

**INTERNATIONAL & GRANDPARENTING REGISTRATIONS**

The information in this section applies to the period from 1<sup>st</sup> April – 31<sup>th</sup> May 2006.

**Telephone Calls**

The team received 4,445 calls from applicants during this period, with an average 83.5% answer rate. Calls were answered on average in 19 seconds.

**International Registration Application**

A total of 665 new applications were received during this period and 634 were registered. Applications took on average 72 working days to deliver an initial assessment report. This timescale has fallen from 102 in January.

**Grandparenting Registration Application**

Only 1 Operating Department Practitioner application was received in this period. Our planned purge of applications began in May and is having very visible results, this will continue over the coming months.

**Emails**

The team are receiving approximately 30 - 50 emails per day and all are responded to within 5 working days.

**Improvements/Developments**

Sarah Giles (Registration Officer) & the acting International Registration Manager are in final stages of implementing a new archiving process including a more efficient and cost effective scanning solution.

**New recruits**

Deborah Dawkins was appointed Acting Team Leader after a short trial period.

## **UK REGISTRATIONS**

This paper provides an update from the UK Registration Department for the period from 1<sup>st</sup> April – 31<sup>th</sup> May 2006.

### **Telephone Calls**

The team received 18,459 calls from registrants, applicants and other stakeholders during this period. The team maintained the improvements made over the past few months, and achieved an 83% answer rate during this period.

### **Registration Application**

A total of 647 new applications were received during this period and 1,249 individuals were registered. Applications took on average 6.5 working days to process from start to finish. The team continues to exceed their target, which is set at 10 working days.

### **Emails**

The team are receiving approximately 60-80 emails per day and are managing to respond to the majority of these on the day of receipt, exceeding our target of 48 hours in most cases.

### **Registration Renewal**

At the start of April, all registered Dietitians were invited to renew their registration for the next two year cycle. Registrants have until the 30<sup>th</sup> June 2006 to renew their registration for the 2006/08 period.

Of the number originally invited to renew registration, 35.5% of Arts Therapists were sent their final renewal forms at the end of April 2006. Registrants have until the 31<sup>st</sup> May 2006 to renew their registration for the 2006/08 period.

The next profession to be invited to renew registration will be Chiroprodists who will be sent their renewal forms at the beginning of May 2006.

### **Improvements/Developments**

Work continues on the revision of HPC's registration/readmission form and guidance notes.

### **New recruits**

Anna Mason (previously a member of the renewals team) joined UK registration in May 2006. Anna is presently overseeing the application process; ensuring that applications are logged and processed efficiently.

Hope Morrison left HPC in May to return to Australia. Recruitment for a replacement (year long contract) will take place shortly.

## EDUCATION – APPROVALS & MONITORING

### Approvals visits

The following twenty-six visits took place between 28 March 2006 – 31 May 2006.

Name of Education Provider	Title of Programme	Date of Visit
University of Derby	MA Music Therapy	1/2 March 2006
Anglia Ruskin University	MA Music Therapy	14/15 March 2006
De Montfort University	BSc (Hons) Speech & Language Therapy	15/16 March 2006
University of Newcastle upon Tyne	BSc (Hons) Speech & Language Sciences	21/22 March 2006
University of the West of England, Bristol	MSc Language Pathology Supplementary Prescribing	23 March 2006
Manchester Metropolitan University	Supplementary Prescribing	28 March 2006
Bournemouth University	Supplementary Prescribing	4 April 2006
University of Huddersfield	Supplementary Prescribing	4 April 2006
University of Northampton	Diploma Higher Education Paramedic Science	4/5 April 2006
Sheffield Hallam University	Supplementary Prescribing	6 April 2006
Queen Margaret University College, Edinburgh	Postgraduate Diploma Radiotherapy & Oncology	12/13 April 2006

Coventry University	Diploma Higher Education ODP	20/21 April 2006
Name of Education Provider	Title of Programme	Date of Visit
University of Essex	MSc Speech & Language Therapy	21 April 2006
University of Lincoln	BSc (Hons) Biomedical Sciences	25/26 April 2006
Royal Welsh College of Music & Drama, University of Wales	MA Music Therapy	25/26 April 2006
University of Central Lancashire	Supplementary Prescribing	27 April 2006
King's College London, University of London	BSc (Hons) Physiotherapy MSc Physiotherapy	2/3 May 2006
University of Southampton	BSc (Hons) Physiotherapy BSc (Hons) Occupational Therapy	3/4 May 2006
University of Hertfordshire	BSc (Hons) Dietetics	4/5 May 2006
University of Sunderland	BSc (Hons) Biomedical Sciences	9/10 May 2006
Edge Hill College of Higher Education	Supplementary Prescribing	11 May 2006
Oxford Brookes University	Supplementary Prescribing	11 May 2006
Sheffield Hallam University	BSc (Hons) Physiotherapy	16/17 May 2006
University of London	Foundation Degree Health & Medical Sciences (Paramedic Science)	18/19 May 2006
University of Hull	BSc (Hons) Biomedical Sciences	23/24 May 2006



(89% of declarations forms & 78% of audit forms) on time and is chasing up the outstanding submissions.

Five annual monitoring assessment days were held to consider the audit forms, with each attended by approximately 15 Visitors from a mixture of professions. The days were successful and promoted inter-profession working, which allowed comparisons to be drawn and consistency to be ensured across the different professions.

One final assessment day is due to take place in June and will focus on submissions from paramedic science programmes. Recommendations from the assessment days will be considered at the Approvals Panels on 4 July 2006. Late submissions from education providers will be considered by correspondence and recommendations considered at the Approvals Panel on 3 August 2006.

The Department plan to review the annual monitoring process (before the second round of annual monitoring in 2006/07), in the light of their experience of operating the process and feedback from the assessment days.

*(See Appendix 3 for more information)*

### **Major and minor changes**

Since the last Education & Training Committee, the Department has received 24 submissions under this new process. 11 of the 24 submissions have been reviewed by the Executive and deemed to be minor. These recommendations were approved at the Approvals Panels on 17 May 2006. The remaining 11 submissions are still being processed. A number of submissions were considered by Visitors on the annual monitoring assessment days and their recommendations will be considered at the Approvals Panels on 4 July 2006. The Department

plan to review the major/minor change process, before the 2006/07 academic year, following feedback from visitors and education providers and their experience of operating the process.

### **Communication with Stakeholders**

The Department wrote to all education providers in light of the ongoing industrial action to by AUT and NAFHE to explain the HPC's position. A copy of the letter was subsequently sent to other regulators, professional bodies and educational bodies (e.g. QAA, Universities UK) for their information.

### **Employees**

Two new Education Administrators (Tim Bryant & George Bolster) started in mid March and a new Education Officer (Mandy Hargood) started in early April. Interviews for a replacement Education Officer for Ed Crowe are due to take place in early June.

Joanna Kemp (Education Officer) will be leaving at the end of June and an advert for her replacement is currently advertised. It is hoped that Joanna's replacement will be in post during July/August, ahead of the new academic year and schedule of approvals visits.

**QUALITY/ CUSTOMER SERVICES**

The external ISO 9001:2000 uadit with BSI was on 24th April 2006. The areas that were assessed were Quality Management, International Registration, CPD and Aspriant Groups and Human Resources – Employees.

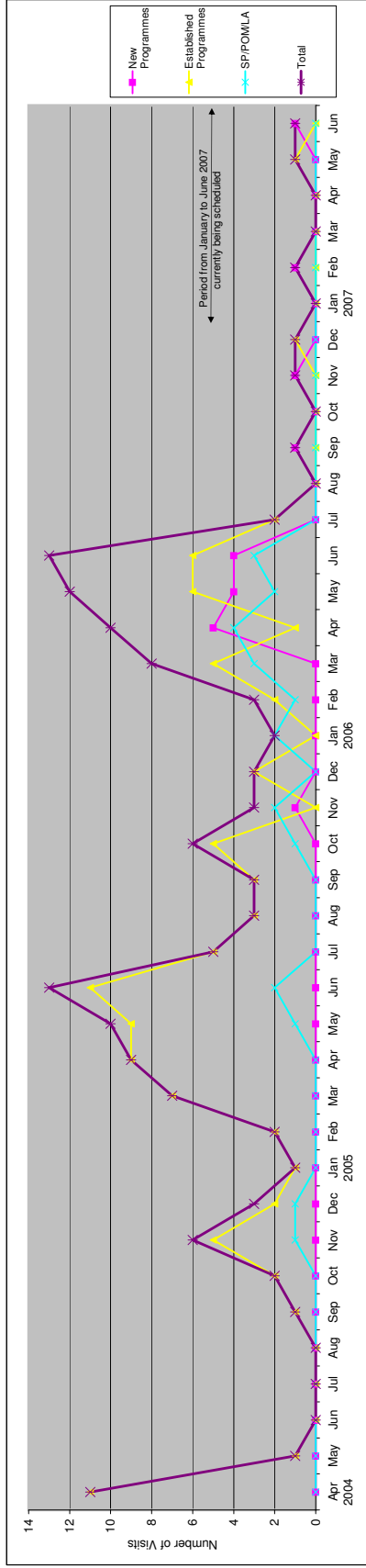
This audit was successfully passed.

The next external audit with BSI will be held on 16 October 2006 and the areas that will be assessed are Qulaity Management, Policy & Standards, Communications and Finance.

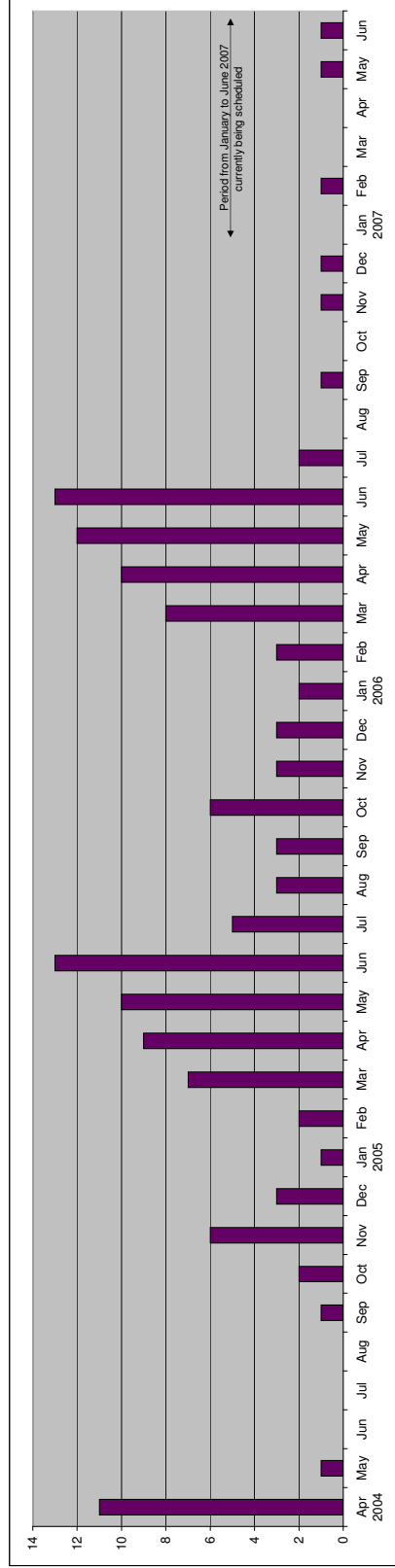
Calendar of future Approval visits Enclosure 7b Paper FRC 62/06

Date of Visit	Name of Education Provider	Profession	Programme	Visitors Appointed	Executive Appointed	Comments
1-2 June 2006	Guildhall School of Music and Drama - City University	Music Therapy	MA	Yes	Yes	
6-7 June 2006	Brunel ODP Centre - Oxford Brookes University	ODP	Dip HE	No	No	Cancelled
6-7 June 2006	Rochampton University	Music Therapy	PG Dip/MA	No	Yes	
07 June 2006	Colchester Institute	Occupational Therapy	BSc (Hons)	No	Yes	
7-8 June 2006	University of Paisley	Biomedical Sciences	BSc (Hons)	No	No	Cancelled
8-9 June 2006	Bournemouth University	Physiotherapy/Occupational Therapy	BSc (Hons) x2	No	No	Cancelled
8-9 June 2006	Edgehill College of Higher Education	Physiotherapy/Occupational Therapy	BSc (Hons) x2	No	No	Cancelled
13 June 2006	University of York	SP	SP	No	Yes	
13-14 June 2006	University of Greenwich	Paramedics	Foundation Degree	Yes	Yes	
14-15 June 2006	Suffolk College - University of East Anglia	Radiography	BSc (Hons)	Yes	Yes	
15-16 June 2006	University of East Anglia	ODP	Dip HE	No	No	Cancelled
20 June 2006	University of East Anglia	SP	SP	No	No	Cancelled
21 June 2006	Leeds Metropolitan University	SP	SP	No	No	Cancelled
22-23 June 2006	University of Brighton	Biomedical Sciences	BSc (Hons)	Yes	Yes	
27-28 June 2006	University of Nottingham	Physiotherapy	BSc (Hons)	Yes	Yes	
27-28 June 2006	Nottingham Trent University	Biomedical Sciences	BSc (Hons)	Yes	Yes	
28-Jun-06	Liverpool John Moores University	SP	SP	No	Yes	
28-29 June 2006	Suffolk College - University of East Anglia	ODP	Dip HE	Yes	Yes	Cancelled
11-12 July 2006	University of Worcester	Paramedics	Foundation Degree	No	No	Cancelled
12-13 July 2006	The Institute of Arts in Therapy & Education - London Metropolitan University	Art Therapy	MA	Yes	Yes	
12-Jul-06	De Montfort University	SP	SP	Yes	Yes	
18-19 July 2006	University of Sheffield	Orthoptics	B.Med Sci (Hons)	Yes	Yes	
19-Jul-06	London Southbank University	SP	SP	Yes	Yes	
28-Jul-06	University of London	Paramedics	Foundation Degree	Yes	Yes	Re-visit
6-7 Sept 2006	University of Worcester	Paramedics	Foundation Degree	Yes	No	
12 Sept 2006	Staffordshire University	SP	SP	Yes	No	
14 Sept 2006	Coventry University	SP	SP	Yes	No	
26-27 Sept 2006	Manchester Metropolitan University	Physiotherapy	MSc	Yes	No	
3/4 Oct 2006	Canterbury Christ Church University	SLT	PG Dip	Yes	No	
06-Oct-06	University of Ulster	Dietetics	BSc (Hons)	Yes	No	
17/18 Oct 2006	Robert Gordon University	Dietetics	BSc (Hons)	Yes	No	
8-9 Nov 2006	Cardiff Institute	Dietetics	BSc (Hons)	Yes	No	
15-16 Nov 2006	University of Plymouth	ODP	Dip HE	No	No	
22-23 Nov 2006	University of Hull	SP	SP	Yes	No	
06-Dec-06	University of Brighton	SP	SP	Yes	No	
12-13 Dec 2006	University of Central Lancashire	ODP	Dip HE	Yes	No	
19-20 Dec 2006	University of East Anglia	ODP	Dip HE	Yes	No	
24-25 Jan 2007	Canterbury Christ Church University	ODP	Dip HE	No	No	
7-8 Feb 2007	South Trent Training Centre- University of Leicester	ODP	Dip HE	No	No	
14-15 March 2007	University of Hull	ODP	Dip HE	No	No	
28-29 March 2007	University of Teeside	ODP	Dip HE	No	No	
18-19 April 2007	University of Portsmouth	ODP	Dip HE	No	No	
18-19 April 2007	York St John University College	Physiotherapy/Occupational Therapy	BSc (Hons) x2	No	No	
18-19 May 2007	Glasgow Calendonian University	ODP	Dip HE	No	No	
22-23 May 2007	Staffordshire University	ODP	Dip HE	No	No	
23-24 May 2007	University of Northumbria	ODP	Dip HE	No	No	
6-7 June 2006	Edgehill College of Higher Education	ODP	Dip HE	No	No	
27-28 June 2007	Suffolk College - University of East Anglia	ODP	Dip HE	No	No	

Overview of Approvals Visit (Completed & Forecast)



Total Number of Approval Visits (Completed & Forecast)



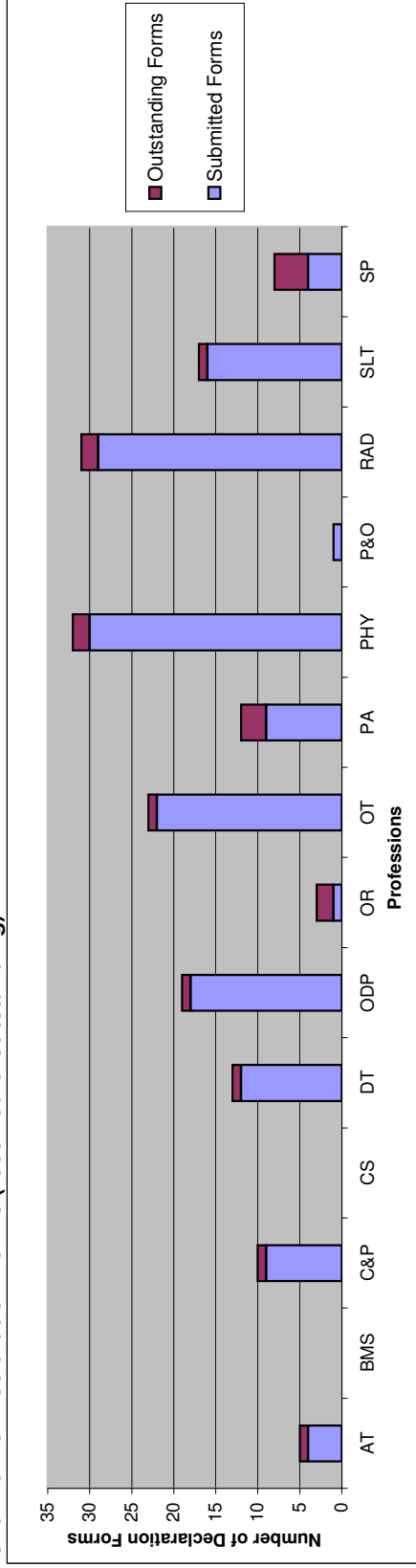
Completed	Forecast
2004	2005
0	1
0	15
22	58
2	20
24	64
	11

APPROVAL VISITS	2004												2005												2006												2007					
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun															
New Programmes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0															
Established Programmes	11	0	0	0	2	5	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																
SP/OMLA	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																
<b>Total</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>7</b>	<b>9</b>	<b>10</b>	<b>13</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>6</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>8</b>	<b>11</b>	<b>12</b>	<b>10</b>	<b>5</b>	<b>0</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>2</b>					

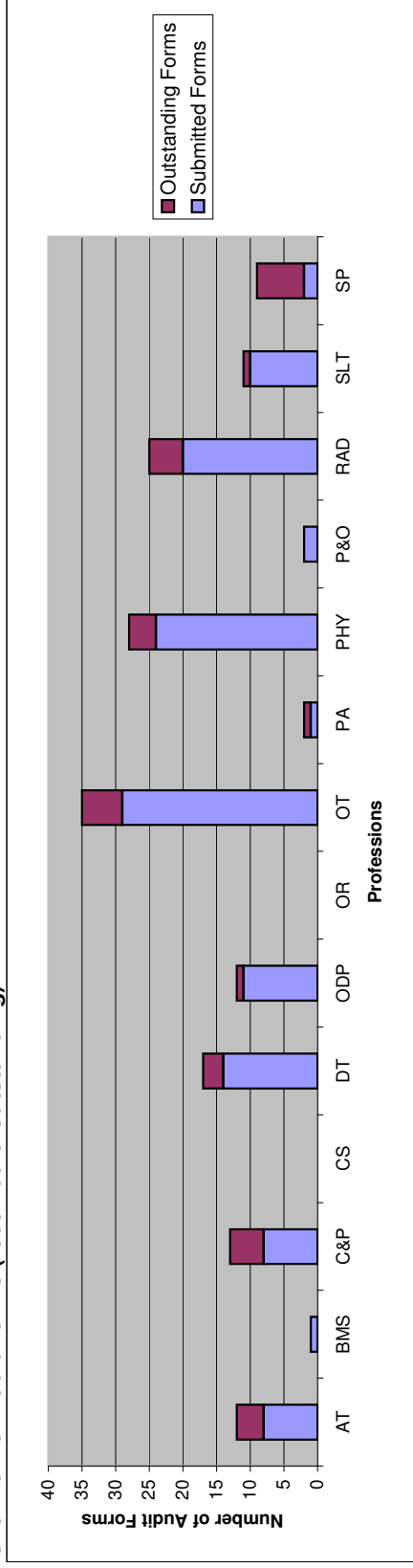
Completed	Forecast
2004	2005
0	1
0	15
22	58
2	20
24	64
	11



### Overview of Declaration Forms (received & outstanding)



### Overview of Audit Forms (received & outstanding)



### Declaration Forms

	AT	BMS	C&P	CS	DT	ODP	OR	OT	PA	PHY	P&O	RAD	SLT	SP	Total
Submitted Forms	4	0	9	0	12	18	1	22	9	30	1	29	16	4	155
Outstanding Forms	1	0	1	0	1	1	2	1	3	2	0	2	1	4	19
<b>Total</b>	<b>5</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>13</b>	<b>19</b>	<b>3</b>	<b>23</b>	<b>12</b>	<b>32</b>	<b>1</b>	<b>31</b>	<b>17</b>	<b>8</b>	<b>174</b>

### Audit Forms

	AT	BMS	C&P	CS	DT	ODP	OR	OT	PA	PHY	P&O	RAD	SLT	SP	Total
Submitted Forms	8	1	8	0	14	11	0	29	1	24	2	20	10	2	130
Outstanding Forms	4	0	5	0	3	1	0	6	1	4	0	5	1	7	37
<b>Total</b>	<b>12</b>	<b>1</b>	<b>13</b>	<b>0</b>	<b>17</b>	<b>12</b>	<b>0</b>	<b>35</b>	<b>2</b>	<b>28</b>	<b>2</b>	<b>25</b>	<b>11</b>	<b>9</b>	<b>167</b>