

**Health Professions Council
Approvals Committee – 2 March 2006**

ANNUAL MONITORING UPDATE

Executive Summary and Recommendations

Introduction

1.1 Supplementary Information for Annual Monitoring

Supplementary Information for Annual Monitoring (Appendix 1) has now been published on the HPC website and forwarded to all our education providers quality assurance offices and programme leaders.

1.2 Group A and Group B

We have split our UK approved education providers into two, Group A and Group B, these now been published on the HPC web site (Appendix 2). In 2006, all forms are due at HPC by 31st March 2006. If, due to an education providers own quality assurances process, a programme team is not going to be able to submit their completed forms to HPC by the 31st March, we have asked the quality assurance office to contact the department as soon as possible. Requests for late submissions will be considered by the Education Manager and the education provider will be advised of the outcome as soon as possible.

1.3 Annual Monitoring Assessment Days

Annual Monitoring assessment days are currently being planned. The dates will be:

- Wednesday 3rd May - held at the Imperial War Museum
- Friday 12th May - held at the Imperial War Museum
- Tuesday 16th May - held at the Imperial War Museum
- Tuesday 23rd May – held at Park House
- Friday 2nd June – held at Park House

Each day will be attended by approximately sixteen Visitor, from a mixture of professions. At least two visitors from the represented profession will be attending.

1.4 Audit of Annual Monitoring Assessments,

The executive are currently considering ways in which we can quality assure the annual monitoring process to ensure consistence within and across professions. A paper will be presented to the next approvals committee for consideration.

1.5 Visitors' Reports

The Visitors' Reports for Annual Monitoring Audit Forms has been attached to note (Appendix 3). The format of the report is based on the Visitors' Report for an Approvals Visits.

Decision

The Committee is requested to note the document. No decision is required.

Background information

None

Resource implications

None

Financial implications

None

Background

None

Appendices

None

Date of paper

17 February 2006