

Education and Training Committee – 26 March 2008

University Campus Suffolk
BSc (Hons) Diagnostic Radiography and BSc (Hons) Oncology and
Radiotherapy Technology programmes

Executive summary and recommendations

Introduction

The BSc (Hons) Diagnostic Radiography and BSc (Hons) Oncology and Radiotherapy Technology programmes were originally approved in October 2002.

An approval visit was held at the University Campus Suffolk to assess the BSc (Hons) Diagnostic Radiography and BSc (Hons) Oncology and Radiotherapy Technology programmes on 14/15 June 2006. This was due to a major change and was the first time the programme was assessed against the HPC's standards of education and training.

The paperwork provided for the approval visit reflected both full time and part time modes of study and as such the visitors' reports referred to both modes of study. There were no comments received from the education provider to correct the visitors' reports, or in any subsequent correspondence. The full time and part time versions of both programmes were approved by the Approvals Panel on 3 August 2006.

In October 2007, the department requested the completion of a declaration form for the 2007/2008 academic year, as part of the annual monitoring process. In response, the department received an email from the programme lead for both programmes stating that there had never been provision for part time modes.

University Campus Suffolk has therefore requested that the Education and Training Committee withdraw approval from the part time versions of both programmes and remove them from the HPC's register of approved programmes.

There is no impact on the students registered on the programmes.

Decision

The Committee is asked to agree the following:

- Withdraw approval from the part time BSc (Hons) Diagnostic Radiography programme at University Campus Suffolk.
- Withdraw approval from the part time BSc (Hons) Oncology and Radiotherapy Technology programme at University Campus Suffolk.

Background information

None

Resource implications

None

Financial implications

None

Appendices

Appendix 1 - Visitors' report

Appendix 2 – Form provided as part of documentation for the approval visit

Appendix 3 - Email from programme leader

Date of paper

4 March 2008



Health Professions Council

Visitors' Report

Name of education provider	Suffolk College (an accredited College of the University of East Anglia)
Name and titles of programme(s)	BSc (Hons) Diagnostic Radiography BSc (Hons) Oncology and Radiotherapy Technology
Mode of Delivery (FT/PT)	FT and PT
Date of Visit	14 and 15 June 2006
Proposed date of approval to commence	September 2006
Name of HPC visitors attending (including member type and professional area)	Angela Duxbury Linda Mutema
HPC Executive officer(s) (in attendance)	Mandy Hargood
Joint panel members in attendance (name and delegation):	Ron Impey (Chair) Dean of Quality Enhancement Marc O'Day, Senior Lecturer Penny Cavenagh, Associate Dean Anne Johnston, Associate Dean Lesley Forsyth, Advisor, College of Radiographers

Scope of visit (please tick)

New programme	<input type="checkbox"/>
Major change to existing programme	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>
Programme team	√	<input type="checkbox"/>	<input type="checkbox"/>
Placements providers and educators	√	<input type="checkbox"/>	<input type="checkbox"/>

Students (current or past as appropriate)	√	<input type="checkbox"/>	<input type="checkbox"/>
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Confirmation of facilities inspected

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

Proposed student cohort intake number please state	54 BSc Diagnostic Radiography 18 BSc Oncology and Radiotherapy Technology
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The following summarises the key outcomes of the Approvals event and provides reasons for the decision.

NO CONDITIONS

RECOMMENDATIONS

SET 2 Programme admissions

Recommendation 1

2.2.2 criminal convictions checks;

Recommendation: The team articulate in the documentation their policy for the ongoing monitoring of CRB checks whilst students are on the programmes.

Reason: The Faculty is to implement a new policy in September 2006, this evidence was provided on request at the validation but was not included in the documentation.

SET 6. Assessment standards

Recommendation 2

6.4 The measurement of student performance and progression must be an integral part of the wider process of monitoring and evaluation, and use objective criteria.

Recommendation: The Team continue to explore mechanisms/processes by which the timing of feedback to students on assignment performance can be reduced.

Reason: The team and students recognise that for some academic assignments, feedback is not always given in a timely fashion; the students reported a delay in feedback between 8-10 weeks.

COMMENDATIONS

The high standard of documentation provided and the excellent mapping of standards and proficiencies.

The very good partnerships and involvement of all key stakeholders in the development and delivery of both pre-registration programmes.

Visitors' signatures:

**Angela Duxbury
Linda Mutema**

Date: 16 June 2006

Suffolk College – HE Approvals and Reviews Committee

ARC1 Form (Initial Proposal)

This form is used by Associate Deans to propose

- the development of a new HE course, route or programme,
- re-approval (periodic review or revalidation).

This form must be word processed and the original and any supporting material should be sent to HE Registry at least 10 working days before the ARC meeting at which the proposal is to be discussed.

Course(s)
(If already validated use correct title)

BSc (Hons) Diagnostic Radiography
BSc (Hons) Oncology and Radiotherapy Technology

Form submission date

June 2005

HE ARC 334

1. Scope of Proposal

Is a new course, route or programme proposed (yes/no) ?

No

Is this a re-approval of an existing course?
If yes, give name of existing course.

Yes – BSc (Hons) Diagnostic Radiography and
(Hons) Oncology and Radiotherapy Technology

2. Sponsoring Dept(s), School(s), Curriculum Centre(s)

Please name them

Faculty of Health

3. Proposed Title of New Course, Route or Programme

No change

4. Proposed starting date (e.g. Sept 2002)

September 2006

5. Mode(s) of study to be offered

Level(s) (1/2/3/M)

Levels 1,2 and 3

Attendance (FT, PT, Block, Open)

Full time and part time

Combinations (Single, Joint, Major, Minor)

Single

Duration (e.g. 3yrs FT, 4-7yrs PT)

3 years part time
4-7 yrs part time

6. Validating/Awarding Body(ies)

UEA,

7. Professional Body accreditation required (yes/no)?
If so, by whom?

Yes – professional body - College of Radiographers
and regulatory body - Health Professions Council

8. Funding Body (e.g. HEFCE, DoH etc)

Department of Health

06/12/2007

Hi.

We do not offer any part time. I recently notified HPC about this as you sort the non-running courses from current ones.

Thanks, Mark.

Sent: 10 December 2007 10:05
Subject: RE HPC Annual Monitoring 2007/2008

Dear Mark

Thank you for your email dated 6 December 2007 regarding annual monitoring declarations for part time diagnostic radiography, and oncology and therapeutic radiography programmes.

We have received your previous correspondence stating that there are no part time routes and this has been channelled into our "withdrawal of on-going approval" process. This mechanism of withdrawal of approval relates to programmes that have recruited students.

However it would appear from your correspondence that University Campus Suffolk have never run part time modes of study for these programmes and therefore no students have been recruited to the programmes and that no students will be recruited to the programmes in the future. If this is the case a paper will be put to the next Education and Training Committee to withdraw approval to the part time routes that were approved for on-going approval in August 2006.

We referred back to programme documentation submitted at the time of the approval event and there was an indication of a part time route through the programme on one of the pages (all others only reference FT). I have attached the page to this email. I believe this is where the error on the report was likely to have arisen. Because this document indicates a part time route may have existed, I should be grateful if you could confirm via email that no students have or will be recruited as part time students.

Your email will be sent to the Education and Training Committee as an appendix to an executive summary to show that you have requested the withdrawal of approval on the basis of an administration error on the Visitors' Report.

As soon as we receive the email stating programmes will be closed and therefore not subject to annual monitoring. Formal withdrawal of approval will require a meeting of the Education and Training Committee which will happen next on 26 March 2008,

but we will be able to "close" the programmes before this date and therefore not be chasing annual monitoring submissions.

I hope this is all clear and please do not hesitate to contact me if you have any questions,

(See attached file: Scan of document from UC Suffolk.doc)

Mandy Hargood

Hi Mandy.

Thanks for the scan. ARC1 used to be a form outlining the intended routes. As such they are vague to coverall. As we proceeded curriculum development it was clear that we needed to do solely full time and consider part time later possibly.

So we never actually offered any part time undergraduate programmes. We are looking to validate part-time FDs early next year but these will fall outside of the HPC mechanisms at the moment.

Good to hear from you. If you need any other details then please get in touch again.

Regards, Mark.

Dear Mark

Thank you for your response. Can I just check with you before I get the database changed that there are no part time routes for the diagnostic as well as the oncology and radiotherapy?

Many thanks

Mandy Hargood

Hi Mandy.

Same for both - no plans at this time.

Regards, Mark.