

## Visitors' report

<b>Name of education provider</b>	Glasgow Caledonian University
<b>Programme name</b>	BSc (Hons) Podiatry
<b>Mode of delivery</b>	Full time
<b>Relevant part of the HCPC Register</b>	Chiropodist / podiatrist
<b>Date of visit</b>	1 – 3 April 2014

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## Executive summary

The Health and Care Professions Council (HCPC) approve educational programmes in the UK which health and care professionals must complete before they can apply to be registered with us. We are a statutory regulator and our main aim is to protect the public. We currently regulate 16 professions. All of these professions have at least one professional title which is protected by law. This means that anyone using the title 'chiropodist' or 'podiatrist' must be registered with us. The HCPC keep a register of health and care professionals who meet our standards for their training, professional skills, behaviour and health.

The visitors' report which follows outlines the recommended outcome made by the visitors on the ongoing approval of the programme. This recommended outcome was accepted by the Education and Training Committee (Committee) on 26 August 2014. At the Committee meeting, the ongoing approval of the programme was re-confirmed. This means that the education provider has met the conditions outlined in this report and that the programme meets our standards of education and training (SETs) and ensures that those who complete it meet our standards of proficiency (SOPs) for their part of the Register. The programme is now granted open ended approval, subject to satisfactory monitoring.

## Introduction

The HCPC visited the programme at the education provider to consider major changes proposed to the programme. The major change affected the following standards - programme admissions, programme management and resources, curriculum, practice placements and assessment. The programme was already approved by the HCPC and this visit assessed whether the programme continued to meet the standards of education and training (SETs) and continued to ensure that those who complete the programme meet the standards of proficiency (SOPs) for their part of the Register.

This visit was part of a joint event. The education provider validated the programme and the professional body considered their accreditation of the programme. The visit also considered the following programmes - BSc (Hons) Radiotherapy and Oncology – Full Time; BSc (Hons) Diagnostic Imaging - Full Time; BSc (Hons) Occupational Therapy - Full Time; BSc in Operating Department Practice - Full Time; MSc Occupational Therapy (Pre-registration) - Full Time; MSc Physiotherapy (Pre-registration) - Full Time; BSc (Hons) Physiotherapy – Full Time. The education provider, the professional bodies and the HCPC formed a joint panel, with an independent chair and secretary, supplied by the education provider. Whilst the joint panel participated in collaborative scrutiny of all the programmes and dialogue throughout the visit; this report covers the HCPC's recommendations on this programme only. Separate reports exist for the other programmes. As an independent regulatory body, the HCPC's recommended outcome is independent and impartial and based solely on the HCPC's standards. Separate reports, produced by the education provider and the professional body, outline their decisions on the programmes' status.

## Visit details

Name of HCPC visitors and profession	Catherine O'Halloran (Chiropodist / podiatrist) Penny Joyce (Operating department practitioner)
HCPC executive officer	Hollie Latham
Proposed student numbers	30 per year
First approved intake	January 2004
Effective date that programme approval reconfirmed from	September 2014
Chair	John Houston (Glasgow Caledonian University)
Secretary	David Steed (Glasgow Caledonian University)
Members of the joint panel	Geraint Bevan (Internal Panel Member) Alison Barlow (College of Podiatry) Allan Wood (College of Podiatry) Wilfred Foxe (College of Podiatry) Lloyd Howell (College of Operating Department Practitioners)

## Sources of evidence

Prior to the visit the HCPC reviewed the documentation detailed below, sent by the education provider:

	Yes	No	N/A
Programme specification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Descriptions of the modules	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mapping document providing evidence of how the education provider has met the SETs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mapping document providing evidence of how the education provider has met the SOPs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practice placement handbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student handbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curriculum vitae for relevant staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External examiners' reports from the last two years	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

During the visit the HCPC saw the following groups or facilities:

	Yes	No	N/A
Senior managers of the education 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 / mentors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialist teaching accommodation (eg specialist laboratories and teaching rooms)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Recommended outcome

To recommend a programme for ongoing approval the visitors must be assured that the programme meets all of the standards of education and training (SETs) and that those who complete the programme meet our standards of proficiency (SOPs) for their part of the Register.

The visitors agreed to recommend to the Education and Training Committee that a number of conditions are set on the programme, all of which must be met before the ongoing approval of the programme is reconfirmed.

The visitors agreed that 54 of the SETs have been met and that conditions should be set on the remaining three SETs.

Conditions are requirements that the education provider must meet before the programme can be recommended for ongoing approval. Conditions are set when certain standards of education and training have not been met or there is insufficient evidence of the standard being met.

The visitors did not make any recommendations for the programme.

Recommendations are observations on the programme or education provider which do not need to be met before the programme is recommended for ongoing approval. Recommendations are normally set to encourage further enhancements to the programme and are normally set when it is felt that the particular standard of education and training has been met at, or just above the threshold level.

## Conditions

### **2.1 The admissions procedures must give both the applicant and the education provider the information they require to make an informed choice about whether to take up or make an offer of a place on a programme.**

**Condition:** The education provider must revisit the information available to potential applicants around health screenings, immunisations and 'Disclosure Scotland' checks.

**Reason:** The SETs mapping document provided prior to the visit directed the visitors to the education provider's website admissions page for podiatry. The information available on the website did not state that applicants would be required to undergo a health screening prior to being offered a place on the programme. Nor did it state the extent of the health screening or compulsory immunisations. However, from a meeting with the programme team it was clear that this was a requirement for all applicants. The visitors were also unable to find any information for applicants on the requirement to undergo a criminal convictions check prior to starting the programme. The visitors consider this important information for potential applicants to the programme to enable them to make an informed choice on whether to take up or make an offer of a place on a programme. Therefore the visitors require further evidence to show that potential applicants will be informed of the requirement to undergo a criminal convictions check and health screening as well as the content of the health screening and any immunisations required.

### **3.8 The resources to support student learning in all settings must be effectively used.**

**Condition:** The education provider must ensure that all documentation relating to the programme is updated so that it is reflective of the current landscape of statutory regulation for chiropodists / podiatrists.

**Reason:** The visitors noted the documentation submitted by the education provider contained inaccuracies and incorrect terminology. For example there were references to the HCPCs former name (HPC) on page 37 of the 'Allied Health Sciences Practice Education Handbook' where it states that "The HPC will only consider cases of admission to their register on application from an eligible individual;...". In addition to this the website admissions page states that "This programme is accredited by the UK Society of Chiropodists and Podiatrists and the UK Health & Care Professions Council (HCPC)." The HCPC does not accredit programmes, we approve them. The website pages also state that "This programme aims to produce competent graduate podiatrists eligible for registration with the Health & Care Professions Council (HCPC)." (Programme Description). This statement could suggest to students that registration is automatic upon successful completion of the programme and should be amended to clearly articulate that students will be 'eligible to apply for registration' instead of 'eligible to register'. Therefore, the visitors require the education provider to review the programme documentation and ensure the terminology used is accurate, and reflects the language associated with statutory regulation and avoids any potential confusion for students.

### **3.8 The resources to support student learning in all settings must be effectively used.**

**Condition:** The education provider must provide the HCPC with updated documentation following any major changes as a result of the revalidation and reaccreditation process.

**Reason:** At the visit, there were a number of aspects of the programme where the professional body and internal panels have required changes to be made. These included for example, amendments to the module descriptors, programme structure and assessment processes. The visitors therefore require the finalised documentation to be submitted where changes have been made, to ensure that the SETs will continue to be met under any changes, and to ensure that the documentation continues to be clear, accurate and appropriate to support students through the programme.

### **6.11 Assessment regulations must clearly specify requirements for the appointment of at least one external examiner who must be appropriately experienced and qualified and, unless other arrangements are agreed, be from the relevant part of the Register.**

**Condition:** The programme team must submit further evidence that there will be at least one external examiner who will be appropriately experienced and qualified and, unless other arrangements are agreed, be from the relevant part of the Register.

**Reason:** The visitors were satisfied with the current external examiner arrangements. However, the visitors noted in the documentation submitted by the education provider there was insufficient detail concerning the recruitment of external examiners to this programme. This standard requires the assessment regulations to clearly articulate the requirements for the appointment of at least one external examiner who must be appropriately experienced and qualified and, unless other arrangements are agreed, be appropriately registered with the HCPC. The visitors therefore require evidence that HCPC requirements regarding the appointment of external examiners to the programme have been included in the relevant documentation to ensure that this standard will continue to be met.

Penny Joyce  
Catherine O'Halloran