

Annex E to 15

College of Osteopaths RQ Condition Action Plan 2016

Condition	Action to be taken	Target date	Action by	Success Indicators
Reinforce the awareness and understanding of student practitioners in seeking, articulating and obtaining valid patient consent in line with the Osteopathic Practice Standards (paragraphs 9, 21 and 37)	Meetings with Educational Support Officers(ESOs) for all programme strands to identify suitable opportunities for ensuring consent is included within taught sessions in the relevant modules	300916	Osteopathic Programme Leader (OPL) (Professional)	Minutes of Meetings Inclusion of consent content in to 'All sessions' document and module handbooks
	Summary of Report from COEI on best practice	311016	Principal OPL (Professional)	Summary Report derived from minutes of meetings
	Staff Development on Adverse Events in Osteopathy and Communicating Risk and Gaining Consent	311016	OPL (Professional)	Report to summarise feedback from participants
	Meetings with clinical tutors to determine current practice and share ideas on best practice	311016	Clinical Co-ordinators	Minutes of Meetings
	Clinical workshops on consent to be delivered and all students to attend	311116	Clinical Co-ordinators	Certificate of attendance

Annex E to 15

	Taught sessions delivered as part of key module identified above	120517	Teaching staff	Lesson Plans
	Revision of Assessment criteria to show students engagement with gaining consent from patient as part of clinical assessment	300717	Clinic Education Support Officers (ESOs) and module leaders	Revised assessment criteria in module handbooks
Articulate a strategic plan, post 2016, that sets a clear direction for osteopathic education at the College in line with its foundation and that is disseminated to all stakeholders (paragraph 67).	First draft of the new strategic plan produced for the senior management team based on the previous plan and the document outlined in April/May.	300616	Principal	First draft produced and circulated to SMT
	SMT input used to amend the document (draft 2) at July Away Day meetings.	17/07/16	Principal & Senior Management Team (SMT)	Strategic Plan input discussed at Away Day meetings Draft 2 of the Strategic Plan produced with SMT amendments
	Draft 2 circulated for input to the board of governors and all middle managers to ensure that the document includes the key stakeholder themes.	170816 MMTs 271116 BoG	Middle Management Teams (MMTs) Board of Governors (BoG)	Draft 2 of Strategic plan circulated to middle managers and board of governors for their input

Annex E to 15

	Final document produced following collation of input from board of governors and middle managers and circulated to all stakeholders.	311216	Principal SMT Admin/Comms	Document circulated to staff – electronically/ ‘O’ drive /onsite Document to students - intranet/ on site Document to governors – electronically Document available for patients the public – website/ onsite
	Strategic Plan 2016 -21 operationalised priorities/performance indicators agreed formally in January 2017 (Staff Development Day activity)	31/1/17	BoG SMT MMTs Staff teams	Priorities with Performance indicators produced with target dates
	Progress with the priorities monitored formally throughout the year - standing item on agenda for Board of Governors SMT & MMT meetings.	Dates as scheduled on College Calendar	BoG & SMT SMT MMTs	Progress with priorities recorded centrally Minutes of meetings (BoG, SMT MMTs)
	Annual Strategic Plan Summary produced for the Quality Review Board (QRB)	Oct/Nov 2017 (and annually after)	Principal & SMT	Annual Report presented annually at QRB Strategic Plan Action Plan for the following year produced following QRB Plan priorities/dates updated as a result of the Action Plan

Annex E to 15

	Note Mid Plan there is a formal review (as with previous strategic plans).	January 2019	Principal, SMT & MMTs	Review meeting notes Mid Plan Report & recommendations/Action Plan
Develop and implement an academic misconduct policy to strengthen the understanding, detection and management of plagiarism within assessment (paragraph 25)	Academic Misconduct Policy drafted, that recognises the types of misconduct that could occur through the assessment processes used at the College. The Policy: 1. Defines academic misconduct 2. Identifies the types of academic misconduct 3. Identifies the sanctions that can be applied should academic misconduct take place 3. Remains in line with the validating university policy	300916	OPL (H.E.) Registrar	Academic Misconduct Policy produced
	College Submission Declaration Forms and other relevant paperwork are updated in the light of the Policy	300916	OPL (H.E.) Registrar	College Submission Declaration Forms updated
	Staff and students are formally - 1. Updated on the Policy 2. Provided with the location of the electronic documents	011116	SMT & MMTs	Staff / student updated on good academic practice Documents located on student intranet and staff 'O' drive
	Semester 2 systems in place to enable the submission of written essays via Turnitin. 1. Staff Development sessions on Turnitin prior to launch.	310117	Registrar OPL (H.E.)	Staff development session with evaluation

Annex E to 15

	2. Submission of written essays via Turnitin for semester 2	040217		Submission of work via Turnitin
	3. Follow-up Staff Development	310317		Evaluation of process and rollout to further written submissions .