

**Health Professions Council
Education & Training Panel – 12 June 2007**

PROGRAMME APPROVAL

Executive Summary and Recommendations

Introduction

The visitors have confirmed that the conditions relating to the following programmes approval have been met. The visitors are now satisfied that the programmes meet the standards of education & training and wish to recommend approval. The attached visitors' reports have been updated to reflect that the conditions have been met.

Education provider	Programme name	Delivery mode
University of Hull	Dip HE Operating Department Practice	Full-time
University of Portsmouth	Dip HE Operating Department Practice	Full-time

Decision

The panel is asked to approve the above named programmes, in line with the visitors' recommendations that the programmes now meet the standards of education and training.

Background information

None

Resource implications

None

Financial implications

None

Appendices

Visitors reports (2)

Date of paper

31 May 2007

Health Professions Council

Visitors' report

Name of education provider	University of Hull
Name and titles of programme(s)	Dip HE Operating Department Practice
Mode of Delivery (FT/PT)	FT
Date of Visit	14/15 March 2007
Proposed date of approval to commence	September 2007
Name of HPC visitors attending (including member type and professional area)	Colin Keiley, Anaesthetic and Recovery Team Manager, Stepping Hill Hospital Foundation Trust, Stockport Nick Clark, Senior Lecturer, Operating Department Practice, HSHS
HPC Executive officer(s) (in attendance)	Chris Hipkins
Joint panel members in attendance (name and delegation):	Dr Katherine Cockin, Reader, Faculty of Arts and Social Science (Chair) Sue Murphy, Faculty of Health and Social Care (Secretary) Tim Burton, Senior Quality Officer Jayne Lowton, Chair of Curriculum Review and Approval Group Helen Booth, College of Operating Department Practitioners

Scope of visit (*please tick*)

New programme	<input type="checkbox"/>
Major change to existing programme	<input type="checkbox"/>
Visit initiated through Annual Monitoring	<input type="checkbox"/>
New profession to the HPC	<input checked="" 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"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Proposed student cohort intake number please state	30
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The following summarises the key outcomes of the Approvals event and provides reasons for the decision.

CONDITIONS

SET 2 Programme admissions

2.2.3 The admission procedures must apply selection and entry criteria, including compliance with any health requirements.

Condition: Further information must be provided to demonstrate that health checks can and will be carried out before the programme commences during the new cohort intake date of September.

Reason: The admission criteria requires health checks to be completed before a student can commence the programme, however concern was raised during the visit that sufficient health checking services may not be available due to the earlier cohort intake date of September (currently intake is in January).

SET 3. Programme management and resource standards

3.4 There must be an adequate number of appropriately qualified and experienced staff in place to deliver an effective programme.

Condition: A breakdown of staffing hours allocated to the programme must be provided to demonstrate that sufficient staffing resources have been allocated.

Reason: Information provided during the visit suggests that the staff teaching the programme are appropriately qualified and experienced, however there was concern that other commitments within the university may result in them having insufficient time to allocate to the ODP programme.

3.9 Where students participate as patients or clients in practical and clinical teaching, appropriate protocols must be used to obtain their consent.

Condition: A more formal consent process must be put in place that ensures that student consent is obtained before practical exercises and any potential implications of non-participation are explained to the student.

Reason: There is no consent process presently in place. The consent is 'implied' by enrolment in the programme, however this is insufficient.

SET 5. Practice placements standards

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

Condition: Evidence must be provided to demonstrate that sufficient practice placement spaces will be available given the increase in cohort size.

Reason: The placement providers spoken to during the visit indicated that they did not feel they would be able to offer additional placements to meet the needs of the increased cohort size.

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

Condition: A breakdown must be provided to demonstrate that there are sufficient mentors in the three disciplinary areas (anaesthetics, surgery and post-anaesthetics) to meet the course requirements.

Reason: The University's database for approving and monitoring placements and keeping track of mentors is excellent; however it does not currently record the disciplinary areas of the mentors. With the provision of this additional information, the database will be best practice.

5.13 The placement providers must have an equal opportunities and anti-discriminatory policy in relation to candidates and students, together with an indication of how this will be implemented and monitored.

Condition: Copies of the anti-discriminatory and equal opportunities policies of the private hospitals involved in practice placements must be provided, along with brief explanation of how these are monitored by the University.

Reason: No information was provide on how the university ensures that students who undertake placements in private hospitals are afforded equal opportunities and are not the subject of discrimination.

SET 6. *Assessment standards*

6.7.5 Assessment regulations must clearly specify requirements for the appointment of at least one external examiner from the relevant part of the Register.

Condition: Written confirmation that an external examiner will be appointed needs to be added to the programme documentation.

Reason: The programme team reassured the panel that an external examiner will be appointed, however this is not clear in the documentation.

Deadline for Conditions to be met: 17 May 2007

**Expected dates for submission to ETP: Thursday 31 May 2007 (Report)
Tuesday 12 June 2007 (Approval)**

Commendations

The University's database and processes for monitoring student attendance are excellent and provide a good example of best practice. The database for managing practice placements is also excellent, and with the modifications agreed during the visit will provide a good example of best practice.

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:

Colin Keiley
Nick Clark

Date: 16 March 2007

Health Professions Council

Visitors' report

Name of education provider	University of Portsmouth
Name and titles of programme(s)	Diploma in Higher Education Operating Department Practice
Mode of Delivery (FT/PT)	Full time
Date of Visit	18 th and 19 th April 2007
Proposed date of approval to commence	September 2007
Name of HPC visitors attending (including member type and professional area)	Julie Weir (RODP) Alan Mount
HPC Executive officer(s) (in attendance)	Tracey Samuel-Smith Osama Ammar (Observing)
Joint panel members in attendance (name and delegation):	Nick Clark (CODP) Stephen Arkle (Chair) Isobel Ryder (QA) Liz Parton (QA) Avril Kudzi (Secretary)

Scope of visit (please tick)

New programme	<input type="checkbox"/>
Major change to existing programme	<input type="checkbox"/>
Visit initiated through Annual Monitoring	<input type="checkbox"/>
New Profession	<input checked="" 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
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2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Proposed student cohort intake number please state	30
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The following summarises the key outcomes of the Approvals 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

and

2.2 apply selection and entry criteria, including:

2.2.5 accreditation of Prior Learning and other inclusion mechanisms

Condition: The programme team must redraft and resubmit advertising materials for the programme to ensure the entry criteria on the website provides clear information for students wishing to apply for the programme.

Reason: Currently the website indicates that there are additional entry criteria for mature students. The programme documentation submitted for approval does not include the additional entry requirement for mature students. Accordingly the website requires updating to ensure this information should be removed.

SET 5. *Practice placements standards*

5.7 Students and practice placement educators must be fully prepared for placement which will include information about and understanding of the following:

5.7.3 expectations of professional conduct;

Condition: The programme team must redraft and resubmit the unit descriptors for Developing Professional Practice and Professional Practice to include references to HPC's Standards of Conduct, Performance and Ethics.

Reason: Currently the unit descriptors refer students to the Code of Conduct, Performance and Ethics. To ensure students are able to locate the correct documentation on HPC's website, the unit descriptors must be updated.

Deadline for conditions to be met: 31st May 2007

Expected date visitors' report submitted to Panel for approval: 5th July 2007

Expected date programme submitted to Panel for approval: 5th July 2007

Date
2007-05-02

Ver.
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Dept/Cmte
EDU

Doc Type
RPT

Title
Portsmouth, University of

Status
Final
DD: None

Int. Aud.
Public
RD: None

RECOMMENDATIONS

SET 3. *Programme management and resource standards*

3.10 A system of academic and pastoral student support must be in place.

Recommendation: The programme team should consider reviewing the Student Handbook – Course Supplement to provide students with information on the academic and pastoral support they can expect to receive during the course of the programme.

Reason: Information about academic and student support is currently provided in the unit descriptors. It is recommended that this information is replicated in the Student Handbook – Course Supplement to provide students with another source of information.

SET 6. *Assessment standards*

6.4 The measurement of student performance and progression must be an integral part of the wider process of monitoring and evaluation, and use objective criteria.

and

6.7 Assessment regulations clearly specify requirements:

6.7.1 for student progression and achievement within the programme;

Recommendation: The programme team should consider reviewing the definition of student misconduct, which is contained in the Student Handbook – Course Supplement, to take account of students whose entry to a professional register is not automatic upon graduation.

Reason: In practice the misconduct policy applies adequately to students on the ODP programme. However the Visitors felt that currently a student studying to become an Operating Department Practitioner could argue that the definition of misconduct does not apply to them. This is because the definition, by explicitly and exclusively referencing students on programmes that lead automatically to registration, may not cover students on the ODP programme who must apply for registration upon successful completion of the programme.

Commendations

The visitors would like to commend the programme team for their innovative use of technology to support student learning, particularly the voting facility.

The visitors would like to commend the programme team for the standard of information provided to students regarding the placement providers.

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).

Date
2007-05-02

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Dept/Cmte
EDU

Doc Type
RPT

Title
Portsmouth, University of

Status
Final
DD: None

Int. Aud.
Public
RD: None

Visitors' signatures:



Alan Mount

Julie Weir



Date: 26th April 2007

ALL CONDITIONS MET

Date
2007-05-02

Ver.
c

Dept/Cmte
EDU

Doc Type
RPT

Title
Portsmouth, University of

Status
Final
DD: None

Int. Aud.
Public
RD: None