

Visitors' report

Name of education provider	University of Surrey
Programme name	BSc (Hons) Paramedic Practice
Mode of delivery	Full time
Relevant part of HPC Register	Paramedic
Date of visit	1 – 2 April 2009

Contents

Executive summary	2
Introduction	3
Visit details	3
Sources of evidence.....	4
Recommended outcome	5
Conditions	6
Recommendations	9

Executive summary

The Health Professions Council (HPC) approve educational programmes in the UK which health professionals must complete before they can apply to be registered with us. The HPC is a health regulator and our main aim is to protect the public. The HPC currently regulates 13 professions. All of these professions have at least one professional title which is protected by law. This means that anyone using the title 'Paramedic' must be registered with us. The HPC keep a register of health 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 approval of the programme. This recommended outcome was accepted by the Education and Training Committee (Committee) on 29 July 2009. At the Committee meeting on 29 July 2009 the programme was approved. This means that the education provider has met the condition(s) 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 HPC visited the programme at the education provider as it was a new programme which was seeking HPC approval for the first time. This visit assessed the programme against the standards of education and training (SETs) and considered whether 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. The education provider and the HPC formed a joint panel, with an independent chair and secretary, supplied by the education provider. Whilst the joint panel participated in collaborative scrutiny of the programme and dialogue throughout the visit; this report covers the HPC's recommendations on the programme only. As an independent regulatory body, the HPC's recommended outcome is independent and impartial and based solely on the HPC's standards. A separate report, produced by the education provider, outlines their decisions on the programme's status.

Visit details

Name of HPC visitors and profession	Robert Cartwright (Paramedic) Claire Brewis (Occupational Therapist)
HPC executive officer(s) (in attendance)	Mandy Hargood
HPC observer	Natasha Williams
Proposed student numbers	20
Proposed start date of programme approval	September 2009
Chair	Anita Eves (University of Surrey)
Secretary	Amy Cox (University of Surrey)
Members of the joint panel	Adrian Halls (University of Surrey) Fraser McFarland (University of Surrey)

Sources of evidence

Prior to the visit the HPC 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The HPC did not review external examiners reports prior to the visit as there is currently no external examiner as the programme is new.

During the visit the HPC 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"/>

The HPC met with students from the BSc (Hons) Adult Nursing, Dip HE Adult Nursing and Dip HE Operating Department Practice programmes, as the programme seeking approval currently does not have any students enrolled on it.

Recommended outcome

To recommend a programme for 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 programme can be approved.

The visitors agreed that 55 of the SETs have been met and that conditions should be set on the remaining 8 SETs.

Conditions are requirements that the education provider must meet before the programme can be recommended for 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 have also made a number of 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 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.

The visitors did not make any commendations on the programme. Commendations are observations of innovative best practice by a programme or education provider.

Conditions

2.1 The admission procedures must give both 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: The education provider must ensure the advertising materials for the programme follow the guidelines provided in the HPC “Regulatory status advertising protocol for education providers”.

Reason: From the documentation submitted it was clear that the advertising materials for the programme did not fully comply with the advertising guidelines issued by HPC. Currently the title of the programme does not comply with the HPC regulatory status in the advertising and programme documentation. Therefore, to provide applicants with full and clear information in order to make an informed choice about whether to join the programme, the visitors would like to receive amended documentation that accurately describes the correct title for the programme.

3.5 Subject areas must be taught by staff with relevant specialist expertise and knowledge.

Condition: The education provider must provide clearly articulated documentation that detail of the expertise and knowledge of the paramedic staff teaching on the programme.

Reason: From the visitors reading of the documentation prior to the visit it was unclear as to the teaching input to the programme from paramedics. During discussions with the programme team it was clear that there would be paramedics teaching on the programme. The paramedics would be employed as visiting lecturers and would teach the specialist paramedic areas of the programme. The visitors would therefore, like to receive revised documentation that details the paramedic visiting lecturing staff, their expertise and knowledge.

3.9 Where students participate as patients or clients in practical and clinical teaching, appropriate protocols must be used to obtain their consent.

Condition: The education provider must ensure the protocols used to gain student consent are clearly articulated.

Reason: From the documentation and discussions with the programme team and students it was clear that all students participate as patients or clients in practical and clinical teaching. The documentation reviewed by the visitors had a policy for consent, which discussed a form for the students to sign. However there was no form included in the documentation received by the visitors so it was not clear how the policy would be monitored if a student opted out of participating as a patient or client. Therefore the visitors would like to receive revised documentation that shows how student consent is obtained.

3.11 Throughout the course of the programme, the education provider must have identified where attendance is mandatory and must have associated monitoring mechanisms in place.

Condition: The education provider must ensure that all documentation regarding attendance does not say that the HPC stipulates the number of hours that have to be achieved in theory and practice for the programme.

Reason: The documentation provided by the education provider stated that the HPC says that in order to meet the attendance policy students need to complete 1,500 hours of theory and 1,500 hours of practice. This is not the case as the HPC does not make such statements. During discussions with the programme team it became clear that the statement should have been attributed to the British Paramedic Association. In order for the visitors to be assured that the attendance policy is appropriate the visitors would like to receive revised documentation that indicates where attendance is mandatory and does not make reference to the HPC.

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

Condition: The education provider must provide documentation that clearly articulates a thorough and effective system of how practice placements are approved and monitored.

Reason: During the meeting with the programme team it was clear that there was an audit tool in place that was used to approve and monitor placements. However this document was not provided with the documentation submitted for the visit. Therefore the visitors would like to receive documentation that articulates how placements are approved and monitored.

5.8.1 Unless other arrangements are agreed, practice placement educators must have relevant qualifications and experience.

Condition: The education provider must provide documentation that clearly articulates that all practice placement educators have the relevant qualifications and experience.

Reason: From their reading of the documentation the visitors could not determine if the practice placement educators involved in the practice training for the students had the relevant qualifications and experience. During the meeting with the programme team and practice placement educators it was stated that the practice placement educators at ambulance stations and in acute hospital settings had the appropriate qualifications and experience. However the visitors did not receive evidence detailing this information. The visitors would like to receive documentation that articulates the qualifications and experience held by those involved in practice placement training.

5.8.2 Unless other arrangements are agreed, practice placement educators must be appropriately registered.

Condition: The education provider must provide documentation that clearly shows that practice placement educators are appropriately registered.

Reason: From their reading of the documentation the visitors could not determine if all placement educators were appropriately registered. During the meeting with the programme team and the practice placement educators the visitors were told that all practice placement educators were on the appropriate registers for their profession. The visitors did not receive evidence detailing this information. Therefore visitors would like to receive revised documentation that details the registration details for the practice placement educators for the programme.

5.8.3 Unless other arrangements are agreed, practice placement educators must undertake appropriate practice placement educator training.

Condition: The education provider must produce revised documentation that articulates that practice placement educators have undertaken appropriate placement educator training prior to the commencement of the programme.

Reason: From the documentation the visitor could not determine if all the practice placement educators for the programme had undertaken the appropriate practice placement educator training. In the meeting with the programme team and practice placement educators the visitors were informed that all practice placement educators will undergo the Level 3 Mentor training course. Therefore visitors would like to receive revised documentation that clearly articulates that the practice placement educators would have undertaken appropriate practice placement educator training prior to the commencement of the programme.

Recommendations

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

Recommendation: The education provider should continue with its planning for future paramedic staff within the programme.

Reason: Whilst the visitors were happy that the staffing for the programme was appropriate, they were pleased to see that the education provider was planning to employ two paramedics as teacher practitioners on the programme from the start of year two. The visitors were happy to support the programme team's further succession planning for the programme.

5.7.5 Students and practice placement educators must be fully prepared for placement which will include information about and understanding of communication and lines of responsibility.

Recommendation: The education provider should consider adding further information into the student and practice placement educator documents to include information on communication and lines of responsibility.

Reason: The visitors were satisfied that the current student and practice placement educator information was satisfactory, but considered that it could be enhanced as the programme develops to provide the student and practice placement educators with a wider range of contact information to enhance the understanding of communication and lines of responsibility.

Robert Cartwright
Claire Brewis