

Health Professions Council

Visitors' report

Name of education provider	University of Westminster
Name and titles of programme(s)	BSc (Hons) Applied Biomedical Science
Mode of delivery (FT/PT)	Part time
Date of visit	30 and 31 May 2007
Proposed date of approval to commence	September 2007
Name of HPC visitors attending (including member type and professional area)	Mr Neil Willis (Biomedical Scientist) Professor Jackie Campbell (Lay Visitor for Education)
HPC executive officer(s) (in attendance)	Mandy Hargood
Joint panel members in attendance (name and delegation):	Professor Mike Browne (Chair) Evelyne Rugg (Secretary) Paul Phillips Internal Panel Member Tasos Ptochos Internal Panel Member Robert Munro External Panel Member David Rogers External panel Member Bill Gilmore IBMS Nick Kirk IBMS Alain Wainwright IBMS

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"/>

Confirmation of meetings held

	Yes	No	N/A
Senior personnel of provider with responsibility for resources for the programme	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programme team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Placements providers and educators	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students (current or past as appropriate)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Confirmation of facilities inspected

	Yes	No	N/A
Library learning centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialist teaching accommodation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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"/>	X
2	<input type="checkbox"/>	<input type="checkbox"/>	X
3	<input type="checkbox"/>	<input type="checkbox"/>	X

Proposed student cohort intake number please state	30
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ALL CONDITIONS MET

The following summarises the key outcomes of the approval 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: The programme team must ensure that the website is updated to reflect that students must apply for registration on graduation from the programme.

Reason: Currently the website says that graduates from the programme are eligible to register with the HPC and this might give the impression to prospective (and current) students that registration is automatic on graduation. This is not the case and students need to apply to the HPC for registration on graduation.

2.2.1 apply selection and entry criteria, including evidence of a good command of written and spoken English;

Condition: The University must put in sufficient support to ensure that students who do not have English as a first language reach a minimum of IELTS 7 on graduation.

Reason: : The Visitors felt the entry requirement to the programme was sufficiently clear but that a student might not take steps to ensure their language proficiency developed unless the requirement for entry to the register was also clear.

2.2.2 apply selection and entry criteria, including criminal convictions checks;

Condition: The University must ensure that an enhanced CRB check for the BSc (Hons) Applied Biomedical Science programme is carried out prior to admission to the programme.

Reason: Currently the documentation refers to this being operated by the work placements. It is the responsibility of the University to ensure this is carried out when students enter the programme so that any potential issue is adequately reviewed to ensure that the students are eligible to apply for registration on graduation.

2.2.3 apply selection and entry criteria, including compliance with any health requirements;

Condition: The University must ensure that health checks for the BSc (Hons) Applied Biomedical Science students are carried out prior to admission to the programme and the students are given clear information on the health requirements for entry to the programme.

Reason: Currently the documentation refers to this being operated by the work placements. It is the responsibility of the University to ensure this is carried out when students enter the programme so that any potential issue is adequately reviewed to ensure that the students are eligible to apply for registration on graduation

SET 3. Programme management and resource standards

SET 4. Curriculum Standards

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.

4.4 The curriculum must remain relevant to current practice.

Condition: The programme team must provide a current list of all of the part time clinical tutors teaching into the programme, and provide copies of their curriculum vitae and their subject specialisms.

Reason: The curriculum vitae (CVs) provided to the visitors for review did not include all CVs of all part time clinical tutors in the programme and the CVs provided indicated a bias towards microbiology. On discussion with the programme team it became evident that there was a larger pool of part time clinical tutors with experience in other biomedical science fields.

SET 5. Practice placements standards

5.2 There must be an adequate number of appropriately qualified and experienced staff at the placement.

Condition: The programme team must have explicit processes in place to ensure that each student has an appropriate workplace tutor.

Reason: During discussion with the students it became apparent that there were some instances where students were not aware of who was their workbased tutor. This had led to students feeling unsupported and unable to complete the clinical placement portfolio. Currently there is no mechanism in place to ensure that a work based tutor is replaced in the event of illness or leaving the laboratory and this could also lead to students being unsupported and unable to complete the required work based learning.

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

Condition: The programme team must provide detailed written evidence to show how all placements are managed effectively.

Reason: Through discussion with the programme team it is clear that visits to the laboratories used as the placements do occur, however there was no clear audit trail and indication that the programme team made regular visits to the work based placements.

5.8 Unless other arrangements are agreed, practice placement educators:
5.8.1 must have relevant qualification and experience;

Condition: The programme team must provide explicit criteria on the qualifications and the experience required to be a workplace tutor.

Reason: This was not apparent from the visitors reading of the documentation provided.

SET 6. Assessment standards

6.1 The assessment design and procedures must assure that the student can demonstrate fitness to practise.

Condition: The University must ensure that all of the HPC Standards of Proficiency (SOPs) that are linked to fitness to practice are met.

Reason: Currently the practice placement portfolio follows the IBMS portfolio leading to the Certificate of Competence and the programme team must ensure that in taking ownership of the portfolio the SOPs continue to be met within the duration of the Programme

6.1 The assessment design and procedures must assure that the student can demonstrate fitness to practise

Condition: The University must ensure that there is no opportunity to condone failed learning outcomes that relate to the SOPs.

Reason: Currently the University regulations allow condonement of failed modules and this could potentially mean that the BSc (Hons) Applied Biomedical Science students miss out on SOPs that would affect their fitness to practice.

6.7 Assessment regulations clearly specify requirements:
6.7.2 for awards which do not provide eligibility for inclusion onto the Register not to contain any reference to an HPC protected title in their title;

Condition: The programme team must ensure that the intermediate awards do not include any reference to the protected title.

Reason: At the moment information provided regarding the intermediate awards was not clear in what would be written onto the certificate provided to students who take these awards.

Deadline for conditions to be met: 30 June 2007

Expected date programme submitted to Panel for approval: 5 August 2007

RECOMMENDATIONS

SET 2 Programme admissions

The admission procedures must:

2.2.5 accreditation of Prior Learning and other inclusion mechanisms

Recommendation: The APEL process including the entry to level 5 should be clarified to include the requirements for accrediting prior work based learning

Reason: The process was described to the visitors during the programme team meeting, but it would be helpful if this was included in all documentation to ensure the students and staff can make an informed decision regarding claims for advanced standing

SET 3. Programme management and resource standards

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

Recommendation: The visitors recommend that the attendance of students is logged.

Reason: This would enable early identification of potential problems and enable appropriate feedback to students

SET 5. Practice placements standards

5.4 Learning, teaching and supervision must be designed to encourage safe and effective practice, independent learning and professional conduct.

Recommendation: Where documentation refers to the HPC Professional Code of Conduct, reference should instead be made to the HPC Standards of Proficiency and HPC Standards of Conduct Performance and Ethics.

Reason: Currently the documentation refers to the Standards of Performance which is not an HPC document.

5.8 Unless other arrangements are agreed, practice placement educators:

5.8.3 Undertake appropriate practice placement educator training.

Recommendation: The visitors recommend that records should be kept of the educational development activities undertaken by work based tutors.

Reason: This provides the programme team with a list that shows where training may be required and will enable monitoring of the suitability of the workplace training environment.

SET 6. Assessment standards

6.5 There must be effective mechanisms in place to assure appropriate standards in the assessment.

Recommendation: The visitors recommend that an effective internal mechanism for adjudication should be put in place in the event of a disagreement in the grades awarded to the trainee by the University tutor and the work based training officer.

Reason: The existing system has the potential to produce anomalous marks, which was confirmed by example during the meeting with students. It would be preferable to resolve any marking disagreements using internal processes, rather than rely on the external examiner which we understand is the current system.

COMMENDATIONS

- *The enthusiasm of the programme team*
- *The supportive comments of the training officers seen by the visitors.*

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:

Neil Willis

Jackie Campbell

Date: 1 June 2007