

Guidance Notes for Visitor Panels when issuing Conditions/Recommendations.

1. Conditions

This option should be used when the training institution or provider has failed to demonstrate that it meets one or more of the requirements as outlined in the relevant GOC Handbook.. The condition should specify the action(s) required to address the failure to meet the standard. Conditions **must** be evidence based, related to one or more handbook criteria, and must not be just personal opinion.

When suggesting a condition please refer to the specific wording of the requirement set out in the visitors' handbook and explain why you think the requirement will not or has not been met. Also please explain what follow up action needs to be taken by the GOC, e.g. a date for submission of addition documentation or a re-visit to verify the action has been completed. Without follow up action, the condition is likely to be pointless.

All conditions must have a completion deadline added.

2. Recommendations

This option should be used when the Handbook requirements are being met but practice could be enhanced substantially by consideration of a particular action. As is the case with conditions, recommendations **must** be evidence based and must not be based just on personal opinion. When suggesting a recommendation, please refer to the specific wording of the relevant criteria set out in the visitors' handbook and explain how the standard of education and training might be enhanced by the recommended action.

All recommendations must have completion date.

Evidence: Explain the evidence base supporting the recommendation/condition. Generally, oral evidence from the visit should be supported by documented evidence.

Documents: Explain where in documents relevant evidence can be found.