

**Approvals Committee**  
**(17<sup>th</sup> May 2005)**

**Department of Education & Policy**

**Visitors Update**

**1. Introduction**

***1.1 Visitor Training***

The first Visitor training session took place on 1<sup>st</sup> April 2005. Twenty-four Visitors attended this training from professions including Paramedics, Operating Department Practitioners and Biomedical Scientists.

135 of the appointed Visitors are yet to receive training. All Visitors will be invited to attend on of the training dates scheduled for July, August, September and October 2005. As recruitment of Visitors for the Arts Therapies, Paramedics and Operating Department Practitioners is currently in progress, any newly appointed Visitors will also be invited to attend these sessions.

Tony Hazell is currently writing the training programme for the Lay Visitors which will be delivered in September by Tony Hazell, Sharon Woolf and the Chair of Approvals or Education and Training Committee. Lay Visitors will then be periodically appointed alongside HPC Visitors to ensure the quality of our processes.

***1.2 Visitor Guidance***

By the end of June 2005 the Department will have visited just under 70 programmes across the home countries, incorporating 9 professions and 30 education providers. At that stage we will be able to reflect and publish a Visitor Guidance document which is informed by experiences of the process.

The final draft of the Visitor's Guidance has now been completed and was used as part of the Visitor training session noted in item 1.1 above. This document is evolving and is being adapted, as appropriate, based on feedback from Education Providers, Visitors and members of the Executive.

A list of standard questions asked by Visitors at events is being incorporated into the Visitor Guidance, and a catalogue of conditions detailed in Visitors Reports will be appended to the document. These developments are intended to assist new and less experienced Visitors and to ensure consistency across events.

***1.3 Recruitment of Visitors***

We have successfully recruited four Biomedical Science Visitors and are currently advertising for Paramedics, Operating Department Practitioners and Arts Therapists. We will be recruiting Visitors for Prosthetics and Orthotics in October 2005. Simon Willoughby-Booth and Michael Edwards have been recently appointed as HPC Visitors, via Chair's Action.

Interview dates and panels have been set as follows:

<b>Profession</b>	<b>Interview Dates</b>	<b>Panel Members</b>	<b>Advertising</b>
ODPs	15&16 June 2005	Neil Willis Stephen Wordsworth	AODP Journal
Arts Therapists	6-8 June 2005	Diane Waller Sharon Woolf	BAAT, BADT & APMT mailing services
Paramedics	21&22 June 2005	Robert Fellows David Whitmore	BPQ mailout ASA website Ambulance UK website Scottish Ambulance service intranet NIAS e-mail out
Biomedical Sciences	5 <sup>th</sup> & 6 <sup>th</sup> July	Neil Wills Gordon Sutehall	IBMS Journal

All positions are currently being advertised on the HPC website.

The newly appointed Visitors will be invited to the Visitor Training sessions as outlined in item 1.1 above.

#### ***1.4 Allocation of Work to Visitors***

To ensure a transparent and fair process for the allocation of work to Visitors, and to ensure the robustness of HPC panels, Liz Mckell, HPC Partner Manager, is currently developing an HPC-wide policy for the allocation of work to Partners.

An HPC visit panel must consist of two Visitors and an HPC executive officer. At least one of the Visitors will normally be from the same part of the register and, from the same modality. In exceptional circumstances, for example the illness of an appointed Visitor, an individual who is not from the same part of the register may be appointed to the Visit, with the consent of the Education Provider.

At least one of the Visitors will have extensive experience within higher education and of quality assurance processes. The Education and Policy Department maintains a list of Visitors detailing their experience. Once an individual with appropriate academic experience gains extensive experience of the HPC process, they are moved to this list.

Visitors are invited to attend Visits on a rotational basis. For example, individuals at the top of the Visitors list are invited to attend a visit. If that individual declines the invitation, their name is then moved to the bottom, and the second person on the list would be invited. Using this system, we are now able to track how many times a Visitor has been approached with regard to attending a visit, how many times they were unable to attend, the frequency of conflict of interest occurrences, and the frequency of visits attended and ensure all equally have the same opportunity to work.

### ***1.6 ODP Visitors***

To date, the HPC has had a limited response for ODP Visitors. Many of those who have applied have a strong interest in education, but do not necessarily have a strong academic or quality assurance background.

As a means of developing the knowledge of less experienced Visitors, a two day training session will be held in September. This would include pre-reading material being sent out prior to the training session and involve a small evening activity. If successful, this may also be a suitable approach for other professions.

## **2. Decision**

The Committee is asked to note the paper. No decision is required.

## **3. Background Information**

None

## **4. Resource Implications**

Visitor training and recruitment is part of the standard programme of work for the Department of Education & Policy.

## **5. Financial Implications**

The cost of Visitor recruitment and training will be included in the budget of the Education & Policy Department as a standard item.

## **6. Background Papers**

None

## **7. Appendices**

Visitors Guidance, Final Draft