



Proffesiynau Iechyd Cymru
Health Professions Wales

Annual Report 2002 – 2003

QUALITY EDUCATION PRACTICE

Mission Statement

Health Professions Wales enhances healthcare delivery through quality assurance and promotion of standards of excellence in healthcare education and practice.

**The first Annual Report of Health Professions
Wales submitted to the Minister for Health and
Social Services of the National Assembly for
Wales for the period 1 April 2002 to 31 March 2003**

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Report on Health Professions Wales in 2002/2003

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Mission Statement and Values

Health Professions Wales enhances healthcare delivery through quality assurance and promotion of standards of excellence in healthcare education and practice.

In holding the following values, Health Professions Wales works in support of modernisation and reform of the NHS in Wales and participates in delivery of the Welsh Assembly Government's agenda for change:

The patient/client is the central focus for care delivery

Enhanced quality of care across all sectors of the health service

High quality education, training and development for the NHS workforce to support personal and professional development

Wide access to a diverse range of career opportunities within NHS Wales

Structured career pathways for healthcare professionals, which identify, value and build on individual talent and potential

Career pathways, which value practice and education in equal measure

Lifelong learning

Supporting shared and inter-professional learning and working

Collaborative working across the whole healthcare team

Encouraging patient/client participation in care delivery

Involving service users in education, training and development programmes for healthcare professionals

Encouraging Welsh language provision in development of the workforce

Systems of audit and evaluation within healthcare education and practice, which support improvement.

Report on Health Professions Wales in 2002/2003

Dear Minister

Annual Report 2002/2003

I am pleased to present the first Annual Report for Health Professions Wales, covering the year 2002/2003. This report describes the work of Health Professions Wales and how it has achieved its objectives. The objectives arose from the paper, which was put before the Health and Social Services Committee on 13 March 2002.

Excellent progress has been made towards setting up a new Assembly Sponsored Public Body and, with the Health (Wales) Act receiving Royal Assent on 8 April 2003, another major step has been taken. The appointment of Dr Barbara Bale as Acting Chief Executive for the interim period, from March 2003 until a substantive Chief Executive for HPW as an ASPB is appointed and takes up post, is welcomed.

During this, the first year of activity, the Joint Acting Chief Executives made it a priority to meet as many organisations and individuals with whom Health Professions Wales would or might be working with, in the future. These meetings offered the opportunity to discuss Health Professions Wales' remit and areas for joint working. It also identified potential areas where Health Professions Wales could be of assistance.

Internally, twenty-six projects were set up to achieve the actions identified. Staff worked in project teams, with a named lead officer. Each project has delivered its planned outcomes to time and to budget. Some of the projects were started in the first year but were planned to continue beyond the end of the year.

Health Professions Wales has continued to deliver quality assurance for nursing, midwifery and health visiting courses in Wales. For those that lead to the register, this has been undertaken on behalf of the Nursing and Midwifery Council, the UK registration body. Others, offering continuing professional development, have been approved jointly with the universities in Wales.

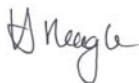
A good foundation has been laid for work in support of the Allied Health Professions and Health Care Scientists and it is expected that future years will bring benefits for those professions, their employers and health care in Wales.

Health Care Support Workers are the focus of a major mapping project, which is continuing into 2003/2004. This is expected to demonstrate options for future education and training structures.

Through such work, Health Professions Wales has demonstrated its role as an effective change agent for realising the potential of the NHS workforce, at all levels and across occupational boundaries:

I would like to acknowledge the hard work and commitment of the members of the Management Group and staff and to thank them for their support and contribution during this, the first year of HPW's existence. The past year's achievements will provide a good foundation for the future.

Yours sincerely



Hilary Neagle
Chair
HPW Management Group

July 2003

Report on Health Professions Wales in 2002/2003

1 Setting the scene

Health Professions Wales (HPW) was set up on 1 April 2002 by the Welsh Assembly Government (NAfW 2002) to serve people in Wales by enhancing the quality of care offered by health care professionals. HPW supports high quality education and training for the NHS workforce and works with employers, higher education and professional regulators. HPW values lifelong learning, development of skills in practice and collaborative working across boundaries, and is a driving force to support and further develop the modernisation and reform of NHS Wales. HPW's Mission Statement and Values are shown earlier.

2 Status

From 2002 to 2004 Health Professions Wales is technically a unit within the Welsh Assembly Government. The expressed intention is for the Assembly to set up Health Professions Wales as an Assembly Sponsored Public Body (ASPB). It will be responsible to the Assembly Minister for Health and Social Services through its sponsor division, NHS Human Resources Division, within the Welsh Assembly Government. The legislative route to this outcome is via the Health (Wales) Act, which received Royal Assent on 8 April 2003. Secondary legislation will be required to establish HPW as an independent body. Health Professions Wales has maintained a separate identity and is functioning as a 'shadow' ASPB under the aegis of its Welsh Assembly Government appointed Management Group (see Appendix 1). Essentially this means that HPW manages the implementation of its remit, the allocation and management of its resources and has its own policies and procedures. Staff comprise those who transferred from the Welsh National Board for Nursing, Midwifery and Health Visiting, together with the Assembly's NHS Student Awards Unit and secondees from the NHS and Health Schools within Universities (see Appendix 2).

3 Remit

The current range of health care staff supported by Health Professions Wales includes allied health professions, health care scientists, health care support workers, nurses, midwives and health visitors (see

Appendix 3). This remit may be extended further in the future. NHS Wales employs 77,000 staff, with a further 10,000 employed in primary care. There are approximately 8,500 allied health professionals and health care scientists and 12,000 – 14,000 health care support workers in Wales with 32,500 in the nursing, midwifery and health visitor group. Responding to and supporting the largest groups of health care professionals in Wales presents many opportunities and challenges. There are additional health care professionals and support workers employed within the private health, voluntary, education, industry and public sectors. These may also look to Health Professions Wales for support and advice.

4 Wales

Wales covers a geographic area of 20,766 square kilometres, largely rural but with the main urban centres along the M4 in the South and the A55 in the North. There is a resident population of 2,937,000 (NAfW 1999) but an overall population density of only 141 per square kilometre, regularly increased by over 400,000 people who come into the area for work, shopping, holidays and leisure activities. The population is diverse in terms of social make-up, levels of unemployment, income, visible ethnic and cultural diversity and language (20% of the population speak Welsh). There is a mixed manufacturing, commercial, agricultural and tourism base. The rundown of traditional industries such as mining and steel production over the last two decades has created a high level of unemployment in some areas often linked to poor housing stock and reduced educational aspirations. Recent problems in UK agriculture have affected the rural economy in Wales adversely. These geographic and social factors have a major impact on health and the delivery of health care in Wales, with the health of the people of Wales being amongst the poorest in Europe.

5 The challenges

It is within these parameters that Health Professions Wales has to develop strategies to support the specific needs of Wales for high quality health care, equality of opportunity and reflect the language and culture of Wales, which is different to that in other parts of the United Kingdom.

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6 Devolution

The creation of the National Assembly for Wales allows for greater divergence in policy making to address local needs and priorities. Close co-operation between the four national administrations within the UK is essential to ensure that developments in one country do not inadvertently constrain, or put pressure on policy or resources in the other countries. A balance needs to be found between those issues dealt with on a UK basis, such as self-regulation of the professions, and the necessity of developing systems, which allow each country to deliver a high quality and responsive health service tailored to its own population. This environment impacts on the way in which Health Professions Wales functions. It strives to balance the UK standards and the need for free movement and parity of qualification with the aspirations of the public, the professions and the politicians. The need is to create a uniquely Welsh education process to enhance the healthcare delivery service. There is general agreement on the need for a culture of lifelong learning, equality of opportunity and increased take-up of higher education. Health Professions Wales has had to ensure that such demands are dealt with sensitively, flexibly and fairly without allowing quality assurance processes, which support UK standards, to be overwhelmed.

7 The National Assembly for Wales

The National Assembly took on its role after the July 1999 elections. This first term of the Assembly has made a difference to the way the NHS is managed in Wales. The Health and Social Services Committee links policies covering both aspects of publicly delivered health care and social care. The Welsh Assembly Government, the executive arm of the Assembly, has published overarching strategies and, subsequently, more detailed advice on the direction it wishes to see the NHS moving in Wales. There is a high level of consultation and interaction between the Assembly, the NHS, higher education providers and the regulatory bodies. Health Professions Wales is central to many of the debates and participates in most of the forums, which support the drive to deliver Assembly outcomes within the NHS and the sections of higher education providing the registered professionals for the health workforce of the future.

8 Strategic considerations

Healthcare providers and higher education providers have faced increasing pressure from the pace of change driven by government policies, professional aspirations, consumer expectations and resource constraints. Planning time scales and the need to respond reactively to new and emerging policies, targets and legislative demands have created an environment where the prime focus is on delivering targets.

9 Strategic plans

At the core of the changing pressures in the professional and health care environment is the first strategic plan from the Assembly, *Better Wales* (NAfW 2000), together with its replacement *Plan for Wales 2001* (NAfW 2001a). The health strategy to support these is *Improving Health in Wales – A Plan for the NHS with its partners* (NAfW 2001b). It has set the scene for a decade of change and development aimed at improving the health and well being of the people of Wales and tackling inequalities in health. It sets out to improve the quality and effectiveness of health care and to deliver better joined-up services by improved working between the NHS, Local Government and their partners in the community. The outcome of these plans was the restructuring of the healthcare purchasers in Wales, leading to the replacement of the five Health Authorities by twenty-two Local Health Boards and three regional offices from April 2003. The Assembly strategies provide targeted measures to focus health, economic, social and educational programmes more sharply on the most deprived communities. This vision also sets out targets for improved joint working between health and social services and an improved performance in health and social services organisations. All of these drivers will create new challenges for the professions and for Health Professions Wales.

10 Management of HPW

A Management Group was appointed by the Welsh Assembly Government to oversee the strategic direction of Health Professions Wales (HPW). The Management Group includes members of the professions for whom HPW works as well as Assembly officials and HPW's senior management team.

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The Management Group met twice during the year in October and March and intends to meet quarterly during 2003. The Group has agreed its terms of reference and membership (see Appendix 1) and those of the Audit Committee (see Appendix 4) required to scrutinise the financial management of HPW. The Management Group has opened its meetings to the public. To cement HPW's relationships with the Health Professions Council and the Nursing and Midwifery Council, Welsh members and senior officers receive papers routinely and are invited to observe. Prior to the appointment of the Management Group, the three chief officers managed the organisation with the agreement of the Welsh Assembly Government. Once the Chief Executive retired in July 2002, the Director – Quality and Standards and the Director for Business Services continued as Joint Acting Chief Executives until the new Acting Chief Executive was appointed from March 2003.

11 Continued work

The Welsh Assembly Government tasked Health Professions Wales with providing some services previously undertaken by the Welsh National Board for Nursing, Midwifery and Health Visiting (WNB). The Student Training Index for nursing, midwifery and health visiting is maintained and assists the Nursing and Midwifery Council (NMC) by providing validated information on those eligible to enter the register or add qualifications to their entry (see Appendix 5). This information is collected electronically from the universities when students enter courses, verified, updated at course end and transferred to the NMC. This service allows those qualifying in Wales to move smoothly onto the register, assisting both the newly qualified and their prospective employers. The Careers Information Service previously covering nursing, midwifery and health visiting was expanded to include bilingual information for those wishing to enter the Allied Health Professions and Health Care Sciences (see Appendix 6). The NHS Student Awards Unit, which had been housed with the WNB at the request of the Assembly, became part of Health Professions Wales. The Unit expanded its work in assessing students' means and calculating the NHS bursaries to be paid via the universities (see Appendix 7). The expansion was in four areas:

- places were increased on existing courses,
- additional courses were developed,
- medical students were paid bursaries in the final years of their courses, and
- students receiving non-means-tested bursaries became eligible for disabled students allowances,

leading to greater numbers of student applications being dealt with by the Unit during 2002/2003.

12 Supporting the NMC

The Nursing and Midwifery Council (NMC) was not only the successor to the United Kingdom Central Council for Nursing, Midwifery and Health Visiting (UKCC). The NMC also replaced the four National Boards. It had to take responsibility for additional quality assurance activities for those courses, which lead to entry on the register for nurses, midwives and health visitors. To assist the smooth transfer of responsibilities, the NMC asked Wales, Scotland and Northern Ireland to provide the quality assurance service, which in England was being supplied by a visitor model. A Service Level Agreement was drawn up for the supply of the quality assurance service in Wales for all courses in nursing, midwifery and health visiting leading to a registrable or recordable qualification. The Welsh Assembly Government included this role within the HPW remit.

13 Nurses, Midwives and Health Visitors

Health Professions Wales wished to reassure the nurses, midwives and health visitors in Wales that many of the services that they had expected from the Welsh National Board for Nursing, Midwifery and Health Visiting (WNB) would still be available. The networks, which the WNB had built up over the years, were used by HPW to continue communication. One example of this is that HPW's quarterly newsletter, while being re-designed, retained the name of *Newyddion* so that it would still be recognised by this constituency. The forum, known as Senedd, continued to provide networking opportunities. Because there had been elements of uncertainty prior

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to the abolition of the WNB and to ease the transition to the new arrangements, all existing courses for entry to the professions and those for continuing professional development, which had required regulatory body approval, had been approved for a period of five years. So this year there was a reduced demand for approval with activities largely focusing on monitoring existing arrangements or validating new courses. There has been an increase in the numbers entering training in every university as the Welsh Assembly Government aimed to diminish forecast shortfalls in the workforce. An additional stream for Mental Health Nurses was approved at the North East Wales Institute (NEWI) in Wrexham. Further progress was made towards all entry to the professions in Wales being through degree courses. This has meant that, as the projected date of 2004 draws nearer, there has been a reduction of diploma places and an increase in degree places. A part-time course has been approved at the University of Glamorgan offering access to all four branches, Adult, Mental Health, Learning Disabilities and Child. An experimental project has been started in North Wales. University of Wales, Bangor, along with three NHS Trusts, Conwy and Denbighshire, North East Wales and North West Wales, have developed a route for Health Care Assistants with NVQ level 3 to access the second year of nurse training via completion of a portfolio and a bridging module. There is also a cadet course, based at Coleg Menai, which can direct students into this route. A shortened course to allow qualified nurses to take the Child Branch has been offered by University of Wales Swansea. Masters level courses leading to Specialist Practice Qualifications have been developed in community nursing at NEWI and at the University of Glamorgan. Part-time routes are available.

14 New activities

Following the remit given by the Assembly Minister for Health and Social Services and the guidance received from the sponsor department, Health Professions Wales began to take on new areas of work. The majority of this work focused on the new activities planned to support Allied Health Professionals, Health Care Scientists and Health Care Support Workers but some related to the setting up of a new organisation. It was agreed that project management was the way to take the work forward. HPW staff

were encouraged to join the twenty-six project groups which were to deliver the year's outcomes. All managers were on several project groups and most were leading more than one. One major focus has been mapping the significant organisations and making contact with the leading members within the different Allied Health Professions and Health Care Sciences. The assistance given by Assembly colleagues and the members of the various All-Wales committees cannot be underestimated. The generosity of health care professionals in sharing their time and energy has been noteworthy and greatly appreciated.

15 Health Professions Council

One priority has been to establish relationships with members and officers of the newly established Health Professions Council (HPC), which is responsible for regulating the allied health professions previously under the Council for Professions Supplementary to Medicine (CPSM). Meetings have been held with Welsh members and they also participated in the development of the new professional roles at HPW and assisted with the process of appointing to the new posts. The HPW Joint Acting Chief Executives met with the President, Deputy President and the Chief Executive amongst other HPC staff. HPW Officers attended Council meetings, the Education and Training Committee and the Registration Committee. This provided valuable opportunities for networking as well as the day-to-day contact with officers to keep abreast of HPC developments. HPW Officers have also attended a range of HPC events in support of recent developments and responded to the consultation document on *The Future* (HPC 2002). HPC members and staff have an open invitation to attend HPW Management Group meetings.

16 Allied Health Professions and Health Care Scientists

Health Professions Wales had retained the Welsh National Board's team of Professional Advisers intact. They had considerable experience in the development of educational opportunities for health professionals across Wales but did not have specialist knowledge on the Allied Health Professions or Health Care Scientists. To complement and strengthen the existing expertise available

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within the professional team, three Project Officers were appointed on secondment. A physiotherapist continues to map Health Care Support Worker employment and training. A dietitian and a radiographer have worked on a joint project to map continuing professional development (CPD) opportunities, which are currently available to Allied Health Professionals and Health Care Scientists. Once this part of the project is completed in 2003, gaps can be identified and a possible CPD framework proposed, taking into account existing provision, for detailed consultation. The links already made with the HPC will ensure that any proposals made for Wales will fit with future HPC proposals and developments in elsewhere in the UK. There are close links with the Welsh committees for the Allied Health Professions and Health Care Scientists, the Welsh Therapies Advisory Committee and the Welsh Scientific Advisory Committee. The links have included:

- representation on the HPW Management Group
- representatives invited to attend other HPW meetings
- observance of HPW officers at committee meetings
- permanent observer status for HPW being requested.

HPW included teachers of Allied Health Professions and Health Care Scientists within CPD funding allocations. HPW has officers participating in Assembly managed projects on the Therapy Services Strategy and Consultant Therapists. HPW supports the widening of the membership of Cyngor (council for the heads of schools and professors of nursing and midwifery) and Senedd (a quarterly forum for sharing ideas and networking) to include the Allied Health Professions and Health Care Scientists.

17 Return to Practice

HPW Officers worked closely with the Assembly Recruitment and Retention Team on the Return to Practice campaign for audiologists, diagnostic and therapeutic radiographers, dietitians, health visitors, midwives, nurses, occupational therapists, physiotherapists and speech and language therapists. The campaign used radio and newspaper advertisements and targeted

different professions at various points. This was the first campaign where Learndirect, the national careers help line, was used. The campaign, which was the first to cover Allied Health Professions and Health Care Scientists in Wales, was very successful. This was the fifth year for health visitors, midwives and nurses to be targeted hence the numbers were lower.

18 Quality assurance linked to registration

From April 2002, the statutory responsibility for setting and monitoring standards for nursing, midwifery and health visiting courses leading to registrable or recordable qualifications lies with the Nursing and Midwifery Council (NMC). A Service Level Agreement was set up for HPW to provide a quality assurance service, on behalf of the NMC from April 2002 to March 2004, for those nursing, midwifery and health visiting courses approved in Wales, which lead to the register (see Appendix 8). A robust quality assurance system for Wales was established along with agreed mechanisms for reporting to the NMC. An HPW circular (HPW 2002) was developed and issued for the guidance of higher education course providers and was incorporated in the next issue of the HPW Handbook (HPW 2003). Five course approvals and four annual monitoring visits had been completed up to the end of March 2003. HPW officers supplied information to the evaluation of the UK quality assurance arrangements being made on behalf of the NMC. The preparations included an internal review of the system being operated in Wales by an external consultant. Relationships were established with the newly established Health Professions Council (HPC), which from April 2002 was responsible for the registration and regulation of the Allied Health Professions and Health Care Scientists. HPW contributed to the HPC consultation, which included details of the quality assurance model being proposed.

19 Quality assurance – CPD

Health Professions Wales provides a quality assurance service for the continuing professional development of nurses, midwives and health visitors. The universities in Wales offer a jointly approved modular route for post registration qualification up to diploma level.

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The Joint Awards allow working practitioners to access part-time education linked to appropriate practice enhancing both their delivery of care and their own academic status. There are 230 modules approved within four university schools in Wales (see Appendix 9). The modules and the resulting certificate or diploma, while not being recordable with the NMC themselves, may support access to a recordable degree.

20 Teachers and practice educators

Funding, previously available to the Welsh National Board, for the initial and continuing education of teachers and practice educators was not included within the 2002/2003 allocations from the Welsh Assembly Government. Health Professions Wales funded activities for this year out of existing resources plus a small amount carried over from the previous year (see Appendix 10). The funds were used for:

- initial teacher training for nurses, midwives and health visitors
- continuing professional development for teachers of nurses, midwives, health visitors, allied health professionals and health care scientists
- research training fellowships for ten teachers including midwives, nurses, a podiatrist, physiotherapist and radiographer
- two conferences in Wales and attendance at a UK conference
- Senedd, a quarterly forum for teachers, practitioners and managers to hear a keynote speaker, debate issues and network.

A potential shortfall in teacher numbers climaxing during the next five to ten years was identified to Assembly officials. It was likely to arise out of a combination of the ageing academic workforce plus unfavourable differentials between senior clinicians' and managers' pay compared to that of academics drawing teachers back to the service. It will be crucial that workforce planning activities are undertaken for this group who produce the clinicians of tomorrow. The funding for

teacher-linked activities was restored to HPW for 2003/2004.

21 Study centres

The HPW study centre initiative builds on the professional accreditation service previously provided by the WNB, namely accreditation of study centres, recognising robust in-service training and education provision. Study centres (see Appendix 11) have continued to be accredited and re-accredited during 2002/2003. The number of study centres has reduced from twenty in 2001/02 to eighteen in 2002/03. This is mostly due to the restructuring of the NHS. One new study centre has been approved. All those who have sought re-accreditation have indicated that they value study centre status. It is seen as recognition of their ability to facilitate professional development for their staff. Study centres are seen as an integral part of the overall Continuing Professional Development accreditation for the health care professions within Wales and have been acknowledged as an example of good practice by CHI, the Commission for Health Improvement.

22 Nursing Academy

Throughout 2002/2003, Health Professions Wales has continued to support the work in progress towards setting up a Nursing Academy for Wales. Two forums have taken this forward: the Nurse Executives (Wales) and Cyngor (council for the heads of schools and professors of nursing and midwifery). A variety of models and options will be considered at a specially convened event to be held later in 2003, which HPW would support financially.

23 Consultants

To date three sets of consultant posts for nurses, midwives and health visitors have been considered by the National Assembly for Wales. Consultant roles for nurses, midwives and health visitors were developed in response to the need to empower nurses in both policy and practice at the highest level. It was further supported in the NHS Plan. All submissions made by employers across Wales have been carefully considered by a special scrutiny panel involving employers

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and other key stakeholders, as part of a partnership approach to workforce modernisation. Already all those posts approved by the Assembly in set one, have been successfully recruited to and further appointments are in train for both subsequent sets. Health Professions Wales (HPW) has been involved in this development from the outset, and has been working closely with the Centre for Health Leadership in supporting, developing and offering a tailored development plan for those appointed from the first set of submissions. It is intended that future submissions will be arranged on a quarterly basis so as to facilitate responsiveness to the needs of employers. Similar opportunities may also be made available to consultant allied health professionals when arrangements for these posts have been finalised. HPW is engaged with Assembly colleagues on this initiative as part of its overall policy remit for workforce development.

24 Clinical leadership

To support the restructuring of NHS Wales, HPW has been working with its partners to capture the various initiatives in place for developing the clinical leadership capacity of professionals within and across NHS Wales. Many examples of good practice have been identified within employer organisations, and in the provision offered by the Royal College of Nursing and the Centre for Health Leadership Wales. Evidence also exists of opportunities for shared learning across various professional disciplines which underpins and characterises the multidisciplinary approach to service delivery within the NHS and its partners in Wales. Such approaches represent the collaborative approach to delivering the changing workforce agenda within Wales. HPW supports this.

25 Accreditation

A review of all the accreditation services previously provided by the WNB identified benefits. The first steering group meeting of potential stakeholders supported this view and suggested that there would be merit in exploring the need for All-Wales standards for mandatory training within the NHS both to maintain equity and to save repetition when individuals change employer. This initiative will be taken on into 2003/2004.

26 Health Care Support Workers

There have been two major strands to the project relating to Health Care Support Workers during this year. The first, which started in 2002/2003 but will continue, was a scoping exercise. For each profession's support workers within the NHS, it intended to establish on an All-Wales basis:

- titles used, grades and salary scales, and core job responsibilities
- numbers employed, essential and desirable qualifications, training and career development opportunities
- models and examples of good practice in education and development.

The outcomes of the scoping exercise are to include:

- a proposal for an All-Wales framework for initial preparation and continuing training
- liaison with the Care Council for Wales on education and training within the social care sector
- the development of careers information for support workers.

The second strand involved funding given to NHS Trusts across Wales for twenty-eight education or training projects for Health Care Support Workers (see Appendix 12). A further twenty-nine were unable to be supported because of budget limitations.

27 Statutory Supervision of Midwives

From April 2003, the role previously covered by the Health Authorities, acting as the Local Supervising Authority (LSA) for statutory supervision of midwives, passed to Health Professions Wales. Each practising midwife is individually supervised by a named supervisor of midwives who supports their practice and development and ensures that they practise safely and with due regard to the law and regulations. The essential tenet of statutory supervision of midwives is protection

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of the public. It was agreed that the LSA function would be better managed on an All-Wales basis once the five Health Authorities were replaced by twenty-two Local Health Boards. Planning and preparation for assuming the responsibility of the LSA for Wales took place during 2002/2003.

28 Introducing Health Professions Wales

In May 2002, a profile letter outlining HPW's role and functions was sent to the more than 9,000 on the HPW circulation database. Throughout Summer 2002, a series of roadshow presentations to introduce Health Professions Wales were made to those working within health care throughout Wales. Most of the venues were within hospitals and two events were offered at different times on most sites to allow maximum access for staff covering essential services. More than 800 people were able to attend thirty-nine events. Every profession served by HPW was represented. Presentations by invitation still continue.

29 Liaison

During this, the first year of HPW's existence, it was very important for contact to be made with all the main stakeholders for the Allied Health Professions and Health Care Scientists. As well as the links made by those working within the various project groups, the Joint Acting Chief Executives contacted, met and worked with a huge variety of organisations and individuals to share information and identify issues of mutual interest where joint action could be beneficial. As a body with specialist knowledge of the health professions in Wales, HPW is often a party to formal consultations. There were eighteen major consultations during the year 2002/2003 (see Appendix 13).

30 Setting up Health Professions Wales

Several activities for this year were linked to the setting up of a new organisation. The following outline some of the main projects.

- Liaison with the Health (Wales) Bill team drafting the Bill to establish

HPW. The resulting Act received royal assent on 8 April 2003.

- Changing the organisation's name required a rebranding exercise. The outcomes included: a logo, stationery, the newsletter, exhibition material and a house style.
- The HPW domain name was obtained for use with the website and email.
- The development of a Welsh Language Policy for HPW has been discussed with the Welsh Language Board. It has been agreed that this will be taken forward once the full remit of HPW is known, when there will be consultation. In the meantime the Policy agreed between the Welsh National Board and the Welsh Language Board is being used.
- An asset management plan, including a review of HPW's location has been sent to the Assembly's Finance Division.
- A review of the archiving policy for WNB/HPW records has been completed. The report and recommendations will be made during 2003/2004.
- The WNB website was reviewed and revised to cover the HPW remit in the short term.
- A communication strategy was developed and is being implemented.
- Covering the new remit necessitated the recruitment of additional staff. Job descriptions were prepared and agreed for those requiring health care professional input. Appointments made and one part time and two full time secondees are in post. Vacant posts within business services have been covered by agency staff, where possible.
- Staff, who were originally employed by the WNB, will have to be transferred to the new ASPB once it is established. The Sponsor Division at the Assembly will be advising on the way forward for this second transfer.

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- A risk register, which links to both the Action Plan and the Corporate Plan, has been established.
- The Costing System, which was already in place, has been revised to fit the different remit of HPW. Evaluation continues.
- All procedural documents were amended in light of HPW's remit.
- The first draft of the Management Statement and Financial Memorandum was received from Sponsor Division in February 2003, and was still under consideration at the year end.
- A Corporate Plan for 2003/2006 was agreed.
- Performance indicators, against which performance can be measured by the Sponsor Division, have been agreed (See Appendix 14)
- A procedure for responding to consultation documents was recommended and implemented.
- The Information Technology strategy has been revised. There have been upgrades, which allow faster networking, remote access and easier sharing of information to aid collaborative working.
- A major website design project was launched which continued throughout the year and beyond.
- The telecommunications systems were reviewed. Because the telephone supplier was in the process of upgrading services on the existing system, it was agreed to delay until more information was available. It may be cost effective to upgrade rather than replace.
- The staff development procedure was reviewed and amended.
- The lease, rent and condition of premises were reviewed.
- Recommendations on new software to facilitate computerised personnel attendance records were made to the senior management team.

31 Looking forward

The main issue, which will be taken forward into 2003/2004, will be the secondary legislation needed to put Health Professions Wales on a legal basis. The Acting Chief Executive in partnership with the Assembly sponsor division is taking forward this process of setting up Health Professions Wales as an Assembly Sponsored Public Body (ASPB) including consultation on future Board membership, appointment of Chair and members.

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Report on Health Professions Wales in 2002/2003

Account of Health Professions Wales for the year ended 31 March 2003

Foreword

Account for the year ended 31 March 2003 presented in accordance with Section 97(1) of the Government of Wales Act 1998.

1 Statutory Background

This is the first statement of account of Health Professions Wales (HPW), covering the year ended 31 March 2003. The Account has been prepared in a form directed by the National Assembly for Wales with the approval of Treasury, in accordance with Section 97(1) of the Government of Wales Act 1998. A copy of the Accounts Direction for Health Professions Wales may be obtained from the Finance Manager of Health Professions Wales (Tel. 029 20261400).

Further to the approval of the Nursing and Midwifery Order by both Houses of Parliament on 12 February 2002, the Nursing and Midwifery Council was established on the 1 April 2002 to replace the United Kingdom Central Council for Nursing, Midwifery and Health Visiting, and the four National Boards including the Welsh National Board for Nursing, Midwifery and Health Visiting (WNB).

Health Professions Wales was established on 1 April 2002 to continue some of the work of the Welsh National Board for Nursing, Midwifery and Health Visiting and additional activities in support of Allied Health Professions, Health Care Scientists and Health Care Support Workers. It is a unit within the Welsh Assembly Government functioning as a "shadow" Assembly Sponsored Public Body (ASPB) under the aegis of its Assembly appointed Management Group.

The expressed intention is for the National Assembly for Wales to set up Health Professions Wales as an ASPB as at the 1 April 2004. The legislative route to this outcome is via the Health (Wales) Act 2003, which received Royal Assent on 8 April 2003. Secondary legislation will be required to establish Health Professions Wales as an independent ASPB.

2 The Functions and Activities of Health Professions Wales

Health Professions Wales was set up on 1 April 2002 by the National Assembly for Wales to

serve people in Wales by enhancing the quality of care offered by health care professionals. Health Professions Wales supports high quality education and training for the NHS workforce and works with employers, higher education institutions and professional regulators. Health Professions Wales values lifelong learning, development of skills in practice and collaborative working across boundaries, and is a driving force to support and further develop the modernisation and reform of NHS Wales.

The current range of health care staff supported by Health Professions Wales includes Allied Health Professions, Health Care Scientists, Health Care Support Workers, Nurses, Midwives and Health Visitors.

The full review of the objectives and activities is contained in the Annual Report.

3 Results

Health Professions Wales was funded mainly by grant in aid from the Welsh Assembly Government.

Health Professions Wales produced a surplus on its ordinary activities for the year of **£44,000**; this was after the inclusion of a Notional Cost of Capital Charge of **£6,000** and a Notional Cost of Audit Fee of **£9,000**. Taking into account the surplus transferred from the WNB the surplus carried forward was **£71,000**. The total of Government funds in use by Health Professions Wales at 31 March 2003 was **£69,000**. The assets, liabilities and reserves of the WNB were transferred to Health Professions Wales, following the abolition of the WNB on 31 March 2002.

4 Management Group Members

The Management Group of Health Professions Wales was established by the Assembly to oversee the strategic direction of Health Professions Wales. The Management Group will

Report on Health Professions Wales in 2002/2003

act as a "holding arrangement" until Health Professions Wales is created as an Assembly Sponsored Public Body.

The Management Group will comprise a maximum of 12 members, including the Chair.

It is not intended that the Management Group be representative of all the professions that fall within the remit of Health Professions Wales.

The list of members is set out under note 19 of this account.

5 Health Professions Wales Employees

Details on the number and category of employee are set out under note 5 of this Account. Health Professions Wales complied with the Disability Discrimination Act 1995.

6 Employee Involvement

Health Professions Wales recognises the importance of staff communication and employee involvement especially during the period of change to ASPB status. Regular communication with staff is maintained through staff memorandums and notices. Staff receive information as soon as it comes to hand. Health Professions Wales operates an open door policy for any queries and concerns and staff meetings are also held to discuss matters relating to the change in the role and status of Health Professions Wales. Management continues to work closely and collaboratively with the recognised trade unions via the Joint Negotiating and Consultative Committee where all matters relating to terms and conditions of service are discussed.

Dr Barbara Bale
Acting Chief Executive
Sub Accounting Officer
Health Professions Wales

7 Audit

The Accounts have been audited by the Auditor General for Wales in accordance with Section 97(1) of the Government of Wales Act 1998. The audit report and certificate are shown on page 18 and 19 of this Account. Messrs Grant Thornton of Cardiff were the internal auditors of Health Professions Wales for the year ended 31 March 2003.

8 Payment of Creditors

It is the policy of Health Professions Wales to observe the principles of Better Payment practice, namely to pay all undisputed creditors within 30 days of receipt of a valid invoice.

An analysis of Health Professions Wales payment performance indicated that 98% of undisputed invoices were paid within the target date.

9 Future Developments

The main issue, which will be taken forward into 2003/2004, will be the secondary legislation needed to put Health Professions Wales on a legal basis. The Acting Chief Executive in partnership with the Assembly Sponsor Division is taking forward this process of setting up Health Professions Wales as an Assembly Sponsored Public Body (ASPB) including consultation on future Board membership, appointment of Chair and members.

Further information is provided in the Annual Report.

Date

30 July 2003

Report on Health Professions Wales in 2002/2003

Statement of Health Professions Wales and the Acting Chief Executive's responsibilities in relation to the production of the Account of Health Professions Wales

Under section 97(1) of the Government of Wales Act 1998, Health Professions Wales is required to prepare a statement of account in such form as the National Assembly for Wales, with the approval of the Treasury, directs.

This Account has been prepared on an accruals basis and is required to give a true and fair view of the state of affairs of Health Professions Wales at the 31 March 2003 and of its income and expenditure and cash flows for the financial year.

In preparing the account, Health Professions Wales, is required to:

- 1 Observe the Accounts Direction issued by the National Assembly for Wales, including the relevant disclosure requirements.
- 2 Prepare the financial statements, applying suitable accounting policies, including the going concern basis, in a consistent manner, and make judgements and estimates on a reasonable basis.

- 3 Ensure the Account meets the accounting and disclosure requirements of the Companies Acts, and adopt the relevant standards issued by the Accounting Standards Board. It is believed that there are no material departures from the standards in these financial statements.

The Principal Accounting Officer of the National Assembly for Wales has designated the Acting Chief Executive of Health Professions Wales as Sub Accounting Officer.

The Acting Chief Executive's responsibilities include the propriety and regularity of the finances of Health Professions Wales, for which she is also answerable to the Assembly for, and the keeping of proper records, as set out in the National Assembly for Wales Accounting Officers' Memorandum issued by the Treasury.

Report on Health Professions Wales in 2002/2003

Health Professions Wales Acting Chief Executive Statement on the Organisation's Internal Control

As Acting Chief Executive and the Sub Accounting Officer of Health Professions Wales (HPW), I have responsibility for maintaining a sound system of internal control that supports the achievement of HPW's policies, aims and objectives while safeguarding the public funds and organisational assets for which I am personally responsible, in accordance with the responsibilities assigned to me in Government Accounting and HPW's Management Statement.

The system of internal control is designed to manage rather than eliminate the risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness.

The system of internal control is based on an on-going process designed to identify the principal risks to the achievement of organisational policies, aims and objectives, to evaluate the nature and extent of these risks and to manage them efficiently, effectively and economically. This process had not been fully in place for the year ended 31 March 2003. I expect Health Professions Wales, to have such procedures fully in place for the complete financial year 2003-04 in accordance with Treasury Guidelines. This takes account of the time needed to fully embed the procedures that have been established and improve their robustness.

The new remit of Health Professions Wales was agreed by the Health and Social Services Committee of the Assembly on the 13 March 2002. It was not possible to implement and manage a Risk Register from the 1 April 2002 as an Action plan for 2002/2003 had to be developed and agreed, to establish the strategic environment of HPW.

After an internal HPW Management Team Meeting in September 2002, all members of the team were requested to identify risks through the use of a risk identification form. In addition a Risk Register Management Group was established to overview the process and to consider the risks submitted by the Management Team alongside a review of HPW's strategic position, to ensure that the whole of HPW's risk environment was considered and reflected. The group first met in November 2002.

Following agreement of the final Risk Register in February 2003 (which was approved by the Audit

Committee in March 2003), a series of meetings was agreed to review each risk. Officers prepared an update report on each risk for which they were responsible and presented their report at these meetings. These meetings took place between March and May 2003. This method ensures that the management of the Risk Register is an inclusive process supported by HPW staff.

Further meetings are planned on a regular basis to update the Risk Register. The Risk Register will then reflect the new Corporate Plan 2003-06 and the Business Plan for 2003-04.

As Sub Accounting Officer, I also have responsibility for reviewing the effectiveness of the system of internal control. HPW has in addition to the above also established the following processes:

- A Management Group (membership set by the Assembly) which oversees the strategic direction of HPW;
- an Audit Committee which receives and considers internal audit reports regarding the effectiveness of HPW's internal control and risk management;
- Financial Instructions which set out the responsibilities of HPW members and officers for financial matters;
- regular meetings with the Sponsor Division of the Assembly;
- internal practices for dealing with advice from HM Treasury and the Assembly, including that contained in CEO and DAO letters;
- HPW continues to contract out its internal audit function to Grant Thornton. They produce regular internal audit reports, to standards defined in the Government Internal Audit Manual, including an independent opinion on the adequacy and effectiveness of the HPW's system of internal control together with recommendations for improvement;
- comprehensive budgeting systems;

Report on Health Professions Wales in 2002/2003

- financial reports issued to senior management and budget holders monthly, which set out income and expenditure against budget;
- reviews by the Management Group and Audit Committee of financial reports which indicates financial performance against budget in order to identify risks;

- maintenance of an organisation-wide risk awareness culture.

My review of the effectiveness of the system of internal control was informed by the work of the internal auditors, the senior managers within HPW who have responsibility for the development and maintenance of the internal control framework, and comments made by the external auditors in their management letter and other reports.

Dr Barbara Bale
Acting Chief Executive
Sub Accounting Officer
Health Professions Wales

30 July 2003

Report on Health Professions Wales in 2002/2003

Health Professions Wales

Certificate and Report of the Auditor General for Wales

The Certificate of the Auditor General for Wales to the Members of the National Assembly for Wales

I have audited the financial statements on pages 20 to 35 under Section 97(5) of the Government of Wales Act 1998. These financial statements have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets, and the accounting policies set out on page 24.

Respective responsibilities of Health Professions Wales, the Acting Chief Executive and Auditor

As described on page 15, Health Professions Wales and the Acting Chief Executive are responsible for the preparation of the financial statements in accordance with the Government of Wales Act 1998 and Treasury directions made thereafter, and for ensuring the regularity of financial transactions. Health Professions Wales and the Acting Chief Executive are also responsible for the preparation of the Foreword. My responsibilities, as independent auditor, are guided by the Auditing Practices Board and the auditing profession's ethical guidance.

I report my opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Government of Wales Act 1998 and Treasury directions made thereunder, and whether in all material respects the expenditure and income have been applied to the purposes intended by the National Assembly for Wales and the financial transactions conform to the authorities which govern them. I also report if, in my opinion, the Foreword is not consistent with the financial statements, if Health Professions Wales has not kept proper accounting records, or if I have not received all the information and explanations I require for my audit.

I review whether the statement on pages 16 and 17 reflects the Health Professions Wales' compliance with Treasury's guidance 'Corporate Governance: Statement on Internal Control'. I report if it does not meet the requirements specified by the Treasury, or if the statement is misleading or inconsistent with other information I am aware of from my audit of the financial statements.

Basis of audit opinion

I conducted my audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts, disclosures and regularity of financial transactions included in the financial statements. It also includes an assessment of the significant estimates and judgements made by Health Professions Wales and the Acting Chief Executive in the preparation of the financial statements, and of whether the accounting policies are appropriate to Health Professions Wales' circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by error, or by fraud or other irregularity and that, in all material respects, the expenditure and income have been applied to the purposes intended by the National Assembly for Wales and the financial transactions conform to the authorities which govern them. In forming my opinion I also evaluated the overall adequacy of the presentation of the information in the financial statements.

Report on Health Professions Wales in 2002/2003

Opinion

In my opinion:

- * the financial statements give a true and fair view of the state of affairs of Health Professions Wales at 31 March 2003 and of the surplus, total recognised gains and losses and cashflows for the year then ended and have been properly prepared in accordance with the Government of Wales Act 1998 and directions made thereunder by the Treasury;
- * in all material respects the expenditure and income have been applied to the purposes intended by the National Assembly for Wales and the financial transactions conform to the authorities which govern them.

I have no observations to make on these financial statements.

John Bourn
Auditor General for Wales
31 July 2003

National Audit Office
3 – 4 Park Place
Cardiff
CF10 3DP

Report on Health Professions Wales in 2002/2003

Income and Expenditure Account for the year ended 31 March 2003

	Note	£000
Income – continuing operations		
Grant from the National Assembly for Wales	3(i)	1,176
Release from Government Grant Reserve	2	21
Other Income	3(ii)	160
		<hr/> <hr/> 1,357
Expenditure – continuing operations		
Headquarters costs	4	1,277
Depreciation	6	21
Notional Cost of Capital Charge	10	6
Notional Cost of Audit Fee	11	9
		<hr/> <hr/> 1,313
Surplus on ordinary activities		44
Adjustment for Notional Cost of Capital Charge	10	6
Adjustment for Notional Cost of Audit Fee	11	9
		<hr/>
Retained Surplus for the year		59
		<hr/>

All activities are classified as continuing.
There are no other gains or losses.

The notes on pages 24 to 35 form part of this account.

Report on Health Professions Wales in 2002/2003

Statement of Total Recognised Gains and Losses for the year ended 31 March 2003

	Note	£000
Retained Surplus for the year		59
Other recognised gains and losses for the year:		
Movement on Government Grant Reserve including balance transferred from Welsh National Board	2	69
Income and Expenditure balance transferred from Welsh National Board	2	12
		<hr/>
Total recognised gains and losses for the year		140 <hr/> <hr/>

The notes on pages 24 to 35 form part of this account.

Report on Health Professions Wales in 2002/2003

Balance Sheet As at 31 March 2003

	Note	£000	£000
Fixed Assets			
Tangible Fixed Assets	6		69
Current Assets			
Debtors	7	73	
Cash at bank and in hand	9	29	
		<u>102</u>	
Creditors			
Amounts falling due within one year	8	(31)	
Net Current Assets			<u>71</u>
Total Assets less Current Liabilities			<u>140</u>
Financed by:			
Government Funds			
Capital and Reserves			
Government Grant Reserve	2	69	
Income and Expenditure Account	2	71	140
			<u>140</u>

The notes on pages 24 to 35 form part of this account.

Dr Barbara Bale
Acting Chief Executive
Sub Accounting Officer
Health Professions Wales

Dated 30 July 2003

Report on Health Professions Wales in 2002/2003

Cash Flow Statement for the year ended 31 March 2003

	Note	£000	£000
Net cash inflow from operating activities			11
Capital expenditure and financial investment			
Tangible Fixed Assets: payments to acquire	6	(44)	
receipts from sale of		-	(44)
Net cash outflow before financing			<u>(33)</u>
Financing			
Government Grant for Capital Expenditure	3(i)		44
Cash balance transferred from Welsh National Board			18
Increase in cash balance	9		<u><u>29</u></u>

Notes to the Cash Flow Statement

Reconciliation of surplus on ordinary activities with net cash inflow from operating activities

Surplus on ordinary activities for the year			44
Adjustment for items not involving movement of funds:			
Notional Cost of Capital Charge	10		6
Notional Cost of Audit Fee	11		9
Depreciation	6		21
			<u>80</u>
Release of Deferred Government Grant	2		(21)
Increase in Debtors	7		(73)
Debtors transferred from Welsh National Board			32
Increase in Creditors	8		31
Creditors transferred from Welsh National Board			(38)
			<u>11</u>
Net cash inflow from operating activities			<u><u>11</u></u>

Report on Health Professions Wales in 2002/2003

Notes to the Account for the year ended 31 March 2003

1 Accounting Policies

1(i) Accounting Convention

The account has been prepared under the historical cost convention. Without limiting the information given, the account meets the accounting and disclosure requirements of the Companies Act 1985 and the Financial Reporting Standards issued or adopted by the Accounting Standards Board, so far as those requirements are appropriate.

The abolition of the Welsh National Board as at the 31 March 2002 resulted in all its assets, liabilities and reserves being transferred to Health Professions Wales. Health Professions Wales is presently a unit within the Welsh Assembly Government.

The expressed intention is for the National Assembly for Wales to set up Health Professions Wales as an Assembly Sponsored Public Body by the 1 April 2004.

Therefore the accounts have been prepared on the going concern basis.

As the year ending 31 March 2003 is the first year of operation there are no comparative figures.

1(ii) Government Grant

Grant from the Welsh Assembly Government is credited to the Income and Expenditure Account except for that which is allocated to capital expenditure, which is credited to a Government Grant Reserve; a proportion of the balance on this reserve is released annually to the Income and Expenditure account based on the expected useful life of relevant assets.

1(iii) Fee and other Income

The Board's fee and other income is not remitted to the Welsh Assembly Government but treated as other income.

1(iv) Notional Costs

A notional capital charge, reflecting the cost of capital employed, is included in the Income and

Expenditure Account, at the rate of six per cent of the average capital employed over the year.

As Health Professions Wales is now a unit within the Welsh Assembly Government a notional fee has been included to cover the audit fee under provision 93 of the Government of Wales Act.

1(v) Tangible Fixed Assets

Capital items of an individual or group value of £500 or more are capitalised. Assets are revalued annually applying appropriate indices using the depreciated replacement cost method.

1(vi) Depreciation

Depreciation is provided at rates calculated to write off the valuation of each asset on a straight line basis over the asset's remaining useful economic life as set out below.

Building Adaptations – These encompass the capitalisation of enhancements to the Board's premises and are written off over the remaining period of the Board's ten-year lease.

Computer Equipment – anticipated useful economic life of four years;

Office Equipment – anticipated useful economic life of five years;

Furniture and Fittings – anticipated useful economic life of ten years

1(vii) Taxation

Health Professions Wales is not registered for VAT and all expenditure, inclusive of additions to fixed assets, contains irrecoverable VAT.

1(viii) Operating Leases

Rentals payable under operating lease rentals are charged to the Income and Expenditure Account in the year to which they relate.

Report on Health Professions Wales in 2002/2003

Notes to the Account for the year ended 31 March 2003 (continued)

2 Reconciliation of the movement in Government Funds

	Income and Expenditure Account £000	Government Grant Reserve £000	2002/03 Total £000
Government Funds at 1 April	-	-	-
Balances transferred from the Welsh National Board	12	46	58
Retained Surplus for the year	59	-	59
Grant applied to capital expenditure additions	-	44	44
Release to Income and Expenditure Account		(21)	(21)
Net movement in Funds	71	69	140
Government Funds at 31 March	71	69	140

“Government Grant Reserve” column represents the movement in Tangible Fixed Assets at historical values.

Analysis of “Release to Income and Expenditure Account”:

	2002/03 £000
Historically calculated depreciation on tangible fixed assets for the year	21
Historical net book value of tangible fixed assets disposed of in the year	-
	21

Report on Health Professions Wales in 2002/2003

Notes to the Account for the year ended 31 March 2003 (continued)

3 Income

	£000
3(i) Grant from Welsh Assembly Government	
Headquarters operations	1,220
	<hr/> 1,220
Amount applied to Capital Expenditure	(44)
Amount credited to Income and Expenditure Account	<hr/> 1,176
	<hr/>

3(ii) Other Income

	£000
Fees	
Project 2000 Courses	14
Composite Fee	4
Other Index Fees:	
Nurse conversion to level 1	1
Welsh National Board Framework Courses	<hr/> 19
Other Income	
Service Level Agreement	140
Sundries	<hr/> 1
Total fee and other income	<hr/> 160
	<hr/>

Service Level Agreement Income represents income receivable from the Nursing and Midwifery Council for Quality Assurance work provided.

Report on Health Professions Wales in 2002/2003

Notes to the Account for the year ended 31 March 2003 (continued)

4 Expenditure

	£000	£000
Headquarters Costs		
Management Group members		
Travel and Subsistence Expenses	<u>2</u>	2
Staff costs:		
Cost of Employment	708	
Travel and Subsistence Expenses	25	
Other Expenses	<u>12</u>	745
Premises:		
Lease Costs	70	
Other Premises Costs	<u>57</u>	127
Costs relating to HPW new functions and not included above:		
Roadshows	12	
Health Care Support Workers	64	
Consultant Posts	10	
Clinical Leadership	<u>5</u>	91
Teacher Training Costs (including new professions)	162	
Salaries, Fees and Expenses, Workshops and Refresher Courses for existing staff		
Administration	81	
Careers Information Service	12	
Consultancy Costs	36	
Pensions increases for the Board pensioners	5	
Contribution to pension costs of nursing and midwifery bodies abolished by the 1979 Act	7	
Miscellaneous costs	<u>9</u>	312
		<u>1,277</u>

Report on Health Professions Wales in 2002/2003

Notes to the Account for the year ended 31 March 2003 (continued)

5(i) Employee Costs

Executive Members and Staff Salary Analysis

	£000
Salaries and Wages	
Employer National Insurance	458
Employer Pension Costs	37
	79
	574
Seconded/Agency Staff	134
	708

Management Group members received no remuneration from Health Professions Wales during the year.

The Student Awards Unit Function was incorporated into Health Professions Wales as from 1 April 2002. However, the salary costs are not included, as the costs are part of the Welsh Assembly Government budget. From 1 April 2003 the salary costs will be reflected in the accounts of Health Professions Wales.

Health Professions Wales main pension scheme is FPS 1655 (see Note 13) and during the year members paid contributions of 6% and employers 20.6%. One member of staff is in the NHS scheme where employee and employer contributions are 6% and 7% respectively.

5(ii) Remuneration details of Senior Staff responsible for policy making:

	Age	2002-03		
		Remuneration banding	Real increase in Pension at 60	Accrued Pension at 60 at 31/03/2003
		£000	£000	£000
David A Ravey	60 on retirement	20-25	-	-
Thomas J Moore	49	50-55	0-2.5	0-5
Wendy Fawcus	45	50-55	0-2.5	10-15

The remuneration covers salary only.

The Acting Chief Executive from 1 April 2002 was David A Ravey until his retirement on the 30 July 2002. From the 1 August 2002 to the 2 March 2003 the Joint Acting Chief Executives were Thomas J Moore (Director – Quality and Standards) and Wendy Fawcus (Director of Business Services). Dr Barbara Bale was appointed Acting Chief Executive on the 3 March 2003 and was in post on the 31 March 2003.

The contracts of David Ravey, Thomas J Moore and Wendy Fawcus were the same as an ordinary member of staff. Dr Barbara Bale is seconded from the University of Glamorgan to the Welsh Assembly Government.

The amount payable to the University of Glamorgan for the period that Dr Barbara Bale was in post was Gross pay £4677, Employers NI £435 and Employers Pension £391.

David Ravey, Thomas J Moore and Wendy Fawcus are ordinary members of Health Professions Wales main staff pension scheme FPS 1655. Dr Barbara Bale is a member of the University of Glamorgan pension scheme.

Report on Health Professions Wales in 2002/2003

Notes to the Account for the year ended 31 March 2003 (continued)

Pension values set out in the table includes benefits secured in this employment only. The benefits of David A Ravey are not included as he became a retiree on the 30 July 2002. As Dr Barbara Bale is a secondee her pension benefits are not disclosed.

None of the senior staff received any benefits in kind from Health Professions Wales. Health Professions Wales does not operate any scheme for the provision of motor vehicles, or other employee benefits.

5(iii) Employees

The monthly average for staff in post:

Chief Executive	1.59
Other Chief Officers	0.82
Nursing, Midwifery and Allied Health Professions professionals	4.86
Careers Information	1.00
Examinations and Indexing	1.00
Finance	1.36
Administration and Personnel	8.94
Student Awards Unit	3.17
	<hr/>
	22.74
	<hr/>

Report on Health Professions Wales in 2002/2003

Notes to the Account for the year ended 31 March 2003 (continued)

6 Tangible Fixed Assets

	Building Adaptations	Computers	Office, Furniture and Equipment	Total
Cost or Valuation	£000	£000	£000	£000
At 1 April 2002	-	-	-	-
Balance transferred from the Welsh National Board	5	124	89	218
Additions	-	25	19	44
Disposals	-	(22)	(7)	(29)
At 31 March 2003	5	127	101	233
Depreciation				
At 1 April 2002	-	-	-	-
Balance transferred from the Welsh National Board	3	85	84	172
Charge for the year	1	16	4	21
Disposals	-	(22)	(7)	(29)
At 31 March 2003	4	79	81	164
Net Valuation				
At 31 March 2003	1	48	20	69

The abolition of the Welsh National Board as at the 31 March 2002 resulted in all assets being transferred to Health Professions Wales at Cost less Accumulated Depreciation. In the opinion of the Health Professions Wales there was no material difference between the fixed asset value at net replacement cost and at historical cost.

Report on Health Professions Wales in 2002/2003

Notes to the Account for the year ended 31 March 2003 (continued)

	£000
7 Debtors	
Trade Debtors	35
Prepayments and Accrued Income	35
Other Debtors	3
	<hr/>
	73
	<hr/>
8 Creditors – Amounts falling due within one year	
Taxation and National Insurance	12
Other creditors and accruals	19
	<hr/>
	31
	<hr/>
9 Analysis of changes in Cash and Cash Equivalents	
Net Funds at 1 April	-
Increase in cash balances over the year	29
Net Funds at 31 March	29
	<hr/>
	<hr/>
10 Cost of Capital	
The notional cost of capital employed has been calculated using an interest rate of 6% of the average of Capital employed over the year.	
11 Audit Fee	
The charge can be split as follows:-	
External Audit Fee	8
External Auditor's remuneration for other audit work	1
	<hr/>
	9
	<hr/>
	<hr/>
12 Operating lease commitments	
At the financial year end HPW was committed to making annual payments in the next year in respect of operating leases as follows:	
Land and Buildings	
Leases which expire:	
Between 1 and 5 years	76
	<hr/>
	<hr/>

Report on Health Professions Wales in 2002/2003

Notes to the Account for the year ended 31 March 2003 (continued)

13 Pension Commitments

13(i) Present Staff and Pensioners

Health Professions Wales participates in a joint superannuation scheme (FPS 1655), together with the Nursing and Midwifery Council and NHS Education for Scotland. Prior to the 1 April 2002 the employers participating in the schemes were the National Boards for England, Scotland and Wales and the United Kingdom Central Council for Nursing, Midwifery and Health Visiting (UKCC). Due to reorganisation resulting from the Nursing Midwifery Order of February 2002 the Scottish National Board was succeeded by NHS Education for Scotland, the Welsh National Board by Health Professions Wales and the UKCC by the Nursing and Midwifery Council. The English National Board was wound up and the Department of Health is now responsible for dealing with its liabilities.

In addition contributing members to the Scheme at National Health Service Education for Scotland had been withdrawn from the Scheme from 1 April 2003.

The scheme is administered by FPS Group Ltd., a company limited by guarantee.

Health Professions Wales employees can join the scheme subject to certain conditions on health being satisfied. The normal retirement age is 60, although, certain members may retire earlier on reduced benefits.

One other Health Professions Wales employee, with protected terms of employment and who was in post prior to FPS (1655) being set up, remains in the National Health Service Pension Scheme.

The employers pension cost for current Health Professions Wales employees £79,000 is shown at note 5(i) to this Account.

13(ii) Pension Increases

A commitment to increase pensions in payment applies to all pensioners of Health Professions Wales. In conjunction with the other participating employers, increases for FPS pensioners will be made in accordance with the annual Pension Increase Review (Orders), issued under the

Pension Increases Acts. The minimum annual increases are in accordance with the Government's Index of Retail Prices, subject to a maximum of 5%. The commitment to increase pensions applies not only to the pensioners of the present organisation but to pensioners of those organisations dissolved by the Nurses, Midwives and Health Visitors Act 1979 which also followed the practice of granting such pension increases.

The charge for the year regarding pension payments, including inflation uplift, to pensioners of predecessor organisations was

	£000
Welsh National Board pensioners	5
Pensioners of Nursing and Midwifery Bodies abolished by the 1979 Act	<u>7</u>
	<u>12</u>

13(iii) FPS (1655) A Defined Benefit Scheme

FPS 1655 provides retirement benefits based on final salaries. It is financed by contributions from employees and Health Professions Wales at 6% and 20.6% of salaries respectively.

Report on Health Professions Wales in 2002/2003

Notes to the Account for the year ended 31 March 2003 (continued)

14 Capital Commitments

There were no capital commitments at the end of the year.

15 Losses

Health Professions Wales maintained registers for losses and gifts. No items recorded during the year are considered material for the purposes of disclosure in this Account.

16 Contingent Liabilities

Health Professions Wales has no contingent liabilities.

17 Derivatives

Health Professions Wales has no borrowings and relies primarily on departmental grants for its cash requirements and is therefore not exposed to liquidity risks. It has no material deposits, and all material assets and liabilities are in denominated sterling, so it is not exposed to interest risk or currency risk.

18 Related Party Transactions

Health Professions Wales is an unit within the Welsh Assembly Government. During the year Health Professions has had a number of material transactions with the Assembly in the normal course of its business. In addition, Health Professions Wales had a number of various material transactions with other bodies either wholly or partly funded by Central Government.

During the year none of the senior personnel of Health Professions Wales or other related parties had undertaken any material transactions with Health Professions Wales.

Report on Health Professions Wales in 2002/2003

Notes to the Account for the year ended 31 March 2003 (continued)

19 Membership of the Management Group of Health Professions Wales – for the year ended 31 March 2003

The Management Group was established by the Assembly to oversee the strategic direction of Health Professions Wales (HPW). The Management Group will act as a “holding arrangement” until Health Professions Wales is created as an Assembly Sponsored Public Body.

The Management Group first met on the 29 October 2002.

The Management Group will comprise a maximum of 12 members, including the Chair.

It is not intended that the Management Group be representative of all the professions that fall within Health Professions Wales remit.

Non Executive Members

Mrs Hilary Neagle (Chair) (appointed October 2002)
Head of Human Resources NHS Wales,
Welsh Assembly Government

Mrs Rosemary Kennedy (Deputy Chair) (appointed October 2002)
Chief Nursing Officer, Welsh Assembly Government

Mrs Mary Cooksley (appointed March 2003)
Chair of the Welsh Nursing and Midwifery Committee

Dr Owen Crawley (appointed October 2002)
Chief Scientific Adviser, Welsh Assembly Government

Mr Alun Morgan (appointed October 2002)
Chair of the Welsh Therapies Advisory Committee

Mr Mike Poole (appointed October 2002)
Representative of the Welsh Scientific Advisory Committee

Ms Bernadine Rees (appointed October 2002)
Chair of the Welsh Nursing and Midwifery Committee
(resigned March 2003)

Mr John V Williams (appointed October 2002)
Chief Executive Officer, ACCAC/Chair Of FPS Trustees

Executive Members

Dr Barbara Bale (appointed March 2003)
Acting Chief Executive

Miss Wendy Fawcus (appointed October 2002)
Director of Business Services

Mr Thomas J Moore (appointed October 2002)
Director – Quality and Standards

Report on Health Professions Wales in 2002/2003

Appendix 1

HPW Management Group membership

Name	Designation	Organisation
Mrs Hilary Neagle (Chair)	Head of Human Resources NHS Wales	Welsh Assembly Government
Dr Barbara Bale	Acting Chief Executive	Health Professions Wales
Mrs Mary Cooksley (from March 2003)	Chair of the Welsh Nursing and Midwifery Committee	
	Senior Nurse	Cardiff Local Health Board
Dr Owen Crawley	Chief Scientific Adviser	Welsh Assembly Government
Miss Wendy Fawcus	Director of Business Services	Health Professions Wales
Mrs Rosemary Kennedy	Chief Nursing Officer	Welsh Assembly Government
Mr Thomas J Moore	Director – Quality and Standards	Health Professions Wales
Mr Alun Morgan	Chair of the Welsh Therapies Advisory Committee	
	Head of Physiotherapy	Cardiff and the Vale NHS Trust
Mr Mike Poole	Representative of the Welsh Scientific Advisory Committee	
	Head Scientist	North West Wales NHS Trust
Mrs Bernadine Rees (resigned March 2003)	Chair of the Welsh Nursing and Midwifery Committee	
	Executive Director of Nursing	Conwy and Denbighshire NHS Trust
Mr J V Williams	Chair of the FPS Trustees	
	Chief Executive	Qualifications, Curriculum and Assessment Authority for Wales (ACCAC)

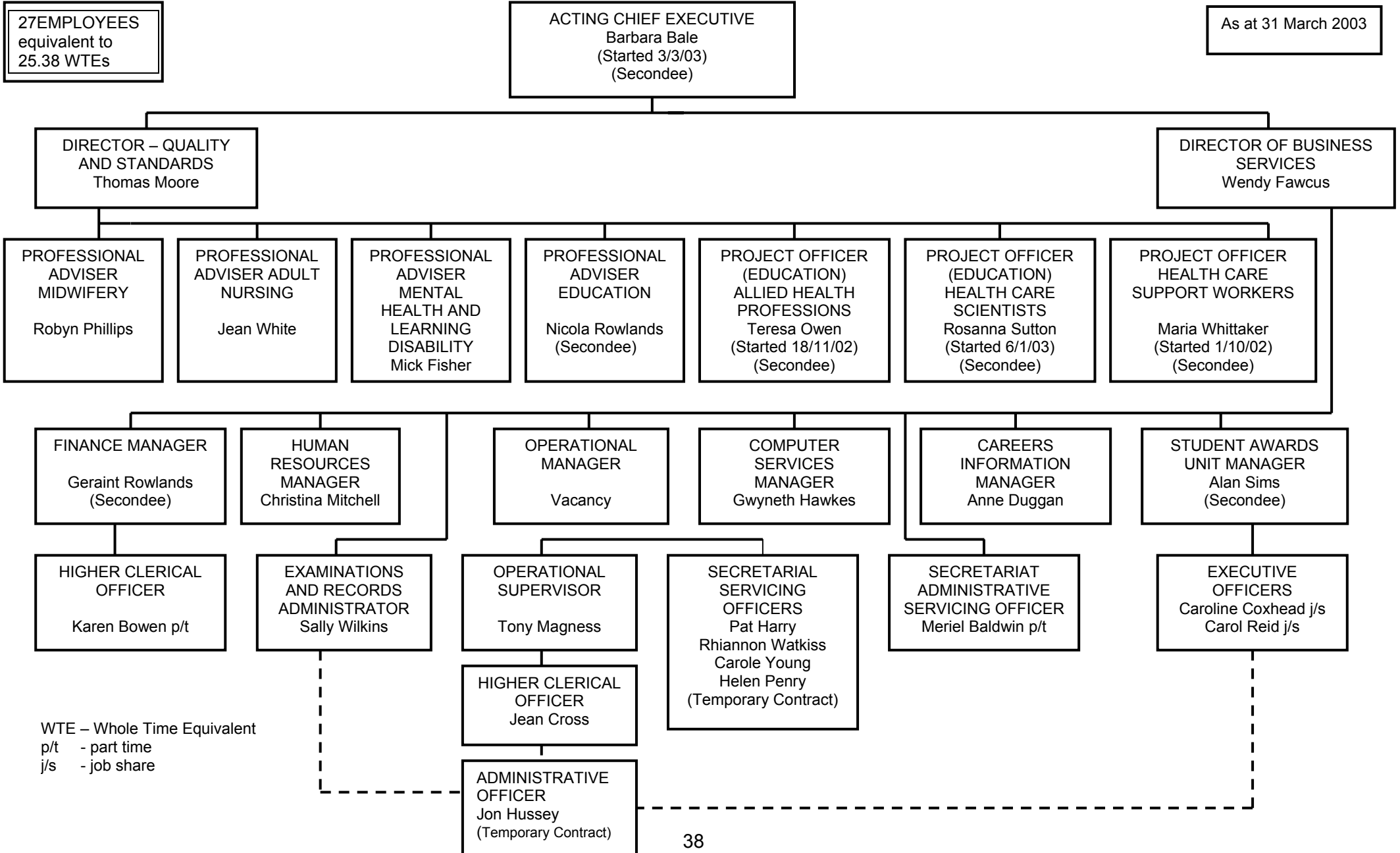
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Appendix 2

Health Professions Wales Senior Staff from April 2002

Dr B Bale PhD, MSc, PGCEA, ADM, RM, RN (seconded from 3 March 2003)	Acting Chief Executive
Miss A M Duggan CertEd, CAMDip (PR)	Careers Information Manager
Miss W Fawcus MBA, FCIPD, MInstD (Joint Acting Chief Executive from 1 August 2002 to 2 March 2003)	Director of Business Services
Mr M J Fisher MA, BA, RMN, RNMH, RCNT, RNT	Professional Adviser
Mrs G Hawkes DMS	Computer Services Manager
Ms C A Mitchell DMS, MCIPD, MCIM	Human Resources Manager
Mr T J Moore MBA, MSc, RGN, RMN, RCNT, RNT, DipN (Lond) CertEd (Joint Acting Chief Executive from 1 August 2002 to 2 March 2003)	Director – Quality and Standards
Miss T A Owen BSc (Hons), SRD, PGCE, Cert MHS, RPHNutr (seconded from 18 November 2002)	Project Officer (Education) Allied Health Professions
Dr R Phillips PhD, MEd, RGN, RM, ADM, PGCEA	Professional Adviser
Mr D A Ravey OBE, RGN, RMN, RNT (retired 30 July 2002)	Chief Executive
Mr G I Rowlands BA (Hons), FCCA (seconded from 1 July 2002)	Finance Manager
Mrs N Rowlands MSc, BA (Hons), RMN, RGN, RNT, CertEd (FE) (seconded as Education Project Officer until 4 August 2002 then Professional Adviser from 5 August 2002)	Professional Adviser
Mr A Sims (seconded from 1 April 2002)	Student Awards Unit Manager
Mrs J C White MSc, BN, RGN, CertEd (FE)	Professional Adviser
Mrs M Whittaker Grad Dip Phys, MCSP, SRP (part time seconded from 1 October 2002)	Project Officer Health Care Support Workers
Mrs R Sutton DCR(T), FETC, CERT ISM, MSc, SRR (seconded from 6 January 2003)	Project Officer (Education) Health Care Scientists

Report on Health Professions Wales in 2002/2003



Report on Health Professions Wales in 2002/2003

Appendix 3

Range of health care staff supported by Health Professions Wales

Registered by the Health Professions Council

Arts Therapists (Art, Drama and Music)
Biomedical Science
Chiropodists/Podiatrists
Clinical Scientists
Dietitians
Occupational Therapists
Orthoptists
Paramedics
Physiotherapists
Prosthetists and Orthotists
Radiographers
Speech and Language Therapists

Registered by the Nursing and Midwifery Council

Health Visitors
Midwives
Nurses

Other Groups

Medical Technical Officers
Physiological Measurement Technicians

Health Care Support Workers

Report on Health Professions Wales in 2002/2003

Appendix 4

Audit Committee

Name	Designation	Organisation
Dr Barbara Bale	Management Group Member	Health Professions Wales
Miss Wendy Fawcus	Management Group Member	Health Professions Wales
Mr Paul Marsh	Internal Audit Manager	Grant Thornton
Mr David McNeill	Head of Internal Audit	Welsh Assembly Government
Mr Laurie Pavelin	Head of Financial Accountability Unit	Welsh Assembly Government
Mrs Bernadine Rees	Management Group Member	Welsh Nursing and Midwifery Committee
Mr Geraint Rowlands	Finance Manager	Health Professions Wales
Mr Ian Summers	Director of Financial Audit and Administration	National Audit Office Wales
Mr John V Williams (Chair)	Management Group Member	Qualifications, Curriculum and Assessment Authority for Wales (ACCAC),

Report on Health Professions Wales in 2002/2003

Membership of Accreditation Service Steering Group

Andrew Price	Acting Chief Executive, Centre for Health Leadership Wales
Brenda Houston	Centre for Health Leadership Wales
Professor Joyce Kenkre	Cyngor Representative, School of Care Sciences, University of Glamorgan
Michael Poole	Head Scientific Officer, representing Welsh Scientific Advisory Committee
Judith Allen	RCN Institute Wales
Jane Jeffs	Association of Welsh Community Health Councils
Stephen Griffiths	Nurse Executives Wales Representative, Executive Director of Nursing, Bronglais Hospital
Mark Elwell	BUPA Cardiff
Malcolm Thomas	Care Council for Wales
Sue King	Allied Health Professions Committee Representative, Senior Physiotherapist Swansea NHS Trust & Centre for Health Leadership Wales
Judyth Jenkins	Allied Health Professions Committee Representative, Chief Dietitian, Cardiff & Vale NHS Trust
Paul Frowen	Allied Health Professions Committee Representative, Head of Podiatry, University of Wales Institute Cardiff
Jane Martin	Allied Health Professions Committee Representative, Head of Occupational Therapy, Princess of Wales, Bro Morgannwg NHS Trust
Mary Gilbert	Welsh Assembly Government
Tina Donnelly	Welsh Assembly Government
Jean White	Project Lead, Professional Adviser HPW – Chair
Dr Barbara Bale	Acting Chief Executive HPW
Thomas Moore	Director – Quality and Standards HPW
Mick Fisher	Professional Adviser HPW
Robyn Phillips	Professional Adviser HPW
Nicola Rowlands	Professional Adviser HPW
Rosanna Sutton	Project Officer (secondment) HPW
Teresa Owen	Project Officer (secondment) HPW
Sally Wilkins	Examinations and Records Administrator, HPW

Report on Health Professions Wales in 2002/2003

Appendix 5

Student training index statistics

Number starting courses

Year	2002/03
Part 8	3
Part 10	96
Part 11	56
Part 12	1009
Part 13	178
Part 14	47
Part 15	163

Number completing courses

Year	2002/03
Part 8	6
Part 10	68
Part 11	51
Part 12	638
Part 13	129
Part 14	21
Part 15	98

Number starting Nurse conversion courses

Year	2002/03
Part 1	132
Part 3	7
Part 5	3
Part 8	0
RGN/DN	0

Number completing Enrolled Nurse conversion courses

Year	2002/03
Part 1	154
Part 3	11
Part 5	1
Part 8	1
RGN/DN	1

Key to parts of the register

Part 1	first level nurses trained in general nursing
Part 3	first level nurses trained in the nursing of persons suffering from mental illness
Part 5	first level nurses trained in the nursing of persons with learning disabilities
Part 8	nurses trained in the nursing of sick children
Part 10	midwives
Part 11	health visitors
Part 12	first level nurses trained in adult nursing
Part 13	first level nurses trained in mental health nursing
Part 14	first level nurses trained in learning disabilities nursing
Part 15	first level nurses trained in children's nursing
RGN/DN	registered general nurse (Part 1)/district nurse

Report on Health Professions Wales in 2002/2003

Statistics from the student training index from 1 April 2002 to 31 March 2003

Part of Register	Type of Professional Course	On Index at 31 March 2003	Indexed	Discontinued	Eligible for Registration
1	General Nursing (Conversion)	331	132	44	154
	Combined RGN/DN (Conversion)	0	0	0	1
1	TOTAL	331	132	44	155
3	Mental Nursing (Conversion)	23	7	11	11
5	Learning Disabilities Nursing (Conversion)	12	3	0	1
8	Sick Children's Nursing (Conversion)	0	0	3	1
	Diploma in Children's Nursing (32 weeks)	4	3	0	5
8	TOTAL	4	3	3	6
10	Midwifery (80 weeks)	20	0	1	32
	Midwifery BSc/BM (Hons) (80 weeks)	124	79	0	26
	Midwifery BSc/BM (Hons) (3 years)	40	17	4	10
10	TOTAL	184	96	5	68
11	BSc (Hons) in Applied Community Health Studies (Health Visiting)/Specialist Practice Qualification	17	14	2	15
	BSc(Hons) Community Health Studies (Health Visiting)/Specialist Practice Qualification	37	34	2	29
	Post Graduate Diploma Community Health Studies (Health Visiting)/Specialist Practice Qualification	8	8	0	7
11	TOTAL	62	56	4	51
12	Adult Nursing (Diploma)	1700	678	122	456
	Adult Nursing (BN 3 years)	657	330	30	58
	Adult Nursing (BN 4 years)	120	0	0	43
	Adult Nursing (Foundation Degree)	137	1	14	81
12	TOTAL	2614	1009	166	638
13	Mental Health Nursing (Diploma)	289	129	19	91
	Mental Health Nursing (BN 3 years)	108	49	7	8
	Mental Health Nursing (Foundation Degree)	40	0	3	30
13	TOTAL	437	178	29	129
14	Learning Disabilities Nursing (Diploma)	60	37	1	6
	Learning Disabilities Nursing (BN 3 years)	32	10	1	5
	Learning Disabilities Nursing (Foundation Degree)	15	0	4	10
14	TOTAL	107	47	6	21
15	Children's Nursing (Diploma)	176	75	11	39
	Children's Nursing (BN 3 years)	148	78	10	19
	Children's Nursing (BN 4 years)	49	0	0	12
	Children's Nursing (Foundation Degree)	24	0	3	17
	Children's Nursing (Diploma 52 weeks)	8	8	0	11
	Children's Nursing (BN 52 weeks)	2	2	0	0
15	TOTAL	407	163	24	98
	GRAND TOTAL	4181	1694	292	1178

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Statistics for post registration recordable qualifications from 1 April 2002 to 31 March 2003

Course Title	Number of Persons Indexed*	Number of Persons Discontinued	Number of Persons Eligible for Recording*
Teaching (Certificate in Education) PGCE	47	0	15
Nurse Prescribing	136	0	517
BSc Community Health Studies/SPQ	27	0	23
BSc (Hons) Health Studies/SPQ	28	0	8
BSc (Hons) Health Studies (Community)/SPQ	9	1	13
BSc (Hons)/Post Graduate Diploma Community Health Studies/SPQ	97	5	66
Post Graduate Diploma – Nurse Practitioner/SPQ	12	0	0
BSc (Hons) Nursing (Nurse Practitioner)/SPQ	17	0	6
BSc (Hons) Nursing (Intensive Care)/SPQ	3	0	0
BSc (Hons) Professional Practice/SPQ	0	0	1
BSc Professional Practice/SPQ	33	0	49
BSc (Hons) Nursing Studies	0	1	2
BSc (Hons) Nursing Studies/SPQ	97	14	53
MSc Pain Management/SPQ	0	0	2
TOTALS	506	21	755

SPQ – Specialist Practice Qualification

Health Visiting is shown on the previous page rather than here as it leads to Part 11 of the Register.

Return to Practice

Course Title	Number of Persons Indexed*	Number of Persons Discontinued [∞]	Number of Persons Completing*
Return To Nursing Practice	87	0	83
Return To Practice (Midwifery)	4	0	73

* Courses may start in one statistical year and finish in a later one, this means that the numbers indicated in each column may not refer to the same intake of students.

[∞] HPW is only informed of students who successfully complete the programme.

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Appendix 6

Careers information statistics and careers requests received

Careers information offered

Year	Written	Email	Telephone	Information on Entry via other Agencies		Total
				English	Welsh	
2002/2003	676	2129	805	12,092	6,817	22,519

Information sought

Year	Entry	Continuing Development
2002/2003	21,677	842

Careers Information Offered by Health Professions Wales

Entry for the following professions:

Art Therapists
Audiologists
Biomedical Scientists
Cardiac Physiologists
Chiropodists/Podiatrists
Clinical Neurophysiologists
Clinical Physiologists Respiratory
Clinical Scientists
Dietitians
Dramatherapists
Health Visitors
Medical Technical Officers
Midwives
Music Therapists
Nurses
Occupational Therapists
Orthoptists
Paramedics
Physiotherapists
Prosthetists and Orthotists
Radiographers
Speech and Language Therapists
Teachers of Nursing, Midwifery and Health Visiting

Continuing professional development for Health Visitors, Midwives and Nurses.

Careers information on continuing professional development for the other professions is under construction.

Report on Health Professions Wales in 2002/2003

Appendix 7

Students eligible for bursaries from the Student Awards Unit

The NHS Wales Students Awards Unit is responsible for the administration of the NHS Wales Bursary Scheme. This scheme provides financial support for students undertaking NHS funded courses in Wales and certain Welsh domiciled medical and dental students.

The NHS Bursary

All students undertaking NHS courses have their liability to tuition fees paid by the NHS, regardless of income. Additionally, the student may be entitled to a grant to help with living costs. There are two types of bursaries:

- Means-tested
- Non-means-tested

The Student Awards Unit is primarily concerned with assessing the level of means tested bursaries for students undertaking the following courses:

- Audiology and Cardiology
- Chiroprody
- Dental Hygiene
- Dental Therapy
- Dentistry (from fifth year onwards)
- Dietetics
- Medicine (from fifth year onwards)
- Nursing (four year degree)
- Occupational Therapy
- Physiotherapy
- Radiography
- Speech and Language Therapy

The Student Awards Unit provides guidance to Higher Education Institutions on the administration of the Bursary Scheme in relation to non-means-tested bursaries. The following courses are eligible for non-means tested bursaries:

- Nursing (3 year course)
- Midwifery (3 year course)

New Developments

Provision was increased in the following areas during 2002/2003:

- The rates of grants and allowances were increased by 2.4%.
- Eligibility for the Disabled Students Allowance was extended to all NHS bursary holders.
- Medical and dental students entering the fifth year of study became eligible for means-tested bursaries from September 2002.
- Audiology and Cardiology students at University of Wales Swansea became eligible for means-tested bursaries from September 2002 and a new accelerated course in Physiotherapy commencing in January 2003 at UWCM will also attract a means-tested bursary.

Progress to March 2003

The number of all applications processed for the period totalled 1210. The introduction of bursaries for medical and dental students from 1 September 2002 accounted for 168 of the total to March. The extension of the disabled student allowance to cover all eligible bursary students from 1 September 2002 resulted in a total of 68 applications being processed in the seven months to March.

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Appendix 8

Quality Assurance – approved course providers and list of approved courses between 1 April 2002 and 31 March 2003

Approved Educational Establishment

School of Health Science
University of Wales Swansea
Singleton Park
Swansea
SA2 8PP

Approved Courses of Education and Training Undertaken at the Educational Establishment

- 1 Courses leading to entry to:**
- Part of the Register
- 1 Registered General Nurse/ Certificate in Higher Education (Flexible Conversion)
 - 3 Registered Mental Nurse/Certificate in Higher Education (Flexible Conversion)
 - 5 Registered Nurse for Learning Disabilities/Certificate in Higher Education (Flexible Conversion)
 - 10 Registered Midwife/Bachelor of Science (Hons) Midwifery (3 years)
Registered Midwife/Bachelor of Midwifery (Hons) (3 years)
Registered Midwife/Diploma in Midwifery (18 months)
Registered Midwife/Bachelor of Midwifery (Hons) (18 months)
 - 11 Registered Health Visitor/Bachelor of Science (Hons)
Community Health Studies (Health Visiting)
 - 12 Adult Nursing/Diploma in Nursing
Adult Nursing/Bachelor of Nursing (Hons)
 - 13 Mental Health Nursing/Diploma in Nursing
Mental Health Nursing/Bachelor of Nursing (Hons)
 - 15 Children's Nursing/Diploma in Nursing
Children's Nursing/Diploma in Nursing (1 year)
Children's Nursing/Bachelor of Nursing (Hons)
Children's Nursing/Bachelor of Nursing (Hons) (1 year)
(Accelerated Pathway through Child Branch)
- 2 Courses leading to a recordable qualification (Specialist Practice Qualification):**
- Bachelor of Science (Hons) Nursing Studies with the following pathways:
Nurse Practitioner and Clinical Nurse Specialist
Accident and Emergency
Intensive Care
Palliative Care
- Bachelor of Science (Hons) Community Health Studies (Community Children's Nursing)
- Bachelor of Science (Hons) Community Health Studies (District Nursing)

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School of Care Sciences
University of Glamorgan
Glyntaff Campus
Pontypridd
Rhondda Cynon Taff
CF37 1DL

Bachelor of Science (Hons) Community Health Studies
(Community Mental Health Nursing)

Bachelor of Science (Hons) Community Health Studies
(General Practice Nurse)

3 Return to Practice (Nursing and Midwifery)

4 Nurse Prescribing

1 Courses leading to entry to:

Part of the Register

1 Registered General Nurse/Certificate in Higher Education (Flexible Conversion)

3 Registered Mental Nurse/Certificate in Higher Education (Flexible Conversion)

5 Registered Nurse for Learning Disabilities/Certificate in Higher Education (Flexible Conversion)

10 Registered Midwife/Diploma in Higher Education (Midwifery) (18 months)
Registered Midwife/Bachelor of Science (Hons) Midwifery (18 months)
Registered Midwife/Bachelor of Midwifery (Hons) (18 months)

12 Adult Nursing/Diploma in Higher Education (Nursing)
Adult Nursing/Foundation Degree (Nursing)
Adult Nursing/Bachelor of Science (Hons) Nursing
Adult Nursing/Bachelor of Nursing (Hons)

13 Mental Health Nursing/Diploma in Higher Education (Nursing)
Mental Health Nursing/Foundation Degree (Nursing)
Mental Health Nursing/Bachelor of Science (Hons) Nursing
Mental Health Nursing/Bachelor of Nursing (Hons)

14 Learning Disabilities Nursing/Diploma in Higher Education (Nursing)
Learning Disabilities Nursing/Foundation Degree (Nursing)
Learning Disabilities Nursing/Bachelor of Science (Hons) Nursing

15 Children's Nursing/Diploma in Higher Education (Nursing)
Children's Nursing/Foundation Degree (Nursing)
Children's Nursing/Bachelor of Nursing (Hons)

2 Courses leading to a recordable qualification (Specialist Practice Award):

Bachelor of Science/Bachelor of Science (Hons)
Professional Practice

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Bachelor of Science/Bachelor of Science (Hons) Emergency Care

Bachelor of Science/Bachelor of Science (Hons) Clinical Practice

Bachelor of Science/Bachelor of Science (Hons) Community Health Studies (Practice Nursing)

Bachelor of Science/Bachelor of Science (Hons) Community Health Studies (School Nursing)

Bachelor of Science/Bachelor of Science (Hons) Community Health Studies (Community Children's Nursing)

Bachelor of Science/Bachelor of Science (Hons) Community Health Studies (District Nursing)

Bachelor of Science/Bachelor of Science (Hons) Community Health Studies (Learning Disabilities Nursing)

3 Course leading to a recordable teaching qualification

Postgraduate Certificate in Education (Nurses, Midwives and Health Visitors)

4 Postgraduate Diploma – Nurse Practitioner

5 Return to Practice (Nursing and Midwifery)

6 Nurse Prescribing

North East Wales Institute of Higher Education
Plas Coch
Mold Road
Wrexham
LL11 2AW

1 Courses leading to entry to:

Part of the Register

11 Registered Health Visitor/Bachelor of Science in Applied Community Health Studies (Health Visiting)

12 Adult Nursing/Higher Education Diploma in Nursing
Adult Nursing/Bachelor of Nursing (Hons) (4 years)
Adult Nursing/Bachelor of Nursing (Hons) (3 years)

13 Mental Health Nursing/Higher Education Diploma/Bachelor of Nursing (3 years)

2 Courses leading to a recordable qualification (Specialist Practice Award):

Bachelor of Science (Hons) Nursing Studies

Bachelor of Science in Applied Community Health Studies (District Nursing)

Bachelor of Science in Applied Community Health Studies (Practice Nursing)

Bachelor of Science in Applied Community Health Studies (School Nursing)

Bachelor of Science in Applied Community Health Studies (Community Children's Nursing)

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School of Nursing, Midwifery and
Health Studies
Faculty of Health Professions Wales
University of Wales, Bangor
Fron Heulog
Ffriddoedd Road
Bangor
Gwynedd
LL57 2EF

Postgraduate Diploma/Health Studies (General Practice
Nursing, Public Health Nursing, District Nursing, Community
Children's Nursing)

3 Course leading to a recordable teaching qualification:

Postgraduate Certificate in Professional Development

4 Nurse Prescribing course

5 Return to Practice (Nursing)

1 Courses leading to entry to:

Part of the Register

- 1 Registered General Nurse/Certificate in Higher Education (Flexible Conversion)
- 3 Registered Mental Nurse/Certificate in Higher Education (Flexible Conversion)
- 5 Registered Nurse for Learning Disabilities/Certificate in Higher Education (Flexible Conversion)
- 8 Registered Sick Children's Nurse/Diploma in Children's Nursing (18 months)
(1 year accelerated pathway)
- 10 Registered Midwife/Diploma in Midwifery (18 months)
Registered Midwife/Bachelor of Science (Hons)
Midwifery (18 months)
Registered Midwife/Bachelor of Midwifery (Hons)
(18 months)
- 11 Bachelor of Science (Hons) Health Studies (Health Visiting)
- 12 Adult Nursing/Diploma in Nursing
Adult Nursing/Bachelor of Nursing
- 13 Mental Health Nursing/Diploma in Nursing
Mental Health Nursing/Bachelor of Nursing
- 14 Learning Disabilities Nursing/Diploma in Nursing
Learning Disabilities Nursing/Bachelor of Nursing
- 15 Children's Nursing/Diploma in Nursing
Children's Nursing/Bachelor of Nursing

Bridging module (CFP – Branch Programme)

Bridging Course for Parts 1, 12 and 15.

2 Courses leading to a recordable qualification (Specialist Practice Award):

Bachelor of Science (Hons) Health Studies (District Nursing)

Bachelor of Science (Hons) Health Studies (Community
Mental Health Nursing)

Bachelor of Science (Hons) Health Studies (Community
Learning Disabilities Nursing)

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Bachelor of Science (Hons) Health Studies (Practice Nursing)

Bachelor of Science (Hons) Health Studies (Mental Health Nursing)

Bachelor of Science (Hons) Health Studies (Gerontology Nursing)

Bachelor of Science (Hons) Health Studies (Medical Nursing)

Bachelor of Science (Hons) Health Studies (Tissue Viability)

Bachelor of Science (Hons) Health Studies (Surgical Nursing)

3 Course leading to a recordable teaching qualification:

Postgraduate Certificate in Teaching in Higher Education

4 Return to Practice and Maintenance of Professional Competence (Nursing and Midwifery)

5 Nurse Prescribing

1 Courses leading to entry to:

Part of the Register

- 1 Registered General Nurse (Flexible Conversion)
- 3 Registered Mental Nurse (Flexible Conversion)
- 5 Registered Nurse for Learning Disabilities (Flexible Conversion)
- 8 Registered Sick Children's Nurse (Flexible Conversion)
- 10 Registered Midwife/Diploma in Higher Education (Midwifery) (18 months)
Registered Midwife/Bachelor of Science (Hons) Midwifery (18 months)
Registered Midwife/Bachelor of Midwifery (Hons) (18 months)
- 11 Registered Health Visitor/Bachelor of Science (Hons) Community Health Studies (Health Visiting)
Registered Health Visitor/Postgraduate Diploma Community Health Studies (Health Visiting)
- 12 Adult Nursing/Diploma in Nursing
Adult Nursing/Bachelor of Nursing (Hons) (4 years)
Adult Nursing/Bachelor of Nursing (Hons) (3 years)
- 13 Mental Health Nursing/Diploma in Nursing
Mental Health Nursing/Bachelor of Nursing (Hons) (4 years)
Mental Health Nursing/Bachelor of Nursing (Hons) (3 years)

School of Nursing and Midwifery Studies
University of Wales College of Medicine
Heath Park
Cardiff
CF14 4XN

Report on Health Professions Wales in 2002/2003

- 15 Children's Nursing/Diploma in Nursing
 - Children's Nursing/Bachelor of Nursing (Hons) (4 years)
 - Children's Nursing/Bachelor of Nursing (Hons) (3 years)

2 Courses leading to a recordable qualification (Specialist Practice Award):

Master of Science Pain Management (Approval for new entrants ended in April 2000)

Bachelor of Science (Hons) Nursing Studies

Bachelor of Science (Hons) Community Health Studies (Community Children's Nursing)

Bachelor of Science (Hons) Community Health Studies (Community Mental Health Nursing)

Bachelor of Science (Hons) Community Health Studies (Community Learning Disabilities Nursing)

Bachelor of Science (Hons) Community Health Studies (District Nursing)

Bachelor of Science (Hons) Community Health Studies (Practice Nursing)

Postgraduate Diploma Community Health Studies (Community Children's Nursing)

Postgraduate Diploma Community Health Studies (Community Mental Health Nursing)

Postgraduate Diploma Community Health Studies (Community Learning Disabilities Nursing)

Postgraduate Diploma Community Health Studies (District Nursing)

Postgraduate Diploma Community Health Studies (Practice Nursing)

3 Courses leading to a Joint Award:

Diploma in Professional Practice
Certificate in Professional Practice

4 Nurse Prescribing

5 Return to Practice (Nursing and Midwifery)

Franchised from University of Glamorgan:

1 Courses leading to a recordable qualification (Specialist Practice Award):

Bachelor of Science/Bachelor of Science (Hons)
Professional Practice

2 Return to Practice (Nursing)

Pembrokeshire College
Merlins Bridge
Haverfordwest
Pembrokeshire
SA61 1SZ

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School of Social Sciences
University of Wales, Cardiff
Glamorgan Building
King Edward VII Avenue
Cardiff
CF10 3TP

Course leading to a recordable teaching qualification:

Postgraduate Certificate in Education
(1 year full-time course and 18 months in-service
programma)

Faculty of Education
Swansea Institute of Higher Education
Mount Pleasant
Swansea
SA1 6EE

Course leading to a recordable qualification (Specialist Practice Award):

Bachelor of Science/Bachelor of Science (Hons) Nursing
Studies

Department of Medical and Dental
Education
University of Wales College of
Medicine
Heath Park
Cardiff
CF14 4XN

Course leading to a recordable teaching qualification:

Postgraduate Certificate in Health Education (Distance
Learning)

Staff Development Unit
University of Aberystwyth
Penglis Campus
Aberystwyth
SY23 3DD

Course leading to a recordable teaching qualification

Postgraduate Certificate in Teaching in Higher Education

Centre for Learning Development
University of Wales, Bangor
Bangor
LL57 2DG

Course leading to a recordable teaching qualification

Postgraduate Certificate in Teaching in Higher Education

University of Wales College, Newport
College Crescent
Caerleon
Newport
NP6 1XJ

Course leading to a recordable teaching qualification:

Postgraduate Certificate in Education
(2 year in-service course)
(Approval for new entrants ended on 31.08.01)

Bridgend College of Further and
Higher Education
Cowbridge Road
Bridgend
CF31 3DF

Course leading to a recordable teaching qualification:

Postgraduate Certificate in Education
(franchised from University of Wales College Newport)
(Approval for new entrants ended on 31.08.01)

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Appendix 9

Quality assurance – continuing professional development – joint awards

These courses provide a modular route for nurses, midwives and health visitors wishing to obtain a Higher Education Certificate or Diploma. Individual modules may also be accessed if relevant to current practice, without completing the full award. Modules are 50% assessed practice and offered part-time or via open learning.

North Wales

Certificate/Diploma in Professional Practice:

School of Nursing , Midwifery and Health Studies
Faculty of Health

University of Wales – Bangor

Fron Heulog, Ffriddoedd Road,
Bangor
Gwynedd LL57 2EF
Tel: 01248 383129

West Wales

Diploma in Health Care Studies:

Admissions Officer
School of Health Science
University of Wales, Swansea
Singleton Park
Swansea SA2 8PP
Tel: 01792 518531

Certificate/Diploma in Higher Education
(Professional Practice):

Mr Matthew Thornton
Course Co-ordinator for Nursing Studies
Pembrokeshire College
Merlins Bridge
Haverfordwest
Pembrokeshire SA61 1SZ
Tel: 01437 765247
Modules franchised from the University of Glamorgan

South Wales

Certificate/Diploma in Higher Education
(Professional Practice)

School of Care Sciences
University of Glamorgan
Continuing Education Department
Glyntaff Campus
Treforest
Pontypridd
Rhondda Cynon Taff CF37 1DL
Tel: 0800 716925

Certificate/Diploma in Professional Practice

Recruitment Department
University of Wales College of Medicine
School of Nursing and Midwifery Studies Registry
Heath Park
Cardiff CF14 4XN
Tel: 029 2074 3298
For courses at Caswell Clinic, Bridgend
Tel: 01656 662179
For credit transfer arrangements:
Mr Cliff Beckett Tel: 029 2074 3298

Mrs Siobhan Dakin
Science Department
Bridgend Clinic
Cowbridge Road
Bridgend CF31 3DF
Tel: 01656 302318

Modules franchised from the University of Glamorgan.

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Appendix 10

Funding Initial and Continuing Education of Teachers and Practice Educators

The funds were distributed within the following categories:

- 1 Initial Teacher Training
- 2 Continuing Professional Development funds for nursing, midwifery, health visiting, allied health professionals and health care scientists.
- 3 Research Fellowships
- 4 Conferences
- 5 Special Initiatives
- 6 Senedd

The original budget for 2002/2003 of £160,000 was increased in year. The Welsh National Board had under-spent on its Teacher Training budget in 2001/2002 by £1,419. This was added to Health Professions Wales' budget and the total budget allocated as follows:

1 Initial Teacher Training

University of Wales College of Medicine	4,000
University of Wales, Bangor	4,000
University of Glamorgan	5,000
University of Wales, Newport	4,000
Coleg Sir Gar	2,000
Bridgend College	4,000
Cardiff University	6,692
North East Wales Institute	6,000
TOTAL	35,692

2 Continuing Professional Development

Nurses, Midwives and Health Visitors

University of Wales College of Medicine	10,000
University of Glamorgan	10,000
University of Wales, Bangor	10,000
University of Wales Swansea	10,000
North East Wales Institute	8,500
TOTAL	48,500

Allied Health Professions and Health Care Scientists

University of Wales College of Medicine	10,000
Welsh Ambulance Service	4,500
University of Wales Institute, Cardiff	6,000
University of Wales Swansea	1,000
Royal Welsh College of Music and Drama	1,500
University of Wales, Bangor	2,500
TOTAL	25,500

3 Research Fellowships

University of Wales College of Medicine (1 nurse, 1 physiotherapist, 1 midwife)	15,000
University of Wales, Bangor (1 nurse, 1 radiographer)	10,000
University of Glamorgan (1 nurse, 1 midwife)	10,000
University of Wales Institute Cardiff (1 podiatrist)	5,000
University of Wales Swansea (1 nurse)	5,000
North East Wales Institute (1 nurse)	5,000
TOTAL	50,000

4 Conferences

North East Wales Institute (Clinical Supervision – Realising the Potential)	500
Bro Morgannwg Trust (Evaluation of "Hidden Talents – The Value of Nursing and Nurses")	500
TOTAL	1,000

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5 Special Initiatives

CPHVA Annual Professional Conference
and Exhibition attendee: £315

6 Senedd

A forum for debating professional issues
which meets in venues across Wales: £925

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Appendix 11

HPW Accredited Study Centres 2002/2003

Bro Morgannwg NHS Trust

Bro Taf Health Authority*

BUPA Hospital, Cardiff

Carmarthenshire NHS Trust

Ceredigion and Mid Wales NHS Trust

Conwy and Denbighshire NHS Trust

Dyfed Powys Health Authority*

Gwent Healthcare NHS Trust

Marie Curie Cancer Care, Holme Tower, Cardiff

National Britannia Occupational Health Division, Caerphilly

North Glamorgan NHS Trust

North West Wales NHS Trust

Pembrokeshire and Derwen NHS Trust, Mental Health and Learning Disability Division

Pontypridd and Rhondda NHS Trust

Powys Health Care NHS Trust

Renal Therapy Services, Baxter Healthcare Limited, Newport

St David's Foundation, Newport

Velindre NHS Trust

*Bro Taf Health Authority and Dyfed Powys Health Authority ceased to exist at 31 March 2003.

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Appendix 12

Health Care Support Workers – Funding Bids

A total of fifty one bids, totalling over £680,000, was received at Health Professions Wales by the closing date, with a further six bids arriving after 21 February 2003. The late bids were not considered as priorities for funding. The bids spanned a range of professions and type of training opportunities and included bids on behalf of an individual support worker, as well as collaborative bids across Trusts and disciplines. Without exception, all focused on providing training and development opportunities for those working in support roles and provided sound testimony to the commitment and commendable work taking place towards development of support staff in each Trust. On this basis alone, all bids were worthy of funding. However, given the limitations of the available budget (£64,000), the decision was

made to prioritise those projects/initiatives which were immediate, relatively small scale, or were able to be part funded (for example, funding three NVQ training places rather than ten) and were thus achievable within the limits of the funds provided. Funding decisions were also based on an attempt to be inclusive of support workers in all professions and all Trusts submitting a funding application. Inevitably, based on these criteria, excellent submissions for larger amounts of money to cover salary and start up costs of projects received no funding. This should not be regarded as failure on their part.

The details about the successful bids are shown within the table below and on the next two pages.

Trust	Brief Description of Project/Initiative	Amount
Velindre Cancer Centre	Equipment for ICT Training Suite to enable Health Care Support Workers at Velindre and across the Trust to develop IT skills	£1,448
	Train ten Health Care Support Workers (nursing) – NVQ Level 2 in care qualification plus two nurses as NVQ assessors	£2,000
Cardiff and Vale NHS Trust	Clinical Scientist's time and reference laboratory manuals for training and portfolio development for Medical Technical Officers	£3,500
	Four training places on Radiographic Assistants Development programme	£1,600
	Fund Study Day for twenty Health Care Support Workers from Occupational Therapy, Physiotherapy and Nursing, working in Health and Social Services (The Barry Hospital)	£150
	Level 1 NVQ in Housekeeping – seventeen Housekeepers and two supervisors (University Hospital of Wales)	£5,700
Pontypridd and Rhondda NHS Trust	Fund one Medical Laboratory Assistant for one year's fees of a BSc in Biomedical Science (Royal Glamorgan Hospital)	£755
	NVQ Level 3, Diagnostic and Therapeutic Support for Health Care Support Workers in Occupational Therapy, Podiatry, Physiotherapy and Speech and Language Therapy (twelve staff) (Llwynypia Hospital)	£3,600

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North Glamorgan NHS Trust	Provide training manual and study days for Assistant Technical Officers in Audiology (Prince Charles Hospital)	£2,000
	NVQ Level 2 in Health Care for five Health Care Support Workers (nursing)	£1,500
	Provide training sessions for Health Care Support Workers in maternity and gynaecology re smoking cessation (Prince Charles Hospital)	£1,000
Gwent Healthcare NHS Trust	NVQ Level 3 training for sixteen Health Care Support Workers (Learning Disabilities). Involves training of eight assessors and two verifiers (Llanfrechfa Grange Hospital/Community)	£2,830
	Maternity Care Assistants training programme	£4,000
Bro Morgannwg NHS Trust	Integration of competency frameworks for Health Care Support Workers in physiotherapy and nursing.	£2,550
	BTEC course – Advanced Certificate in Positive Behavioural Support for support staff, learning disabilities (Hensol Hospital)	£3,000
	Fund training materials and two development days for Health Care Support Workers in Occupational Therapy, Physiotherapy and Speech and Language Therapy (Learning Disabilities Directorate)	£1,500
Powys Healthcare NHS Trust	Training for ten Physiotherapy Assistants/Technical Instructors (one from each community hospital in Powys) in the 'Extend' course. (Llanidloes and District War Memorial Hospital)	£5,000
	Course fees for one year for two Occupational Therapy Assistants to undertake the in-service training course for Occupational Therapists	£1,058
North West Wales NHS Trust	Open College training for three moderators, five Physiotherapy Assessors and two Occupational Therapy Assessors to contribute to the Therapy Assistants' training programme (Ysbyty Gwynedd)	£2,000
North East Wales NHS Trust	To support training in haemodialysis systems for Health Care Support Workers working in Renal Unit (Wrexham Maelor Hospital)	£2,500
Conwy and Denbighshire NHS Trust	BTEC training course for Speech and Language Therapy Support Workers	£3,000
	Purchase of resource packs to support education and training of NVQ assessors and verifiers. Purchase of resources for support staff in out-reach sites (nursing) (Ysbyty Glan Clwyd)	£670
	Training materials, travel, study events, placements for one support worker – radiography (North Wales Cancer Service)	£1,500

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Pembrokeshire and Derwen NHS Trust	Fund one Occupational Therapy Technician working in mental health to complete MA in Fine Art (Brynmair Day Hospital)	£1,822
	Education and training for rehabilitation skills for Physiotherapy and Occupational Therapy Assistants (Tenby Cottage Hospital)	£946
Carmarthenshire NHS Trust	IT equipment to support training and maintain staff development records for Health Care Support Workers	£2,800
Welsh Ambulance Services	Fund training for sixty Ambulance Care Assistants. Training enhances skills of Ambulance Care Assistants and completion of award provides minimum entry requirements for Emergency Medical Services training	£5,000
Swansea	NVQ Level 3 in Dialysis Support for Health Care Support Workers working in Renal Unit	£300

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Appendix 13

Consultation documents received and commented on by Health Professions Wales during 2002/2003

Title of Consultation Document	Source
Hepatitis C Infected Health Care Workers	National Assembly for Wales
A Health and Social Care Research and Development Strategic Framework for Wales	Welsh Assembly Government Health and Social Care Research & Development Advisory Group (Chair: Hilary Peplar, Chief Executive, North East Wales NHS Trust)
Alliance Project Report	University of Wales College of Medicine
Handbook for Institutional Audit (England) 2002-2005 Transitional Arrangements	QAA
Continuing Professional Development amongst Primary Care Professionals in Wales (those directly represented on LHG Boards) Executive Report – a report for NAFW	Centre for Health Leadership Wales and Department of General Practice, University of Wales College of Medicine
National Health Service (Wales) Bill	Wales Office of the Secretary of State for Wales
The inclusion of a clause in the Nursing and Midwifery Council's code of Professional Conduct relating to the requirement for all nurses, midwives and health visitors to have professional indemnity insurance	Nursing and Midwifery Council
Draft Registration Rules for Social Care Workers and draft Conduct Rules for Social Care Workers	Care Council for Wales

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Appendix 14

Performance indicators 2002/2003

1 Undertake annual monitoring with each education provider:

Number in the year: 11

	APRIL - SEPT	OCT - MARCH	TOTAL
Annual Monitoring carried out	4	7	11

2 Monitor careers information requests and respond within 7 working days of receipt:

	APRIL - SEPT	OCT - MARCH	TOTAL
Number of verbal requests	1,085	1,044	2,129
Number of written requests	393	283	676
Number of emails	411	394	805
Information sent to Agencies	2,110	16,799	18,909
Information sought by category:			
Entry to Profession	3,623	18,054	21,677
Continuing Development	376	466	842
Response times achieved	100%	100%	100%

3 Undertake approval of courses in line with Nursing and Midwifery Council/Health Professions Wales criteria:

	APRIL - SEPT	OCT - MARCH	TOTAL
NMC Approval/Re-Approvals:			
Approval awarded:			
NMC courses	5	4	9
HPW Approvals/Re-Approvals:			
Approval awarded:			
Study Centres	2	14	16
Joint Awards	5	10	15
Other Activity	0	0	0

Approvals from a previous period can be confirmed in a later period.