

Health Professionals Council  
Department of Education and Policy

**Visitors report**

<b>Name of education provider</b>	University of Hertfordshire
<b>Name and titles of programme(s)</b>	Supplementary Prescribing for Allied Health Professionals
<b>Date of event</b>	25.10.05
<b>Proposed date of approval to commence</b>	February 2006
<b>Name of HPC visitors attending (including member type and professional area)</b>	Mr. J. Pickard Dr. J. Mooney
<b>HPC Executive officer(s) (in attendance)</b>	Mr. E. Crowe Miss J. Kemp (Observer)
<b>Joint panel members in attendance (name and delegation):</b>	Ms Jan Turner – Associate Dean (Academic Quality) Dr Richard O'Neill – Internal Validator

**Scope of visit (please tick)**

<b>New programme</b>	<input checked="" type="checkbox"/>
<b>Major change to existing programme</b>	<input type="checkbox"/>
<b>Visit initiated through Annual Monitoring</b>	<input type="checkbox"/>

**Part 1.**

**1.1 Confirmation of meetings held**

	<b>yes</b>	<b>no</b>	<b>n/a</b>
Senior personnel of provider with responsibility for resources for the programme	✓	<input type="checkbox"/>	<input type="checkbox"/>
Programme planning team	✓	<input type="checkbox"/>	<input type="checkbox"/>
Placements providers and educators	<input type="checkbox"/>	✓	<input type="checkbox"/>

**1.2 Confirmation of facilities inspected**

	<b>yes</b>	<b>No</b>	<b>n/a</b>
Library/learning centre	✓	<input type="checkbox"/>	<input type="checkbox"/>
IT facilities	✓	<input type="checkbox"/>	<input type="checkbox"/>
Specialist teaching accommodation	<input type="checkbox"/>	<input type="checkbox"/>	✓

**1.3 Confirmation that particular requirements/specific instructions (if any) of the Education and Training Committee that have been explored e.g. specific aspects arising from annual monitoring reports.**

Requirement (please insert detail)	yes	No	n/a
1.	<input type="checkbox"/>	<input type="checkbox"/>	✓
2.	<input type="checkbox"/>	<input type="checkbox"/>	✓
3.	<input type="checkbox"/>	<input type="checkbox"/>	✓

Proposed student cohort intake number please state	12 in February 2006 18 in September 2006 24 pa from September 2007
--	--

ALL CONDITIONS MET

The following summarises the key outcomes of the approvals event and provides reasons for the decision.

## CONDITIONS

### **Preliminary Requirement:**

**The HEI must undertake a mapping exercise to demonstrate to the visitors that the HPC-SETs cross reference with the requirements and Learning Outcomes of the UH programme in Supplementary Prescribing for AHPs**

**Reason:** the mapping exercise is required to reassure the visitors, employers and students that the learning outcomes and requirements of the programme in Supplementary Prescribing at University of Hertfordshire meet all the Standards of Education and Training of the Health Professions Council.

### **SET 2 Programme admissions**

The admission procedures must:

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

**Condition:** The course team must revise all documents that support the programme, to ensure that all statements made about and references to the duration of the programme and the credit rating ascribed to the programme are consistent and correct.

**Reason:** There were a number of inconsistencies within the given documentation, on the duration of the theory component of the programme and the credit rating ascribed to the programme (please see in particular the inconsistencies between: Document 5d; Document 5c; Document 5a [pages 2 and 3]; Document 3). The prospective student and employer must be given accurate information about all aspects of the programme to allow them to make an informed choice about the programme.

**2.2.2** criminal convictions checks;

**Condition 1:** The HEI admissions procedure must make explicit its procedure for ensuring that all applicants have been subject to a CRB (enhanced disclosure) check.

**Reason:** The process for ensuring that all entrants to the programme have demonstrated that they have been subject to a CRB (enhanced disclosure) check was not presented in the documentation provided to the HPC.

**2.2.3** compliance with any health requirements

**Condition 1:** The HEI admissions procedure must make explicit its procedure for ensuring that all applicants have been subject to a positive health check.

**Reason:** The process for ensuring that all entrants to the programme have demonstrated that they have been subject to a positive health check was not presented in the documentation provided to the HPC.

**2.2.4** appropriate academic and/or professional entry standards;

**Condition:** The area within the documentation that refers to entry to the programme via a foundation skill programme (please see section 7.3 of Document 5a) should be removed from the course documentation.

**Reason:** Entry to the programme via a foundation programme route is inappropriate, as all entrants will be prior registered with the HPC, and thus will have demonstrated that they are able to study to a minimum of Level 3.

ALL CONDITIONS MET

### **SET 3. Programme management and resource standards**

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

**Condition:** The HEI must provide the visitors with the names and brief CVs for all staff, either those directly employed by the University, or those who are not associated with the University but teach on aspects of the programme.

**Reason:** This information was not provided in the documentation given to the visitors, and thus they could not be reassured that there was an adequate number of appropriately qualified and experienced staff in place to deliver an effective programme.

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

**Condition:** The HEI must provide the visitors with the names, details of subject specialisms, and brief CVs for all staff, either those directly employed by the University, or those who are not associated with the University but teach on aspects of the programme.

**Reason:** This information was not provided in the documentation given to the visitors, and thus they could not be reassured that subject areas will be taught by staff with relevant specialist expertise and knowledge.

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

**Condition:** The HEI must provide a copy of the consent form that will be used by all students to indicate their consent to participate as a patient or client during practical and clinical teaching.

**Reason:** As students to the programme will be participating as 'patients' or 'clients' in practical and clinical teaching, a protocol for obtaining their informed consent must be presented. The University must ensure that informed consent is gained from all students enrolled on the programme to allow them to act as model 'patients' and 'clients' or assist in any other way in role play settings. This will assure the HPC that all students enrolled to the programme accept the nature of the role play in advance, and thus are able to give their informed consent to participate in role play exercises inherent within the programme delivery.

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

**Condition:** The team must clarify in writing their requirement for attendance on the programme, and describe how this is monitored.

**Reason:** This information was not included within the documentation supplied to the visitors. It is essential that the HEI identifies to both students and employers the areas of the programme where student attendance is mandatory, describes how attendance is monitored in order to furnish quality assurance.

**SET 4. Curriculum Standards**

**4.2** The programme must reflect the philosophy, values, skills and knowledge base as articulated in the curriculum guidance for the profession.

**Condition:** The mapping exercise presented within Document 5a (appendix III) should be revised so that the heading reads "...Outline Curriculum for AHP from HPC...." to "...Outline Curriculum for AHP from DoH...."

**Reason:** The Outline Curriculum referred to in Appendix II was published by the Department of Health and not by the Health Professional Council

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

**Condition:** The team must implement a strategy that underpins the learning needs of all AHP groups.

**Reason:** The visitors must be reassured that profession-specific needs of each AHP is adequately met within the generic approach to Supplementary Prescribing.

ALL CONDITIONS MET

**SET 5. Practice placements standards**

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

**Condition:** The HEI must implement a structured programme to visit all practice placement sites, and meet all placement mentors.

**Reason:** The HPC visitors require the education provider to visit all placements to ensure that they are fit for purpose. The HEI should not rely upon either previous good experiences in relation to other education programmes, nor rely on the efforts of the student in determining that the placement is 'Fit for purpose'.

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

**Condition:** The Education Provider must introduce a scheme whereby all mentored placements are visited and approved prior to the student commencing the period of placement with the mentor to ensure that there are equal opportunities and anti-discrimination policies in place that address the student experience during the period of placement.

**Reason:** The HPC visitors accepted that whilst robust policies were in position for the education provider, they must ensure that this is also reciprocated in the practice arena, by demonstrating that the placement provider has equally robust equal opportunities and anti-discrimination policies towards students attending those placement venues.

ALL CONDITIONS MET

## **SET 6. *Assessment standards***

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

**Condition:** The HEI must ensure that one external examiner of the programme is an AHP.

**Reason:** It is a requirement of the HPC that AHP students are examined by a colleague from an Allied Health Profession whose name is included within the relevant area of the HPC register.

**Deadline for *Conditions* to be met: 6 December 2005**  
**To be submitted to Approvals Committee on:**

## **Recommendations**

### **SET 5. *Practice placements standards***

**5.8.3** undertake appropriate practice placement educator training.

**Recommendation:** The University is advised to ensure that all new mentors to the clinical placement programme are encouraged to attend formal mentor training. 'Formal mentor training' implies that the mentor will have attended formal clinical placement training programmes offered by the University, or through their attendance at other programmes of mentor training, *such as the GP Vocational training Scheme*.

**Reason:** Students will have enhanced placement experience if they are supported by well prepared mentors.

ALL CONDITIONS MET

## Commendations

**Commendation 1:** The visitors commended the team on their effort and marked 'togetherness', and were very pleased to note the clear support of the SHA and WDD for the programme

**Reason:** The team's focused input to the programme will assist the SHA and WDD to meet identified service needs

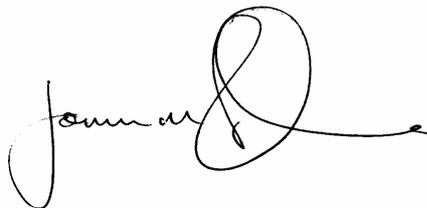
**Commendation 2:** The visitors commended the University on the quality of learning resources available to students enrolled on the programme

**Reason:** The education and learning experience of the student will be enhanced by the support they receive from the library and the learning resources centre

The nature and quality of instruction and facilities meets the Standards of Education and Training.

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

Visitors' signatures:



**Date:** 07/11/06