

Health Professions Council

Visitors' report

Name of education provider	Oxford Brookes University
Name and titles of programme(s)	Diploma of Higher Education in Operating Department Practice Programme delivered at Swindon Campus
Mode of Delivery (FT/PT)	FT/PT
Date of Visit	6-7 March 2007
Proposed date of approval to commence	September 2007
Name of HPC visitors attending (including member type and professional area)	Alan Mount (Educationalist) Stephen Oates (Clinician)
HPC Executive officer(s) (in attendance)	Osama Ammar
Joint panel members in attendance (name and delegation):	Peter Bradley (Chair), Director of Academic Development and Quality Ailsa Clarke, Quality Assurance Officer

Scope of visit (please tick)

New programme	<input checked="" type="checkbox"/>
Major change to existing programme	<input type="checkbox"/>
Visit initiated through Annual Monitoring	<input type="checkbox"/>

Confirmation of meetings held

	Yes	No	N/A
Senior personnel of provider with responsibility for resources for the programme	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programme team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Placements providers and educators	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students (current or past as appropriate)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Confirmation of facilities inspected

	Yes	No	N/A
Library learning centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialist teaching accommodation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Confirmation that particular requirements/specific instructions (if any) of the Education and Training Committee that have been explored e.g. specific aspects arising from annual monitoring reports.

Requirement (please insert detail)	Yes	No	N/A
1 Owing to the introduction of the new programme at a new Swindon campus, this visit was utilised to monitor the programme delivery at the Brunel ODP Centre and Marston Road campus which will be closing in 2008 when the existing students graduate. The HPC panel received the standard annual monitoring submission to assess and discuss at the visit. Oxford Brookes University were made aware that if required, the HPC Panel may set conditions and recommendations against the programmes delivered at Marston Road and Brunel ODP Centre.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Proposed student cohort intake number please state	41
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ALL CONDITIONS MET

The following summarises the key outcomes of the Approvals event and provides reasons for the decision.

CONDITIONS

SET 2 Programme admissions

The admission procedures must:

2.1 give both the applicant and the education provider the information they require to make an informed choice about whether to make, or take up the offer of a place on a programme

Condition: The programme team must redraft and resubmit the programme documentation and advertising materials, including an addendum to the prospectus, to clearly articulate successful completion of the programme leads to eligibility to register rather than right to register. Further, the location of the programme's delivery must be updated throughout the documentation.

Reason: The documentation and website information for the programme could be considered to mislead an applicant into believing completion of the programme would entitle registration rather than lead to eligibility. The Visitors also noted in some places the information for applicants had not yet been updated to reflect delivery at the new site in Swindon.

2.2 apply selection and entry criteria, including:

2.2.2 criminal convictions checks;

2.2.3 compliance with any health requirements; and

Condition: The programme team must redraft and resubmit the programme documentation to clearly articulate that criminal records and occupational health checks are part of the admissions criteria and are undertaken prior to the commencement of the programme and are satisfactorily completed before a student attends placement education. Furthermore, it should be clearly stated in the documentation that the criminal records checks are enhanced.

Reason: In discussion it became clear that that criminal records and occupational health checks were being performed in such a way to meet this standard, however, the documentation did not reflect this process as it indicated occupational health and criminal records bureau checks were performed not at the admissions stage but before each and every placement. The Visitors felt the programme documentation must be updated reflect the actual process undertaken and that the criminal records check performed are enhanced.

2.2.5 apply selection and entry criteria, including accreditation of Prior Learning and other inclusion mechanisms

Condition: The programme team must redraft and resubmit the programme documentation removing any reference to ENB awards

Reason: In discussion, it became apparent that the ENB award route through the programme would no longer be offered. Accordingly, the Visitors felt the documentation for the programme must be updated to remove this route.

SET 3. Programme management and resource standards

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

Condition: The programme team must redraft and resubmit the programme documentation to clearly articulate the breakdown of staff full time equivalents and provide CVs of appointed staff.

Reason: In discussion it became clear that the documentation submitted did not accurately reflect the intended staff compliment and division of staff hours between individuals. The Visitors felt the correct breakdown of staff full time equivalents must be included in the definitive documentation along with CVs of any staff appointed in order to consider this standard being met.

3.7 The resources to support student learning in all settings must be used effectively.

3.12 The resources provided, both on and off site, must adequately support the required learning and teaching activities of the programme.

Condition: The programme team must submit documentation to clearly articulate the project plan to transfer equipment and resources from the Marston Road campus to the Swindon campus. This evidence should include a statement of progress in the project plan, photographs of any completed facilities and an indication of further steps to consolidate clinical facilities at the Swindon campus that may take place upon the completion of delivery at Brunel ODP Centre and the Marston Road campus.

Reason: In discussion and through documentation submitted on the visit date it was clear that the programme team and the senior management team had in place a project plan to manage the transfer of physical resources to the Swindon campus. The Visitors felt that to ensure facilities were in place for the commencement of the programme further evidence of implementation and completion of the project plan would be required. It was also noted that there may be a transition period in which students would access facilities at other sites whilst the programme was being delivered in three separate locations and the Visitors felt that plans for consolidation of these additional resources upon completion of the delivery at the Marston Road campus and Brunel ODP Centre would ensure adequacy of resources at the Swindon site.

3.13 The learning resources, including the stock of periodicals and subject books, and IT facilities, including internet access, must be appropriate to the curriculum and must be readily available to students and staff.

Condition: The programme team must submit documentation to clearly articulate the transfer process of subject books to the Swindon campus. This documentation should also take into account the increased demand on the stock arising from cross-usage of texts between nursing and ODP students.

Reason: In the tour of facilities, the Visitors were shown the intended space to be used to house the library stock. Though this space was felt to be adequate to service the requirements of the students, the Visitors felt that confirmation of the transfer process of texts was required to ensure they were accessible to students on the commencement date of the programme. Further, the Visitors noted that the library space was already in use for nursing students and that some consideration would need to be made in any additional purchasing to ensure adequate numbers of texts were available for both student groups.

SET 4. Curriculum Standards

4.2 The programme must reflect the philosophy, values, skills and knowledge base as articulated in the curriculum guidance for the profession.

Condition: The programme team must redraft and resubmit the programme documentation to clearly articulate the role of the regulator and professional body and use appropriate terminology in terms of HPC approval and professional body accreditation of programmes of study.

Reason: Throughout the documentation there were misappropriations of terminology and documentation attributed to the HPC, such as “HPC Benchmarks”, requirements for hours of practice placement experience and completion times for the award.

SET 5. Practice placements standards

5.2 There must be an adequate number of appropriately qualified and experienced staff at the placement.

5.8 Unless other arrangements are agreed, practice placement educators:

5.8.1 have relevant qualification and experience;

5.8.2 are appropriately registered; and

5.8.3 undertake appropriate practice placement educator training.

Condition: The programme team must submit the documentation from the new practice mentor database to clearly articulate, for the existing programme delivered at Marston Road campus and the new programme to be delivered at the Swindon Campus, that practice mentors are appropriately qualified, experienced, registered and have been trained and attended updating sessions.

Reason: In discussion it became clear that the database that has been used to hold information on the practice mentors is to be upgraded. The Visitors felt it was necessary to ensure that this new system of recording information on the practice placement mentors was in place in time for the start of the programme and contained relevant information to be used in the decision making process regarding the allocation of a student to a practice location.

5.6 The education provider must maintain a thorough and effective system for approving and monitoring all placements.

Recommendation: The programme team must redraft and resubmit the programme documentation to clearly articulate the considerations made to the integration of placement environments previously managed by Brunel ODP Centre staff. In particular, this information will need to take into account the differing lead-in times in providing details of placements to placement providers and students.

Reason: In discussion it became apparent that placement co-ordination between Oxford Brookes University and Brunel ODP Centre was to an extent managed in different ways. The Visitors felt that confirmation of the arrangements for Oxford Brookes University to take over placement co-ordination from the Brunel ODP Centre and the considerations in adapting to potentially different methods of co-ordination would need to be clearly agreed and documented.

5.13 The placement providers must have an equal opportunities and anti-discriminatory policy in relation to candidates and students, together with an indication of how this will be implemented and monitored.

Condition: The programme team must redraft and resubmit the programme documentation to clearly articulate that equal opportunities and anti-discriminatory policies are assessed in the approval process of placement environments.

Reason: Currently all placements are held in NHS trusts and are covered by robust equal opportunities and anti-discriminatory policies. However, in discussion it was acknowledged that there may be moves to place students within private hospitals and the Visitors felt that the programme documentation should reflect a rigorous process of ensuring all placement environments were able to provide suitable policies to protect students, staff and patients.

SET 6. Assessment standards

6.7.5 Assessment regulations clearly specify requirements for the appointment of at least one external examiner from the relevant part of the Register.

Condition: The programme team must redraft and resubmit the programme documentation to clearly articulate the stipulation that at least one external examiner must be from the appropriate part of the HPC Register.

Reason: In discussion it was made clear that the current external examiner was appropriately registered. However, the Visitors felt that in order to ensure that this standard continued to be met in future the programme documentation must include the stipulation for registration.

Deadline for conditions to be met: 21st June 2007

Expected date visitors' report submitted to Panel for approval: 31st May 2007

Expected date programme submitted to Panel for approval: 2nd August 2007

RECOMMENDATIONS

SET 3. Programme management and resource standards

3.13 The learning resources, including the stock of periodicals and subject books, and IT facilities, including internet access, must be appropriate to the curriculum and must be readily available to students and staff.

Recommendation: The programme team should consider reviewing the IT facilities available at the Swindon campus to ensure adequate provision to the number of students requiring access. The Visitors also recommend that the programme team consider implementing a cross-campus loan system that regularly delivers to the Swindon Campus.

Reason: The campus at Swindon has sufficient IT facilities to support the programme and the library facilities provide an adequate range of texts. The Visitors felt that a review of the IT facilities and consideration of providing easy access to texts at the other University libraries would be beneficial to students on the programme.

Commendations

The Visitors commend:

- The use of WebCT, which in its application to providing information to practice educators was well developed and implemented.
- The programme teams at both of the delivery sites, particularly the Brunel ODP Centre team who are leading the programme through its final year of a successful provision which has produced many graduates clearly exhibiting fitness to practice.
- The strong student group showing enthusiasm and determination at our meeting.
- The enthusiasm and hard work of the placement providers, particularly in the transition period affecting the programmes.

The nature and quality of instruction and facilities meets the Standards of Education and Training.

We recommend to the Education and Training Committee of the HPC that they approve this programme (subject to any conditions being met).

Visitors' signatures:

Stephen Oates

Alan Mount

Date: 28/03/07