

**FOR INFORMATION**

# **ARTS THERAPISTS**



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Vice-Chancellor  
Professor Neil K Buxton

Mr Gerald Milch  
Director  
The Health Professions Council  
Park House  
184 Kennington Park Road  
LONDON SE11 4BU

16 January 2003

Dear Gerald

As you know for many years we have been successfully teaching a portfolio of Arts Therapies programmes, including the training in Dance Movement Therapy, Dramatherapy and Art Therapy. However the Faculty and University has found itself in an increasingly difficult situation in relation to this provision against a backdrop of efficiency gains imposed on the higher education sector by Government. Up until now these gains have been accommodated by the University and Faculty through growth in student numbers elsewhere in the portfolio. There has been a real-term reduction of 0.5% in the financial allocation from the Higher Education Funding Council for England and an increase in staff costs.

This unfortunate position has meant the University has had to review its position in relation to providing programmes in Dance Movement Therapy and Dramatherapy. The decision has been taken by the University that there will therefore be no new student intake into the Postgraduate Diploma Dance Movement Therapy, the Postgraduate Diploma Dramatherapy, the MA Dance Movement Therapy and the MA Dramatherapy in September 2003.

We regret the need for this action and would want to put on record the significant role the Faculty and University have played in establishing and developing this subject and profession.

We would also want to express our thanks to all colleagues who have helped and supported us and our students over the years.

Please note that we are currently in the process of informing our students and our colleagues working in placement. It is our intention to support part-time students who still have a year to complete from September 2003 in the remainder of their studies.

If you have any questions that you would wish to explore with me in relation to this matter I would be happy to respond to them.

Please note that the MA Art Therapy is thriving and continues to form an important part of the Faculty portfolio.

Yours sincerely

Chris McIntyre  
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INVESTOR IN PEOPLE

A Charity Exempt from Registration under the Second Schedule to the Charities Act 1993

Our ref: CDB/GM/553094

22/01/2003

Your ref:

Professor Neil K Buxton  
Vice-Chancellor  
University of Hertfordshire  
College Lane  
**HATFIELD**  
**AL10 9AB**

Dear Professor Buxton

### **POSTGRADUATE DIPLOMA/MA DRAMATHERAPY**

It was with great sadness that I read the letter of 16 January 2003 from the Dean of the Faculty of Art & Design about the closure of the above programmes because of the University's financial constraints. The Council obviously has to accept the University's decision even though it will be a blow to the profession of Dramatherapy after almost a quarter of a century of excellent leading edge education. The visitors appointed by the former Arts Therapists Board to assess the University's provision had reported to the Board that they had been most impressed with the facilities available and the obvious pride that the University took in its unrivalled support for these courses.

In the circumstances the normal consequence of such notice is the appointment of a small team of monitors to make occasional visits to the institution concerned to ensure that any remaining cohort(s) of students do not suffer any diminution of teaching, training, library, IT and other services that they would have been able to access had the course(s) continued. On these occasions the monitors would expect to meet the staff and students together with appropriate senior members of the institution's management. Obviously you and the Dean would be advised in advance of any visit which would be made on a date convenient to all parties.

I have noted the Dean's offer to discuss any issues that might arise and I am grateful for that offer and will doubtless be in touch.

Yours sincerely



Gerald L Milch  
Director

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Ms H Redsull, Mr D M MacInnes

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**MEDICAL  
LABORATORY  
SCIENTIFIC OFFICERS**

# THE HEALTH PROFESSIONS COUNCIL

**CONFIDENTIAL**

**UNCONFIRMED**

NOTES of the meeting of the Professional Liaison Group with representatives from HPC, former members of the Medical Laboratory Technicians Board, and the IBMS held at HPC, Park House, 184 Kennington Park Road, London SE11 4BU on Tuesday 3<sup>rd</sup> December 2002.

**PRESENT:**

For the HPC: Mr Neil Willis Chairman  
Prof. Sir John Lilleyman

For the former MLT Board: Mrs M Macdonald  
Miss Jill Manley  
Mrs Pam Smith  
Prof. David Rogers

For the IBMS: Mr Russ Allison  
Mr Alan Potter  
Mr Alan Wainwright

IN ATTENDANCE: Mr Marc Seale  
Miss Cathy Savage  
Mr Jonathan Bracken

**Item 1      02/7    APOLOGIES FOR ABSENCE AND MINUTES OF THE LAST MEETING**

7.1 Apologies for absence were received from Dr Les Culank, Mr Gordon Sutehall, Mr John Fulthorpe, Dr Peter Burley and Ms Giercia Malcolm.

**Item 2      02/8    MATTERS ARISING not shown on the agenda**

8.1 Minutes 02/4.4 and 02/4.5. It was noted that much of the residual business alluded to at the last meeting was in hand or had been concluded.

8.2 Minute 02/4.7. It was agreed to defer formation of the audit group until nearer the time.

**ACTION:CS**

8.3 Minute 02/4.11.2. The matter had now been resolved. The Institute had written to the HPC (letter received 2<sup>nd</sup> December 2002) to confirm that those to whom this referred would now be issued with the Certificate of Competence.

The Institute was satisfied that the assessment of applicants' qualifications had been appropriately and correctly made by the MLT Board. The applicants had then gone on to satisfy the requirements (training period, logbook & oral assessment) and could now apply for state registration with the HPC.

- 8.4 The Institute had now altered its documentation to direct applicants to the HPC's website ([www.hpc-uk.org](http://www.hpc-uk.org)) in order to download the application form for state registration and accompanying notes. The Chairman stated that he had experienced difficulty in downloading the information. In response, it was noted that access had been checked following the last meeting.

[Secretary's note: Access to the HPC website was checked again and found to be in working order. Information on the resources required to be able to download the information was circulated to all members of the Group following this meeting.]

- 8.5 It was noted that the MLT Board, in 1999 and 2000 had held two meetings with the DTI in order to regularise and ensure transparency of the assessment processes for international and EEA applicants.

**Item 3            02/9    NOTIFICATION OF ANY OTHER BUSINESS**

**9.1    2002/03 Retention Certificate**

**Item 4            02/10    LEGAL FRAMEWORK OF DECISIONS**  
*Matter arising: minutes 02/4.10.4 and 4.11.2*

- 10.1 This matter had now been resolved.

**Item 5            02/11    INTERNATIONALLY TRAINED MLSOs : DISCUSSION ON THE  
AWARDING BODY**  
*Matter arising: minute 02/4.10.4*

- 11.1 The Group received legal guidance on the matter of the award of the Certificate of Competence in general from the HPC's Parliamentary agent, Mr Jonathan Bracken. The HPC in dealing with international applicants was not legally obliged to admit them onto the Register without the Certificate of Competence. However, the Council had to satisfy itself that internationally trained applicants had attained the necessary educational qualification, training and work experience. It was permissible for the HPC to accept appropriate "certification" that an individual had fulfilled all the requirements including completion of the *period of adaptation (training in an approved laboratory)*.

11.2 The proposals before the Group were that:

- .1 the IBMS should undertake the assessment of educational equivalence and experience on behalf of the regulator for internationally trained MLSO applicants;
- .2 the IBMS should act as an agent of the designated authority, the HPC in the assessment of EEA applicants;
- .3 In relation to the items 02/11.2.1 and 02/11.2.2, the HPC should set the standards, which would be followed by the IBMS;
- .4 The HPC would "quality control" the assessment processes for international and EEA applicants;
- .5 The processes would be transferred from the HPC to the BMS with effect from 1<sup>st</sup> April 2003. In the interim Mr Wainwright would directly liaise with Ms Malcolm regarding the transfer process of documentation and the assessment standards.

**ACTION: AW, GM**

*Next steps:*

11.3 Mr Bracken would clarify the legal viewpoint of the proposed transfer for reference.

**ACTION: JB**

11.4 It was agreed that Mr Potter and Mr Seale would jointly draft a paper for consideration by, in the first instance the HPC's Registrations Committee and then for consideration by the respective Councils. It was noted that the next HPC meeting would be held on 21<sup>st</sup> January 2003; Mr Potter and Mr Wainwright were invited to attend the Council to speak to this item.

**ACTION: AP, MJS**

11.5 Subject to approval by the respective Councils, the HPC and IBMS would issue a joint press release detailing the new arrangements.

**ACTION: HPC, IBMS**

**Item 6            02/12 JOINT WORKING BODY**  
*Matter arising: minute 02/4.14*

12.1 The Group considered the preliminary issues on a proposed joint working body as set out in enclosure 5. The paper was intended to prompt discussion on how a proposed joint working body would be formed and operate. Further discussions would then set out how this group might operate.



*Constituent membership:*

12.2 It was agreed that membership should comprise 12 members in total with the ability to co-opt other members when required, particularly as it was not possible to include representation from every modality within the biomedical science field within this Group. Membership would comprise:

- 6 members from the HPC (incorporating the membership and expertise from members of the former MLT Board)
- 3 members from the IBMS
- 3 members from HUCBMS.

12.3 Mr Bracken would provide legal guidance on whether there should be representation from the home countries in addition to the agreed membership.

**ACTION: JB**

*Expenses:*

12.4 The recommendations for consideration by the HPC and IBMS were:

- .1 Operating costs in order to discharge the duties of the joint working body would be split equally between the HPC and IBMS;
- .2 The HPC would assume the secretariat function and management processes for this Group and meet the costs of this in full;
- .3 The HPC would meet the expenses for its own representatives. Other members would be expected to claim expenses from their respective organizations;
- .4 Expenses for co-opted members would be split equally between the HPC and IBMS.

12.5 The Group agreed that further discussion on the proposals for the joint working body should incorporate the legal advice and the HPC's own generic proposals for the future of joint bodies across all the professions.

**ACTION: Agenda for next meeting**

**Item 7      02/13 ANY OTHER BUSINESS**

**2002/03 Retention Certificate**

- 13.1 The issue of the permitted title on the HPC 2002/03 retention certificate was raised. The Council had sought legal advice on this issue in July 2002 and was informed it did not have the power to approve the use of the title Medical Laboratory Scientific Officer and therefore the title *Medical Laboratory Technician* should be used until a formal title had been agreed and protected. The latter title was that quoted in the Order in Council.
- 13.2 The outcome of the extensive consultation exercise would be published in Cardiff on 9<sup>th</sup> December 2002 and would include reference to the protected titles for the professions currently regulated that HPC would seek approval on from the Privy Council.
- 13.3 It was noted that certain areas of academia objected to the possible title of "biomedical scientist" and might well lobby the Privy Council against approving this title. The HPC would need to then form a "fall back position", though in response, any suggested title would have the backing of the profession and the general public. It has been HPC's stance to ensure that each suggested title be as informative to the general public as possible.
- 13.4 Subject to Privy Council approval the protected title would be effective from 1<sup>st</sup> April 2003.

**Item 6      02/14 DATE OF NEXT MEETING**

It was agreed that the next meeting should be held in Meeting Room 1 (Mezzanine), Park House, 184 Kennington Park Road, London, SE11 4BU on **Monday 27<sup>th</sup> January 2003 at 11.30am** (until approximately 1.00pm).

**PARAMEDICS**

**Paramedics Education Subcommittee 16<sup>th</sup> January 2003**

**RECOMMENDATION**

**03/03 Preregistration Degree Programmes**

In respect of technicians, the Committee is **RECOMMENDED** to invoke Article 21(2) of the Health Professions Order.

**Draft Unconfirmed**

**MINUTES** of the meeting of the Paramedic Education Subcommittee of the Education & Training Committee of the Health Professions Council held at Park House, 184 Kennington Park Road, London SE11 4BU on Thursday 16<sup>th</sup> January 2003 at 11:00 a.m.

**PRESENT**

Mr. J. Butterfield  
Mr. R. Chandler  
Mr. R. Fellows  
Mr. M. Jackson,  
Ms. J. Manning,

Mr. A. Newton  
Mrs. J. Struthers,  
Mr. G. Thomas,  
Mr. D. Whitmore  
Prof. M. Watkins

**At the Subcommittee's invitation:**

Commodore F. Reed of the Defence Medical Services Organization

**In Attendance:** Mr T.C. Berrie, Secretary to the Subcommittee  
Dr. P. Burley, Director of Education & Policy

**03/01 Chair of Meeting**

It was **AGREED** that Mr. A. Newton chair the meeting.

**With Mr. Newton in the Chair**

**03/02 Apologies for Absence**

An apology was received from Dr R Crouch, Mr. D. Griffiths, Mr. M. Collins, Mr. P Henry, Mr. A. Howson, Mr. B. McNeill, Ms. J. Moseley, Mr. K. Wenman.

**03/03 Minutes**

**1. Confirmation and Signature**

It was **AGREED** that the Minutes of the meeting held on 7<sup>th</sup> October 2002 be confirmed as a correct record and signed by the acting Chairman.

**2. Preregistration Degree Programmes (Ref. Minute 02/17)**

The Subcommittee discussed further the production of subject benchmarks for paramedics which was being carried out by the Quality Assurance Agency and related matters. The meeting also considered the technician stage of the course leading to state registration and, within the terms of the Health Professions Order, for the Council and Education &

Training Committee to maintain control over this section of the course. It was therefore **AGREED** that the Education & Training Committee be **RECOMMENDED** to invoke Article 21(2) of the Health Professions Order.

#### 03/04 Visits to Centres

##### 1. Visits Programme and Procedure (Ref. Minute 02/05.1)

Mr. Whitmore updated the Subcommittee on progress in establishing and putting into effect the visits programme.

##### 2. Visits

No visits had taken place since the previous meeting. Mr. Whitmore would be visiting the South Yorkshire Ambulance Service's training centre the following Monday. A revisit to the Wiltshire Ambulance Service's training centre was due, as continued approval had only been given for one year. Mr. Whitmore agreed to contact the Trust informally to arrange a date for himself and Ms. Manning to visit on behalf of the Council. Upon establishing a date, Mr. Berrie would formally write on the Council's behalf.

##### 3. Changes to IHCD Quality Assurance Procedures: Letter from Mr. A. Howson, Business Development Manager, IHCD

The Subcommittee received the above which outlined the changes recently agreed by the Ambulance Services Association to quality assurance visits, specifically replacing tri-annual IHCD Panel visits with annual External Verifier visits. The letter had enclosed a list of centres visited and still due visits.

The Acting Chairman had received an email from Mr. A. Howson, who had asked that the following be reported to the Subcommittee.

- The ASA had agreed in principle to extend eligibility to non-NHS staff, which he understood would be ratified at its meeting in March 2003.
- Recognition of other tutor awards was similarly to be ratified at that meeting.
- The University of Coventry were engaging again with IHCD to embed the technician and paramedic awards in the joint degree programme (see also 03/05 below).
- IHCD had completed the review of the JRCALC Guidelines in respect of technician and paramedic manuals, and it was expected that new versions would be available during April 2003.
- Work to bring the Question Banks in line with the Guidelines would commence on 23<sup>rd</sup> January.

#### 03/05 Degree Proposal, Coventry University (Ref. Minute 02/17.2)

The Subcommittee received an oral report from Mr. Newton of the meeting of the Steering Group he attended on 2<sup>nd</sup> December (as its date had been postponed, Mr. Berrie had been unable to attend due to a prior commitment.) and an oral report from Mr. Berrie and Dr. Burley of their meeting with the University and Nursing & Midwifery Council on the proposal for eligibility for dual registration. Detailed proposals and a validation date were now awaited and further comment could not be made until these had been received.

**03/06 Paramedics in the Armed Forces  
(Ref. Minute 02/23)**

The Subcommittee welcomed Commodore F. Reed representative of the Defence Medical Services Training Organization, and received an oral report of Mr. Berrie's visit to the Defence Medical Services Training Centre on 8<sup>th</sup> January. It was **AGREED** that a visit be arranged to the Centre in the near future and Commodore Reed agreed to arrange for suggested dates to be sent to Mr. Berrie who would then circulate them to Subcommittee members who were interested in taking part. The purpose of the visit would be to look at the facilities but also to begin initial discussion on the possibility of an application to the Council being made for eligibility for state registration and of existing paramedics employed by the three Services applying en bloc for state registration under the grandparenting procedures.

**03/07 Other Business**

**1. Partners**

Dr. Burley reminded the Subcommittee of the "partners" currently being recruited, the deadline for this recruitment being the following day. Prof. Watkins reported that she had not applied, due to pressure of work. It was **AGREED** that she be thanked for her input to the work of the Board as the Chairman of its Education Committee.

**2. Surrey Ambulance Service: Bridging Course**

Mr. Butterfield reported that the above Service was proposing to open up the bridging course it provided for military paramedics to paramedics in the private ambulance services. He also drew attention to the anomaly that offshore "medics" had the same exemption from Royal Pharmaceutical Society of Great Britain Rules as registered paramedics and it was **AGREED** that the Council would need to address this anomaly at an appropriate point.

**3. West Midlands Ambulance Service: Diploma Level Education Programme for Ambulance Service Paramedics**

Mr. Berrie tabled a letter from Mr. M. Gough, Head of Education & Professional Development at the above service drawing attention to the report of the project associated with the establishment of the above and Mr. Berrie stated that he had received several copies of the report, for members' sight should they so wish.

**03/08 Date of Next Meeting**

It was **AGREED** that the next meeting be held on 30<sup>th</sup> April 2003. It was noted that, due to building-work, no meeting rooms would be available at Park House at that time. Mr. Whitmore agreed to investigate the availability of a suitable room at the London Ambulance Service Headquarters.

CHAIRMAN



FOR ACTION

# **DIETITIANS**

**PRE-REGISTRATION EDUCATION AND TRAINING WORKING GROUP**

**CATEGORIES OF APPROVAL & CONTINUED APPROVAL**

**1. Approval of New Courses under Section 4(1)(a) and (b) and Institutions under Section 4(1)(c) of the PSM Act 1960**

(By the Privy Council, forwarded from the Council on the recommendation of the ETC acting on the advice of a subordinate body)

<b>Name of Profession</b>	Dietitians
<b>Title of Course</b>	Postgraduate Diploma/MSc in Nutrition & Dietetics
<b>Type of Course</b>	Full-time in Higher Education
<b>Institution delivering the course</b>	King's College London
<b>Qualification(s) to be approved for State Registration</b>	Postgraduate Diploma/MSc in Nutrition & Dietetics
<b>Awarding Body</b>	King's College London
<b>Length of Course</b>	Eighteen months Postgraduate Diploma Two years MSc
<b>With effect from</b>	September 2002
<b>Date of Section 4 Visit</b>	N/A
<b>Participants in the approval process</b>	HPC King's College London (The British Dietetic Association, the professional association, does not participate in the approval procedure of pre-registration courses)
<b>Outstanding Conditions</b>	None

<b>Recommendation for Approval supported by:</b> Course Documents A visitors report (or equivalent) Record of peer professional discussion and agreement to the recommendation	Submitted N/A Minutes of DT PRETWG 9 December 2002
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**PRE-REGISTRATION EDUCATION AND TRAINING WORKING  
GROUP**

**CATEGORIES OF APPROVAL & CONTINUED APPROVAL**

**1. Approval of New Courses under Section 4(1)(a) and (b) and Institutions under Section 4(1)(c) of the PSM Act 1960**

(By the Privy Council, forwarded from the Council on the recommendation of the ETC acting on the advice of a subordinate body)

<b>Name of Profession</b>	Dietitians
<b>Title of Course</b>	BSc (Hons) Dietetics
<b>Type of Course</b>	Full-time/part-time in higher education
<b>Institution delivering the course</b>	Leeds Metropolitan University
<b>Qualification(s) to be approved for State Registration</b>	BSc(Hons) Dietetics
<b>Awarding Body</b>	Leeds Metropolitan University
<b>Length of Course</b>	Four years
<b>With effect from</b>	September 2002
<b>Date of Section 4 Visit</b>	N/A
<b>Participants in the approval process</b>	HPC Leeds Metropolitan University (The British Dietetic Association, the professional association, does not participate in the approval procedure of pre-registration courses)
<b>Outstanding Conditions</b>	None

<b>Recommendation for Approval supported by:</b> Course Documents A visitors report (or equivalent) Record of peer professional discussion and agreement to the recommendation	Submitted N/A Minutes of DT PRETWG 9 December 2002
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**PRE-REGISTRATION EDUCATION AND TRAINING WORKING  
GROUP**

**CATEGORIES OF APPROVAL & CONTINUED APPROVAL**

**1. Approval of New Courses under Section 4(1)(a) and (b) and Institutions under Section 4(1)(c) of the PSM Act 1960**

(By the Privy Council, forwarded from the Council on the recommendation of the ETC acting on the advice of a subordinate body)

<b>Name of Profession</b>	Dietitians
<b>Title of Course</b>	Postgraduate Diploma/MSc in Dietetics
<b>Type of Course</b>	Full-time/part-time in higher education
<b>Institution delivering the course</b>	Leeds Metropolitan University
<b>Qualification(s) to be approved for State Registration</b>	Postgraduate Diploma/MSc in Dietetics
<b>Awarding Body</b>	Leeds Metropolitan University
<b>Length of Course</b>	Two years full-time postgraduate Diploma Up to five years from initial registration on the PgD course for the MSc
<b>With effect from</b>	September 2002
<b>Date of Section 4 Visit</b>	N/A
<b>Participants in the approval process</b>	HPC Leeds Metropolitan University (The British Dietetic Association, the professional association, does not participate in the approval procedure of pre-registration courses)
<b>Outstanding Conditions</b>	None

<b>Recommendation for Approval supported by:</b> Course Documents A visitors report (or equivalent) Record of peer professional discussion and agreement to the recommendation	Submitted N/A Minutes of DT PRETWG 9 December 2002
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# THE HEALTH PROFESSIONS COUNCIL

**MINUTES** of a meeting of the Dietitians Pre-Registration Education and Training Working Group held at 11.00am on Monday 9 December 2002 in the Council Chamber, Park House, 184 Kennington Park Road, London SE11 4BU.

**Present:** Miss G C Pearson (*Chairman*)  
Mr D J Barham  
Mrs S E Butson  
Mrs P L Douglas  
Dr S A Jebb  
Professor A E de Looy  
Miss M D MacKellar (*ex officio*)  
Miss M E Sanderson  
Miss J E Thomas

**In attendance:** Professor P A Judd  
Ms R Simpson (*BDA Education & Training Officer*)  
Mr G L Milch (*Secretary*)

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## **Item 1. APOLOGIES FOR ABSENCE**

- 1.1 Apologies received from Mr Ross and Mrs Spalding. The meeting was informed that Mrs Spalding had ceased to be the Dietetic Adviser to the Department of Health on 30 November 2002 and would not be replaced.
- 1.2 The Chairman welcomed Professor Judd to the meeting and offered congratulations on her professorship.

## **Item 2. NOTES OF THE LAST MEETING**

With following amendments  
to change 'were' to 'was' in 3.10  
to change 'UWIC' to 'Surrey' in 3.21.2  
to change the qualification from 'BSc(Hons) Dietetics' to 'BSc(Hons) Nutrition & Dietetics' in 8.4  
to change 'June' to 'July' in 10.3.1  
to add 'Information required about the number of students.' to 10.4.2  
to add 'Information required about the number of students.' to 10.8.2  
to add 'Information required about the number of students.' to 10.12.2  
to change Dr Lawson to Mrs Firmin for the visit to Derby and to change the date of the visit from 8 November 2002 to 10 January 2003

it was agreed that the notes of the meeting held on 4 October 2002 were a true record and that they be signed by the Chairman.

**Item 3.        MATTERS ARISING**

**3.1        The Robert Gordon University**

The meeting noted that the visit report had been cleared, had been circulated for signature and sent to the University.

**3.2        Fife Primary Healthcare Trust**

The meeting noted that the programme for Placement C at the Trust had been received. It was agreed that the visitors be asked if they wished to see any assessment tools.

**3.3        University Hospitals Coventry & Warwickshire NHS Trust**

The meeting noted that Mrs Smith and Miss Thomas reported that they had received further information from the Chief Dietitian. The draft of the required letter from the meeting would be cleared by the Chairman.

**3.4        The Royal Group of Hospitals and Dental Hospital Health & Social Services Trust (Belfast)**

The meeting noted that the amended report and letter of apology had been sent as agreed.

**3.5        Chester College of Higher Education (University of Liverpool)**

The meeting noted that the Working Group's approval had been presented to the HPC's Education and Training Committee on 27 November 2002.

**3.6        West Hertfordshire Hospitals NHS Trust**

The meeting noted that the final version of the report did not need further amendment and should be sent to the Trust.

**3.7        City Hospitals NHS Trust (Sunderland Royal Hospital)**

The meeting was advised that the signed report has been mislaid<sup>1</sup>.

**3.8        Pennine Acute Hospitals NHS Trust (Royal Oldham Hospital)**

The meeting noted that the revised report of the visit on 22 May 2002 had been cleared, signed and sent to the Trust.

**3.9        Bullying**

The meeting noted that the placement which had been central to several allegations of bullying was to undertake in internal investigation. It was agreed that the proposed visit under Section 4 of the PSM Act 1960 be postponed until the outcome of the investigation was known.

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<sup>1</sup> To note that the report was found after the meeting and has been cleared and sent to the Trust.

It was agreed to write to the Trust's Chief Executive indicating that it was important the matter be resolved before April 2003 and offering assistance if required.

**3.10 University of Surrey**

The meeting noted the CV of the new member of the teaching staff and the current numbers of students on each year of the approved course.

**3.11 Joint Quality Assurance Committee**

The meeting was informed that there would be a meeting on 10 January 2003 between the President of the HPC, Miss MacKellar and the Chief Executive and Miss Norma Lauder and Ms Rosemarie Simpson of the British Dietetic Association to discuss the issues involved in setting up joint arrangements. This would include visits and other processes.

It was reported that the longer term view was that all such joint arrangements with professional associations should be clerked by HPC staff and a firm of consultants was due to produce a report on the matter.

It was agreed that there needed to be dedicated support.

**3.12 King's College London**

The meeting noted that the Working Party's approval of the new undergraduate dietetic course had been forwarded to the Education and Training Committee's meeting on 27 November 2002.

The meeting was informed that the KCL regulations, which had been included in the documentation for the new postgraduate course, had now been included in the undergraduate course document.

**3.13 The Pennine Acute Hospitals NHS Trust (North Manchester General Hospital)**

The meeting noted that, after discussion with the visitors and reassurance that the Nutrition & Dietetic Services Manager was agreeable to the report as it stood with a few minor amendments, had been sent to the Trust.

The meeting noted the comments of the Nutrition & Dietetic Services Manager sent on formal receipt of the report. It was agreed that, as the date for meeting requirements had passed, a new date should be set with the agreement of the Chief Dietitian. It was suggested that the end of January 2003 might be appropriate.

**3.14 Ayrshire & Arran Primary Care Trust**

The meeting note that the required revised report had been cleared and sent to the Trust.

3.15 Countess of Chester Hospitals NHS Trust

The meeting received the revised report of the visit on 15 August 2002 by Mrs Firmin and Mrs Donelan.

It was reported that training had not started and the required documentation not completed. The responses to the report's requirements had already been made.

3.16 Wirral Hospital NHS Trust/Bebington & West Wirral PCT

The meeting received the report of the visit on 14/15 August 2002 by Mrs Firmin and Mrs Donelan.

The meeting was advised that the position was the same as for the Countess of Chester Hospitals NHS Trust (above).

3.17 Mid-Essex Hospitals NHS Trust (Broomfield Hospital)

The meeting received a tabled report of the visit by Miss Sanderson and Dr Lawson on 29 August 2002.

It was reported that it had been a satisfactory visit. The dietetic staff had been involved in student training elsewhere and were committed and enthusiastic. The required revised programme had been provided.

It was

**RESOLVED:1**

- a. to approve the report
- b. that approval of the Mid-Essex Hospitals NHS Trust (Broomfield Hospital) be given under Section 4 of the Professions Supplementary to Medicine Act 1960 for the provision of practical training and courses and qualifications for up to four student dietitians in two intakes per year in B Placements
- c. that Ms Judith Molyneaux be the named trainer, and
- d. that the next visit be in two years

3.18 Liverpool South Primary Care Trust (Royal Liverpool University Hospital & Broad Green Hospital)

The meeting received the final report by Mrs Smart and Mrs Firmin of their visit on 12 September 2002.

It was reported that there had been a large number of apologies for absence from the personnel they had expected to meet. Both Chief Executives in the Trust had signed the pro forma. The visitors had had no questions about the Trust's capability to deliver satisfactory training but had concerns about the organization.

The bulk of the training was carried out at the Royal Liverpool and Broad Green Hospitals. The visitors found that the staff were working under considerable pressure and there was concern that this impacted upon the efficacy of the training.

It was agreed that the Trust might benefit from a reduction in the number of students for a period to help resolve some of the workload pressure. It was a valued base training centre and needed support.

It was agreed that once a revised report had been received and cleared, it should be approved.

It was

**RESOLVED:2**

that, subject to the stipulated requirements being met,

- a. to approve the report
- b. that approval of the South Liverpool Primary Care Trust (Royal Liverpool University Hospital & Broad Green Hospital) be confirmed under Section 5 of the Professions Supplementary to Medicine Act 1960 for the provision of practical training and courses and qualifications for up to six student dietitians per year on 31 week placements
- c. that Ms Shirley Judd be the named trainer, and
- d. that the next visit be in two years

**3.19 Mid-Cheshire Hospitals NHS Trust (Leighton Hospital)**

The meeting noted that the visit report was awaiting clearance by the Chief Dietitian but that this was expected shortly.

It was reported that the training offered was a benchmark of quality. The report needed to include a maximum number of students that might be trained in a year – 8. It was reported that the base trainer had been persuaded to delay moving to A, B and C Placements as there was still a need until 2005 for 31 week placements.

It was

**RESOLVED:3**

- a. to approve the report
- b. that approval of the Mid-Cheshire Hospitals NHS Trust (Leighton Hospital) be confirmed under Section 5 of the Professions Supplementary to Medicine Act 1960 for the provision of practical training and courses and qualifications for up to eight student dietitians per year on 31 week placements
- c. that Ms Fiona Walton be the named trainer, and
- d. that the next visit be in five years

**3.20 Burnley, Pendle & Rossendale NHS Primary Care Trust**

The meeting noted that the written report had been cleared and sent to the Trust.

**3.21 Student Training at the Oxford Radcliffe Hospitals NHS Trust**

The meeting was informed that an advertisement had appeared for a new services manager. It was agreed that a visit should be arranged for shortly after the new person took up her/his post. It was not known who was currently acting as the base trainer.

**3.22 Meeting with Workforce Developments Confederations**

The meeting received an oral report on the meeting held on 31 October 2002. The principal purpose of the meeting had been to try to resolve various issues on dietetic placements and training. The notes of the meeting which had been circulated were considered not to reflect entirely the nature of the meeting – the BDA's Placements Officer had made a presentation and demonstrated a mapping exercise on student placements, not one aspect of which had been mentioned in the notes. It was reported that a Project Manager was to be appointed.

It had been noted with interest that Northern Ireland was considered self-sufficient in the supply of dietitians.

### 3.23 Any Other Matter

#### 3.23.1 Research Project

It was reported that Professor Judd, Miss Sanderson and Miss Thomas were to meet at the end of the meeting to discuss the next steps in developing a proposal to evaluate the new style student training..

#### **Item 4. STANDARD DOCUMENTATION**

The outcome of the deliberations of the working group (Mr Barham, Mrs Butson, Miss MacKellar and Miss Pearson) in considering standard documents issued by the HPC had been distributed. It was reported that few comments had been received. Other than the need to eliminate a few remaining references to the former Dietitians Board, the documentation could now be sent to all visitors in hard copy and on disc.

#### **Item 5. PART-TIME COURSES**

There was discussion of the practicabilities of offering dietetic education and training on a part-time basis. It was reported that individual students, because of personal circumstances had been permitted to undertake the academic aspects of their studies on a part-time basis but not the clinical placements.

The meeting was informed that technically it would be illegal to register a student who had undertaken a part-time course when statutory approval had been given only for a full-time mode of study by the Privy Council as applied for by the institution.

Whilst it was possible to undertake the academic study on a part-time basis, there was concern about undertaking the clinical placement part-time. The number of hours per week would need to be agreed and the practicabilities of offering part-time placements explored.

It was agreed that the possibilities should be explored with reference to some of the other regulated professions. Miss Thomas and Miss Pearson offered to undertake the exploration and report back. Academic tutors would be asked to find out from their colleagues involved in other allied health professions if they offered part-time clinical placements.

**Item 6.**

**LEEDS METROPOLITAN UNIVERSITY**

The meeting received and considered the revised documentation relating to the undergraduate and postgraduate courses at Leeds Metropolitan University.

It was agreed that the documentation and the additional comments received, whilst not always as explicit as might be desired, did meet requirements.

It was

**RESOLVED:4**

that

- a. under the terms of Section 4(1)(a) and (b) of the Professions Supplementary to Medicine Act 1960, the course of training to be offered by and the qualification awarded by Leeds Metropolitan University be approved as meeting the standards and requirements for State Registration, and
- b. under the terms of Section 4(2) of the Professions Supplementary to Medicine Act 1960, the Working Group recommends that the Health Professions Council send its recommendation to the Privy Council that it be requested to determine approval of the application by Leeds Metropolitan University to offer the registrable course and qualification as set out below:-

<b>In</b>	Dietetics
<b>Type of Course</b>	Full-time in higher education
<b>Institution of Training /Education</b>	Leeds Metropolitan University
<b>Qualification</b>	BSc (Hons) Dietetics
<b>Awarded by</b>	Leeds Metropolitan University
<b>Length of Course</b>	Four years
<b>With effect from</b>	September 2002
<b>Participants in Approval</b>	



**Process**

Dietitians Pre-Registration Education  
& Training Working Group  
King's College London  
The British Dietetic Association (the  
professional body) does not  
participate in approval of  
undergraduate courses)

8.5 The Working Group also

**RESOLVED:5**

that, in accordance with the former Dietitians Board's policy concerning quality assurance, approval of the new course at Leeds Metropolitan University be affirmed for a period of five years, subject to notification of any changes in the dietetic staffing complement which may affect the concurrent approval that up to 84 students may be recruited altogether for both the undergraduate and postgraduate courses.

It was also

**RESOLVED:6**

that

- a. under the terms of Section 4(1)(a) and (b) of the Professions Supplementary to Medicine Act 1960, the course of training to be offered by and the qualification awarded by Leeds Metropolitan University be approved as meeting the standards and requirements for State Registration, and
- b. under the terms of Section 4(2) of the Professions Supplementary to Medicine Act 1960, the Working Group recommends that the Health Professions Council send its recommendation to the Privy Council that it be requested to determine approval of the application by Leeds Metropolitan University to offer the registrable course and qualification as set out below:-

**In**

**Dietetics**

**Type of Course**

Full-time/part-time in higher education

**Institution of Training  
/Education**

Leeds Metropolitan University

<b>Qualification</b>	Postgraduate Diploma/MSc in Nutrition & Dietetics
<b>Awarded by</b>	Leeds Metropolitan University
<b>Length of Course</b>	Two years full-time (Postgraduate Diploma) Up to five years from initial registration on PgD course (MSc)
<b>With effect from</b>	September 2002
<b>Participants in Approval Process</b>	Dietitians Pre-Registration Education & Training Working Group Leeds Metropolitan University The British Dietetic Association (the professional body) does not participate in approval of undergraduate courses)

*(Miss Thomas left the room for the next item)*

**Item 7. KING'S COLLEGE LONDON**

The meeting received and considered the postgraduate course document.

There were some concerns about the adequacy of the College's assessment of prior knowledge of applicants, the reading lists and the lack of any references to publications from countries other than England. Miss Thomas was able to give positive assurances so as to cover all the concerns.

It was

**RESOLVED:7**

that

- a. under the terms of Section 4(1)(a) and (b) of the Professions Supplementary to Medicine Act 1960, the course of training to be offered by and the qualification awarded by King's College London be approved as meeting the standards and requirements for State Registration, and

- b. under the terms of Section 4(2) of the Professions Supplementary to Medicine Act 1960, the Working Group recommends that the Health Professions Council send its recommendation to the Privy Council that it be requested to determine approval of the application by King's College London to offer the registrable course and qualification as set out below:-

<b>In</b>	Dietetics
<b>Type of Course</b>	Full-time in higher education
<b>Institution of Training /Education</b>	King's College London
<b>Qualification</b>	Postgraduate Diploma/MSc in Nutrition & Dietetics
<b>Awarded by</b>	King's College London
<b>Length of Course</b>	Eighteen months Postgraduate Diploma) Two years (MSc)
<b>With effect from</b>	September 2002
<b>Participants in Approval Process</b>	Dietitians Pre-Registration Education & Training Working Group King's College London The British Dietetic Association (the professional body) does not participate in approval of undergraduate courses)

**Item 8. VISITS TO TRAINING PLACEMENTS SINCE THE LAST MEETING**

**8.1 Royal Bournemouth & Christchurch Hospital NHS Trust**

The meeting received the report of the visit on 10 October 2002 by Dr Lawson and Mrs Butson.

It was

**RESOLVED:8**

that, subject to the stipulated requirements being met,

- a. to approve the report
- b. that approval of the Royal Bournemouth and Christchurch Hospital NHS Trust be given under Section 4 of the Professions Supplementary to Medicine Act 1960 for the provision of practical training and courses and qualifications for up to two student dietitians per year for C Placements
- c. that Ms Susan Geldart be the named trainer, and
- d. that the next visit be in two years

8.2 Highland Acute Hospitals NHS Trust (Raigmore Hospital, Inverness)

The meeting received the report of the visit on 30 October 2002 by Mrs Smart and Mrs Dobson.

It was agreed that the report required a few amendments to change the ending of the report to properly reflect and separate the requirements and recommendations to the Trust with the recommendations to the HPC. A maximum number of students that might be trained should be included. A revised report could be cleared by the Chairman.

It was

**RESOLVED:9**

that, subject to the stipulated requirements being met,

- a. to approve the report
- b. that approval of the Highland Acute Hospitals NHS Trust be given under Section 4 of the Professions Supplementary to Medicine Act 1960 for the provision of practical training and courses and qualifications for up to two student dietitians per year for C Placements
- c. that Ms Margaret Moss be the named trainer, and
- d. that the next visit be in two years

8.3 Guy's & St Thomas'

The meeting received the report of the visit on 1 November 2002 by Mrs Butson and Miss Patton.

It was reported that despite several efforts to the contrary, the visitors only received the documentation on the evening before the visit. The documentation was voluminous. There was some concern that there had been an element of confusion between the outcomes of the 31 week placement and the A,B,C Placement procedures. It was considered that there was too much paperwork for staff and students.

It was recommended that there be detailed guidance for facilitators. A meeting of facilitators should be arranged and ask them to bring the papers on which they work. The discussion should centre on the quality of learning and this might be assisted by associated documentation. It was agreed that the end of the report should be rewritten to separate the recommendation to the Trust from that to the HPC and cleared by the Chairman.

It was

**RESOLVED:10**

- a. to approve the report
- b. that approval of the Guy's and St Thomas' Hospitals NHS Trust be confirmed under Section 5 of the Professions Supplementary to Medicine Act 1960 for the provision of practical training and courses and qualifications for up to eight student dietitians per year for A and C Placements
- c. that Ms Sarah Banfield be the named trainer, and
- d. that the next visit be in five years

**8.4 Queen's Medical Centre, Nottingham**

The meeting did not receive the report of the visit on 5 November 2002 by Miss Pearson and Dr Lawson.

**8.5 Nottingham City Hospital NHS Trust**

The meeting received the report of the visit on 6 November 2002 by Miss Pearson and Dr Lawson.

It was reported that the new named trainer had proved to be effective.

With corrections to the spelling and rearrangement of the end of the report, it was

**RESOLVED:11**

- a. to approve the report
- b. that approval of the Nottingham City Hospital NHS Trust be confirmed under Section 5 of the Professions Supplementary to Medicine Act 1960 for the provision of practical training and courses and qualifications for up to twelve student dietitians per year for a combination of B and C Placements
- c. that Ms Helen Ream be the named trainer, and
- d. that the next visit be in five years.

**8.6 Southern Derbyshire Acute Hospitals NHS Trust**

The meeting noted that the visit by Mrs Smith and Mrs Firmin would take place on 10 January 2003.

*(Mrs Butson left the room for the next item.)*

**8.7 Poole Hospital NHS Trust**

The meeting received the report of the visit on 12 November 2002 by Mr Barham and Dr Lawson.

It was reported that the visit had been satisfactory and the students positive about their experience. The resources were good. The management of the Trust had demonstrated its awareness of the local situation by already preparing for a smooth transition when the current named trainer retires in 2004.

It was

**RESOLVED:12**

- a. to approve the report
- b. that approval of the Poole Hospital NHS Trust be confirmed under Section 5 of the Professions Supplementary to Medicine Act 1960 for the provision of practical training and courses and qualifications for up to four student dietitians per year in two intakes of two
- c. that Mrs Sylvia Butson be the named trainer, and
- d. that the next visit be in five years

**8.8 Norfolk & Norwich University Hospital NHS Trust**

The meeting received the draft report of the visit on 18 November 2002 by Mrs Smith and Miss Mackellar.

It was reported that the visit had been arranged because of a change of site. The Hospital was now housed in a new building of good design and with good facilities. It had been agreed that the named trainer should no longer be the Dietetic Services Manager. The visitors were happy to recommend approval of the new premises and awaited the documentation for the change from 31 placement to A, B and C Placements in 2005.

The final report would be cleared by the Chairman.

It was

**RESOLVED:13**

- a. to approve the report
- b. that approval of the Norfolk and Norwich Hospital NHS Trust be confirmed under Section 5 of the Professions Supplementary to Medicine Act 1960 for the provision of practical training and courses and qualifications for up to eight student dietitians per year with a maximum of four at any one time
- c. that Mrs Jeanette Geraghty be the named trainer, and
- d. that the next visit be in five years time

**Item 9. VISITS TO TRAINING PLACEMENTS TO BE ARRANGED**

**9.1 Outstanding from 2001/2002**

St James & United Leeds Teaching Hosps	Mrs Howard and Dr Jones
Royal Berkshire, Newbury	Miss Pearson and Dr Lawson

**9.2 Remaining to be done 2002/2003**

Goodmayes	Miss Scott and Miss Thomas
North Durham Healthcare	Mrs Smith and Professor de Looy
Queen Elizabeth (London)	Miss Patton and Miss Sanderson
Barnsley	Miss Scott and Miss Sanderson
Gwent	Mrs Howard and Miss Pearson
Oxford	Mrs Smith and Dr Jones

### 9.3 B & C Placements to be arranged

Dartford & Gravesham	B Placement
Guiseborough	B
Lewisham	C
Middlesborough	C

### 9.4 Visits Arranged

Plymouth	21 January 2003	Mr Barham and Mrs Butson
Rotherham	29 January 2003	Miss MacKellar and Mrs Auty
Shrewsbury	30 January 2003	Miss MacKellar Professor de Looy
Queen Mary's	13 February 2003	Mrs Douglas and Mrs Howard
Bristol RI	20 March 2003	Dr Jebb and Mrs Douglas

9.5 Miss Pearson reported that she had found it difficult to establish any dates for visiting the Royal Berkshire Hospital as a range of reasons had been given for postponing the visit which was now overdue. It was agreed that the Working Group's Secretary should write to the Trust's Chief Executive.

## **Item 10. STANDARIZATION/CONSISTENCY OF APPROACH BY VISITORS**

It was agreed that there were still several issues to be resolved in standardizing documentation and presentation. It was accepted that there would be a certain amount of variation because of the nature of the institutions being visited.

It was pointed out that trainers did not have to move towards the A, B and C Placement model immediately but the documentation might be developed and submitted which might then preclude the need for a visit.

It was reported that there appeared to be some confusion over incorporating specialist weeks. It was confirmed that there was no expectation that there should be more than one and it might be split between several specialisms to give students a broad overview.

It was agreed that visitors should ensure that the assessment methods and tools should be appropriate and not overburdensome.



**Item 11. DATABASE**

The meeting considered the outcome of discussions, which were to have taken place before the meeting, on the practical requirements of a database which could retrieve the information required at will.

There was concern over the discrepancies on the lists of approved placements held by the BDA Placements Officer and Mrs Butson (who prepared the annual schedule of visits from her records.)

The meeting confirmed its support for a dedicated officer to look after a specially designed database for visits.

**Item 12. PROCEDURES IN CASES OF APPEAL**

It was agreed that in any appeal by a student it would be essential to keep the relevant approved institution informed and to establish a procedure that would be supported by evidence.

A panel to consider the appeal should consist of four persons. The outcome of its deliberations must be conveyed to the student, her/his base institution, the Placements Officer and the new trainer if appropriate.

It was agreed that the Panel could only consider appeals on the grounds of irregularities in individual treatment. It was agreed to develop a set of criteria against which an appeal could be considered. Any appeal had to be made within six weeks of completion of the placement and there should be a further six weeks in which to hear the appeal and come to a decision.

**Item 13. CHANGES OF NAMED TRAINERS**

The meeting noted that Ms Tracy Nairn was due to leave her post as Chief Dietitian with the South Glasgow University Hospitals NHS Trust on 19 December 2002. Mrs Fiona Clark, Dietetic Manager, would take on the responsibility for training the B Placement students.

**Item 14. EXTERNAL EXAMINERS APPOINTMENTS**

**14.1 Leeds Metropolitan University**

The meeting noted the following proposals from Leeds Metropolitan University (documentation was to follow):-  
Postgraduate Diploma

Ms Caroline Hill, base trainer at Stoke on Trent replacing Miss G Pearson for Professional Dietetic issues;  
Dr Clive Hunt, University of Huddersfield (already notified)

Undergraduate course:  
Ms Susan Roberts to replace Ms Jenny Daniel  
Dr Janet Cade, a nutritional epidemiologist, to replace Dr Geoffrey Webb.

14.2 Chester College

The meeting noted the receipt of full information on the external examiners appointed by the College.  
Professor Philip Calder in nutrition  
Mr Alan Torrance in clinical/professional modules

**Item 15. ANY OTHER BUSINESS**

15.1 University of Ulster

It was confirmed that the validation of the revised courses at the University of Ulster would take place at the end of January 2003. The documents had been distributed to the Working Group and comments were requested by 10 January 2003 to be submitted to the Chairman and the Secretary.

**Item 16. DATE OF NEXT MEETING**

It was agreed that the next meeting be held at 10.30am on Monday 24 February 2003.

**CHAIRMAN**

**OCCUPATIONAL  
THERAPISTS**

**PRE-REGISTRATION EDUCATION AND TRAINING WORKING  
GROUP**

**OCCUPATIONAL THERAPY**

**CATEGORIES OF APPROVAL & CONTINUED APPROVAL**

**2. Continued Approval of courses, examinations, qualifications and institutions under Section 5**

For consideration by ETC on the advice of a subordinate body

<b>Title of Course</b>	BSc (Hons) OT
<b>Type of Course</b>	Part time & In-service
<b>Institute delivering the course</b>	South Bank University

**MINUTES OF A MEETING OF THE JOINT VALIDATION COMMITTEE**  
**held at the Hilton Coventry**  
**on Tuesday and Wednesday 3 & 4 December 2002**

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JVC 1/02-03

Present

Dr Jennifer Caldwell (withdrew for item 9.1)  
Mrs Elizabeth Gilbert  
Mrs Ruth Heames (withdrew for item 9.3)  
Ms Deb Hearle (withdrew for item 9.8)  
Ms Stephanie Hobson (withdrew for item 9.14)  
Dr Jai Kulkarni (from Item 4)  
Professor Carol Lloyd (withdrew for item 9.4)  
Ms Joanne Pratt (withdrew for item 9.7)  
Mrs Sue Thompson (withdrew for item 9.17)  
Mr Paul Turner (Items 1-3 only)  
Mrs Gill Urquhart (withdrew for item 9.7)  
Mrs Carol Walker (withdrew for item 9.17)  
Mrs Catherine Wells - in the Chair (withdrew for item 9.13)  
Ms Lynn Westcott (withdrew for item 9.8)

In attendance

Mrs Anne Lawson Porter, Group Head for Education (COT)  
Ms Lucinda Pilgrim, Health Professions Council  
Miss Remy R Reyes, Validation Officer

**ACTION**

**1 WELCOME**

1.1 The Chairman welcomed all present and thanked everyone for attending the one and a half days meeting dedicated to finalising the JVC education and practice standards and considering the annual monitoring reports for pre registration programmes.

1.2 The meeting welcomed Mrs Anne Lawson Porter, Group Head for Education and Practice, to her first JVC meeting.

**2 APOLOGIES FOR ABSENCE**

2.1 Apologies were received from Mrs Candelin, Mrs Gacal, Dr Hunter, Mrs Joice, Mrs Moffat, and Mrs Pike.

2.2 It was noted that Mr Turner would be attending on 3<sup>rd</sup> December but would be unable to attend on the 4<sup>th</sup> December, and Dr Kulkarni would be unable to attend on 3<sup>rd</sup> December but would be attending on the 4<sup>th</sup> December.

**3 JVC STANDARDS FOR EDUCATION: PRE REGISTRATION**

## EDUCATION STANDARDS

3.1 Mrs Lawson Porter introduced the draft document. Her predecessor, Dr Irene Plott, with Mrs Anne Fenech and the Validation Officer had done a substantial amount of work on the standards. The standards were designed as an audit for JVC representatives at validation and review events and visits and as a working tool for new programmes for validation. Since no change in policy was involved, once approved by the JVC, the document should be submitted to the Education and Practice Board for endorsement and recommendation to the COT Council and the HPC Education and Training Committee for piloting in the next round of validation events in 2003.

3.2 The meeting recorded its commendation of this initiative and recognised that, whilst the education standards were virtually complete, the practice standards still required further work. A comprehensive discussion enabled the Committee to contribute their views on these.

3.3 It was AGREED to accept the offer from Mrs Lawson Porter to prepare the final draft of the document taking account of the comments from the meeting. The document should be sent to the joint JVC Chairs for Chairs' action prior to submission to the E&P Board and the ETC for endorsement in February 2003 and recommendation to the COT Council in April for piloting in the next round of validation events in 2003.

Group Head for  
Educ.

3.4 It was AGREED that JVC undertake a full evaluation and review of the standards at the end of the pilot year in 2003, prior to their full use as an audit tool in 2004.

JVC agenda  
(Sep 03)

3.5 It was AGREED that the document be circulated widely to HEIs and Education Commissioners in the Workforce Development Confederations as soon as it is ready.

Validation  
Officer

## 4 MINUTES OF THE PREVIOUS MEETING – 25 SEPTEMBER 2002

The Minutes were confirmed as a correct record of the meeting and signed by the Chairman.

## 5 MATTERS ARISING – 25 SEPTEMBER 2002

### 5.1 Training for External Examiners (Minutes 4.2)

Mrs Lawson Porter reported that this was also raised at the COTED meeting in October where it was pointed out that HEIs were implementing informal workshops for their staff. She suggested waiting to see what other systems were being put in place by the HPC. It was AGREED to discuss at the next meeting whether it would be useful to hold an extraordinary meeting/study day for potential external examiners.

JVC agenda  
(Feb 03)

### 5.2 MSc Occupational Therapy as pre registration qualification (Minutes 4.3)

Mrs Lawson Porter reported that the Board had endorsed the recommendation paper for submission to the January meeting of Council, with minor amendments. It was clarified that the learning outcomes for practice education for these programmes would be at undergraduate level although there is an expectation that the students' critical thinking may be at a higher level. The Board thanked all who

had contributed to the process.

5.3 **University of Teesside – Validation of Postgraduate Diploma in OT (graduate entry pathway) (Minutes 6.2)**

5.3.1 All the conditions and recommendations have been met and addressed, respectively. Approval of the new programme had been recommended to the ETC and the E&P Board in November. ETC and the E&P Board have endorsed the JVC recommendation. The programme is due to start in February 2003.

5.4 **Crawley College – BSc (Hons) OT: Report of JVC Visit on 4 October 2002**

5.4.1 The report of the visit was tabled (Appendix 1 to these Minutes). Mrs Heames reported that the visit focused on the staffing resources and administrative support to the programme. Crawley College had been unable to appoint a Programme Leader to succeed Zielfa Maslin who has decided to take early retirement. Failure to appoint was due to lack of applicants. The post has been re-advertised together with one other post to fill a vacancy for a lecturer with expertise in physical disorders. The Head of the School of Health and Counselling was now aware of the COT requirement to be represented in the appointment of the Programme Leader. Interviews were scheduled for 22<sup>nd</sup> November.

5.4.2 The environment at Crawley College was that of a College of Further Education rather than Higher Education. There was a very evident lack of cohesion among staff due to staff shortage and the part-time appointment of the majority of staff. The situation was not helped by the interim arrangements. The programme is due for revalidation in 2004 and it was important to have someone in post as soon as possible to lead the team in preparing the documentation for this event.

5.4.3 The Validation Officer reported that the interviews scheduled for 22 November were cancelled because there was only one applicant to the Programme Leader post and the applicant was not considered to be suitable. The post has been re-advertised and deadline for applications has been extended to 17 January and interviews to be held shortly thereafter. The lecturer post has been filled.

5.4.4 It was AGREED to follow this up in February 2003 to see how the issues raised have been addressed and to consider if any further action would be required.

JVC agenda  
(Feb 03)

6 **MINUTES OF THE MEETING OF THE COT EDUCATION AND PRACTICE BOARD (4 SEPTEMBER 2002)**

6.1 The Board commended the JVC annual monitoring report and thanked the Validation Officer for her work. The Board suggested other types of data to be collected in the wider HEI context.

6.2 The Validation Officer informed that comments received annually continue to influence the design and information included to improve the reliability and use of the report as a resource document.

7 **MINUTES OF THE MEETING OF THE HPC EDUCATION AND TRAINING COMMITTEE**

- 7.1 Ms Pilgrim reported that the HPC and its committees were rapidly moving forward to complete all of their procedures to meet the 1<sup>st</sup> April deadline. The most recent meeting of the HPC was held last week on 27 November. She drew attention to the following issues relevant and of interest to the JVC.
- 7.2 Minimum standards of proficiency – HPC will develop standards of proficiency by April 2003. All registrants will be expected to meet these standards and be able to practise basic skills of their profession safely irrespective of their place of work and role, including managers, educators, researchers, etc.
- 7.3 Standards of education and training - these will be developed by April 2003 with processes for course approval in partnership with professional bodies and HEIs.
- 7.4 Recommendations from validation events – reports from validation events forwarded to the ETC for approval must ensure that all conditions have been met.
- 7.5 Period of time to be given to institutions to make 'observations' - The Health Professions Order allows HEIs to make an 'observation' on any decision taken by the ETC affecting it within 20 working days from receipt of the letter by the HEI.
- 7.6 Glossary of terms and lists of validated courses - ETC was compiling a 'glossary' of terms commonly used by stakeholders. This was being led by Ms Sylvia Stirling from the Royal College of Speech and Language Therapists and Ms Ulua Falk at HPC. Ms Falk was also preparing a comprehensive list of all validated courses.
- 7.7 Withdrawal of approval of courses and transfer of students – The HPO makes explicit reference to the HPC using its best endeavours to relocate students on courses where approval for state registration purposes has been withdrawn. HPC will use its good offices and endeavours to help relocate students on these courses.
- 7.8 Dual registration – OTs working in social services will be required to register only with the HPC.
- 7.9 The Registrar was keen to work collaboratively with the professional bodies. He considers this partnership important for gaining mutual strength and knowledge between the HPC and all the regulated professions. He welcomes all members to attend the meetings of the HPC and its Committees that are open to the public, and for HPC officers to attend meetings related to education and practice.

## 8 VALIDATION AND REVALIDATION REPORTS

### 8.1 South Bank University – BSc (Hons) Occupational Therapy revalidation (part-time & in-service pathways)

- 8.1.1 Ms Hearle gave a verbal report. The draft report of the event held on 12 & 13 November 2002 has only just been received and commented on by panel members. The OT programme was submitted for approval of an annual intake of 70 students to be shared between the two intakes in February and September. Six modules were designed as common modules across the programme for OT, Physiotherapy, Diagnostic Radiography and Therapeutic Radiography. The OT programme was sound overall. Generic conditions referred to resources relating to

South Bank Uni.  
JVC  
representatives



professional, administrative and support staff, physical space and regulations on assessments. The recommendation for approval would be forwarded as soon as the JVC representatives to the event are satisfied that the OT-specific conditions have been met and the recommendations have been addressed satisfactorily, and agreement by JVC representatives from all the professions involved that the generic conditions have been met is obtained.

## 9 ANNUAL MONITORING REPORTS 2001-02

### 9.1 The Robert Gordon University – BSc (Hons) OT

Mrs Heames spoke to the reports.

#### 9.1.1 Issues of concern for action and/or monitoring

- Student intakes in excess of validated numbers for two successive years with an unusual pattern of student withdrawals from the 2001 cohort. It may be helpful to enquire if exit interviews are part of the standard procedure for the programme.
- Staffing would need monitoring to ensure that new staff who are new to higher education are well supported
- Gender and ethnicity: intake is all female and all Caucasian.
- Move to new location would require a visit, which would be undertaken at the revalidation of the programme in May 2003.
- SSR of 1:15.2 is just outside of the JVC recommended upper limit of 1:15
- High number of students who gained upper second-class degree (73%).

JVC  
representatives to  
revalidation in  
May 2003

#### 9.1.2 Areas to commend

- Low attrition rate for the final year students (1%)
- Successfully moved to new location with enhanced resources
- Engaged in active programme of practice education courses and on-going CPD for practice educators
- All students on all placements were supported by placement visits
- High standards achieved by students
- Course was well managed
- Shared learning was now well embedded in the programme and worked well
- Excellent support network for students
- Good feedback mechanisms
- The team has been able to update their practice skills and engage in scholarly activities despite a busy year and the major move to a new location
- Evidence within reports of good response to external examiners recommendations.

JVC

### 9.2 Canterbury Christ Church University College – BSc (Hons) OT

Dr Caldwell spoke to the reports.

#### 9.2.1 Issues of concern for action and/or monitoring

- Data on student progression for each cohort and information on destination of qualifiers were incomplete
- High number of student withdrawal from the 2000 and 2001 cohorts due to health reasons. It may be helpful to monitor how this linked up with the number of disabled students accepted on the programme

JVC

- The weighting of practice placements in Year 2 may allow compensation for poor academic work
- Significant staff changes during the year including the appointment of new OT professional lead employed part-time
- Examination Board arrangements would need to be reviewed to ensure that examiners have sufficient time to look at students' work.
- Programme will be submitted for early re-validation to accommodate the introduction of new pathways to qualification in 2004

#### 9.2.2 Areas to commend

- Average attrition rate for final year students (9%)
- Met target number for student intake
- Met widening access for students from different backgrounds and disabilities
- The 2002 cohort includes a high proportion of mature students (49%)
- Increased the staffing levels with new appointments and increased staff hours
- Very good number of practice education support workshops and seminars
- Innovation in delivery of design of shared programme with other professions has worked well with good moderation of assignments across several teaching teams/programmes
- Staff were actively involved with CPD and other developments
- A good range of degree awards were achieved by students
- Evidence within reports of good response to external examiners recommendations.

#### 9.3 Coventry University – BSc (Hons) OT (full time & part time in-service pathways)

Mrs Thompson spoke to the reports.

#### 9.3.1 Issues of concern for action and/or monitoring

- Failed to fill the validated places in the last 3 years and needs monitoring in light of government's agenda (165 out of 170 in 2002)
- Data was not given for student drop outs for the 1999 cohort on the full time pathway during the academic year and the number of applications received for the part time pathway for the academic year 2002
- Overall student drop out numbers from cohort 1999 and 2001 were comparatively large.
- No reported number of disabled students given the large cohort size, which was important in light of the Disability Discrimination Act. This would need to be evident.

#### 9.3.2 Areas to commend

- Average attrition rates for final year students in both full time and part time in-service pathways (11.5%) with a comparatively lower rate for the in-service, part time pathway (9%)
- Good SSR
- Very good ethnic mix in the new cohort (2002)
- External examiners' comments and recommendations have been addressed well in the programme team's response.
- Good number of practice educators' courses delivered both in the institution and in the field which has secured a large number of placements which was important given the current climate

- Improvement in office space and location since revalidation.

9.3.3 **BSc (Hons) OT (part time in-service pathway) – Outreach delivery at Staffordshire University**

9.3.3.1 The proposal was noted. The validated in-service programme at Coventry University would be delivered as an outreach programme whereby students would be registered as Coventry University Students and will have dual registration with Staffordshire University, under the Memorandum of Co-operation, to enable them to access the facilities of the University. Approval was sought, in the first instance for a cohort of 15-20 students from Shropshire and Staffordshire supported by the Shropshire and Staffordshire Workforce Development Confederation. The programme was aimed both at increasing recruitment in places where it was needed and addressing widening access.

9.3.3.2 It was AGREED that the same approval process for resources and quality assurance would apply to outreach programmes. This would include a visit to Staffordshire University to approve the site where teaching would take place, an interview with the staff who will deliver the programme, and the learning resources and support that would be available to students.

JVC calendar/  
JVC  
representatives

9.4 **University of Derby – BSc (Hons) OT (full time/ part time in-service / graduate entry pathways)**

Mrs Urquhart spoke to the reports

9.4.1 **Issues of concern for action and/or monitoring**

- Overall attrition rate was average (5%) with comparatively high attrition rate for the full time pathway (9.6), compared with the part-time in-service (and graduate entry pathways)
- High percentage of First Class honours gained by students in the graduate entry pathway (5 out of 11)
- Failed to fill the validated places (116 out of 130 in 2002)
- Although some pressure on space has eased with the transfer of the Arts programmes to another campus, resources (space) remained an issue at the Cedars Site with no room large enough to accommodate all students for the shared learning elements of the programme
- Access to resources outside of university term time for students on the part-time pathway
- On-site technical support was reduced following the transfer of the Arts programmes to another campus
- Planned extension of shared learning with nursing may increase problems with space and would need to be carefully monitored.
- Staffing numbers have been increased but at 1:17.2 remain in excess of the JVC recommended upper limit for the SSR due to the increase in student intake for the graduate entry and part time pathways. This was raised at the validation event for the graduate entry pathway and would need to be followed up
- One external examiner had not received internal moderators' reports and assessments criteria.

JVC

9.4.2 **Areas to commend**

- Good range of degree classification obtained by students

JVC

- Students were now qualifying at various times of the year was seen as positive by employers
- Appointment of additional staff made, but SSR still high
- Increase in learning resources to meet the student numbers and updating of IT and moving and handling equipment
- Library facilities has improved slightly
- Good number of practice educators events
- Very positive reports from external examiners with evidence within reports of good response to external examiners recommendations
- Very good spread of staff undertaking higher studies up to doctoral level and good support to new staff
- All staff were allocated time for CPD and updating practice skills
- Appointment of Head of Subject to Professor.

#### 9.5 Queen Margaret University College – BSc OT/BSc (Hons) OT & PgDip OT

Dr Kulkarni Spoke to the reports.

##### 9.5.1 **Issues of concern for action and/or monitoring**

- A student group on the undergraduate degree programme felt that one academic tutor was not accessible when they needed help
- Lack of structure of student meetings with their tutor groups
- No students with disability despite a large cohort
- Low number of practice educator courses/activities which may be a reflection of the staffing level which is at the upper range of the recommended SSR due to retirement of Head of Department
- Tendency to give generous marks to students on the postgraduate programme with apparent reluctance to fail weaker students
- A significant number of students achieved a high mark in their practice placements which would need to be monitored
- Specific areas identified by the external examiner, particularly on assessments in two specific modules to ensure greater consistency in the allocation of marks.

##### 9.5.2 **Areas to commend**

- Low attrition rates with a 100% pass rate for those who registered for the honours degree programme
- Very positive comments and reports from external examiners for the undergraduate programme
- Good range of degree classification achieved
- Strong student feedback from students on the Postgraduate Diploma programme
- Good response to external examiners' recommendations and students' comments
- Appointment of new departmental secretary
- Good range of staff scholarly activity
- University re-structuring has resulted in the department being now part of a larger health care faculty which was seen to be a positive move.

#### 9.6 Colchester Institute (Anglia Polytechnic University) – BSc (Hons) OT (part time in-service & graduate entry pathways)

Ms Westcott spoke to the reports. She informed the meeting that she had been approached to serve as external examiner to this programme at the end of this

academic year.

9.6.1 **Issues of concern for action and/or monitoring**

JVC

- Reported SSR of 1:16 is in excess of the JVC recommended upper limit and would need to be reviewed in view of the demands for greater OT input of the revalidated programme
- Attrition rate is comparatively high for the graduate entry pathway (17%)
- Not all validated capacity on the graduate entry pathway has been filled and only one out of 5 male applicants was accepted on the programme; suggest revisiting recruitment/marketing strategies
- Student names were mentioned in the report
- The report has not differentiated the factors that contribute to the strengths and weaknesses of each pathway which have a shared curriculum
- Staff development has been limited due to pressures of the programme on a stretched staff
- External examiners reports were not attached; these need to be submitted to the February 2003 meeting

9.6.2 **Areas to commend**

JVC

- Good range of degree classifications with a majority gaining 2.1 and 5 out of 19 gaining First Class degrees which is a reflection of the graduate profile of the cohort
- New key texts have been added to the library stock
- Staff have worked to ensure that placements met student needs
- All student placements have been visited by staff
- A range of events have been offered to practice educators and their format had been reviewed to suit practice educators' needs
- All staff have attended some form of professional CPD despite pressures due to high SSR

9.7 **Glasgow Caledonian University – BSc OT/ BSc (Hons) OT/ MSc Health & Social Care with eligibility for state registration in occupational therapy**

Professor Lloyd spoke to the reports.

9.7.1 **Issues of concern for action and/or monitoring**

JVC

- High attrition rate for the undergraduate three-year ordinary degree programme to date (13%)
- Reported SSR of 1:13.65 was calculated on actual student numbers and not the JVC formula using the original student numbers which would have given a high SSR (1:22)
- Of 21 students who progressed to the honours degree programme, the majority (43%) gained a 2.2, and only 2 students gained a First Class degree.
- Only one external examiner has been appointed for the undergraduate programme, which is 3 to 4 years in length and an average annual student population in excess of 200. This does not meet the JVC recommendation of 1 examiner per 75 students, or whichever is the greater.
- The external examiner drew attention to potential problems with ethical and confidentiality issues in students' work and the need for ensuring that students understand the regulations covering plagiarism
- Psycho-social bias in the programme which needs to be revisited to ensure a balance with the bio-science elements
- Poor uptake of the MSc pathway, which may be related to funding.

**9.7.2 Areas to commend**

- Opportunity to gain a joint honours degree in the fourth year with choices available (psychology, sociology or health ergonomics)
- New rehabilitation equipment and software for the Clinical Ergonomics Laboratory
- Use of the web for accessing learning materials by students
- Good models of long-arm supervision and use of innovative practice placements
- High standard of work by students was commended by the external examiner
- Good variety of teaching and assessment methods employed.

**9.8 University of Wales College of Medicine – BSc (Hons) OT (All Wales Part time Programme)**

Dr Kulkarni spoke to the reports.

**9.8.1 Issues of concern for action and/or monitoring**

- Planned relocation has not yet taken place
- Long term staff sickness has impacted on workload of remaining staff and would need monitoring in view of move to an annual intake
- No information on ethnicity of new intake
- External examiners commented on the arrangements for re-sit assessments

**9.8.2 Areas to commend**

- Funding secured for the improvement of IT and resources has been carried forward to provide new facilities once re-located in Spring 2003
- Additional monies also secured to employ 1.6 wte additional teaching staff and .5 wte clerical and administrative support
- Health and safety repairs identified in the previous report have been carried out
- Good number and range of practice educators programmes
- Good staff development programme and range of scholarly activities
- Positive reports and comments from external examiners

**9.9 Brunel University – BSc (Hons) OT (full time & part time pathways)**

Mrs Wells spoke to the reports.

**9.9.1 Issues of concern for action and/or monitoring**

- High attrition rates for both the full time and the part time pathways; admissions procedure may need to be reviewed in light of most students stating 'wrong career choice' as their reason for leaving
- Very little secretarial support for a programme with an annual intake of 155
- Difficulties with accommodating the large cohort of first year students in one lecture room resulting in the use of the large hall (Hamilton Hall) which was not suited for use as a lecture hall (restricted vision, poor acoustics, audio-visual facilities, uncomfortable chairs).
- Facilities in Osterley campus would need to be monitored to ensure that students are not further disadvantaged by poorer facilities as other Departments move to other campuses.
- The complex arrangements for the appointment of external lecturers that have

been put in place by the university may reduce the use of one-off lecturers such as patients or users of services who are invited to share their experiences with students on health and social care courses, as recommended by the NHS who fund these courses.

- External examiners commented on the need for university tutors to monitor the marking by practice educators
- One external examiner completed his term this year and the two remaining examiners will be finishing next year.

#### 9.9.2 Areas to commend

- Positive external examiners comments and reports with evidence that recommendations have been well addressed
- Thorough assessment strategy with good moderation process
- Well organized practice placement arrangements with good range
- Involvement of the Disability and Dyslexia Officer with practice supervisors to support students with disabilities; guidelines for practice educators providing placements for students with disabilities will be produced
- Staff undertook a good range of CPD with good integration with clinical areas
- Staff coped well with staffing changes due to maternity leave and sabbatical leave during the year
- Good ethnic mix on new intake
- The abstracts of two students in the final year of the part time pathway were submitted to the COT Annual Conference and were accepted as Scientific Posters. One student won a prize for her poster.

JVC

#### 9.10 South Bank University – BSc (Hons) OT

Ms Hearle spoke to the reports

##### 9.10.1 Issues of concern for action and/or monitoring

- High attrition rate to date
- Data on student progression for cohorts 2000 and 2001 did not match with the reported student withdrawals
- Recruited in excess of approved numbers without prior approval by JVC; this was raised at the revalidation and resources have been put in place. Teaching staff resources, clerical and administrative support, and space would need to be monitored in view of increased student intake.
- Lack of dedicated administrative support
- Large number of fails in Human Movement and Performance (being monitored by external examiners)
- Timing of Exam Boards would need to be addressed (raised at revalidation)
- No practice educator courses have been run during the year
- No member of OT teaching team was involved in activities outside the university e.g. external examining
- One external examiner will be finishing in 2003 and the remaining examiner is on maternity leave.

JVC

##### 9.10.2 Areas to commend

- Issue raised last year on the high number of students who gained First Class honours degree has been addressed resulting in a more normal distribution of the classification this year
- All graduates employed as occupational therapists

JVC

- Appointment of new Principal Lecturer/Subject Lead
- Appointment of new Practice Development Coordinator
- Good support to existing practice educators
- Commitment of teaching team to the learning and teaching activities despite continuing under-staffing during the year and preparation for revalidation
- Evidence within the reports that external examiners recommendations have been well addressed
- Newly validated inter-professional scheme

9.11 **University of Northumbria at Newcastle – BSc (Hons) OT (full time & part time pathways)**

Ms Pratt spoke to the reports.

9.11.1 **Issues of concern for action and/or monitoring**

- Under-recruitment for the last 4 years
- Unusually high attrition rate for 2001 cohort with the majority of students either transferring to another programme or leaving because of 'wrong choice of course'; admissions procedure may need to be reviewed
- SSR of 1:16 has been in excess of the recommended upper limit but may now be addressed with the appointment of a new lecturer
- The timing of feedback to students on their performance needs addressing; feedback must be linked to the learning outcomes
- Support to part time students who need to fit into the programme which was not specifically designed for part time students would need to be considered
- Policy for double marking or blind marking, as appropriate would need to be devised
- Poor attendance at practice education business meetings; team is considering other means of communication with practice educators
- Report stated that students with disabilities were registered on the programme but did not state how they were supported

9.11.2 **Areas to commend**

- Low attrition rates for the final year of both the full time and part time pathways (9%)
- Careful attention to previous comments and recommendations by external examiners
- Staff development activities have been maintained despite being short-staffed
- Team provide very good pastoral support to students

9.12 **University College Northampton – BSc (Hons) OT**

Mrs Walker spoke to the reports.

9.12.1 **Issues of concern for action and/or monitoring**

- High attrition rates for all the cohorts with varied reasons for withdrawal. Re-establishment of NHS funding may help to reduce this for future intakes
- SSR of 1:16.5 is in excess of the recommended upper limit
- Low number of placements in social care (6)

9.12.2 **Areas to commend**

- Very positive external examiners comments citing improvements in



- standards, processes and procedures and overall quality of student experience
- Team response to recommendations gave detailed course of action being taken
  - Successful revalidation of programme in 2002 with introduction of new part time pathways
  - Good level of liaison with practice educators with study days and courses well organized
  - Appointment of additional clerical and administrative staff
  - Refurbishment of teaching accommodation, staff offices and purchase of additional teaching equipment and journal stock including OT specific journals

9.13 **University of East Anglia – BSc (Hons) OT**

Mrs Gilbert spoke to the reports.

9.13.1 **Issues of concern for action and/or monitoring**

- One external examiners drew attention to the use of penalties for breaches of word count and recommended a review of the policy
- Examiners recommended reviewing one of the Year 1 assignments, in particular the guidance to students on ethical issues linked to the assignments, and Year 3 journal assignments and dissertation.

JVC

9.13.2 **Areas to commend**

- Good range of awards in the 2.1 and 2.2 range
- Very positive external examiners reports commenting on the high standard of the programme with well-balanced assignments that required analytical thinking and stimulated students.
- Good response to external examiners recommendations
- Very good range of practice educator courses, partnership meetings, seminars and workshops
- High proportion of staff undertaking scholarly activities including research and supervision of postgraduate students (eight OT lecturers were entered as research active and the School scored a 3b in the RAE)

JVC

9.14 **Oxford Brookes University – BSc (Hons) OT (full time & part time pathways)**

Mrs Urquhart spoke to the reports.

9.14.1 **Issues of concern for action and/or monitoring**

- External examiner commented on need to organize appropriate mentorship of supervision, particularly for members of staff who are new to research supervision
- Need to consider a checklist of criteria for assessing research projects to ensure there is consistency between markers
- Appointment of a professional programme leader with clearly defined remit for academic and professional subject leadership
- Failed to recruit to full capacity

JVC

9.14.2 **Areas to commend**

- Good distribution of award classification

JVC

- Good number of practice placement educator courses, meetings and seminars
- Additional administrative support following review of practice education administration
- Very positive external examiners reports and comments with evidence that recommendations from previous year have been well addressed by the team
- Commendable number of students with disabilities recruited

9.14.3 **Structuring of practice placements for part time students**

It was AGREED that the advice on the strategy be dealt with by Chair's action.

Chairman

9.14.4 **Request to postpone revalidation to Autumn 2003**

JVC calendar

Noting that the university arrangements for semesterisation would not be in place by Spring 2003, it was AGREED to grant the request to postpone the revalidation to Autumn 2003 as the changes to the university timetable would impact on the delivery of the programme.

9.15 **University of Salford – BSc (Hons) OT (full time and part time pathways)**

Ms Hobson spoke to the reports.

9.15.1 **Issues of concern for action and/or monitoring**

JVC

- Disruption due to staff changes to provide cover for a number of staff pulled out to undertake secondment appointments relating to the modernisation agenda during a period that saw an increase in student numbers
- Disruption of administrative support due to secretarial staff changes and use of agency staff
- Increase in student numbers across all the health professions has resulted in room clashes and other pressures
- Shortage of placement resulted in one student starting her placement so late that she would not have had time to retake it had she failed.

9.15.2 **Areas to commend**

JVC

- Low attrition rate for both pathways
- Good range of awards achieved by students
- All graduates have found employment in the health sector with majority employed in the local region
- Very positive external examiner reports and comments acknowledging the responsiveness of staff to their recommendations
- Good number of practice educator courses, partnership meetings and workshops
- All students are visited on placements
- New equipment and IT resources

Steady increase in staff studying for higher degrees and seconded for research.

9.16 **University of Ulster – BSc (Hons) OT**

Mrs Walker spoke to the reports.

9.16.1 **Issues of concern for action and/or monitoring**

JVC

- Over-recruited 35 students in excess of validated intake and resource capacity
- OT Staff leaving for maternity leave (x1) and secondment to DHSSPS (x1)

with only one new appointment made

- Non-OT lecturers and OT postgraduate research students contribute to lecturing hours
- Over-marking still occurred on practice placements commented on by external examiners and recommendations made on how this could be resolved
- High mean marks for some modules in years 3 and 4
- Majority of students obtained a 2.1 honours classification (course team responded that this was due to high calibre of students)
- Loss of placement development officer post
- Availability of placements was reported as a cause for concern; 2 students were disadvantaged by a lack of a second placement before year 3
- JVC noted that the monitoring report was signed by the Head of School rather than the Programme Leader.

#### 9.16.2 Areas to commend

JVC

- Low attrition rate
- Most of the graduates are working as OTs in the health and social care sector with the majority employed within the local region
- Upgrading of equipment and central teaching accommodation as part of the University-wide programme
- All students are visited on placement except those outside the UK in their final year
- External examiners commended the team's response to their recommendations made last year as evidenced by some modules having more realistic mean marks especially in levels 1 and 2
- There was evidence of more professional and service context issues in the assessment of levels 3 and 4
- Proposal to establish existing staff short-term contracts into substantive posts and increasing staffing to meet the increase in student numbers
- Staff (x4) were actively contribute to other programmes largely for PhD and MSc projects supervision

#### 9.16.3 Increase in student intake – response to JVC letter on strategy for supporting the increased intake

9.16.3.1 The reply from the Head of School was noted. Members agreed that the response listed what the School was proposing to do to support the additional students, rather than provide concrete evidence that the conditions set by the JVC for approval of the increased intake have been met, since the students were already accepted by the University to be registered on the OT programme. There was serious concern that current students have already been disadvantaged as a result of problems with securing practice placements.

9.16.3.2 It was AGREED to seek advice on the course of action to take, from the Education and Practice Board and the Education and Training Committee, and to inform the Head of School, accordingly. The JVC was mindful that the programme was due for revalidation in April 2003.

JVC  
EPB / ETC

#### 9.17 York St John College – BHSc (Hons) OT (full time & part time pathways)

Ms Hobson spoke to the reports.

**9.17.1 Issues of concern for action and/or monitoring**

- No major issues identified in the reports; minor issues were already being addressed.

**9.17.2 Areas to commend**

- Appointment of 6 new academic staff within the School of Professional Health Studies
- Additional administrative post for practice placements was created
- Increased access to IT resources
- All students have been visited on placements
- Generally positive external examiners reports and response from the team.
- Good level of staff development evidenced by involvement of good numbers in research, higher degree studies, external examining and postgraduate student supervision
- Successful revalidation of the programmes and validation of the new graduate entry pathway

**10 TIMEFRAME FOR COMPLETION OF PROGRAMME / COURSE**

The letter from St Loye's School of Health Studies seeking JVC guidance was noted. It was AGREED that the JVC policy and the advice suggested by the joint Chairs regarding currency of academic achievement and skills and student's fitness for practice be conveyed.

**11 NOTES OF THE QAA STEERING GROUP MEETINGS IN RELATION TO PROTOTYPE REVIEWS**

Noted for information.

**12 QUEEN MARY, UNIVERSITY OF LONDON – SCHOOL OF OT OPTIONS APPRAISAL**

- 12.1 The Group Head for Education reported that the future of the School of OT within the School of Medicine and Dentistry was being considered in discussions with the Workforce Development Confederation. The position of the COT was made clear, stating that the decision on the location of the programme was up to the WDC. When a decision was made, the JVC would decide whether a new validation or a resources assessment would be required.

**13 ANY OTHER BUSINESS****13.1 Impact of modernisation agenda on qualifying programmes**

It was AGREED that the next agenda include a discussion on Foundation Degrees and 'stepping on/off' awards, to consider if a Study Day dedicated to the issues arising from the discussion, would be needed.

**14 DATE OF NEXT MEETING**

26 February 2003 at COT

The Committee thanked the Validation Officer for the extremely efficient arrangements for the two day meeting.

JVC

JVC

JVC (Feb 03)

There being no further business, the meeting was closed at 4.30pm

20 December 2002

# **PHYSIOTHERAPISTS**

**PRE-REGISTRATION EDUCATION AND TRAINING WORKING  
GROUP**

**PHYSIOTHERAPY**

**CATEGORIES OF APPROVAL & CONTINUED APPROVAL**

**1. Approval of New Courses under Section 4(1)(a) and (b) and  
Institutions under Section 4(1)(c) of the PSM Act 1960**

(By the Privy Council, forwarded from the Council on the recommendation of the ETC acting on the advice of a subordinate body)

<b>Title of Course</b>	Interprofessional Scheme for Allied Health:Pre-registration incorporating BSc (Hons) Physiotherapy
<b>Type of Course</b>	Part time
<b>Institute delivering the Course</b>	South Bank University
<b>Qualification(s) to be approved for State Registration</b>	BSc (Hons) Physiotherapy
<b>Awarding Body</b>	South Bank University

<b>Length of Course</b>	4 years (part-time)
<b>With effect from</b>	3 February 2003
<b>Date of Validation of Event</b>	12/13 November 2002
<b>Participants in the approval process</b>	<p><b>Representing HPC and relevant Professional Bodies</b>  <i>Chartered Society of Physiotherapy:</i>  Margaret Curr  Louise Jones  <i>The Society &amp; College of Radiographers:</i>  Steve Milner  Lesley Forsyth  Bev Snaith  <i>College of Occupational Therapists:</i>  Deb Hearle</p> <p><b>Representatives from South Bank University</b></p>
<b>Outstanding Conditions</b>	None
<b>JVC/JQAC Comments and Conditions</b>	<p>This was a joint validation between Occupational Therapy, Physiotherapy, Diagnostic and Therapeutic Radiography. There were a number of generic conditions and programme specific conditions and recommendations set at the event. These are detailed in the attached report. These have now been addressed by the course teams. The conditions and recommendations are attached to this proforma.</p>
<b>Recommendation for Approval supported by:</b> <b>Course Documents</b> <b>A visitors report (or equivalent)</b> <b>Record of peer professional discussion and agreement to the recommendation</b>	<p>Visitors report attached. One set of revised course documents received and checked. Recommendation approved by Chair and Vice Chair of JVC as next JVC meeting was not until 11 February 2003. Agreement will therefore have been confirmed before ETC meeting on 12 February 2003.</p>





**Validation**  
**Interprofessional Scheme for Allied Health Professions – Pre-Registration**  
**BSc (Hons) Diagnostic Radiography**  
**BSc (Hons) Therapeutic Radiography**  
**BSc (Hons) Occupational Therapy**  
**BSc (Hons) Physiotherapy**

**Faculty of Health**

**12th & 13th November 2002**

**Panel**

**Dr Ruth Farwell**  
*(Chair for Plenary Sessions)*

**Iain Boatman**  
**Kathy Burgess**

**Dr Tony Burns**  
**Jenny Carey**

**Margaret Curr**

**John Douglas**

**Mary Embleton**

**Lesley Forsyth**

**Deb Hearle**  
**Louise Jones**

**Steve Milner**

**Remy Reyes**  
**Bev Snaith**

**Catherine Moss**  
*(Secretary for Plenary Sessions)*

Pro Vice Chancellor (Students & Quality), South Bank University

Principal Lecturer, Business School, South Bank University  
Head of Department of Radiotherapy, University of Liverpool,  
(Radiotherapy JVC Representative)

Head of Quality Unit, South Bank University  
Education Officer, Chartered Society of Physiotherapy, London,  
(Physiotherapy JVC Representative)

Head of Physiotherapy Division & Assistant Head of  
Physiotherapy, Podiatry & Radiography, Glasgow Caledonian  
University, (Physiotherapy JVC Representative)

Principal Lecturer, Faculty of the Built Environment, South Bank  
University

Professional Support Officer, The Society and The College of  
Radiographers, (Radiography JVC Secretary)

Radiotherapy Manager, Aberdeen Royal Infirmary, (Radiotherapy  
JVC Representative)

Programme Manager, University of Wales, College of Medicine  
School of Allied Health Professions, Faculty of Health & Social  
Care, University of the West of England

Division of Radiography, University of Bradford, (Radiography  
JVC Representative)

Validation Officer, College of Occupational Therapists  
Advanced Radiographer Practitioner Radiology, Pinderfields  
General Hospital, (Radiography JVC Representative)

Principal Quality Officer, Quality Unit, South Bank University

*Apologies were received from Pauline Gacal, Head of School of Professional Health Studies, York St  
John College*

**Chairs for specialist subject meetings**

**Dr Ruth Farwell**

**Iain Boatman**

**Dr Tony Burns**

**BSc (Hons) Physiotherapy**

**BSc (Hons) Therapeutic Radiography**

**BSc (Hons) Occupational Therapy**

John Douglas

BSc (Hons) Diagnostic Radiography

Secretaries for specialist subject meetings

Catherine Moss	BSc (Hons) Physiotherapy
Michelle Cranston	BSc (Hons) Therapeutic Radiography
Yasmin Mahmood	BSc (Hons) Occupational Therapy
Sally Skillett-Moore	BSc (Hons) Diagnostic Radiography

Context of the meeting

The Faculty of Health has offered BSc (Hons) Diagnostic Imaging (Radiography), (3 year full-time) and BSc (Hons) Occupational Therapy (4 year part-time, in-service) since 1993. These courses have been reviewed at 5 yearly intervals and are, therefore, due for a review by February 2003.

In 2000, the South East London Workforce Development Confederation approached South Bank University to work in partnership with King's College London to develop an in-service Physiotherapy programme based on the successful SBU Occupational Therapy programme. The SBU Academic Development and Learning Committee subsequently approved a proposal to develop a BSc (Hons) Physiotherapy.

In October 2001, South Bank University, in partnership with King's College for Physiotherapy, were successful in their bid to become the London first wave pilot site for Modernisation for Education of Allied Health Professions (AHP): Diagnostic Radiography, Occupational Therapy, Physiotherapy and Therapeutic Radiography. One of the agreed outcomes for the AHP Modernisation project was that the new 4 year programmes would be submitted for validation before the end of December 2002. This deadline for validation was required because the courses are to be commissioned from February 2003. The review of the existing courses would form part of this validation as these awards would be subsumed within the new Interprofessional Scheme.

A key feature of the new Interprofessional Scheme is the Common Learning Programme, (CLP). This comprises 6 units, taught across all 3 levels, which, as the name implies, are common to all 4 awards.

Process of validation

Principally, because of the existence of the Common Learning Programme, it was agreed that the 4 different subject awards should be combined into one Scheme and should, therefore, be considered at one validation event. The validation meeting, therefore, took place over 2 days and the panel included Joint Validation Committee representatives from the relevant professional and statutory bodies: the Chartered Society of Physiotherapy, the College of Occupational Therapists and the Society and College of Radiographers. Additionally, there were internal panel members whose role was to ensure that the new scheme complied with South Bank University regulations and with the appropriate academic standards for degree awards.

During the 2 days the panel had opportunities to meet as a group and to discuss common issues, such as the recruitment and admissions strategy, teaching and learning and assessment strategies, scheme specific regulations and the management of the scheme with the team. The whole panel also met together to consider the Common Learning Programme. It also split into groups to discuss professional issues relating to each of the 4 specialist subjects. The panel had discussions with clinical representatives for all 4 pathways and with students from the existing Radiography and Occupational Therapy courses. There was a tour of resources for those needing to see them and there was a demonstration of Blackboard, the University's e-learning tool, which, it is intended, forms an important part of the teaching and learning strategy for the Scheme.

**A. Outcome**

- A1 The panel approved the following awards within the Interprofessional Scheme for Allied Health – Pre-Registration, subject to the conditions and recommendations set out in sections B and C:

BSc (Hons) Diagnostic Radiography (3 year full-time and 4 year part-time, in-service)  
BSc (Hons) Therapeutic Radiography (4 year part-time, in-service)  
BSc (Hons) Occupational Therapy (4 year part-time)  
BSc (Hons) Physiotherapy (4 year part-time, in-service).

This conditional approval was in relation to the validation of the programmes as South Bank University awards. The JVC representatives for each profession agreed to recommend approval of the awards. This recommendation will go via the JVC for that profession to the professional body and to the statutory body, the Health Professions Council.

A2 The change in title of the BSc (Hons) Diagnostic Imaging (Radiography) to BSc (Hons) Diagnostic Radiography requires approval by the Privy Council. The part-time in-service routes to both BSc (Hons) Diagnostic Radiography and BSc (Hons) Therapeutic Radiography also require approval of Privy Council.

A3 The panel approved the new and modified units listed in Appendix A, subject to the conditions and recommendations set out in sections B and C:

**B Conditions**

The team is asked to submit the amended Scheme documents to the Quality Unit and to the PSB's by 13th December 2002. All conditions of approval must be met, (ie. the programme specifications must be signed off by the Chair of the validation panel and the external panel members must have indicated that they are satisfied that the conditions have been met), by 9th January 2003.

**Conditions applicable to the whole Scheme**

**Resources**

B1 The Faculty must produce a Business Plan and Resource Strategy document for the Interprofessional Scheme for Allied Health Professions – Pre-Registration. This document must set out clearly how the Faculty will manage the increase in student numbers that the new programmes will bring and must include timescales for the acquisition and development of the resources, both human and physical, to support the Scheme. The Business Plan and Resource Strategy should cover:

- a rolling programme for the updating and maintenance of the Skills Laboratories;
- the means by which the effectiveness of the Skills Laboratories in supporting students learning will be ensured;
- details of the resources needed to support the new units within the Scheme;
- a methodology for the development of e-learning within the Scheme, including any necessary initial pump priming.
- the agreement for sharing of resources with King's College for BSc (Hons) Physiotherapy should be revisited and the wording tightened up.
- the resource strategy should make reference to the staff student ratios required by the Professional and Statutory Bodies, particularly in relation to the Radiography pathways.

**Commentary**

*The panel noted the statements about the resourcing for the Scheme made by the Dean of the Faculty of Health but wished to see written commitments to providing appropriate support not only for the start of the new Scheme but also to reflect the projected expansion in student numbers over the next few years.*

*The panel had also been concerned about some of the statements made by the Radiography students, whom they had met, about the lack of access to appropriate equipment in the Skills Laboratory. Students had also stated that there were problems in accessing the books and journals that they needed from the South Bank University library.*

*They also noted the proposed increased use of e-learning (Blackboard) to support the units and were anxious that students should have adequate access to IT and receive appropriate levels of support to allow them to use Blackboard effectively.*

**B2** Documentation – generic & programme specific  
The documents, particularly those that will be available to students, for instance, the programme specifications, should be revisited to ensure accuracy and consistency. The documents should have adequate signposting and cross referencing. Amendments and corrections that are specific to the individual awards are listed as separate conditions below. Those that apply more generally across all the pathways, are:

- ensure that terminology, particularly in relation to staff members' roles, is used consistently throughout the documents and include a glossary of terms. For instance, the terms 'practice educator' and 'mentor' are not used consistently across the documents with one being used on occasions as a synonym for the other. An indicative job description for the practice educator should be included.
- check that references to other documents, eg professional codes of practice and guidance documents, are for the most up-to-date version.
- check the documents for typing errors and other inconsistencies.
- the document should make clear that the dissertation is innovative only in so far as it is a departure from current practice in the existing programmes.
- the documents setting out the students' and managers' responsibilities should be consistent across the Scheme and be clear about the responsibilities students have for protection against TB, Hepatitis B, Polio and Tetanus, as well as indemnity insurance where appropriate.

**B3** All reference to University and programme specific academic regulations, in both the generic document and the programme specifications, should be revised in accordance with the set of regulations submitted to the panel during the course of the meeting. The programme team should also consider whether it is appropriate to include possible condonement of a failed unit within the programme specific regulations and, if so, whether there should be any restrictions on its use.

Commentary

*The academic regulations for progression and for obtaining a final award as presented in the programme specifications and the generic information document had not been amended to reflect recent changes to the University's regulations. They also varied between courses. The intention is that the 4 awards within the Scheme shall have the same programme specific regulations. The panel was presented with a revised set of regulations, which it was agreed should be adopted for the whole Scheme.*

*The external panel members were concerned about the use of condonement for failed units where students had presented mitigating circumstances which, in the opinion of the Award and Progression Board, would have affected a student's performance in that unit. Although, it was noted that this regulation was only applied exceptionally, there was concern that condonement of failed units could jeopardise professional standards. The team was advised to consider removing condonement from the regulations altogether or, at least, placing further restrictions on its use.*

**B4** The section of the generic information document on recruitment entry standards and requirements should be revisited and amended to reflect the following:

- the recruitment strategy should include information about how applicants will be advised on the appropriateness of their choice of course.

- that point 3 of the list of conditions for entry to the programme should be amended to state: 'Completion of a satisfactory police check via the Criminal Records Bureau' and 'Receipt of satisfactory references'.
  - that the document should be corrected to make it clear that it is only students, for whom English is not their first language, are required to have achieved the International English Language Test Score of 6.0 or equivalent.
  - that the appropriateness of stating that students should normally be 21 years of age should be reviewed to reflect the University's equal opportunities policy that states that there is no discrimination in view of age.
  - the variations in the required academic qualifications for the different pathways and modes of study should be removed. Instead, there should be a generic list of academic qualifications for all pathways and a reference to the use of the Faculty of Health's AP(E)L policy in recruitment and selection. The additional professional requirements for the in-service routes should then be listed separately. Entry qualifications for those with appropriate in-service experience would not be as reliant on academic qualifications.
  - it should be made clear that candidates are interviewed as part of the recruitment and selection process in order to assess whether the candidate possesses the necessary skills and knowledge.
- B5 The programme specifications should list the possible interim awards of CertHE, DipHE and BSc in Health Studies and make it clear that these do not lead to registration for the relevant profession. Similarly, it should be made clear that an aegrotat award would be in Health Studies and is not PSB accredited.
- B6 There should be a curriculum and assessment schedule for all pathways, which shows the fit of taught blocks and practice blocks and the timing of assessments and revision periods, mapped against the calendar weeks. It is envisaged that this exercise may result in a review of assessment loadings across the pathways. The schedule should be incorporated into the relevant document.
- B7 All references to 'electives' should be removed from the unit descriptor headings. The pathway teams should also review the pre-requisites for individual units and whether the inclusion of pre-requisites is, in fact, appropriate. Pre-requisites should be the minimum required.
- B8 Given the proposed use of e-learning as a learning tool, the unit reading lists should be amended to include some specific web based references.
- Common Learning Programme**
- B9 The allocation of the job of co-ordinator for the Common Learning Programme should be reviewed within 12 to 18 months of the start of the programme.

Commentary

*The panel commended the appointment of a designated programme director for the Common Learning Programme but was concerned that the person appointed was also the Course Director for one of the pathway awards, namely, BSc (Hons) Physiotherapy. It was felt that as this new award moved into its second year of recruitment and the student numbers started to expand, it would be too onerous for one person to carry out both roles.*

- B10 There is a potential overlap in the content of the Level 1 Preparation for Practice unit and Level 3 Reasoning in Practice. For instance, the Reasoning in Practice unit syllabus states that students will learn how to engage in reasoning and reflective processes but this is also covered at Level 1 in the Preparation for Practice unit. The team should review the learning outcomes for the Level 3 unit and either remove the duplication or reword the learning outcomes.

Conditions relating to BSc (Hons) Diagnostic Radiography & BSc (Hons) Therapeutic Radiography

- B11 Although the panel commended the way in which the changing role of the Radiographer had been embedded into the programme, it was of the view that this should be made more explicit in the documents. (See also D1).
- B12 Once the placement arrangements for the 4 year part-time in-service routes for BSc (Hons) Diagnostic Radiography and BSc (Hons) Therapeutic Radiography are known, the external panel members would wish to visit one or more placement sites. These visits will form part of a review for the JVC, to take place one year into the programme, which will look at recruitment, retention and the student experience. The report on the independent review of clinical placements should be made available once it has been received by the University.
- B13 The programme specifications should include 2 additional aims, the first relating to the promotion of research mindedness and the second relating to working within a legislative framework.
- B14 There should be a clear management structure for all Radiography programmes, which identifies a member of staff with responsibility for taking a clear overview of all the routes within the 2 pathways.

Conditions relating to BSc (Hons) Diagnostic Radiography

- B15 Confirmation of the numbers for the 3 year full-time route will be obtained at the April meeting of the JVC, by which time clinical placement visits by the JVC representatives will have taken place.
- B16 The indicative content for the Clinical Practice units should be reworded to make a clearer distinction between Practice units taught at different levels.
- B17 It should be clearly stated that students must obtain their clinical practice experience from at least 2 hospitals.
- B18 The documents should be checked to ensure that the transferrable skills listed in the programme specification correspond to the units and to the curriculum map.

Conditions relating to BSc (Hons) Therapeutic Radiography

**Programme specification**

- B19 The teaching, learning and assessment strategies for the practical skills omit any reference to skill C6. This needs rectifying.
- B20 The section on programme level support should refer to the clinical tutorials being provided by the Practice Educator. There should also be a job description for the Practice Educator. The panel understood that an example of this could be obtained from Guys and St Thomas' Hospital. The term 'Liaison Tutor' should be changed to 'Link Tutor'.
- B21 The curriculum map should be reviewed to ensure consistency with the individual unit outcomes. For instance, for the Radiation Physics unit, it is not clear how outcome D4 is taught and assessed.

**Unit specific conditions**

- B22 The panel approved the following conditions relating to the programme units:
- i) The Radiation Physics unit syllabus should be amended to show that it is a double unit and the reading list should include the latest edition of the core text by D T Graham.
  - ii) The learning outcomes for the Level 1 unit – Oncological Management of Malignant Disease of the Pelvis need to be distinguished more clearly from those for the Level 2 unit – Oncological Management of the Respiratory and Upper Alimentary Systems.

- iii) The reading list for Radiotherapy Sciences should include the latest edition of the core book by P Cherry and A Duxbury.
- iv) Imaging for Oncology should include image interpretation as part of the assessment. The assessment could still include an essay if required.
- v) The learning outcomes for the Level 2 unit – Oncological Management of the CNS and Endocrine Systems need to be distinguished more clearly from those for the Level 3 unit – Management of Patients with Malignant Disease Requiring Systemic Therapy.
- vi) The panel was of the view that Management of Patients with Malignant Disease Requiring Systemic Therapy would be better assessed with a case study whilst still retaining the same word limit.
- vii) The assessment for Management of Patient and Cancer Treatment Morbidity should be reconsidered and the assessment mark should be split between the class presentation and the 1500 word submission.
- viii) The study hours for Clinical Practice IV need amending to reflect the fact that this is a 30 CAT point unit.
- ix) The section on the summative assessment of clinical skills through the Objective Structured Clinical Examination (OSCE) refers to one unit of study being assessed by 10 stations, normally of 5 minutes duration. This statement should be amended to include mention of the fact that the stations become longer and more complex as students progress through the course levels.

Conditions relating to BSc (Hons) Occupational Therapy

- B23 In order to comply with the requirements of the College of Occupational Therapists, the team must produce an evidence based critical appraisal of the operation of the current BSc (Hons) Occupational Therapy programme, which should include a description of the stages of the development of the revised programme.
- B24 Similarly, the team must define in the document what the final qualifying assessment is, in order to comply with PSB requirements.
- B25 The team was required to produce comprehensive placement documentation and to set out comprehensive descriptors of what students were required to achieve on placement, detailing clearly how these link to the grades identified.

Conditions relating to BSc (Hons) Physiotherapy

- Programme specification**
- B26 The team should ensure that the learning outcomes in the programme specification and in the units reflect the level to which they apply, noting that the SEEC level descriptors are used as guidance. Progression between the levels should also be made clearer. This is particularly important in relation to the development of practical skills, which the panel agreed should be made more explicit in the indicative content of units to reflect better the mapping matrix.
- B27 There was an apparent overlap in relation to the management content of the Level 3 Health and Social Care Management on the Common Learning Programme and the Level 3 Physiotherapy Management unit. It should be made clearer in the syllabus for the latter that this unit expands and complements the material covered at Level 1.
- B28 The omission of the weightings to get the aggregate mark for the placement assessment should be rectified.

- Unit specific condition**  
B29 The learning outcomes for Practice Placement 1 should be made Physiotherapy specific.

**C Recommendations**

- Recommendation relating to the whole scheme**  
C1 The team is advised to be more proactive in relation to compliance with the requirements of the Special Needs and Disabilities Act.

**Commentary**

*Some dyslexic students had commented that while support for assessing their needs had been carried out, the special arrangements relating to teaching were not always consistently followed through.*

- Recommendations relating to BSc (Hons) Diagnostic Radiography**  
C2 The team should consider developing descriptions of the outcomes for each level of the pathway. These would help map the 2 routes within the pathway.

- C3 The team should reflect on how students on the 4 year in-service route are supported in clinical practice and should also clearly differentiate between the role of the individual as a student and as a worker.

- Recommendations relating to BSc (Hons) Occupational Therapy**  
C4 The panel was concerned that the word count for some Occupational Therapy pathway assessments seemed lighter than for other pathways and recommended that it be reviewed in relation to the rest of the Scheme.

- Recommendations relating to BSc (Hons) Physiotherapy**  
C5 It is recommended that it is made clear that peer assessment will be used as formative rather than summative assessment.

- C6 It is recommended that comments on the criteria and 1st class mark distribution from the panel be fed back to the review of the London Wide Assessment Form.

**D Sharing good practice**

The pathway awards teams were commended on a number of areas of good practice. These are described below.

- BSc (Hons) Diagnostic Radiography**  
D1 The panel praised the way in which the changing role of the Radiographer had been embedded into the pathway. The graduates that the panel had met had stated that the course had given them a good preparation for practice.

- BSc (Hons) Therapeutic Radiography**  
D2 The panel commended the use of the Clinical Portfolio and the way in which competencies are to be assessed.

- D3 The panel welcomed the inclusion of the Imaging for Oncology unit.

- BSc (Hons) Occupational Therapy**  
D4 The success of the current programme was strongly commended, in particular, in the way its success had influenced the development of the new therapy courses framework.

- D5 The students that the panel had met had been complimentary about the way in which student feedback was obtained and issues raised by students, responded to.

- D6 The panel commended the programme's integral focus on continuing professional development.



BSc (Hons) Physiotherapy

- D7 The use of the 'consenting to participate in practical skills' forms and the contracts between the University and the Clinical Practice setting were seen as examples of good practice.
- D8 The panel commended the way in which management skills were developed in the pathway syllabus.

Conclusion to the meeting

The Chair thanked the panel, and in particular the external panel members, for participating in the validation event and for their helpful input.

**List of the units that make up the Allied Health Professions Education and Training Programme**

**Common Learning Programme**

Preparation for Practice L1  
Perspectives on Health L1  
Methods of Enquiry L2  
Health and Social Care Management L3  
Reasoning in Practice L3  
Research Activity/Finding the Evidence for Practice L3

**Diagnostic Radiography**

**Level 1**

Foundations of Diagnostic Imaging  
Fundamentals of Radiographic Technique  
Diagnostic Imaging: Skeletal Radiography  
Diagnostic Imaging: Systems 1  
Radiation Physics  
Diagnostic Imaging: Clinical Practice 1

**Level 2**

Diagnostic Imaging: Systems 2  
Diagnostic Imaging: Developing Practice  
Pathology related to Diagnostic Imaging  
Specialised Modalities in Diagnostic Imaging  
Diagnostic Imaging Science  
Diagnostic Imaging: Clinical Practice 2  
Diagnostic Imaging: Clinical Practice 3

**Level 3**

Diagnostic Imaging: Systems 3  
Diagnostic Imaging: Advanced Practice  
Diagnostic Imaging: Clinical Practice 4  
Diagnostic Imaging: Clinical Practice 5

**Therapeutic Radiography**

**Level 1**

Introduction to Anatomy, Physiology and Pathology  
Oncological Management in Cancer Care  
Radiation Physics  
Foundations of Radiotherapy Practice  
Oncological Management of Malignant Disease in the Pelvis  
Clinical Practice 1

**Level 2**

Radiotherapy Sciences  
Clinical Practice II  
Oncological Management of the Respiratory and Upper Alimentary Systems  
Imaging for Oncology  
Management of Paediatrics and their Disease  
Oncological Management of the CNS and Endocrine Systems  
Clinical Practice III

**Level 3**

Management of Patients with Malignant Disease Requiring Systemic Therapy  
Management of Patient and Cancer Treatment Morbidity  
Clinical Practice IV

**Occupational Therapy**

**Level 1**

Occupational Therapy: Foundation for Practice  
Human Development and Occupational Performance across the Lifespan

Enabling Occupational Performance through Purposeful Activity  
Human Movement and Occupational Performance  
Practice Placement 2

Level 2

Community, Primary Health and Social Care  
Occupational Therapy Practice in the Community  
Integration of Occupational Therapy Theory and Practice  
Practice Placement 3

Occupational Therapy: Physical and Neurological Impairments  
Occupational Therapy for Mental Health  
Occupational Therapy and Older People

Level 3

Issues and Trends in Occupational Therapy  
Practice Placement 4  
Practice Placement 5

**Physiotherapy**

Level 1

Foundations for Physiotherapy Theory and Practice  
Musculoskeletal 1  
Cardio-Respiratory Theme 1  
Neuroscience 1  
Practice Placement 1

Level 2

Musculoskeletal 2  
Cardio-Respiratory Theme 2  
Neuroscience 2  
Speciality Physiotherapy Practice  
Practice Placement 2  
Practice Placement 3

Level 3

Physiotherapy Management  
Practice Placement 4  
Practice Placement 5  
Practice Placement 6

# South Bank University

Validation: Interprofessional Scheme for Allied Health Professions – Pre-Registration

BSc (Hons) Diagnostic Radiography  
BSc (Hons) Therapeutic Radiography  
BSc (Hons) Occupational Therapy  
BSc (Hons) Physiotherapy

12<sup>th</sup> & 13<sup>th</sup> November 2002

## Conditions

The team is asked to submit the amended Scheme documents to the Quality Unit and to the PSB's by 13<sup>th</sup> December 2002. All conditions of approval must be met (ie. The programme specifications must be signed off by the Chair of the validation panel and the external panel members must have indicated that they are satisfied that the conditions have been met), by the 9<sup>th</sup> January 2003.

## Conditions applicable to the whole scheme

### Resources

B1 The Faculty must produce a Business Plan And Resource Strategy document for the Interprofessional Scheme for the Allied Health Professions – Pre-registration. This document must set out clearly how the Faculty will manage the increase in student numbers that the new programmes will bring and must include timescales for the acquisition and development of the resources, both human and physical, to support the Scheme. The Business Plan and Resource Strategy should cover:

- A rolling programme for the updating and maintenance of the Skills Laboratories
- The means by which the effectiveness of the Skills Laboratories in supporting students learning will be ensured
- Details of the resources needed to support the new units within the Scheme
- A methodology for the development of e-learning within the Scheme, including any necessary initial pump priming
- The agreement for sharing of resources with King's College for BSc (Hons) Physiotherapy should be revisited and the wording tightened up.
- The resource strategy should make reference to the staff student ratios required by the Professional and Statutory Bodies, particularly in relation the to the Radiography pathways.

**Documentation – generic & programme specific**

B2 The documents, particularly those that will be available to students, for instance, the programme specifications, should be revisited to ensure accuracy and consistency. The documents should have adequate signposting and cross referencing. Amendments and corrections that are specific to the individual awards are listed as separate conditions below.

Those that apply more generally across all pathways, are:

- Ensure that terminology, particularly in relation to staff members' roles, is used consistently throughout the documents and include a glossary of terms. For instance, the terms 'practice educator' and 'mentor' are not used consistently across the documents with one being used on occasions as a synonym for the other. An indicative job description for the practice educator should be included.
- Check that references to other documents, eg professional codes of practice and guidance documents, are for the most up-to-date version.
- Check the documents for typing errors and other inconsistencies
- The document should make clear that the dissertation is innovative only in so far as it is a departure from current practice in the existing programmes.
- The documents setting out the students' and managers' responsibilities should be consistent across the Scheme and be clear about the responsibilities students have for protection against TB, Hepatitis B, Polio and Tetanus, as well as indemnity insurance where appropriate.

B3 All reference to University and programme specific academic regulations, in both the generic document and the programme specifications, should be revised in accordance with the set of regulations submitted to the panel during the course of the meeting. The programme team should also consider whether it is appropriate to include possible condonement of a failed unit within the programme specific regulations and, if so, whether there should be any restrictions on its use.

B4 The section on the generic information document on recruitment entry standards and requirements should be revisited and amended to reflect the following:

- The recruitment strategy include information about how applicants will be advised on the appropriateness of their of course.
- That point 3 of the list of conditions for entry to the programme should be amended to state: 'Completion of a satisfactory police check via the Criminal Records Bureau' and 'Receipt of satisfactory references'.
- That the document should be corrected to make it clear that it is only students, for whom English is not their first language, are required to have achieved the International English Language Test Score of 6.0 or equivalent.

- That the appropriateness of stating that students should normally be 21 years of age should be reviewed to reflect the University's equal opportunities policy that states that there is no discrimination in view of age.
  - The variations in the required academic qualifications for the different pathways and modes of study should be removed. Instead, there should be a generic list of academic qualifications for all pathways and a reference to the use of the Faculty of Health's AP(E)L policy in recruitment and selection. The additional professional requirements for the in-service experience would not be as reliant on academic qualifications.
  - It should be made clear that candidates are interviewed as part of the recruitment and selection process in order to assess whether the candidate possesses the necessary skills and knowledge.
- B5 The programme specifications should list the possible interim awards of CertHE, DipHE and BSc in Health Studies and make it clear that these do not lead to registration for the relevant profession. Similarly, it should be made clear that an aegrotat award would be in Health Studies and is not PSB accredited.
- B6 There should be a curriculum and assessment schedule for all pathways, which shows the fit of taught blocks and practice blocks and the timing of assessments and revision periods, mapped against the calendar weeks. It is envisaged that this exercise may result in a review of assessment loadings across the pathways. The schedule should be incorporated into the relevant document.
- B7 All references to 'electives' should be removed from the unit descriptor headings. The pathway teams should also review the pre-requisites for individual units and whether the inclusion of pre-requisites is, in fact, appropriate. Pre-requisites should be the minimum required.
- B8 Given the proposed use of e-learning as a learning tool, the unit reading lists should be amended to include some specific web based references.
- Common Learning Programmes**
- B9 The allocation of the job co-ordinator for the Common Learning programme should be reviewed within 12 to 18 months of the start of the programme.
- B10 There is a potential overlap in the content of the Level 1 Preparation for Practice unit and Level 3 Reasoning in Practice. For instance, the Reasoning in Practice unit syllabus states that students will learn how to engage in reasoning and reflective processes but this is also covered at Level 1 in the Preparation for the Practice unit. The team should review the learning outcomes for the Level 3 unit and either remove the duplication or reword the learning outcomes.

## Conditions relating to BSc (Hons) Physiotherapy

### **Programme specification**

B26 The team should ensure that the learning outcomes in the programme specification and in the units reflect to the level to which they apply, noting that the SEEC level descriptors are used as guidance. Progression between the levels should also be made clearer. This is particularly important in relation to the development of practical skills, which the panel agreed should be made more explicit in the indicative content of units to reflect better the mapping matrix.

B27 There was an apparent overlap in relation to the management content of the Level 3 Health and Social Care Management on the Common Learning Programme and the Level 3 Physiotherapy Management unit. It should be made clearer in the syllabus for the latter that this unit expands and complements the material covered at Level 1.

B28 The omission of the weightings to get the aggregate mark for the placement assessment should be rectified.

### **Unit specific condition**

B29 The learning outcomes for the Practice Placement 1 should be made Physiotherapy specific.

# **RADIOGRAPHERS**



RADIOGRAPHY

Mary Embleton

Could we please draw your attention to Item 42.2 on the minutes.

Thank you

**PRE-REGISTRATION EDUCATION AND TRAINING WORKING GROUP**

**NAME OF PROFESSION : RADIOGRAPHY**

**CATEGORIES OF APPROVAL & CONTINUED APPROVAL**

**1. Approval of New Courses under Section 4(1)(a) and (b) and Institutions under Section 4(1)(c) of the PSM Act 1960**

(By the Privy Council, forwarded from the Council on the recommendation of the ETC acting on the advice of a subordinate body)

<b>Title of Course</b>	<b>BSc ( Hons) Diagnostic Radiography</b> Note: This forms part of the Interprofessional Scheme for Allied Health care Professions - PreRegistration
<b>Type of Course</b>	Part time in-service
<b>Institute delivering the Course</b>	Faculty of Health, South Bank University
<b>Qualification(s) to be approved for State Registration</b>	BSc ( Hons) Diagnostic Radiography
<b>Awarding Body</b>	South Bank University
<b>Length of Course</b>	4 years
<b>With effect from</b>	February 2003
<b>Date of Validation of Event</b>	12&13 November 2002
<b>Participants in the approval process</b>	South Bank University The College of Radiographers Health Professions Council
<b>Outstanding Conditions</b>	None
<b>JVC/JQAC Comments and Conditions</b>	when the refurbished laboratory facilities and other improvements to practical facilities have been completed at SBU, that a representative from the JVC visit again as part of the annual monitoring of the programmes.
<b>Recommendation for Approval</b>	Course documents

<b>supported by:</b> <b>Course Documents</b> <b>A visitors report (or equivalent)</b> <b>Record of peer professional discussion</b> <b>and agreement to the recommendation</b>	<b>Report of Validation of the</b> <b>Interprofessional scheme</b> <b>Course documentation</b>
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**1. Approval of New Courses under Section 4(1)(a) and (b) and Institutions under Section 4(1)(c) of the PSM Act 1960**

(By the Privy Council, forwarded from the Council on the recommendation of the ETC acting on the advice of a subordinate body)

<b>Title of Course</b>	<b>BSc ( Hons) Diagnostic Radiography</b> Note: This forms part of the Interprofessional Scheme for Allied Health care Professions - PreRegistration
<b>Type of Course</b>	Full time
<b>Institute delivering the Course</b>	Faculty of Health, South Bank University
<b>Qualification(s) to be approved for State Registration</b>	BSc ( Hons) Diagnostic Radiography
<b>Awarding Body</b>	South Bank University
<b>Length of Course</b>	3 years
<b>With effect from</b>	September 2003
<b>Date of Validation of Event</b>	12&13 November 2002
<b>Participants in the approval process</b>	South Bank University The College of Radiographers Health Professions Council
<b>Outstanding Conditions</b>	None
<b>JVC/JQAC Comments and Conditions</b>	when the refurbished laboratory facilities and other improvements to practical facilities have been completed at SBU, that a representative from the JVC visit again as part of the annual monitoring of the programmes.
<b>Recommendation for Approval supported by:</b> Course Documents A visitors report (or equivalent) Record of peer professional discussion and agreement to the recommendation	Course documents Report of Validation of the Interprofessional scheme Course documentation

**1. Approval of New Courses under Section 4(1)(a) and (b) and Institutions under Section 4(1)(c) of the PSM Act 1960**

(By the Privy Council, forwarded from the Council on the recommendation of the ETC acting on the advice of a subordinate body)

<b>Title of Course</b>	<b>BSc ( Hons) Therapeutic Radiography</b> Note: This forms part of the Interprofessional Scheme for Allied Health care Professions - PreRegistration
<b>Type of Course</b>	Part time in-service
<b>Institute delivering the Course</b>	Faculty of Health, South Bank University
<b>Qualification(s) to be approved for State Registration</b>	BSc ( Hons) Therapeutic Radiography
<b>Awarding Body</b>	South Bank University
<b>Length of Course</b>	4 years
<b>With effect from</b>	February 2003
<b>Date of Validation of Event</b>	12&13 November 2002
<b>Participants in the approval process</b>	South Bank University The College of Radiographers Health Professions Council
<b>Outstanding Conditions</b>	None
<b>JVC/JQAC Comments and Conditions</b>	
<b>Recommendation for Approval supported by:</b> Course Documents A visitors report (or equivalent) Record of peer professional discussion and agreement to the recommendation	Course documents Report of Validation of the Interprofessional scheme Course documentation

## MEETING OF THE JOINT VALIDATION COMMITTEE HELD ON 2 DECEMBER 2002

**PRESENT:** Richard Price (Chair)  
Charlotte Beardmore (to item 41.4)  
Kathy Burgess  
Rosemary Klem  
Lorraine Nuttall  
Julie O'Boyle (from item 36.3.8)  
Audrey Paterson  
Billy Rea

**IN ATTENDANCE:** Tom Berrie (from item 35.2)  
Mary Embleton  
Ethna Glean  
Michele Landau

### 32. APOLOGIES FOR ABSENCE

Apologies for absence were received from Julia Henderson, Maureen McPake and John Newton.

### 33. SCOR WELCOME

Ethna Glean announced that as of 3<sup>rd</sup> February 2003 Audrey Paterson would become the Director of Professional Policy at SCoR. This would, therefore, be her last meeting as a member of the JVC. SCoR Council would be choosing a replacement at their January 2003 meeting.

### 34. MINUTES OF LAST MEETING

The minutes of the last meeting were approved subject to the following:

34.1 Minute 21.1 second sentence should read *..the HPC Education and Training Committee...*

34.2 Minute 22.5.11.2 third sentence should read *...continue to be approved...*

34.3 Minute 22.5.12.1 second sentence should read *...two new diagnostic clinical placements...*

### 35. MATTERS ARISING FROM THE MINUTES NOT OTHERWISE ON THE AGENDA

#### 35.1 Report of Chair's Action

The JVC received and approved Chair's action subsequent to the meeting of 16 September 2002 (copy appended in the minute book).

#### 35.2 Membership (item 19.3)

The JVC noted that an appointment had not been made to replace Professor Judith Hitchen as HPC representative on the JVC, even though Peter Burley had been approached. It was agreed to write to Mark Seale asking for a nomination to fill the vacancy.

**ACTION: SEC**

#### 35.3 Staff Student Ratios (item 22.6)

Kathy Burgess informed the JVC that, as Link Person, she had not received any responses relating to the JVC request that HEIs submit a brief report to the JVC detailing how JVC requirement of a minimum academic staff:student ratio of 1:12 to support each undergraduate programme was being addressed by the institution. It was confirmed that all responses received by the secretariat had been forwarded to the JVC Link Person.

**35.6 Educationalist Forum of HPC (item 25)**

The Secretary confirmed that practitioner reviewers were individuals who had mostly been nominated by workforce development confederations. The Secretary explained that the QAA had been advised that they had to be SCoR members, were practitioners as opposed to academics and that the professional and statutory body had power of veto over radiography nominations. Professional and statutory body approval was required since they were a party to prototype reviews; however, the current nominations had been mainly taken from WDCs.

The Secretary had "flagged up" during the QAA evaluation that a pool of visitors were available to be drawn upon.

It was agreed to monitor the situation.

**35.7 Items Referred from Parent Bodies (item 28.5)**

It was confirmed that nothing further had been heard from Zambia regarding the setting up of their degree programme for radiographers.

**36. COURSE UPDATE**

36.1 The course update document was noted.

**36.2 General matters for consideration**

**36.2.1 *Link Persons***

It was agreed to add the name of the Link Person next to the institution name on the course update document in future.

**36.3 Course specific matters**

**36.3.1 CANTERBURY CHRISTCHURCH UNIVERSITY COLLEGE (R)**

36.3.1.1 Audrey Paterson left the meeting for this item.

The Link Person confirmed that the SSR was currently above JVC requirements, however a response had been received on 30<sup>th</sup> October confirming that overall numbers were less and that the SSR was currently 1:10. However, it was noted if in future recruitment targets were reached then the SSR would be too low.

36.3.1.2 Confirmation is still awaited from South Bank University that they have agreed to share Dare Valley Hospital as a clinical placement. The Link Person will ask South Bank University for a reply.

**ACTION: LN**

**36.3.2 CITY UNIVERSITY (London) (R&T)**

36.3.2.1 The Committee noted that the institution wished to change the date of the inter-professional validation of the new PgD to 11<sup>th</sup> April 2003. It was noted that the University is proposing to include a radiotherapy route. Rosemary Klem and Irene McIntyre, JVC representatives to attend.

**36.3.3 GLASGOW CALEDONIAN UNIVERSITY (R&T)**

36.3.3.1 The committee noted that a meeting had been arranged for 12<sup>th</sup> December 2002 to discuss the proposed use of Ninewells Hospital as a radiotherapy clinical placement for Glasgow Caledonian and Queen Margaret University College. Julie O'Boyle has agreed to attend in place of Charlotte Beardmore, Link Person.

**36.3.4 KINGSTON UNIVERSITY/ST GEORGE'S HOSPITAL MEDICAL SCHOOL (R&T)**

36.3.4.1 Kathy Burgess confirmed that she was no longer external examiner.

36.3.4.2 The committee noted that Kingston University had informed the Secretariat that they expected the review/revalidation of the BSc (Hons) Diagnostic Radiography and BSc (Hons) Therapeutic Radiography to be held on 13 May 2003; confirmation was awaited from registry. Julie O'Boyle to be JVC lead representative and Maureen McPake one of the other JVC representatives.

36.3.4.3 The committee was informed that the yearly report on the clinical placement to Guy's & St Thomas' NHS Trust was outstanding. It was agreed that this report would be required and then it be subsumed with in the periodic review. The Secretary agreed to follow up the outstanding report.

**ACTION: SEC**

**36.3.5 UNIVERSITY OF LEEDS (R&T)**

36.3.5.1 The Committee heard that the institution had yet to contact the Secretariat regarding the proposed internal review that was due to take place in autumn 2002 and revalidation early in 2003. The Secretary will follow up with the institution.

**ACTION: SEC**

**36.3.6 OXFORD CENTRE FOR RADIOGRAPHIC STUDIES (RMCS Cranfield University) (R& T)**

36.3.6.1 Kathy Burgess confirmed she was now an external examiner.

36.3.6.2 The Committee agreed that the note regarding Haslar could be removed from future update course documents.

36.3.6.3 The Committee noted that the contract for training of students from the 2003 intake had been awarded to the University of Hertfordshire.

**36.3.7 ROBERT GORDON UNIVERSITY (R)**

36.3.7.1 The Committee noted that the institution had proposed holding an inter-professional validation event on 13-15 May 2003. Rosemary Klem to be lead validator.

**36.3.8 SOUTH BANK UNIVERSITY (R&T)**

36.3.8.1 The committee received the tabled report of the part-time in-service radiography (Diagnostic and Therapeutic) courses validation event and periodic review of the BSc (Hons) Diagnostic Imaging (Radiography), attended by Kathy Burgess, Steve Milner, Beverley Snaith and Lesley Forsyth and the Secretary, on 12<sup>th</sup> & 13<sup>th</sup> November 2002. This report had currently only been confirmed by the Chair of the panel with AHP JVC representatives corrections still to be incorporated. Comments were due by 6<sup>th</sup> December. Kathy Burgess confirmed that 2 Diagnostic clinical placement visits in association with the review of the 3 year full time programme had yet to take place.

36.3.8.2 The WDC wished the part-time in-service route to commence within the current financial year. The Radiotherapy placements for the part-time in-service programme were still to be identified and outstanding issues could not be explored at the present time. It was noted that once placement arrangements for the 4 year part-time in-service routes for the BSc (Hons) Therapeutic Radiography were in place the external panel members would wish to visit one or more placement sites. This would form part of a review of both in-service radiography routes in 12 months time looking at recruitment and attrition

36.3.8.3 A number of concerns were raised regarding SSR, attrition levels and management structure; also who was in overall control of pre-registration programmes. All AHPs were concerned about resourcing issues.

36.3.8.4 Kathy Burgess confirmed that the titles of the degrees were correct, however, the change in title of the Diagnostic degree course would require Privy Council approval.



36.3.8.5 The JVC raised concerns on the number of conditions in the report and wished the University to convene a mini-panel meeting as an effective way to explore the issues.

The Committee agreed that Kathy Burgess, Steve Milner and one representative from each AHP be asked to attend the meeting so that a joint recommendation might be forwarded to the Education and Training Committee of the HPC. Chair's action would not be appropriate until such time as the meeting had taken place.

**ACTION: SEC/CHAIR**

**36.3.9 SHEFFIELD HALLAM UNIVERSITY (R&T)**

36.3.9.1 The JVC noted that the approval of a change in title of the Therapeutic Radiography degree to BSc (Hons) Radiotherapy and Oncology was still outstanding.

36.3.9.2 Kathy Burgess gave a verbal report of a visit to 2 Radiotherapy clinical placements on 28<sup>th</sup> November 2002. A carefully worded written report would follow and be passed on for Chair's action for continued approval; both sites subject to certain conditions being met.

**ACTION: KB/CHAIR**

**36.3.10 ST MARTIN'S COLLEGE (Lancaster) (R)**

36.3.10.1 The date for validation of the 2 year accelerated programme in Diagnostic Radiography had been confirmed as 11<sup>th</sup> February 2003. Audrey Paterson would attend as accompanying officer in a support role to Noelle Skivington, JVC Representative.

**36.3.11 UNIVERSITY OF SALFORD (R)**

36.3.11.1 The JVC noted that the start of the BSc programme for several health care professions, with a generic first year which students could exit with a Cert HE; a discipline specific second year with elements of shared learning which students could exit with a foundation degree and the final 15 months leading to the BSc and eligibility for state registration, had been deferred to February 2004. The date of the final approval meeting of process validation was being proposed for May 2003.

**36.3.12 SUFFOLK COLLEGE (R&T)**

36.3.12.1 The Secretariat informed the JVC that the review of the BSc (Hons) Diagnostic Radiography on 22<sup>nd</sup> May 2002 had included proposals for 2 new clinical placements, however a recommendation for approval had not been received. Clarification had been requested from John Newton, JVC lead representative. It was agreed that once this was received Chair's action would be taken.

**ACTION: CHAIR**

**36.3.12 UNIVERSITY OF CENTRAL ENGLAND IN BIRMINGHAM (West Midlands School of Radiography and Podiatry) (R&T)**

36.3.12.1 The JVC noted, following submission by University of Central England of a proposal for an increase in JVC approved annual intake in both disciplines and two new Diagnostic clinical placements shared with other Universities, the Link Person had reviewed the documentation and clarification on a number of issues had been requested and received.

It was noted that Chair's action had been taken to approve the increase in annual intake and Queen's Medical Centre as an additional clinical placement for the BSc (Hons) Diagnostic Radiography (this placement is shared with the University of Derby).

**ACTION: CHAIR**

36.3.12.2 The JVC representatives for the validation event of a part time pathway for both the Diagnostic and Radiotherapy programmes to be held on 23<sup>rd</sup> May 2003 were confirmed as Charlotte Beardmore (T) and Derek Adrian-Harris (D).

**36.3.13 UNIVERSITY OF DERBY (R&T)**

- 36.3.13.1 The Committee agreed that mention of the Radiotherapy course could be deleted from future course update documents.

**ACTION: SEC**

**36.3.14 UNIVERSITY OF HERTFORDSHIRE (R&T)**

Richard Price and Lorraine Nuttall left the meeting for this item.

- 36.3.14.1 The JVC were informed that the Thames Valley contract, formerly with Oxford Centre for Radiographic Studies (RMCS Cranfield University), had been awarded to the University of Hertfordshire with affect from the 2003 intake. The University of Hertfordshire wished to engage with JVC representatives in regard to accreditation of clinical placements and changes to validation documentation with a view to recruitment for the 2003 intake. It was agreed that Kathy Burgess, John Newton and Charlotte Beardmore be kept informed of developments.

**36.3.15 UNIVERSITY OF PORTSMOUTH (R&T)**

- 36.3.15.1 The JVC noted that parts of the programmes common to all disciplines would need to be approved prior to specific disciplines' programmes being revalidated. It was anticipated that the review of the BSc (Hons) Radiography (Diagnostic) and BSc (Hons) Radiography (Therapeutic) would be scheduled for June 2003.

**36.3.16 UNIVERSITY OF ULSTER AT JORDANSTOWN (R&T)**

Billy Rea left the meeting for this item

- 36.3.16.1 The secretary read a report from the institution regarding staffing levels in response to the condition of the periodic review of 10<sup>th</sup> May 2001 that the staffing levels, both academic and support, should be reviewed by the JVC in 18 months time. A number of concerns were raised and it was agreed that a letter be sent from the JVC regarding staffing levels and SSRs. The response would be reviewed by Audrey Paterson and Lorraine Nuttall.

**ACTION: SEC**

**36.3.17 UNIVERSITY OF WEST OF ENGLAND (Bristol) (R&T)**

The Committee were informed that the validation of a part-time route for both programmes due to take place in December had now been put back to spring 2003.

**36.4. *Commissioned and Actual Numbers***

- 36.4.1 Ethna Glean spoke to a tabled updated version of Recruitment onto Pre-Registration Programmes as at 1<sup>st</sup> October 2002 and confirmed that the 2002 Diagnostic intake had recruited to 98% of commissioned numbers. In England most students were nationally recruited, with 1 overseas registrant. Both Wales and Scotland had higher overseas recruitment figures, however, it was unclear as to the definition of "overseas".

Radiotherapy intake and commissioned numbers had increased since last year and recruitment stood at 90% of commissioned numbers.

- 36.4.2 Ethna confirmed that the CoR would be writing to HEIs confirming that any bursary or funding problems should be referred to Peter Wright at the DH.
- 36.4.3 The Committee agreed that a letter be sent from both the JVC and the CoR to institutions that had over-recruited raising concerns over staffing levels and SSRs.
- 36.4.4 The JVC wished to draw to the attention of the professional body to concerns about the registration of students where it is unclear as to whether adequate resources are available to support those courses which had over recruited.

36.4.5 The Committee agreed that a letter should be sent in March 2003 raising concerns about future intake numbers, stressing that students would not be registered if courses were largely over-recruited.

36.4.6 It was agreed that a letter should be sent in early 2003 to workforce development confederations plus the relevant bodies throughout the rest of the UK highlighting over recruitment issues. These letters would be copied to HEIs.

**ACTION: SEC**

### **37. REGISTER OF VALIDATORS**

37.1 The JVC noted that Denise Veasey had resigned from the register of validators.

37.2 It was noted that there is a shortage of diagnostic clinical validators on the register. The Committee agreed that JVC should write to HEI's and clinical managers to identify senior diagnostic staff who may be interested in joining the JVC register of validators. It was suggested managers might be contacted through SCoR managers groups

### **38. WORKSHOP FOR VALIDATORS**

It was agreed that due to the JVC workload and the evolving nature of the HPC the proposed JVC workshop would not be held in May/June 2003. This will be reviewed at the next meeting with view to holding a workshop in October/November 2003.

### **39. MONITORING SCHEDULE**

39.1 The Committee noted that 5 monitoring schedules remained outstanding and that a further follow up letter had been sent recently. It was agreed that any institutions that had not returned their schedules in time for the annual monitoring report would be named in the report.

39.2 The Secretariat confirmed that copies of monitoring schedules already received would be sent this week to Link Persons and that a return by date would be stipulated.

**ACTION: SEC**

### **40. JVC NEWSLETTER**

The Chair thanked everyone involved in production of the JVC newsletter and confirmed that the first issue had been sent out to interested parties. The second issue would be published in early summer 2003.

### **41. HPC CONSULTATION**

41.1 The Committee noted that the JVC response to the HPC consultation had been forwarded to the HPC on 26<sup>th</sup> September 2002. The Committee were further informed that the HPC draft response would be launched at a public meeting in Cardiff on 9<sup>th</sup> December 2003. The Secretary had received an invitation and would be attending. There was a question raised as to why the Chair had not been invited. This would be followed up.

**ACTION: SEC**

It was noted that the HPC had still to consult on a number of issues within the order.

41.2 The Committee heard that the SCoR had compiled a comprehensive response. Concerns from SCoR members continued to be voiced in relation to a number of issues.

41.3 Work on standards of proficiency had recently begun and first drafts for consultation in the professions at large were due to be produced by the working groups by 6<sup>th</sup> February 2003, with final drafts due by April. If this schedule was not adhered to it would impact on the timescale for the HPC register.

## 42. EDUCATIONALIST FORUM OF HPC

42.1 The Committee noted that the forum had not met since the last JVC meeting and no further meetings were scheduled until after April 2003.

42.2 It was agreed to suggest to the education and training committee of the HPC that the Chairs and Secretaries of all JVCs, JVACs and JQACs meet to identify for the ETC and professional bodies where an approach in common might be taken and where differences exist. Audrey Paterson suggested that the SCoR could probably facilitate an initial meeting.

**ACTION: SEC**

## 43. EDUCATION AND TRAINING SECRETARIAT STAFF

The Secretary reported on the meeting, which had taken place on 21<sup>st</sup> October 2002. Concern was expressed that, while some items were an issue for the secretariat, other matters on the agenda were issues for JVC Chairs, rather than Secretaries. It was agreed that it would be prudent to request that Chairs be invited to the next meeting.

A letter would be sent from the Chair to Diane Waller with copies to SCoR, Marc Seale and JVC members.

**ACTION: CHAIR/SEC**

## 44. QUALITY ASSURANCE AGENCY

44.1 The Secretary gave a report of the meeting of the steering group held on 21<sup>st</sup> November 2002 and also on the first draft of a report on prototype reviews, which was reviewed and amended at the meeting. It was noted that the report of the DH evaluation would be available on the web from 6<sup>th</sup> December. The Committee were informed that the QAA handbook was to be revised in order to greater assist both clinicians and academia. A further meeting of the Steering group is to be held on 31<sup>st</sup> January 2003.

44.2 It had been indicated that the steering groups would be dissolved and that members were likely to be approached by the DH to be a member of one of their proposed working groups to take the work of the Quality Assurance (Education) team forward (refer to minute 45.2 concerning the DH proposals).

## 45. ITEMS REFERRED FROM PARENT BODIES

### 45.1 *Students with disabilities*

The JVC were informed of new CoR guidance on students with disabilities which was available to members via the new SCoR website, with copies also available on request to those without internet access. It was agreed to forward copies of the guidance sheet to all validators for information.

**ACTION: SEC**

### 45.2 Department of Health Documents

Audrey Paterson spoke to two tabled reports from the Department of Health, which had been circulated with papers for the previous week's ETC meeting.

45.2.1 The draft document Partnership Working Arrangements from the Department Of Health Quality Assurance (Education )Team.

It was noted that the document only had one reference to professional bodies and that the professional body would be responding to this draft document

It was agreed that the report be circulated to JVC members once finalised by the DH as opposed to waiting until the next JVC meeting.

45.2.2 Quality Assurance – Education from the Department of Health Human Resources Directorate, Learning and Personal Development Division.

The committee were informed that this document was a summary of current Quality Assurance - Education work at the DH.

45.2.3 Concern was expressed that the DH were communicating with the AHPF, which is an ad hoc group that does not have an education remit, rather than with professional bodies.

The professional body would be responding to both documents as they stood. Questions would be asked and a meeting requested seeking clarification. Input would be requested from the JVC.

**ACTION: RP, EG, SEC**

45.3 The JVC were informed that a statement from SCoR Council relating to the Breast Screening pilot sites was now available via the SCoR website

45.4 The Committee noted that the Council of Deans of Nursing was currently consulting on a proposal to extend its remit to include other health care professions.

#### 45.5 Curriculum Framework

Ethna Glean informed the JVC that the Curriculum Framework project was now underway. Richard Price was Chairing a project board of 30 members and Rob Appleyard from Sheffield Hallam University was on part time secondment to undertake work on the project.

The inaugural meeting had taken place on 13<sup>th</sup> November and the first consultation with the profession was scheduled to take place in mid January 2003. Invitations had been sent out and an article placed in December 2002's issue of Synergy News. A further consultation would occur around mid March 2003 with the project due to be completed in April 2003.

45.6 The JVC were advised that the new SoR website had now become operational and encompasses the JVC.

45.7 The JVC were informed that the professional body would be responding to the NHSU consultation and that the JVC were welcome to feed comments in via Ethna Glean.

#### 46. **ANY OTHER BUSINESS**

46.1 The Secretary commented that she would find it helpful to report back from the Education and Training Committee, similar to those supplied in the past by the Secretary to the Radiographers Board, to feed into the JVC.

46.2 The Chair wished to note Audrey Paterson's contribution to the JVC over the past 8 years and thank her for all her hard work. Her input and advice as a member of the JVC would be missed.

Audrey Paterson stressed the importance of JVC work which must continue and offered her support for the future in her new capacity at SCoR.

#### 47. **DATES OF FUTURE MEETINGS**

47.1 The date for the next meeting was confirmed as **Thursday 10<sup>th</sup> April 2003.**

47.2 The provisional date for the following meeting was set as Thursday September 4<sup>th</sup> 2003.

**The meeting closed at 3.55 PM.**

**SPEECH & LANGUAGE  
THERAPISTS**

**PRE-REGISTRATION EDUCATION AND TRAINING  
WORKING GROUP**

<b>NAME OF PROFESSION</b>
Speech and Language Therapy

**CATEGORIES OF APPROVAL & CONTINUED APPROVAL**

<b>1. Approval of New Courses under Section 4(1)(a) and (b) and Institutions under Section 4(1)(c) of the PSM Act 1960</b>
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(By the Privy Council, forwarded from the Council on the recommendation of the ETC acting on the advice of a subordinate body)

<b>Title of Course</b>	BSc(Hons) in Speech and Language Therapy
<b>Mode of Study</b>	Part time
<b>Higher Education Institution delivering the Course</b>	University of Central England in Birmingham
<b>Qualification(s) to be approved for State Registration</b>	BSc(Hons) in Speech and Language Therapy
<b>Awarding Body</b>	University of Central England
<b>Length of Course</b>	Maximum length 6 years
<b>With effect from</b>	September 2001
<b>Date of Validation of Event</b>	30 April-1 May 2001
<b>Participants in the approval process</b>	Mrs Aileen Patterson Mr Martin Duckworth Dr Rosemary Varley Mrs Sylvia Stirling, Panel Administrator
<b>Outstanding Conditions</b>	There are no outstanding conditions.
<b>JVC/JQAC Comments and Conditions</b>	
<b>Recommendation for Approval supported by: Course Documents A visitors report (or equivalent)</b>	The visitors' report. and course documents

<b>Record of peer professional discussion and agreement to the recommendation</b>	
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## **2. Continued Approval of courses, examinations, qualifications and institutions under Section 5**

For consideration by ETC on the advice of a subordinate body

<b>Title of Course</b>	BSc(Hons) Speech and Language Therapy
<b>Mode of Study</b>	Full-time
<b>Higher Education Institution delivering the course</b>	University of Central England in Birmingham
<b>Date of Validation of Event</b>	30 April-1 May 2001
<b>Participants in the approval process</b>	Mrs Aileen Patterson Mr Martin Duckworth Dr Rosemary Varley Mrs Sylvia Stirling, Panel Administrator
<b>Outstanding Conditions</b>	There are no outstanding conditions.
<b>JVC/JQAC Comments and Conditions</b>	JVC recommends a follow-up visit in November 2003, to check student numbers, entry qualifications, and precise levels, patterns and causes of attrition.
<b>Recommendation for Re-Approval supported by:</b> Course Documents A visitors report (or equivalent) Record of peer professional discussion and agreement to the recommendation	The visitors' report and course documents.



**PRE-REGISTRATION EDUCATION AND TRAINING  
WORKING GROUP**

<b>NAME OF PROFESSION</b> <b>Speech and Language Therapy</b>
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**CATEGORIES OF APPROVAL & CONTINUED APPROVAL**

**2. Continued Approval of courses, examinations, qualifications and institutions under Section 5**

For consideration by ETC on the advice of a subordinate body

<b>Title of Course</b>	MMedSci(Clinical Communication Studies)
<b>Mode of Study</b>	Full time
<b>Higher Education Institution delivering the course</b>	University of Sheffield
<b>Qualification(s) to be approved for State Registration</b>	Master's course
<b>Awarding Body</b>	University of Sheffield
<b>length of Course</b>	2 years
<b>With effect from</b>	continued approval
<b>Date of Validation of Event</b>	12 and 13 December 2003
<b>Participants in the approval process</b>	Dr Gaye Powell Dr Thomas Klee Ms Julie Nettleton Ms Eryl Evans Mrs Sylvia Stirling, Panel Administrator
<b>Outstanding Conditions</b>	No outstanding Conditions when forwarded to ETC
<b>JVC/JQAC Comments and Conditions</b>	It is recognised that this course is coming to an end, and major changes will be introduced with effect from October 2003. Continued approval is sought for the final years of the course. A further recommendation will be made in the Autumn concerning the changed course.

<b>Recommendation for Approval supported by:</b> <b>Course Documents</b> <b>A visitors report (or equivalent)</b> <b>Record of peer professional discussion and agreement to the recommendation</b>	<b>Visitors' report</b> <b>Course documents, and discussions held during the two day visit to Sheffield</b>
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Date of submission to Education and Training Board of HPC - 24 January 2003

**JOINT ACCREDITATION COMMITTEE**  
of the Health Professions Council  
and the Royal College of speech & Language Therapists  
*Sub-Committee of the HPC Education & Training Committee*

A meeting of the JAC was held at 2 White Hart Yard, SE1 1NX on Wednesday, 15 January 2003.

**MINUTES**

Present: Dr Gaye Powell, Chair, not present for item 10  
Dr Catherine Adams  
Dr Susan Edwards, Chair for Item 10, not present for item 9  
Mrs Eryl Evans  
Mrs Aileen Patterson, N. Ireland  
Ms Lorna Povey, vice Lesley Culling

In attendance: Ms Ulua Falk, Secretary to the HPC Education & Training Cttee  
Mrs Sylvia Stirling, Secretary to the JAC  
Ms Jenny Pigram, RCSLT Policy Lead

1/03 Welcome to new members (Item 1)

The Chair welcomed new members to the Committee and reported, that in accordance with HPC instructions, the Committee had been widened to include additional members. The title of the Committee was now officially as above, but because it had been working as the Joint Accreditation Committee for two years, it seemed simplest to continue to call it that, until any new arrangements came into effect from 1 April 2003 at HPC. Full membership is shown in the circulation list below. As yet the name of the lay member had not been forwarded to RCSLT.

2/03 Apologies for absence (Item 2)

Apologies for absence were received from Ms Lesley Culling, Dr Anna van der Gaag, Dr Peter Burley, and Ms Lucinda Pilgrim.

3/03 Minutes of the last meeting (Item 3)

Minutes of the last meeting held on 16 September 2002 [Minutes 19/02-36/02] were approved and signed, subject to removal of the reference to physiotherapy at Manchester Metropolitan University (Min 27/02 para 3) as there was no such course run there.

4/03 Matters Arising from the last Meeting

*Arising from Minute 20/02 Minutes of the Last Meeting*

The Committee noted that the JAC now had expanded membership. It was not yet known how it would continue in future, but it was important for continuity to go on with the schedule of approval/accreditations as usual for the time being.

The revised membership included members from the four countries of the UK.

*Arising from Minute 21/02 Attendance at meetings (ref. Min. 18/02)*

The Committee noted that alternates had been approached and had agreed to serve. It seemed sensible to leave membership as it was currently until such time as the future of the Committee was known.

5/03 University of Central England in Birmingham (ref. Min. 9/02, 23/02)

The Committee received an oral report from the secretary on the current situation. The University of Central England had been visited on 30 April-1 May 2001, following which three conditions were imposed before re-approval was given. Under RCSLT arrangements the course accreditation would have come to an end at the end of the academic year 2000-01. However, under HPC rules Privy Council approval continues until it is specifically withdrawn.

The Committee noted that the University had responded to the three conditions, but that, whilst satisfying the letter of the conditions, did not give the committee confidence that problems, particularly so far as the attrition rate was concerned, had been addressed.

The Committee was aware that the course was under pressure from the Workforce Development Confederation to take larger numbers of students, and felt that an HPC visit might, in fact, be helpful to the academic staff in ensuring that appropriate resources were available for the increased numbers.

The Committee resolved to recommend to the Education and Training Committee of the HPC, that the course be approved, in order to regularise the current situation, but that a further visit be made in November 2003, with a view particularly of checking on student numbers, entry qualifications, current staff numbers, and to understanding the precise levels, patterns and causes of attrition.

6/03 City University (ref. Min. 10/02, 26/02) (Item 6)

The Committee noted that City University had been visited on 21-22 March 2002, and the Panel had imposed a condition concerning the number of student contact hours, and the number of self-study hours for Anatomy and Physiology teaching on the post-graduate programme. The panel had not considered that a reported 8 hours of teaching was sufficient.

The Committee noted the response from the University to the condition, but wished to see further clarification of the situation, following which if this was thought satisfactory, a proposal concerning re-approval would be put to the

HPC. The Chair agreed to write to the Course Leader on behalf of the Committee.

7/03 Manchester Metropolitan University (ref. Min. 11/02, 27/02) (Item 7)

The Committee received a report that the HPC Education & Training Committee approved the JAC proposal that the courses be re-approved, and the University has been so notified by the Secretary to the ETC.

So far as the University regulations were concerned, the secretary of the JAC had written to the course leader to provide support for exceptions to the general university regulations for undergraduate courses, which were felt to be unsafe so far as passing a speech and language therapist as fit for practice were concerned.

[After note: a letter has now been received from the University saying that the amendments to the regulations so far as SLT is concerned, have not been accepted. This matter will be referred to the Chair for further action.]

The Chair has since written on behalf of the committee outlining that students who are unable to meet the minimum academic requirements considered necessary to support safe clinical practice would not be considered for State Registration with the HPC. This may mean that the course overall could not be re-approved if the University was unable to provide an exception for this vocational degree.

8/03 University of Sheffield (ref. Min. 12/02, 28/02) (Item 8)

The Committee considered the draft report of the Panel relating to the visit on 12-13 December 2002 and drew attention to some editorial corrections required on the report.

The Committee noted that some additional documentation was required from the University of Sheffield before a recommendation for re-approval of the undergraduate course was put to the HPC Education and Training Committee.

In common with a number of other university programmes, the Sheffield courses had undergone a substantial overhaul and curriculum change. The Panel considered that the changes amounted to "major changes" only, rather than the introduction of new courses. Approval of the postgraduate programme could not be recommended to the ETC, however, until the revisions to the course had been agreed within the University, and the course had started. This meant withholding a proposal concerning the postgraduate course until the September/October 2003 ETC.

9/03 University of Reading (ref. Min. 13/02, 29/02) (Item 9)

The Committee noted that revised documentation was now available concerning the University of Reading courses, and agreed that Cathy Adams and Anne Hesketh (Panel member from the March 2001 visit) be asked to look at the documentation and report back to the Committee. It was not anticipated that any proposal would be made to the HPC Education & Training

16/03 Nomination of Visitors for HPC approval visits

It was noted that none of the members of the panel present had applied for this for a number of reasons; the first being that 30 days was given as the time commitment required and no-one was able to take such a large amount of time out of their current working positions. In addition the paperwork required for the actual application was enormous and was considered to be over weighty for those who had already been approved as 'fit for purpose' by earlier selection procedures. The HPC representative agreed to contact the relevant personnel at HPC and to see how many applications had been received and to see whether it would be possible to re-send to all those on the initial list supplied, urging them to apply to ensure an adequate pool of personnel. At present it was not known who would be approved to carry out the visits in the early part of the year and this was a matter of concern. Dr Peter Burley will be consulted on this by Ms Ulua Falk who will report back to Ms Sylvia Stirling.

17/03 Date of Next Meeting

12.30 on Thursday, 5 June 2003, with a sandwich lunch served beforehand at 12.00 noon.

The next meeting will consider the Report from the visit to QMUC, and UWIC, together with arrangements relating to approvals in the future.

*Circulation:*

Dr Gaye Powell, JAC Chair (alternate Monica Bray)

Ms Lesley Culling (alternate Lorna Povey)

Dr Susan Edwards, Deputy Chair (alternate Jane Maxim)

Mrs Eryl Evans (Wales)

Mrs Aileen Patterson (N. Ireland) (alternate Shelagh Brumfitt)

Dr Peter Burley, HPC

Ms Lucinda Pilgrim, HPC

Dr Catherine Adams, RCSLT Chair, Education & Workforce Devt Board

Dr Anna van der Gaag, HPC SLT Registrant member (Scotland) (alternate

Ms Jackie Pearce)

HPC Lay Member

Sylvia Stirling, RCSLT Senior Policy Lead

Jenny Pigram, RCSLT Policy Lead

12/03 University of Wales Institute, Cardiff (ref. Min. 32/02)

The Committee noted that the panel visit to the University of Wales Institute, Cardiff, would take place on 21-22 May 2003. Cathy Adams and Lorna Povey would be Panel members. A convenor would be identified later, as it was not possible for Gaye Powell to undertake the visit. Sylvia Stirling would accompany the visit as Panel administrator.

13/03 Health Professions Council Consultation Results (ref. Min. 33/02)

The Committee received HPC documents containing results of the consultation exercise, and noted that the next Education and Training Committee meeting would perhaps clarify what was proposed in terms of the JVC system, and how HPC approval would work relative to the QAA "streamlined" approach to quality assurance.

14/03 QAA Standards of Proficiency Sub-Group (ref. Min. 34/02)

The Committee noted that in June 2002, RCSLT had been asked by QAA to provide three people to work on standards of proficiency arising from the benchmarks. The people put forward were Rosalind Gray, Sue Franklin, and Daphne Waters. The first meeting of the QAA on this subject had not taken place until November 2002, when it became clear that there might have been more appropriate people involved, particularly as the exercise was about defining "minimum standards" against which to judge overseas therapists, and "grandparented" therapists.

The Committee expressed concerns about the use of "minimum" standards, and responsibility to the SLT client group. The Committee agreed that Kath Williamson should be added to the working party on standards of proficiency and should attend the next meeting on 6 February. Also, Dr Susan Edwards would write a letter on behalf of the committee to the QAA Standards of Proficiency Sub-Group outlining concerns and recommending that these 'minimum' standards must only be applicable to the grandparenting group for a limited time scale, and that they must under no circumstances be applied to pre-registration courses. Such 'minimum' standards could result in a two-tier profession which would be unsafe for the public as the right to HPC state registration signals that all are safe to practice at the same level, and this would not be the case.

15/03 Any Other Business

The Committee received an oral report concerning the mutual recognition of qualifications meeting held at Ashridge College, and noted that the RCSLT certificate was likely to be accepted with effect from 2003, by ASHA, CASLPA and Speech Pathology Australia. This was a separate matter from licensing, or state registration. The Committee expressed their thanks to Calum Delaney for his work on this exercise, which had, after 40 years, moved this subject on.

16/03 Nomination of Visitors for HPC approval visits

It was noted that none of the members of the panel present had applied for this for a number of reasons; the first being that 30 days was given as the time commitment required and no-one was able to take such a large amount of time out of their current working positions. In addition the paperwork required for the actual application was enormous and was considered to be over weighty for those who had already been approved as 'fit for purpose' by earlier selection procedures. The HPC representative agreed to contact the relevant personnel at HPC and to see how many applications had been received and to see whether it would be possible to re-send to all those on the initial list supplied, urging them to apply to ensure an adequate pool of personnel. At present it was not known who would be approved to carry out the visits in the early part of the year and this was a matter of concern. Dr Peter Burley will be consulted on this by Ms Ulua Falk who will report back to Ms Sylvia Stirling.

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Dr Gaye Powell, JAC Chair (alternate Monica Bray)  
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Mrs Aileen Patterson (N. Ireland) (alternate Shelagh Brumfitt)  
Dr Peter Burley, HPC  
Ms Lucinda Pilgrim, HPC  
Dr Catherine Adams, RCSLT Chair, Education & Workforce Devt Board  
Dr Anna van der Gaag, HPC SLT Registrant member (Scotland) (alternate Ms Jackie Pearce)  
HPC Lay Member  
Sylvia Stirling, RCSLT Senior Policy Lead  
Jenny Pigram, RCSLT Policy Lead

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**SCHEDULES OF  
CHAIRMAN'S ACTION  
TAKEN**

Our ref: CDB/UF/546036/167457/

Your ref:

Date: 23/12/2002

Mr T Berrie  
Park House  
184 Kennington Park Road  
LONDON  
SE11 4BU

Dear Mr Berrie

APPROVAL BY CHAIRMAN'S ACTION

Please note that continued approval was given by Chairman's Action to the following:-

1. Wiltshire Ambulance Service
2. Lancashire Ambulance Service
3. Westcountry Ambulance Service
4. South Yorkshire Ambulance Service
5. Dorset Ambulance Service

Please see attached schedules

Yours sincerely



Ulua Falk  
Manager of Education

**EDUCATION AND TRAINING COMMITTEE**  
**CONTINUED APPROVAL BY CHAIRMAN'S ACTION**

**PROFESSION: Paramedics**

**Section 5 Of the PSM Act, 1960**

<b><u>Name of Provision to be approved</u></b>	Wiltshire Ambulance Service
<b><u>Name of Council Visitor</u></b>	Ms. J. Manning
<b><u>Date of Visit</u></b>	6 <sup>th</sup> November 2001
<b><u>Modality or Discipline (where relevant)</u></b>	
<b><u>Visitors' Recommendations</u></b>	<b>Comments:</b> Paramedics Education Subcommittee recommend that approval continue, 7/10/02
<b><u>Report Attached (no)</u></b>	<b>Comments</b>
<b><u>Continued Approval Subject to:</u></b>	

**Please tick where necessary:-**

- I approve the recommendation
- I would like the report to be referred back to the advisory body (with comments set out below)
- I would like the report to be referred to the ETC for full consideration.

**Signature:**

**Date:**



26/11/02

**Prof. Diane Waller**  
**Chairman Education and Training Committee**

**EDUCATION AND TRAINING COMMITTEE**  
**CONTINUED APPROVAL BY CHAIRMAN'S ACTION**

**PROFESSION: Paramedics**

**Section 5 Of the PSM Act, 1960**

<b><u>Name of Provision to be approved</u></b>	Lancashire Ambulance Service
<b><u>Name of Council Visitor</u></b>	Mr. D. Whitmore
<b><u>Date of Visit</u></b>	2 <sup>nd</sup> July 2002
<b><u>Modality or Discipline (where relevant)</u></b>	
<b><u>Visitors' Recommendations</u></b>	<b>Comments:</b> Paramedics Education Subcommittee recommend that approval continue, 7/10/02
<b><u>Report Attached (no)</u></b>	<b>Comments</b>
<b><u>Continued Approval Subject to:</u></b>	

**Please tick where necessary:-**

- I approve the recommendation
- I would like the report to be referred back to the advisory body (with comments set out below)
- I would like the report to be referred to the ETC for full consideration.

**Signature:**



**Date:**

26/11/02

**Prof. Diane Waller**  
**Chairman Education and Training Committee**

**EDUCATION AND TRAINING COMMITTEE**  
**CONTINUED APPROVAL BY CHAIRMAN'S ACTION**

**PROFESSION: Paramedics**

**Section 5 Of the PSM Act, 1960**

<b><u>Name of Provision to be approved</u></b>	Westcountry Ambulance Service
<b>Name of Council Visitor</b>	Mrs. J. Moseley
<b>Date of Visit</b>	20 <sup>th</sup> & 21 <sup>st</sup> November 2001
<b>Modality or Discipline (where relevant)</b>	
<b>Visitors' Recommendations</b>	<b>Comments:</b> Paramedics Education Subcommittee recommend that approval continue 7/10/02
<b>Report Attached (no)</b>	<b>Comments</b>
<b>Continued Approval Subject to:</b>	

**Please tick where necessary:-**

- I approve the recommendation
- I would like the report to be referred back to the advisory body (with comments set out below)
- I would like the report to be referred to the ETC for full consideration.

**Signature:**

**Date:**



26/11/02

**Prof. Diane Waller**  
**Chairman Education and Training Committee**

**EDUCATION AND TRAINING COMMITTEE**  
**CONTINUED APPROVAL BY CHAIRMAN'S ACTION**

**PROFESSION: Paramedics**

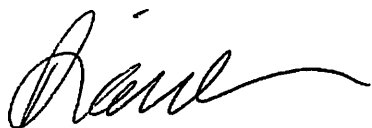
**Section 5 Of the PSM Act, 1960**

<b><u>Name of Provision to be approved</u></b>	South Yorkshire Ambulance Service
<b><u>Name of Council Visitor</u></b>	Mr. D. Whitmore
<b><u>Date of Visit</u></b>	29 <sup>th</sup> & 30 <sup>th</sup> July 2002
<b><u>Modality or Discipline (where relevant)</u></b>	
<b><u>Visitors' Recommendations</u></b>	<b>Comments:</b> Paramedics Education Subcommittee recommend that approval continue, 7/10/02
<b><u>Report Attached (no)</u></b>	<b>Comments</b>
<b><u>Continued Approval Subject to:</u></b>	

**Please tick where necessary:-**

- I approve the recommendation
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- I would like the report to be referred to the ETC for full consideration.

**Signature:**



**Date:**

26/11/02

**Prof. Diane Waller**  
**Chairman Education and Training Committee**

**EDUCATION AND TRAINING COMMITTEE**  
**CONTINUED APPROVAL BY CHAIRMAN'S ACTION**

**PROFESSION: Paramedics**

**Section 5 Of the PSM Act, 1960**

<b><u>Name of Provision to be approved</u></b>	Dorset Ambulance Service
<b>Name of Council Visitor</b>	Mr. D. Whitmore
<b>Date of Visit</b>	17 <sup>th</sup> & 18 <sup>th</sup> July 2002
<b>Modality or Discipline (where relevant)</b>	
<b>Visitors' Recommendations</b>	<b>Comments:</b> Paramedics Education Subcommittee recommend that approval continue, 7/10/02
<b>Report Attached (no)</b>	<b>Comments</b>
<b>Continued Approval Subject to:</b>	

**Please tick where necessary:-**

- I approve the recommendation
- I would like the report to be referred back to the advisory body (with comments set out below)
- I would like the report to be referred to the ETC for full consideration.

**Signature:**



**Date:**

26/11/02

**Prof. Diane Waller**  
**Chairman Education and Training Committee**

**PRE-REGISTRATION EDUCATION AND TRAINING WORKING  
GROUP**

**PHYSIOTHERAPY**

**APPROVAL BY CHAIRMAN'S ACTION**

**1. Approval of New Courses under Section 4(1)(a) and (b) and  
Institutions under Section 4(1)(c) of the PSM Act 1960**

<b>Title of Course</b>	BSc (Hons) Physiotherapy
<b>Type of Course</b>	2 year full-time accelerated programme
<b>Institute delivering the Course</b>	University of Wales College of Medicine
<b>Qualification(s) to be approved for State Registration</b>	Physiotherapy
<b>Awarding Body</b>	University of Wales College of Medicine
<b>Length of Course</b>	2 years
<b>With effect from</b>	January 2003
<b>Date of Validation of Event</b>	24 September 2002
<b>Participants in the approval process</b>	Chartered Society of Physiotherapy Health Professions Council University of Wales College of Medicine Cardiff University
<b>Outstanding Conditions</b>	NONE
<b>JVC/JQAC Comments and Conditions</b>	The course was approved subject to fulfilment of the following conditions:  (i) That the majority of new staff in the Department of Physiotherapy Education to support the scheme be appointed by January 2003;  (ii) That the proposal documentation articulate the relationship between the weighting of assessment and the allocation of credits both in terms of ensuring that the module assessments fairly reflect the



credits allocated and the relationship between assessments and the award of module credits. Such assessment and progression criteria should also be provided in a format that may be easily understood by students. Furthermore, the document should be amended in order to provide consistency throughout and certain factual and grammatical errors corrected in accordance with a list to be provided to the department;

(iii) That the scheme be subject to a full review after a period of two years has elapsed since its introduction.

It was agreed that condition (ii) should be satisfied by 7 November 2002.

In addition the following recommendations were approved:

- (i) That a diagram be produced to articulate the module-teaching pattern during each week of the scheme;
- (ii) That particular consideration be afforded to providing appropriate support to overseas students admitted to the scheme with a British Council/UCLES/IELTS English Language Score of less than 7;
- (iii) To closely monitor the Life Sciences 1 Module at Level 1 to determine whether it continues to be appropriate and realistic for 31 separate Learning Outcomes to be prescribed to this one module;
- (iv) To monitor the student experience on the scheme through student evaluation and other feedback mechanisms;
- (v) To incorporate e-learning and e-

	<p>teaching into the Learning and Teaching Strategy for the scheme;</p> <p>(vi) To clarify the procedures for both defining the Learning Outcomes for the elective placement and for the retrieval of any failure of an elective placement;</p> <p>vii) To consider the use of AP(E)L where appropriate.</p>
<p><b>Recommendation for Approval supported by:</b>  <b>Course Documents</b>  <b>A visitors report (or equivalent)</b>  <b>Record of peer professional discussion and agreement to the recommendation</b></p>	<p>Attached is:</p> <ul style="list-style-type: none"> <li>• report of the validation event held on 24 September 2002;</li> <li>• course team's response to the conditions</li> <li>• JVC minute from meeting on 14 November 2002 at which recommendation to approve was given</li> </ul> <p>7 copies of the course document are at the CSP awaiting despatch to HPC following confirmation of ETC approval</p> <p>An update on staffing was received 20 December 2002. Two full-time and two part-time (3 wte) members of staff have been appointed from 6 January 2003 and CVs have been received for these staff.</p>

**Please tick where necessary:-**

- I approve the recommendation
- I would like the report to be referred back to the advisory body (with comments set out below)

I would like the report to be referred to the ETC for full consideration.

**Signature:**

*Diane Waller*

**Date:**

7.1.03

**Prof. Diane Waller**  
**Chairman Education and Training Committee**

*I understand that condition (ii) has now been met DW*

Our ref: CDB/UF/548181/109/

Your ref:

Date: 07/01/2003

Mrs J Carey  
14 Bedford Row  
LONDON  
WC1R 4ED

Dear Mrs Carey

APPROVAL AND CONTINUED APPROVAL OF INSTITUTIONS (AND ASSOCIATED  
CLINICAL PLACEMENTS), COURSES, EXAMINATIONS AND QUALIFICATIONS by  
CHAIRMAN'S ACTION

Please see attached schedules.

Yours sincerely



Ulua Falk  
Manager of Education

3 Enclosures

## PHYSIOTHERAPISTS

### PRE-REGISTRATION EDUCATION & TRAINING WORKING GROUP (JVC)

#### CATEGORIES OF APPROVAL & CONTINUED APPROVAL

#### Minor changes to provision approved under section 4 of the PSM Act 1960

##### **BSc (Hons) Physiotherapy**

**Leeds Metropolitan University**

Revisions to assessment regulations to comply with both new University Standard Assessment Regulations and specific professional requirements. Reviewed and approved by JVC 14 November 2002.

##### **BSc (Hons) Physiotherapy**

**Manchester RI School of  
Physiotherapy/University of  
Manchester**

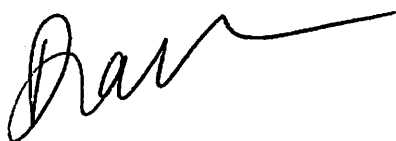
Changes necessitated by university applying credit rating to all its programmes. This has necessitated changes to assessment on the programme. These were reviewed and approved by external examiners and approved by JVC on 14 November 2002.

##### **BSc (Hons) Physiotherapy**

**Northumbria University**

Restructuring of Year 2 of the programme to address developments in inter-professional learning within the School of Health, Community and Education Studies. It also addresses issues identified by the external examiners regarding consistently high marks awarded to students on clinical practice units and general student over-assessment on the programme as a whole.

**Signed by Chair of HPC Education & Training Committee**



Date

## PHYSIOTHERAPISTS

### PRE-REGISTRATION EDUCATION & TRAINING WORKING GROUP (JVC)

#### CATEGORIES OF APPROVAL & CONTINUED APPROVAL

#### Minor changes to provision approved under section 4 of the PSM Act 1960

##### **BSc (Hons) Physiotherapy**

**University of Birmingham**

Minor revisions to assessment for the Professional Development 1 and 2 modules to address problems of student over-assessment and academic staff over-burdened with marking. The outcomes of the modules can still be met with reduction in assessment.

The external examiners for the programme have agreed to this change and it has been ratified by JVC

Eliminating the award of a BSc pass degree with eligibility for state registration in line with QAA subject benchmark statements where the threshold level has been set an honours degree

##### **MSc Physiotherapy (pre-registration)      University of Ulster**

Redesignation of Level M1 modules to Level 3 with the exception of the final clinical placement module which is now at Mlevel

Changes in assessment weighting and outcomes to this placement module to ensure that it is at Mlevel. These changes are to bring the programme in line with requirements of the Higher Education Qualifications Framework (QAA 2001). These have been approved by the external examiner and JVC

##### **BSc (Hons) Physiotherapy**

**St Georges Hospital Medical  
School/Kingston University**

Change to the assessment of clinical practice modules in Year 3. Change is intended to reduce over-assessment in the short term until the newly validated course rolls in. First placement commences mid November 2002. Approved by external examiners and JVC

**Signed by Chair of HPC Education & Training Committee**



Date

## PHYSIOTHERAPISTS

### PRE-REGISTRATION EDUCATION & TRAINING WORKING GROUP (JVC)

#### CATEGORIES OF APPROVAL & CONTINUED APPROVAL

#### Minor changes to provision approved under section 4 of the PSM Act 1960

##### **BSc (Hons) Physiotherapy**

**University of Salford**

Revisions to assessment and content of one module and re-packaging of one other to facilitate inter-professional learning. Approved by external examiners and internal process.

##### **MSc Physiotherapy (pre registration)**

**Glasgow Caledonian University**

Changes to weighting of clinical modules on MSc Rehabilitation Science and other amendments to assessment methods in clinical and five academic modules to BSc (Hons) Physiotherapy and MSc Rehab. Science. Approved by external examiner.

##### **BSc (Hons) Physiotherapy part time route**

**University of East Anglia**

Removal of one piece of assessment for a level 3 module to reduce assessment load. Highlighted by external examiner.

**Signed by Chair of HPC Education & Training Committee**



Date 13.9.02