

## HCPC approval process report

Education provider	Oxford Brookes University
Name of programme(s)	BSc (Hons) Operating Department Practice (Gibraltar), Full time
Approval visit date	21 November 2018
Case reference	CAS-13478-H9L9V0

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### Executive Summary

We are the Health and Care Professions Council (HCPC), a regulator set up to protect the public. We set standards for education and training, professional knowledge and skills, conduct, performance and ethics; keep a register of professionals who meet those standards; approve programmes which professionals must complete before they can register with us; and take action when professionals on our Register do not meet our standards.

The following is a report on the approval process undertaken by the HCPC to ensure that programme(s) detailed in this report meet our standards of education and training (referred to through this report as ‘our standards’). The report details the process itself, the evidence considered, and recommendations made regarding programme approval.

Through undertaking this process, we have noted areas that may need to be considered as part of future HCPC assessment processes in section 6 of this report.

## Section 1: Our regulatory approach

### Our standards

We approve programmes that meet our education standards, which ensure individuals that complete the programmes meet proficiency standards. The proficiency standards set out what a registrant should know, understand and be able to do when they complete their education and training. The education standards are outcome focused, enabling education providers to deliver programmes in different ways, as long as individuals who complete the programme meet the relevant proficiency standards.

Programmes are normally [approved on an open-ended basis](#), subject to satisfactory engagement with our monitoring processes. Programmes we have approved are listed [on our website](#).

### How we make our decisions

We make independent evidence based decisions about programme approval. For all assessments, we ensure that we have profession specific input in our decision making. In order to do this, we appoint [partner visitors](#) to undertake assessment of evidence presented through our processes. The visitors make recommendations to the Education and Training Committee (ETC). Education providers have the right of reply to the recommendation of the visitors, inclusive of conditions and recommendations. If an education provider wishes to, they can supply 'observations' as part of the process.

The ETC make decisions about the approval and ongoing approval of programmes. In order to do this, they consider recommendations detailed in process reports, and any observations from education providers (if submitted). The Committee meets in public on a regular basis and their decisions are available to view [on our website](#).

### HCPC panel

We always appoint at least one partner visitor from the profession (inclusive of modality and / or entitlement, where applicable) with which the assessment is concerned. We also ensure that visitors are supported in their assessment by a member of the HCPC executive team. Details of the HCPC panel for this assessment are as follows:

David Bevan	Operating department practitioner
Shaaron Pratt	Radiographer - Diagnostic radiographer
Roseann Connolly	Lay
Eloise O'Connell	HCPC executive

### Other groups involved in the approval visit

There were other groups in attendance at the approval visit as follows. Although we engage in collaborative scrutiny of programmes, we come to our decisions independently.

Roger Dalrymple	Independent chair (supplied by the education provider)	Oxford Brookes University
Ailsa Clarke	Secretary (supplied by the education provider)	Oxford Brookes University
Joy Butcher	Internal panel member	Oxford Brookes University
Julia Winter	Internal panel member	Oxford Brookes University

## Section 2: Programme details

Programme name	BSc (Hons) Operating Department Practice (Gibraltar)
Mode of study	FT (Full time)
Profession	Operating department practitioner
Proposed First intake	01 March 2019
Maximum learner cohort	Up to 8
Intakes per year	1
Assessment reference	APP01988

We undertook this assessment of a new programme proposed by the education provider via the approval process. This involves consideration of documentary evidence and an onsite approval visit, to consider whether the programme meet our standards for the first time.

Our legislation allows us to consider and approve programme delivered overseas if they are run by a UK based institution. The education provider intends to deliver their operating department practice programme in Gibraltar. They intend to operate a 'flying faculty' where programme staff from the education provider will at various times travel to Gibraltar to deliver the programme.

## Section 3: Requirements to commence assessment

In order for us to progress with approval and monitoring assessments, we require certain evidence and information from education providers. The following is a list of evidence that we asked for through this process, and whether that evidence was provided. Education providers are also given the opportunity to include any further supporting evidence as part of their submission. Without a sufficient level of evidence, we need to consider whether we can proceed with the assessment. In this case, we decided that we were able to undertake our assessment with the evidence provided.

Required documentation	Submitted
Programme specification	Yes
Module descriptor(s)	Yes
Handbook for learners	Yes
Handbook for practice based learning	Yes
Completed education standards mapping document	Yes
Completed proficiency standards mapping document	Yes
Curriculum vitae for relevant staff	Yes
External examiners' reports for the last two years, if applicable	Yes

We also expect to meet the following groups at approval visits:

<b>Group</b>	<b>Met</b>	<b>Comments</b>
Learners	Yes	We met with learners on the Nursing programme that is currently delivered by Kingston University in Gibraltar. We also had a discussion with learners over Skype, who are currently on the BSc (Hons) Operating Department Practice programme delivered at the education provider in the UK.
Senior staff	Yes	
Practice education providers	Yes	
Service users and carers (and / or their representatives)	Yes	
Programme team	Yes	
Facilities and resources	Yes	

## Section 4: Outcome from first review

### Recommendation of the visitors

In considering the evidence provided by the education provider as part of the initial submission and at the approval visit, the visitors' recommend that there was insufficient evidence to demonstrate that our standards are met at this time, but that the programme(s) should be approved subject to the conditions noted below being met.

### Conditions

Conditions are requirements that must be met before programmes can be approved. We set conditions when there is insufficient evidence that standards are met. The visitors were satisfied that a number of the standards are met at this stage. However, the visitors were not satisfied that there is evidence that demonstrates that the following standards are met, for the reasons detailed below.

We expect education providers to review the issues identified in this report, decide on any changes that they wish to make to programmes, and then provide any further evidence to demonstrate how they meet the conditions. We set a deadline for responding to the conditions of 04 January 2019.

#### **2.1 The admissions process must give both the applicant and the education provider the information they require to make an informed choice about whether to take up or make an offer of a place on a programme.**

**Condition:** The education provider must demonstrate that the admissions process gives the applicant the information they require to make an informed choice about whether to take up a place on the programme.

**Reason:** To evidence this standard, the education provider submitted the programme specification, entry requirements and advertising material such as a programme brochure. From their review of the documentation the visitors could not find information relating to the costs of the programme, or whether applicants would be eligible for funding. In discussions with the programme team, the visitors understood that the aim is

to recruit applicants from the local population who would be eligible for funding (to be eligible you must be a resident in Gibraltar for the last five years). The programme team noted that preference would be given to applicants who were eligible for funding. The visitors noted these were suitable arrangements, however they have not seen any information regarding applicant's eligibility for funding in the information that is provided to potential applicants. As this information has not been made explicit in the information for applicants, the visitors could not determine that applicants will have the information they require to make an informed choice about taking up the offer of a place on the programme.

#### **5.7 Practice educators must undertake regular training which is appropriate to their role, learners' needs and the delivery of the learning outcomes of the programme.**

**Condition:** The education provider must demonstrate that practice educators undertake training which is appropriate to their role, learners' needs and the delivery of the learning outcomes of the programme.

**Reason:** To evidence this standard, the education provider explained that practice educators have undertaken preparation sessions and updates with the education provider. The programme team explained that the practice educators had undertaken the approved 'mentor training' offered by Kingston University (who are responsible for delivering the nursing programme in Gibraltar), and will continue to undergo regular update training days. In preparation for this programme, the practice educators have met with the education provider initially for an introduction to the programme, to look at the programme structure and modules, and were given the Practice Assessment Documents to look through. The programme team and practice educators noted that they have been waiting for the programme to undergo the approval process before having final preparation sessions in relation to practice educator's role in the delivery of this programme. From the discussions at the visit, the visitors were not clear that the practice educators have received specific training that will ensure they are able to support learners on this programme. As such, the visitors require further information about the content of training that practice educators will receive that will ensure this is appropriate to their role, learners' needs and the delivery of the learning outcomes of the programme.

### Section 5: Visitors' recommendation

Considering the education provider's response to the conditions set out in section 4, the visitors are satisfied that the conditions are met and recommend that the programme(s) are approved.

This report, including the recommendation of the visitors, will be considered at the 30 January 2019 meeting of the ETC. Following this meeting, this report should be read alongside the ETC's decision notice, which are available [on our website](#).

### Section 6: Future considerations for the programme(s)

We include this section to note areas that may need to be considered as part of future HCPC assessment processes. Education providers do not need to respond to this

section at this time, but should consider whether to engage with the HCPC around these areas in the future.

Through discussions at the visit, the visitors understood that the education provider intends to recruit a maximum of eight learners to the programme for its entire three year duration. The education provider described this as a demand-led process, once the first cohort has graduated they will consider whether or not they recruit to the programme again. While the education provider has demonstrated that there is currently sufficient demand and that the programme is sustainable and fit for purpose for the next three years, they will need to consider the potential impact on how the programme will continue to meet the standards of education and training if they choose not to recruit again for some time. The education provider should consider updating the HCPC on the viability of the programme through future monitoring processes.