

## HCPC major change process report

|                          |   |
|--------------------------|---|
| Education provider       | Coventry University   |
| Name of programme(s)     | Conversion Course From Supplementary to Independent Non-Medical Prescribing (Non-Accredited), Part time<br>Practice Certificate in Independent and Supplementary Prescribing (M Level), Part time<br>Practice Certificate in Independent and Supplementary Prescribing (M Level), Part time |
| Date submission received | 14 December 2017  |
| Case reference           | CAS-13026-G8Q9Y4  |

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### Executive Summary

We are the Health and Care Professions Council (HCPC), a regulator set up to protect the public. We set standards for education and training, professional knowledge and skills, conduct, performance and ethics; keep a register of professionals who meet those standards; approve programmes which professionals must complete before they can register with us; and take action when professionals on our Register do not meet our standards.

The following is a report on the major change process undertaken by the HCPC to ensure that programmes detailed in this report meet our standards for prescribing (for education providers) (referred to through this report as ‘our standards’). The report details the process itself, the evidence considered, and recommendations made regarding programme approval.

## Section 1: Our regulatory approach

### Our standards

We approve programmes that meet our education standards, which ensure individuals that complete the programmes meet proficiency standards. The proficiency standards set out what a registrant should know, understand and be able to do when they complete their education and training. The education standards are outcome focused, enabling education providers to deliver programmes in different ways, as long as individuals who complete the programme meet the relevant proficiency standards.

Programmes are normally [approved on an open-ended basis](#), subject to satisfactory engagement with our monitoring processes. Programmes we have approved are listed [on our website](#).

### How we make our decisions

We make independent evidence based decisions about programme approval. For all assessments, we ensure that we have profession specific input in our decision making. In order to do this, we appoint [partner visitors](#) to undertake assessment of evidence presented through our processes. The visitors make recommendations to the Education and Training Committee (ETC).

The ETC make decisions about the approval and ongoing approval of programmes. In order to do this, they consider recommendations detailed in process report. The Committee meets in public on a regular basis and their decisions are available to view [on our website](#).

### HCPC panel

We always appoint at least one partner visitor from the profession (inclusive of modality and / or entitlement, where applicable) with which the assessment is concerned. We also ensure that visitors are supported in their assessment by a member of the HCPC executive team. Details of the HCPC panel for this assessment are as follows:

|                 |                        |
|-----------------|------------------------|
| Nicola Carey    | Independent prescriber |
| Rosemary Furner | Independent prescriber |
| Shaista Ahmad   | HCPC executive         |

## Section 2: Programme details

|                        |  |
|------------------------|--|
| Programme name         | Conversion Course From Supplementary to Independent Non-Medical Prescribing (Non-Accredited) |
| Mode of study          | PT (Part time)   |
| Entitlement            | Supplementary prescribing<br>Independent prescribing   |
| First intake           | 01 December 2014   |
| Maximum learner cohort | Up to 15   |
| Intakes per year       | 2  |
| Assessment reference   | MC03592  |

|                        |   |
|------------------------|---|
| Programme name         | Practice Certificate in Independent and Supplementary Prescribing (M Level) |
| Mode of study          | PT (Part time)  |
| Entitlement            | Supplementary prescribing   |
| First intake           | 01 October 2016   |
| Maximum learner cohort | Up to 25  |
| Intakes per year       | 1   |
| Assessment reference   | MC03593   |

|                        |   |
|------------------------|---|
| Programme name         | Practice Certificate in Independent and Supplementary Prescribing (M Level) |
| Mode of study          | PT (Part time)  |
| Entitlement            | Supplementary prescribing<br>Independent prescribing                        |
| First intake           | 01 October 2016   |
| Maximum learner cohort | Up to 40  |
| Intakes per year       | 2   |
| Assessment reference   | MC03594   |

There are two programme records recorded above for the practice certificate, as on our records we distinguish between supplementary and independent prescribing programmes separately.

We undertook this assessment to consider whether the programme continues to meet our standards, following changes reported to us via the major change process. The following is an overview of the changes from the information received via this process.

The education provider has reported that they have made changes to the programme management and resources as they intend to deliver from the Scarborough site. As a result of this, practice placements will need to be delivered by qualified staff supporting the programme effectively.

### Section 3: Requirements to commence assessment

In order for us to progress with approval and monitoring assessments, we require certain evidence and information from education providers. The following is a list of evidence that we asked for through this process, and whether that evidence was provided. Education providers are also given the opportunity to include any further supporting evidence as part of their submission. Without a sufficient level of evidence, we need to consider whether we can proceed with the assessment. In this case, we decided that we were able to undertake our assessment with the evidence provided.

| Required documentation                   | Submitted |
|--|-----------|
| Major change notification form           | Yes       |
| Completed major change standards mapping | Yes       |

## Section 4: Visitors' recommendation

In considering the evidence provided by the education provider as part of the initial submission, the visitors were satisfied that there is sufficient evidence that our standards continue to be met, and therefore recommend that the programme(s) remain approved.

This report, including the recommendation of the visitors, will be considered at the 22 February 2018 meeting of the ETC. Following this meeting, this report should be read alongside the ETC's decision notice, which are available [on our website](#).