

**Postgraduate Diploma in Occupational Therapy
University of Teesside
Validation Event 19-20 March 2002**

Common Framework Conditions

1. Revisit the titles of the awards. There should be specific reference to Licence to Practise and/or pre-registration within programme titles in order to prevent any confusion. Any revisions would need to be submitted to the University Academic Policy Committee.
2. Revise the documentation to ensure that errors, omissions and inaccuracies are corrected. References to the CPSM should be removed and replaced with reference to the Health Professions Council as appropriate.
3. Clarify the stepping on and stepping off points, particularly in relation to practice requirements and ensure that it is made clear that stepping off points do not constitute a licence to practise.
4. Detail how the schedules for problem based learning, particularly shared problem based learning, will work in practice.

OT Profession Specific Conditions

1. The following regulatory matters should be addressed in the documentation:
 - An explicit procedure for monitoring ongoing professional suitability of students
 - An explicit statement on failure to complete practice satisfactorily/safely despite having achieved the academic credit
 - Detailed requirements for the Postgraduate Diploma (PgD) award
 - Clarify the “final examination” for professional qualifying status (this could be the final two modules of the PgD), bearing in mind that the proposed “final examination” is based upon negotiated learning and presents a potential risk
 - Specify the assessment requirements for all modules
 - Clarify the policy on re-assessment.
2. Problem based learning needs to be underpinned by a strategic statement covering the approach in occupational therapy and the approach to be adopted by the Team in relation to staff development for problem based learning.
3. Provide a statement on staffing for the programme and a staff development strategy for the Occupational Therapy Team which should make explicit reference to Research.

Common Framework Recommendations

1. Provide more detail of where ICT skills are developed within the programme

OT Profession Specific

1. Review the timing of the submission of the MSc project with a view to bringing forward to more closely follow the completion of the PgD.
2. Give further consideration to pre-admission activities, perhaps to include observation of practice and a written report based on that.
3. Keep under review the possibility of introducing options as the programme develops.
4. Be more explicit about how students will be supported in learning to learn together, making reference to the National Service Framework in the shared approach. Document this in an expanded learning and teaching statement.
5. Produce a detailed outline of the Student Induction and Clinical Induction programme.
6. Review module descriptors in the light of the list provided to the Team.

Joint Validation Committee

College of Occupational Therapists / Health Professions Council

REPORT FROM A MEETING OF THE JOINT VALIDATION COMMITTEE 27 SEPTEMBER 2002

FOR ACTION BY THE EDUCATION AND TRAINING COMMITTEE (HPC)

1 Approval of New Courses under Section 4(1)(a) and (b) and Institutions under Section (4)(c) of the PSM Act 1960

University of Teesside - Postgraduate Diploma in Occupational Therapy (Pg Dip OT) Validation 20 March 2002

- 1.1 The Education and Training Committee is invited to endorse the JVC recommendation to approve the new graduate entry Postgraduate Diploma in Occupational Therapy at the University of Teesside, as a programme and qualification conferring eligibility for state registration with the HPC for a period of not more than five years, commencing February 2003 (Summary attached as Appendix 1).
- 1.2 The JVC representatives received further documentation in response to the comments by JVC representatives to the validation event. The representatives were satisfied that the conditions to the validation of the Postgraduate Diploma in Occupational Therapy have now been met and that all queries raised had been answered. Chair's action has been taken to recommend the forward transmission of the recommendation for course approval to the ETC, and its subsequent submission to the Privy Council.
- 1.3 The Board is invited to endorse the JVC recommendation to approve the University of Teesside as an institution that is properly organized and equipped for conducting the whole of the validated 2-year graduate entry full time pre registration Postgraduate Diploma in Occupational Therapy course, commencing February 2003.

FOR INFORMATION

- 2 **Minutes of a meeting of the Joint Validation Committee held on 25 September 2002 (attached as Appendix 2)**

**MINUTES OF A MEETING OF THE JOINT VALIDATION COMMITTEE
held at the College of Occupational Therapists
on Wednesday 25 September 2002**

JVC 4/ 01-02

Present

Dr Jennifer Caldwell
Mrs Elizabeth Gilbert
Mrs Ruth Heames
Professor Carol Lloyd (ETC representative)
Mrs Carol Walker
Mrs Catherine Wells (in the Chair)

Visitor

Mrs Clare McKenna, Principal Lecturer (South Bank University) – for item 5.1

In attendance

Dr Irene Illott, Acting Group Head for Education (COT)
Miss Remy R Reyes, Validation Officer

ACTION

1 WELCOME

1.1 The Chairman welcomed all present and thanked everyone for making particular effort to attend the meeting on a day when transport difficulties were being experienced in London due to London Underground staff taking industrial action.

1.2 The meeting recorded its congratulations to Professor Carol Lloyd on her recent award of a personal chair by the University of Derby.

2 APOLOGIES FOR ABSENCE

Apologies were received from Ms Hearle, Dr Hunter, Dr Kulkarni, Mrs Moffat, Ms Pilgrim, Mr Turner and Mrs Urquhart. It was noted that Ms Hearle and Dr Hunter had intended to attend but decided against continuing their journey in view of industrial action taken by London Underground staff. Ms Hearle had made herself available over the telephone if needed. It was also noted that Mrs Gacal had started her journey but was unable to continue because of a fatal accident on her travel route.

3 MINUTES OF THE PREVIOUS MEETING - 5 JUNE 2002

The Minutes were confirmed as a correct record of the meeting and signed by the

Chairman after a amendment to item 9.4.1. The second sentence should read, 'Mrs Walker and Mrs Wells represented the JVC at the meeting,...'

4 **MATTERS ARISING - 5 JUNE 2002**

4.1 **Group Head for Education**

4.1.1 Dr Ilott reported that Mrs Anne Lawson-Porter has accepted the appointment of Group Head for Education and would be starting on 17 October. Mrs Lawson is a senior lecturer with many years of experience in higher education at the University of Salford. Members welcomed Mrs Lawson's appointment and looked forward to working closely with her.

4.2 **Training for External Examiners**

Mrs Heames reported that it had not been possible to raise this at the last meeting of the Education and Practice Board (E&P Board) due to lack of time and a full agenda with discussion of the document on the pre registration MSc programmes being made a priority.

4.3 **MSc Occupational Therapy as pre registration qualification**

4.3.1 Mrs Heames reported that E&P Board had considered the Discussion Paper prepared by the working group, which she was asked to convene. The paper encapsulated all the discussions by the JVC at various Study Days and meetings. The working group has been asked to develop the discussion paper to a recommendation paper for submission to COT Council in January 2003. The work of the Validation Officer in the preparation of the paper was commended. The group will be meeting on 22 October to draft the recommendation paper.

4.3.2 Professor Lloyd reported that the HPC Education and Training Committee (ETC) would also be discussing the issues around pre registration programmes at Masters level and asked if it would be possible to share the paper with the ETC in due course.

5 **DRAFT JVC STANDARDS FOR PRE REGISTRATION EDUCATION AND PRACTICE EDUCATION**

5.1 The draft JVC standards, prepared and presented by Dr Ilott were considered and some amendments were made. On discussion it was AGREED not to consider the practice education statements in their present format, but to re-draft these using the same criteria as the JVC standards. These two sets of standards could then form a whole, or be considered separately. Dr Ilott offered to complete this work to ensure that:

- Practice education standards are written in the same format as the JVC standards;
- there is a consistent approach between both sets of documentation;
- institutional standards and JVC procedures take account of the standards to be developed by the ETC as they link inter-professional issues and requirements;
- professional and statutory regulations be added as an Appendix to the main document.

I Ilott/A Fenech/
R Reyes

The meeting recorded its thanks to the Acting Group Head for Education and the Validation Officer for their hard work in developing the standards, acknowledging the complex work involved and the time spent in producing the draft documents.

- 5.2 It was AGREED that the revised draft be submitted to the next meeting of the JVC in December 2002, for use at the next round of revalidation events starting February 2003.

Dr Ilott

6 VALIDATION AND REVALIDATION

6.1 South Bank University – BSc (Hons) OT part-time route with common learning pathway

- 6.1.1 The meeting welcomed Mrs McKenna who presented briefly the proposal for a new part-time undergraduate pre registration programme at South Bank University. Copies of the Outline Submission were tabled.

- 6.1.2 The new programme would be designed for non-in-service students and would have common learning elements (6 units out of 24 units) shared with similar programmes in physiotherapy, diagnostic radiography and radiotherapy. Validation would be sought on 12/13 November 2002, for a course start in February 2003. The intention was to have common learning groups on the same day that the students on the in-service programme were in campus.

- 6.1.3 The current in-service programme had an increased student intake from 32 to 46 and the Faculty has appointed three new professional staff to support the student increase and the development of the new programme.

- 6.1.4 The submission documents were nearly finished and would be circulated to the JVC representatives shortly.

- 6.1.5 The Validation Officer reported that the dates of the meetings of the ETC and the EPB, to which the JVC recommendations would be forwarded, have been set. Professor Lloyd confirmed that the HPC regulations would not permit a new pre registration programme to start prior to gaining approval from the full meeting of the ETC. Mrs McKenna was requested to take this information back to the Head of School as the timing of the professional and statutory body meetings would have implications to the proposed start date of the programme.

The JVC thanked Mrs McKenna for her presentation and she withdrew from the meeting.

- 6.1.6 Members noted that the increase in student numbers beyond the validated intake number did not have JVC approval. It was AGREED to follow this up with the Course Leader.

Valid'n Officer

- 6.1.7 It was AGREED to update the JVC representatives to the event of the developments being proposed.

Valid'n Officer
P Gaca/D Hearle

6.2 University of Teesside – Postgraduate Diploma in Occupational Therapy (graduate entry route) validation (20/3/02)

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| 6.2.1 | The meeting received the confirmed report of the event and the response of the programme team to the validation panel's conditions and recommendations. | |
| 6.2.2 | Mrs Heames reported that she and Professor Watson represented the JVC at this event. The programme team have addressed most of the conditions and recommendations. However, there were still a few profession specific conditions that have not been sufficiently addressed by the team in their response. | |
| 6.2.3 | It was AGREED that Mrs Heames further discuss the remaining conditions with the Acting Programme Director. | R Heames |
| 6.2.4 | It was FURTHER AGREED that as soon as all the conditions have been met, Chairman's action could be taken to move the recommendation for approval forward to the November meeting of the ETC. | Joint Chairmen
Valid'n Officer |
| 6.3 | <u>University of Salford – BSc (Hons) OT validation (widening access programme)</u> | |
| 6.3.1 | The meeting considered the Outline Submission. The Validation Officer reported that at the meeting of the steering group, major issues were identified around student registration, professional identity and professional indemnity while on placement. | |
| 6.3.2 | Members noted that the Outline Submission did not clarify the relationship between the proposal and the currently validated full time programme, insofar as the former may be dovetailing on the latter. JVC also identified the major issue of the yet unwritten final year of the programme, which was a substantial part of the professional programme. | |
| 6.3.3 | It was AGREED to inform the Project Manager that the JVC would not be prepared to validate a programme conferring eligibility for state registration unless it was submitted in its entirety and able to demonstrate how competence to practise was achieved on completion of the programme. | Valid'n Officer
U. Salford |
| 6.3.4 | It was FURTHER AGREED to find out the views of other professions involved to confirm that similar response and advice were being given. | Valid'n Officer |
| 6.4 | <u>St Loye's School of Health Studies – BSc (Hons) OT – changes to Level 1</u> | |
| 6.4.1 | The Report was noted for information. Chairman's action had been taken to forward the recommendation for approval of the changes to level 1 of the programme to the ETC. | |
| 6.4.2 | It was AGREED that the recommendations from the meeting be endorsed and the programme team be required to submit all proposed changes to the validated programme next year. | JVC
St Loye's School
of Health Studies. |
| 7 | VALIDATION CALENDAR | |

The draft validation calendar with proposed names of JVC representatives to the various events was considered and approved with amendments.

8 **ROLLING LIST OF VALIDATED OT PROGRAMMES**

8.1 **The Robert Gordon University**

8.1.1 The meeting recorded its congratulations to Dr Caldwell on her appointment as new Director of Occupational Therapy in succession to Dr Irene Paterson who retired in June.

8.1.2 JVC noted the transfer of the OT programme to its new location in Garthdee, Aberdeen in August. It was AGREED that the inspection visit take place when the programme is submitted for early revalidation next year.

JVC

8.2 **University of Wales College of Medicine – Graduate Entry PG Dip OT validation 2003**

JVC noted the University's notification of intent to seek validation of a pre registration graduate entry accelerated postgraduate diploma programme in mid 2003 for a programme start in January 2004. It is intended to deliver the programme in two sites in North and South Wales to be jointly validated with the University of Wales, Bangor and University of Wales College of Medicine, Cardiff. It was AGREED to add this event to the JVC calendar.

JVC calendar

8.3 **Coventry University – BSc (Hons) OT – increase in student places**

8.3.1 Mrs Heames declared an interest in this item and withdrew from the meeting.

8.3.2 Members considered the request to increase the intake to the programme by eight students. There was comment that the student numbers at this institution have been gradually increasing over the years. Coventry University currently has the largest intake and it was important to be aware of the effect of this continued expansion on practice placements and on other institutions. Noting that additional resources have been put in place to support the increased numbers, it was AGREED to approve the request but with a caution against further increase in student numbers without advanced planning of placements strategy.

JVC
Coventry Uni.

8.4 **Coventry University – BSc (Hons) OT – outreach delivery of part time programme**

8.4.1 JVC noted the proposal to deliver the currently validated part time programme to satellite sites within HEIs in Shropshire and Staffordshire. The proposal was thought to be an exciting new development but there was concern about the impact of these programmes on practice placements for other OT education institutions in the region.

8.4.2 It was AGREED that further information would be needed which should include the support system and quality mechanisms, the identity of the HEIs and arrangements for the degree award at each institution.

JVC
Coventry Uni.

8.5 **Crawley College – BSc (Hons) OT (in-service programme by part time**

attendance)

8.5.1 The meeting received an update on the staffing for the programme. It was noted that the Course Leader had resigned in March 2003 but in the absence of applicants to fill the post, she (Course Leader) had had offered to continue as Acting Course Leader in a part time capacity to deal with Course administration only but with no teaching commitments.

8.5.2 Members were concerned that the majority of remaining staff were on part time contracts and most of newly appointed staff had no experience of teaching in higher education. The Chairman reported that a visit to Crawley College had been scheduled for 4 October 2002 to meet with the new Head of School to explore the issues on the leadership of the programme, professional staffing issues, student supervision and support and practice education. Representation from the University of Brighton, the degree awarding institution, had been invited. A report of the visit would be submitted to the next JVC meeting.

JVC Agenda
Nov 2002

8.6 Queen Mary University of London

8.6.1 The meeting received an update on the staffing for the programme. It was noted that most of the staff were on short-term contracts.

8.6.2 A meeting was convened by the North East London Workforce Development Confederation (NELWDC) to review the contract arrangements for the OT programme between NELWDC and Queen Mary. JVC received the notes of the meeting. A steering group would be created and COT involvement would be invited. It was AGREED that the Group Head for Education be part of the steering group.

Group Head,
Education

8.7 University of Southampton – BSc (Hons) OT – request to extend period of validation by one year and defer revalidation to 2004

8.7.1 The meeting received the request from the Head of Occupational Therapy to extend the period of validation of the current programme by one year and to defer its revalidation to 2004. Members noted the reported pressure on staff brought about by the long-term illness of the Head of School of Health and Rehabilitation Sciences who will also be retiring in April 2003, and the recent resignation of the Head of Physiotherapy to take up a new appointment at the Chartered Society of Physiotherapy.

8.7.2 It was AGREED to approve the request to extend the validation of the current programme by one year.

JVC

8.7.3 It was AGREED to defer the revalidation of the programme to Spring 2004.

JVC calendar

8.8 University of Ulster – BSc (Hons) OT – increase in student numbers and update on resources

It was AGREED THAT the discussion of this item be recorded separately in Confidential Minutes.

Confidential
Minutes

9 CONSULTATION DOCUMENTS

9.1 Funding learning and development for the healthcare workforce. Consultation on the review of NHS education and training funding and the review of contract benchmarking for NHS funded education and training (Department of Health/ Universities UK July 2002)

Mrs Walker presented a summary of the responses to the consultation document. It was AGREED that these be fed into the COT response and also sent direct to the Department of Health as a separate response from the JVC. The meeting thanked Mrs Walker for her work on behalf of the JVC.

JVC

10 HPC EDUCATION AND TRAINING COMMITTEE MEETING (3 JULY 2002)

JVC received the Minutes of the meeting. Professor Lloyd drew attention to item 10, which related specifically to the work of the Pre Registration Education and Training Working Groups/JVC/JQAC. JVC was particularly pleased to note that the ETC would be discussing the issues created by registrable Masters level courses and qualifications.

11 EDUCATION AND PRACTICE BOARD MEETING (3 JULY 2002)

11.1 JVC received the Minutes of the meeting. Mrs Heames drew attention to item 5.2 and reported that standard UK terminology would be introduced in the standards document. The meeting welcomed this move and also hoped that, where appropriate, a standard terminology would be adopted by all AHP.

11.2. Dr Ilott reported that the HPC Registrar had agreed to additional funding for the JVC from April 2003 and it was hoped that this would match the amount approved by COT Council. This would enable the appointment of additional staff to provide support to the JVC.

1.1.3 It was AGREED to invite members' comments on the level of support that JVC now required in view of the significant increase in workload arising from the increase in the number of validation meetings in response to the modernization agenda. These comments would inform the human resource review process to be undertaken by the new Group Head for Education in consultation with the Validation Officer.

12 JVC ANNUAL REPORT 2001/02 (DRAFT)

12.1 The meeting considered the draft annual report of the membership and activities of the JVC for the year 2001/02 prepared by the Validation Officer. It was AGREED to include references to the following in the final report for submission to the Education and Practice Board and the ETC:

Validation Officer

- number of meetings each member had attended
- number of validation events/visits each member had undertaken
- Study Day for members held at the start of the year to prepare for the work in relation to the modernisation agenda
- Study Days and working group meetings with the allied health professions
- Working groups and activities
- Consultation documents received to which JVC responded