
Education and Training Committee – 10 March 2011

Allocation of Visitor Partners to approval and monitoring work

Executive summary and recommendations

Introduction

The Health Professions Order (the Order) sets out in Part IV, article 16, the role of the “visitor” in making recommendations on education programmes on the behalf of the Education and Training Committee as part of the approval process. In this section of the Order, there are specific requirements for the allocation of visitors to particular visits which must be adhered to. Over and above the requirements set out in the Order, there are additional good practice measures in place to ensure that visitors are well placed to make good recommendations to the Education and Training Committee on all approval and monitoring work that is undertaken.

This paper seeks approval of an amendment to procedures for the allocation of visitors for post-registration prescribing entitlement programmes and also to rationalise all the considerations for visitor allocation into a single framework. The remainder of the paper will highlight and explain the reasons for requesting the changes. If no explanation for a consideration in allocation has been given, the framework is compliant with previous decisions of the Education and Training Committee or Approvals Committee.

Allocation of visitors for post-registration prescribing entitlement programmes

The Approvals Committee made a specific requirement for the allocation of visitors to supplementary prescribing programmes. In this case, the Committee determined that supplementary prescribing programmes could only be visited by a number of specific configurations of visitors to ensure that the visiting panel had the required expertise to make appropriate recommendations. The reason for this decision of the Committee was that the entitlement was new to the professions affected and as a result no appropriate visitors could be found from within the professions. As more individuals have gained the supplementary prescribing entitlement the Committee’s decision requires review to ensure it remains appropriate.

Previously the Approvals Committee stated in the meeting on 2 February 2005 that visits to supplementary prescribing programmes required visitors with powers to prescribe or exemptions from prescribing restrictions in legislation (Paramedics or Chiropodist / Podiatrists respectively) since they had the experience of working in the complex arena of medicines. This paper asks the Committee to also approve these programmes to be visited by individuals with the supplementary prescribing annotation on their registration record.

Additionally, the Committee is asked to agree that with regard to post-registration programmes for prescription only medicines and local anaesthetics that the requirement is for a visitor to have the just the specific annotation linked to the programme in question and not necessarily both annotations as there are a number of chiropodist / podiatrist visitors who only hold one annotation and not both.

Decision

The Committee is asked to agree the text of the framework of considerations for the allocation of visitors to approval and monitoring work provided as appendix one to this paper.

Background information

- Minutes of the meeting of the Approvals Committee, 17 May 2005, Item 8.5
- Minutes of the meeting of the Approvals Committee, 2 February 2005, Item 7.3
- Minutes of the meeting of the Approvals Committee, 5 September 2006, Items 6
- Minutes of the meeting of the Education and Training Committee, 29 March 2006, Item 12

Resource implications

None

Financial implications

None

Appendices

Appendix 1 – considerations for visitor allocation to approval and monitoring work

Date of paper

11 February 2011

Appendix 1 - considerations for visitor allocation to approval and monitoring work

Pre-registration approved programme

Always or Normally	Consideration
Normally	At least two visitors will undertake an item of work.
Always	At least one visitor will be from the same part of the Register as the programme (inclusive of modalities)
Normally	Two visitors will be from the same part of the Register as the programme (inclusive of modalities)
Normally	<p>Visitor pairings or groupings will be made up of a visitor with experience of the educational setting and a visitor with experience of the clinical or practice setting.</p> <p>Visitor pairs or groups can be supplemented by visitors from any professional background or lay visitors if additional educational experience is required.</p>
Always	<p>Visitors will have no significant connections to the education provider, the programme or employees or students.</p> <p>Where conflicts of interest are unavoidable owing to the size of the profession, conflicts must be declared to the education provider seeking their views on the conflict and legal scrutiny will be given to the individual case before a decision is made whether or not to proceed or seek alternate visit dates and invite new visitors. A lay visitor may be asked to attend the visit to ensure impartiality.</p>
Always	<p>Visitors will always be trained by HPC before they undertake any work.</p> <p>Visitors who do not attend refresher training will be considered over time to no longer be current and required to train again before work will be allocated.</p>
Always	Visitor pairings or groupings will always contain at least one visitor who has undertaken work as a visitor before.
Always	<p>Visitor pairings or groupings will always be made to produce the smallest and most cost effective panel to meet these criteria.</p> <p>For multi-professional visits and annual monitoring assessment days in particular this may result in multi-professional pairings or groupings.</p>

Additional considerations for supplementary prescribing programmes

Always or Normally	Consideration
Always	<p>At least one visitor:</p> <ul style="list-style-type: none"> • whose registration record is annotated with the appropriate entitlement for the programme in question; or • from a profession which has powers to prescribe under the Prescriptions Only Medicines (Human Use) Order 1997, the Medicines Act and the Misuse of Drugs Act - Paramedics; or • from a profession subject to exemptions from the Prescriptions from the Prescription Only Medicines (Human Use) Order 1997 – Chiropodists / Podiatrists with either one or both of the Local Anaesthetics or Prescription Only Medicines entitlements.
Normally	<p>Two visitors made up of individuals:</p> <ul style="list-style-type: none"> • whose registration records are annotated with the appropriate entitlement for the programme in question; or • from professions which have powers to prescribe under the Prescriptions Only Medicines (Human Use) Order 1997, the Medicines Act and the Misuse of Drugs Act - Paramedics; or • from professions subject to exemptions from the Prescriptions from the Prescription Only Medicines (Human Use) Order 1997 – Chiropodists / Podiatrists with either one or both of the Local Anaesthetics or Prescription Only Medicines entitlements. <p>If needed, the second visitor can come from the following background:</p> <ul style="list-style-type: none"> • from professions which are entitled to receive annotations but the individual visitor does not have the annotation.

Additional considerations for prescription only medicines or local anaesthetics programmes

Always	Consideration
Always	At least one visitor: <ul style="list-style-type: none">• whose registration record is annotated with the appropriate entitlement for the programme in question.
Normally	Two visitors made up of individuals: <ul style="list-style-type: none">• whose registration records are annotated with the appropriate entitlement; or If needed the second visitor can come from the following backgrounds: <ul style="list-style-type: none">• from the relevant profession, but without the appropriate entitlement; or• from any professional background but with experience of working in the educational setting.

Protocol for exceptional and sudden absence of a visitor

In the event of exceptional circumstances and a visitor at short notice cannot attend to conduct an item of work the executive will proceed through the following options in order of priority:

Option No.	Action
Option 1	Find another visitor from the same part of the Register as the programme in question to undertake the work.
Option 2	Find another visitor from a different part of the Register to observe the process.
Option 3	The visit is allowed to continue with the remaining Visitor attending alone with the second visitor acting by correspondence
Option 4	The visit is allowed to continue with the remaining Visitor attending alone.