

## Visitors' report

<b>Name of education provider</b>	University of East Anglia
<b>Programme name</b>	BSc (Hons) Paramedic Science
<b>Mode of delivery</b>	Full time
<b>Relevant part of the HCPC Register</b>	Paramedic
<b>Date of visit</b>	24 – 25 April 2014

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## Executive summary

The Health and Care Professions Council (HCPC) approve educational programmes in the UK which health and care professionals must complete before they can apply to be registered with us. We are a statutory regulator and our main aim is to protect the public. We currently regulate 16 professions. All of these professions have at least one professional title which is protected by law. This means that anyone using the title 'paramedic' must be registered with us. The HCPC keep a register of health and care professionals who meet our standards for their training, professional skills, behaviour and health.

The visitors' report which follows outlines the recommended outcome made by the visitors on the approval of the programme. This recommended outcome was accepted by the Education and Training Committee (Committee) on 26 August 2014. At the Committee meeting, the programme was approved. This means that the education provider has met the conditions outlined in this report and that the programme meets our standards of education and training (SETs) and ensures that those who complete it meet our standards of proficiency (SOPs) for their part of the Register. The programme is now granted open ended approval, subject to satisfactory monitoring.

## Introduction

The HCPC visited the programme at the education provider as it was a new programme which was seeking HCPC approval for the first time. This visit assessed the programme against the standards of education and training (SETs) and considered whether those who complete the programme meet the standards of proficiency (SOPs) for their part of the Register.

This visit was part of a joint event. The education provider considered the programme and the professional body considered their accreditation of the programme. The education provider, the professional body and the HCPC formed a joint panel, with an independent chair and secretary, supplied by the education provider. Whilst the joint panel participated in collaborative scrutiny of the programme and dialogue throughout the visit; this report covers the HCPC's recommendations on the programme only. As an independent regulatory body, the HCPC's recommended outcome is independent and impartial and based solely on the HCPC's standards. The education provider produced minutes for the event. A separate report produced by the professional body outline their decision on the programme's status.

## Visit details

Name of HCPC visitors and profession	Paul Bates (Paramedic) Mark Nevins (Paramedic)
HCPC executive officer (in attendance)	Ruth Wood
Proposed student numbers	50 per cohort once a year
Proposed start date of programme approval	September 2014
Chair	Adam Longcroft (University of East Anglia)
Secretary	Antonia Shorten-Marsh (University of East Anglia)
Members of the joint panel	Michael Bowker (Internal Panel Member) Zoe Butterfint (Internal Panel Member) Carol Edwards (External Panel Member) Sandra Gibson (Internal Panel Member) Gordon Pollard (College of Paramedics) Samantha McCabe-Hogan (College of Paramedics)

## Sources of evidence

Prior to the visit the HCPC reviewed the documentation detailed below, sent by the education provider:

	Yes	No	N/A
Programme specification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Descriptions of the modules	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mapping document providing evidence of how the education provider has met the SETs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mapping document providing evidence of how the education provider has met the SOPs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practice placement handbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student handbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curriculum vitae for relevant staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External examiners' reports from the last two years	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The HCPC did not review external examiners' reports from the last two years prior to the visit. This is a new programme; therefore there are no past external examiners' reports to review.

During the visit the HCPC saw the following groups or facilities:

	Yes	No	N/A
Senior managers of the education 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 / mentors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialist teaching accommodation (eg specialist laboratories and teaching rooms)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The HCPC met with a selection of students from various health programmes within the Faculty of Medicine and Health Sciences; which is where this programme is held.

## Recommended outcome

To recommend a programme for 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 meet our standards of proficiency (SOPs) for their part of the Register.

The visitors agreed to recommend to the Education and Training Committee that a number of conditions are set on the programme, all of which must be met before the programme can be approved.

The visitors agreed that 50 of the SETs have been met and that conditions should be set on the remaining seven SETs.

Conditions are requirements that the education provider must meet before the programme can be recommended for approval. Conditions are set when certain standards of education and training have not been met or there is insufficient evidence of the standard being met.

The visitors have also made a recommendation for the programme.

Recommendations are observations on the programme or education provider which do not need to be met before the programme is recommended for approval. Recommendations are normally set to encourage further enhancements to the programme and are normally set when it is felt that the particular standard of education and training has been met at, or just above the threshold level.

## Conditions

### **3.2 The programme must be effectively managed.**

**Condition:** The visitors require further detail about the Memorandum of Agreement and when it will be finalised.

**Reason:** The programme documentation submitted prior to the visit indicated this programme is delivered through partnership arrangements which will be detailed within a memorandum of agreement in place for this programme. This will be held between the University of East Anglia and the East of England Ambulance Service Trust. At the visit, discussion indicated the parties involved with this programme are in the process of agreeing and finalising the Memorandum of Agreement to be in place before the programme commences. In order to determine this programme is effectively managed between the parties, the visitors require details of the indicative content of the Memorandum of Agreement including details of placement capacity and confirmation of when it will be finalised and agreed. The visitors also require assurance there are plans in place for if a partner wishes to withdraw from the partnership to ensure that students on the programme are not disadvantaged if this occurs.

### **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.**

**Condition:** The education provider must submit further information about the recruitment to the post of programme director.

**Reason:** The programme documentation submitted prior to the visit indicated staff recruitment to the programme was ongoing. Discussion at the visit confirmed staff recruitment for two programme team members was underway and that one of these posts would hold the role of programme director. In order to determine this standard is met the visitors require details of the recruitment to the post of programme director including timescales, the job description and associated roles and responsibilities.

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

**Condition:** The education provider must submit further information around staff recruitment and resourcing for the programme.

**Reason:** The programme documentation submitted prior to the visit indicated staff recruitment to the programme was ongoing. Discussion at the visit confirmed staff recruitment for two programme team members was underway and is currently being advertised. It was indicated that staff resourcing would increase as student numbers on the programme increases. There was also reference to two unconfirmed 'paramedic' roles from the placement team within the school – the 'placement co-ordinator' and 'placement office' (Student handbook for Practice learning volume D, page 4). There was further discussion about the placement team posts. The visitors were unclear as to the role and responsibilities for these posts and where they would be based. In order to determine there is an adequate number of appropriately qualified and experienced staff in place to deliver the programme effectively the visitors require further evidence. The

visitors require information demonstrating the programme team staff recruitment time scales with job descriptions. The visitors also require further information around the placement team staff and the associated roles and responsibilities.

### **3.6 Subject areas must be taught by staff with relevant specialist expertise and knowledge.**

**Condition:** The education provider must provide details of the module leaders and where contributions made from external or associate tutors will be.

**Reason:** The programme documentation submitted prior to the visit indicated module leaders have not yet been identified. During discussion at the visit it was highlighted recruitment for staff to the programme was ongoing and the final arrangements as to the module leaders and module contributors were ongoing. In order to be assured there is enough profession specific input to the programme to ensure subject areas will be taught by staff with the relevant specialist expertise and knowledge, the visitors require further information. The visitors require details of the module leaders and where contributions made from external or associate tutors will be.

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

**Condition:** The education provider must provide further evidence demonstrating they have a system in place for the initial approval and monitoring of all placements.

**Reason:** The programme documentation submitted prior to the visit and discussion at the visit indicated the education provider conducts 'educational audits' and maintains them with database records for practice placement education. The visitors saw the system for existing placements which are not linked to the main practice placements for this programme. The visitors learnt the paramedic practice placement settings will be new to the school the programme is held in. The visitors require further evidence in order to be assured the paramedic practice placement settings have been audited and that the approval and monitoring system in place will be appropriate and ensure this standard is met.

### **5.6 There must be an adequate number of appropriately qualified and experienced staff at the practice placement setting.**

**Condition:** The education provider must provide further clarity on the roles of practice educators and mentors and further information evidencing future planning for staff numbers has been carried out.

**Reason:** During the visit a presentation was delivered outlining the scope of this programme for the East of England Ambulance Service Trust. The visitors learnt of the projections for student numbers with the workforce demand for future years. The visitors heard of the plans to ensure there will be enough practice educators / mentors in place for the programme however could not determine how the demand for practice educators / mentors would meet considering work scheduling and unexpected unavailability. The visitors also noted that the terms 'practice educator' and 'mentor' were often used interchangeably leading to confusion as to which roles would be required and when they would be needed. In order to determine that there will be an adequate number of appropriately qualified and experienced staff at the practice placement setting the

visitors require further clarity on the roles of practice educators and mentors and further information evidencing how future planning for practice educators has been carried out.

**6.11 Assessment regulations must clearly specify requirements for the appointment of at least one external examiner who must be appropriately experienced and qualified and, unless other arrangements are agreed, be from the relevant part of the Register.**

**Condition:** The education provider must submit further information about the recruitment to the role of external examiner.

**Reason:** Discussion at the visit confirmed the external examiner has not yet been appointed however recruitment is underway. In order to determine adherence to this standard the visitors require details of the recruitment to the external examiner role. This includes timescales and confirmation they are appropriately experienced and qualified and, unless other arrangements are agreed, are from the relevant part of the Register.



## Recommendation

### **3.8 The resources to support student learning in all settings must be effectively used.**

**Recommendation:** The visitors suggest the programme team ensure requirements are clear when referring to required hours for theory and practice learning within the programme documentation.

**Reason:** The visitors are satisfied that the resources to support student learning are effectively used and so are satisfied this standard is met. The visitors noted references to the HCPC and the College of Paramedics were made throughout the documentation. The visitors noted within the documentation provided when referring to the required number of practice and theory hours to be completed it was not always clear these requirements are set by the College of Paramedics not the HCPC (for example, page 5 of the Placement Learning Handbook). The HCPC does not prescribe requirements for the number of theory and practice hours to be completed. The visitors felt this could lead to confusion and so suggest the programme team ensure requirements are clear when referring to required hours for theory and practice learning within the programme documentation to ensure there are no confusions.

Paul Bates  
Mark Nevins