

LTC17D018

Title: Category One low risk course proposal – Physician Associate programme
Author: Julia Jones
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Agenda: LTC17A001
Version: Final
Status: Open

Issue

To receive the CP1 and CP4 forms for the Category 1 low risk course proposal for changes to the Physician Associate programme – addition of a 2-Year Postgraduate Diploma (150 credits)

Recommendation

None.

Resource Implications

Not applicable.

Risk Implications

Not applicable.

Equality and Diversity

Not applicable.

Timing of decisions

Not applicable.

Further Information

Contact details: Julia Jones, Learning and Teaching Coordinator, telephone 01603 593528, email: julia.jones@uea.ac.uk for enquiries about the content of the paper.

Background

Not applicable.

Discussion

Not applicable.

UEA Course Approval Process

Course Proposal Outline guidance notes for Taught programmes only



Stage 1

Summary and outline of process

The **Course Proposal Outline (CP1)** is designed to articulate the initial proposition in a standard format. The Academic Lead should complete the form, summarising the idea underpinning the proposal and identifying potential resource implications.

Once approved by the Head of School, the completed, signed form (using an electronic signature) should be forwarded electronically (in Word Format) to the **Senior Faculty Manager (SFM)** to take forward for consideration by the relevant Associate Dean(s), copying in LTS coordinator for the School(s).

The Associate Dean (L&T) will consider the outline proposal and assign a level of risk. Once done, the **Senior Faculty Manager (SFM)** will forward the **Associate Dean for Admissions** for consideration and approval in consultation with ARM, before the **Associate Dean for L&T** either approves or declines the proposal (using an electronic signature)

All proposals categorised as level 1 (low risk) will progress straight to stage 3 before being actioned by LTS. The SFM will notify the Secretary to FLTQC, and LTS Coordinator for the School of the outcome. The relevant LTS coordinator will work with the academic lead to complete the **Academic Design (CP4)** (as required), before reporting the approved case to FLTQC, via the FLTQC secretary.

All proposals categorised as level 2 (standard risk) require both a **Business Case (CP2)** and a **Financial Plan (CP3)** to be completed, before being returned to the SFM. The SFM will forward the full proposal to **ARM Executive**, via the **ARM PA** for comments and recommendations to be recorded and reported to Faculty Executive(s).

Once considered and approved by the relevant Faculty Executive(s), the SFM will notify the Secretary to FLTQC, the LTS coordinator for the School of the outcome. The relevant LTS coordinator will work with the Academic Lead to complete the **Academic Design (CP4)** (as required), before progressing to FLTQC (via the FLTQC secretary) and finally UEA LTC for consideration, recommendations and/or approval.

These guidance notes have been designed as an aide memoire for the Academic Lead in completion of the **Course Proposal Outline (CP1)**. All boxes must be fully completed in Part 1 by the proposer, to enable business case to be developed.

Instructions for completion are integrated into the form, in green. When completing the form, please remove this text and complete the form in black ink.

Course Proposal Outline Form (CP1) for Taught programmes only



Course proposal reference number	CPMED22022017 Postgraduate Diploma in Physician Associate Studies
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Please fully complete and forward electronically to the <insert Faculty> Senior Faculty Manager, <insert name> at <insert email address>, cc the LTS coordinator for the School

Title of course (including award)	Postgraduate Diploma in Physician Associate Studies
Date of first student intake/year of implementation	2017
Duration of degree	2 years
School(s) of Study	MED
Proposer (Lead Academic)	Audrey Gibbs

Part 1 – Description of proposal

1.1.1	Provide a brief description of the proposal	At present the degree is a Masters including a health improvement project (HIP). A PG diploma without the HIP would still allow a graduate to work as a Physician Associate. It would allow a student who was struggling academically to use the HIP time as remediation and should improve the throughput of students. It would also allow students who failed or did not complete the HIP to have an exit qualification. The student would complete Modules 1 – 5 of the master’s degree (150 credits). They would not complete Module 6, HIP (30 credits) The completion of Modules 1-5 will meet the necessary requirements for a professional qualification as a Physician Associate.
1.1.2	What are the unique selling points of the course?	Few of the other universities offer a master’s degree, most offer a diploma. Students would be able to register for the master’s, which is a strong selling point, but with the knowledge that if they were struggling to cope, they could change to the diploma. Only one other university advertises this as an option.
1.1.3	How does the course complement the existing School/Faculty/University portfolio of courses?	The course is the Masters course without the HIP. The new course would thus be an additional offering for the student without requiring any additional modules.
1.1.4	How does the course join up with the School Plan (including Admissions, Teaching, Employability and Research)?	The course would allow for widening of access to potential students who may not have the ability to complete the Master’s degree. It would encourage applicants in a very competitive environment. It would not have any impact on the teaching programme. The student would meet all the criteria to enable them to sit the National PA exam and join the voluntary register. They would have the same employability as the Masters students.

1.1.5	Please provide an estimate of additional student numbers to be included in the School student numbers targets (up to and including steady state)	The proposal would allow existing masters students another option. It would not increase the number of students.
1.1.6	Please include details of market intelligence/market scanning to support the proposal	All employment opportunity for Physician Associates refer to an appropriate qualification, either Master's or Post grad Diploma. The Physician Associate register does not distinguish between the two qualifications.
1.1.7	Does the proposal involve collaboration with another school within the University, or another provider external to the UEA?	The proposal is supported by the local trusts and HEE. The students are in support of the proposal.
1.1.8	Will the programme require accreditation from a professional, statutory or regulatory body?	Not at this stage as there is no statutory regulation. The course does meet all the provisional accreditation requirements so will be able to be accredited when regulation comes in.
1.1.9	Will there be any impact on existing teaching patterns, and will any new modules be required or existing modules changed. If so please detail?	No. The HIP module 6 will be dropped by these students and replaced with additional clinical placement.
1.1.10	Outline any key features of the programme e.g. Year Abroad, Year in Industry, placement requirements (including requirement for DBS), off campus delivery, eLearning, outline how this will be delivered and what resource implications are anticipated?	There would be no difference to the requirements and resources for the master's degree.
1.1.11	Will any existing degree programmes be affected by this course proposal e.g. change in title, pathways changed, merged or closed? If so please detail.	The master's degree will remain unchanged.

Head of School Support/Authorisation	
Head of School name and signature: (Professor) Michael Frenneaux MF	Date: 9 March 2017

On completion of the above, please forward to **Senior Faculty Manager**

Office Use Only – For completion by Associate Dean L&T in consultation LTS Coordinator (who supports the school) and Associate Dean -Admissions Please refer to UEA course proposal and approval process guidance notes to assign a risk category. Risk category agreed, please tick the box below			
Risk category 1 (low risk)	<input checked="" type="checkbox"/>	Risk category 2 (standard risk)	<input type="checkbox"/>
For risk category 1 only CP4 (Academic Design) required Y/N . If Y , please details <u>which sections</u> . If N , proceed direct to completion of CP5 (Notification of Approval and set up – for LTS use only)			
Please complete ONLY the following sections of CP4: Part 1: items 1-10 to provide brief context 14 – to assure of professional recognition 17 – as per CP1 21 – to illustrate differentiated PG Dip assessment route			

Part 2:
4.2.4 to demonstrate relevance to current cohorts and consultation
Please note LTS coordinator will need to be consulted so please indicate this is in hand or brief colleagues who may be approached

Associate Dean (Admissions) Support/Authorisation

 Associate Dean (Admissions) name and signature	Date: 23.03.17
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Additional comments from Associate Dean (Admissions) **in consultation with ARM.**

Associate Dean (Learning & Teaching) Support/Authorisation

 Emma Sutton: Associate Dean (Learning & Teaching	Date: 21/03/2017
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For risk categories 2 only. Upon completion of Business Plan (CP2) and Financial Plan (CP3):

Office Use Only – For completion by Senior Faculty Manager, in consultation with ARM Executive and Faculty Executive

Comments and recommendations from **ARM Executive**, made to Faculty Executives upon full proposal made.

Comments and recommendations from SFM, made to Faculty Executives upon proposal made.

Mark Hitchcock  Senior Faculty Manager name and signature	Date: 24.03.2017
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Where applicable, comments made by the Faculty Executive on the proposal

Approved by Faculty Executive (Yes, No, N/A)	Date
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Course Proposal – Stage 3 Academic Design (CP4)



Instructions for completion are integrated into the form, in green. When completing the form, please remove this text and complete the form in black ink.

Summary

The Academic Design (CP4) is completed for all standard risk (Category 2) proposals, and, for low risk proposals, some parts of the form will need to be completed if the academic content is changing (These will be identified on the CP1).

It consists of three parts:

Part 1 is the Programme Specification, which will be published on the LTS website post approval. Please note that the Course Profile is now a link to the Admissions course pages, which will be set up after approval.

Part 2 is additional information regarding the academic content of the programme which will help inform the approval decision by the bodies considering the academic case. This includes details of the modules forming the academic content of the course.

Part 3 is the log of considerations and sign-off/approval by the relevant executives/committees.

Basic instructions for completion are integrated into the form, in green. When completing the form, please remove this text and complete the form in black ink.

These guidance notes aim to give roleholders more detail of the process of completion and what is expected at each stage.

Completion of the Form

The form should be completed by the Academic Lead with support and advice from the LTS Coordinator supporting the School.

1. Part 1, the Programme Specification, should be straightforward to complete for standard courses. The Coordinator can advise on the regulations (for sections 4.1.5 to 4.1.12). If a new award is required, this should be flagged to the Finance, Governance and Planning Office at an early stage.
2. If the course is a variation of a current course, or is part of the same group, and they will share a Programme Specification, the LTS Coordinator will join this up at the CP5 stage.
3. The Course Profile will not be required for Part 1 – after approval, this will be available on the Admissions pages, and internally through eVision.
4. The Programme Specification includes information on the Board of Examiners and placement information (including a period of study abroad), however, further details will be required to help inform the approval consideration. These should be recorded in Part 2.

5. Part 2, the additional information required to consider approval, should be completed by the Lead Academic. The LTS team (normally the Team Leader) can help with section 4.2.1, the Course Profile, and can advise on timetabling and defined choice constraints if necessary. The Lead Academic should discuss the inclusion of modules from other Schools with the appropriate Teaching Director, and agree any slotting requirements, pre-requisites, cap on numbers etc.
6. The LTS Coordinator/Team Leader should check with the Lead Academic that:
 - a. There is an even spread of modules across the academic year;
 - b. It is clear which modules can and which cannot clash;
 - c. Where relevant, other Schools are aware and support the inclusion of their modules in the Course Profile and that there are no restrictions.
 - d. Where new modules are being proposed, a completed Module Outline is included, or hyperlinked to. The Team Leader can provide a new code when approval for the module has been given.
 - e. Section 4.2.7 provides details of any placement, having discussed the requirements with the Study Abroad Office (for periods of study abroad), Local Support and Careers Service (For year in industry) or LTS Placements (For professional placements).
 - f. There is no need for further consultation at this stage, unless it has been expressly raised as a condition in the approval of CP2/3. Check CP2/3 to ensure that there is no outstanding issues to resolve, and all parts are complete (this should have been checked/resolved by the School Manager at Stage 2, so this is a safety check; nothing should be going to LTC with missing or unresolved issues).
7. Once parts 1 and 2 are complete the LTS Coordinator supporting the School should ensure that the CP4 is completed appropriately, that 4.3.1 is completed, and then forwards it, along with CP1, 2 and 3, to the secretary to the FLTQC for its consideration.
8. The secretary to FLTQC forwards the approved case to the secretary of LTC for final consideration and approval.
9. Following approval, the secretary to LTC notifies the secretary to FLTQC, who starts off the completion of CP5 before passing all the documents to the Student Records Office for setting up the course on the system and keeping the master copy of the documents for the approved course.

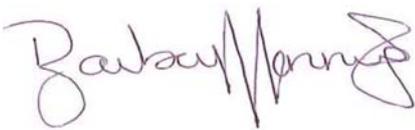
CP4 Part 1 - PROGRAMME SPECIFICATION for an award of the University of East Anglia

4.1.0	Reference Code	CPMED22022017 Postgraduate Diploma in Physician Associate Studies			
4.1.1	Title	Postgraduate Diploma in Physician Associate Studies			
4.1.2	School (s)	MED			
4.1.3	Faculty	FMH			
4.1.4	Date of first student intake	New students January 2018 Current students could transfer from June 2017			
4.1.5	Award	PGDip			
4.1.6	Interim Award/ degree title	Standard	Certificate of Higher Education and Diploma of Higher Education (UG); Postgraduate Certificate or Postgraduate Diploma (PG).		√
		Non- standard (detail)			
4.1.7	Level	Level 6 FHEQ (Bachelors)			
		Level 7 FHEQ (Masters/Integrated Masters)			√
		Other (specify)			
4.1.8	Award Regulatory Framework	Bachelors and Integrated Masters			
		Common Masters Framework			√
		Other (specify)			
4.1.9	Course-specific regulatory requirements	No regulator at present. Course follows recommended requirements.			
4.1.10	Length of course	Two			
4.1.11	Board of Examiners	Same as Masters			
4.1.12	Mode of Attendance	Full-time	√	Part-time	Other
4.1.13	Professional Accreditation details	Degree will allow graduate to sit the Physician Associate National Examination and if successful to enter the voluntary register of Physician Associates at the Faculty of Physician Associates.			
4.1.14	Placement information	Professional placement			√
		Year Abroad			
		Year in Industry			
		Semester Abroad			
		Other			
		None			

4.1.1 5	Relevant Subject Benchmark	
4.1.1 6	Course Description	<p>At present the degree is a Masters including a health improvement project (HIP). A PG diploma without the HIP would still allow a graduate to work as a Physician Associate. It would allow a student who was struggling academically to use the HIP time as remediation and should improve the throughput of students. It would also allow students who failed or did not complete the HIP to have an exit qualification.</p> <p>The student would complete Modules 1 – 5 of the master’s degree (150 credits). They would not complete Module 6, HIP (30 credits)</p> <p>The completion of Modules 1-5 will meet the necessary requirements for a professional qualification as a Physician Associate.</p>
4.1.1 7	Course Profile details	<p>Details of the MSc Physician Associate studies can be found via https://www.uea.ac.uk/documents/1735451/1749198/MSc_Physician+Assoc_FAQ_V_FINAL_lowresv2.pdf/2e5a1a2d-321d-464c-b376-6d3aa6441adb</p>
4.1.1 8	Learning Outcomes	As for modules 1 – 5 of the MSc.
4.1.1 9	Graduate Attributes and Employability Skills	As for the master’s course without the skills in research
4.1.2 0	Assessment and Feedback Strategy	As for the master’s course
4.1.2 1	Additional course-specific costs that students should expect to meet	None
For Office Use:		
4.1.2 2	Log of annual review - Version and date of production/ revision	New programme.
4.1.2 3	Last active academic year	N/A
4.1.2 4	Date archived	N/A

CP4 Part 2 - Additional information required to consider approval						
4.2.1	Course Profile					
Set out the structure of the course, by Stage and Module Range (Compulsory, Option Range A, B etc). For each option range include the min/max credits to be taken along with any required combination of modules, if necessary.						
Stage	Module Range	Module Code	Module Title	Credits	Period	Timetabling info/slot
	1	AS PER MSc		30		AS PER MSc
	2	AS PER MSc		30		AS PER MSc
	3	AS PER MSc		30		AS PER MSc
	4	AS PER MSc		30		AS PER MSc
	5	AS PER MSc		30		AS PER MSc
	All modules compulsory					
4.2.2	New Modules	No new modules, uses modules 1-5 of the MSc				
4.2.3	External comment	Other universities just offer the diploma, two offer diploma and master's options. General agreement that having the two options is good practice.				
4.2.4	Consultation with existing students	The idea came from students in the first place. Discussions were held with the class who were supportive of the idea. It has been discussed at the PA coordination meeting with agreement from the student rep. Comments were invited from all students through a blackboard announcement, and no written comments were received, verbal feedback was all positive.				
4.2.5	Board of Examiners	Existing board.				
4.2.6	Cross-Schools delivery details					
4.2.7	Additional learning resources	None				
4.2.8	Placement detail	Same as Master's placement				
4.2.9	Course Director	Audrey Gibbs				
4.2.10	Deputy Course Director	N/A				
For office use only – for completion by LTS Coordinator supporting the School						
LTS Coordinator's name, signature and date		Sarah Wright				

Part 3 - Approval of the academic case

		Name	Date of meeting/ decision
4.3.1	School (Teaching Director on behalf of the Teaching Committee/Executive)		Discussed and agreed at Med Teaching Committee on 14 th March
	Additional School approval (for cross-School delivered courses), if applicable		
4.3.2	Faculty (Associate Dean on behalf of the Faculty Learning, Teaching and Quality Committee)	Emma Sutton	21 June 2017
	Additional Faculty approval, if applicable		
4.3.3	University (PVC-Academic on behalf of the Learning and Teaching Committee – category 2)		
4.3.4	Comments		