

Education and Training Committee – 10 March 2011

Changes to approval of stand alone prescription only medicine programme major change process

1. Introduction

- 1.1 At its meeting on 12 June 2007, the Education and Training Committee agreed a mechanism for the approval of stand alone prescription only medicine (POM) programmes through the minor/major change process if the education provider had a current HPC approved podiatry programme.
- 1.2 This paper seeks to update the Education and Training Committee on the amendments made to the process. The Committee is asked to agree the updated process outlined in this paper.

2. Background of the approval of stand alone prescription only medicine programme major change process

- 2.1 HPC currently annotates the Register to indicate where registrant chiropodists/podiatrists are qualified to supply prescription only medicines under the Prescription Only Medicines (Human Use) Order 1997. An amendment to this order in 1998 gave registered chiropodists/podiatrists who held a certificate of competence in their use to supply certain prescription only medicines as part of their professional practice.
- 2.2 At the Education and Training Committee in February 2007 it was agreed that POM programmes historically approved by the Chiropodists board of the CPSM would be considered for renewal of approval, and/or recognising their historical approval. This would allow any POM programmes which were approved by the Chiropodists board of the CPSM the opportunity to either continue being offered in the future, or for recent students who completed them the opportunity to obtain the annotation on the Register.
- 2.3 At the Education and Training Committee in June 2007 it was agreed that any education provider with an approved chiropody/podiatry pre-registration programme containing a module leading to the POM entitlement, who wished to run their POM programme as a stand alone programme from October 2007 onwards, must complete a successful minor/major change submission beforehand. The minor/major change submission would be paper based, conducted by two visitors and would ensure that the programme was relevant to current practice as well as ensuring the education provider had appropriate selection and entry criteria for direct entry onto the module (SET 2 programme admissions). Programmes that

did not form part of an approved pre-registration programme would require an approval visit.

3. Review of the process

- 3.1 During the Education Department major change process review in October 2010 the approval of stand alone POM programmes through the major change process was reviewed to determine if it remained current. Information gathered from the annual monitoring process indicated that, in some cases, approved programmes at certificate level did not always have standard monitoring documentation or processes in place which led to difficulties in programmes producing documentation that met HPC annual monitoring requirements. Due to the standards of education and training being revised in September 2009 and including standard 3.3 – ‘the programme must have regular monitoring and evaluation systems in place’, it was deemed appropriate to update the POM major change process to take this standard into account. It was noted that the process should also consider the potential requirement of a review of learning outcomes and assessments if the stand alone programme was going to be run at a different level from the approved chiropody/podiatry programme.

4. Amendments to process

- 4.1 The original approval of the stand alone POM programmes process through major change required the education provider to submit the following documents as standard:
- a) Module descriptor
 - b) Information for applicants
 - c) Admission/entry criteria
 - d) Completed HPC mapping document for SET 2

The education provider was also asked for the following details:

- i) Differences between the stand alone programme and the module within the pre-registration approved programme
 - ii) Recent changes in curriculum content for the module
 - iii) Clarification of whether the facilities and resources provision (both in and off site) were able to adequately support the learning and teaching activities of the programme
- 4.2 As a result of the major change process review the approval of stand alone POM programmes process was enhanced in a numbers of ways:
- a) Clarifications to the operational process document and steps of the process
 - b) Revisions to standard documentation, forms, guidance and reports to ensure language used is appropriate, consistent and accurately reflects the process

- c) Associated process documents have been standardised for consistency with the rest of the major change process

4.3 The revised process now requires the education provider, in addition to the documents outlined above (4.1), to submit the following:

- a) Completed HPC mapping document for SET 3.3
- b) Monitoring and evaluation processes

If there is a difference in the academic level of the stand alone programme to the approved podiatry programme the education provider is also required to submit the following:

- c) Assessment and learning outcomes for the stand alone programme.

5 Decision

5.1 The Committee is therefore asked to agree the following:

- To accept the amendments to the approval of stand alone prescription only medicine programme major change process outlined in this paper.

Background information

- 'Historical approval of programmes leading to entitlements under the prescription only medicines (Human Use) order 1997' - Education and Training Committee Paper (Enclosure 10), 12 June 2007.
- 'Approval of programmes leading to entitlements under the prescription only medicines (Human Use) order 1997' - Education and Training Committee Paper (Enclosure 8), 28 March 2007.
- 'Appendix to Director of Education report – annual major change process review' - Education and Training Committee, 10 March 2010.

Resource implications

None

Financial implications

None

Appendices

None

Date of paper

22 February 2011

