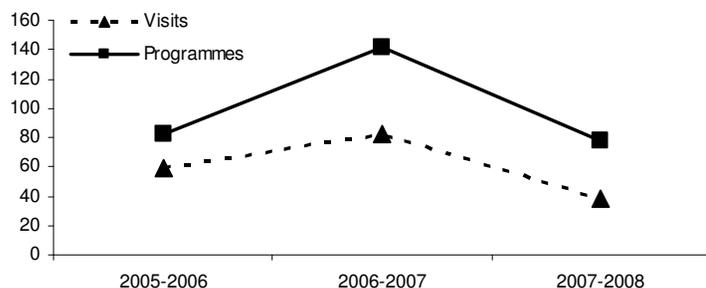


## Head of Education – Report to Education and Training Committee, June 2008

### Approval process

The department has 18 visits remaining in the current academic year. 5 visits in June 2008 and 4 visits in July 2008 (to 6 and 5 programmes respectively). The 2007-08 academic year has seen a total of 38 visits, considering 78 programmes. Compared to the last academic year, there has been considerably less activity in the approval process this year.

Year	Visits	Programmes
2005-2006	59	82
2006-2007	82	142
2007-2008	38	78



11 visits (covering 17 programmes) were cancelled this academic year. Only 3 visits (covering 3 programmes) have had their visits rescheduled into the next academic year.

Between September – December 2007, 18 programmes were visited. 100% of these programmes have been approved or re-approved.

Between January – April 2008, 37 programmes were visited. 22% of these programmes have been approved. 29 programmes are still in the process of meeting their conditions.

Based on programmes approved to date, the average time for a programme to gain approval (including the meeting of conditions) is just

below four months. This is taken from the date of the visit to the date that the programme approval is confirmed by an Education and Training Panel.

The department has already scheduled 11 visits (covering 20 programmes) in the next academic year (Sept 08 – July 09). The department is due to begin its forward planning process in June 2008, where we contact all education providers and remind them of the timescales and stages of our approval process. They will be reminded that dates for visits will be allocated on a first come first served basis and that we are likely to reach capacity in some months due to peaks of activity.

Date	Education provider	Programme	Mode	Reason for visit
Sep-08	University of Worcester	MSc Art Therapy	Full Time	New programme
Sep-08	Scottish Ambulance Service	IHCD Paramedic Award	Full Time	Major change
Sep-08	London Ambulance Service NHS Trust	Paramedic	Block Release	Major change
Sep-08	Coventry University	BSc (Hons) Applied Biomedical Science	Full Time	Revisit
Sep-08	The College Of Search And Rescue Medicine	SAR Paramedic Training	Part Time	New programme
Oct-08	Manchester Metropolitan University	MSc Applied Biomedical Science	Full Time	New programme
Oct-08	University of Glamorgan	Supplementary Prescribing	Part Time	New programme
Oct-08	Isle Of Wight Ambulance NHS Primary Care Trust	IHCD Paramedic Award	Full Time	Major change
Nov-08	Cardiff University (Prifysgol)	Non Medical Prescribing	Part Time	New programme

	Caerdydd)			
Dec-08	Sheffield Hallam University	Dip HE Operating Department Practice	Full Time	Major change
		BSc (Hons) Occupational Therapy	Part Time	Major change
		BSc (Hons) Occupational Therapy	Full Time	Major change
		Dip Higher Education Paramedic Practice	Full Time	Major change
		BSc (Hons) Physiotherapy	Full Time	Major change
		BSc (Hons) Physiotherapy	Part Time	Major change
		BSc (Hons) Radiotherapy & Oncology	Full Time	Major change
		BSc (Hons) Diagnostic Radiography	Full Time	Major change
		BSc (Hons) Diagnostic Radiography	Part Time	Major change
		Jan-09	University of Portsmouth	FdSc Paramedic Science
		FdSc Paramedic Science	Part Time	Major change

### Annual monitoring process

The department is moving towards the final stages of the annual monitoring work in this academic year. The expected submission dates from education providers are at the end of each month.

To date, 99% of expected audit submissions have been received, with the majority on time. There was one non-submission in April. This is still being investigated as it appears the programme may have closed. There are just two submissions left in this academic year.

	Audit submissions		Actual submissions		
	Expected	Actual	On time	Late	Non submissions
Dec-07	18	18	6	2	0
Jan-08	15	15	14	1	0
Feb-08	34	34	31	3	0
Mar-08	33	33	25	4	0
Apr-08	16	15	5	9	1
May-08	1	0	-	-	-
Jun-08	1	0	-	-	-
Jul-08	0	0	-	-	-
Aug-08	0	0	-	-	-

A total of 115 audit submissions have been received to date. 87% of these submissions have been considered at one of four assessment days. The remaining 13 submissions have been considered by post.

Assessment day/ Postal	Number of submissions
19 February 2008	29
18 March 2008	21
22 April 2008	25
20 May 2008	27

Outcome of assessment day	
Visitors' requested more info	Sent to Panel (continues to meet standards)
7	22
14	7
13	12
6	21

To date, all of the submissions considered at the February and March 2008 assessment days have been finalised and considered by an Education and Training Panel. There are 6 submissions outstanding from the April 2008 assessment day (the visitors are still considering the additional information) and 6 submissions outstanding from the May 2008 assessment day (the visitors are awaiting the additional information). 5 of the 13 submissions which are being considered by post have been finalised and considered by an Education and Training Panel.

To date, 100% of expected declaration forms have been received, with the majority on time.

	Declaration forms		Actual declaration forms		
	Expected	Actual	On time	Late	Non submissions
Dec-07	24	24	23	1	0
Jan-08	40	40	37	3	0
Feb-08	29	29	27	2	20
Mar-08	25	10	10	-	-
Apr-08	9	3	3	-	-
May-08	0	0	-	-	-
Jun-08	1	0	1	-	-
Jul-08	8	1	3	-	-
Aug-08	1	0	-	-	-

All declaration forms go direct to the Education and Training Panel for consideration.

### Major changes

The revised major change was launched in March 2008 and so the previous three months have been a transition period for the department. Some submissions have continued to be assessed under the old process; whilst new submissions have been assessed under the revised process. As the revised process has a formal notification stage, with a filter direct into the approval or approval monitoring process, we are anticipating that there will be a lower number of submissions being considered at part of the major change process itself from now on.

The Department has received 52 major change submissions for 91 programmes in the current academic year. 71% of these submissions have been concluded. On average it is taking three months to consider each submission. This is in line with our guidance to education providers.

	Number of programmes considered through major change process	
	Received	Concluded
Sep-07	13	13 (100%)
Oct-07	7	7 (100%)
Nov-07	4	4 (100%)
Dec-07	5	5 (100%)
Jan-08	12	11 (92%)
Feb-08	25	14 (%)
Mar-08	8	0 (0%)
Apr-08	5	0 (0%)
May-08	12	0 (0%)

Of the 65 programmes we have completed the process. 78% were found to have made minor changes. 22% were found to have made major changes, but none of these required a visit.

## **Projects**

The department has spent the majority of the last three months working on the operational process outlined above. Consequently there are limited updates in the area of projects. None of the projects in the 2008-09 work plan have begun yet. Updates on continuing projects from the 2007-08 work plan are detailed below –

### LISA programme list

The 'LISA user access rights' major project completed in mid May 2008, so the department can now begin work on this project as outlined in 2008-2009 work plan.

### Professional body programmes

No progress to report.

### IHCD paramedic programmes

The standard approval process for ambulance trusts delivering IHCD programmes is part way through. Reports from individual ambulance trusts will be considered by Education and Training Panels as they become available.

The department are in the process of updating the department and website records to reflect the accurate education provider names.

The department has contacted West Midlands Ambulance Service NHS Trust and a date for an approval visit has been subsequently agreed.

## **Partners**

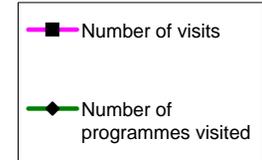
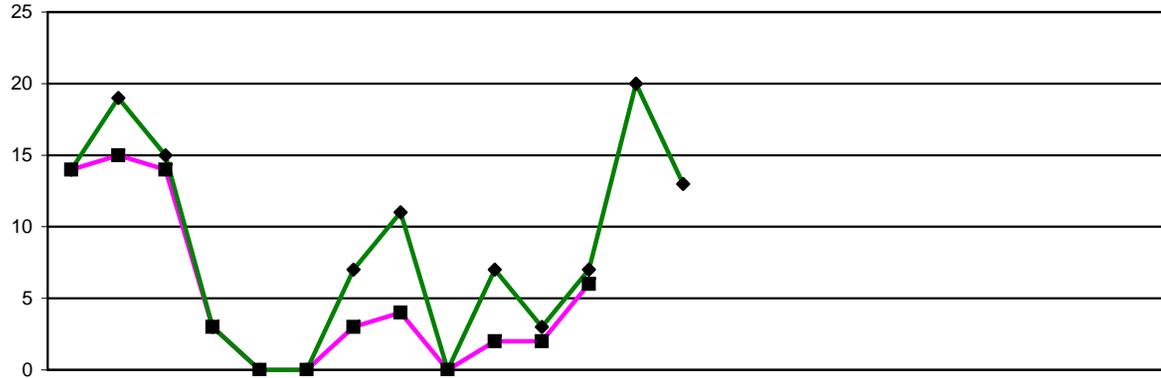
A small visitor training session was held in April 2008 for four visitors (two new drama therapists, one prosthetist and one chiropodist). These visitors were prioritised for training to cover shortfalls in certain profession numbers. Interviews for occupational therapist (clinicians), paramedic, prosthetist, radiographer and dietitian visitors are due to take place in June/July 2008.

The department has been working with the Partners department recently to plan the workload (recruitment, selection, extensions and training) for the 2008-2009 financial year. Training for new visitors is planned for July

2008 and refresher training for 70 existing visitors is planned for September/October 2008.

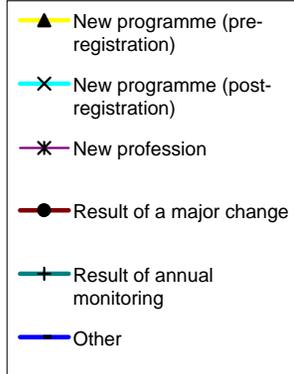
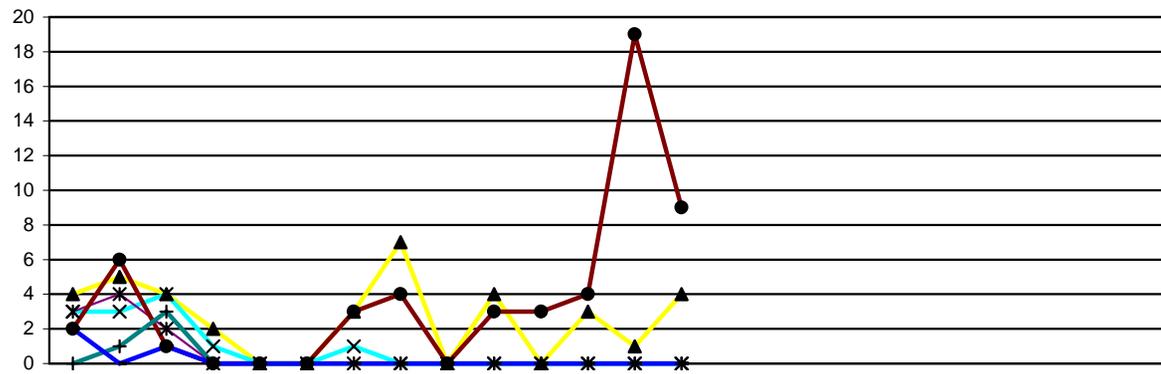
## **Employees**

There are no employee changes to report.



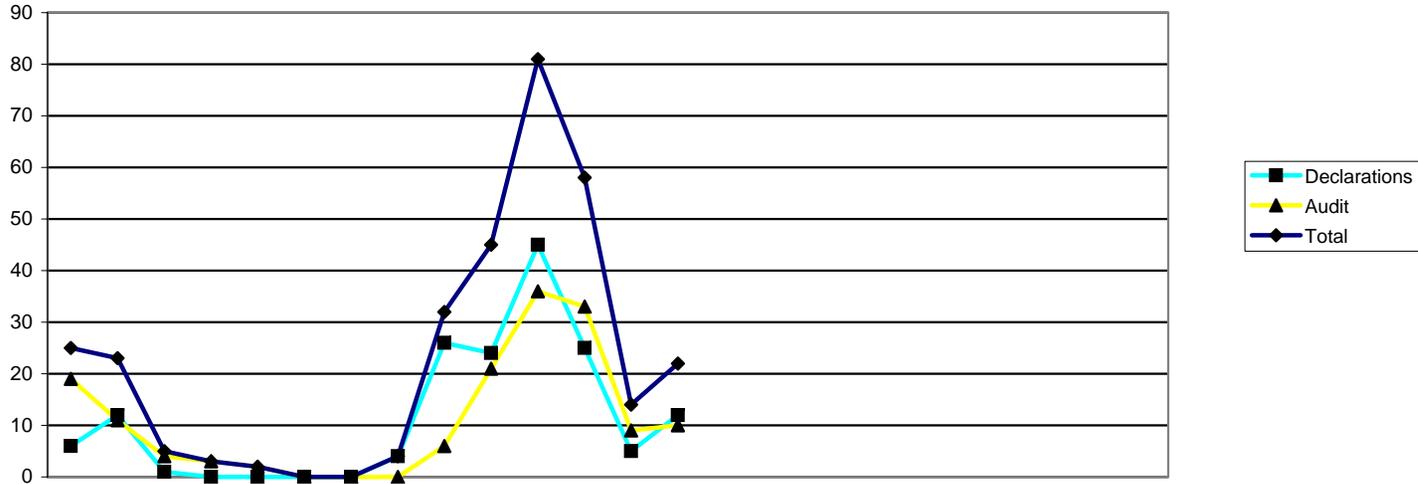
	2007			2008									2009		
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Overview of approval visits															
Number of visits	14	15	14	3	0	0	3	4	0	2	2	6	5	8	
Number of programmes visited	14	19	15	3	0	0	7	11	0	7	3	7	20	13	

2005/6	2006/7	2007/8	2008/9
FYE	FYE	FYE	YTD
0	101	63	13
27	117	86	33



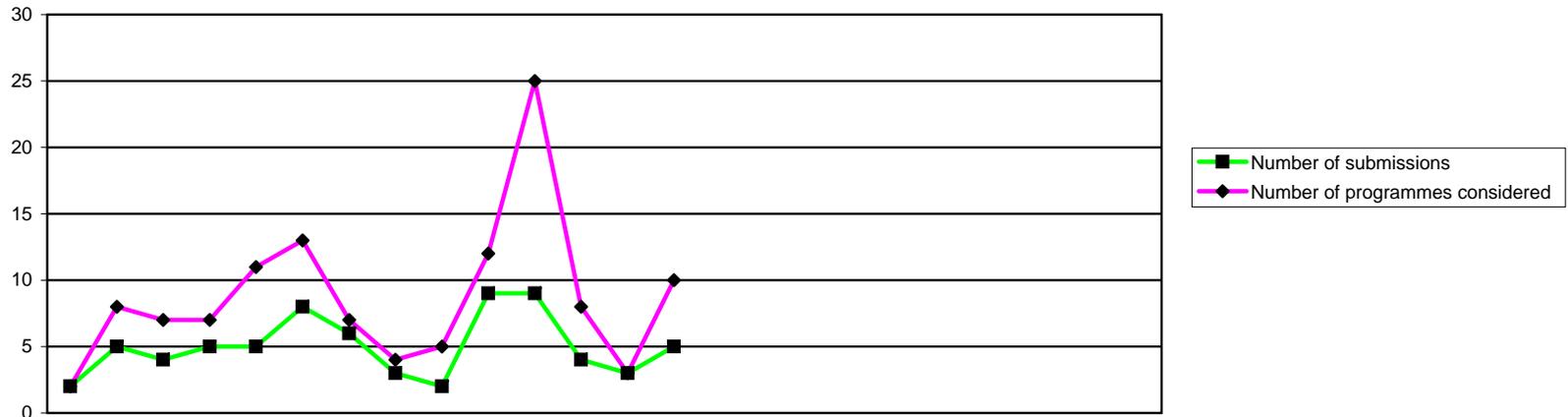
	2007			2008									2009		
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Reason for programme visited															
New programme (pre-registration)	4	5	4	2	0	0	3	7	0	4	0	3	1	4	
New programme (post-registration)	3	3	4	1	0	0	1	0	0	0	0	0	0	0	
New profession	3	4	2	0	0	0	0	0	0	0	0	0	0	0	
Result of a major change	2	6	1	0	0	0	3	4	0	3	3	4	19	9	
Result of annual monitoring	0	1	3	0	0	0	0	0	0	0	0	0	0	0	
Other	2	0	1	0	0	0	0	0	0	0	0	0	0	0	
Total	14	19	15	3	0	0	7	11	0	7	3	7	20	13	

2005/6	2006/7	2007/8	2008/9
FYE	FYE	FYE	YTD
0	18	32	5
5	29	12	0
5	16	9	0
5	32	26	28
5	1	4	0
5	21	3	0
25	117	86	33



Annual monitoring submissions	2007			2008									2009		
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Declarations	6	12	1	0	0	0	0	4	26	24	45	25	5	12	
Audit	19	11	4	3	2	0	0	0	6	21	36	33	9	10	
<b>Total</b>	<b>25</b>	<b>23</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>32</b>	<b>45</b>	<b>81</b>	<b>58</b>	<b>14</b>	<b>22</b>	

2005/6	2006/7	2007/8	2008/9
FYE	FYE	FYE	YTD
113	94	143	17
51	184	135	19
<b>164</b>	<b>278</b>	<b>278</b>	<b>36</b>



	2007			2008									2009		
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Major change submissions															
Number of submissions	2	5	4	5	5	8	6	3	2	9	9	4	3	5	
Number of programmes considered	2	8	7	7	11	13	7	4	5	12	25	8	3	10	

2005/6	2006/7	2007/8	2008/9
FYE	FYE	FYE	YTD
16	51	62	8
25	97	109	13