

## Approvals and Annual Monitoring Department – Abigail Creighton

### Approvals visits

The following seven visits took place between 1 Dec 2005 – 28 February 2006.

Name of Education Provider	Title of Programme	Date of Visit
University of Wolverhampton	Supplementary Prescribing	13-Dec
Queen Margaret University College	MSc Dietetics	1-2 Dec
University of Leeds	BSc (Hons) Diagnostic Radiography	15-Feb
University of Plymouth	Supplementary Prescribing	09-Feb
University of Northumbria	Supplementary Prescribing	31-Jan
Medway School of Science	Supplementary Prescribing	10-Jan
University of Greenwich		
University of Hertfordshire	MA Art Therapy	28 Feb-1 Mar

There are a total of 45 approval visits planned between 1 March and 13 July 2006; the majority of which have had their visitors and executive members assigned. The schedule is now at capacity and it is extremely unlikely that any further visits will be accommodated for a programme with a September 2006 start.

14 approval visits have been postponed and/or cancelled by educational providers over the past two months. This has been for a number of reasons including;

- ODP programmes choosing to defer there visits awaiting the release of the AODP curriculum guidance

(In line with the decision agreed at Approvals Committee on 22 November 2005)

- illness of key programme team members
- additional time required to prepare programme documentation.

Upon receipt of requests for postponement and/or cancellation, the Approvals & Annual Monitoring Team has worked in conjunction with education providers to highlight the implications of their decision (i.e. it is unlikely that an approval visits will be rescheduled & complete for a September start) and to secure new dates. On average, the notification of postponements/cancellations is received less than 2 months before the visit, which does not allow sufficient time for the slots to be reallocated to other approval visits.

(See Appendix 1 for more information)

A number of visits have already been planned for autumn 2006 and early 2007 and the Approvals & Annual Monitoring Team will be contacting all education providers in the summer to remind them of the timescales involved in the approvals process, which may be relevant to any programmes they are planning to start September 2007.

(See Appendix 2 for more information)

### Refined approvals process and flowchart

The revised approvals process was considered and approved, with agreed amendments, at Approvals Committee on 22 November 2005. The new flowchart gives more detail on the HPC's role and remit and provides more clarity, for visitors and education providers, on the various stages of the process. The flowchart and guidance is currently being drafted by the Approvals & Annual Monitoring Team and will return to the next Approvals Committee for final approval.

### **Visitor reports**

All visitors' reports were published on the web site on 3 February 2006, under the heading 'Approval visit reports'. A total of forty five reports were published covering all the programmes approved since the start of the new Approvals process.

All Visitors reports are water marked with 'All conditions met: programme approved' so that it is clear that none of the conditions referred to within the report are outstanding.

### **Annual monitoring process**

All education providers were emailed in December 2005 with an update on the new process and again in February 2006 with detailed information on the new annual monitoring process and the expectations upon them and the necessary deadlines. All of the information and forms have been published on the website and education providers directed there in the aforementioned email. Printed hard copies of the new annual monitoring flowchart and supplementary information are due to be distributed to all education providers in March.

There are plans to hold five assessment days, each with approximately 16 visitors, to scrutinise and approve the submissions from education providers and arrangements for these days are currently underway. Recommendations from these assessment days will be considered at the Approvals Panel on 8 June 2006. Late submissions from education providers will be considered by correspondence and recommendations considered at the Approvals Panel on 4 July 2006 & 3 August 2006.

### **Major and minor changes**

All education providers were emailed in December 2005 with an update on the new process and again in February 2006 with detailed information on the new major and minor changes process and the expectations upon them. All of the information and forms have been published on the website and education providers were directed there in

the aforementioned email. Printed hard copies of the new major and minor changes supplementary information are due to be distributed to all education providers in March.

### **Communication with Stakeholders**

The Approvals & Annual Monitoring Team is planning to meet with members of the Biomedical Science, Clinical Scientist and Paramedic professions in the near future to discuss future Approval visits for programmes in their profession.

The Approvals & Annual Monitoring Team is planning to arrange a "road show" for education providers in autumn 2006. This "road show" will introduce education providers to the approvals, annual monitoring and minor & major processes and are scheduled in autumn, so that feedback from the current round of annual monitoring and approvals visits can be incorporated into the discussion. Also it is felt that the autumn term is most suitable for attendance from academic staff.

### **Employees**

The new Education Manager started on 23rd January 2006 and interviews are due to take place on 21 February 2006 for two new Education Administrators (Annual Monitoring). It is hoped that the new employees will take up post in mid March, which will allow for a few weeks training before the first round of annual monitoring documentation is due. Joanna Kashmir left the HPC in late January and a replacement Education Officer was advertised in mid February, with the hope that the new person will be in post in April to help with the heavy schedule of approvals visits in May-July 2006.