

Head of Education – Report to Education and Training Committee, September 2008

Approval process

2007-2008 academic year

The Department has spent the summer months finalising the majority of the work from the last academic year's approval visits. 80 programmes were visited during the 2007-08 academic year (over 37 visits). 62 of these programmes will have had their programme approval/re-approval confirmed ahead of the start of the 2008-09 academic year. Of the remaining 18 programmes, 6 are due to be considered at the October meeting of the Education and Training Panel (this includes 3 new programmes which have been advised to delay their intake until approval is confirmed). This leaves 12 programmes to be considered at a later date; all of which already have existing HPC approval.

In summary, this means that 78% of programmes have been approved/re-approved ahead of the start of the new 2008-09 academic year. This is considerably less than the same time last year, when 96% of all approval visits had been concluded. This difference in outcome can be attributed to two main factors. The first relates to the type of education providers and the second to our system of open ended approval.

In the 2007-08 academic year, the Department visited nine ambulance trusts. None of these education providers deliver programmes in line with the traditional academic year cycle, therefore there is no requirement to complete the approval process before the start of the next academic year. Of the 18 programmes still meeting their conditions, 11 fall into this category.

This year, a small number of education providers have queried the deadline to meet their conditions through their observations to their visitors' report. In all cases, the education providers have asked for a longer deadline to meet the conditions, due to either the nature of the conditions or necessary collaboration with key stakeholders. Following legal advice, the Education and Training Panels have

agreed to later deadlines where the programmes already have HPC approval. The system of open ended approval essentially means that there is scope for Education and Training Panels to agree, in exceptional circumstances, to a conditions deadline into the next academic year, or after the next cohort has begun.

2008-2009 academic year

The Department has finalised a number of approval visits for the new academic year over the summer months.

The Department now has 27 visits scheduled for the new academic year (Sept 08 – July 09), covering 50 programmes. The schedule is now closed from Sept 08 – Feb 09, as we require six months notice. Education providers will have until December 2008 to request a visit before July 09. The detailed schedule is below.

Date	Education provider	Programme	Mode of study
Sep-08	Scottish Ambulance Service	IHCD Paramedic Award	Full Time
Sep-08	London Ambulance Service NHS Trust	Paramedic	Block Release
Sep-08	Coventry University	BSc (Hons) Applied Biomedical Science	Full Time
Sep-08	The College Of Search And Rescue Medicine	SAR Paramedic Training	Part Time
Oct-08	Manchester Metropolitan University	MSc Applied Biomedical Science	Full Time
Oct-08	University of Glamorgan	Supplementary Prescribing	Part Time
Oct-08	Isle Of Wight Ambulance NHS Primary Care Trust	IHCD Paramedic Award	Full Time
Oct-08	Glasgow Caledonian University	BSc (Hons) Occupational Therapy	Full Time
		MSc Occupational Therapy (Pre-registration)	Full Time
Oct-08	West Midlands Ambulance Service	IHCD Paramedic	Full Time

Nov-08	Cardiff University (Prifysgol Caerdydd)	Non Medical Prescribing	Part Time
Dec-08	Sheffield Hallam University	BSc (Hons) Diagnostic Radiography	Full Time
Dec-08		BSc (Hons) Occupational Therapy	Full Time
Dec-08		BSc (Hons) Occupational Therapy	Part Time
Dec-08		BSc (Hons) Physiotherapy	Full Time
Dec-08		BSc (Hons) Physiotherapy	Part Time
Dec-08		BSc (Hons) Radiotherapy & Oncology	Full Time
Dec-08		Dip HE Paramedic Practice	Full Time
Dec-08		Dip HE Operating Department Practice	Full Time
Dec-08		University of Wolverhampton	BSc (Hons) Applied Biomedical Science
Jan-09	North East Wales Institute of Higher Education	Supplementary Prescribing for Professions Allied to Medicine	Part Time
Jan-09	Birmingham Centre for Art Therapies	Music Therapy	Full Time
Jan-09	University of Worcester	MA Art Therapy	Full Time
Jan-09	University of Portsmouth	FDS Sc Paramedic Science	Full Time
		FDS Sc Paramedic Science	Part Time
Jan-09	University of Cumbria	Dip HE Paramedic Practice	Full Time
		Dip HE Paramedic Practice	Part Time
Jan-09	University of Central Lancashire	Dip HE Paramedic Practice	Full Time
Feb-09	Emergency Response Services Ltd	Paramedic Award	Part Time
Feb-09	University of Cumbria	BSc (Hons) Diagnostic Radiography	Full Time
Mar-09	University of Salford	BSc (Hons) Physiotherapy	Part Time
		BSc (Hons) Physiotherapy	Full Time
Mar-09	Manchester Metropolitan University	Dip HE Paramedic Studies	Full Time
		Dip HE Paramedic Studies	Part Time

Apr-09	University of Surrey	BSc (Hons) Paramedic Science	Full Time
May-09	University of Teesside	BSc (Hons) Diagnostic Radiography	Full Time
		BSc (Hons) Occupational Therapy	Full Time
		BSc (Hons) Physiotherapy	Full Time
		MSc Diagnostic Radiography (Pre-registration)	Full Time
		MSc Occupational Therapy (Pre-registration)	Full Time
		MSc Physiotherapy (Pre- registration)	Full Time Accelerated
		MSc Rehabilitation (Physiotherapy/Occupational Therapy)	Full Time
		Pg Dip Diagnostic Radiography (Pre- registration)	Full Time
		Pg Dip Occupational Therapy (Pre-registration)	Full Time
		PG Dip Physiotherapy (Pre- registration)	Full Time
May-09	Edge Hill University	Dip HE Paramedic Science	Full Time
		Dip HE Paramedic Science	Part Time
May-09	Keele University	BSc (Hons) Applied Biomedical Science	Full Time
Jun-09	De Montfort University	BSc (Hons) Applied Biomedical Science	Full Time
		BSc (Hons) Biomedical Science	Full Time

Annual monitoring process

The Department has spent the summer months finalising the work from the last academic year's annual monitoring cycle.

118 audit submissions and 139 declaration forms were received in the 2007-08 academic year. 99% of these audit submissions have been considered by visitors and signed off by Education and Training Panels. Out of the 118 programmes, 115 had their approval reconfirmed, with just 3 programmes (3%) requiring a follow up approval visit.

The Department is currently preparing for the next round of annual monitoring. The publication 'annual monitoring – supplementary information for education providers' has been updated and copies of the new publication are due into the Department shortly. All approved programmes will be sent this publication, along with a tailored letter that outlines their specific requirements in the new academic year. It is anticipated that the peak workload will occur between January – July 2009.

Major change process

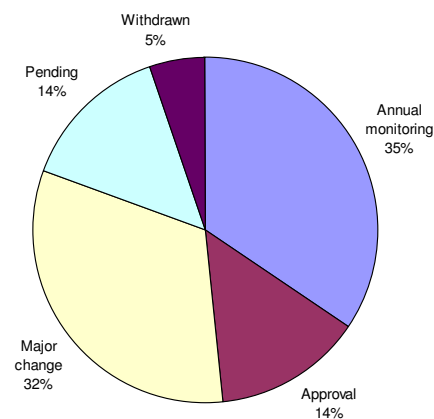
The Department has spent the summer months working on a relatively high number of major change submissions. Since March 2008 (when the revised major change process became effective), 43 submissions have been received, covering 93 programmes. The table below shows the specific submissions.

Month	Submissions	Programmes
Mar-08	4	8
Apr-08	5	5
May-08	6	12
Jun-08	11	34

Jul-08	7	16
Aug-08	8	16
Sep-08	2	2
Total	43	93

In the revised process, there is a notification stage and so not all submissions continue through to the full major change process. Some are filtered out and directed to the approval or annual monitoring process, if more appropriate. The figures below detail the decisions since 1 March 2008.

Process	Number	
Annual monitoring	32	(34%)
Approval	13	(14%)
Major change	30	(32%)
Pending	13	(14%)
Withdrawn	5	(5%)



These figures continue to be encouraging as the process was revised to ensure that submissions were dealt with more effectively. Approximately half of submissions have avoided using the full major change process since March 2008; which under the former process would have had to be considered resulting in an extra cost and an extra burden on the education provider.

Out of these 30 submissions in the full major change process, 16 (53%) have been concluded and 14 (47%) are ongoing.

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Publications

The Department has begun work on three publications. The 'Approval process – supplementary information for education providers' and 'Annual monitoring process – supplementary information for education providers' publications are having their content updated and their design brought in line with the new house style and visual identity. The Department is planning to have the final publications ready in mid autumn 2008, for mailing out to education providers for the 2008-09 academic year. Initial work has also begun on the third annual report, which will cover the 2007-08 academic year. The final publication should be available in early 2009.

Education provider presentations

The Department has begun work on the series of annual presentations to education providers. Six presentations are planned across the UK between October – December 2008. These presentations will update education providers on developments at HPC and in the Education Department specifically. Unlike previous years, these presentations will also include workshop sessions to

allow education providers to discuss and feedback on our standards and processes.

Partners

The Department has successfully recruited and trained new occupational therapist (clinicians), paramedic, prosthetist, radiographer and dietitian visitors over the summer months. The Department now has 141 trained visitors, which is sufficient for the estimated workload in the forthcoming academic year.

A programme of refresher training for all existing visitors begun in early September. It is hoped that approximately 60 visitors will attend refresher training sessions during this financial year. The remaining visitors will undergo refresher training in the 2009-10 financial year. Verbal feedback to date has been positive about the refresher training sessions.

Liaison with stakeholders

Members of the Department have met with the following groups over the summer months;

- Quality Assurance Agency
- The Nutrition Society
- HERRG progress conference
- Quality Assurance Agency forum for PSRBs

Projects

Over the two months, the Department has shifted their focus to some of the project work outlined in the work plan for 2008-09.

The table below provides an update on the progress to date for each of the projects. Of the 20 projects, one has been completed and the remaining 19 are ongoing. In general, the projects are

slightly behind the proposed timescales agreed at the Education and Training Committee meeting in March 2008. The changes in resources (created by the new Department structure as well as staffing changes) coupled with the number of approval visits to independent education providers has seen a more intense and longer concentration of operational work into the summer months, which has impacted on the start of the project work. The timescales of individual projects were revisited in August 2008 and it is hoped that the majority of the projects will still be complete by the end of March 2009. Prioritisation has been given to the projects which link in with the delivery of our key operational processes (e.g. professional body programmes, IHCD paramedic programmes & Netregulate programme list) and those which affect our relationships with key stakeholders (e.g. list of approved programmes and results from recent consultations).

Project title	Progress
List of approved programmes	<ul style="list-style-type: none"> • Preliminary work and training undertaken • Project slightly delayed due to operational workload and embedding of new Department structure • New interactive website list anticipated to be fully operational by January 2009
Netregulate programme list	<ul style="list-style-type: none"> • Preliminary work undertaken and scope of project outlined • Project slightly delayed due to operational workload, embedding of new Department structure and temporary resources at

	beginning of financial year <ul style="list-style-type: none"> • Information on Netregulate and new process anticipated to be complete by January 2009
Withdrawing approval	<ul style="list-style-type: none"> • Preliminary work undertaken and scope of project outlined • A progress report will be given at the next Education and Training Committee meeting in December 2008
Conditions catalogue	<ul style="list-style-type: none"> • Project complete
Professional body programmes	<ul style="list-style-type: none"> • Preliminary work undertaken • Project slightly delayed due to operational workload and embedding of new Department structure • It is anticipated that a paper will be considered at the next Education and Training Committee meeting in December 2008
Result of current consultation on the standards of proficiency for operating Department practitioners	<ul style="list-style-type: none"> • Project delayed due to the delay in publication of the revised standards of proficiency for operating Department practitioners • Worked with colleagues in Policy & Standards Department to revise timescales.

Result of current consultation on the optional standards of proficiency for chiropodist/podiatrists	<ul style="list-style-type: none"> • Preliminary work and training undertaken • Project slightly delayed due to operational workload and embedding of new Department structure
Recording student cohort numbers (database)	<ul style="list-style-type: none"> • Preliminary work undertaken and scope of project outlined • Project progressing well
Recording of contact details from education providers (database)	<ul style="list-style-type: none"> • Preliminary work undertaken and scope of project outlined • Project progressing well
Review of the annual monitoring process	<ul style="list-style-type: none"> • Initial review undertaken and scope of changes identified • A progress report will be given at the next Education and Training Committee meeting in December 2008
Allocation of visitors to operational activities	<ul style="list-style-type: none"> • Preliminary work undertaken • Start of project delayed due to operational workload and embedding of new Department structure • It is anticipated that a paper will be considered at the Education and Training Committee meeting in March 2009 now.
Operational protocol for 'cancelling/postponing an	<ul style="list-style-type: none"> • Preliminary work and training undertaken

approval visit'	<ul style="list-style-type: none"> • Project slightly delayed due to operational workload and embedding of new Department structure • It is anticipated that a paper will be considered at the next Education and Training Committee meeting in December 2008
Analysis of multi-professional approval visits	<ul style="list-style-type: none"> • Preliminary work and training undertaken • Project slightly delayed due to operational workload and embedding of new Department structure • It is anticipated that a paper will be considered at the next Education and Training Committee meeting in December 2008
Communication plan for education providers	<ul style="list-style-type: none"> • Preliminary work and training undertaken • Project slightly delayed due to operational workload and embedding of new Department structure • A progress report will be given at the next Education and Training Committee meeting in December 2008
Home country specialist educational knowledge	<ul style="list-style-type: none"> • Preliminary work undertaken and scope of project outlined • Project progressing well

Additional guidance for visitors on when to make the recommendation to Education and Training Committee to not approve or withdraw approval from a programme.	<ul style="list-style-type: none"> • Preliminary work and training undertaken • Project slightly delayed due to operational workload and embedding of new Department structure • It is anticipated that a paper will be considered at the next Education and Training Committee meeting in December 2008
Position statement on age discrimination	<ul style="list-style-type: none"> • Project progressing well • Paper considered at this Education and Training Committee meeting
Analysis of current curriculum guidance and future revisions	<ul style="list-style-type: none"> • Preliminary work undertaken and scope of project outlined • Project progressing well
IHCD paramedic programmes	<ul style="list-style-type: none"> • New project – not originally included in 2008-09 work plan • Focussing on continued overview work from approval visits to IHCD programmes • Project progressing well • A progress report will be given at the next Education and Training Committee meeting in December 2008
Result of current consultation on the standards of proficiency for radiographers	<ul style="list-style-type: none"> • New project – not originally included in 2008-09 work

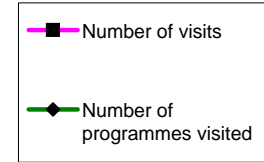
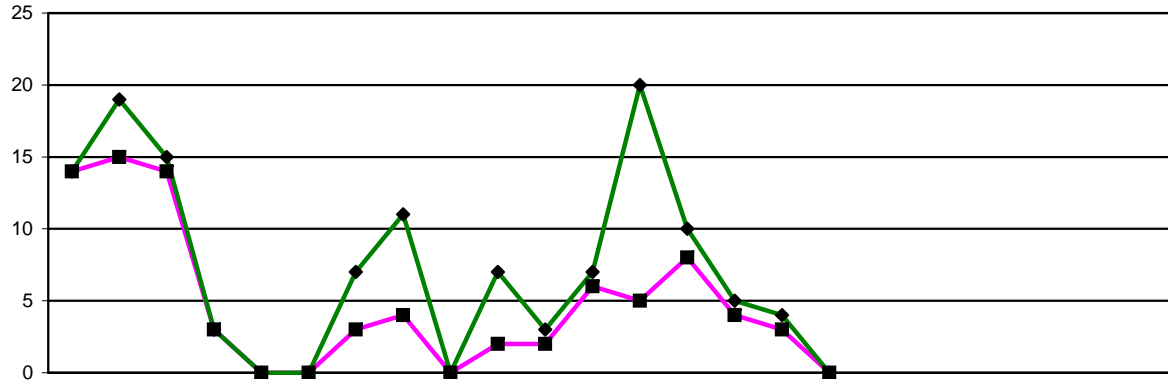
	<p>plan</p> <ul style="list-style-type: none"> • Focussing on the communication of the changes to the standards of proficiency for radiographers following the mini-consultation • Project not initiated yet - worked with colleagues in Policy & Standards Department to agree timescales.
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Employees

Katherine Lock (Education Officer) left the HPC on 10 September 2008, after two years within the Department . The advertisement for a replacement Education Officer will hopefully go out in October 2008.

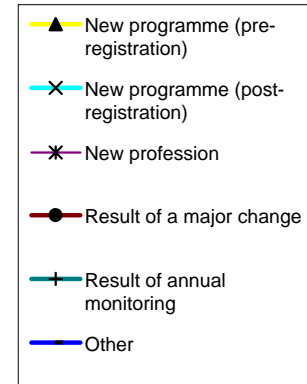
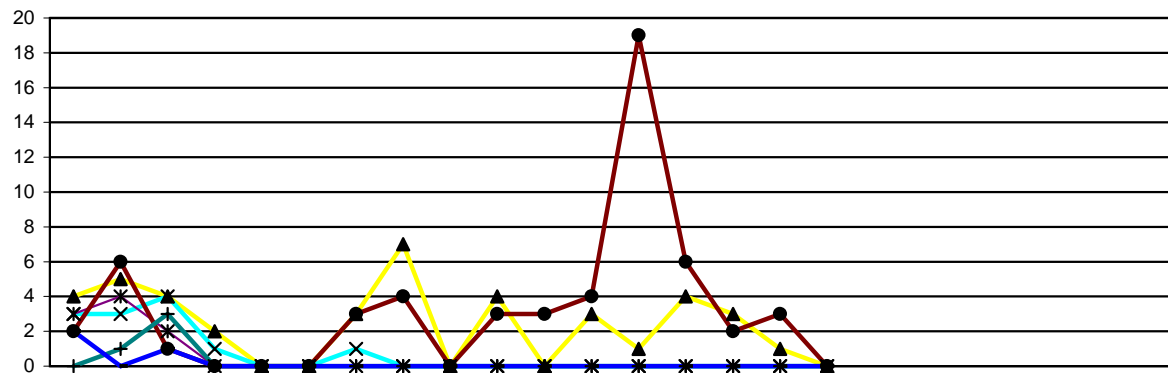
Employees have received and arranged training in the following areas;

- Report writing and note-taking – August 2008 (refresher course – aimed primarily at those drafting and proof-reading visitors' reports)
- Presentation/facilitation skills – October 2008 (refresher and new course – aimed specifically at those delivering the presentations and workshop sessions to education providers this autumn).
- Profession specific training – December 2008 (session provided by some council members – aimed at those in Education and Fitness to Practise who wish to develop a better understanding of issues key to some professions)



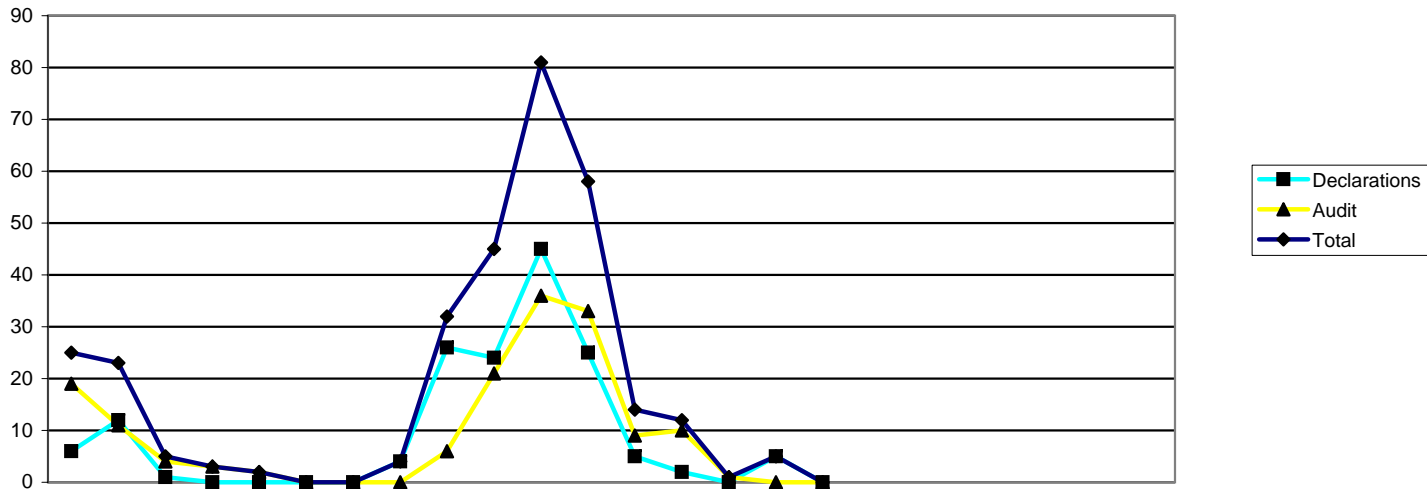
	2007			2008									2009												
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Overview of approval visits																									
Number of visits	14	15	14	3	0	0	3	4	0	2	2	6	5	8	4	3	0								
Number of programmes visited	14	19	15	3	0	0	7	11	0	7	3	7	20	10	5	4	0								

2005/6	2006/7	2007/8	2008/9
FYE	FYE	FYE	YTD
0	101	63	20
27	117	86	39



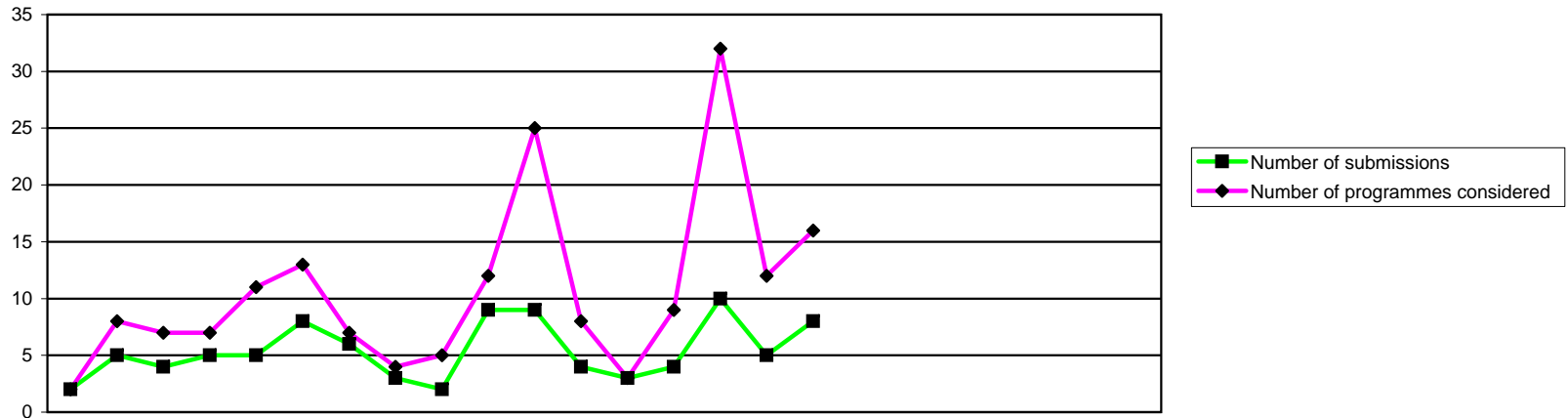
	2007			2008									2009											
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Reason for programme visited																								
New programme (pre-registration)	4	5	4	2	0	0	3	7	0	4	0	3	1	4	3	1	0							
New programme (post-registration)	3	3	4	1	0	0	1	0	0	0	0	0	0	0	0	0	0							
New profession	3	4	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
Result of a major change	2	6	1	0	0	0	3	4	0	3	3	4	19	6	2	3	0							
Result of annual monitoring	0	1	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
Other	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
Total	14	19	15	3	0	0	7	11	0	7	3	7	20	10	5	4	0							

2005/6	2006/7	2007/8	2008/9
FYE	FYE	FYE	YTD
0	18	32	9
5	29	12	0
5	16	9	0
5	32	26	30
5	1	4	0
5	21	3	0
25	117	86	39



Annual monitoring submissions	2007			2008									2009											
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Declarations	6	12	1	0	0	0	0	4	26	24	45	25	5	2	0	5	0							
Audit	19	11	4	3	2	0	0	0	6	21	36	33	9	10	1	0	0							
Total	25	23	5	3	2	0	0	4	32	45	81	58	14	12	1	5	0							

2005/6 FYE	2006/7 FYE	2007/8 FYE	2008/9 YTD
113	94	143	12
51	184	135	20
164	278	278	32



	2007			2008									2009											
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Major change submissions																								
Number of submissions	2	5	4	5	5	8	6	3	2	9	9	4	3	4	10	5	8							
Number of programmes considered	2	8	7	7	11	13	7	4	5	12	25	8	3	9	32	12	16							

2005/6	2006/7	2007/8	2008/9
FYE	FYE	FYE	YTD
16	51	62	30
25	97	109	72