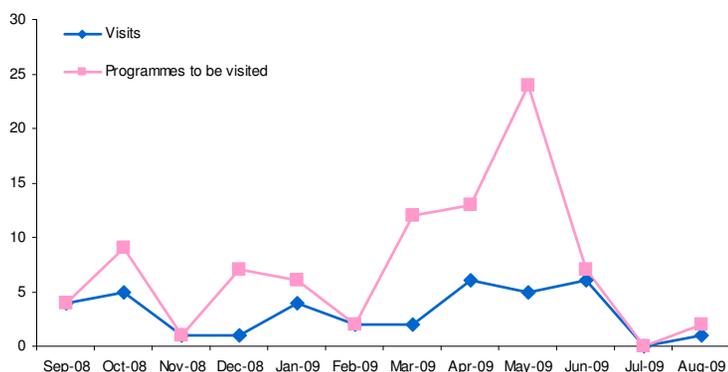


Director of Education – Report to Education and Training Committee, June 2009

Approval process

The department has 7 visits remaining in the current academic year. 7 visits in June 2009 and one in August 2009. The 2008-09 academic year has seen a total of 37 visits, considering 87 programmes. Both the number of visits and the number of programmes visited is on a par with the last academic year.

Month	Visits	Programmes to be visited
Sep-08	4	4
Oct-08	5	9
Nov-08	1	1
Dec-08	1	7
Jan-09	4	6
Feb-09	2	2
Mar-09	2	12
Apr-09	6	13
May-09	5	24
Jun-09	6	7
Jul-09	0	0
Aug-09	1	2



Annual monitoring process

The Department is coming towards the end of the peak of its annual monitoring work. All declaration forms have been received and signed off by an Education and Training Panel. Six annual monitoring assessment days were held between February – May 2009 to consider the audit submissions. The audit submissions expected in June and July 2009 will be considered by visitors, as postal submissions.

The tables below provide a summary of the progress with the audit submissions to date.

Assessment day date	Education & Training Panel decision	Ongoing work
17/02/2009	31 (100%)	0
18/02/2009	19 (100%)	0
20/03/2009	38 (100%)	0
23/04/2009	37 (93%)	3 (7%)
30/04/2009	9 (82%)	2 (18%)
21/05/2009	11 (79%)	3 (21%)

Major change process

The Department has received 71 major change submissions since the start of the academic year. These submissions cover 132 programmes.

The table below shows the total number of submissions which have entered the major change process.

Month	Submissions	Programmes considered as part of submission
Sep-08	11	21
Oct-08	7	22
Nov-08	3	5
Dec-08	9	19

Jan-09	8	14
Feb-09	15	25
Mar-09	5	6
Apr-09	7	11
May-09	6	9

The table below shows which result of the notification stage of the major change process.

Process	Number of programmes
Referred to annual monitoring process	7
Referred to approval process	29
Retained in major change process	79
Withdrawn	4
Pending decision	13

Publications

The Department has continued to work on the 'approval process – supplementary information for education providers' and annual report over the last few months. There have been further delays to the 'approval process – supplementary information for education providers' and a finalised publication is now due by the end of June 2009. Copies will be circulated to members once they are available. Work on the third annual report (covering the 2007-08 academic year) has continued. A draft version will be circulated to Committee members, electronically (as in previous years) during June 2009.

The Department has worked with the Policy & Standards Department since the March meeting to finalise the new SETs (A5) and SETs guidance (A4) publications. Electronic pdf versions are now available on the website. The final publications have been delayed, to allow the deferred decision on SET1 for practitioner psychologists to be

incorporated. It is anticipated that the final publications will now be available in early July 2009.

Website

The Department has continued to work with the Communications Department on the new interactive website list of approved programmes. Unfortunately, due to technical problems this has not yet gone live. The external suppliers are currently working on this.

Partners

The Department completed a final contingency round of recruitment for practitioner psychologists in April/May 2009. We have successfully recruited 27 practitioner psychologist visitors.

The Department trained two thirds of the visitors in March 2009. A further training session was cancelled in June 2009 due to limited availability.

Protected title	Number recruited	Number trained
Clinical psychologist	6	6
Counselling psychologist	4	4
Educational psychologist	3	2
Forensic psychologist	5	3
Health psychologist	3	1
Occupational psychologist	4	2
Sports & exercise psychologist	2	0

The Department has begun work with the Partners Department to arrange three two-day refresher training sessions for visitors from the current 13 professions. We anticipate approximately 80 visitors attending these sessions.

Liaison with stakeholders

The Department launched the new 'Education Update' in May 2009. It is a new initiative and intended to act as a channel of communication from the HPC to education stakeholders across the UK. The updates distil all major HPC communications with education providers to a single communication distributed at three key times during the year: May, October and January. These months have been selected to reflect the time period when education providers receive major communications from the Education, Registrations, and Policy and Standards Departments at the HPC. The update will therefore combine information from all departments across the HPC which are directed specifically at education providers, our visitors and other education stakeholders. Version one is included as an appendix 2. Future versions will be downloadable from the website - www.hpc-uk.org/education/update/

Members of the Department have met with the following groups over the last few months;

- British Psychological Society annual conference;
- Scottish Core Curriculum Scoping Project;
- NHS Education for Scotland;
- Welsh Agency Government
- Professional, Statutory & Regulatory Body Forum (Facilitated by the Quality Assurance Agency & UK Inter-professional Group);
- Educators of paramedics conference (Coventry & Hertfordshire Universities)
- ALPS Professional & Statutory Regulatory Bodies; and
- British Psychological Society.

Projects

The department has spent the last few months finalising some of the work from the last financial year and initiating new projects from this financial year. Some key updates are given below.

IHCD paramedic award programmes

- Appendix 3 provides a summary of the status of each of the approval visits to the IHCD paramedic awards. There are a number of final decisions still outstanding. Once the majority of these operational decisions have been concluded, the project to analyse trends can begin.
- It is anticipated that an initial report will come to the September 2009 meeting of the Education and Training Committee.

Withdrawing approval

- The Department is approximately a third of the way through this project. There is a separate paper to consider at this meeting. A final paper is anticipated at the September 2009 meeting of the Education and Training Committee.

Analysis of multi-professional approval visits

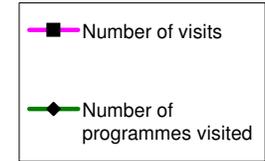
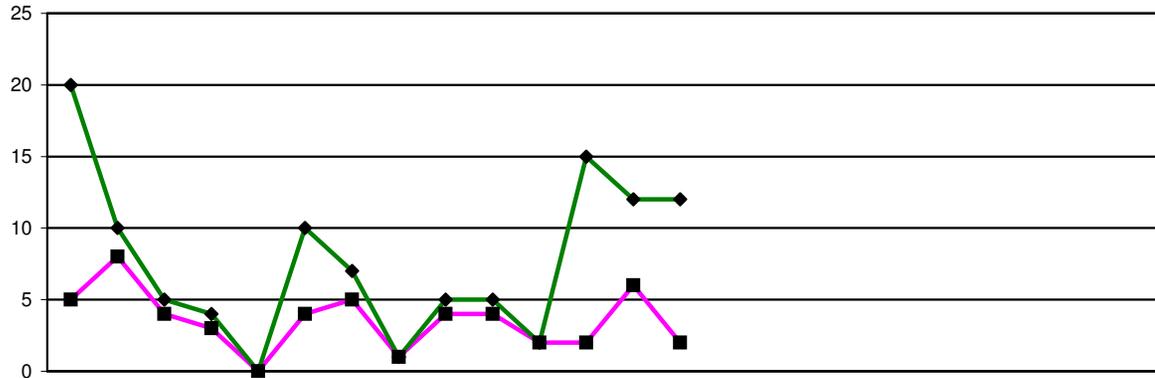
- Appendix 4 provides a copy of the operational analysis. A series of actions and developments have been agreed. These will be incorporated into the ongoing review processes within the department.

Review of the annual monitoring process

- The Department held its yearly annual monitoring review day in May 2009. The Department is currently working on minor amendments to the operational process to enhance efficiency and communication in the next academic year.

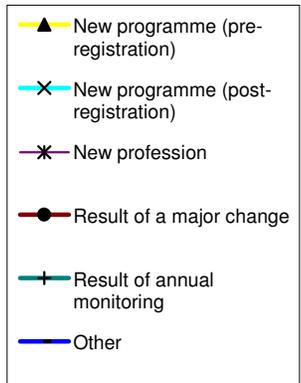
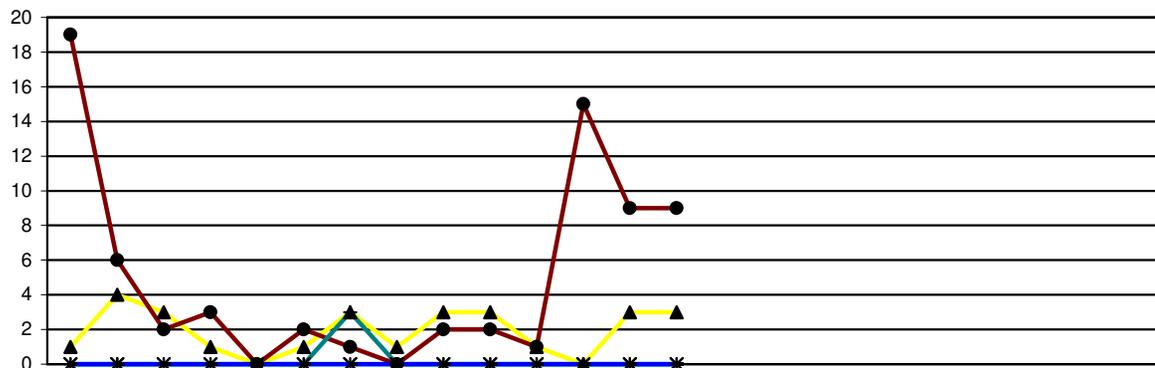
Employees

Anne Shomefun left the department in June 2009. It is anticipated that the recruitment for this vacant Education Officer position will begin in July 2009.



	2008			2009									2010		
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Overview of approval visits															
Number of visits	5	8	4	3	0	4	5	1	4	4	2	2	6	2	
Number of programmes visited	20	10	5	4	0	10	7	1	5	5	2	15	12	12	

2005/6	2006/7	2007/8	2008/9	2009/10
FYE	FYE	FYE	FYE	YTD
0	101	63	42	8
27	117	86	84	24

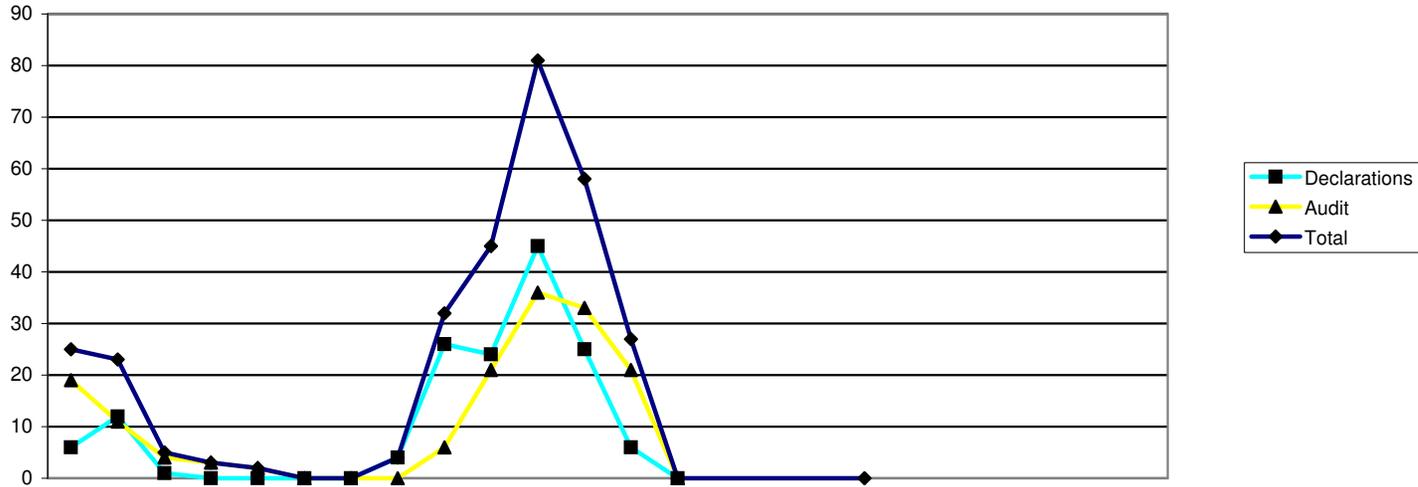


	2008			2009									2010		
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Reason for programme visited															
New programme (pre-registration)	1	4	3	1	0	1	3	1	3	3	1	0	3	3	
New programme (post-registration)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
New profession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Result of a major change	19	6	2	3	0	2	1	0	2	2	1	15	9	9	
Result of annual monitoring	0	0	0	0	0	0	3	0	0	0	0	0	0	0	
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

2005/6	2006/7	2007/8	2008/9	2009/10
FYE	FYE	FYE	FYE	YTD
0	18	32	21	6
5	29	0	0	0
5	16	0	0	0
5	32	26	53	18
5	1	3	3	0
5	21	0	0	0

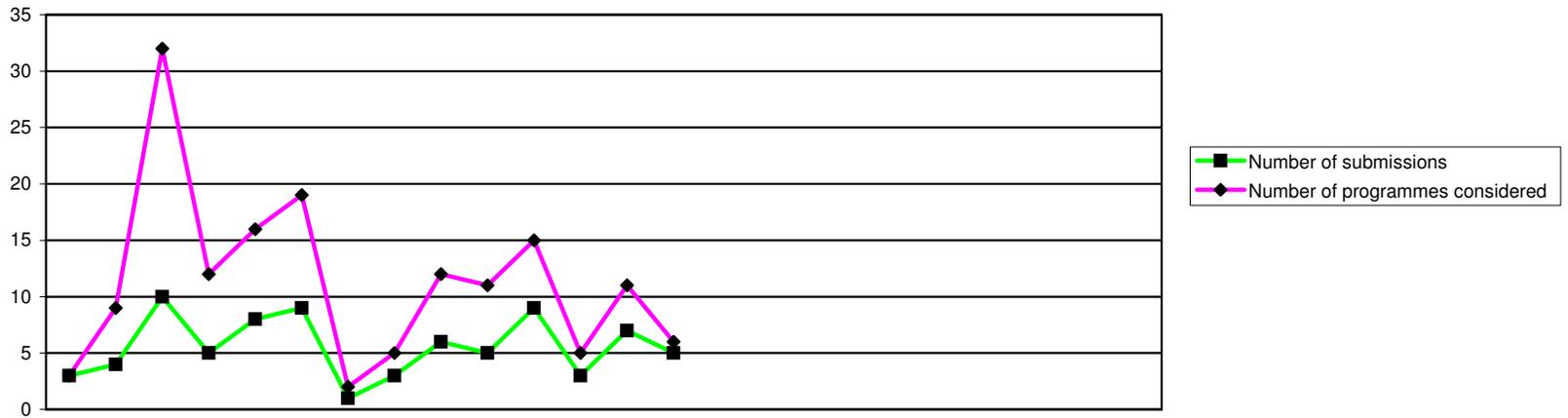
Total	20	10	5	4	0	3	7	1	5	5	2	15	12	12
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25	117	61	77	24
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Annual monitoring submissions	2008			2009									2010		
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Declarations	6	12	1	0	0	0	0	4	26	24	45	25	6	0	
Audit	19	11	4	3	2	0	0	0	6	21	36	33	21	0	
Total	25	23	5	3	2	0	0	4	32	45	81	58	27	0	0

2005/6 FYE	2006/7 FYE	2007/8 FYE	2008/9 FYE	2009/10 YTD
113	94	143	143	6
51	184	135	135	21
164	278	278	278	27



	2008			2009									2010		
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Major change submissions															
Number of submissions	3	4	10	5	8	9	1	3	6	5	9	3	7	5	
Number of programmes considered	3	9	32	12	16	19	2	5	12	11	15	5	11	6	

2005/6	2006/7	2007/8	2008/9	2009/10
FYE	FYE	FYE	FYE	YTD
16	51	62	66	12
25	97	109	141	17

Education update - May 2009 Issue Number 1

Introduction

Welcome to the first edition of our Education update. These updates are a new initiative and intended to act as a channel of communication from the Health Professions Council (HPC) to education stakeholders across the UK. These updates will aim to distil all major HPC communications with education providers to a single communication distributed at three key times during the year: May, October and January. These months have been selected to reflect the time period when education providers receive major communications from the Education, Registrations, and Policy and Standards Departments at the HPC.

The update will therefore combine information from all departments across the HPC which are directed specifically at education providers, our visitors and other education stakeholders. The update is intended to reduce and consolidate the information we send out to make it easier for you to digest and understand.

The updates will be distributed in an electronic format and also in a hard copy format if there is supporting documentation you need. This will be determined on an issue to issue basis.

Previous issues will be available to download from the education section of our website: www.hpc-uk.org

If you have any views or comments on this update please contact us at: education@hpc-uk.org

Must reads in this issue:

- **Approval visits 2009/2010 – p3**
- **Revised Standards of education and training – p3**
- **Service user involvement – p6**
- **Practitioner Psychologists – p6**

Contents - Issue 1

Education	3
Approval visits in 2009/2010.....	3
Revised standards of education and training and guidance	3
Service user involvement in approved programmes and HPC processes	5
Revised Approval process - supplementary information	6
Statutory regulation of practitioner psychologists	6
Guidance on when to 'not approve' or 'withdraw approval'	6
Education provider complaints process.....	7
Approval of overseas qualifications	7
Consultations, Committees and Council	8
Changes to the Council's governance arrangements.....	8
Guidance on health and character and conduct and ethics for students	8
Other news	9
Modernising Scientific Careers.....	9
Next issue – October 2009	9

Education

Approval visits in 2009/2010

We are now planning for the forthcoming 2009/10 academic year.

We need to visit all new programmes which are currently not approved by us and some programmes that are planning changes. If a currently approved programme is undergoing changes then a major change notification form must be completed first before a visit can be considered.

We operate a system of open ended approval. Our approval is not limited for a number of years, or to a number of cohorts, which means there is no requirement for us to attend periodic review/revalidation events.

We require six months notice of a visit and a visit must be no less than three months before the start of the programme. This means that we are currently booking visits from January 2010 - June 2010, for programmes which wish to start in September 2010. We cannot accept any new dates during September - November 2009 and will be unable to arrange any visits in the 2009/10 academic year after December 2009.

For programmes that wish to run from February 2010, a visit must be held in November 2009 and we will need to receive a visit request form urgently. We cannot guarantee that a visit will be possible along this timescale.

If you wish to arrange an approval visit, then please download a visit request form from our website at www.hpc-uk.org/education/providers/download/ and email it to approvals@hpc-uk.org as soon as possible. Dates for visits will be allocated on a first come first served basis and from past experience it is likely we will reach capacity some months before the autumn. Please ensure there is liaison within your institution before you suggest dates to HPC as it may be difficult to re-arrange dates at a later stage.

Electronic copies of our information documents for both major change and approval processes can be found on our website at the link above. If you require additional hard copies, please contact us at: education@hpc-uk.org

Revised standards of education and training and guidance

The Standards of education and training (SETs) were first produced in 2004, following public consultation. We carried out a review of the SETs in 2008 and have produced a revised version which will apply from September 2009.

Whilst the revisions to the existing SETs and guidance are relatively minor and seek to further clarify our requirements, there are also four new standards. These relate to an education provider's:

- monitoring and evaluation systems (3.3);
- complaints process (3.13);

- professional conduct process (3.16); and
- use of our standards of conduct, performance and ethics (4.5).

For most education providers, the inclusion of these new standards is unlikely to create any additional work as they already have established processes and systems to meet these standards. However, we recognise that there will be education providers who will need to create or adapt systems and processes to meet these new standards.

Although the revised SETs will be effective from September 2009, the expectation for education providers to show us how they meet these revised standards will differ depending on their interaction with our three main processes: Approval, Annual monitoring and Major change.

The following is a brief summary of how the revised SETs will be applied across the three processes:

Annual monitoring

The revised SETs will not be applied to the annual monitoring process until the 2010/2011 academic year. The decision to delay its application to this process allows education providers a full academic year to develop systems to account for the requirements of the revised SETs. Therefore, education providers required to submit an annual monitoring audit for 2010/2011 will need to evidence how they meet the revised SETs.

Major change

Any major changes to programmes from September 2009 onwards will be assessed using the revised SETs. Therefore, any actions resulting from a major change, including an approval visit, will be conducted applying the revised SETs.

Approval

Any approval visits conducted from September 2009 onwards will be assessed using the revised SETs. We are aware that some approval visits have already been scheduled from September 2009 onwards. Shortly, we will be contacting affected programmes individually to describe how we will review the revised SETs. This will be dependent on how much time remains before the visit date and the status of any documentation that must be submitted.

A copy of the revised SETs is available on our website:

www.hpc-uk.org/publications/standards/index.asp?id=183

The SETs guidance publication will only be available at the end of June 2009. The guidance document will provide further detail on the types of evidence we would expect to see in order for a programme to meet each SET and be approved by us.

Once produced, hard copies of the revised SETs guidance publication will be sent out to education providers, visitors and professional bodies across the UK and a link to download this publication will be posted on our website.

In the meantime, for more information regarding the revised SETs and SETs guidance and how it may impact on you, please contact us at: education@hpc-uk.org

Service user involvement in approved programmes and HPC processes

The performance review 2007/2008 from the Council for Healthcare Regulatory Excellence identified the importance for us to develop our processes to ensure that the views of service users were accounted for in our assessment of education providers. The Education and Training Committee (ETC) considered this recommendation and advised that we would research this further.

The research included gathering your feedback at our Education Seminars and visitor training sessions. As a result, we revised the SETs to encourage education providers to design programmes that take into account feedback from service users. The revised SETs were approved by the ETC in March 2009 and will come into effect from September 2009.

No new SETs have been created to specifically address service user involvement. However the guidance has been updated across six different SETs. These are SETs 2.5, 3.2, 3.8, 4.4, 4.8 and 6.3.

Please note it is not essential for an education provider to specifically evidence service user involvement across these SETs in order to meet them. However this will be strongly encouraged.

A service user can be defined as anyone who comes into contact with an approved programme, who has an impact upon it or who is impacted by it. This could include (but is not limited to) patients, employers, placement educators and students.

To evidence the involvement of service users in the design of a programme, an education provider might include: the submission of a critical review or validation document and/or a student's written submission regarding their involvement in the development of the programme. Our approval, annual monitoring and major change processes will also encourage the submission of this evidence. However, it will be open to the education provider to submit alternative documentation they feel could also address service user engagement on the programme.

We will not at this time be changing the composition of visiting panels or the groups that are met at an approval visit, however the possible advantages of these will be researched further.

The revised SETs guidance document will be available by the end of June 09. In the interim, please refer to the ETC paper available on our website for a summary of the guidance changes:

www.hpc-uk.org/assets/documents/10002719education_and_training_committee_20090325_enclosure09serviceuserinvolvement.pdf

For further information regarding these changes, please contact us at:
education@hpc-uk.org

Revised Approval process - supplementary information

As part of our regular reviews of our processes, we have revised and updated our supplementary information document for the approval process. The revised document has been reviewed to increase clarity around the work that an education provider must do to go through our approval process.

The revised document will be sent out to relevant education provider contacts and other stakeholders in hard copy as soon as the publication has been printed and will also be made available on our website.

Statutory regulation of practitioner psychologists

We will open our Register to practitioner psychologists on 1 July 2009.

On the day that our Register opens, we will publish a list of approved programmes for practitioner psychologists. It is intended that this list will include all the education and training programmes which currently lead to a British Psychological Society (BPS) practising certificate and membership of a relevant division. Therefore it is likely this list will include doctorate level programmes and BPS qualifications only.

We will approve all those programmes which lead directly to registration. We will not approve other qualifications in psychology. For example, we will not approve undergraduate psychology degrees or masters' degrees where they do not lead directly to registration.

We will not insist on the BPS' graduate basis for registration (GBR) for registration with us. Neither will we insist that a programme has to have GBR as part of its admissions requirements in order to be approved by us.

For further information please see our website at:

www.hpc-uk.org/aboutregistration/aspirantgroups/psychologists/

Guidance on when to 'not approve' or 'withdraw approval'

At the request of our visitors and our ETC we looked into providing guidance for visitors on when not to approve or withdraw approval for programmes during the approval process. We reviewed the evidence of recent visits and sought the advice of the HPC solicitor to produce guidance for consideration by ETC.

At the meeting in March 2009, the ETC agreed the guidance for use for both themselves and visitors in considering programmes seeking approval or continued approval. A copy of this guidance can be found on our website at:

www.hpc-uk.org/education/providers/download

Education provider complaints process

As well as approving and monitoring programmes of study that lead to eligibility to apply to the Register, we also listen to concerns raised about them.

We have recently formalised our process for handling concerns about approved programmes in our education provider complaints process. This process allows anyone to make a complaint about an approved programme. We normally only consider complaints that have completed internal procedures for making a complaint. Accordingly we do not anticipate an increase in complaints coming to us as they will normally be resolved internally.

This process is completely separate from our Fitness to Practise proceedings and relates solely to approved programmes and not individual registrants.

If you want to know more or want to make a complaint about an approved programme, then please visit our website at:

www.hpc-uk.org/education/programmecomplaints/

Approval of overseas qualifications

In March 2008 our ETC agreed that we are not permitted to approve programmes or franchised and collaborative programmes which are delivered outside of the UK by a non-UK education provider.

However, programmes delivered by UK education providers overseas may be eligible to enter into the approval process where the overseas delivery is conducted by the UK education provider.

If you have a programme that you would like to be approved that is delivered overseas then you can complete a form on our website and we will review your answers and determine if the programme meets the requirements of our guiding legislation. You can find out more on our website at:

www.hpc-uk.org/education/providers/overseas

Consultations, Committees and Council

Changes to the Council's governance arrangements

In 2007 a government white paper, entitled 'Trust, Assurance and Safety – The Regulation of Health Professionals in the 21st Century', made a number of proposals regarding the governance arrangements for the nine UK healthcare regulators.

Our Council is being made smaller and more 'board-like'. All members will be independently appointed rather than elected. The Council will still reflect the professions that we regulate, but there will no longer be alternate members.

For further information please see the press release on our website at:

www.hpc-uk.org/mediaandevents/pressreleases/index.asp?id=314

Guidance on health and character and conduct and ethics for students

We have just finished consulting on two new guidance documents for our health and character processes, and conduct and ethics for students. The two guidance documents are designed for applicants, registrants and education and training providers.

We have produced the guidance on our health and character processes to provide more information about what we do when looking at information about the health or character of an applicant or registrant. The guidance also provides some advice on the principles that we use when making decisions about health and character.

We have written the guidance on conduct and ethics for students to give students on education and training programmes guidance on issues of conduct and ethics in ways relevant to them. We hope that the guidance will be useful to students both on their training and once they are working.

We hope to consider both of these guidance documents at our ETC in June. Once the documents are finalised and published we will be providing you with more information in the October edition of Education update.

In the meantime you can review the consultation document on our website at:

www.hpc-uk.org/publications/consultations/index.asp?id=178

Other news

Modernising Scientific Careers

The UK Health Departments have recently proposed a number of significant changes to the pre-registration training routes of Biomedical Scientists and Clinical Scientists.

Our response to 'The Future of the Healthcare Science Workforce - Modernising Scientific Careers: The Next Steps' consultation is available to download from our website at:

www.hpc-uk.org/assets/documents/100026E8HPCresponsetotheUKHealthDepartmentsconsultationonModernisingScientificCareers.pdf

Next issue – October 2009

Please provide any feedback or comments regarding this newsletter to:
education@hpc-uk.org

If you would like a hard copy of the documentation referred to in this newsletter, please email the education inbox at the address listed above, with your name, organisation and postal address. **Please note:** Programme Leaders will automatically receive hard copies of the supplementary documentation referred to in this newsletter.

This document is available in alternative formats on request

Education and Training Committee - 11 June 2009

Summary table of status of Ambulance Trust approval visits

Current Trust name	Programme Name	Modes of study	Confirmed date of visit	Current conditions deadline	Date of ETC Decision	Status	Pre-merger trusts
East Midlands Ambulance Service NHS Trust	IHCD Paramedic Award	FT and PT	10/07/2008	Conditions met	25/03/2009	Reconfirmed approval	East Midlands Ambulance Service Lincolnshire Ambulance and Health Transport Service Two Shires Ambulance NHS Trust
East of England Ambulance Service NHS Trust	Certificate of Higher Education in Emergency Medical Care (incorporating the IHCD paramedic award)	PT	26/03/2008	Conditions met	02/12/2008	Reconfirmed approval	Bedfordshire and Hertfordshire Ambulance NHS Service East Anglia Ambulance NHS Trust Essex Ambulance Service NHS Trust
Great Western Ambulance Service NHS Trust	IHCD Paramedic Award	FT	10/06/2008	10/12/08	N/A	Closed	Avon Ambulance Service NHS Trust Southern Ambulance College Gloucestershire Ambulance Service NHS Trust
Isle Of Wight NHS Primary Care Trust	IHCD Paramedic Award	FT	28/10/2008	08/05/09	Planned for June 2009	Pending	Isle Of Wight Ambulance NHS Primary Care Trust
London Ambulance Service NHS Trust	IHCD Paramedic Award	Block Release	16/09/2008	Conditions met	20/05/09	Reconfirmed approval	London Ambulance Service NHS Trust
North East Ambulance Service NHS Trust	IHCD Paramedic Programme	FT	15/07/2008	21/10/08	Planned for September 2009	Pending	North East Ambulance NHS Trust Teesside, East and North Yorkshire Ambulance Station
North West Ambulance Service NHS Trust	IHCD Paramedic Award	Block Release	18/06/2008	Conditions met	25/03/09	Reconfirmed approval	Greater Manchester Training Centre Merseyside Registered Ambulance Training and Education Centre Lancashire Ambulance Service Cumbria Ambulance Service NHS Trust
Northern Ireland Ambulance Service Health and Social Care Trust	Paramedic-in-training	FT	28/05/2008	Conditions met	20/05/2009	Reconfirmed approval	Northern Ireland Ambulance Service
Scottish Ambulance College	IHCD Paramedic Award	FT	10/09/2008	27/03/09	Planned for June 2009	Pending	Scottish Ambulance College
South Central Ambulance Service NHS Trust	IHCD Paramedic Award	PT	N/A	N/A	N/A	Closed	Hampshire Ambulance Service NHS Trust Oxfordshire Ambulance NHS Trust Royal Berkshire Ambulance NHS Trust
South East Coast Ambulance Service NHS Trust	Early Registration Programme (IHCD Modules)	FT	20/01/2009	N/A	20/05/2009	Approval withdrawn	Kent Ambulance Service NHS Trust Sussex Ambulance Service Surrey Ambulance Service NHS Trust
South Western Ambulance Service NHS Trust	IHCD Paramedic Award	FT	13/05/2008	Conditions met	02/02/2009	Reconfirmed approval	Dorset Ambulance Service West Country Ambulance Service College
Welsh Ambulance Services NHS Trust	IHCD Paramedic Award	FT	11/03/2008	Conditions met	25/03/2009	Reconfirmed approval	Wales, National Ambulance Training College
West Midlands Ambulance Service NHS Trust	IHCD Paramedic	FT	29/10/2008	01/10/2009	Planned for December 2009	Pending	Hereford and Worcester Ambulance Service NHS Trust West Midlands Ambulance Service NHS Trust Staffordshire Ambulance Service NHS Trust Shropshire Ambulance Service
Yorkshire Ambulance Service NHS Trust	IHCD Paramedic Award	FT and PT	07/05/2008	29/05/09	Planned for September 2009	Pending	South Yorkshire Ambulance Service NHS Trust West Yorkshire Metropolitan Ambulance Service

Education and Training Committee – 11 June 2009

Appendix 4 to Director of Education's Report – Analysis of multi-professional visit experience to education providers

Introduction

As part of the Education Department 2008-2009 work plan the Department reviewed its experience of multi-professional approval visits, based on the experiences of organising, attending and concluding them in the last two academic years. Feedback was sought from the executive, visitors and education providers who participated in these visits.

Multi-professional visits are usually of two or more programmes for different professions. The visits normally take place over three days rather than the two days to allow for sufficient scrutiny of the programmes.

Comments that have been received from education providers have been positive. Although the planning is often detailed and can be onerous the visits have gone to plan given the large number of programmes that have been reviewed at one time. They are seen as cost effective and positive from the education provider's perspective. It means that there is one HPC visit rather than several and this has been viewed favourably as a way forward.

The comments from visitor have been in the main positive. The main comments have been that changes can be seen across all programmes and if there are generic issues affecting the education provider these can be viewed and accounted for as part of the approvals process. The visitors considered the events to be well organised and felt there was sufficient time within the agenda to give full consideration to the programmes being reviewed.

From the executive's perspective, these visits are cost effective and allow executive to review across a number of programmes and pick up issues that are education provider wide. The pre meeting that has been included as part of the visit organisation has been received well by the education providers. Where this meeting has occurred it has allowed time for agenda setting and for guiding the education provider in terms of what to expect of the visit, the visitors, what documentation should be provided and general matters that perhaps are missed when communicating by email or by the telephone.

As part of the Department's ongoing review of the three operational processes, the multi-professional visit agenda has been revisited. The purpose of this was to see how the agenda might be revised to work more efficiently. It is hoped that the revised agenda will be rolled out as part of the revisions to the approvals process in the next academic year.

Statistically the majority of multi-professional visits (about 90%) have been as a result of major changes to the programmes. Also many of the programmes visited are ones that have not been visited since the introduction of the standards of education and training (SETs). The programmes were originally approved prior to the HPC coming into being and the changes were significant and therefore a visit was required to gather the evidence to ensure that the programmes continue to meet the SETs. The Department expects to continue with multi-professional visits especially where there are a large number of major changes affecting numerous programmes within one education provider.

On several visits where the main focus has been to review existing programmes subject to major change, education providers have included new programmes. These have included pre registration masters programmes. These programmes have proceeded to approval with few issues.

Below are the key areas that the Education department intend to action and develop in the next year:

Action

- Where possible the Education department has tried to use visitors economically by pairing visitors from two professions to review two programmes. However this has not always been possible due to the availability of visitors and their experience. This will be reviewed again now that there are sufficient visitors for all professions and refresher training is almost complete.
- The Education department will give further guidance to education providers on the completion of the agenda and to inform them that all the meetings are required to enable the HPC to evidence the information required for the visit. The timings on the agenda are suggestions and can be negotiated. Also all the non private meetings can be with the education provider panel and the professional body if they are present. The HPC works collaboratively with colleagues except for the private meetings and this needs to be emphasised in the guidance documentation sent to education providers.
- Another area of the agenda that will be reviewed is the starting time for the commencement of a visit. As the agendas for these meetings have been in the public arena for some time it is assumed that the HPC Panel will arrive for the first meeting at the education provider venue at 2pm this information is not always clear from the early stages of planning. The agenda will need updating to ensure the possible earlier start time for the agenda is clear. Again it will also be updated in the information sent to education providers.
- Similarly visitors will need to be informed of the start and finish times once their confirmation as visitors is known so that they have the information to be able to plan travel and to advise the lead education officer on the visit of their accommodation requirements.

- The HPC private meetings that are included in the agenda so that an independent decision can be reached – currently in the agenda for multi-professional visits there are more HPC private meetings. It is possible that number of private meetings could be reduced depending on the circumstances of the visit. However this would have to be reviewed on a case by case basis.
- The Education department will provide a copy of the visit protocol directly to the Panel Chair at the first joint panel meeting, to ensure that their role is appreciated and that the joint meetings within the agenda run smoothly and efficiently.

Develop

- There is a need to produce guidance for the lead and attending education officers if there is a substantial increase in the number of multi-professional visits or there is a large turnover of staff and the experience of arranging and attending such visits is lost. Also there is a need to provide the information of the lead and supporting education officers to the education providers to allow for the internal planning for the education and training provider.
- Where there is one education officer covering two professions, for example occupational therapy and physiotherapy, and the education provider wishes for the professions to be considered separately then the rooming of the event will be critical. For example the rooms for the two professions with one education officer allocated to the professions will need to be close together so that the education officer can go between meetings easily. Therefore there is a need to develop a strategy for such circumstances as part of the information that is sent to education providers for such visits.
- Booking of accommodation for the visit – this is an onerous task. At present the lead education officer organises the accommodation for all personnel involved in the visit. This includes asking for the required number of nights and any dietary requirements. This is not a problem if the visitors reply, however the amount of time spent chasing visitors for information can make this easy task unwieldy. Therefore a strategy needs to be developed to determine if this task can be made simpler.

Mandy Hargood
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