Health Professions Council
Approvals Panel – 2 November 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 programme 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.

Education Provider	Programme Name	Delivery mode
De Montfort University	Prescribing for Healthcare Professionals (M Level study) Prescribing for Healthcare Professionals (Level 3 study)	Part-time
University of Hull	BSc (Hons) Applied Biomedical Science	Part-time

Decision
The Panel is asked to approve the above named programmes, 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 (2)

Date of paper
23 October 2006

Health Professions Council

Visitors Report

Name of education provider	De Montfort University
Name and titles of programme(s)	Prescribing for Healthcare Professionals (M Level study) Prescribing for Healthcare Professionals (Level 3 study)
Mode of Study	Part-time
Date of event	13 July 2006
Proposed date of approval to commence	October 2006
Name of HPC visitors attending (including member type and professional area)	Marcus Bailey (Paramedic) Sharon Pratt (Radiographer)
HPC Executive officer(s) (in attendance)	Karen Scott
Joint panel members in attendance (name and delegation):	Prof. Paul Whiting (Chair) Kathryn Butler (Secretary)

ALL CONDITIONS MET

Scope of visit *(please tick)*

New programme	✔
Major change to existing programme	☐
Visit initiated through Annual Monitoring	☐

Part 1.

1.1 Confirmation of meetings held

	yes	no	n/a
Senior personnel of provider with responsibility for resources for the programme	✔		
Programme planning team	✔		
Placements providers and educators	✔		

1.2 Confirmation of facilities inspected

	yes	no
Library learning centre	✔	
IT facilities	✔	
Specialist teaching accommodation	✔	

1.3 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.
This is a new programme that has not been previously approved by HPC

Requirement (please insert detail)	yes	No	n/a
1.	☐	☐	☐
2.	☐	☐	☐
3.	☐	☐	☐

Proposed student cohort intake number please state	**50 students per programme 2 intakes per year**

ALL CONDITIONS MET

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 education provider must provide further detailed information for AHP's in relation to this programme including details of the difference between the two levels of study and specify entry requirements for each programme.

> **Reason:** Current information does not provide information to enable AHP's to decide on which level of the programme to access and which programme would be more suitable for their specific needs.

> **Condition 2:** The education provider must ensure that it is clear to all prospective students that the programme for AHPs is for *supplementary* prescribing. This could be reflected in the title of the programme, or in the admission criteria, student handbooks and all other relevant course materials.

> **Reason:** The difference between independent prescribing for Nurses and Pharmacists and supplementary prescribing for AHPs is not clear in the documentation.

2.2 apply selection and entry criteria, including:

2.2.2 criminal convictions checks;

2.2.3 compliance with any health requirements;

> **Condition 3:** The education provider must ensure that information regarding criminal convictions checks and any health requirement checks, including vaccinations, are included in all information given to students and that all requirements are met prior to commencement of the programme.

> **Reason:** CRB checks and health checks **must** be mandatory and checked by the education provider. This information was not clear from the documentation provided.

> **Condition 4:** The HEI must ensure that where a partner, such as an SHA, is involved in the admissions process (or any other part of resourcing or programme delivery), that specific roles and responsibilities are articulated in a memorandum of understanding.

Reason: It was clear at the visit that there are currently arrangements for the prescribing lead to ensure that such an MOU is established. However, no timeline was in place for such an agreement to be implemented. The admissions process relied on this joint recruitment.

Condition 5: The draft funding application form for students must be confirmed and amended to reflect the needs of private students.

Reason: At the time of the visit, the funding forms were in draft format and were applicable to NHS staff only. As many AHPs are in private practise, concerns were raised about possible restrictions for the participation of private students in the programme. This will also ensure that the application and admissions processes are consistent for all applicants.

2.2.5 accreditation of Prior Learning and other inclusion mechanisms

Condition 6: The documentation must clearly state in the admissions documentation there is no provision for APEL.

Reason: The programme team articulated this at the visit but it was not clear from the documentation provided.

SET 3. Programme management and resource standards

3.1 The programme must have a secure place in the education provider's business plan.

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

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

Condition 7: The HEI must ensure that AHP's are adequately represented in the teaching faculty to ensure profession specific input

Reason: This was verbally discussed in relation to a service level agreement arrangement. This needs to be agreed, in written, format detailing the requirements to deliver AHP's input

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

Condition 8: The education provider must ensure that written consent is gained for students who participate in scenarios and role-play.

Reason: There is currently no form being used although this teaching methodology is utilised.

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 9: The attendance requirements for the programme must be clearly articulated in all documentation for students.

Reason: The programme team identified that an attendance rate of 90% is expected of all students but this was not clear from the documentation.

SET 4. *Curriculum Standards*

4.1 The learning outcomes must ensure that those who successfully complete the programme meet the standards of proficiency for their part of the Register.

Condition 10: The programme team must ensure that the learning outcomes for the level 3 module include competency to practise.

Reason: The current module outline fails to identify that students will exit the programme as competent to supplementary prescribe.

SET 5. *Practice placements standards*

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

Condition 11: The education provider must develop a system and a written policy for monitoring and auditing all placements including details of the standards that it will apply.

Reason: After discussions with the students, it was apparent that some community placements were not visited.

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.

Condition 12: The education provider must ensure that the mentor/practice placement educator formally acknowledges that they have received and understood the information provided to them with regard to their responsibilities when supervising students.

Reason: It was apparent at the visit that student experiences differed based upon their mentor, whether or not that mentor had undergone mentorship preparation, and whether they fully understood their role and responsibilities in respect to supervision and assessment of students.

5.8 Unless other arrangements are agreed, practice placement educators:

5.8.3 undertake appropriate practice placement educator training.

Condition 13: The education provider must ensure that designated medical practitioners (mentors) are fully trained and prepared to be able to support and assess students and must be aware of the learning outcomes and requirements of their role.

Reason: A training programme is currently offered on an informal basis with visits offered as required. It was apparent at the visit that student experiences differed based upon their mentor and whether or not that mentor had undergone mentorship preparation.

5.13 The placement providers must have an equal opportunities and anti-discriminatory policy in relation to candidates and students, together with an indication of how this will be implemented and monitored.

Condition 15: The education provider must implement a system to ensure that equal opportunities and anti-discrimination policies are in place at all placements (including private placements) and that they are implemented and monitored appropriately by the placement providers.

Reason: The education provider currently relies on the NHS staff utilising their own work area polices.

SET 6. *Assessment standards*

6.7 Assessment regulations clearly specify requirements:

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

Condition 15: The HEI must produce a plan for the appointment of an external examiner from the relevant part of the register

Reason: This is currently no AHP external examiner.

Deadline for *Conditions* to be met: 28 September 2006

RECOMMENDATIONS

SET 3. Programme management and resource standards

3.12 The resources provided, both on and off site, must adequately support the required learning and teaching activities of the programme.

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.

> **Recommendation:** The education provider should ensure that AHP relevant texts are purchased.

> **Reason:** Currently there is limited relevant AHP material but this is developing.

SET 4. *Curriculum Standards*

4.7 Where there is inter-professional learning the profession specific skills and knowledge of each professional group are adequately addressed.

Recommendation: The programme provider should continue to develop and enhance policy with regard to IPL strategies, particularly as the AHP intake increases.

Reason: There is a policy for IPL but needs will change as the programme increases is size.

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:

> **Marcus Bailey**

> **Shaaron Pratt**

Date: 9 August 2006

Health Professions Council

Visitors' Report

Name of education provider	University of Hull
Name and titles of programme(s)	BSc (Hons) Applied Biomedical Science
Date of event	23-24 May 2006
Proposed date of approval to commence	September 2006
Mode of delivery	Part time
Name of HPC visitors attending (including member type and professional area)	Martin Nicholson HPC Visitor David Houliston HPC Visitor
HPC Executive officer(s) (in attendance)	Karen Scott Greg Ross Sampson
Joint panel members in attendance (name and delegation):	Karen Nicholson (University of Hull) C Chowdrey IBMS Peter Ruddy IBMS Nick Kirk IBMS

Scope of visit *(please tick)*

New programme	**X**
Major change to existing programme	☐
Visit initiated through Annual Monitoring	☐

Part 1.

1.1 Confirmation of meetings held

	yes	no	n/a
Senior personnel of provider with responsibility for resources for the programme	**X**	☐	☐
Programme planning team	**X**	☐	☐
Placements providers and educators	**X**	☐	☐

1.2 Confirmation of facilities inspected

	yes	no
Library learning centre	**X**	☐
IT facilities	**X**	☐
Specialist teaching accommodation	**X**	☐

1.3 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.	☐	☐	☐
2.	☐	☐	☐
3.	☐	☐	☐

Proposed student cohort intake number please state	31

ALL CONDITIONS MET

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:

2.2 apply selection and entry criteria, including

2.2.1 evidence of a good command of written and spoken English;

> **Condition 1:** The documentation must explicitly state the English language criteria for admission to the programme.
>
> **Reason:** The documentation provided to the panel included the University policy but did not state the requirements for this programme. The programme team stated that the English language requirements for entry to the programme were an IELTS score of 6.5 or a pass in English at GCSE level.

SET 3. *Programme management and resource standards*

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 2: The documentation must clearly articulate, in all relevant documents, where attendance for the programme is mandatory.

Reason: The documentation does not clearly state the requirements for attendance.

SET 4. *Curriculum Standards*

4.3 Integration of theory and practice must be central to the curriculum to enable safe and Effective practice.

4.4 The curriculum must remain relevant to current practice.

Condition 3: The Haematology module must contain both theory and practical aspects of ABO blood serology.

Reason: The team noted that there were plans to include this module in the programme. However, the documentation did not include information about this module.

SET 5. *Practice placements standards*

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

Condition 4: The documentation must clearly state the procedures to be taken when a placement does not obtain CPA approval.

Reason: The documentation states that all labs must be CPA accredited or working towards CPA accreditation but does not indicate the consequences for a lab which fails accreditation. While it was clear from discussion that there are procedures in place, these must be clearly documented.

SET 6. Assessment standards

6.7 Assessment regulations clearly specify requirements:

6.7.1 for student progression and achievement within the programme;

Condition 5: The programme team must clearly document the possible exit routes for the M Biomedical Science programme.

Condition 6: The programme team must clearly document which of the Biomedical Science pathways lead to HPC registration.

Reason: This information was not clear in the documentation. Students must be made aware of the pathways for this programme in order to make informed decisions about their progress and career path.

6.7.3 for an aegrotat award not to provide eligibility for admission to the Register;

Condition 7: The programme team must include a policy statement which identifies the procedures surrounding aegrotat awards and clarify that an aegrotat award will not allow eligibility for entry to the HPC Register

Reason: This information was stated in the documentation.

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

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Condition 8: The programme team must appoint an external examiner who is from the relevant part of the HPC Register

Reason: The current external examiner is not on the HPC register

Deadline for *Conditions* to be met: 12 July 2006
To be submitted to Approvals Committee on: September 2006

RECOMMENDATIONS

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

Recommendation: Consider the upgrading of the' Welcome to Biomedical Science at Hull 'document to a full prospectus and include information about entry and progression requirements.

Reason: The information given to students at open days was useful, however a single document for prospective students could be much more comprehensive and specific to Biomedical Science programmes.

6.7 Assessment regulations must clearly specify requirements for:

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

Recommendation: It is recommended that the programme team reconsider the title of the Biomedical Science programmes which lead to eligibility to apply for HPC Registration, in order to distinguish them from other Biomedical Science programmes offered by the University.

Reason: The programme team currently offers four programmes in Biomedical Science. In order for students make an informed decision about the programme they wish to undertake, and to avoid confusion and ambiguity for graduates applying for HPC Registration, the title should be changed to distinguish them from programmes that do not lead to eligibility to apply for HPC Registration.
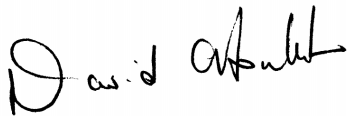
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COMMENDATIONS

1) The Memorandum of Agreement with the placement providers is an excellent initiative.

2) The clear collaboration and support between the University and placement providers is to be commended.

3) The training days for all placement providers are an excellent initiative which ensures that providers are fully informed of their responsibilities at all times. It also encourages communication and feedback from which all parties benefit.

We recommend to the Education and Training Committee of the HPC that they approve this programme subject to detailed conditions being met.

Visitors' signatures:

       Martin Nicholson

       David Houliston

Date: 25.05.2006