

COUNCIL

Education: Approval and Quality Assurance (A&QA)

Meeting: 13 November 2019

Status: For decision

Lead responsibility: Dr Subo Shanmuganathan (interim Director of Education)

Paper Author: Philippa Mann (Head of Education)

Council Lead(s): Dr. Josie Forte

Purpose

1. To ask Council to grant provisional approval to two new optometry programmes.

Recommendations

2. Council is asked to grant provisional approval to the following new programmes:
 - BSc (Hons) Clinical Optometry at Teesside University, and
 - BSc (Hons) Optometry at University of Highlands and Islands (UHI).

Strategic objective

3. This work contributes towards the achievement of the following strategic objective: learning and development of optical professionals. It is also included in our 2019/20 Business Plan as part of our core statutory education function.

Background

4. Section 12(7) of the Opticians Act 1989 ("the Act") empowers Council to approve establishments and/or qualifications for training as an optometrist or dispensing optician (referred to as providers and programmes respectively).
5. Programmes are required to demonstrate how they meet GOC requirements as stipulated in our Approval and Quality Assurance Handbooks. The Education Visitor Panel (EVP) conducts approval visits and activities to assess the programme holistically to determine whether it is ready to be granted provisional or full approval and will make a recommendation to Council.
6. In this process, the EVP will take into consideration all aspects of the programme and its development at the time of the visit, including all clinical and academic aspects as well as reviewing the risks of the programme and how the provider intends to mitigate those risks.
7. In the event that the EVP find evidence of unmet requirements, they will consider the plans and progress completed by the provider and the proposed timeline before exercising their professional judgement on the overall assurance of the programme.

8. Council retains authority to make the decision to grant and withdraw GOC approval to/from a programme.

Analysis

Teesside University

9. The University is seeking GOC approval to deliver a BSc (Hons) Clinical Optometry programme. After successful completion, graduates will be eligible to join the College of Optometrists' Scheme for Registration.
10. The University aims to begin delivery of the programme in **January 2020** (subject to Provisional Approval being awarded by Council), with subsequent cohorts starting annually in **September** – commencing in 2020.
11. A GOC approval visit was undertaken by an Education Visitor Panel on 2-3 May 2019 whereby the Panel recommended that provisional approval was not granted and identified six unmet requirements. The Panel re-visited on 1 October 2019 to assess if the programme had met the outstanding requirements and to consider the impact that starting a cohort in January 2020 would have on the programme. Having reviewed the evidence, the Panel was satisfied with the programme and recommended that the programme should be granted provisional approval, with a recommended intake of up to 12 students, and nine conditions.

University of Highlands and Islands

12. The University is seeking GOC approval to deliver a BSc (Hons) Optometry programme. After successful completion, graduates will be eligible to join the College of Optometrists' Scheme for Registration.
13. The University aims to begin delivery of the programme in **September 2020** (subject to Provisional Approval being awarded by Council).
14. A GOC approval visit was undertaken by an Education Visitor Panel on 8 November 2019 and, having reviewed the evidence, the Panel were satisfied with the programme and recommended that the programme should be granted provisional approval, with a recommended intake of up to 60 students (40 students in Inverness and 20 in Moray), and set 11 conditions.
15. Below is a summary of the visit outcomes for the aforementioned programmes and it is recommended that Council grant provisional approval to the following programmes.

Educational establishment	Programme name	Conditions	Visit report
Teesside University	BSc (Hons) Clinical Optometry	Nine conditions were set relating to: <ul style="list-style-type: none"> • staffing • equipment 	Annex one

Educational establishment	Programme name	Conditions	Visit report
		<ul style="list-style-type: none"> • patient base • external examiners • placement contracts • course materials 	
University of Highlands and Islands	BSc (Hons) Optometry	11 conditions were set relating to: <ul style="list-style-type: none"> • staffing • clinic facilities • patient base • APL/RPL policy • supervisory provision • competency mapping • course materials • assessment • feedback mechanisms 	Annex two

Finance

16. All costs associated with the approval and quality assurance function are within the approved Education budget.

Risks

17. There is a risk that education providers and programmes fail to meet our requirements within the specified time, which would negatively impact the quality of the provision.
18. We deliver our standard approval and quality assurance activities in order to mitigate risks within new provision. This includes at least one annual quality assurance visit, the Annual Monitoring and Reporting, and any additional information requests as required.

Equality Impacts

19. An impact assessment has not been completed for these specific recommendations, however the Education function's impact assessment is published on our website.

Devolved nations

20. There are no implications for the devolved nations.

Communications

21. The outcomes of all approval and quality assurance reviews are communicated to training providers within a reasonable period and visit reports are published on the GOC website following sign off.

Next steps

22. The programmes, if approved, will be subject to our education quality assurance framework and reporting.

Attachments

Annex one: Visit report – Teesside University

Annex two: Visit report – University of Highlands and Islands (UHI)

Teesside University
Second Approval Revisit
BSc (Hons) Clinical Optometry
1 October 2019

Date report completed	04 November 2019
Report confirmed by GOC	13 November 2019

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PART 1 – VISIT DETAILS

1.1 Provider Details	
Address	School of Health & Social Care Centuria Building Teesside University Middlesbrough Tees Valley TS1 3BX
Responsible officer	Dr Jennifer Howse
Responsible officer telephone	01642 384189
Responsible officer email address	J.Howse@tees.ac.uk

1.2 Programme Details	
Programme title	Clinical Optometry
Programme type	BSc (Hons)
Current approval status	Application for approval (see Section 2.1 for approval recommendation)
Approved/current annual student numbers	12

1.3 GOC Education Visitor Panel	
Chair	Carl Stychin - Lay
Visitors	Graeme Stevenson - Dispensing Optician/CLO Navneet Gupta - IP/Optomtrist Markham May-Lay
GOC representative	Ella Pobee - Approval and Quality Assurance Officer
Observers	None

1.4. Purpose of the revisit	
Visit type	Approval Visit
<p>An approval revisit carried out on 2 & 3 May 2019 to Teesside University (the University) assessed if the BSc (Hons) Clinical Optometry programme (programme) met the requirements, as listed in the GOC's <i>Accreditation and Quality Assurance Handbook: Routes to Registration in Optometry 2015</i> ('the Handbook') and the <i>GOC Education A&QA-Supplementary Documents-List of Requirements</i> to enable it to be granted provisional approval. The Education Visitor Panel (Panel) recommended that provisional approval was not granted and identified six unmet requirements.</p> <p>The purpose of this second approval revisit was to assess if the programme has met the outstanding requirements identified during the May 2019 approval revisit and to consider the impact the change of the delivery start date to January 2020 will have on the programme.</p>	

PART 2 – VISIT SUMMARY

2.1 Visit outcomes & Summary of Panel recommendations to the GOC	
New conditions	<ul style="list-style-type: none"> • 5 requirements were deemed insufficient • 9 actions were set
Student numbers	12
Approval	Provisional approval was recommended at this visit
Next visit	June 2020
Factors to consider when scheduling next visit e.g. when students are in, hospital, audit etc.	Due to the overlap of the first two cohorts (see Action 9 for further discussion) it is recommended that a minimum of two visits should be carried out annually to review the programme against the GOC requirements until there is no longer an overlap of cohorts.

2.2 Update on actions from May 2019 approval revisit	
OP2.1	Appropriate and fit for purpose accommodation, clinic facilities and clinic equipment in academic and practice settings must be provided
Action 1	The University must ensure that appropriate and fit for purpose accommodation and clinic facilities are provided within the academic setting
Outcome	The Panel deemed this requirement partially met and requires further action be undertaken (see Action 1 below for further discussion).
OP2.2 & OP2.9	<p>OP2.2 The programme team must consist of a sufficient number and an appropriate range of staff with the necessary skills, knowledge and experience to deliver the programme effectively and support student capacity</p> <p>and</p> <p>OP2.9 There must be a minimum of four full-time GOC-registered optometrist in post to include the leadership post</p>
Action 2	The University must appoint a full-time GOC registered optometrist with the necessary skills, knowledge and experience to deliver the programme effectively and support the existing staff.
Outcome	The Panel deemed these requirements partially met and requires further actions be undertaken (see Actions 2-5 below for further discussion).
OP2.12	The provider must ensure that the patient base is relative to the student cohort size and is of sufficient volume and range to deliver the required level of experience as specified in the GOC Core Competencies and patient experience requirements.
Action 3	The School of Health & Social Care (the School) must initiate a recruitment drive for surrogate patients and start to develop a database of surrogates suitable for facilitating the achievement of the GOC Core Competencies and patient experience requirements.
Outcome	The Panel deemed this requirement partially met and requires further action be undertaken (see Action 6 below for further discussion).
OP2.17	There must be at least one dedicated, suitably qualified and experienced technician in post to support the needs of the optometry programme

Action 4	The University must appoint one dedicated, suitably qualified and experienced technician to support the needs of the optometry programme.
Outcome	The Panel deemed this requirement met and concluded no further action is required.
Rationale	During this revisit the Panel was able to meet with the individual who has been awarded this post and saw evidence of their experience and qualifications; consequently the Panel was satisfied that this requirement has been met.
OP5.3	At least two external examiners must be appointed who are suitably experienced and qualified (at least one must be optometrically qualified)
Action 5	The University must appoint two external examiners who are suitably experienced and qualified in the field of optometry.
Outcome	The Panel deemed this requirement partially met and requires further action be undertaken (see Action 7 below for further discussion).
OP5.11	The provider must maintain effective governance arrangements to support relationships with external parties responsible for delivering elements of the route to registration, specifically including practice-based learning
Action 6	The University must provide the GOC with copies of signed contracts with all placement providers.
Outcome	The Panel deemed this requirement partially met and requires further action be undertaken (see Action 8 below for further discussion).

PART 3 – CONDITIONS

Actions set at this visit	
Conditions are applied to training and assessment providers if there is evidence that the GOC requirements are not met. The conditions (unmet requirements) for this visit are set out below alongside the actions required to meet the condition/unmet requirement:	
OP2.1	Appropriate and fit for purpose accommodation, clinic facilities and clinic equipment in academic and practice settings must be provided
Action 1	All equipment must be installed and operational and the University must provide video evidence of the completed, furnished clinical teaching area. The submitted evidence must clearly show the equipment is in place, has been tested and is functioning and ready for use. If the evidence submitted does not provide sufficient assurance an additional visit may be required before the programme is permitted to commence
Date Due	2 December 2019
Rationale	<p>Since the last revisit the onsite optometry suite (OOS) has been completed. It consists of twelve bays and is where the clinical teaching will take place.</p> <p>The Panel was given a tour of the OOS and saw various items that have been obtained to equip the bays.</p> <p>The tour of the facilities identified that, although construction of the bays has been completed, they are yet to be fully furnished and further equipment is yet to be purchased (including slit lamps, patient chairs, vision testing charts, refraction equipment, and visual fields machines). The Panel was therefore unable to ascertain whether the OOS equipment is appropriate and fit for purpose.</p>

	<p>The Panel was provided with lists detailing the equipment that has or will be purchased including types and quantities and was satisfied with the range.</p> <p>During the visit confirmation was received that the tender for the larger, more expensive items has been agreed; the programme team explained that the contract includes an agreement that the items will be delivered within twenty-eight days of the date of purchase. The programme team informed the Panel the remaining equipment will be ordered upon provisional approval being awarded.</p> <p>The Panel felt that the space offered within the OOS is sufficient for the current GOC approved intake number of 12 students.</p> <p>In discussion with the programme team the Panel identified that the equipment and OOS is required from 20 January 2020 as this is when clinical teaching will commence.</p> <p>The Panel felt assured that sufficient progress has been made in relation to this requirement and that the requirement is likely to be fully met in time for clinical teaching to begin on 20 January 2020 as a result of:</p> <ul style="list-style-type: none"> • Discussions (including about contingency plans) with the programme team, • viewing the accommodation as it currently stands and having sight of the equipment already purchased, • having sight of the equipment lists that detail the further equipment that will be purchased, • confirmation that the larger items will be delivered within twenty-eight days of purchase, and • the appointment of a technician dedicated to the programme <p>The action deadline of 2 December 2019 allows time from the point of delivery for equipment to be set up and for any contingency plans to be implemented prior to the proposed start date of the programme.</p>
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OP2.2 & OP2.9	<p>OP2.2 The programme team must consist of a sufficient number and an appropriate range of staff with the necessary skills, knowledge and experience to deliver the programme effectively and support student capacity</p> <p>and</p> <p>OP2.9 There must be a minimum of four full-time GOC-registered optometrist in post to include the leadership post</p>
Action 2	The University must ensure that the proposed 0.2 full time equivalent (FTE) GOC registered optometrist post is filled by 2 December 2019 and this individual is in post by 1 January 2020
Date Due	2 December 2019 & 1 January 2020
Action 3	The University must ensure that a minimum staffing level of 2 full time or 2 FTE GOC registered optometrists is maintained while the

	remaining 2 full time or 2 FTE GOC registered optometrists are recruited
Date Due	1 September 2020
Action 4	The University must ensure that (as a minimum) the remaining 2 full time or 2 FTE GOC registered optometrists are in post
Date Due	1 September 2020
Action 5	<p>The University must provide:</p> <ul style="list-style-type: none"> • an update on the staffing levels • a detailed plan of the recruitment proposed to meet the staffing requirements of the first and second cohorts of the programme • a detailed plan of what action will be taken if posts are not recruited to in the times stated
Date Due	1 July 2020
Rationale	<p>The programme team explained that, due to cohort size, the intention is to employ 2FTE GOC-registered optometrists for the initial cohort. The Panel reviewed this decision against the requirements and is satisfied this course of action meets the needs of the programme due to:</p> <ul style="list-style-type: none"> • the initial cohort size of twelve students, • the experience within the programme team and • the programme structure and delivery in Year 1 of the programme, for example, some teaching will be undertaken by academic staff from other disciplines (see below for further information) <p>In coming to this conclusion the Panel took into account the following directive from the GOC Education Team:</p> <ul style="list-style-type: none"> • <i>The Education Visitor Panel (EVP) will consider the overall preparedness of the programme based upon all available information and the overall compliance with the GOC's requirements, and decide whether to recommend provisional approval based upon this;</i> • <i>Where a proposed programme is unable to fully comply with the 4 full-time optometrist requirement before provisional approval is recommended, it must demonstrate that:</i> <ul style="list-style-type: none"> ○ <i>the overall strength of the proposed programme is sufficient to satisfy the EVP that it is ready for provisional approval;</i> ○ <i>there is a clear, robust plan to recruit 4 full-time optometrists within an appropriate period; and</i> ○ <i>there are robust contingencies in place to minimise the risk to the programme should 4 full-time optometrists not be recruited within an appropriate period.</i> • <i>Please note that the Handbook specifies 4 <u>full-time</u> optometrists not FTE, however in practice the EVP will accept 4 FTE; and</i> • <i>Please note that what constitutes an "appropriate period" will be determined by the EVP, based upon the precise nature of, and plans for, the proposed programme.</i> <p>The programme team currently comprises:</p> <ul style="list-style-type: none"> • 1 FTE GOC-registered optometrist as senior lecturer; this individual has been appointed since the last revisit and has taken on the role of programme lead. The Panel met this individual, saw details

	<p>outlining their knowledge and experience and is satisfied they meet the stipulations of the requirements.</p> <ul style="list-style-type: none"> • 0.8 FTE GOC-registered optometrist as senior lecturer. The Panel met this individual on this and previous visits. • 1 FTE technician dedicated to the programme • Additionally, modules in Year 1 (listed below) will be delivered by allied colleagues from within the School who are experienced in delivering such modules to healthcare students: <ul style="list-style-type: none"> ○ The <i>Geometric Optics</i> module will be delivered by a physicist who lectures in medical imaging ○ The <i>Foundation of Ocular Anatomy and Physiology</i> module will be delivered by a senior lecturer in nursing ○ The <i>Introduction to Anatomy and Physiology</i> module will be delivered by senior lecturers in nursing skills, nursing and foundation studies <p>The programme team informed the Panel that funding has been agreed for the additional 0.2 FTE-GOC-registered optometrist. Recruitment for this post is underway; various expressions of interest have been received and were outlined to the Panel.</p> <p>The programme team was informed that an additional 2 FTE GOC-registered (minimum) must be recruited and in post for the start of Year 2 of the programme due to commence in September 2020. The Panel saw the plan for further recruitment to meet the requirement for 4 full time or 4 FTE GOC-registered optometrists and was satisfied with this plan.</p> <p>Additionally, the Panel saw evidence of contingency planning to mitigate risks to the programme should it prove difficult to implement the recruitment plans and was satisfied with this.</p>
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OP2.12	The provider must ensure that the patient base is relative to the student cohort size and is of sufficient volume and range to deliver the required level of experience as specified in the GOC Core Competencies and patient experience requirements.
Action 6	The University must submit a comprehensive surrogate database that includes sufficient patient numbers and the details of the pathologies and refractive errors of all surrogates recruited
Date Due	As part of the pre-visit documentation submitted for the next visit
Rationale	<p>The Panel highlighted the limitations of utilising surrogates for the required competencies and patient episodes, for example, the student is not 'responsible' for the treatment plan and does not ordinarily obtain experience of informing the surrogate of diagnoses. The programme team accepted this limitation but stated that the use of surrogates provides an invaluable experience for students that enables them to meet the required standards of learning.</p> <p>The Panel was provided with a surrogate recruitment plan to build on the one hundred and twenty surrogates already used within the School's health programmes.</p> <p>The Panel recognised the programme team has made significant progress with the surrogate database and feels assured that the School</p>

	<p>has sufficient expertise in creating such a database as evidenced by the use of surrogates in other programmes.</p> <p>The Panel felt further work is required to assure an appropriate level and range of pathology and refractive errors are present within the chosen surrogates. The programme team explained they are keeping a record of the pathology of the chosen surrogates to ensure the necessary range is met.</p> <p>Similarly, the programme team recognises some patient types may be harder to recruit, for example, children and young people, and has approached hospital orthoptic departments and parents who work within the University in order to increase the numbers of these patient types.</p> <p>The programme team is conscious of the need for the surrogates to remain engaged and will be holding regular surrogate events, including a tour of the clinic facilities and will maintain contact via social media.</p> <p>The Panel felt there is sufficient time to meet this requirement as surrogate patients are required in Year 3 of the programme.</p>
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OP5.3	At least two external examiners must be appointed who are suitably experienced and qualified (at least one must be optometrically qualified)
Action 7	The University must appoint two suitably experienced and qualified external examiners dedicated to the optometry programme
Date Due	2 December 2019
Rationale	<p>One external examiner has been identified and is currently subject to the University's recruitment processes. This individual is due to be confirmed in post on 17 October 2019.</p> <p>The Panel was provided with details of other individuals who are being considered for the second external examiner position. It is intended that this second position will also be appointed to by 17 October 2019.</p>

OP5.11	The provider must maintain effective governance arrangements to support relationships with external parties responsible for delivering elements of the route to registration, specifically including practice-based learning
Action 8	The University must provide signed contracts with all placement providers
Date Due	2 December 2019
Rationale	<p>Due to the structure of the programme students will commence community placements on 27 January 2020. The Panel requires information on what is being provided by the placement providers and confirmation of what is written into their contracts/agreements especially regarding the completion and signing-off of dispensing patient episodes and the provision of clinical supervisors.</p> <p>The programme team has identified several placements with independent and multiple optical providers. These practices are currently going through the University's quality assurance and recruitment processes for placement providers. These processes are expected to be completed by the end of October 2019 after which practice audit visits will be undertaken by the programme team to all practice placements.</p>

	<p>The Panel was assured that significant progress has been made in this area, for example, it was informed that the number of providers currently identified outnumbers the number of placements required. The programme team explained some of these providers will be used for subsequent cohorts.</p> <p>Hospital placements are required in Year 3 of the programme. Three hospital placement providers have been identified; two of these have completed and signed the necessary documentation, the third is currently proceeding through the University's quality assurance and recruitment processes which the programme team envisages will be complete by the end of October 2019.</p> <p>During the visit the Panel spoke with two placement providers (one a hospital provider and one from an independent optical practice. The Panel had, on a previous visit, spoken with a provider from a multiple optical practice) and was sufficiently assured that the programme team has provided placement providers with appropriate information about their role and responsibilities. Discussion areas included the signing-off of dispensing patient episodes, student experience and clinical exposure and public safety.</p>
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OP1	The route to registration must offer a quality learning experience to the student that enables achievement of all required GOC core competencies through a variety of teaching and learning methods.
Action 9	The University must submit the completed course materials for year 1/semester 1 by 2 December 2019 and year 1/semester 2 by 3 April 2020
Date Due	2 December 2019 & 3 April 2020
Rationale	<p>The programme team explained that the University year comprises three semesters. With a proposed January 2020 start date for the initial cohort the programme will be taught in semesters 2 & 3 (rather than 1 & 2) which run from January to September. The Panel was informed the School has experience of delivering professional programmes with a January start date and delivering teaching over the summer months.</p> <p>The programme team informed the Panel the proposed delivery schedule corresponds with the University's examination and assessment timetabling and boards etc. so students will not be at a disadvantage starting the programme in January 2020.</p> <p>The Panel saw evidence that the programme team has considered the impact of a January 2020 start date including:</p> <ul style="list-style-type: none"> • discussion of the quality of the student experience, • mapping and a timeline for the first four years of the programme alongside the Scheme for Registration (SfR) schedule, and • discussion of the implications for students of starting the SfR out of sync with most graduating students (in September/October 2022) <p>The programme team intends to deliver subsequent years of the programme in line with the traditional academic year with the second cohort recruited to start the programme in September 2020.</p>

The Panel sought assurance on the programme team's ability to complete the programme content. The programme team explained that content is currently under development with subjects being shared according to areas of individual experience and expertise and to ensure a balanced workload. The Head of Department informed the Panel that the School has a workload allocation model for staff in which new teaching staff are provided protected time to acquire the necessary skills and experience.

There is only one outstanding module to be completed for semester one; the optics and anatomy modules are already complete as they are currently delivered across the School. The Panel was informed the programme team will have capacity to develop Year 2 of the programme once the programme has started while students are being taught the non-optometry elements of the course.

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University of the Highlands and Islands
Provisional approval visit
BSc (Hons) Optometry
8 October 2019

Date report completed	04 November 2019
Report confirmed by GOC	Click or tap to enter a date.

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PART 1 – VISIT DETAILS

1.1 Provider Details	
Address	University of the Highlands and Islands Inverness College 1 Inverness Campus Inverness IV2 5NA
Responsible officer	Alison MacPherson
Responsible officer telephone	01463 279870
Responsible officer email address	alison.macpherson.ic@uhi.ac.uk

1.2 Programme Details	
Programme title	Optometry
Programme type	BSc (Hons)
Current approval status	Application for approval (see Section 2.1 for approval recommendation)
Approved/current annual student numbers	60 students per cohort

1.3 GOC Education Visitor Panel	
Chair	Vincent McKay – Lay Chair
Visitors	Paula Baines – Dispensing Optician Navneet Gupta – IP/Optomtrist Markham May – Lay Member Nicholas Wilson-Holt – Ophthalmologist (desk-based review) David Whittaker – Optometrist (desk-based review)
GOC representative	Shaun de Riggs – Approval and Quality Assurance Officer
Observers	Hazel Minihane – Education Administrator

1.4. Purpose of the revisit	
Visit type	Approval Visit
<p>An initial approval visit took place on 16 and 17 August 2018 to the University of the Highlands (UHI) to assess whether UHI's proposed BSc (Hons) Optometry programme met the requirements, as listed in the GOC's <i>Accreditation and Quality Assurance (A&QA) Handbook: Routes to Registration in Optometry 2015</i> ('the Handbook').</p> <p>At this visit, the Panel concluded that there was insufficient evidence to recommend that provisional approval could be granted. The Panel identified fourteen areas where the programme required further detail/development from UHI and their programme partner(s), in order for the GOC to reconsider whether provisional approval could be granted. These areas included; detailed evidence of the contextualisation of UHI's course materials for the Optometry programme, evidence of how a spiral curriculum will be implemented, Memoranda of Understanding for all hospital and community based placements (Year 1) to be in place before the programme begins and evidence of the framework for subsequent years of the programme, evidence of adequate staffing appointments, a list of equipment necessary to support the clinical teaching, evidence of e-logbooks and portfolios and how</p>	

these will be operationalised, a comprehensive work plan including timescales and milestones and assurance that the development of the programme is on track, for example.

Following subsequent documentary submissions from UHI in December 2018, March 2019, May 2019, and a one day Sub Panel meeting with UHI in August 2019, and in September 2019, it was decided that UHI's Optometry programme was ready for a one-day remote Education Visitor Panel meeting at an external meeting venue in Central London on 8 October 2019 which would be sufficient to assess the remaining areas and consider these documentary submissions.

The purpose of this approval revisit was to assess the programme against the *GOC Education A&QA-Supplementary Documents-List of Requirements* to decide whether it should or should not be recommended to Council for provisional approval.

DRAFT

PART 2 – VISIT SUMMARY

2.1 Visit outcomes & Summary of Panel recommendations to the GOC	
New conditions	11 conditions were set
Student numbers	60
Approval	Provisional approval was recommended at this visit
Next visit	June 2020
Factors to consider when scheduling next visit e.g. when students are in, hospital, audit etc.	N/A

PART 3 – CONDITIONS

Actions set at this visit	
Conditions are applied to training and assessment providers if there is evidence that the GOC requirements are not met. The conditions (unmet requirements) for this visit are set out below:	
A3.1	Providers must have a robust RPL/APL policy and associated procedures in place, which are quality assured and align with GOC policy.
Action 1	UHI to reflect the specific RPL/APL arrangements for the optometry programme in the programme policy documentation and submit evidence of this.
Date Due	31 December 2019
Rationale	The UHI RPL Policy 2019 was made available within the pre-visit documentation, however the policy did not detail the optometry-specific approach (such as being applicable to year one only) as presented in the submission document.

OP1.2	The route to registration structure, content and learning outcomes must be designed to teach and assess the understanding, knowledge and skills contained within the GOC core competency and patient experience requirements.
Action 2	UHI to submit contextualised course materials for the Optometry programme.
Date Due	Year 1 Semester 1 <ul style="list-style-type: none"> • 1 June 2020 Year 1 Semester 2 <ul style="list-style-type: none"> • 1 October 2020
Rationale	<p>The Panel were informed by UHI that the fundamental structure of the programme had been determined and a significant amount of time and resource had been invested in the completion of the Year One materials to the extent that approximately 75% of the programme's course materials have been completed. In order to ensure that the programme is ready to deliver material to Year 1 students, the university is required to submit a full set of year 1 (completed and contextualised as appropriate) course materials to the GOC as evidence.</p> <p>UHI confirmed to the Panel that they anticipated that the contextualisation of the entire programme should be completed by autumn/winter 2020.</p>

OP2.1	Appropriate and fit for purpose accommodation, clinic facilities and clinic equipment in academic and practice settings must be provided.
Action 3	UHI to provide evidence of appropriate and fit for purpose accommodation, clinic facilities and clinic equipment in academic and practice settings across both sites, Inverness and Moray campuses, for the Optometry programme.
Date Due	1 September 2020.
Rationale	<p>UHI confirmed that space had been identified for the undergraduate clinical teaching facilities to be built and plans had been drawn up. Development of the facilities (i.e. construction of the clinical bays) and procurement of the necessary equipment is required in order to ensure that the programme is in a state of readiness for delivery of clinical skills teaching to Year 1 students.</p> <p>The Panel noted the equipment list provided within the pre-visit documentation required expansion and a detailed list of the same is required to be submitted to the GOC. The list should clearly set out what actual equipment will be purchased, including quantities and notably relating to dispensing equipment.</p>

OP2.2	The programme team must consist of a sufficient number and an appropriate range of staff with the necessary skills, knowledge and experience to deliver the programme effectively and support the student capacity.
OP2.4	The adequacy of both the number and range of staff must be justified in the context of the mode of delivery.
OP2.6	The role and contribution of individual members of staff to programme delivery must be determined on the basis of their expertise and experience.
OP2.9	There must be a minimum of four full time GOC-registered optometrists in post to include the leadership post.
OP2.14	There must be a 17:1 student: staff ratio. The net ratio must include both full time and part time hourly paid staff.
Action 4	<p>UHI to submit:</p> <ul style="list-style-type: none"> • confirmation of appointment for the two Senior Lecturers who were recruited for the programme, and a copy of their CVs. • a full staff list which details their specialised knowledge/subject area/s and identifies any non-Optometry staff who will be involved in teaching on the programme.
Date Due	29 November 2019
Rationale	The Panel was informed by UHI that current staffing is 2.4FTE optometrists and 0.6FTE ophthalmologist. UHI explained that the recent recruitment round had been successful, resulting in two senior lecturers offers of employment having been made, and that both offers had been accepted in principle by candidates. One Senior Lecturer for the Optometry programme

	is due to commence employment at the university in approximately mid-January 2020, and the other Senior Lecturer is anticipated to join in March 2020. This will mean that the staff complement will be 4.4FTE optometrists by April 2020 and 0.6FTE ophthalmologists. There is also a wider team supporting the programme which includes staff from wider UHI teaching and the Panel have requested more detail regarding their specialisms.
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OP2.11	The supervisory structure, lines of authority and responsibilities of staff members must be clearly outlined.
Action 5	UHI to submit documentation that clearly sets out the supervisory structure, lines of authority and responsibilities of the programme's staff members.
Date Due	31 December 2019
Rationale	The Panel did not have sight of the supervisory structure, lines of authority and responsibilities of staff members within the pre-visit documentation that was submitted to the GOC in September 2019, nor at the Visit. As such it is unclear how all staff (existing as well as newly recruited) will fit into a supervisory structure and what responsibilities for line management will be borne by each person (if any).

OP2.12	The provider must ensure that the patient base is relative to the student cohort size and is of a sufficient volume and range to deliver the required level of experience as specified in the GOC Core Competencies and patient experience requirements.
Action 6	UHI to evidence that it has established its own patient base for the Optometry programme that is sufficient and appropriate to enable students on the programme to gain the required level of exposure to achieve the GOC Core Competencies and patient experience requirements (i.e. community practice and hospital placements).
Date Due	1 June 2021
Rationale	UHI informed the Panel that the assessment of core competencies for the Optometry programme will take place at the university and will be signed off by the appropriate academic staff. The Panel learned that a volunteer patient database already exists for another healthcare professional programme at the university, and this will be expanded for the Optometry programme. This will entail current patients consenting to be part of the optometry programme too. It is anticipated that patients will also be sourced through referrals from local community practices. These activities have not yet been initiated and therefore a database / pool of patients specifically for the optometry programme does not yet exist.

OP2.17	There must be at least one dedicated, suitably qualified and experienced technician in post to support the needs of the optometry programme.
Action 7	There must be a suitably qualified and experienced technician in post to support the needs of the Optometry programme at both the Inverness and Moray campuses.
Date Due	1 June 2020
Rationale	The Panel were informed that there will be two Technicians (0.5 FTE x2) with a 0.5FTE based on each of the Inverness and Moray campuses, however recruitment has not commenced as yet.

	It is envisioned that the two Technicians will be in post by Spring 2020 and UHI explained that it is committed to having them in post before the course commences.
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OP3.3	All clinical activities and elements of practice-based learning must be carried out under the supervision of a GOC-registered and approved supervisor who meets the GOC requirements.
OP3.4	Supervisors must be provided with and apply agreed criteria when determining whether an episode is safe.
OP3.6	The provider must ensure that supervisors receive comprehensive guidance and training to ensure they fully understand their responsibilities and obligations.
OP3.7	The provider must ensure that supervisors receive comprehensive guidance and training to ensure they fully understand their responsibilities and obligations.
OP3.8	The responsibilities for practice-based learning must be clearly set out and explained to the student.
OP3.9	Students must be clearly informed of their individual rights and responsibilities in the clinic environment.
OP3.10	Students must be provided with clear and comprehensive information about the complaints process and how to report a concern regarding the practice-based learning to the provider.
Action 8	UHI to submit a Student Handbook, a Supervisors' Handbook and a Practice Placement Handbook that is specific for the Optometry programme.
Date Due	1 June 2020
Rationale	<p>Whilst the pre-visit documentation highlighted that various programme related handbooks would support the programme, it was noted that these were at varying stages of development/ completion. Consequently, the Panel did not have sight of a complete Student Handbook, Supervisors Handbook and Practice Placement Handbook.</p> <p>These documents are essential in providing the respective stakeholders to the programme with all of the required guidance and information about it (i.e. modules), their roles, duties and obligations (including evidencing that the appropriate training has taken place), and the university's regulations, policies and procedures. Currently, these have not been articulated in any format and the Panel has therefore not seen evidence to satisfy that these requirements have been met, however the Panel was assured that the development of these materials has been included in the development plan prior to course commencement.</p>

OP4.1	A range of assessment methods must be used that are appropriate to the stated learning outcomes and core competencies being assessed.
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OP4.2	Assessment methods must be in line with current practice and routinely monitored, quality assured and developed.
OP4.6	The assessment regulations must clearly specify the assessment criteria and requirements for student progression and achievement within the route to registration.
OP4.8	The provider must have clear and appropriate criteria for each assessment which are communicated effectively to students along with any differential weightings of assessment.
OP6.3	The route to registration must demonstrate precisely where each element of competence is taught and assessed through the demonstration of the specified performance criteria and indicators.
OP6.4	Learning outcomes must be clearly expressed and equate with the associated core competencies.
OP6.6	Understanding of competencies must be evidenced through practical demonstration or by a written or oral assessment. 'Ability to do' competencies must be tested through practical assessment.
Action 9	UHI to submit a mapping document and/or other relevant documentation that includes; <ol style="list-style-type: none"> 1. the Optometry programme's learning outcomes, associated competencies and problem-based learning. 2. module descriptors. 3. assessment methods and regulations. 4. assessment criteria for the core competencies that have been reviewed and revised to ensure that all 'ability to do' competencies are assessed by direct observation. 5. the assessment criteria and requirements for student progression and achievement within the route to registration. 6. details of who is responsible for setting the assessment and signing off the competency.
Date Due	1 June 2020 (1 to 6 must all be completed in order for this requirement to be deemed as "met")
Rationale	The Panel received a detailed breakdown of the assessment methods for each module, including the type, weighting and assessment week. However, the documentation did not clearly demonstrate how and when each and every individual performance criterion in the Optometry programme will be assessed (practical, written or oral). This is essential for clear identification of both the final assessment contributing to the sign off of the particular performance criteria, and the requirements for student progression and achievement within the route to registration.
OP5.1	The provider must have a clear framework for obtaining feedback on programme quality from a variety of sources including patients, students, staff, supervisors and employers.
Action 10	UHI to submit documentation that sets out how feedback for the programme will be collected from a variety of sources including patients, students, staff, supervisors and employers.

Date Due	1 June 2020
Rationale	<p>The pre-visit documentation highlighted UHI quality assurance/enhancement policy and approach, however the Panel did not have sight of any feedback mechanisms that will be utilised for the programme's quality enhancement processes.</p> <p>UHI confirmed that the collation, monitoring and ongoing review of feedback from all stakeholders to the programme is a paramount part of University Quality Assurance. The Panel were informed that UHI has reviewed the use of student surveys to seek more meaningful student engagement, and post placement feedback will be essential in the review of the effectiveness of placement provision.</p>

OP5.7	The remit of the Examination and Award Boards must include the consideration of both academic and professional requirements.
Action 11	UHI to submit written confirmation that Examination and Award Boards involved with the programme will include the consideration of both academic and professional requirements.
Date Due	1 June 2020
Rationale	<p>UHI supplied information regarding the Examination and Award Boards, which included awareness of the academic standards required to progress to the Scheme for Registration. However, there was limited documentation provided to detail the remit of the Examination and Award Boards and their role in the consideration of both academic and professional requirements of the programme.</p> <p>This is essential in demonstrating that a robust internal monitoring and review process is in place for this new programme, and to ensure that graduates meet the minimum requirements of the GOC on the route to registration.</p>