

## Annual monitoring visitors' report

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### Section one: Programme details

Name of education provider	Buckinghamshire New University
Programme title	PG Dip Social Work
Mode of delivery	Full time
Relevant part of the HCPC register	Social worker in England
Name and role of HCPC visitors	Sheila Skelton (Social worker in England) Joanna Goodwin (Occupational therapist)
HCPC executive	Alex Urquhart
Date of assessment day	14 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- A completed HCPC audit form
- Internal quality report for one year ago
- Internal quality report for two years ago
- External examiner's report for one year ago
- External examiner's report for two years ago
- Response to external examiner's report one year ago
- Response to external examiner's report for two years ago

The education provider did not provide the internal quality report, external examiner report and the response to the external examiner report for two years ago as the programme had no students enrolled on the programme two years ago.

### **Section three: Additional documentation**

- The visitors agreed that no further documentation was required in order to make a recommendation.
- The visitors agreed that additional documentation was required in order to make a recommendation. The standards of education and training (SETs), for which additional documentation was requested, are listed below with reasons for the request.

### **Section four: Recommendation of the visitors**

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 have demonstrated an ability to meet our standards of proficiency (SOPs) for their part of the Register.

The visitors agreed to recommend to the Education and Training Committee that:

- There is sufficient evidence to show the programme continues to meet the standards of education and training and that those who complete the programme will continue to demonstrate an ability to meet the standards of proficiency.
- There is insufficient evidence to determine if or how the programme continues to meet the standards of education and training listed. Therefore, a visit is recommended to gather more evidence and if required place conditions on ongoing approval of the programme.

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### Section one: Programme details

Name of education provider	Buckinghamshire New University
Programme title	BSc (Hons) Social Work
Mode of delivery	Full time
Relevant part of the HCPC register	Social worker in England
Name and role of HCPC visitors	Sheila Skelton (Social worker in England) Joanne Goodwin (Occupational therapist)
HCPC executive	Alex Urquhart
Date of assessment day	14 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

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### **Section three: Additional documentation**

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### Section one: Programme details

Name of education provider	Buckinghamshire New University
Programme title	MSc Social Work
Mode of delivery	Full time
Relevant part of the HCPC register	Social worker in England
Name and role of HCPC visitors	Sheila Skelton (Social worker in England) Joanna Goodwin (Occupational therapist)
HCPC executive	Alex Urquhart
Date of assessment day	14 January 2016

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- Response to external examiner's report one year ago
- Response to external examiner's report for two years ago

### **Section three: Additional documentation**

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### Section one: Programme details

Name of education provider	British Psychological Society
Programme title	Qualification in Counselling Psychology
Mode of delivery	Flexible
Relevant part of the HCPC register	Practitioner psychologist
Relevant modality	Counselling psychologist
Name and role of HCPC visitors	Anthony Ward (Counselling psychologist) Alaster Rutherford (Independent prescriber)
HCPC executive	Mandy Hargood
Date of assessment day	14 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- A completed HCPC audit form
  - Internal quality report for one year ago
  - Internal quality report for two years ago
  - External examiner's report for one year ago
  - External examiner's report for two years ago
  - Response to external examiner's report one year ago
  - Response to external examiner's report for two years ago
- Candidate handbook
  - Postgraduate regulation
  - Qualification reference group terms of reference

### **Section three: Additional documentation**

- The visitors agreed that no further documentation was required in order to make a recommendation.
- The visitors agreed that additional documentation was required in order to make a recommendation. The standards of education and training (SETs), for which additional documentation was requested, are listed below with reasons for the request.

#### **3.17 Service users and carers must be involved in the programme**

**Reason:** The visitors read the Qualifications Reference Group (QRF) terms of reference. From their reading the visitors could not see how the education provider involves service users and carers into the programme, it says that service users and carers maybe involved in the group. The QRF is a group across several programmes with the BPS. It was not clear how the telephone conference as detailed in the QRF terms of reference ensured that the service users and carers had contact with trainees and how their input in the programme is used. It is not clear from the evidence provided how service users and carers are involved in the programme therefore the visitors are unsure that this standard is met.

**Suggested documentation:** Evidence that demonstrates how service users and carers are involved in the programme.

#### **5.8 Practice placement educators must undertake appropriate practice placement educator training.**

**Reason:** “The visitors noted that there had been a change in the way practice placement educators are trained. The practice placement educators no longer completed the internal training programme but could provide evidence of continuing professional development as stated in the annual monitoring report 2014–15”. The visitors were unclear from the evidence provided that the CPD was appropriate training in order to successfully supervise trainees on the programme. As this was a change from the previous training taken by the practice placement educators.

**Suggested documentation:** Evidence that gives a rationale for the change and how the change will not impact on the placement training of the trainees.

#### **Section four: Recommendation of the visitors**

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The visitors agreed to recommend to the Education and Training Committee that:

- There is sufficient evidence to show the programme continues to meet the standards of education and training and that those who complete the programme will continue to demonstrate an ability to meet the standards of proficiency.
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### Section one: Programme details

Name of education provider	British Psychological Society
Programme title	Qualification in Health Psychology
Mode of delivery	Flexible
Relevant part of the HCPC register	Practitioner psychologist
Relevant modality	Health psychologist
Name and role of HCPC visitors	Anthony Ward (Counselling Psychologist) Alaster Rutherford (Independent prescriber)
HCPC executive	Mandy Hargood
Date of assessment day	14 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- A completed HCPC audit form
- Internal quality report for one year ago
- Internal quality report for two years ago
- External examiner's report for one year ago
- External examiner's report for two years ago
- Response to external examiner's report one year ago
- Response to external examiner's report for two years ago

The external examiner report for the last year and response was not received.

- Postgraduate Regulations and QRG Terms of Reference.

### **Section three: Additional documentation**

- The visitors agreed that no further documentation was required in order to make a recommendation.
- The visitors agreed that additional documentation was required in order to make a recommendation. The standards of education and training (SETs), for which additional documentation was requested, are listed below with reasons for the request.

#### **3.3 The programme must have regular monitoring and evaluation systems in place.**

**Reason:** The visitors did not receive the external examiner report for the last year 2014-2015. As this is a requirement of the HCPC annual monitoring audit assessment, the visitors need to see this report and the response to ensure the programme is regularly monitored and evaluated.

**Suggested documentation:** The external examiners report for 2014 – 2016 and the response to the report.

#### **3.17 Service users and carers must be involved in the programme**

**Reason:** The visitors read the Qualifications Reference Group (QRF) terms of reference. From their reading the visitors could not see how the education provider involves service users and carers into the programme, it says that service users and carers maybe involved in the group. The QRF is a group across several programmes with the BPS. It was not clear how the telephone conference as detailed in the QRF terms of reference ensured that the service users and carers had contact with trainees and how their input in the programme is used. It is not clear from the evidence provided how service users and carers are involved in the programme therefore the visitors are unsure that this standard is met.

**Suggested documentation:** Evidence that demonstrates how service users and carers are involved in the programme.

#### **Section four: Recommendation of the visitors**

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### Section one: Programme details

Name of education provider	Cardiff Metropolitan University
Programme title	BSc (Hons) Podiatry
Mode of delivery	Full time
Relevant part of the HCPC register	Chiropodist / podiatrist
Name and role of HCPC visitors	Kathryn Campbell (Physiotherapist) Gordon Burrow (Chiropodist / podiatrist)
HCPC executive	Mandy Hargood
Date of assessment day	26 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- A completed HCPC audit form
- Internal quality report for one year ago
- Internal quality report for two years ago
- External examiner's report for one year ago
- External examiner's report for two years ago
- Response to external examiner's report one year ago
- Response to external examiner's report for two years ago
  - Curriculum vitae
  - Recognition of prior learning
  - Cardiff School of Health Sciences Strategic Plan 2012 – 2017
  - Level 4 programme handbook
  - Level 5 handbook
  - Level 6 handbook
  - User engagement questionnaire (clinical finals)
  - Periodic review document 2010
  - Student Handbook

- Placement handbook
- Placement supervisors' day annual update presentation

### **Section three: Additional documentation**

- The visitors agreed that no further documentation was required in order to make a recommendation.
- The visitors agreed that additional documentation was required in order to make a recommendation. The standards of education and training (SETs), for which additional documentation was requested, are listed below with reasons for the request.

### **Section four: Recommendation of the visitors**

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### Section one: Programme details

Name of education provider	Cardiff Metropolitan University
Programme title	BSc (Hons) Speech and Language Therapy
Mode of delivery	Full time
Relevant part of the HCPC register	Speech and language therapist
Name and role of HCPC visitors	Lorna Povey (Speech and language therapist) Martin Benwell (Diagnostic radiographer)
HCPC executive	Alex Urquhart
Date of assessment day	26 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- A completed HCPC audit form
- Internal quality report for one year ago
- Internal quality report for two years ago
- External examiner's report for one year ago
- External examiner's report for two years ago
- Response to external examiner's report one year ago
- Response to external examiner's report for two years ago
  - Programme specification
  - Module descriptors
  - Extract from CMU Academic handbook
  - Rationale for module modifications
  - Curriculum vitae for new members of staff

### **Section three: Additional documentation**

- The visitors agreed that no further documentation was required in order to make a recommendation.
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### Section one: Programme details

Name of education provider	Cardiff Metropolitan University
Name of validating body	University of Wales
Programme title	BSc (Hons) Podiatry
Mode of delivery	Full time
Relevant part of the HCPC register	Chiropodist / podiatrist
Name and role of HCPC visitors	Kathryn Campbell (Physiotherapist) Gordon Burrow (Chiropodist / podiatrist)
HCPC executive	Mandy Hargood
Date of assessment day	26 January 2016

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### Section one: Programme details

Name of education provider	Cardiff Metropolitan University
Name of validating body	University of Wales
Programme title	BSs (Hons) Speech and Language Therapy
Mode of delivery	Full time
Relevant part of the HCPC register	Speech and language therapist
Name and role of HCPC visitors	Lorna Povey (Speech and language therapist) Martin Benwell (Diagnostic radiographer)
HCPC executive	Alex Urquhart
Date of assessment day	26 January 2016

### Section two: Submission details

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### Section one: Programme details

Name of education provider	Nottingham Trent University
Programme title	BA (Hons) Social Work
Mode of delivery	Full time Work based learning
Relevant part of the HCPC register	Social worker in England
Name and role of HCPC visitors	Sheila Skelton (Social worker in England) Joanna Goodwin (Occupational therapist)
HCPC executive	Alex Urquhart
Date of assessment day	14 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- A completed HCPC audit form
- Internal quality report for one year ago
- Internal quality report for two years ago
- External examiner's report for one year ago
- External examiner's report for two years ago
- Response to external examiner's report one year ago
- Response to external examiner's report for two years ago
- User and Carer involvement ESG (Education Support Grant)

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### Section one: Programme details

Name of education provider	Nottingham Trent University
Programme title	MA Social Work
Mode of delivery	Full time Work Based Learning
Relevant part of the HCPC register	Social worker in England
Name and role of HCPC visitors	Sheila Skelton (Social worker in England) Joanne Goodwin (Occupational therapist)
HCPC executive	Alex Urquhart
Date of assessment day	14 January 2016

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### Section one: Programme details

Name of education provider	Nottingham Trent University
Programme title	PG Dip in Social Work (Masters exit route only)
Mode of delivery	Full time Work based Learning
Relevant part of the HCPC register	Social worker in England
Name and role of HCPC visitors	Sheila Skelton (Social worker in England) Joanna Goodwin (Occupational therapist)
HCPC executive	Alex Urquhart
Date of assessment day	14 January 2016

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### Section one: Programme details

Name of education provider	Queen Margaret University
Programme title	MSc Diagnostic Radiography (pre-registration)
Mode of delivery	Full time
Relevant part of the HCPC register	Radiographer
Relevant modality	Diagnostic radiographer
Name and role of HCPC visitors	Martin Benwell (Diagnostic radiographer) Lorna Povey (Speech and language therapist)
HCPC executive	Alex Urquhart
Date of assessment day	26 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- A completed HCPC audit form
- Internal quality report for one year ago
- Internal quality report for two years ago
- External examiner's report for one year ago
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### Section one: Programme details

Name of education provider	Queen Margaret University
Programme title	PgDip Diagnostic Radiography (pre-registration)
Mode of delivery	Full time
Relevant part of the HCPC register	Radiographer
Relevant modality	Diagnostic radiographer
Name and role of HCPC visitors	Martin Benwell (Diagnostic radiographer) Lorna Povey (Speech and language therapist)
HCPC executive	Alex Urquhart
Date of assessment day	26 January 2016

### Section two: Submission details

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- External examiner's report for one year ago
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- The visitors agreed that additional documentation was required in order to make a recommendation. The standards of education and training (SETs), for which additional documentation was requested, are listed below with reasons for the request.

### **Section four: Recommendation of the visitors**

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 have demonstrated an ability to meet our standards of proficiency (SOPs) for their part of the Register.

The visitors agreed to recommend to the Education and Training Committee that:

- There is sufficient evidence to show the programme continues to meet the standards of education and training and that those who complete the programme will continue to demonstrate an ability to meet the standards of proficiency.
- There is insufficient evidence to determine if or how the programme continues to meet the standards of education and training listed. Therefore, a visit is recommended to gather more evidence and if required place conditions on ongoing approval of the programme.

## Annual monitoring visitors' report

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### Section one: Programme details

Name of education provider	The Robert Gordon University
Programme title	BSc (Hons) Diagnostic Radiography
Mode of delivery	Full time
Relevant part of the HCPC register	Radiographer
Relevant modality	Diagnostic radiographer
Name and role of HCPC visitors	Martin Benwell (Diagnostic radiographer) Lorna Povey (Speech and language therapist)
HCPC executive	Alex Urquhart
Date of assessment day	26 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- A completed HCPC audit form
- Internal quality report for one year ago
- Internal quality report for two years ago
- External examiner's report for one year ago
- External examiner's report for two years ago
- Response to external examiner's report one year ago
- Response to external examiner's report for two years ago
  - Copy of letter from HCPC confirming programme approval
  - Overview and Resource document
  - Programme specification
  - Module descriptors
  - Student handbook
  - Clinical handbook

- Academic regulations: A3-1 academic appeals
- Academic regulations: A3-2 student misconduct procedure
- Academic regulations: A4 assessment and recommendations of assessment boards
- Academic regulations: A5 external examiners
- Guidance document: Programme leader role and responsibilities
- Student consent from

### **Section three: Additional documentation**

- The visitors agreed that no further documentation was required in order to make a recommendation.
- The visitors agreed that additional documentation was required in order to make a recommendation. The standards of education and training (SETs), for which additional documentation was requested, are listed below with reasons for the request.

### **Section four: Recommendation of the visitors**

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 have demonstrated an ability to meet our standards of proficiency (SOPs) for their part of the Register.

The visitors agreed to recommend to the Education and Training Committee that:

- There is sufficient evidence to show the programme continues to meet the standards of education and training and that those who complete the programme will continue to demonstrate an ability to meet the standards of proficiency.
- There is insufficient evidence to determine if or how the programme continues to meet the standards of education and training listed. Therefore, a visit is recommended to gather more evidence and if required place conditions on ongoing approval of the programme.

### **Section five: Visitors' comments**

The visitors noted that the standards of education and training (SETs) mapping document demonstrated changes to where the information about the programme was held in addition to changes to the programme. The visitors found that it was difficult to identify changes to the programme. The visitors remind the education provider that annual monitoring looks at only changes made to the programme and how the SETs are met rather than changes to where the information is held within the programme documentation. Therefore for the next annual monitoring submission the education provider should clearly demonstrate changes to the programme only.

## Annual monitoring visitors' report

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### Section one: Programme details

Name of education provider	The Robert Gordon University
Programme title	BSc (Hons) Occupational Therapy
Mode of delivery	Full time
Relevant part of the HCPC register	Occupational therapist
Name and role of HCPC visitors	Joanna Goodwin (Occupational therapist) Sheila Skelton (Social worker in England)
HCPC executive	Alex Urquhart
Date of assessment day	14 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- A completed HCPC audit form
- Internal quality report for one year ago
- Internal quality report for two years ago
- External examiner's report for one year ago
- External examiner's report for two years ago
- Response to external examiner's report one year ago
- Response to external examiner's report for two years ago
  - Module descriptors
  - Practice education handbook
  - Overview of resources
  - Programme specification

### **Section three: Additional documentation**

- The visitors agreed that no further documentation was required in order to make a recommendation.
- The visitors agreed that additional documentation was required in order to make a recommendation. The standards of education and training (SETs), for which additional documentation was requested, are listed below with reasons for the request.

### **Section four: Recommendation of the visitors**

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 have demonstrated an ability to meet our standards of proficiency (SOPs) for their part of the Register.

The visitors agreed to recommend to the Education and Training Committee that:

- There is sufficient evidence to show the programme continues to meet the standards of education and training and that those who complete the programme will continue to demonstrate an ability to meet the standards of proficiency.
- There is insufficient evidence to determine if or how the programme continues to meet the standards of education and training listed. Therefore, a visit is recommended to gather more evidence and if required place conditions on ongoing approval of the programme.

## Annual monitoring visitors' report

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### Section one: Programme details

Name of education provider	The Robert Gordon University
Programme title	BSc (Hons) Physiotherapy
Mode of delivery	Full time
Relevant part of the HCPC register	Physiotherapist
Name and role of HCPC visitors	Kathryn Campbell (Physiotherapist) Gordon Burrow (Chiropodist / podiatrist)
HCPC executive	Mandy Hargood
Date of assessment day	26 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- A completed HCPC audit form
- Internal quality report for one year ago
- Internal quality report for two years ago
- External examiner's report for one year ago
- External examiner's report for two years ago
- Response to external examiner's report one year ago
- Response to external examiner's report for two years ago
  - Staff curriculum vitae

### **Section three: Additional documentation**

- The visitors agreed that no further documentation was required in order to make a recommendation.
- The visitors agreed that additional documentation was required in order to make a recommendation. The standards of education and training (SETs), for which additional documentation was requested, are listed below with reasons for the request.

### **Section four: Recommendation of the visitors**

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 have demonstrated an ability to meet our standards of proficiency (SOPs) for their part of the Register.

The visitors agreed to recommend to the Education and Training Committee that:

- There is sufficient evidence to show the programme continues to meet the standards of education and training and that those who complete the programme will continue to demonstrate an ability to meet the standards of proficiency.
- There is insufficient evidence to determine if or how the programme continues to meet the standards of education and training listed. Therefore, a visit is recommended to gather more evidence and if required place conditions on ongoing approval of the programme.

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### Section one: Programme details

Name of education provider	Roehampton University
Programme title	MA Art Psychotherapy
Mode of delivery	Full time Part time
Relevant part of the HCPC register	Arts therapist
Relevant modality	Art therapist
Name and role of HCPC visitors	Julie Allan (Art therapist) Pauline Etkin (Arts therapist)
HCPC executive	Abdur Razzaq
Date of assessment day	14 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- A completed HCPC audit form
- Internal quality report for one year ago
- Internal quality report for two years ago
- External examiner's report for one year ago
- External examiner's report for two years ago
- Response to External examiner's report one year ago
- Response to External Examiner's report for two years ago
  - Timetable for service users and carers involvement
  - Programme handbook

### **Section three: Additional documentation**

- The visitors agreed that no further documentation was required in order to make a recommendation.
- The visitors agreed that additional documentation was required in order to make a recommendation. The standards of education and training (SETs), for which additional documentation was requested, are listed below with reasons for the request.

### **Section four: Recommendation of the visitors**

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 have demonstrated an ability to meet our standards of proficiency (SOPs) for their part of the Register.

The visitors agreed to recommend to the Education and Training Committee that:

- There is sufficient evidence to show the programme continues to meet the standards of education and training and that those who complete the programme will continue to demonstrate an ability to meet the standards of proficiency.
- There is insufficient evidence to determine if or how the programme continues to meet the standards of education and training listed. Therefore, a visit is recommended to gather more evidence and if required place conditions on ongoing approval of the programme.

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### Section one: Programme details

Name of education provider	Roehampton University
Programme title	MA Music Therapy
Mode of delivery	Full time Part time
Relevant part of the HCPC register	Arts therapist
Relevant modality	Music therapist
Name and role of HCPC visitors	Julie Allan (Arts therapist) Pauline Etkin (Music therapist)
HCPC executive	Abdur Razzaq
Date of assessment day	14 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- A completed HCPC audit form
- Internal quality report for one year ago
- Internal quality report for two years ago
- External examiner's report for one year ago
- External examiner's report for two years ago
- Response to External examiner's report one year ago
- Response to External Examiner's report for two years ago
  - Timetable for service users and carers involvement
  - Programme handbook

### **Section three: Additional documentation**

- The visitors agreed that no further documentation was required in order to make a recommendation.
- The visitors agreed that additional documentation was required in order to make a recommendation. The standards of education and training (SETs), for which additional documentation was requested, are listed below with reasons for the request.

### **Section four: Recommendation of the visitors**

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 have demonstrated an ability to meet our standards of proficiency (SOPs) for their part of the Register.

The visitors agreed to recommend to the Education and Training Committee that:

- There is sufficient evidence to show the programme continues to meet the standards of education and training and that those who complete the programme will continue to demonstrate an ability to meet the standards of proficiency.
- There is insufficient evidence to determine if or how the programme continues to meet the standards of education and training listed. Therefore, a visit is recommended to gather more evidence and if required place conditions on ongoing approval of the programme.

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### Section one: Programme details

Name of education provider	Sheffield Hallam University
Programme title	Postgraduate Diploma in Social Work (Masters Exit Route Only)
Mode of delivery	Full time
Relevant part of the HCPC register	Social worker in England
Name and role of HCPC visitors	Beverley Blythe (Social worker in England) George Delafield (Practitioner psychologist)
HCPC executive	Abdur Razzaq
Date of assessment day	26 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- A completed HCPC audit form
- Internal quality report for one year ago
- Internal quality report for two years ago
- External examiner's report for one year ago
- External examiner's report for two years ago
- Response to External examiner's report one year ago
- Response to External Examiner's report for two years ago
  - Master social work year 1 skills days 1–20
  - Master social work year 2 skills days 21–30
  - Introduction to Social Work
  - Course Documentation MSW

### **Section three: Additional documentation**

- The visitors agreed that no further documentation was required in order to make a recommendation.
- The visitors agreed that additional documentation was required in order to make a recommendation. The standards of education and training (SETs), for which additional documentation was requested, are listed below with reasons for the request.

### **Section four: Recommendation of the visitors**

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 have demonstrated an ability to meet our standards of proficiency (SOPs) for their part of the Register.

The visitors agreed to recommend to the Education and Training Committee that:

- There is sufficient evidence to show the programme continues to meet the standards of education and training and that those who complete the programme will continue to demonstrate an ability to meet the standards of proficiency.
- There is insufficient evidence to determine if or how the programme continues to meet the standards of education and training listed. Therefore, a visit is recommended to gather more evidence and if required place conditions on ongoing approval of the programme.

### **Section five: Visitors' comments**

The visitors noted in the external examiner report 2014–15 page 6 that the programme leader for this programme has changed. The visitors would like to remind the education provider to engage with the major change process and inform us through this process if there has been a change to the named person who has overall professional responsibility for this programme.

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### Section one: Programme details

Name of education provider	Sheffield Hallam University
Programme title	Non-Medical Prescribing
Mode of delivery	Part time
Relevant entitlements	Independent prescribing Supplementary prescribing
Name and role of HCPC visitors	Anthony Ward (Practitioner psychologist) Alaster Rutherford (Independent prescriber)
HCPC executive	Mandy Hargood
Date of assessment day	14 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- Internal quality report for one year ago
  - Internal quality report for two years ago
  - External examiner's report for one year ago
  - External examiner's report for two years ago
  - Response to external examiner's report one year ago
  - Response to external examiner's report for two years ago
- Service user agenda
  - Department non-medical prescribing carer strategy
  - Strategic framework and key principles of academic practice December 2014
  - Key staff service users and carers
  - Terms of reference service user development group
  - Non-medical prescribing definitive document
  - What partners in learning want you to know

### **Section three: Additional documentation**

- The visitors agreed that no further documentation was required in order to make a recommendation.
- The visitors agreed that additional documentation was required in order to make a recommendation. The standards for prescribing for which additional documentation was requested, are listed below with reasons for the request.

### **Section four: Recommendation of the visitors**

To recommend a programme for ongoing approval, the visitors must be assured that the programme meets all of the standards for prescribing for education providers and that those who complete the programme have demonstrated an ability to meet our standards for prescribing for all prescribers.

The visitors agreed to recommend to the Education and Training Committee that:

- There is sufficient evidence to show the programme continues to meet the standards for prescribing for education providers and that those who complete the programme will continue to demonstrate an ability to meet the standards for prescribing for all prescribers.
- There is insufficient evidence to determine if or how the programme continues to meet the standards for prescribing for education providers listed. Therefore, a visit is recommended to gather more evidence and if required place conditions on ongoing approval of the programme.

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Section five: Visitors' comments .....	2

### Section one: Programme details

Name of education provider	Sheffield Hallam University
Programme title	Master of Social Work
Mode of delivery	Full time
Relevant part of the HCPC register	Social worker in England
Name and role of HCPC visitors	Beverley Blythe (Social worker in England) George Delafield (Practitioner psychologist)
HCPC executive	Abdur Razzaq
Date of assessment day	26 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- A completed HCPC audit form
- Internal quality report for one year ago
- Internal quality report for two years ago
- External examiner's report for one year ago
- External examiner's report for two years ago
- Response to External examiner's report one year ago
- Response to External Examiner's report for two years ago
  - Master social work year 1 skills days 1–20
  - Master social work year 2 skills days 21–30
  - Introduction to Social Work
  - Course Documentation MSW

### **Section three: Additional documentation**

- The visitors agreed that no further documentation was required in order to make a recommendation.
- The visitors agreed that additional documentation was required in order to make a recommendation. The standards of education and training (SETs), for which additional documentation was requested, are listed below with reasons for the request.

### **Section four: Recommendation of the visitors**

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 have demonstrated an ability to meet our standards of proficiency (SOPs) for their part of the Register.

The visitors agreed to recommend to the Education and Training Committee that:

- There is sufficient evidence to show the programme continues to meet the standards of education and training and that those who complete the programme will continue to demonstrate an ability to meet the standards of proficiency.
- There is insufficient evidence to determine if or how the programme continues to meet the standards of education and training listed. Therefore, a visit is recommended to gather more evidence and if required place conditions on ongoing approval of the programme.

### **Section five: Visitors' comments**

The visitors noted in the external examiner report 2014–15 page 6 that the programme leader for this programme has changed. The visitors would like to remind the education provider to engage with the major change process and inform us through this process if there has been a change to the named person who has overall professional responsibility for this programme.

## Annual monitoring visitors' report

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### Section one: Programme details

Name of education provider	Sheffield Hallam University
Programme title	BSc (Hons) Occupational Therapy (Practice Based Learning)
Mode of delivery	Work based learning
Relevant part of the HCPC register	Occupational therapist
Name and role of HCPC visitors	Joanna Goodwin (Occupational therapist) Sheila Skelton (Social worker in England)
HCPC executive	Alex Urquhart
Date of assessment day	14 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- A completed HCPC audit form
- Internal quality report for one year ago
- Internal quality report for two years ago
- External examiner's report for one year ago
- External examiner's report for two years ago
- Response to external examiner's report one year ago
- Response to external examiner's report for two years ago
- Programme document
- Long term Conditions and Wellbeing module descriptor
- Consent form
- Assessment schedules
- Curriculum vitae of teaching staff

### **Section three: Additional documentation**

- The visitors agreed that no further documentation was required in order to make a recommendation.
- The visitors agreed that additional documentation was required in order to make a recommendation. The standards of education and training (SETs), for which additional documentation was requested, are listed below with reasons for the request.

#### **3.17 Service users and carers must be involved in the programme.**

**Reason:** The visitor's reviewed the documentation submitted to demonstrate how the programme involves service users and carers. The visitors directed to the module titled "Long Term Conditions and Wellbeing" where it stated that the module "will employ a variety of teaching and learning strategies such as case conference simulation, student presentations and service user involvement". This statement of involvement was the only source of evidence provided to demonstrate the involvement of service users and carers. The visitors were not presented with evidence which demonstrated the involvement of service users and carers and supported the statement, this includes information about training and support. The documentation submitted was not sufficient enough to demonstrate how service users and carers are involved in the programme. Therefore the visitors require further evidence to demonstrate how service users and carers are involved in the programme, including training and support.

**Suggested documentation:** Further documentation that demonstrates how service users and carers are involved in the programme.

#### **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.**

**Reason:** When reviewing the documentation provided the visitors noted that the education provider had mapped the incorrect standards of proficiency (SOPs). The SOPs for occupational therapists were revised in 2013, for this annual monitoring audit the education provider was required to demonstrate how the learning outcomes ensure that someone who successfully completes the programme meets the revised SOPs for occupational therapists. Therefore the education provider is required to demonstrate how the learning outcomes are mapped against the revised SOPs published in 2013.

**Suggested documentation:** Documentation that demonstrates how the learning outcomes ensure that someone who successfully completes the programme meets the revised SOPs published in 2013, such as a revised SOPs mapping document.

#### **6.1 The assessment strategy and design must ensure that the student who successfully completes the programme has met the standards of proficiency for their part of the Register.**

**Reason:** When reviewing the documentation provided the visitors noted that the education provider had mapped the incorrect standards of proficiency (SOPs). The SOPs for occupational therapists were revised in 2013, for this annual monitoring audit the education provider was required to demonstrate how the assessment strategy ensures that someone who successfully completes the programme has met the revised SOPs for

occupational therapists. Therefore the education provider is required to demonstrate how the learning outcomes are mapped against the revised SOPs published in 2013.

**Suggested documentation:** Documentation that demonstrates how assessment strategy ensures that someone who successfully completes the programme meets the revised SOPs published in 2013, such as a revised SOPs mapping document.

#### **Section four: Recommendation of the visitors**

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 have demonstrated an ability to meet our standards of proficiency (SOPs) for their part of the Register.

The visitors agreed to recommend to the Education and Training Committee that:

- There is sufficient evidence to show the programme continues to meet the standards of education and training and that those who complete the programme will continue to demonstrate an ability to meet the standards of proficiency.
- There is insufficient evidence to determine if or how the programme continues to meet the standards of education and training listed. Therefore, a visit is recommended to gather more evidence and if required place conditions on ongoing approval of the programme.

## Annual monitoring visitors' report

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### Section one: Programme details

Name of education provider	Sheffield Hallam University
Programme title	BSc (Hons) Physiotherapy (Practice Based Learning)
Mode of delivery	Work based learning
Relevant part of the HCPC register	Physiotherapist
Name and role of HCPC visitors	Kathryn Campbell (Physiotherapist) Gordon Burrow (Chiropodist / podiatrist)
HCPC executive	Mandy Hargood
Date of assessment day	26 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- A completed HCPC audit form
- Internal quality report for one year ago
- Internal quality report for two years ago
- External examiner's report for one year ago
- External examiner's report for two years ago
- Response to external examiner's report one year ago
- Response to external examiner's report for two years ago
  - Clinical reasoning and management
  - Clinical reasoning and decision making problem based learning version
  - Clinical eEducation
  - Rehabilitation approaches and skills
  - Rehabilitation movement analysis
  - Clinical education 2
  - Clinical education 3
  - Clinical education 5

- Physiotherapy practice based learning

### **Section three: Additional documentation**

- The visitors agreed that no further documentation was required in order to make a recommendation.
- The visitors agreed that additional documentation was required in order to make a recommendation. The standards of education and training (SETs), for which additional documentation was requested, are listed below with reasons for the request.

### **Section four: Recommendation of the visitors**

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 have demonstrated an ability to meet our standards of proficiency (SOPs) for their part of the Register.

The visitors agreed to recommend to the Education and Training Committee that:

- There is sufficient evidence to show the programme continues to meet the standards of education and training and that those who complete the programme will continue to demonstrate an ability to meet the standards of proficiency.
- There is insufficient evidence to determine if or how the programme continues to meet the standards of education and training listed. Therefore, a visit is recommended to gather more evidence and if required place conditions on ongoing approval of the programme.

## Annual monitoring visitors' report

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Section four: Recommendation of the visitors .....	2

### Section one: Programme details

Name of education provider	Sheffield Hallam University
Programme title	Non-Medical Prescribing
Mode of delivery	Part time
Relevant entitlements	Supplementary prescribing
Name and role of HCPC visitors	Anthony Ward (Practitioner psychologist) Alaster Rutherford (Independent prescriber)
HCPC executive	Mandy Hargood
Date of assessment day	14 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- Internal quality report for one year ago
  - Internal quality report for two years ago
  - External examiner's report for one year ago
  - External examiner's report for two years ago
  - Response to external examiner's report one year ago
  - Response to external examiner's report for two years ago
- Service user agenda
  - Department non-medical prescribing carer strategy
  - Strategic framework and key principles of academic practice December 2014
  - Key staff service users and carers
  - Terms of reference service user development group
  - Non-medical prescribing definitive document
  - What partners in learning want you to know

### **Section three: Additional documentation**

- The visitors agreed that no further documentation was required in order to make a recommendation.
- The visitors agreed that additional documentation was required in order to make a recommendation. The standards for prescribing for which additional documentation was requested, are listed below with reasons for the request.

### **Section four: Recommendation of the visitors**

To recommend a programme for ongoing approval, the visitors must be assured that the programme meets all of the standards for prescribing for education providers and that those who complete the programme have demonstrated an ability to meet our standards for prescribing for all prescribers.

The visitors agreed to recommend to the Education and Training Committee that:

- There is sufficient evidence to show the programme continues to meet the standards for prescribing for education providers and that those who complete the programme will continue to demonstrate an ability to meet the standards for prescribing for all prescribers.
- There is insufficient evidence to determine if or how the programme continues to meet the standards for prescribing for education providers listed. Therefore, a visit is recommended to gather more evidence and if required place conditions on ongoing approval of the programme.

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Section four: Recommendation of the visitors .....	2

### Section one: Programme details

Name of education provider	University of Sussex
Programme title	BA (Hons) Social Work
Mode of delivery	Full time Part time
Relevant part of the HCPC register	Social worker in England
Name and role of HCPC visitors	Beverley Blythe (Social worker in England) George Delafield (Practitioner psychologist)
HCPC executive	Abdur Razzaq
Date of assessment day	26 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- A completed HCPC audit form
- Internal quality report for one year ago
- Internal quality report for two years ago
- External examiner's report for one year ago
- External examiner's report for two years ago
- Response to External examiner's report one year ago
- Response to External Examiner's report for two years ago
- Appendix 1: evidenced of involvement of service users in assessment of readiness to practice panels
- Appendix 2: Human Growth and Development Module handbook
- Appendix 3: Admissions interview schedule
- Appendix 4: Service user and carer curriculum vitae
- Appendix 5: Admissions Handbook
- Appendix 6: Board of Studies meeting agenda
- Appendix 7: Departmental meeting agenda

### **Section three: Additional documentation**

- The visitors agreed that no further documentation was required in order to make a recommendation.
- The visitors agreed that additional documentation was required in order to make a recommendation. The standards of education and training (SETs), for which additional documentation was requested, are listed below with reasons for the request.

### **Section four: Recommendation of the visitors**

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 have demonstrated an ability to meet our standards of proficiency (SOPs) for their part of the Register.

The visitors agreed to recommend to the Education and Training Committee that:

- There is sufficient evidence to show the programme continues to meet the standards of education and training and that those who complete the programme will continue to demonstrate an ability to meet the standards of proficiency.
- There is insufficient evidence to determine if or how the programme continues to meet the standards of education and training listed. Therefore, a visit is recommended to gather more evidence and if required place conditions on ongoing approval of the programme.

## Annual monitoring visitors' report

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### Section one: Programme details

Name of education provider	University of South Wales
Programme title	Supplementary Prescribing
Mode of delivery	Part time
Relevant entitlements	Supplementary prescribing
Name and role of HCPC visitors	Anthony Ward (Practitioner psychologist) Alaster Rutherford (Independent prescriber)
HCPC executive	Mandy Hargood
Date of assessment day	14 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- A completed HCPC audit form
- Internal quality report for one year ago
- Internal quality report for two years ago
- External examiner's report for one year ago
- External examiner's report for two years ago
- Response to external examiner's report one year ago
- Response to external examiner's report for two years ago

No external examiner report was submitted for the academic year 2013–14 due to the lack of engagement by the external examiner with the education provider. The education provider has provided a rationale as to what happened and also that no students were on the programme at the time.

### **Section three: Additional documentation**

- The visitors agreed that no further documentation was required in order to make a recommendation.
- The visitors agreed that additional documentation was required in order to make a recommendation. The standards for prescribing for which additional documentation was requested, are listed below with reasons for the request.

### **Section four: Recommendation of the visitors**

To recommend a programme for ongoing approval, the visitors must be assured that the programme meets all of the standards for prescribing for education providers and that those who complete the programme have demonstrated an ability to meet our standards for prescribing for all prescribers.

The visitors agreed to recommend to the Education and Training Committee that:

- There is sufficient evidence to show the programme continues to meet the standards for prescribing for education providers and that those who complete the programme will continue to demonstrate an ability to meet the standards for prescribing for all prescribers.
- There is insufficient evidence to determine if or how the programme continues to meet the standards for prescribing for education providers listed. Therefore, a visit is recommended to gather more evidence and if required place conditions on ongoing approval of the programme.

## Annual monitoring visitors' report

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Section four: Recommendation of the visitors .....	2

### Section one: Programme details

Name of education provider	University of South Wales
Programme title	Independent Prescribing
Mode of delivery	Part time
Relevant entitlements	Independent prescribing Supplementary prescribing
Name and role of HCPC visitors	Anthony Ward (Practitioner psychologist) Alaster Rutherford (Independent prescriber)
HCPC executive	Mandy Hargood
Date of assessment day	14 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- A completed HCPC audit form
- Internal quality report for one year ago
- Internal quality report for two years ago
- External examiner's report for one year ago
- External examiner's report for two years ago
- Response to external examiner's report one year ago
- Response to external examiner's report for two years ago

No external examiner report was submitted for the academic year 2013–14 due to the lack of engagement by the external examiner with the education provider. The education provider has provided a rationale as to what happened and also that no students were on the programme at the time.

### **Section three: Additional documentation**

- The visitors agreed that no further documentation was required in order to make a recommendation.
- The visitors agreed that additional documentation was required in order to make a recommendation. The standards for prescribing for which additional documentation was requested, are listed below with reasons for the request.

### **Section four: Recommendation of the visitors**

To recommend a programme for ongoing approval, the visitors must be assured that the programme meets all of the standards for prescribing for education providers and that those who complete the programme have demonstrated an ability to meet our standards for prescribing for all prescribers.

The visitors agreed to recommend to the Education and Training Committee that:

- There is sufficient evidence to show the programme continues to meet the standards for prescribing for education providers and that those who complete the programme will continue to demonstrate an ability to meet the standards for prescribing for all prescribers.
- There is insufficient evidence to determine if or how the programme continues to meet the standards for prescribing for education providers listed. Therefore, a visit is recommended to gather more evidence and if required place conditions on ongoing approval of the programme.

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### Section one: Programme details

Name of education provider	University of the West of Scotland
Programme title	Non-Medical Prescribing
Mode of delivery	Flexible
Relevant entitlements	Supplementary prescribing
Name and role of HCPC visitors	Anthony Ward (Practitioner psychologist) Alaster Rutherford (Independent prescriber)
HCPC executive	Mandy Hargood
Date of assessment day	14 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- A completed HCPC audit form
  - Internal quality report for one year ago
  - Internal quality report for two years ago
  - External examiner's report for one year ago
  - External examiner's report for two years ago
  - Response to external examiner's report one year ago
  - Response to external examiner's report for two years ago
- Module descriptors x 3
  - Equality Diversity and Human Rights Policy URSC/12
  - Equality Impact Assessment - URSC11
  - Staff curriculum vitae
  - Non-Medical Prescribing Staff List - December 2015
  - Module Handbook / Coursework Guidelines (level 9 and level 11)
  - Corporate Strategy 2014-2020

- University Senate - Regulatory Framework - 2015-16
- Performance Management of Pre-Registration Nursing & Midwifery Education Annual Review 2014-15
- Enhancement Led Institutional Review Reflective Analysis 2014
- QAA Scotland Enhancement Led Institutional Review University of the West of Scotland Technical Report December 2014pdf
- Staff Development Policy 2012
- Academic Staff PDR Guidance Notes 2015-16
- Academic Staff PDR Form 2015-16 • UWS Student Services Pocket Guide 2015
- Student Support and Guidance Policy and Procedure 2011-2014
- Complaints Handling Procedure 2015-16 • UWS Complaints Procedure Guide for Students 2015-16
- Complaints Procedure Guide for the Public 2015
- Service users testimonial • V300 DRAFT Timetable JAN 2016
- Programme Clusters Programme Board HNM •
- User Carer Participation 2011-14
- Personal Development Planning Policy and Procedure 2012-2015
- Learning Teaching and Assessment Strategy 2011-2015
- Education-enabling-plan 2014-2020
- Educational Audit Document • UWS Practice Learning Strategy 2012- 2014
- Assessment Handbook 2015-16
- Fitness to Practice Policy- 2014-2017
- Non-Medical Prescribing Competencies Assessment Tool 2015-2016
- Appeals Guidance notes to students

### **Section three: Additional documentation**

- The visitors agreed that no further documentation was required in order to make a recommendation.
- The visitors agreed that additional documentation was required in order to make a recommendation. The standards for prescribing for which additional documentation was requested, are listed below with reasons for the request.

### **Section four: Recommendation of the visitors**

To recommend a programme for ongoing approval, the visitors must be assured that the programme meets all of the standards for prescribing for education providers and that those who complete the programme have demonstrated an ability to meet our standards for prescribing for all prescribers.

The visitors agreed to recommend to the Education and Training Committee that:

- There is sufficient evidence to show the programme continues to meet the standards for prescribing for education providers and that those who complete the programme will continue to demonstrate an ability to meet the standards for prescribing for all prescribers.
- There is insufficient evidence to determine if or how the programme continues to meet the standards for prescribing for education providers listed. Therefore, a visit

is recommended to gather more evidence and if required place conditions on ongoing approval of the programme.

#### **Section five: Visitors' comments**

The visitors would like to remind the education provider that the volume of documentation received for this audit was not conducive for the visitors to come to a decision for the assessment. The education provider should provide only the documentation specifically required for future audits as listed on the audit form.

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### Section one: Programme details

Name of education provider	University of the West of Scotland
Programme title	Non-Medical Prescribing
Mode of delivery	Part time
Relevant entitlements	Supplementary prescribing
Name and role of HCPC visitors	Anthony Ward (Practitioner psychologist) Alaster Rutherford (Independent prescriber)
HCPC executive	Mandy Hargood
Date of assessment day	14 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- A completed HCPC audit form
  - Internal quality report for one year ago
  - Internal quality report for two years ago
  - External examiner's report for one year ago
  - External examiner's report for two years ago
  - Response to external examiner's report one year ago
  - Response to external examiner's report for two years ago
- Module descriptors x 3
  - Equality Diversity and Human Rights Policy URSC/12
  - Equality Impact Assessment - URSC11
  - Staff curriculum vitae
  - Non-Medical Prescribing Staff List - December 2015
  - Module Handbook / Coursework Guidelines (level 9 and level 11)
  - Corporate Strategy 2014-2020

- University Senate - Regulatory Framework - 2015-16
- Performance Management of Pre-Registration Nursing & Midwifery Education Annual Review 2014-15
- Enhancement Led Institutional Review Reflective Analysis 2014
- QAA Scotland Enhancement Led Institutional Review University of the West of Scotland Technical Report December 2014pdf
- Staff Development Policy 2012
- Academic Staff PDR Guidance Notes 2015-16
- Academic Staff PDR Form 2015-16 • UWS Student Services Pocket Guide 2015
- Student Support and Guidance Policy and Procedure 2011-2014
- Complaints Handling Procedure 2015-16 • UWS Complaints Procedure Guide for Students 2015-16
- Complaints Procedure Guide for the Public 2015
- Service users testimonial • V300 DRAFT Timetable JAN 2016
- Programme Clusters Programme Board HNM •
- User Carer Participation 2011-14
- Personal Development Planning Policy and Procedure 2012-2015
- Learning Teaching and Assessment Strategy 2011-2015
- Education-enabling-plan 2014-2020
- Educational Audit Document • UWS Practice Learning Strategy 2012- 2014
- Assessment Handbook 2015-16
- Fitness to Practice Policy- 2014-2017
- Non-Medical Prescribing Competencies Assessment Tool 2015-2016
- Appeals Guidance notes to students

### **Section three: Additional documentation**

- The visitors agreed that no further documentation was required in order to make a recommendation.
- The visitors agreed that additional documentation was required in order to make a recommendation. The standards for prescribing for which additional documentation was requested, are listed below with reasons for the request.

### **Section four: Recommendation of the visitors**

To recommend a programme for ongoing approval, the visitors must be assured that the programme meets all of the standards for prescribing for education providers and that those who complete the programme have demonstrated an ability to meet our standards for prescribing for all prescribers.

The visitors agreed to recommend to the Education and Training Committee that:

- There is sufficient evidence to show the programme continues to meet the standards for prescribing for education providers and that those who complete the programme will continue to demonstrate an ability to meet the standards for prescribing for all prescribers.
- There is insufficient evidence to determine if or how the programme continues to meet the standards for prescribing for education providers listed. Therefore, a visit

is recommended to gather more evidence and if required place conditions on ongoing approval of the programme.

#### **Section five: Visitors' comments**

The visitors would like to remind the education provider that the volume of documentation received for this audit was not conducive for the visitors to come to a decision for the assessment. The provider should provide only the documentation specifically required for future audits as listed on the audit form.

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### Section one: Programme details

Name of education provider	University of the West of Scotland
Programme title	Advanced Non-Medical Prescribing
Mode of delivery	Flexible
Relevant entitlements	Supplementary prescribing
Name and role of HCPC visitors	Anthony Ward (Practitioner psychologist) Alaster Rutherford (Independent prescriber)
HCPC executive	Mandy Hargood
Date of assessment day	14 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- A completed HCPC audit form
  - Internal quality report for one year ago
  - Internal quality report for two years ago
  - External examiner's report for one year ago
  - External examiner's report for two years ago
  - Response to external examiner's report one year ago
  - Response to external examiner's report for two years ago
- Module descriptors x 3
  - Equality Diversity and Human Rights Policy URSC/12
  - Equality Impact Assessment - URSC11
  - Staff curriculum vitae
  - Non-Medical Prescribing Staff List - December 2015
  - Module Handbook / Coursework Guidelines (level 9 and level 11)
  - Corporate Strategy 2014-2020

- University Senate - Regulatory Framework - 2015-16
- Performance Management of Pre-Registration Nursing & Midwifery Education Annual Review 2014-15
- Enhancement Led Institutional Review Reflective Analysis 2014
- QAA Scotland Enhancement Led Institutional Review University of the West of Scotland Technical Report December 2014pdf
- Staff Development Policy 2012
- Academic Staff PDR Guidance Notes 2015-16
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- Complaints Procedure Guide for the Public 2015
- Service users testimonial • V300 DRAFT Timetable JAN 2016
- Programme Clusters Programme Board HNM •
- User Carer Participation 2011-14
- Personal Development Planning Policy and Procedure 2012-2015
- Learning Teaching and Assessment Strategy 2011-2015
- Education-enabling-plan 2014-2020
- Educational Audit Document • UWS Practice Learning Strategy 2012- 2014
- Assessment Handbook 2015-16
- Fitness to Practice Policy- 2014-2017
- Non-Medical Prescribing Competencies Assessment Tool 2015-2016
- Appeals Guidance notes to students

### **Section three: Additional documentation**

- The visitors agreed that no further documentation was required in order to make a recommendation.
- The visitors agreed that additional documentation was required in order to make a recommendation. The standards for prescribing for which additional documentation was requested, are listed below with reasons for the request.

### **Section four: Recommendation of the visitors**

To recommend a programme for ongoing approval, the visitors must be assured that the programme meets all of the standards for prescribing for education providers and that those who complete the programme have demonstrated an ability to meet our standards for prescribing for all prescribers.

The visitors agreed to recommend to the Education and Training Committee that:

- There is sufficient evidence to show the programme continues to meet the standards for prescribing for education providers and that those who complete the programme will continue to demonstrate an ability to meet the standards for prescribing for all prescribers.
- There is insufficient evidence to determine if or how the programme continues to meet the standards for prescribing for education providers listed. Therefore, a visit

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The visitors would like to remind the education provider that the volume of documentation received for this audit was not conducive for the visitors to come to a decision for the assessment. The education provider should provide only the documentation specifically required for future audits as listed on the audit form.

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### Section one: Programme details

Name of education provider	University of the West of Scotland
Programme title	Non-Medical Prescribing
Mode of delivery	Flexible
Relevant entitlements	Independent prescribing Supplementary prescribing
Name and role of HCPC visitors	Anthony Ward (Practitioner psychologist) Alaster Rutherford (Independent prescriber)
HCPC executive	Mandy Hargood
Date of assessment day	14 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- A completed HCPC audit form
  - Internal quality report for one year ago
  - Internal quality report for two years ago
  - External examiner's report for one year ago
  - External examiner's report for two years ago
  - Response to external examiner's report one year ago
  - Response to external examiner's report for two years ago
- Module descriptors x 3
  - Equality Diversity and Human Rights Policy URSC/12
  - Equality Impact Assessment - URSC11
  - Staff curriculum vitae
  - Non-Medical Prescribing Staff List - December 2015
  - Module Handbook / Coursework Guidelines (level 9 and level 11)

- Corporate Strategy 2014-2020
- University Senate - Regulatory Framework - 2015-16
- Performance Management of Pre-Registration Nursing & Midwifery Education Annual Review 2014-15
- Enhancement Led Institutional Review Reflective Analysis 2014
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- Service users testimonial • V300 DRAFT Timetable JAN 2016
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- Personal Development Planning Policy and Procedure 2012-2015
- Learning Teaching and Assessment Strategy 2011-2015
- Education-enabling-plan 2014-2020
- Educational Audit Document • UWS Practice Learning Strategy 2012- 2014
- Assessment Handbook 2015-16
- Fitness to Practice Policy- 2014-2017
- Non-Medical Prescribing Competencies Assessment Tool 2015-2016
- Appeals Guidance notes to students

### **Section three: Additional documentation**

- The visitors agreed that no further documentation was required in order to make a recommendation.
- The visitors agreed that additional documentation was required in order to make a recommendation. The standards for prescribing for which additional documentation was requested, are listed below with reasons for the request.

### **Section four: Recommendation of the visitors**

To recommend a programme for ongoing approval, the visitors must be assured that the programme meets all of the standards for prescribing for education providers and that those who complete the programme have demonstrated an ability to meet our standards for prescribing for all prescribers.

The visitors agreed to recommend to the Education and Training Committee that:

- There is sufficient evidence to show the programme continues to meet the standards for prescribing for education providers and that those who complete the programme will continue to demonstrate an ability to meet the standards for prescribing for all prescribers.
- There is insufficient evidence to determine if or how the programme continues to meet the standards for prescribing for education providers listed. Therefore, a visit

is recommended to gather more evidence and if required place conditions on ongoing approval of the programme.

#### **Section five: Visitors' comments**

The visitors would like to remind the education provider that the volume of documentation received for this audit was not conducive for the visitors to come to a decision for the assessment. The education provider should provide only the documentation specifically required for future audits as listed on the audit form.

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### Section one: Programme details

Name of education provider	University of the West of Scotland
Programme title	Non-Medical Prescribing
Mode of delivery	Part time
Relevant entitlements	Independent prescribing Supplementary prescribing
Name and role of HCPC visitors	Anthony Ward (Counselling psychologist) Alaster Rutherford (Independent prescriber)
HCPC executive	Mandy Hargood
Date of assessment day	14 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- A completed HCPC audit form
  - Internal quality report for one year ago
  - Internal quality report for two years ago
  - External examiner's report for one year ago
  - External examiner's report for two years ago
  - Response to external examiner's report one year ago
  - Response to external examiner's report for two years ago
- Module descriptors x 3
  - Equality Diversity and Human Rights Policy URSC/12
  - Equality Impact Assessment - URSC11
  - Staff curriculum vitae
  - Non-Medical Prescribing Staff List - December 2015
  - Module Handbook / Coursework Guidelines (level 9 and level 11)

- Corporate Strategy 2014-2020
- University Senate - Regulatory Framework - 2015-16
- Performance Management of Pre-Registration Nursing & Midwifery Education Annual Review 2014-15
- Enhancement Led Institutional Review Reflective Analysis 2014
- QAA Scotland Enhancement Led Institutional Review University of the West of Scotland Technical Report December 2014pdf
- Staff Development Policy 2012
- Academic Staff PDR Guidance Notes 2015-16
- Academic Staff PDR Form 2015-16 • UWS Student Services Pocket Guide 2015
- Student Support and Guidance Policy and Procedure 2011-2014
- Complaints Handling Procedure 2015-16 • UWS Complaints Procedure Guide for Students 2015-16
- Complaints Procedure Guide for the Public 2015
- Service users testimonial • V300 DRAFT Timetable JAN 2016
- Programme Clusters Programme Board HNM •
- User Carer Participation 2011-14
- Personal Development Planning Policy and Procedure 2012-2015
- Learning Teaching and Assessment Strategy 2011-2015
- Education-enabling-plan 2014-2020
- Educational Audit Document • UWS Practice Learning Strategy 2012- 2014
- Assessment Handbook 2015-16
- Fitness to Practice Policy- 2014-2017
- Non-Medical Prescribing Competencies Assessment Tool 2015-2016
- Appeals Guidance notes to students

### **Section three: Additional documentation**

- The visitors agreed that no further documentation was required in order to make a recommendation.
- The visitors agreed that additional documentation was required in order to make a recommendation. The standards for prescribing for which additional documentation was requested, are listed below with reasons for the request.

### **Section four: Recommendation of the visitors**

To recommend a programme for ongoing approval, the visitors must be assured that the programme meets all of the standards for prescribing for education providers and that those who complete the programme have demonstrated an ability to meet our standards for prescribing for all prescribers.

The visitors agreed to recommend to the Education and Training Committee that:

- There is sufficient evidence to show the programme continues to meet the standards for prescribing for education providers and that those who complete the programme will continue to demonstrate an ability to meet the standards for prescribing for all prescribers.
- There is insufficient evidence to determine if or how the programme continues to meet the standards for prescribing for education providers listed. Therefore, a visit

is recommended to gather more evidence and if required place conditions on ongoing approval of the programme.

#### **Section five: Visitors' comments**

The visitors would like to remind the education provider that the volume of documentation received for this audit was not conducive for the visitors to come to a decision for the assessment. The education provider should provide only the documentation specifically required for future audits as listed on the audit form.

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### Section one: Programme details

Name of education provider	University of Worcester
Programme title	BSc (Hons) Physiotherapy
Mode of delivery	Full time
Relevant part of the HCPC register	Physiotherapist
Name and role of HCPC visitors	Kathryn Campbell (Physiotherapist) Gordon Burrow (Chiropodist / podiatrist)
HCPC executive	Mandy Hargood
Date of assessment day	26 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- A completed HCPC audit form
- Internal quality report for one year ago
- Internal quality report for two years ago
- External examiner's report for one year ago
- External examiner's report for two years ago
- Response to external examiner's report one year ago
- Response to external examiner's report for two years ago
  - Job specification/advertisement for full time lecturers
  - Requests for IMPACT (service users support)
  - New module outlines
  - Practice learning document
  - Practice placement document

### **Section three: Additional documentation**

- The visitors agreed that no further documentation was required in order to make a recommendation.
- The visitors agreed that additional documentation was required in order to make a recommendation. The standards of education and training (SETs), for which additional documentation was requested, are listed below with reasons for the request.

### **Section four: Recommendation of the visitors**

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 have demonstrated an ability to meet our standards of proficiency (SOPs) for their part of the Register.

The visitors agreed to recommend to the Education and Training Committee that:

- There is sufficient evidence to show the programme continues to meet the standards of education and training and that those who complete the programme will continue to demonstrate an ability to meet the standards of proficiency.
- There is insufficient evidence to determine if or how the programme continues to meet the standards of education and training listed. Therefore, a visit is recommended to gather more evidence and if required place conditions on ongoing approval of the programme.

### **Section five: Visitors' comments**

The visitors reviewed the evidence provided by the education provider noted that there had been an advertisement for a new lecturer post and also advertisements for sessional staff. From the mapping document it indicates that the new post has been filled. However no evidence was provided to demonstrate whether the new member of staff was in post as this appointment is outside of this audit period (the appointment is for the current academic session 2015-2016). Therefore the visitors advise the education provider to engage with the HCPC major change process to ensure that all changes to the programme are reviewed appropriately.

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### Section one: Programme details

Name of education provider	University of Worcester
Programme title	BSc (Hons) Occupational Therapy
Mode of delivery	Full time
Relevant part of the HCPC register	Occupational therapist
Name and role of HCPC visitors	Joanna Goodwin (Occupational therapist) Sheila Skelton (Social worker in England)
HCPC executive	Alex Urquhart
Date of assessment day	14 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- A completed HCPC audit form
- Internal quality report for one year ago
- Internal quality report for two years ago
- External examiner's report for one year ago
- External examiner's report for two years ago
- Response to external examiner's report one year ago
- Response to external examiner's report for two years ago
  - Job specification and advertisement materials for full time lecturer post
  - Information about IMPACT service user and carer group
  - Module descriptors for new modules
  - Practice learning document level 4

### **Section three: Additional documentation**

- The visitors agreed that no further documentation was required in order to make a recommendation.
- The visitors agreed that additional documentation was required in order to make a recommendation. The standards of education and training (SETs), for which additional documentation was requested, are listed below with reasons for the request.

### **Section four: Recommendation of the visitors**

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 have demonstrated an ability to meet our standards of proficiency (SOPs) for their part of the Register.

The visitors agreed to recommend to the Education and Training Committee that:

- There is sufficient evidence to show the programme continues to meet the standards of education and training and that those who complete the programme will continue to demonstrate an ability to meet the standards of proficiency.
- There is insufficient evidence to determine if or how the programme continues to meet the standards of education and training listed. Therefore, a visit is recommended to gather more evidence and if required place conditions on ongoing approval of the programme.

## Annual monitoring visitors' report

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### Section one: Programme details

Name of education provider	University of Worcester
Programme title	V300 Non-Medical (Independent and Supplementary) Prescribing Programme
Mode of delivery	Part time
Relevant entitlements	Independent prescribing Supplementary prescribing
Name and role of HCPC visitors	Anthony Ward (Practitioner psychologist) Alaster Rutherford (Independent prescriber)
HCPC executive	Mandy Hargood
Date of assessment day	14 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- A completed HCPC audit form
  - Internal quality report for one year ago
  - Internal quality report for two years ago
  - External examiner's report for one year ago
  - External examiner's report for two years ago
  - Response to external examiner's report one year ago
  - Response to external examiner's report for two years ago
- Course Handbooks
  - Application Form
  - Module Guides
  - Advertising Flyers

- University of Worcester (UW) Admissions Policy
- Non -Medical prescribing Application Flow Chart
- Regional Application Form
- RP(E)L Policy
- Student Handbook
- Policy on Student Evaluation of Modules (Oct 2012)
- Student Evaluations 2014 – 15
- \*APS Staff Curriculum vitae
- Timetable Semester (1) 2015-16
- Single Competency Framework Document
- Designated medical practitioner Guide
- Portfolio Guide
- New enquiry pack for Non -Medical prescribing courses
- Non -Medical prescribing Regional Steering Group Minutes
- Advancing Practice Forum Notes
- Example of Internal Quality Committee Scrutiny Procedure Timetable
- Managing Work-Based Learning and Placements: NMP Audit
- Non -Medical prescribing LEP
- Programme Specification
- Equality and Diversity Policy
- Strategic Business Plan 2013 - 18
- Personal Academic Tutoring Policy
- Students Complaints Procedure
- Objective Structured Clinical Examination Steering Group Terms of Reference
- Non -Medical prescribing Objective Structured Clinical

### **Section three: Additional documentation**

- The visitors agreed that no further documentation was required in order to make a recommendation.
- The visitors agreed that additional documentation was required in order to make a recommendation. The standards for prescribing for which additional documentation was requested, are listed below with reasons for the request.

#### **B.15 Service user and carer involvement in the programme.**

**Reason:** The visitors noted that in the mapping document that service users and carers will be invited to specific sections of the programme. The visitors could not find any direct evidence in the documents provided that demonstrates where this involvement will occur. The mapping document referred to an on-line resource but the link for this resource was not provided. When the visitors viewed the on-line resource, this covered the generic involvement of service users with no reference to prescribing or where the service users and carers will be involved in the delivery of this specific programme, for example timetables that indicate where service users and carer are involved. Documents 15 and 35 in the submission provided, did not specifically refer to the direct involvement of service users. Therefore, the visitors require evidence that demonstrates how this generic resource applies to this programme in including service users and carers.

**Suggested documentation:** Evidence that clearly demonstrates how the on-line and programme documents demonstrate how the service users and carers are involved in this programme.

#### **Section four: Recommendation of the visitors**

To recommend a programme for ongoing approval, the visitors must be assured that the programme meets all of the standards for prescribing for education providers and that those who complete the programme have demonstrated an ability to meet our standards for prescribing for all prescribers.

The visitors agreed to recommend to the Education and Training Committee that:

- There is sufficient evidence to show the programme continues to meet the standards for prescribing for education providers and that those who complete the programme will continue to demonstrate an ability to meet the standards for prescribing for all prescribers.
- There is insufficient evidence to determine if or how the programme continues to meet the standards for prescribing for education providers listed. Therefore, a visit is recommended to gather more evidence and if required place conditions on ongoing approval of the programme.

#### **Section five: Visitors' comments**

The visitors would like to remind the education provider that the volume of documentation received for this audit was not conducive for the visitors to come to a decision for the assessment. The education provider should only provide the documentation specifically required for future audits as listed on the audit form.

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### Section one: Programme details

Name of education provider	University of Worcester
Programme title	V300 Non-Medical (Independent and Supplementary) Prescribing Programme
Mode of delivery	Part time
Relevant entitlements	Independent prescribing Supplementary prescribing
Name and role of HCPC visitors	Anthony Ward (Practitioner psychologist) Alaster Rutherford (Independent prescriber)
HCPC executive	Mandy Hargood
Date of assessment day	14 January 2016

### Section two: Submission details

The following documents were provided as part of the audit submission:

- A completed HCPC audit form
- Internal quality report for one year ago
- Internal quality report for two years ago
- External examiner's report for one year ago
- External examiner's report for two years ago
- Response to external examiner's report one year ago
- Response to external examiner's report for two years ago

- Course Handbooks
- Application Form
- Module Guides
- Advertising Flyers
- University of Worcester (UW) Admissions Policy
- Non -Medical prescribing Application Flow Chart

- Regional Application Form
- RP(E)L Policy
- Student Handbook
- Policy on Student Evaluation of Modules (Oct 2012)
- Student Evaluations 2014 – 15
- \*APS Staff Curriculum vitae
- Timetable Semester (1) 2015-16
- Single Competency Framework Document
- Designated medical practitioner Guide
- Portfolio Guide
- New enquiry pack for Non -Medical prescribing courses
- Non -Medical prescribing Regional Steering Group Minutes
- Advancing Practice Forum Notes
- Example of Internal Quality Committee Scrutiny Procedure Timetable
- Managing Work-Based Learning and Placements: NMP Audit
- Non -Medical prescribing LEP
- Programme Specification
- Equality and Diversity Policy
- Strategic Business Plan 2013 - 18
- Personal Academic Tutoring Policy
- Students Complaints Procedure
- Objective Structured Clinical Examination Steering Group Terms of Reference
- Non -Medical prescribing Objective Structured Clinical

### **Section three: Additional documentation**

- The visitors agreed that no further documentation was required in order to make a recommendation.
- The visitors agreed that additional documentation was required in order to make a recommendation. The standards for prescribing for which additional documentation was requested, are listed below with reasons for the request.

#### **B.15 Service user and carer involvement in the programme.**

**Reason:** The visitors noted that in the mapping document that service users and carers will be invited to specific sections of the programme. The visitors could not find any direct evidence in the documents provided that demonstrates where this involvement will occur. The mapping document referred to an on-line resource but the link for this resource was not provided. When the visitors viewed the on-line resource, this covered the generic involvement of service users with no reference to prescribing or where the service users and carers will be involved in the delivery of this specific programme, for example timetables that indicate where service users and carer are involved. Documents 15 and 35 in the submission provided, did not specifically refer to the direct involvement of service users. Therefore, the visitors require evidence that demonstrates how this generic resource applies to this programme in including service users and carers.

**Suggested documentation:** Evidence that clearly demonstrates how the on-line and programme documents demonstrate how the service users and carers are involved in this programme.

#### **Section four: Recommendation of the visitors**

To recommend a programme for ongoing approval, the visitors must be assured that the programme meets all of the standards for prescribing for education providers and that those who complete the programme have demonstrated an ability to meet our standards for prescribing for all prescribers.

The visitors agreed to recommend to the Education and Training Committee that:

- There is sufficient evidence to show the programme continues to meet the standards for prescribing for education providers and that those who complete the programme will continue to demonstrate an ability to meet the standards for prescribing for all prescribers.
- There is insufficient evidence to determine if or how the programme continues to meet the standards for prescribing for education providers listed. Therefore, a visit is recommended to gather more evidence and if required place conditions on ongoing approval of the programme.

#### **Section five: Visitors' comments**

The visitors would like to remind the education provider that the volume of documentation received for this audit was not conducive for the visitors to come to a decision for the assessment. The education provider should only provide the documentation specifically required for future audits as listed on the audit form.