Education and Training Committee – 8 September 2011

Draft items for the Education Department work plan 2012 - 2013

Executive summary and recommendations

Introduction
This paper is the start of the planning process for the Education Department's
workload and priorities in the next financial year, 2012 – 2013. In September
each year, the Committee and Education Department begin a process of work
planning with initial ideas and possibilities for work to be undertaken in the
following financial year. At the Committee's away day in November 2011, the
Committee will be asked to consider items for inclusion in the work plan.
Following that, a detailed work plan document will be drawn up and brought to
the Committee for approval in March 2012. The Education Department budget
will be drawn up simultaneously and taken for approval to the Finance and
Resources Committee in March 2012.

This paper is intended to facilitate the discussion at Committee's away day in
November by highlighting areas for work that the Committee and Education
Department have considered previously for inclusion in work plans. The
Committee is asked to review the draft items for inclusion in next year's work plan
as part of their preparation for the away day. Members are invited to consider the
individual items appropriateness, relative priorities and the overall
comprehensiveness given the wider education and regulatory environments.

Decision
This paper is for information only. No decision is required.

Background information
None

Resource implications
None currently
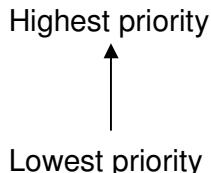
Financial implications
None currently

Appendices
None

Date of paper
24 August 2011

Draft items for consideration for the Education Department work plan 2012 - 2013

This paper lists of areas of work identified either by members of the Education and Training Committee at meetings or by members of the Education Department. This list is intended only as an initial prompt for future discussion and no connotation should be read into either presence on or absence from the list. At the time of writing many items from this year's work plan are uncompleted and therefore the implications for the following year are unknown. Similarly, there is a degree of uncertainty around legislative changes that underpin some of these areas of work proposed on this list.

The items on the list are broadly prioritised in the following order under these headings:
- operational work;   Highest priority
- major projects;
- supporting activities;
- developmental work and
- small and business as usual projects.   Lowest priority

Some items arguably transcend these broad headings and although attached to one heading may actually need to be prioritised based on their wider rationale or purpose. Within these headings, the items have not been prioritised and the order of the list is not of significance. For the first four headings, the items of work have remained relatively fixed as they underpin the ability to meet legislative requirements, however the scale and priority is open to debate. The items under the small and business as usual projects heading are open to greater discussion.

Area	Potential items for inclusion
Operational processes	
Approval process	It is anticipated that the approval process will continue to be the most resource intensive of the operational processes. The number of visits in 2012-2013 is likely to outstrip the number of visits from the preceding four years as a result of the number of visits required for practitioner psychologist and hearing aid dispenser programmes (quarter one) and social worker programmes (quarter four) alongside the routine number of visits arising from major changes and annual monitoring (on average 11% of all approved programmes per year) and new programme creation (on average 6% growth per year) Key themes for 2012-2013 to include - • Finalisation of visits related to the on boarding of practitioner psychologists and hearing aid dispensers • Visit scheduling and communication related to the on boarding of social workers (England)
Annual monitoring process	The annual monitoring process workload increases incrementally each year as new programmes move into the annual monitoring cycle. This means the resource impact from annual monitoring is steadily increasing over time. The annual monitoring workload will actually have a stepped increase in 2012-2013 as practitioner psychologist (quarters one-four) and hearing aid dispenser (quarter three & four) enter annual monitoring for the first time. Social worker programmes will not be subject to annual monitoring in 2012-2013. Key theme for 2012-2013 could include - • On-going consideration of changes made in response to new standards of education and training in 2009. • Integration of practitioner psychologists and hearing aid dispenser into process for the first time (communication and review)
Major change process	The major change process remains relatively unpredictable in terms of its resource impact. On average 23% of all approved programmes per year submit major changes; however there are significant outliers and no consistent long term trends. Very few social worker programmes will need to use the major change process in 2012-2013. In the main, modifications appear to be driven by institutional, rather than professional changes. However, it is anticipated that significant and universal changes to the programmes in four professions may arise in 2012 – 2013.

Area	Potential items for inclusion
	Key theme for 2012 – 2013 could include - • Widespread profession related changes to operating department practitioner, educational psychologist, biomedical scientist and hearing aid dispenser programmes in response to changes in curriculum guidance and/or commissioning and funding arrangements.
Complaints process	The complaints process remains relatively unpredictable in terms of its resource impact. On average only 1% of all approved programmes per year enter into the complaints process; however additional resource is used addressing potential complaints and signposting complainants to other more appropriate channels. It is anticipated that the number of complaints will increase with social worker joining the register, as the total number of programmes increases by approximately 40% and also based on ad-hoc evidence from the Office of Independent Adjudicator around the number of complaints they receive from social worker students.
Major projects	
Education process and systems review	Phase one of the major project is due to continue into 2012-2013 (quarter one) It is anticipated that phase two of the major project will begin in 2012-2013 (quarter two-four)
Social workers	This major project is due to continue into 2012-2013 (quarter one & two). The key activities were presented to the June 2011 meeting of the Education & Training Committee. -
Organisation name change (Health and Care Professions Council)	This major project is due to continue into 2012-2013 (quarter one & two).
Partner systems review	On hold in 2011-2012, therefore potentially initiated in 2012-2013
Annotations of the register	On hold in 2011-2012, therefore potentially initiated in 2012-2013
Prescribing operational implementation	On hold in 2011-2012, therefore potentially initiated in 2012-2013
Purchase to payment system upgrade and SAGE 200	On hold in 2011-2012, therefore potentially initiated in 2012-2013
Information Security Management system	Not yet initiated in 2011-2012, therefore potentially on-going in 2012-2013
Supporting activities	
Website	The website requires continuous content management – specific updates will be made in response to the social worker and name change major projects. Key theme for 2012 – 2013 could include - • Upgrading to the list of approved programmes to improve functionality around post registration programmes. Necessary for AMHP programmes and relevant for any

Area	Potential items for inclusion
	independent/supplementary prescribing changes. • Revamping of the student specific pages
Information systems	The key information systems (education database and Netregulate) require continuous content management – specific updates will be made in response to the social worker and name change major projects. Key theme for 2012 – 2013 could include - • Inputting of historic programmes onto Netregulate
Visitors	As a matter of routine, visitors are trained and refreshed in their training. Additionally, we also undertake recruitment activities in conjunction with the Partners Department to fill vacancies. In 2012-2013, significant resource will be devoted to recruiting and training social worker visitors and potentially lay visitors. Key theme for 2012 – 2013 could include - • Lay visitor recruitment (on-going from 2011-2012) • Social worker recruitment (on-going from 2011-2012) • AMHP recruitment • Contract reappointments • Training (social workers, lay, new and refresher) • Reviewing the current training model (consider value of on-line/supplements/equality and diversity)
Council & Committees	As a matter of routine, work is undertaken to support the Education and Training Committee and the Education and Training Panels such as producing research and papers or offering training sessions (on-going and new). This work will continue in the coming year.
Seminars	The annual education seminars take place from September to December each year. In previous years the seminars have been used to promote the approval and monitoring processes or focus on key areas for communication (such as student conduct or placement education). Seminars have been open to all programmes/professions, with the exception of new professions. The different programmes/professions are now at varying stages in terms of their interaction with HPC and it is anticipated that the seminar approach will be revised for 2012-2013 with the total number increasing and the content being tailored for different audiences. The new approach and key themes for 2012 – 2013 could include - • Seminar theme & audience (1) - Seminars for funders/commissioners of education • Seminar theme & audience (2) - Re-run student conduct theme from 2010-11 – establish as

Area	Potential items for inclusion
	annual events - strengthen expectation that EPs take the lead on student FTP and/or links to student registration • Seminar theme & audience (3) - Run social worker, practitioner psychologists and hearing aid dispenser events – establish as annual events in the short term to support their initial interaction with the approval or monitoring processes. • Seminar theme & audience (4) - Seminars on service user involvement in education – linked to research and pilot findings from 2911-12
Publications	There is a suite of publications that the Department is now responsible for keeping up to date. In 2011-2012, there has been minimal updating and reprinting, so stocks will be low in 2012-2013. Specific updates will be made in response to the social worker and name change major projects, however they is scope to broaden the scale of the changes. Key theme for 2012 – 2013 could include - • Annual report 2011 = 2010-11 academic year (completion) • Annual report 2012 = 2011-12 academic year (start) • Approvals supplementary information (rewrite – updates for name change and social workers and updates from last two internal process reviews) • Annual monitoring supplementary information (rewrite – updates for name change and social workers and updates from last internal process review) • Major change supplementary information (rewrite – updates for name change and social workers and updates from last two internal process reviews) • Introduction to education processes (rewrite – updates for name change and social workers) • Standards of education and training and standards of education and training guidance (rewrite – updates for name change, hearing aid dispensers and social workers and out of date references. • A disabled person's guide (on-going from 2011-2012 – assisting Policy Department) • Complaints process (New publication – links with process review) • Student fitness to practice (New publication – links to guidance on SET 3.13 and student registration)
Liaison with stakeholders	In order to continue establishing strong working relationships with stakeholders in health, education and regulation we will continue to undertake activities that raise the profile of the Department and its work. The Education Update newsletter is sent to relevant stakeholders in education three times a year.

Area	Potential items for inclusion
	Key theme for 2012 – 2013 could include - • Establishing/increasing external meetings with social workers • Reviewing and implementing feedback gathering processes • Reviewing Education Update (consider publication process, alignment with organisational requirements for visual identity and house style, working with the Communications Department).
Development work	
New professions/initiatives	Our development work provides a vital foundation for future operational processes and supporting activities. It is normally organisational wide and led by the Policy Department. • Registration of practitioners using unlicensed herbal medicines • Voluntary registration • Student registration
Current professions	• Healthcare scientist and Healthcare science practitioners (changes linked to the modernising scientific careers agenda) (on-going from 2011-2012) • Annotation to the register (post registration qualifications) (on-going from 2011-2012) • Standards of proficiency (profession specific phase) (on-going from 2011-2012) • Extension and changes to prescribing rights (on hold in 2011-2012) • Service user involvement (on-going from research in 2011-2012) • Student engagement strategy development (on hold in 2011-2012) • Indemnity insurance
Departmental (business as usual) projects	
Hearing aid dispenser approval review	Review of the hearing aid dispenser approval visits (2010-2011 & 2011-2012 academic years)
Practitioner psychologists approval and monitoring review	Review of all the practitioner psychologists approval visits (2009-2010, 2010-2011 & 2011-2012 academic years) Review of the practitioner psychologists annual monitoring submissions (2011-2012 & 2012-2013 academic years)
Watch list clarification	Potentially on-going from 2011-2012
Quality enhancement	Review of our role in and approach to quality enhancement. (consider legal responsibilities, cost, message, and dissemination of guidance/practice). Potentially linked to service user involvement and student engagement work.
Closure of programme process	Small scale review of 'closure of programme process' following implementation in 2011-2012 to

Area	Potential items for inclusion
review	ensure fit for purpose.
Complaints process review	Review of complaints process following implementation four years ago to ensure fit for purpose.
Pass list process review	Review of pass list process with Registrations Department to ensure fit for purpose
Student fitness to practise	Review of overall approach and requirements/guidance available for education providers. Potentially linked to student registration and work in Policy department around presentations and data collection.
Registrant forecasting	Review the data available for inputting into the registrant forecasting model.
Equality and diversity	Consider whether our admissions standards act as a barrier or promote the 'opening up of professions. Links to quality enhancement work. (consider presentations and research)
Interprofessional education	Ahead of the SETs review in 2014-2015, consider the position/value of interprofessional education (mandatory or optional?) (consider presentations and research)
Document retention policy	Develop a policy specific to the approval and monitoring processes.
Curriculum guidance/framework	Consider the role of HPC in developing/holding such guidance.
Memorandums of understanding with other organisations	Review and establish memorandums which allow us to share information appropriately around risks associated with both academic and placement education (e.g. QAA, Ofsted, OIA, CQC)