

**Health Professions Council  
Department of Education**

**Visitors' report**

<b>Education provider</b>	Sheffield Hallam University
<b>Name and titles of programme</b>	Non Medical Prescribing Programme
<b>Date of event</b>	Thursday 6 <sup>th</sup> April 2006
<b>Proposed date of approval to commence</b>	September 2006
<b>Name of HPC visitors attending (including member type and professional area)</b>	Vince Clarke – Paramedic Bob Fellows - Paramedic
<b>HPC Executive officer</b>	Jo Kemp – Education Officer
<b>Joint panel members in attendance</b>	Roger New - Chair Jenny Shelton (am) - Head of Quality & Enhancement Val Keating (pm) – Quality & Enhancement Eleanor Willcocks - Secretary

**Scope of visit (please tick)**

<b>New programme</b>	<input checked="" type="checkbox"/>
<b>Major change to existing programme</b>	<input type="checkbox"/>
<b>Visit initiated through Annual Monitoring</b>	<input type="checkbox"/>
This is a major change to an existing Supplementary prescribing course run for Nursing, Midwifery and health Visitors and Pharmacists, however this is a new programme for the HPC to include AHPs (Physiotherapists, Radiographers, Chiropodists and Podiatrists)	

**Confirmation of meetings held**

	<b>yes</b>	<b>no</b>	<b>n/a</b>
Senior personnel of provider with responsibility for resources for the programme	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programme planning 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"/>

**Confirmation of facilities inspected**

	yes	no
Library learning centre	<input type="checkbox"/>	<input checked="" type="checkbox"/>
IT facilities, more specifically we had a demonstration of the Blackboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clinical Practice areas	<input checked="" 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.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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"/>

<p><b>Proposed student cohort intake number please state</b></p> <p>Non – Medical Supplementary Prescribing (2 cohorts per Year)</p>	<p>40 per intake</p>
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ALL CONDITIONS MET - PROGRAMME APPROVED

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

## **CONDITIONS**

### **Condition 1:**

#### **SET 2.2.2 and 2.2.3. Apply selection and entry criteria, including criminal convictions checks and compliance with health requirements.**

**Condition:** Within the documentation, Sheffield Hallam University must ensure that all AHP students have a current Criminal Records Bureau (CRB) conviction checks and comply with the health check requirements.

**Reason:** It was stated by the University programme team that selection and entry requirements as listed in approval/validation documentation would be rigorously applied. However it was also recognised by the admissions team that students although predominately drawn from the NHS, due to SHA funding, are not exclusively so and that students could be self funded and potentially come from AHPs in private practice. Therefore the criminal conviction checks and health checks cannot remain solely the responsibility of an employer.

### **Condition 2:**

#### **SET 3.9 Where students participate as patients or clients in practical and clinical teaching, appropriate protocols must be used to obtain their consent.**

**Condition:** Sheffield Hallam University must articulate within the documentation how consent is obtained by students participating as patients or clients in practical or clinical teaching.

**Reason:** From the reading of the documentation and discussion with the past students and programme development team that consent was not sufficiently clear. It is essential that students fully understand that they have the choice to act as a client / patient in role play, practical and clinical environments. That consent is required by the University in advance of the role play and can be withdrawn by the student at a later date, should they change their mind.

### **Condition 3:**

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

**Condition:** Sheffield Hallam University must document how they will maintain thorough and effective systems for approving and monitoring all clinical practice placements.

**Reason:** From the reading of the documentation and discussion with the past students and the programme development team it was not sufficiently clear to the visitors that this occurred.

#### **Condition 4:**

**SET 5.7 (5.7.2 and 5.7.5) Students and practice educators must be fully prepared for placement which will include information about and understanding of the following:**

- **5.7.2 timings and the duration of any placement experience and associated records to be maintained.**
- **5.7.5 communication and lines of responsibility.**

**Condition:** The HPC visitors require a hard copy of the student handbook that satisfactorily addresses the two SET elements under 5.7 (i.e. 5.7.2 and 5.7.5).

**Reason:** From the reading of the documentation and discussion with the past students and program development team, these elements were not sufficiently clear.

**Deadline for Conditions to be met: 30 May 2006**

**To be submitted to Approvals Committee on: 13 June 2006**

#### **RECOMMENDATIONS**

##### **Recommendation 1:**

**SET 3.6 A programme for staff development must be in place to ensure continuing professional and research development.**

**Recommendation:** The HPC visitors recommend that Sheffield Hallam University articulate more clearly in the documentation how the CPD, research and staff development is managed.

**Reason:** From the reading of the documentation and discussion with the practice development team this was not sufficiently clear.

##### **Recommendation 2:**

**SET 3.11 Throughout the course of the program, the education provider must have identified where attendance is mandatory and must have associated monitoring mechanisms in place.**

**Recommendation:** Sheffield Hallam University should make it clear within the documentation the minimum hours that are required in clinical practice.

**Reason:** It was not clear to the HPC visitors in reading the documentation. There were inconsistencies in the paperwork ascertaining to the duration of clinical practice.

**Decision of the HPC Visitors**

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 these programmes (subject to the 4 conditions being met).

**Visitors' signatures:**

**Vince Clarke:**

**Bob Fellows:**

**Date: April 2006**

ALL CONDITIONS MET - PROGRAMME APPROVED