

**Health Professions Council  
Approvals Panel – 5 September 2006**

**PROGRAMME APPROVAL**

**Executive Summary and Recommendations**

**Introduction**

The Visitors have confirmed that the conditions relating to the following programmes approval have been met. The Visitors are now satisfied that the programmes meets the Standards of Education & Training and wish to recommend approval. The attached Visitors' reports have been updated to reflect that the conditions have been met.

<b>Education Provider</b>	<b>Programme Name</b>	<b>Delivery mode</b>
University of Brighton	BSc (Hons) Applied Biomedical Science	F/T
University of Central Lancashire	Supplementary Prescribing	P/T
Colchester Institute (University of Essex)	BSc (Hons) Occupational Therapy	F/T & P/T
De Montfort University	BSc (Hons) Human Communication (Speech & Language)	P/T
University of Derby	BSc (Hons) Diagnostic Radiography	F/T or P/T
Glasgow Caledonian University	BSc (Hons) Biomedical Science	F/T
Guildhall School of Music & Drama (City University)	MA Music Therapy	F/T & P/T
University of Hull	M Biomedical Science	F/T
Liverpool John Moores University	CPD in Non-Medical Prescribing	P/T
London South Bank University	Pg Cert Non-medical Prescribing	P/T
Oxford Brookes University	Allied Health Professions Supplementary Prescribing (Level 3 Postgraduate Level)	P/T
The Robert Gordon University	BSc(Hons) Applied Biomedical Sciences	F/T
Roehampton University	MA Music Therapy	F/T & P/T
Royal Welsh College of Music and Drama	MA Music Therapy	F/T
University of Northampton	Dip HE Paramedic Science	F/T
University of York	Supplementary Prescribing for Allied Health Professionals	P/T

**Decision**

Date  
2006-08-20

Ver.  
a

Dept/Cmte  
EDU

Doc Type  
PPR

Title  
Programmes for approval - 5 Sept  
06

Status  
Final  
DD: None

Int. Aud.  
Public  
RD: None

The Panel is asked to approve the above named programme(s), in line with the Visitors' recommendation that the programme now meets the Standards of Education and Training.

**Background information**

None

**Resource implications**

None

**Financial implications**

None

**Appendices**

Visitors Reports (14)

**Date of paper**

21 August 2006

## Health Professions Council

### Visitors' Report

<b>Name of education provider</b>	University of Brighton
<b>Name and titles of programme(s)</b>	BSc (Hons) Applied Biomedical Sciences
<b>Mode of Delivery (FT/PT)</b>	Full time
<b>Date of Visit</b>	22 / 23 <sup>d</sup> June 2006
<b>Proposed date of approval to commence</b>	September 2006
<b>Name of HPC visitors attending (including member type and professional area)</b>	Mr Robert Keeble - Biomedical Sciences Mrs Mary Popeck - Biomedical Sciences
<b>HPC Executive officer(s) (in attendance)</b>	Ms Jo Kemp
<b>Joint panel members in attendance (name and delegation):</b>	

**Scope of visit (please tick)**

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

**Confirmation of meetings held**

	Yes	No	N/A
Senior personnel of provider with responsibility for resources for the programme	X	<input type="checkbox"/>	<input type="checkbox"/>
Programme team	X	<input type="checkbox"/>	<input type="checkbox"/>
Placements providers and educators	X	<input type="checkbox"/>	<input type="checkbox"/>
Students (current or past as appropriate)	X	<input type="checkbox"/>	<input type="checkbox"/>

**Confirmation of facilities inspected**

	Yes	No	N/A
Library learning centre	X	<input type="checkbox"/>	<input type="checkbox"/>
IT facilities	X	<input type="checkbox"/>	<input type="checkbox"/>

Specialist teaching accommodation	X	<input 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"/>	X
2	<input type="checkbox"/>	<input type="checkbox"/>	X
3	<input type="checkbox"/>	<input type="checkbox"/>	X

Proposed student cohort intake number please state	8 each year
--	-------------

ALL CONDITIONS MET

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

## CONDITIONS

### Condition 1

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

**Condition:** The Education provider must specify in documents the mechanism for the effective approval and the monitoring system for all placements

**Reason:** From the visitors reading of the document the approval and monitoring system was unclear. As discussed during the meeting, referencing enrolment and commitment to CPA accreditation would provide this.

### Condition 2

**5.7.4 the assessment procedures including the implications of, and any action to be taken in the case of failure;**

**Condition:** The formal process of the procedures in the case of any failures must be fully documented.

**Reason:** The visitors were unclear from the documentation of the exact procedure.

### Condition 3

**6.7.2 for awards which do not provide eligibility for inclusion onto the Register not to contain any reference to an HPC protected title in their title;**

**Condition:** The Education provider must fully specify the titles of the different Biomedical Science awards within all documentation.

**Reason:** From the Visitors reading of the documentation this was unclear and conflicting in relation to this standard.

### Condition 4

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

**Condition:** The Education Provider must appoint an external examiner who is on the HPC Register in Biomedical Sciences.

**Reason:** There is currently one external examiner and their name does not appear on the Register.

**Deadline for Conditions to be met: 31<sup>st</sup> July 2006**

**To be submitted to Approvals Panel/Committee on: 5 September 2006**

## **RECOMMENDATIONS**

### **Recommendation 1**

**3.4 There must be an adequate number of appropriately qualified and experienced staff in place to deliver an effective programme.**

**Recommendation:** As discussed in the meetings, the appointment of an additional Facilitator should go ahead as soon as possible.

**Reason:** This extra appointment will ensure adequate support for the existing Training Facilitator and students when the next cohort of students starts this year.

### **Commendations**

2.2.2 The Education Provider has given a plain and robust description of the section on Criminal Conviction checks in the student handbook, which reflects careful thought about all aspects of CRB checks.

3.2 The Education Provider has a very effectively managed programme and has provided excellent documentation on the programme.

5.9. The collaboration between the Education Provider and the employers should be taken as a model of best practice.

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:**

**Mary Popeck**

**Robert Keeble**

**Date: June 2006**

Health Professions Council  
Department of Education and Policy

**Visitors report**

<b>Name of education provider</b>	University of Central Lancashire
<b>Name and titles of programme(s)</b>	Advanced Certificate Non-Medical Prescribing
<b>Date of event</b>	27.04.06
<b>Proposed date of approval to commence</b>	September 2006
<b>Name of HPC visitors attending (including member type and professional area)</b>	Mr. J. Pickard Dr. J. Mooney
<b>HPC Executive officer(s) (in attendance)</b>	Ms Karen Scott Mr Michael Guthrie (Observer)
<b>Joint panel members in attendance (name and delegation):</b>	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)**

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

**Part 1.**

**1.1 Confirmation of meetings held**

**1.2**

	<b>yes</b>	<b>no</b>	<b>n/a</b>
Senior personnel of provider with responsibility for resources for the programme	✓	<input type="checkbox"/>	<input type="checkbox"/>
Programme planning team	✓	<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 type="checkbox"/>

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

Specialist teaching accommodation	✓	
-----------------------------------	---	--

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.
--	---

ALL CONDITIONS SET



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

## Health Professions Council

### Visitors' Report

<b>Name of education provider</b>	Colchester Institute
<b>Name and titles of programme(s)</b>	BSc (Hons) Occupational Therapy
<b>Mode of Delivery (FT/PT)</b>	Two pathways: (1) Two year full-time (2) Four year part time
<b>Date of Visit</b>	7 June 2006
<b>Proposed date of approval to commence</b>	September 2006
<b>Name of HPC visitors attending (including member type and professional area)</b>	Dr Moira Helm Prof Pamela Eakin Visitors Occupational Therapy
<b>HPC Executive officer(s) (in attendance)</b>	Mandy Hargood
<b>Joint panel members in attendance (name and delegation):</b>	College of Occupational Therapists University of Essex

**Scope of visit (please tick)**

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

**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 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"/>
Students (current or past as appropriate)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Confirmation of facilities inspected**

	Yes	No	N/A
Library learning centre	✓	<input type="checkbox"/>	<input type="checkbox"/>
IT facilities	✓	<input type="checkbox"/>	<input type="checkbox"/>
Specialist teaching accommodation	✓	<input 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"/>	✓
2	<input type="checkbox"/>	<input type="checkbox"/>	✓
3	<input type="checkbox"/>	<input type="checkbox"/>	✓

<b>Proposed student cohort intake number please state</b>	2 year FT	16
	4 year PT	24

ALL CONDITIONS SAMPLE

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

## **CONDITIONS**

### **Condition 1**

#### **3.2 The programme must be managed effectively.**

##### **Condition:**

The programme documentation to be re-written in the University of Essex's Quality framework format.

One document should present both occupational therapy programmes as two pathways for the same award i.e. BSc (Hons) Occupational Therapy.

The rationale for each pathway should be presented.

The structure of each pathway should be presented and (if applicable) indicate how the two pathways inter-link.

The programme document should contain a section on regulations governing student progression and achievement. These should include both University of Essex's regulations and programme specific regulations e.g. failure of practice of placement. This also relates to the conditions for SET 6.7. (below).

##### **Reason:**

The programme documentation was incomplete and lacking in structure.

As the University of Essex is now responsible for the award, the programme document should be structured according to the University's standard format/template for all of its programmes.

In addition to the standard information, the document should contain the other elements listed above. These elements are required so that the professional, as well as academic, standards for the occupational therapy programmes can be identified.

### **Condition 2**

#### **3.4 There must be an adequate number of appropriately qualified and experienced staff in place to deliver an effective programme.**

##### **Condition:**

Any staff changes should be notified immediately to the HPC so that they can be monitored under the annual monitoring process. The University of Essex should provide a strategy for dealing with staff shortages, should they occur.

##### **Reason:**

There seemed to have been a significant loss of staff to the programme in the recent past. This has been rectified with a number of new appointments but this has affected the experience and qualifications profile of the programme team.

The programme team needs committed management support, including resources, from the University of Essex and Colchester Institute, to help consolidate the team and further develop the programmes

### **Condition 3**

**3.6 A programme for staff development must be in place to ensure continuing professional and research development.**

#### **Condition:**

The visitors want to see a strategic plan in terms of the long-term development of these and other programmes. The visitors would also like to see details of proposed staff development for individuals.

#### **Reason:**

It had been suggested that the two year full-time pathway would become a masters level award. The current academic profile of the programme team would not support this. (See also paragraph 3.4., above, regarding the qualifications and experience profile of the current programme team.)

### **Condition 4**

**3.13 The learning resources, including the stock of periodicals and subject books, and IT facilities, including internet access, must be appropriate to the curriculum and must be readily available to students and staff.**

#### **Condition:**

Articulate plans for embedding virtual learning in the programmes.

#### **Reason:**

This was raised during the visit but no details of how it would be operationalised were given.

### **Condition 5**

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

#### **Condition:**

To provide evidence of an effective system for approving and monitoring placements.

#### **Reason:**

Methods of monitoring placements were discussed during the visit but there was no written documentation provided. An account of how these methods are systematically applied is required.

### **Condition 6**

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

- 5.7.1 the learning outcomes to be achieved;**
- 5.7.2 timings and the duration of any placement experience and associated records to be maintained;**
- 5.7.3 expectations of professional conduct;**
- 5.7.4 the assessment procedures including the implications of, and any action to be taken in the case of failure; and**
- 5.7.5 communication and lines of responsibility.**

**5.8 Unless other arrangements are agreed, practice placement educators:**

- 5.8.1 have relevant qualification and experience;**
- 5.8.2 are appropriately registered; and**
- 5.8.3 undertake appropriate practice placement educator training.**

**Condition:**

Update the placement handbooks to incorporate all the items listed under SET 5.7. and 5.8. (above)

**Reason:**

The existing placement handbooks are for the current programme. The items listed under SET 5.7. and 5.8. are not fully covered in these existing handbooks. Therefore it was not clear how the requirements under SET 5.7. and 5.8. were being met.

**Condition 7**

**6.7 Assessment regulations clearly specify requirements:**

- 6.7.1 for student progression and achievement within the programme;**
- 6.7.2 for awards which do not provide eligibility for inclusion onto the Register not to contain any reference to an HPC protected title in their title;**
- 6.7.3 for an aegrotat award not to provide eligibility for admission to the Register; and**
- 6.7.4 for a procedure for the right of appeal for students; and**

**Condition:**

Include all of the items listed under 6.7. (except 6.7.5.) in the programme document. Relates to conditions for SET 3.2. (above)

**Reason:**

The requirements for SET 6.7. were not included in the programme document.

**Deadline for Conditions to be met: 19 July 2006**

## **Commendations**

The team was commended on the fact that they had managed to deliver the programmes through a period of significant upheaval.



The new staff members were commended on their upbeat and well-motivated attitude to their work.

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:**

**Moira Helm**

**Pamela Eakin**

**Date: 20 June 2006**

ALL CONDITIONS MET