



Ag Rialáil Gairmithe Sláinte
agus Cúraim Shóisialaigh
Regulating Health +
Social Care Professionals

Visit - Guidance for Education and Training Providers

About this Document

This document provides information on the visit carried out by the review team required as part of the programme approval and monitoring processes. Providers are asked to read this guidance carefully.

This document should be read in conjunction with:

- *Programme Approval and Monitoring Processes – Information for Education Providers*
- *Criteria and Standards of Proficiency for Education and Training – Guidelines for Education Providers – Relevant Registration Board*

For guidance on the preparation of documentary evidence, please see:

- *Documentary Evidence – Guidance for Education and Training Providers*

Before the Visit: Completing the Visit Schedule

CORU will issue a template visit schedule to the education provider well in advance of the visit. Closer to the visit, CORU will agree a detailed schedule for the visit with the education provider along with details of the attendees.

Education providers are advised to identify attendees and ensure their availability as early as possible.

- ✓ The criteria for education and training programmes and standards of proficiency form the basis of the engagement between the review team and the groups who attend each session of the visit.
- ✓ The template schedule indicates the criteria and standards linked with each session. Anyone who attends a particular session, or those who are expected to attend, should be able to support the criteria or standards assigned to that session.
- ✓ The table on page 4 indicates the people who we would expect to attend each session of the visit.

When completing the schedule, education providers should:

- insert the names and job titles of those who will be attending bearing in mind the requirements highlighted in the table on page 4;
- ensure that those named individuals listed for participation attend each session. Details of the final schedule and attendees are included in the report to the Registration Board;
- contact CORU for guidance if there are any questions regarding who should attend an individual session;
- contact CORU if they wish to include additional sessions relevant to the criteria and standards of proficiency;
- note that after reviewing the programme documentation, the review team may request the inclusion of additional sessions in the schedule.

During the Visit: Some Practical Points

The provider is asked to make the following facilities available during the visit:

- One large room for group sessions and one separate small room, one of which should be lockable
- Ensure that the room is accessible and temperature adjustable if required
- Phone access
- Wireless internet access
- Power/sockets available for laptops
- Food and refreshments
- One large room for group sessions and one separate small room, one of which should be lockable

The programme director should be contactable for the duration of the visit. A member of the CORU executive will be the point of contact throughout the visit process.

The education provider should provide a nameplate for anyone attending a session of the visit. CORU will provide nameplates for the review team.

It is not necessary for the provider to prepare hard copies of the documentary evidence in advance of the visit. During the visit, the review team may request hard copies of some documents from the provider.

End of the Visit: Report

The review team will prepare a report for the Registration Board based on the evidence made available by the education provider. Feedback will not be given to the provider at any point of the visit.

Visit Sessions Overview

Head of School/Discipline	The individual(s) with responsibility for the management of the School/Discipline should attend.
Programme Director	The individual(s) with professional responsibility for the programme should attend.
Student Representatives	Between eight and ten registered students should attend. This should include representatives formally selected by students and at least one representative from each year of the programme. Please do not include the students' names in the schedule, however nameplates should be provided at the visit.
Support Services	Nominees from each service referenced in the mapping document should attend.
External Contributors	Contributors external to the institution who consulted on curriculum design or who provide teaching/assessment inputs referenced in the mapping document should attend this session.
Service Users	Service users consulted on curriculum design or who provide teaching/assessment inputs referenced in the mapping document should attend this session. There is no requirement to insert the names, job titles or affiliations of service users, however nameplates should be provided at the visit.
Core Programme Team to discuss Criteria	Those on the programme team with responsibility for aspects of programme management including admissions, curriculum design/development and assessment design should attend this session.
Representatives of the Institution's Strategic Management Team	Those with institutional strategic management responsibilities or their nominees should attend.
Placement Providers	Eight placement providers with direct experience of student support on placement should attend. Three of these should come from placements outside the province. The sample picked should represent the range of practice settings e.g. public/private.
Placement Management Staff	Those who manage the system of practice placement on behalf of the education institution should attend this session.
Graduates	Between eight and ten recent graduates should attend.
Programme Team to discuss Standards of Proficiency	The module leaders or coordinators for any module or learning activity mapped to the standards of proficiency in the submission should attend this session. If this group is too large to facilitate discussion, the review team may split the group and meet them over multiple sessions.

