

Recognised Qualifications: Notification of Change Process and Form

Introduction: Purpose, scope and underpinning principles

1. The General Osteopathic Council's (GOsC) statutory duty is to 'develop and regulate the profession of osteopathy' in order to ensure public protection. Our aim as a regulator is: 'To fulfil our statutory duty to protect public and patient safety through targeted and effective regulation, working actively and in partnership with others to ensure a high quality of patient experience and of osteopathic practice'.
2. The GOsC's statutory Education Committee (the Committee) has a duty to promote high standards of education and training and ensure that graduates with 'Recognised Qualifications' meet the *Osteopathic Practice Standards* (OPS) at the point of graduation (see s11 of the Osteopaths Act 1993). The Committee may request information from educational institutions in relation to its range of duties (see s18(3) of the Osteopaths Act 1993).
3. Under the general conditions applied to all RQs, educational institutions must '... inform the Education Committee of the General Council as soon as practicable of any change, or proposed change, *likely to influence the quality of the course leading to the qualification and its delivery*' (italics added for emphasis). **This is interpreted as changes with a potential or actual impact on the delivery of the *Osteopathic Practice Standards*, maintaining patient safety and public protection.**
4. Examples of change may include, but are not limited to, the following where they have a potential or actual impact on the delivery of the *Osteopathic Practice Standards*, maintaining patient safety and public protection:
 - substantial changes in finance
 - substantial changes in management
 - changes to the title of the qualification
 - changes to the level of the qualification
 - changes to franchise agreements
 - changes to validation agreements
 - changes to the length of the course and the mode of its delivery
 - substantial changes in clinical provision
 - changes in teaching personnel
 - changes in assessment
 - changes in student entry requirements

- changes in student numbers (an increase or decline of 20 per cent or more in the number of students admitted to the course relative to the previous academic year should be reported)
 - changes in patient numbers passing through the student clinic (an increase or decline of 20 per cent in the number of patients passing through the clinic relative to the previous academic year should be reported)
 - changes in teaching accommodation
 - changes in IT, library and other learning resource provision.
5. Educational institutions are requested to make notifications of changes related to the delivery of the *Osteopathic Practice Standards* (OPS), patient care and public protection to ensure that risks are identified, mitigating actions are planned and outcomes are recorded (as relevant) and/or enhancements are disseminated.
 6. The notification of change process is intended to be clearly defined, proportionate, agile and transparent.

Process for making notifications of change

7. Notifications of significant changes impacting on the delivery of the *Osteopathic Practice Standards*, maintaining patient safety and public protection should be made to the Professional Standards team in the first instance via completion of the Notification of Change form¹. Educational institutions are requested to notify the GOsC of change at the earliest opportunity. In some cases this should be before a change is made.
8. The submitted Notification of Change form will be reviewed initially by the Professional Standards team. Requests for further information may be made to the educational institution during this time.
9. The Professional Standards team will prepare a paper for the Committee which includes the Notification of Change form, with any relevant supporting documentation and a recommendation(s) for the Committee to note the change and/or request or take action. This may form part of the Committee's meeting agenda or may be circulated electronically for action between meetings if required.
10. Following consideration by the Committee, the Professional Standards team will notify the educational institution of the outcome.

¹ Notification of change also forms part of the Annual Report.



General
Osteopathic
Council

Recognised Qualification Notification of Change Form

This form is for completion by an osteopathic education institution regarding change(s) to its Recognised Qualification(s) provision with **significance to the delivery of the *Osteopathic Practice Standards*, maintaining patient safety and public protection.**

The form should be submitted to the General Osteopathic Council's Education Committee via the Professional Standards team.

Please read the 'Notification of Change Process' before completing this form. Further information and advice can be sought from the Professional Standards team: AAlbornoz@osteopathy.org.uk at 020 7357 6655 x235.

1. Name of the educational institution

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2. Name of the RQ course(s) affected

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3. Outline description of the change(s)

For example, change of summative assessment load across anatomy and physiology modules from X% to X% for Year X students.

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4. Rationale for the change(s)

For example, change resulted from module annual review including External Examiner feedback which suggested this specific change.

If the change was not planned, for instance a decline in patient numbers, please state this here instead.

5. Date change(s) took effect/ is due to take effect

6. Cohorts affected by the change(s)

7. Impact of change(s) on the delivery of the ***Osteopathic Practice Standards*** (Including relevance to public protection - for example patient safety in educational clinics)

Clearly state any:

- a) actual or possible risks relating to the change(s), and/or
- b) enhancements relating to the change(s).

8. Mitigating actions planned and undertaken to address the risks outlined above that result from the change(s) – if applicable

Clearly state all mitigating actions relating to all identified risks. If any actions have been undertaken please evaluate effectiveness.

9. Actions planned and undertaken to extend the enhancements outlined above that result from the change(s) – if applicable

For example, how this change could inform other courses.

10. List of supporting documentation appended – if applicable

For example, new and previous module information forms for affected modules.

11. Any other relevant information

Date:

Contact name:

Feedback on the use of this form

This form is currently being piloted to explore whether it enables the osteopathic educational institution to provide the right information to the Committee to enable proportionate and appropriate decisions to be made.

Under the general conditions applied to all RQs, educational institutions must ‘... inform the Education Committee of the General Council as soon as practicable of any change, or proposed change, *likely to influence the quality of the course leading to the qualification and its delivery*’ (italics added for emphasis). This is interpreted as changes with a potential or actual impact on the delivery of the *Osteopathic Practice Standards*, maintaining patient safety and public protection.

Please complete feedback questions 1 and 2 below on submission of the form to GOsC.

Please complete questions feedback questions 3 and 4 following receipt of the Education Committee decision on your submission.

1. Does this form enable you to provide relevant information to the Committee easily?

Yes	No
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2. Please state how the form could be improved?

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3. Did you feel that the Education Committee had the right information to make a decision on your submission?

Yes	No
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4. Please state how the form could be improved to ensure that the Committee has the right information.

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5. Please provide any other comments?

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