

## Major Change Visitors' Report

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### Section One: Programme Details

<b>Name of education provider</b>	Staffordshire University
<b>Programme name</b>	Foundation Degree in Paramedic Science
<b>Mode of delivery</b>	Full time
<b>Relevant part of HPC register</b>	Paramedic
<b>Date of submission to HPC</b>	10 December 2011
<b>Name and profession of HPC visitors</b>	James Petter (Paramedic)
<b>HPC executive</b>	Ruth Wood

### Section Two: Submission Details

#### Summary of change

SET 3 Programme management and resources

3.4 There must be a named person who has overall professional responsibility for the programme who must be appropriately qualified and experienced and, unless other arrangements are agreed, be on the relevant part of the Register.

The programme leader for this programme has changed to Jacqueline Mason who is not registered with the HPC but is a NMC Registered Nurse.

The following documents were submitted as part of the audit submission:

1. HPC Major change notification form
2. Staffs University: C.V. Jacqueline Mason
3. Staffs University Validations Support Document
4. Award Leader/Professional Lead
5. Staffs University Faculty of Health: Paramedic Science- Programme Management Group Minutes
6. HPC Major Change Standards of Education and Training mapping

### Section Three: Additional Documentation

- The visitors agreed that no further documentation was required in order to make a recommendation.
- The visitors agreed that additional documentation was required in order to make a recommendation. The SETs for which additional documentation was requested is listed below with reasons for the request.

#### **3.4 There must be a named person who has overall professional responsibility for the programme who must be appropriately qualified and experienced and, unless other arrangements are agreed, be on the relevant part of the Register.**

**Reason:** The education provider has provided information regarding the new named programme lead namely their CV. They have stated that the new programme lead is not an HPC registered paramedic and the CV shows that they have not previously held the position of leading a paramedic programme. The education provider has stated that the “professional lead who is a registered paramedic on (the) HPC register will continue to support the Award Leader role” (SETs mapping document 3.4). The visitor would like to see further documentation as to how this individual will be supported in running the profession specific aspects of the programme – details such as how, and in what aspects, the HPC registered professional lead will support and assist the programme leader.

**Suggested Documentation:** Further detail as to how the programme leader will be supported when looking at profession specific aspects of the programme (when will this happen, how will this happen, how this will be recorded and monitored, any other relevant information).

#### **3.5 There must be an adequate number of appropriately qualified and experienced staff in place to deliver an effective programme.**

**Reason:** The education provider has provided information regarding the new programme leader who is not an HPC registered paramedic (they are a registered NMC nurse). Because this person will need to be supported in their role with the profession specific aspects of the programme, information about each member of the programme team and their roles/responsibilities is required in order to ensure there is an adequate number of appropriately qualified and experienced staff in place to deliver an effective programme.

**Suggested Documentation:** List of programme team members and their roles and responsibilities including their roles in supporting the non-paramedic programme leader.

## Section four: Recommendation of the visitor(s)

To recommend a programme for ongoing approval, the visitors must be assured that the programme meets all of the standards of education and training (SETs) and that those who complete the programme have demonstrated an ability to meet our standards of proficiency (SOPs) for their part of the Register.

The visitors agreed to recommend to the Education and Training Committee that:

- There is sufficient evidence to show the programme continues to meet the standards of education and training and that those who complete the programme will continue to demonstrate an ability to meet the standards of proficiency.
- There is insufficient evidence to determine if or how the programme continues to meet the standards of education and training listed. Therefore, a visit is recommended to gather more evidence and if required place conditions on ongoing approval of the programme.

### **3.4 There must be a named person who has overall professional responsibility for the programme who must be appropriately qualified and experienced and, unless other arrangements are agreed, be on the relevant part of the Register.**

**Reason:** According to the documentation received, the former Programme Leader, Val Nixon has left the role and Jacqueline Mason is to take over. According to the Staffordshire University guidance on the role, the Programme Lead (aka Award Leader) plays the principle role in ensuring that the programme remains relevant and fit for purpose, in producing a candidate for registration as a paramedic.

The new programme lead, Jacqueline Mason is supported by one full time (professional lead) and two part time members of staff. Jacqueline Mason is not a paramedic by profession. Evidence of her qualifications and experience is offered in the form of her C.V.

Whilst the C.V demonstrated evidence of emergency nursing experience and qualifications, it did not indicate any evidence of paramedic experience and qualifications.

Details of how the programme lead will be supported by the professional lead are not evident from the documents provided, except for the document which outlines programme lead and professional lead responsibilities:

The SETs mapping document indicated that “The professional lead who is a registered paramedic on HPC register will continue to support the Award Leader role” (SETs mapping SET 3.4). Details of how the award leader will be supported by the professional lead were not evident from the documents provided. Given that the named person who has overall professional responsibility for the programme is not from the relevant part of the Register and considering these points raised above, the requirements of SET 3.4 do not appear to have been met and so a visit is recommended to ensure the programme meets this SET.