

## **Dispensing Annual Monitoring**

### **Introduction:**

All GOC approved training institutions are required to provide annual monitoring submissions for the years in between GOC quality assurance visits.

Annual Monitoring will enable the GOC to monitor progress against conditions and recommendations, keep abreast of any changes to approved programmes and to identify any areas of risk. In preparation for each quality assurance visit by the GOC Visitor Panel, Visitors will be issued with all of the annual monitoring submissions since the last visit to be used as the pre visit information pack.

Below is a summary of the information collated from each Dispensing Annual Monitoring submission.

### **Summary:**

Overall the majority of the conditions and recommendations that have been set by the GOC visiting panel have been met by the Institutions.

## **Progress against Conditions and Recommendations**

### **ABDO College**

Condition 1 – To establish and implement a formal quality assurance process to include:

iii). Annual academic reporting scheme with associated action plan and monitoring scheme.

This condition is still in progress, An annual monitoring report will be considered at the programme board of studies which is due to take place in October 2010 and then sent to the Trustees for discussion at their following meeting in the new year.

Recommendation 1 – To develop and implement a formal staff appraisal system and staff development plan.

This recommendation is still in progress, ABDO College is implementing a scheme of professional development planning which incorporates annual appraisal. Guidance and support is being provided by Canterbury Christ Church University.

Recommendation 3 – Earliest possible implementation of annual visits to supervisors of those on the Diploma course as well as the Degree Programme.

This recommendation is still in progress, ABDO have stated that they will consider implementation of this when finances allow and subject to favourable feedback on the success of this scheme within the Degree programme.

## Glasgow Caledonian University

Recommendation 5 – To consider the feasibility of extending the opening hours of the University clinic to enable students' greater access and the potential to attract a wider range of patients and create better links with the local community.

The University have stated that this recommendation is currently not feasible. However, the clinic is now open 9-5 Monday to Friday with a full-time Optometrist. Unusual dispensing cases are channelled through the student clinics.

Recommendation 6 – The panel encourage further development of the Blackboard system and other new technologies to support students learning.

This is still ongoing and the use of the blackboard facility is steadily increasing.

## Design and Structure

ABDO College have introduced the Foundation Degree and BSc (Hons) programmes as another route to attain FBDO qualification and is currently under guidance and visits from the ESDO (Entry Standards for Dispensing Opticians) group.

Anglia Ruskin University have undergone no changes in terms of design and structure, however they have changed the name of the department from the Optometry and Ophthalmic Dispensing to the Department of Vision and Hearing Sciences, effective 1st January 2010.

Bradford College have undergone changes to the BSc (Hons) Ophthalmic Dispensing with Management. The changes are as follows:

1. Level 4 Practical Ophthalmic Dispensing will be delivered in Semester 1
2. PDP to be delivered in Semester 2.
3. Communication Skills to be delivered in Semester 1. The assessment for this module would change from a reflective journal to a case study.
4. Level 6 Nutrition and the Eye will be replaced by Ocular Pathology.

These amendments took place following reflection on the delivery of the units by the course team and following discussions with, and agreement of, the External Examiner. Changes do not affect the elements listed in handbook section 3.1.1a-e and have been approved by the ESDO Visitor panel at the last visit to the College.

No changes have taken place in relation to Design and Structure for City University and Glasgow Caledonian University.

## GOC Core Curriculum, Core Competencies & Learning Outcomes

Bradford College have introduced Detailed grids have been produced for each course to demonstrate where each of the competencies is delivered and assessed. Comprehensive tracking sheets allow the students, work based supervisors and College staff to monitor the progress of each student as they develop the competencies throughout the course.

No changes have taken place with the other Dispensing Institutions.

### Practical Work and PBL

There have been no changes to the ABDO Foundation Degree in Ophthalmic Dispensing however, the current process for students completing work based tasks are signed off by the supervisor, this will change in the next academic year (2010/11) to case studies and completion of PQP as discussed and agreed with ESDO group on recent visits. Supervisors will no longer be assessing in practice. The rationale for this change is that the External examiners stated that workload was excessive for FD students and completion of workbooks for FD and PQP for professional bodies was seen as duplication.

Anglia Ruskin University have changed the feedback mechanisms in place to obtain and respond to student feedback as set out in a recommendation from a previous visit. Feedback is now obtained via the University's modular questionnaires. The results of the modular questionnaires must form part of the module guide and also be fed back to students via their module tutors. This system has recently been upgraded into an e-version, in future students will be able to log onto their modules and complete the feedback wherever they are.

No changes have taken place with the other Institutions.

### Governance

There have been no changes in relation to the Governance aspect of the handbook to any of the Institutions.

### Teaching, Learning and Assessment

There have been no changes reported in relation to Teaching, Learning and Assessment.

### Student progression and achievement

There were no outstanding issues with the Institutions in this area. However ABDO do not record the number of applicants who have applied for their courses and those who are repeating the first year.

### Monitoring and Evaluation

ABDO College have made some changes to the monitoring and evaluation of their fellowship Diploma in Ophthalmic Dispensing. The Principal of the College has had meetings with ABDO exams board & ABDO externals to discuss student performance & examinations procedures & protocols. Initial request to ABDO relating to the involvement of College external examiners in ABDO exams boards has been declined, although externals would be permitted to consider results once ratified. The initial choice of candidate has not been possible. ABDO College is now in the process of developing the external examiner remit with this in mind, the budget has been approved and a number of potential candidates have been identified.

1. A Programme Board of Studies has been established to commence from academic year 2010/11, with its first meeting in October.
2. An annual programme monitoring report will be considered at the Programme Board of Studies and then sent to the Trustees for discussion at their following meeting.
3. The newly appointed external examiners will be made responsible for initiating the quinquennial review process, due to take place in 2010/11. The annual programme monitoring reports will be used to inform this process.

No changes have taken place to the Foundation Degree, this follows procedures of Canterbury Christ Church University, as submitted in documentation and discussed with ESDO group.

In response to a previous GOC recommendation, Anglia Ruskin University have appointed a second external examiner to the dispensing pathways. The University has also introduced a new e-module evaluation system which will go live from 2010-11.

No changes have taken place with the other Dispensing Institutions.

### Programme Staffing

In relation to the ABDO Fellowship Diploma ABDO have appointed an additional member of teaching staff, Mr Clive Witcomb (0.50 post). DLI senior courses administrator returned from maternity leave in April 2010 and cover provided by ABDO membership services team then ceased. The reason for this appointment is to reduce teaching commitment of Principal and to provide appropriate administrative support.

The same appointment applies to the Foundation Degree and as an Academic Link post employed by Canterbury Christ Church University (0.40 post) and academic administrator (FT post), as discussed with ESDO group.

City University have seen staff changes in relation to Dr Byki Huntjens who joined the Department of Optometry staff and has joined the team teaching Clinical Skills for the Foundation Programme. There have been no other changes to the City University staffing list since the programme approval following the March 2009 visit.

No changes have taken place to the other Dispensing Institutions.

### Resources and facilities

There have been no changes to funding in relation to ABDO College. Changes have taken place with facilities. The Diploma has a glazing suite equipped for tutorial use. Wifi access has been provided in the student common room and student accommodation with its own laptops.

The same facilities applies to the Foundation Degree and students are able to access all facilities of Canterbury Christ Church University.

Anglia Ruskin University decision to redevelop the Cambridge campus has resulted in the relocation of the department's facilities into temporary accommodation. The changes did not affect the 2008-2009 cohorts. The department notified the GOC about these changes and following a visit in September 2009, the GOC has approved the facilities.

The funding and facilities for the other Institutions remain unchanged.