## Director of Education – Report to Education and Training Committee, March 2009

Approval process

The Department has 38 visits scheduled for this academic year (Sept 08 – July 09), covering 87 programmes. This includes 6 multi-professional visits. The schedule is now closed from this academic year, as we require six months notice.

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	5
Feb-09	2	2
Mar-09	2	12
Apr-09	6	12
May-09	7	28
Jun-09	6	7
Jul-09	0	0
Aug-09	0	0
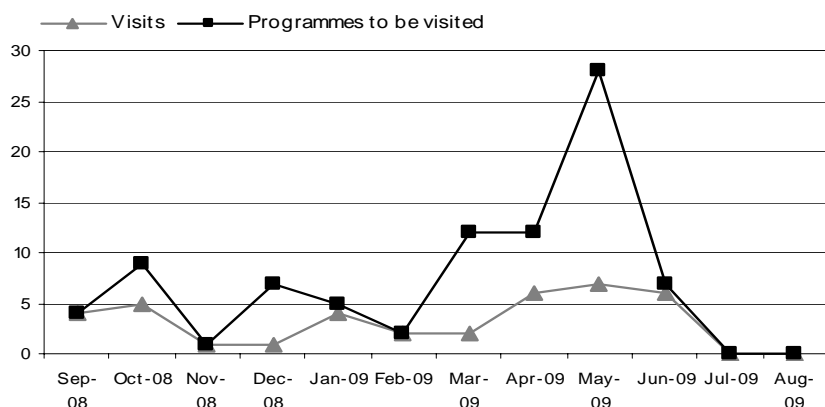
Annual monitoring process

The Department is in the middle of its peak of annual monitoring work. The tables below provide a summary of the submissions received to date.

Audit submissions			
Deadline*	Expected number of submissions	Number of submissions received	Number of late submissions
Jan-09	71	70	1
Feb-09	37	15	22
Mar-09	38	0	
Apr-09	18	2	
May-09	0	0	
Jun-09	0	0	
Jul-09	11	0	
Aug-09	1	0	

* = The expected submission dates from education providers are at the end of each month.

Two annual monitoring assessment days were held in February 2009 to consider submissions received to date. Further annual monitoring assessment days are planned in March, April & May.

Declarations forms			
Deadline*	Expected number of submissions	Number of submissions received	Number of late submissions
Jan-09	65	69	1
Feb-09	54	5	10
Mar-09	41	17	
Apr-09	13	5	

Month	Submissions	Programmes considered
May-09	2	0
Jun-09	1	0

Major change process

The Department has received 48 major change submissions since the start of the academic year. These submissions cover 97 programmes.

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

Month	Submissions	Programmes considered as part of submission
Sep-08	10	20
Oct-08	7	22
Nov-08	3	5
Dec-08	9	18
Jan-09	9	13
Feb-09	10	19

The table below shows which result of the notification stage of the major change process. Nearly 50% have been filtered out and directed to the approval or annual monitoring process.

Process	Number of programmes
Referred to annual monitoring process	5
Referred to approval process	21
Retained in major change process	51
Withdrawn	7
Pending decision	17

Publications

The Department has continued to work on the 'approval process – supplementary information for education providers' and annual report over the last few months. It is envisaged that the 'approval process – supplementary information for education providers' publication will be finalise by the end of March 2009. Copies will be circulated to members once they are available. Work on the third annual report (covering the 2007-08 academic year) is still at its initial draft stage. It is anticipated that this publication will be finalised over the next few months. This is later than anticipated due to the resources difficulties in late 2008.

Education seminars

The Department has collated the formal feedback from the education seminars held in late 2008. A detailed report is attached as appendix 4.

Partners

The Department assisted in the recruitment of practitioner psychologist and hearing aid dispensers visitors in January & February 2009. A final contingency round of recruitment for practitioner psychologists is currently underway, with short listing arranged for April 2009 and interviews in May 2009.

The Department is due to train approximately 20 new practitioner psychologist visitors in late March 2009. A further training session for new practitioner psychologist visitors is scheduled for June 2009.

Liaison with stakeholders

Members of the Department have met with the following groups over the last few months;
- Professional, Statutory & Regulatory Body Forum (Facilitated by the Quality Assurance Agency & UK Inter-professional Group);
- PMETB;

- Education and training of staff in the UK health services working group meeting;
- British Psychological Society; and
- Education Inter-regulatory Group.

Projects

The department has spent significant time over the last three months working on the projects outlined in the work plan for 2008-09. It is anticipated that by the end of this financial year, 14 out of the 20 projects (70%) will be complete. Given the lack of resources available for project work between September – December 2008, the majority of projects have progressed very well since January 2009. However, there is still substantial ground to cover in March 2009.

Looking back over the last financial year, the Department has had to manage the available resources carefully. Priority has continued to been given to the operational processes and in particular some of the key supporting activities (e.g. partner training and education seminars).

The table below summarises the current status of each project;

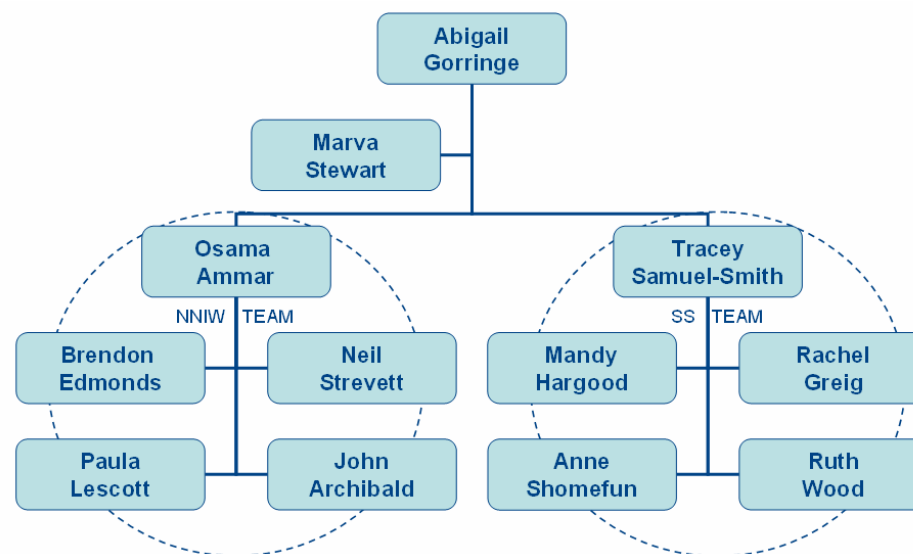| Project title	Status
List of approved programmes	• New interactive website list anticipated to be operational by the end of March 2009
Netregulate programme list	• Information on Netregulate and new process complete. • Advanced IT solutions to be carried over to 2009-10 work plan.
Withdrawing approval	• Correspondence sent to all closed programmes. Currently collating and awaiting responses.

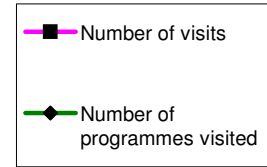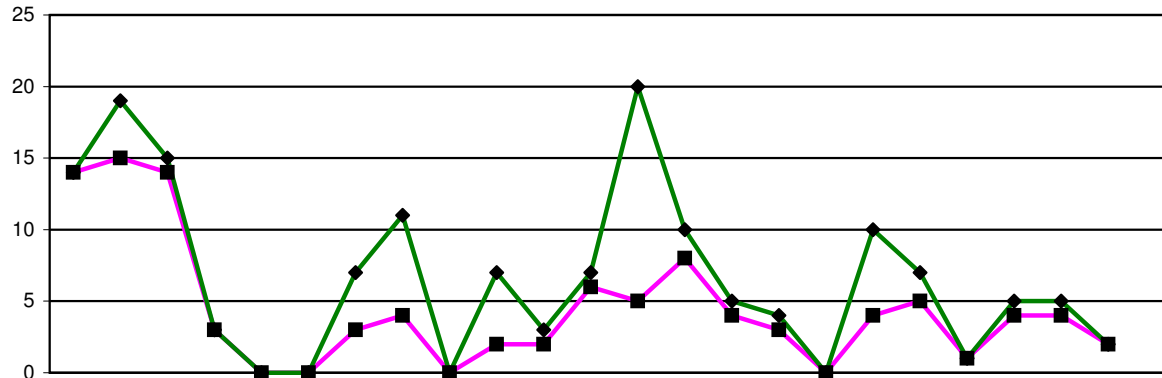| Project title	Status
	• Papers anticipated at June and September 2009 Education and Training Committee meetings.
Conditions catalogue	• Project complete
Professional body programmes	• Papers for consideration at this Education and Training Committee meeting. • Project to be carried over to 2009-10 work plan.
Result of current consultation on the standards of proficiency for operating Department practitioners	• Project complete
Result of current consultation on the optional standards of proficiency for chiropodist/podiatrists	• Project complete
Recording student cohort numbers (database)	• Dataset anticipated to be operational by the end of March 2009 • Advanced IT solutions to be carried over to 2009-10 work plan.
Recording of contact details from education providers (database)	• Project to be carried over to 2009-10 work plan.
Review of the annual monitoring process	• Project complete • More detailed review of process to be carried out within 2009-10 work plan.
Allocation of visitors to operational activities	• Operational guidance anticipated to be operational by the end of March

Project title	Status
	2009
Operational protocol for 'cancelling/postponing an approval visit'	• Operational guidance anticipated to be operational by the end of March 2009
Analysis of multi-professional approval visits	• Operational guidance anticipated to be operational by the end of March 2009
Communication plan for education providers	• Communication plan anticipated to be operational at the start of the new financial year
Home country specialist educational knowledge	• Project complete/ongoing
Additional guidance for visitors on when to make the recommendation to Education and Training Committee to not approve or withdraw approval from a programme.	• Papers for consideration at this Education and Training Committee meeting.
Position statement on age discrimination	• Project complete
Analysis of current curriculum guidance and future revisions	• Project unlikely to be completed by the end of the financial year.
IHCD paramedic programmes	• Project to be carried over to 2009-10 work plan. • Papers anticipated at June or September 2009 Education and Training Committee meetings.

| Project title	Status
Result of current consultation on the standards of proficiency for radiographers	• Project complete

Employees

Over the last few months, four new Education Officers have joined the department - Anne Shomefun, Brendon Edmonds, Rachel Greig and Neil Strevett. Anne and Neil took up vacant positions; whilst Brendon and Rachel were recruited into new positions. This has taken the Department's permanent total head count to twelve. An updated department organisational diagram is below -
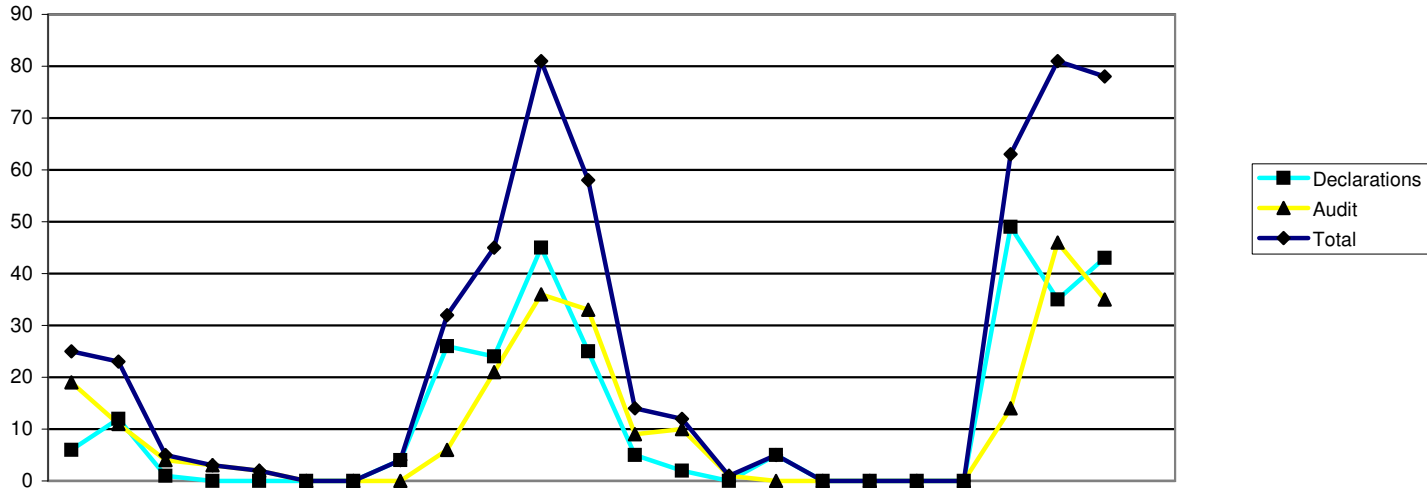
Health Professions Council   **Programme approval visits April 2007 - March 2009**   **Education Department**

	2007								2008					2009											2005/6 FYE	2006/7 FYE	2007/8 FYE	2008/9 YTD
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				
Overview of approval visits																												
Number of visits	14	15	14	3	0	0	3	4	0	2	2	6	5	8	4	3	0	4	5	1	4	4	2		0	101	63	40
Number of programmes visited	14	19	15	3	0	0	7	11	0	7	3	7	20	10	5	4	0	10	7	1	5	5	2		27	117	86	69
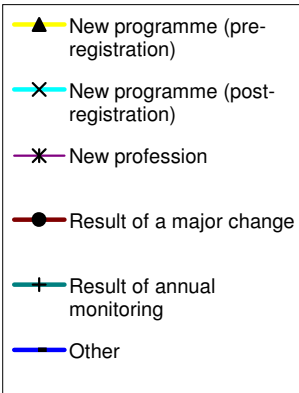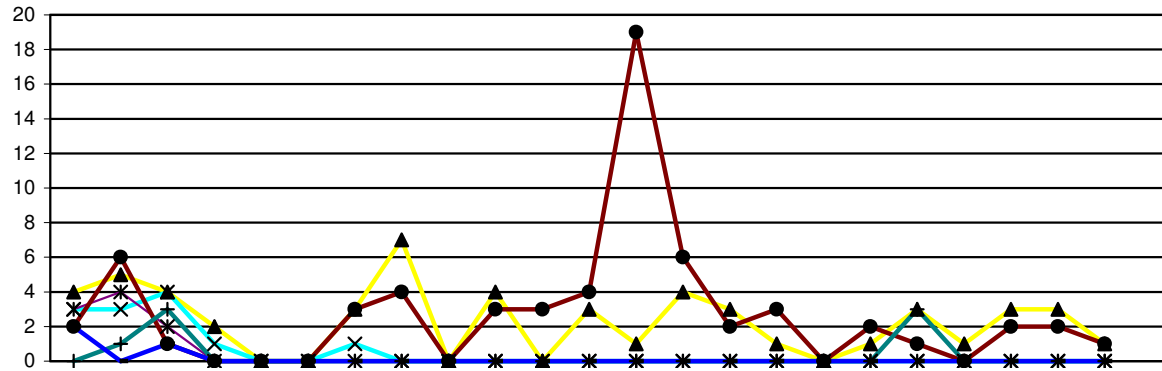
	2007								2008					2009											2005/6 FYE	2006/7 FYE	2007/8 FYE	2008/9 YTD
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				
Reason for programme visited																												
New programme (pre-registration)	4	5	4	2	0	0	3	7	0	4	0	3	1	4	3	1	0	1	3	1	3	3	1		0	18	32	21
New programme (post-registration)	3	3	4	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		5	29	12	0
New profession	3	4	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		5	16	9	0
Result of a major change	2	6	1	0	0	0	3	4	0	3	3	4	19	6	2	3	0	2	1	0	2	2	1		5	32	26	38
Result of annual monitoring	0	1	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0		5	1	4	3
Other	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		5	21	3	0
Total	14	19	15	3	0	0	7	11	0	7	3	7	20	10	5	4	0	3	7	1	5	5	2		25	117	86	62

	2007								2008													2009			2005/6	2006/7	2007/8	2008/9
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	FYE	YTD
Annual monitoring submissions																												
Declarations	6	12	1	0	0	0	0	4	26	24	45	25	5	2	0	5	0	0	0	0	49	35	43		113	94	143	139
Audit	19	11	4	3	2	0	0	0	6	21	36	33	9	10	1	0	0	0	0	0	14	46	35		51	184	135	115
Total	25	23	5	3	2	0	0	4	32	45	81	58	14	12	1	5	0	0	0	0	63	81	78		164	278	278	254

Health Professions Council **Major change submissions April 2007 - March 2009** **Education Department**

	2007									2008									2009						2005/6	2006/7	2007/8	2008/9
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	FYE	YTD
Major change submissions																												
Number of submissions	2	5	4	5	5	8	6	3	2	9	9	4	3	4	10	5	8	9	1	3	6	5	9		16	51	62	63
Number of programmes considered	2	8	7	7	11	13	7	4	5	12	25	8	3	9	32	12	16	19	2	5	12	11	15		25	97	109	136

Education and Training Committee – 25 March 2009

Appendix 4 to Director's Report – Education Seminars Feedback Report

Introduction

Historically, the Education Department has held 'Education Presentations' to education providers across the UK. Rather than an interactive day, these presentations often served as an information session to education providers outlining the Health Professions Council (HPC) processes that these providers would be encountering and engaging with on an annual basis.

However, a shift away from 'presentations', to a seminar format was adopted by the Education Department in 2008. This report summarises the feedback that was gathered at the Education Seminars and indicates what continued action has taken place and will take place in response to the feedback.

The intention behind the introduction of a seminar format was to provide an event in which attendees could benefit from increased interaction with their colleagues and ourselves. We wanted to offer education providers an opportunity to input, in a relatively informal setting, into some of the major issues facing both them and us moving into the next academic year. The 6 seminars held across the UK in 2008 were split into four main workshops which reflect these major issues:

1. Responding to the Standards of Education and Training (SETs) and SET's guidance consultation.
2. Responding to Council for Healthcare Regulatory Excellence (CHRE) recommendations to HPC related to service user involvement.
3. Light touch – ways to unburden the regulated.
4. Approval and monitoring processes – a "forcefield exercise" in which education providers were asked to discuss and then report back on the positive and developmental areas of the current Education Department processes.

Feedback was gathered on the above areas through facilitated workshops, for which the Education Department received specialist training. Additional to the feedback on the above areas, a facilitated session and feedback form were used to gather feedback on the Education Seminars themselves.

Analysis of feedback on the Education Seminars

The feedback from those who attended was overwhelmingly positive with a significant majority of respondents rating the usefulness of the days as excellent or good (see graphs on page 5 & 6). In particular it is apparent that those who attended agreed that the new seminar format was much more productive and

engaging and this resulted from the shift towards interaction and the provision of a forum for education providers from across the UK to gather and communicate face-to-face with us. Attendees reported that they felt the seminars made the HPC more accessible in this format and that they found each workshop to be very informative and thought provoking. As the day was a process of collaborative communication, attendees stated they felt more at ease to share ideas and opinions in all the different workshops. Furthermore, the shared experience of different education providers and how they engage with us was indicated to be useful to all attendees along with the general networking opportunities that such a day offers.

From the feedback responses it was clear that all those who attended the day were of the opinion that its organisation was excellent. In particular a highly positive response was received in relation to the way the bookings were managed via email and through our website. In general, confirmation of the booking was received back to the education provider within 48 hours and this timeframe will be maintained in future. The timing of the day was also reported to be appropriate to the agenda that was set for the seminars. The facilitation and presentation by the Education Department employees was stated to be much appreciated and of a high standard throughout each seminar and staff were also indicated to be very helpful, particularly in the split group discussions. It can therefore be regarded that the investment in facilitation training was successful in developing the Education Department employees and accordingly the communication strategy for the Department.

It was recommended that future education seminars may be a useful forum for practice placement educators and professional body representatives and therefore an invite should be extended to these parties. Invitations were sent to education provider contacts this year , which do not normally include practice placement educators, but this may be an area for development in future. Professional body representatives have been invited to all three years of education presentations and seminars and this practice will continue in future.

Attendees were provided with a detailed agenda and our relevant publications no less than a week before each seminar. Due to the detailed and interactive nature of these seminars, attendees commented that it would be useful to be more prepared for specific sessions that may be conducted. A more detailed agenda outlining the topics for discussion was suggested. It was felt this preparation would allow even more open discussion and further enhance what were already productive seminars. This year, the decision was made to provide the opportunity to prepare for the seminar, but not to overstate its importance to prevent adding more burden to education providers. In future, we may wish to state more clearly the structure of the workshop rather than provide background reading to allow education providers to selectively prepare for the seminar.

The feedback across all the sessions was positive regarding the location of the seminars. Further to this, useful suggestions were given for new locations when planning future seminars in the 2009. These included:
- an alternate site in Northern Ireland as the current location was used two years in a row;
- Leeds;
- a more central location in London;
- a location in the South West of England;

- a location in East Anglia (Ipswich); and
- an alternate location in Wales as the current location was used for years in a row.

Attendees at the seminars indicated they were satisfied with the standard of facilities and catering provided at the seminars. Given the interactive nature that these seminars took, the inclusion of short tea breaks into the seminar format was suggested for future seminars. All this feedback has since been collated by the Education Department and will be carefully considered when planning for future education seminars in 2009.

Workshop Specific Feedback

Responding to the SETs and SET's guidance consultation

The SETs and SETs guidance consultation workshop provided detailed feedback which was given by attendees surrounding each SET and the guidance that will be associated with it. These interesting and useful contributions were collated by the Director of Education and formed part of consultation response from the Education Department. This consultation response has been reviewed by the HPC Policy and Standards Department who will be drawing together the final version of the SETs and their guidance for approval by our Education and Training Committee and Council.

 It is important to note that we intend final paper to be presented to the Education and Training Committee on 25 March 2009 and the Council on 26 March 2009. We then plan to publish the revised standards across April and May and to be communicating the changes and the action required by Education Providers in May and June. We cannot anticipate the impact of the revisions until the Education and Training Committee and Council have made their final decisions, but we anticipate the changes to standards will not require significant changes to programmes. The revised standards are planned to become effective in September 2009 and we will be communicating about the transitional arrangements for the first year as soon as the publication is available.

Responding to Council for Healthcare Regulatory Excellence (CHRE) recommendations to HPC regarding service user involvement

This workshop focused on the CHRE recommendation (Performance review of health regulators, 2007/2008) that we further address the views of service users in the approval and monitoring of programmes. The feedback given by attendees reflected how it can be a challenge to include service user's views (including patient's) in our approval and monitoring processes. Additionally, it was stated that the education providers generally engage in significant service user involvement in programme design and in some instances in programme validation. Again, useful information and ideas were received across all seminars in relation to this topic. This feedback has been collated by the Director of Education into a response paper which is due to be presented at the Education and Training Committee on 25 March 2009. Please note that the paper in response to CHRE's recommendation, links to the revised SETs and SETs guidance, which are also due to be presented at the same meeting.

<u>Light touch – ways to unburden the regulated and approval and monitoring processes – a "forcefield exercise"</u>

These two workshops were designed to gain a greater understanding, on the our part, of the work that education providers have to do to maintain approval, accreditation, validation and funding of their programmes and where that leads to successful working relationships and where there is further room for development. We received useful feedback regarding how it can take a more a collaborative approach to working with education providers, given the highly complex and demanding environment that these stakeholders work in with regard to meeting the requirements of external bodies.

We were commended for our communication with education providers through all parts of the approval and monitoring processes. However, it was noted that we may be able to better engage in collaboration with relevant professional bodies in determining timelines and documentation needs that lead to the approval of programmes. Education providers often felt confused as to the relationship between ourselves and the respective professional bodies and were often not sure how to approach the needs of each. The distinction between the regulator and professional bodies has been an area for focus for us since the education provider feedback exercise conducted in 2007. This will continue to be an area in which we develop our communications to better articulate the distinctiveness of the organisations.

We are willing to continuously improve and review its processes and are determined to ensure that a collaborative approach to our approval and monitoring processes is continually developed. Initiatives already planned for 2009 include an upgrade of the Education Database to increase its capacity to track the relevant and specific contact channels across all programmes. A Communication Plan will also be implemented in the new financial year which will aim to streamline all the communications with education providers coming from our various departments. In the main, the feedback from these workshops will be channelled into our regular process review days which we hold throughout the year. The feedback will form the basis of decisions on whether or not to amend the details of the operational processes to improve their efficiency and increase their appropriateness to simultaneously meeting our objective of public protection without unnecessarily increasing the burden on education providers.

In summary, the seminar format has proved a success and reflects the collaborative approach we wish to foster with education providers. In future we will continue to deliver information giving sessions with our Education Presentations to allow those new to our processes to learn about them. However, we will exploit both the appetite of education providers to engage with us and new skills in the Department to facilitate discussion and also continue to deliver Education Seminars on an annual basis also.
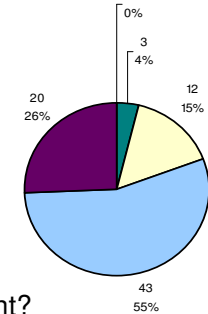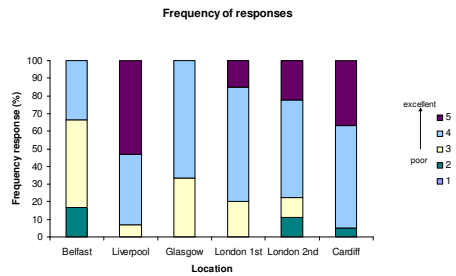
Summary graphs from statistical information
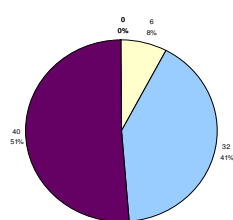
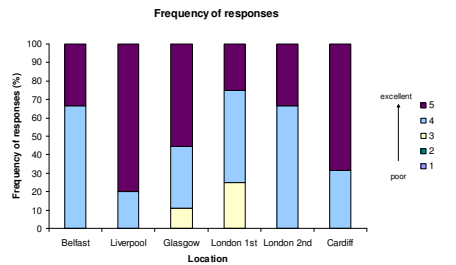| Per location	For all locations

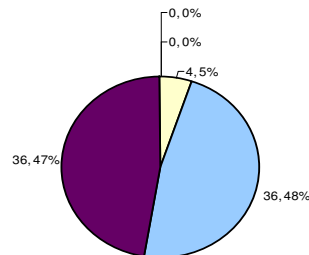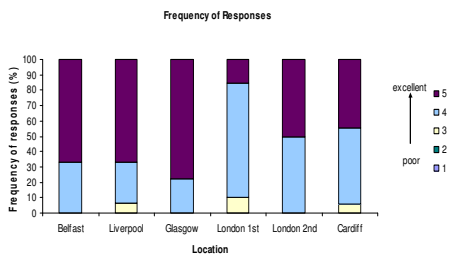## Q1a. How convenient was this location?
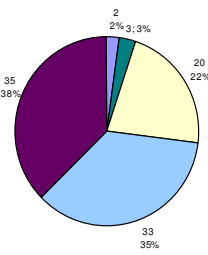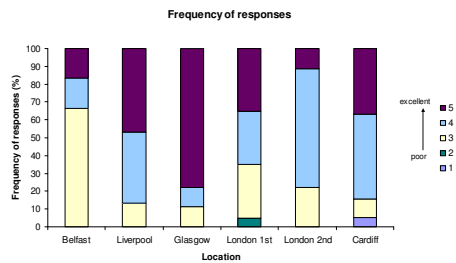
Q2. How were the arrangements of the event in general (room, lunch etc)?

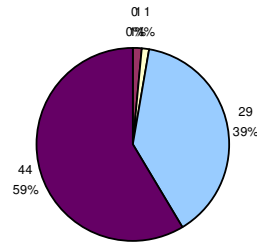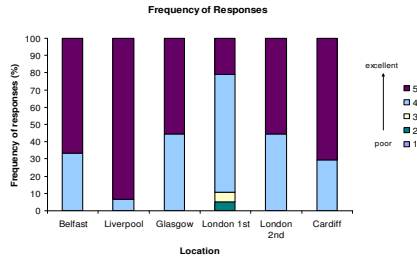## Q3. How well organised did you find the event?

Q4. Invitations were sent by email and directed you to the website where the venue information and booking form were made available.
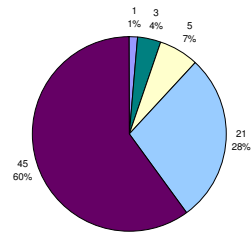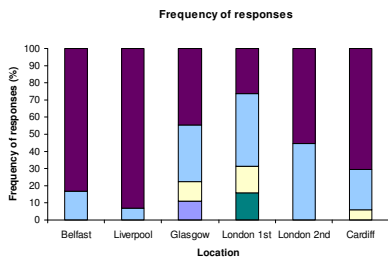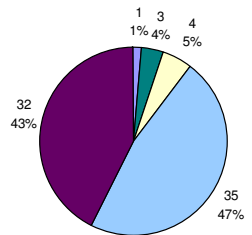## How satisfied were you with this approach?

Q5. How easy to use was the online booking form?

Q6. We confirmed all the bookings by email.
How satisfied were you with the time it took to confirm your booking?

Q7. We sent you a detailed agenda before the event. How satisfied were you with this approach and the time it took to send the agenda?
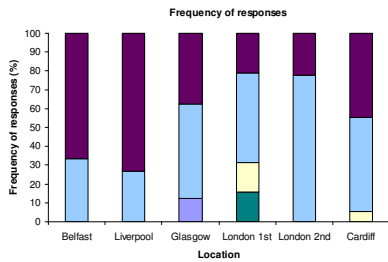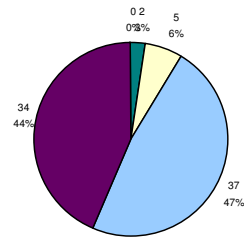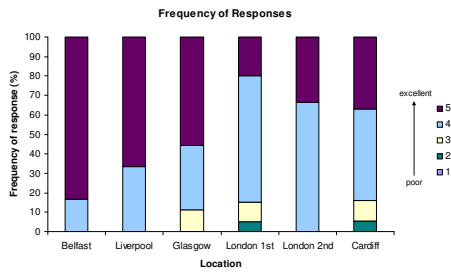

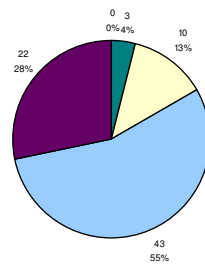## Q8. How did you find the timings of the agenda of the event?

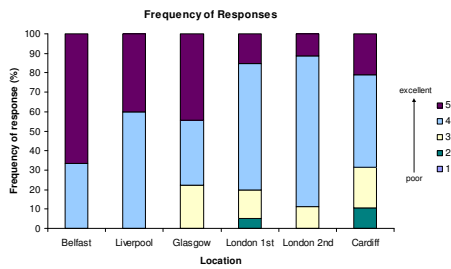## Q9. Did you find the workshops format useful?

Frequency of Responses

Q10. Did you find the theme of the workshops useful?

Frequency of Responses

Q11. Overall how useful did you find this event?

Frequency of responses
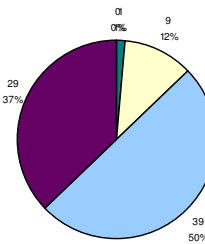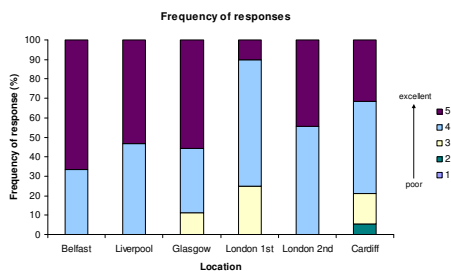
Decision
This paper is for information only. No decision is required.

Background information
The enclosures and minutes relating to the Education and Training Committee meeting at which the SETs and SETs guidance consultation will be available on this website shortly before the meeting takes place (minutes to follow after meeting) – http://www.hpc-uk.org/aboutus/committees/educationandtraining/index.asp?id=385

The enclosures and minutes relating to the CHRE performance review recommendations will be available on this website shortly before the meeting takes place (minutes to follow after meeting) – http://www.hpc-uk.org/aboutus/committees/educationandtraining/index.asp?id=385

Resource implications
Resource implications linked the next financial year's education seminars and presentations have been accounted for in the Education Department Workplan 2009-2010.

Financial implications
Financial implications linked the next financial year's education seminars and presentations have been accounted for in the Education Department Budget 2009-2010.

Appendices
None

Date of paper
27 February 2009