regulators).
 - HPC event** – Organised by the HPC in liaison with the Education Provider. The main panel is constituted by HPC panel members and the Education Provider
- The HPC will assess the programme against its Standards of Education and Training and Standards of Proficiency
- The HPC requires private HPC panel meetings throughout the visit
- Visits to placements will not normally be undertaken as part of the approvals visit unless there is evidence of concern raised by staff/students
- HPC visitors reserve the right to visit placement providers in these exceptional circumstances
- HPC reserves the right to determine which meetings, contained in the flowchart above, or other, are necessary

Post Visit



Post Visit Notes

- For a joint event, the overall report will be prepared by the education provider (which is separate from the HPC Visitor's report)
- HPC Visitor's reports will be prepared for all Visits
- Visitors reports, at step 5, are submitted to the education provider under delegated authority from the Education and Training Committee
- Visitor's reports will be submitted to the education provider no later than 28 days following the conclusion of the visit
- If the education provider wishes to make representations to the Committee, it must advise if they wish this to be published.
- The ETC meeting has 4 possible outcomes A,B,C,D
- The agreed date is the date by which the education provider must meet conditions
- The HPC is not obliged, under the Health Professions Order, 2001 to provide feedback at the end of the visit. However, we will provide informal feedback if appropriate