Approval process

2007-2008 academic year
Over the last few months, the Department has made progress with the outstanding work from the last academic year's approval visits. 78% of the programmes visited during the 2007-08 academic year had their approval/re-approval confirmed ahead of the start of the 2008-09 academic year. There are still 17 programmes (20%) un-concluded. It is envisaged that most of these programmes will have their approval/re-approval confirmed at the February 2009 meeting of the Education and Training Panel. All of these programmes retain their open ended approval until the final decision of these Education and Training Panels.

2008-2009 academic year
The Department has spent the last few months finalising the approval visits in this academic year.

The Department currently has 31 visits scheduled for this academic year (Sept 08 – July 09), covering 72 programmes. This includes 6 multi-professional visits, which is the highest number scheduled within an academic year. The schedule is now closed from Sept 08 – May 09, as we require six months notice. Education providers have until December 2008 to request a visit before July 09.
The detailed schedule is attached as an appendix.

Annual monitoring process

The Department has spent the last few months finalising the work from the last academic year's annual monitoring cycle and preparing for this academic year's cycle.

The final audit submission from the last academic year was considered by visitors and signed off at the October meeting of the Education and Training Panel. The 3 programmes requiring a follow up approval visit from the last academic year have had their visit scheduled in the current academic year.

The Department has updated the publication 'annual monitoring – supplementary information for education providers' and sent copies to all education providers, along with a tailored letter outlining their specific requirements in the new academic year. It is anticipated that the peak workload will occur between January – May 2009. Anticipated submission numbers are listed below. We envisage holding five assessment days (two in February; one in March, one in April and one in May) and considering a small number of audit submissions by correspondence.

Audit submissions	187
Declaration forms	174
Total	361

Major change process
The Department has spent the last few months working on a steady number of major change submissions. Fewer submissions were received in the last two months, which has allowed the higher number of submissions from July – September 2008 to be progressed. The table below shows the number of submissions which have gone through to the full major change process. A higher number have been received by the Department, but filtered out and directed to the approval or annual monitoring process, as part of the notification stage.

Month	Submissions	Programmes
Sep 08	9	15
Oct 08	1	2
Nov 08*	1	2

(* data until 20 November 2008 only)

The detailed statistics for these three operational processes are attached as an appendix.

Publications

The Department has worked on three publications to varying levels over the last few months. The 'annual monitoring process – supplementary information for education providers' publication has had its content updated and its design brought in line with our house style and visual identity. Copies were received in the Department in late November 2008. This was later than anticipated due to a delay in the publications process. The 'approval process – supplementary information for education providers' has also had its content updated and its design brought in line with our house style and visual identity. However, its completion has been put on hold due to available resources within the Department and potential changes to process due for consideration at this Committee meeting. It is envisaged that this publication will be finalised by the end of this financial year; slightly later than anticipated. Initial work on the third annual report (covering the 2007-08 academic year) was begun, but its completion has been out on hold due to available resources within the Department. It is envisaged that this publication will be finalised by the end of this financial year; slightly later than anticipated.

Education seminars

Over the last few months, the Department has focused resources on preparing and delivering six education seminars. The location and dates are listed below:

London   16 October 2008
Glasgow   28 October 2008
Liverpool   4 November 2008
Belfast   11 November 2008
Cardiff   19 November 2008
London   3 December 2008

86 attended the seminars in total, representing over 30 education providers and stakeholders.

The seminars were interactive and included facilitated sessions and activities on the standards of education and training consultation, service user involvement in our education policies and processes, the quality assurance burden on education providers and the three operational processes.

Feedback on the revised standards of education and training has subsequently been written up and submitted as a formal response to the public consultation. Feedback on the quality assurance burden and the three operational processes will be considered by the Department at our next away day. Feedback on service user involvement in our education policies and processes will contribute to the response to the CHRE performance review recommendation in this area. This is due to be considered at the next Committee meeting in March 2009.

The Department intend to collate formal feedback from the seminars in early 2009, but initial informal feedback has been overwhelming

positive. Attendees have welcomed the opportunity to feedback on their experiences with us and contribute to future developments.

Partners

The Department completed a programme of refresher visitor training in September and October 2008. The programme consisted of three two-day sessions; with 46 visitors attending in total. The days included sessions on our standards, decision-making, confidentiality, conflicts of interests, annual monitoring, major change, communication skills, future developments and equality and diversity. The Partners Department is intending to collate a feedback report on all partner training at the end of the financial year.

The Department has worked with the Partners Department over the last few months to finalise the recruitment activities for the contingency recruitment of practitioner psychologist visitors and hearing aid dispenser visitors. Advertisements are currently out for both roles, with short listing arranged for December 2008 (practitioner psychologists) and January 2009 (hearing aid dispensers) and interviews in January 2009 (practitioner psychologists) and February 2009 (hearing aid dispensers).

Liaison with stakeholders

Members of the Department have met with the following groups over the last few months;
- Orthotic Education and Training Trust;
- British Psychological Society;
- NMAHP Common core curriculum scoping project;
- Academic Registrars Council (subjects allied to medicine sub group); and
- Education Inter-regulatory Group.

The Department has also participated in a BSI audit and a mock business continuity exercise.

Projects

In the Department work plan for 2008-09, it was assumed that the autumn period would see a reduction in the operational process work and an increase in project work. However, a combination of factors has prevented this from happening. The unusually high number of un-concluded approval visits from the last academic year (22% compared to 4% last year) has kept the operational process work higher than expected. In addition, a vacancy and higher than normal absence levels have seen a reduction in available resources. The Department has had to manage the available resources carefully and priority was given to the operational processes and some of the supporting activities (e.g. partner training and education seminars). This means that the majority of the projects in the Department work plan have been on hold for all or some of the last few months, so there is minimal progress to report on. The Department has used the last few months to address the resourcing levels and there are now plans to recommence the projects.

The table below provides an update on the status of the projects. Of the 20 projects, two have been completed and 18 remain ongoing.

Project title	Progress
List of approved programmes	• Project put on hold, but recently restarted. • Resultant delays to the original completion date. • New interactive website list anticipated to be operational by March 2009 now
Netregulate programme list	• Project put on hold, but

Project title	Progress
	recently restarted. • Resultant delays to the original completion date. • Information on Netregulate and new process anticipated to be complete by March 2009 now.
Withdrawing approval	• Project put on hold. • Progress report delayed until next Education and Training Committee meeting in March 2009 now. • Project unlikely to be completed by the end of the financial year.
Conditions catalogue	• Project complete
Professional body programmes	• Project put on hold, but recently restarted. • Resultant delays to the original completion date. • Progress paper for consideration at this Education and Training Committee meeting.
Result of current consultation on the standards of proficiency for operating Department practitioners	• Project put on hold, but recently restarted. • Resultant delays to the original completion date. • Project anticipated being complete by March 2009 now.
Result of current consultation on the optional standards of proficiency for chiropodist/podiatrists	• Project put on hold, but recently restarted. • Resultant delays to the original completion date. • Project anticipated being complete by March 2009 now.
Recording student cohort numbers (database)	• Project put on hold, but recently restarted. • Resultant delays to the original completion date. • Revised database anticipated to be complete by March 2009 now.
Recording of contact details from education providers (database)	• Project put on hold. • Project unlikely to be completed by the end of the financial year.
Review of the annual monitoring process	• Remit of project revisited and scaled down. Publication updated in response to known feedback from education providers, visitors and the executive. More detailed review of process on hold. • Project unlikely to be completed by the end of the financial year.
Allocation of visitors to operational activities	• Project put on hold. • It is still anticipated that a progress report will go to the

4

Project title	Progress
	next Education and Training Committee meeting in March 2009. • Project unlikely to be completed by the end of the financial year.
Operational protocol for 'cancelling/postponing an approval visit'	• Project put on hold. • Progress report delayed until next Education and Training Committee meeting in March 2009 now. • Project unlikely to be completed by the end of the financial year.
Analysis of multi-professional approval visits	• Project put on hold. • Progress report delayed until next Education and Training Committee meeting in March 2009 now. • Project unlikely to be completed by the end of the financial year.
Communication plan for education providers	• Project put on hold. • Progress report delayed until next Education and Training Committee meeting in March 2009 now. • Project unlikely to be completed by the end of the financial year.
Home country specialist educational knowledge	• Project put on hold, but recently restarted.

Project title	Progress
Additional guidance for visitors on when to make the recommendation to Education and Training Committee to not approve or withdraw approval from a programme.	• Project put on hold. • Progress report delayed until next Education and Training Committee meeting in March 2009 now. • Project unlikely to be completed by the end of the financial year.
Position statement on age discrimination	Project completed.
Analysis of current curriculum guidance and future revisions	• Project put on hold. • Progress report delayed until next Education and Training Committee meeting in March 2009 now. • Project unlikely to be completed by the end of the financial year.
IHCD paramedic programmes	• New project – not originally included in 2008-09 work plan • Project on hold until the approval visits to IHCD programmes from the 2007-08 academic year are completed. • Progress report delayed until next Education and Training Committee meeting

Project title	Progress
	in March 2009 now. • Project likely to continue into the next financial year due to the scheduling of approval visits to IHCD programmes in the current academic year
Result of current consultation on the standards of proficiency for radiographers	• New project – not originally included in 2008-09 work plan • Project put on hold, but recently restarted. • Resultant delays to the original completion date. • Project anticipated being complete by March 2009 now.

Employees

A decision was taken by the CEO to restructure some of the executive in October 2008. As a result the Education Department is no longer part of the Operations Directorate; instead it is a Directorate in its own right.

Interviews were held in October 2008 for the vacant Education Officer position. A new replacement Education Officer is due to join the Department on 8 December 2008.

Two new Education Officer positions are in the budget for recruitment in early 2009. Due to the calibre of the candidates at the interviews in October 2008 two offers have been made to individuals to fill these new positions. It is anticipated that a fifth Education Officer will join the Department in February 2009 (an internal candidate) and a sixth Education Officer will join the Department in March 2009 (an external candidate). Once confirmed, this will bring the total number of employees in the Department up to twelve.

2008-2009 academic year - approval visit schedule

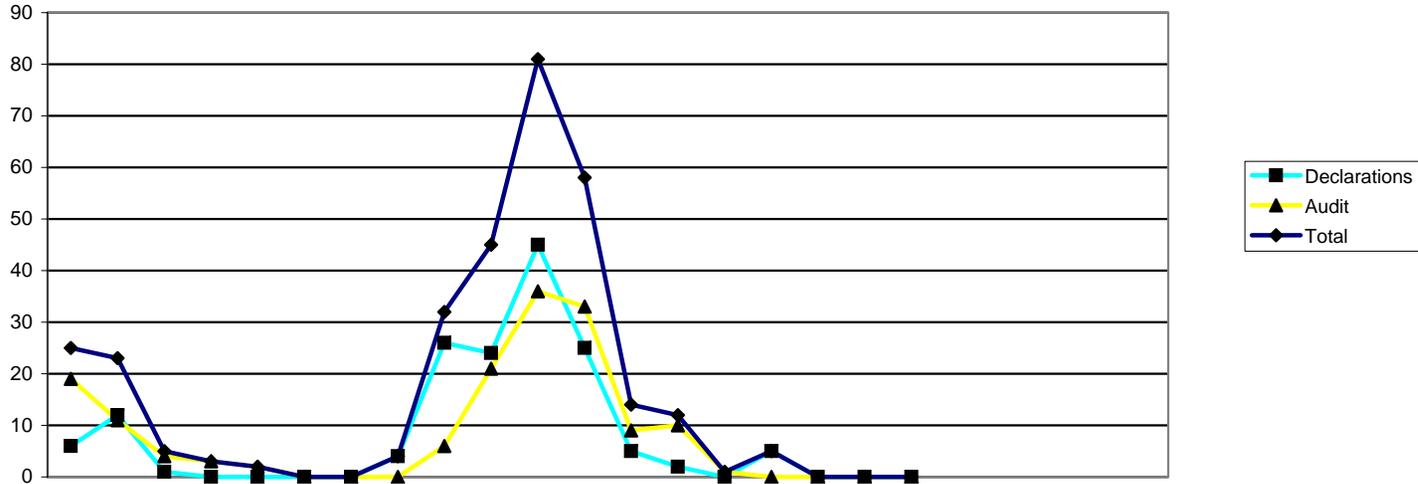| Date for visit	Education provider	Programme	Mode of study	Reason for visit
10 September 2008	Scottish Ambulance Service	IHCD Paramedic Award	Full Time	Major Change
16 September 2008	London Ambulance Service NHS Trust	Paramedic	Block Release	Major Change
17 September 2008	Coventry University	BSc (Hons) Applied Biomedical Science	Full Time	Revisit
25 September 2008	The College Of Search And Rescue Medicine	SAR Paramedic Training	Part Time	New Programme
07 October 2008	Manchester Metropolitan University	MSc Applied Biomedical Science	Full Time	New Programme
21 October 2008	University of Glamorgan	Supplementary Prescribing	Part Time	New Programme
28 October 2008	Isle Of Wight Ambulance NHS Primary Care Trust	IHCD Paramedic Award	Full Time	Major Change
29 October 2008	West Midlands Ambulance Service	IHCD Paramedic	Full Time	New Programme
29 October 2008	Glasgow Caledonian University	BSc (Hons) Occupational Therapy	Full Time	Annual Monitoring
		MSc Occupational Therapy (Pre-registration)	Full Time	Annual Monitoring
		BSc (Hons) Occupational Therapy with Psychology	Full Time	Annual Monitoring
		BSc (Hons) Occupational Therapy with Sociology	Full Time	Annual Monitoring
		BSc (Hons) Occupational Therapy with Health Ergonomics	Full Time	Annual Monitoring
20 November 2008	Cardiff University (Prifysgol Caerdydd)	Non Medical Prescribing	Part Time	New Programme
02 December 2008	Sheffield Hallam University	DipHE Operating Department Practice	Full Time	Major Change
		BSc (Hons) Occupational Therapy	Full Time	Major Change
		Dip Higher Education Paramedic Practice	Full Time	Major Change
		BSc (Hons) Physiotherapy	Full Time	Major Change
		BSc (Hons) Physiotherapy	Part Time	Major Change
		BSc (Hons) Radiotherapy & Oncology	Full Time	Major Change
		BSc (Hons) Diagnostic Radiography	Full Time	Major Change
???	South East Coast Ambulance Service NHS Trust	IHCD Paramedic Award	Part Time	Major Change
22 January 2009	North East Wales Institute of Higher Education	Supplementary Prescribing for Professions Allied to Medicine	Part Time	New Programme
27 January 2009	University of Portsmouth	FDSc Paramedic Science	Full Time	New Programme
		FdSc Paramedic Science	Part Time	Major Change
29 January 2009	Central Lancashire, University of	Dip HE Paramedic Practice	Full Time	New Programme
04 February 2009	Emergency Response Services Ltd	Paramedic Award	Part Time	New Programme
11 February 2009	University of Cumbria	BSc (Hons) Diagnostic Radiography	Full Time	Major Change
05 March 2009	University of Salford	BSc (Hons) Physiotherapy	Full Time	Major Change
		BSc (Hons) Physiotherapy	Part Time	Major Change
09 March 2009	Glasgow Caledonian University	BSc (Hons) Occupational Therapy with Sociology	Full Time	Major Change
		BSc (Hons) Occupational Therapy with Health Ergonomics	Full Time	Major Change
		BSc (Hons) Occupational Therapy with Psychology	Full Time	Major Change
		BSc (Hons) Podiatry	Full Time	Major Change
		BSc (Hons) Physiotherapy	Full Time	Major Change
		MSc Rehabilitation Science	Full Time	Major Change
		BSc (Hons) Diagnostic Imaging Science	Full Time	Major Change
		BSc (Hons) Radiation Oncology Science	Full Time	Major Change
		BSc (Hons) Occupational Therapy	Full Time	Major Change
		MSc Occupational Therapy (Pre-registration)	Full Time	Major Change
01 April 2009	University of Surrey	BSc (Hons) Paramedic Science	Full Time	New Programme
15 April 2009	The University of Northampton	FDSc Paramedic Science	Full Time	Major Change
		FDSc Paramedic Science	Part Time	Major Change
28 April 2009	Canterbury Christ Church University	BSc (Hons) Occupational Therapy	Full Time	Major Change
		DipHE Operating Department Practice	Full Time	Major Change
		BSc (Hons) Diagnostic Radiography	Full Time	Major Change
29 April 2009	New College Durham	Certificate in Local Analgesia Programme	Part Time	Revisit
29 April 2009	University of Ulster	BSc (Hons) Podiatry	Full Time	Major Change
06 May 2009	University of Teesside	BSc (Hons) Occupational Therapy	Full Time	Major Change
		MSc Occupational Therapy (Pre-registration)	Full Time	Major Change
		Pg Dip Occupational Therapy (Pre-registration)	Full Time	Major Change
		BSc (Hons) Physiotherapy	Full Time	Major Change
		MSc Physiotherapy (Pre-registration)	Full Time Accelerated	Major Change
		BSc (Hons) Diagnostic Radiography	Full Time	Major Change
		MSc Diagnostic Radiography (Pre-registration)	Full Time	Major Change
		Pg Dip Diagnostic Radiography (Pre-registration)	Full Time	Major Change
		PG Dip Physiotherapy (Pre-registration)	Full Time	New Programme
12 May 2009	Keele University	BSc (Hons) Applied Biomedical Science	Full Time	New Programme
12 May 2009	Edge Hill University	Dip HE Paramedic Science	Full Time	New Programme
		Dip HE Paramedic Science	Part Time	New Programme
12 May 2009	University of Chester	MA in Art Therapy	Full Time	New Programme
		MA in Art Therapy	Part Time	New Programme
27 May 2009	University of Southampton	BSc (Hons) Podiatry	Full Time	Major Change
		MSc Physiotherapy	Full Time	Major Change
		BSc (Hons) Physiotherapy	Full Time	Major Change
		BSc (Hons) Physiotherapy	Part Time	Major Change
		BSc (Hons) Occupational Therapy	Full Time	Major Change
		BSc (Hons) Occupational Therapy	Part Time	Major Change
		MSc Podiatry (Pre-registration)	Full Time	New Programme
		MSc Occupational Therapy (Pre-registration)	Full Time	New Programme
03 June 2009	De Montfort University	BSc (Hons) Applied Biomedical Science	Full Time	New Programme
23 June 2009	University of Brighton	BSc (Hons) Paramedic Practice	Full Time	New Programme
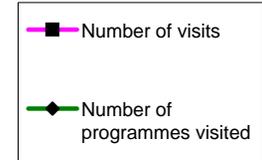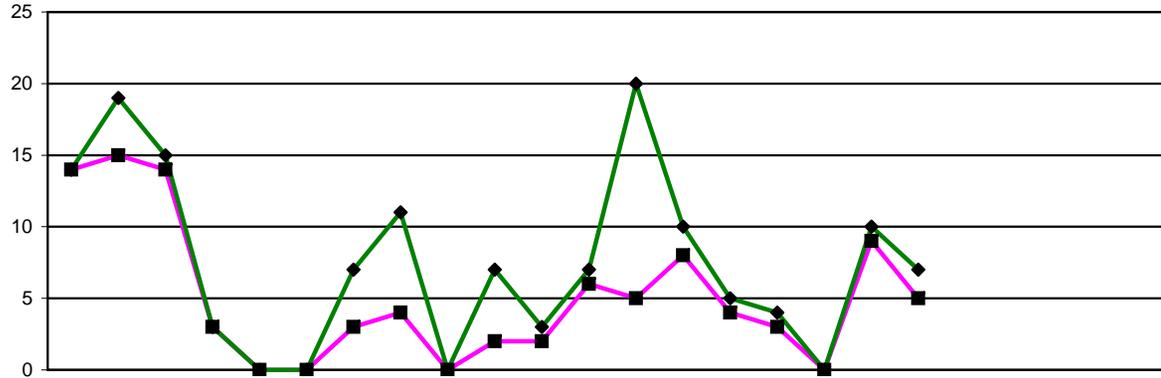
	2007							2008									2009										2005/6 FYE	2006/7 FYE	2007/8 FYE	2008/9 YTD
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				
Overview of approval visits																												
Number of visits	14	15	14	3	0	0	3	4	0	2	2	6	5	8	4	3	0	9	5						0	101	63	34
Number of programmes visited	14	19	15	3	0	0	7	11	0	7	3	7	20	10	5	4	0	10	7						27	117	86	56
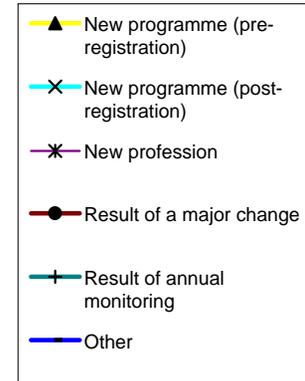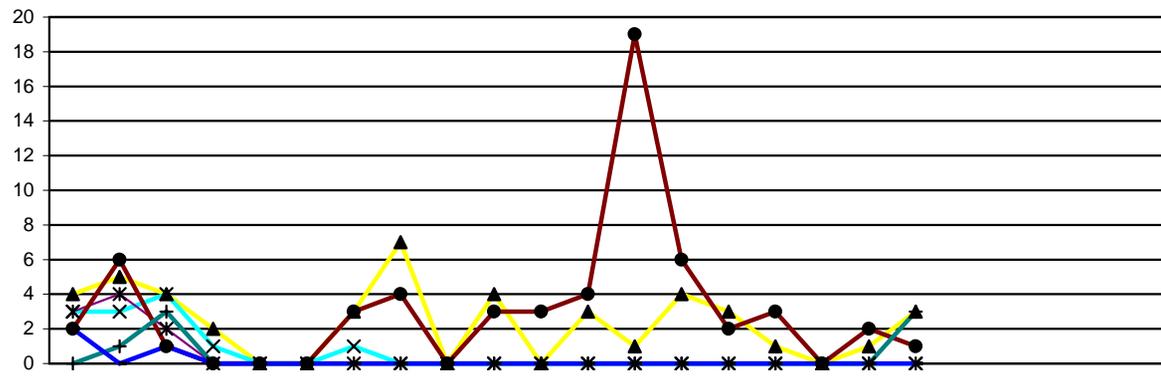
	2007							2008									2009										2005/6 FYE	2006/7 FYE	2007/8 FYE	2008/9 YTD
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				
Reason for programme visited																												
New programme (pre-registration)	4	5	4	2	0	0	3	7	0	4	0	3	1	4	3	1	0	1	3						0	18	32	13
New programme (post-registration)	3	3	4	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0						5	29	12	0
New profession	3	4	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						5	16	9	0
Result of a major change	2	6	1	0	0	0	3	4	0	3	3	4	19	6	2	3	0	2	1						5	32	26	33
Result of annual monitoring	0	1	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3						5	1	4	3
Other	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						5	21	3	0
Total	14	19	15	3	0	0	7	11	0	7	3	7	20	10	5	4	0	3	7						25	117	86	49

	2007								2008													2009				2005/6	2006/7	2007/8	2008/9
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		FYE	FYE	FYE	YTD
Annual monitoring submissions																													
Declarations	6	12	1	0	0	0	0	4	26	24	45	25	5	2	0	5	0	0	0							113	94	143	12
Audit	19	11	4	3	2	0	0	0	6	21	36	33	9	10	1	0	0	0	0							51	184	135	20
Total	25	23	5	3	2	0	0	4	32	45	81	58	14	12	1	5	0	0	0							164	278	278	32

Health Professions Council **Major change submissions April 2007 - March 2009** **Education Department**

	2007								2008										2009								2005/6	2006/7	2007/8	2008/9
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	FYE	YTD
Major change submissions																												
Number of submissions	2	5	4	5	5	8	6	3	2	9	9	4	3	4	10	5	8	9	1						16	51	62	40
Number of programmes considered	2	8	7	7	11	13	7	4	5	12	25	8	3	9	32	12	16	19	2						25	97	109	93