



**Policy Advisory Committee**

**12 June 2018**

**Quality assurance and registration assessment: update on recruitment, training and appraisal**

<b>Classification</b>	Public
<b>Purpose</b>	For decision
<b>Issue</b>	Recruitment, training and appraisal of Education Visitors and Registration Assessors.
<b>Recommendation</b>	<p>To agree the recruitment process for additional Education Visitors and Registration Assessors.</p> <p>To note the update on recruitment, training and appraisal of education visitors and registration assessors.</p>
<b>Financial and resourcing implications</b>	<p>Recruitment costs are incorporated within the GOSc budget and also within the contract with the Quality Assurance Agency for Higher Education.</p> <p>Education visitors are appointed, trained and appraised as part of our contract with the QAA.</p> <p>The GOSc appoint train and appraise registration assessors and these costs are incorporated within our Registration and Resources budgets.</p>
<b>Equality and diversity implications</b>	The recruitment process will integrate matters of equality and diversity.
<b>Communications implications</b>	None arising from this paper
<b>Annexes</b>	None
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## Background

1. The Policy Advisory Committee terms of reference include 'appoint and manage the performance of visitors to conduct the evaluation of courses under section 12 of the Act' and also to advise on 'the standards required for initial registration and appropriate means for assessing those standards'.
2. This paper outlines the processes for recruitment, training and appraisal of education visitors and registration assessors.
3. The Committee are asked to agree the processes for recruitment and to note the update on recruitment, training and appraisal of education visitors and registration assessors.

## Discussion

4. The executive have identified a need to recruit lay visitors to our education visitor pool and also a need to recruit osteopath assessors to our registration assessor pool to maintain our ability to ensure the integrity of the register with an appropriately qualified pool of visitors and assessors.
5. The current application pack is in the process of being updated for these roles which share a significant overlap in terms of the competences expected. A copy of the current draft pack including the person specification is available from Angela Albornoz at [aalbornoz@osteopathy.org.uk](mailto:aalbornoz@osteopathy.org.uk).
6. It is intended that the recruitment panel will be the same for both roles and we are proposing the recruitment panel will comprise the following members:
  - Dr Kerstin Rolfe, Chair of the Council of Osteopathic Educational Institutions (COEI), lay member and principal of the British College of Osteopathic Medicine
  - Elizabeth Elander, osteopath and member of the Policy Advisory Committee
  - Matthew Redford, Director of Registration and Resources
  - Christine Bevan, Quality Assurance Agency for Higher Education
  - The panel will be supported by Angela Albornoz or Stacey Clift.
7. The timetable for recruitment is:

Date	Activity
Early June	Finalise recruitment and selection documentation
Mid June	Advertising
Late June/early July 2018	Shortlisting

16 or 19 July	Interviews.
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8. All visitors will be required to attend relevant training before undertaking their roles as follows:
  - Education Visitors – 17 and 18 September 2018
  - Registration Assessors – 2 and 4 October 2018
  
9. As discussed by the Committee in their March meeting, following consideration of the evaluation of feedback from Visitors, osteopathic educational institutions and review co-ordinators in 2017-18, the Education Visitor training will focus on:
  - Analysis of evidence
  - the approach to writing conditions could be considered in terms of how specific and SMART or general they are – with an implicit preference for them to be specific/SMART
  - Report writing
  
10. Areas to focus on as part of the training for Visitors during 2018/19 will include:
  - Key substantive changes to guidance including the updated *Osteopathic Practice Standards*
  - The revised quality assurance mechanisms (currently out for consultation) (with potential implications for the wording of conditions)
  - Arrangements for the visit
  - Management and analysis of evidence – supporting Visitors to streamline their approach to the synthesis and analysis of large amounts of documentation and evidence in a limited time
  - Report writing – including development of resources to support report writing and conditions
  - We will also focus on the relational aspects of the quality assurance process including communication and interpersonal skills giving effect to the quality assurance process.
  
11. The registration assessors have already begun a programme of engagement with us as part of our approach to updating the registration assessments to give effect to the new Osteopathic Practice Standards from 2018. (See item 9 of the public agenda for further information about this).
  
12. As discussed by the Committee in their March meeting, following consideration of the evaluation of feedback from Registration Assessors, in 2017-18, the Registration Assessor training will focus on:
  - Engagement and methods of Communication
  - Assessors CPD needs
  - Facilitating shared learning on aspects of Registration Process
  - Review of documentation, paperwork and supporting decision making
  
- Safeguarding as part of the registration assessment process

- Findings from the next round of appraisals will also feed into the training sessions planned for autumn 2018.

13. The next round of appraisals will take place as follows:

- Education Visitors – February 2019
- Registration Assessors – June 2018

**Recommendations:**

1. To agree the recruitment process for additional Education Visitors and Registration Assessors.
2. To note the update on recruitment, training and appraisal of education visitors and registration assessors.