

**Health Professions Council
Approvals Panel – 10 October 2006**

VISITORS' REPORTS

Executive Summary and Recommendations

Introduction

The attached Visitors' reports for the following programmes have been sent to the education providers and following a 28 day period no representations have been received. The education providers are in the process of meeting the conditions recommended by the HPC Visitors.

Education Provider	Programme Name	Delivery mode
De Montfort University	Prescribing for Healthcare Professionals (M Level & Level 3)	PT
St. Georges Medical School, University of London (in partnership with London Ambulance Service & in partnership with South East Coastal Trust)	Foundation Degree in Paramedic Science	FT

Decision

The Panel is asked to –

accept the Visitors' report for the above named programmes, including the conditions recommended by the Visitors

or

accept the Visitors' report for the above named programmes, and vary the conditions recommended by the Visitors

Background information

None

Resource implications

None

Financial implications

None

Appendices

Visitors Reports (2)

Date of paper

28 September 2006

Health Professions Council

Visitors Report

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

Scope of visit (*please tick*)

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

Part 1.

1.1 Confirmation of meetings held

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

1.2 Confirmation of facilities inspected

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

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

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

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

Proposed student cohort intake number please state	50 students per programme 2 intakes per year
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The following summarises the key outcomes of the approvals event and provides reasons for the decision.

CONDITIONS

SET 2 Programme admissions

The admission procedures must:

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

Condition 1: The education provider must provide further detailed information for AHP's in relation to this programme including details of the difference between the two levels of study and specify entry requirements for each programme.

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

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

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

2.2 apply selection and entry criteria, including:

2.2.2 criminal convictions checks;

2.2.3 compliance with any health requirements;

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

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

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

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

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

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

2.2.5 accreditation of Prior Learning and other inclusion mechanisms

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

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

SET 3. Programme management and resource standards

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

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

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

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

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

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

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

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

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

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

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

SET 4. Curriculum Standards

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

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

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

SET 5. Practice placements standards

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

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

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

5.7 Students and practice placement educators must be fully prepared for placement which will include information about and understanding of the following:

5.7.1 the learning outcomes to be achieved;

5.7.2 timings and the duration of any placement experience and associated records to be maintained;

5.7.3 expectations of professional conduct;

5.7.4 the assessment procedures including the implications of, and any action to be taken in the case of failure; and

5.7.5 communication and lines of responsibility.

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

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

5.8 Unless other arrangements are agreed, practice placement educators:

5.8.3 undertake appropriate practice placement educator training.

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

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

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

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

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

SET 6. *Assessment standards*

6.7 Assessment regulations clearly specify requirements:

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

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

Reason: This is currently no AHP external examiner.

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

RECOMMENDATIONS

SET 3. Programme management and resource standards

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

3.13 The learning resources, including the stock of periodicals and subject books, and IT facilities, including internet access, must be appropriate to the curriculum and must be readily available to students and staff.

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

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

SET 4. Curriculum Standards

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

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

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

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

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

Visitors' signatures:

Marcus Bailey

Shaaron Pratt

Date: 9 August 2006