



Manchester  
Metropolitan  
University

# **PROFESSIONAL, STATUTORY AND REGULATORY BODIES (PSRBs)**

## **GUIDANCE NOTES**

**JANUARY 2010 (update)**

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## Background

The University's PSRB database collates information on a course by course basis for each Professional, Statutory and Regulatory Body link.

The information is linked to QLS student records and as a consequence data is input against AOS codes.

The data is input via Citrix and the resultant reports are then made available through QLS.

These Guidance Notes have been drafted to provide information on:

- Inputting data into the database using Citrix
- The PSRB reports which are available from QLS
- How the data will feed into the Institutional Report on PSRB Engagements

## How to login to Citrix

Please use the following link in your browser to access Citrix:

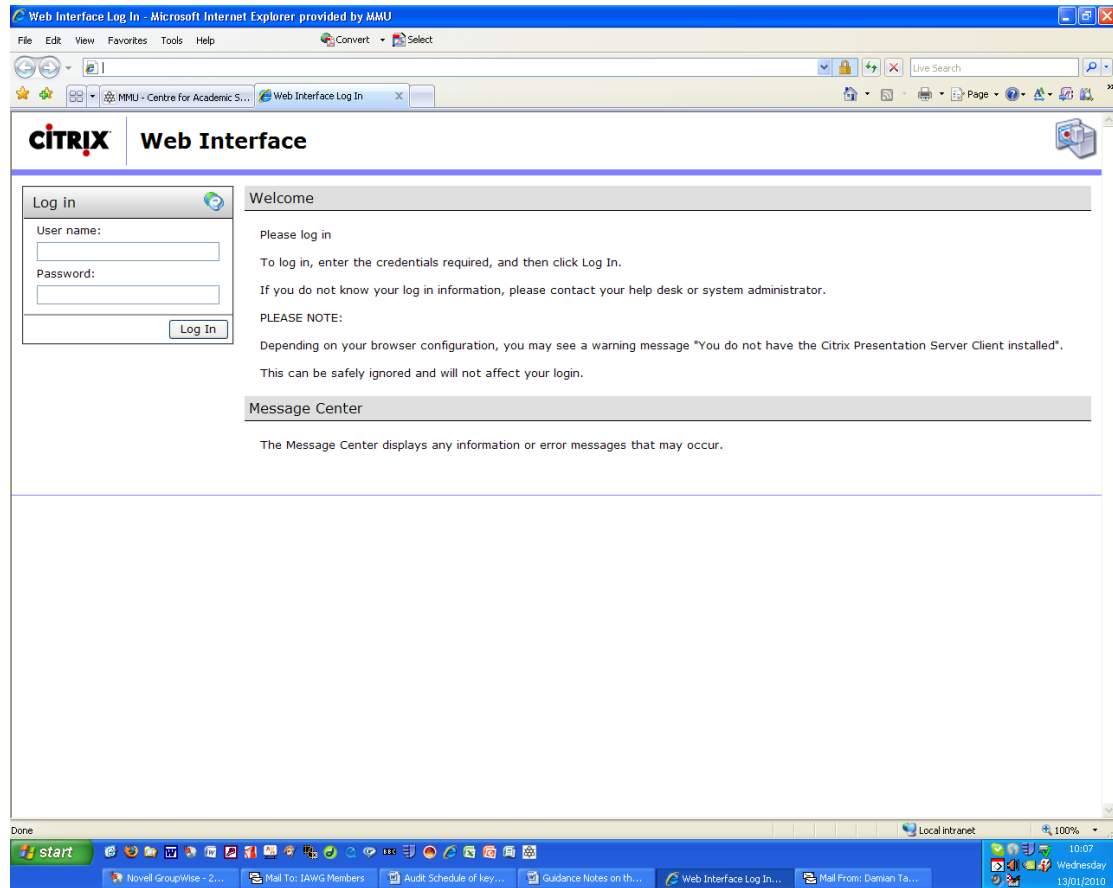
<https://pmicitrix.mmu.ac.uk/Citrix/AccessPlatform/auth/login.aspx>

You will need a password and login issued by PMI in order to gain access to Citrix.

When you are in Citrix you will be taken through a number of screens as shown on the following pages:

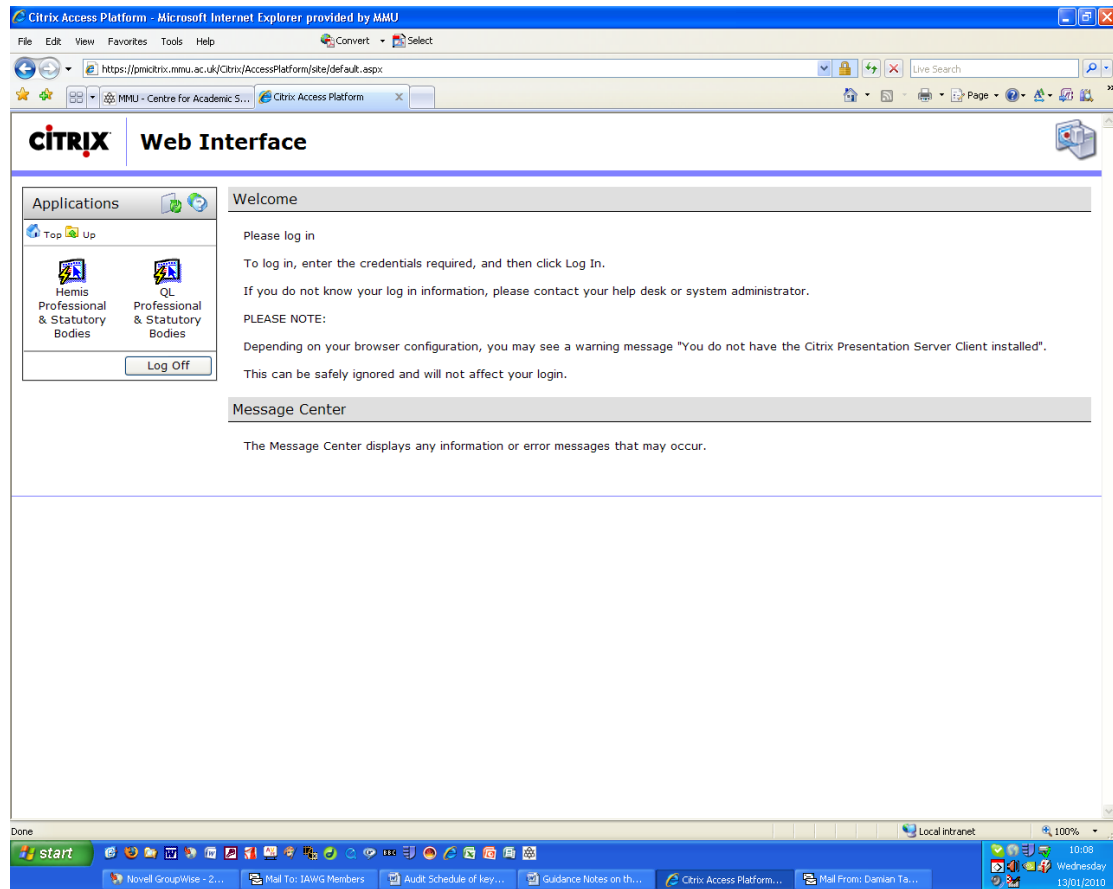
# Screen 1

Enter your MMU username and password



## Screen 2

Click on QL Professional and Statutory Bodies



The screenshot shows a Microsoft Internet Explorer browser window displaying the Citrix Access Platform Web Interface. The browser's address bar shows the URL: <https://pbcitrix.mmu.ac.uk/Citrix/AccessPlatform/site/default.aspx>. The page title is "Citrix Access Platform - Microsoft Internet Explorer provided by MMU".

The web interface features a "CITRIX Web Interface" header. On the left, there is an "Applications" sidebar with a "Log Off" button and two application icons: "Hemis Professional & Statutory Bodies" and "QL Professional & Statutory Bodies".

The main content area is titled "Welcome" and contains the following text:

Please log in

To log in, enter the credentials required, and then click Log In.

If you do not know your log in information, please contact your help desk or system administrator.

**PLEASE NOTE:**

Depending on your browser configuration, you may see a warning message "You do not have the Citrix Presentation Server Client installed". This can be safely ignored and will not affect your login.

**Message Center**

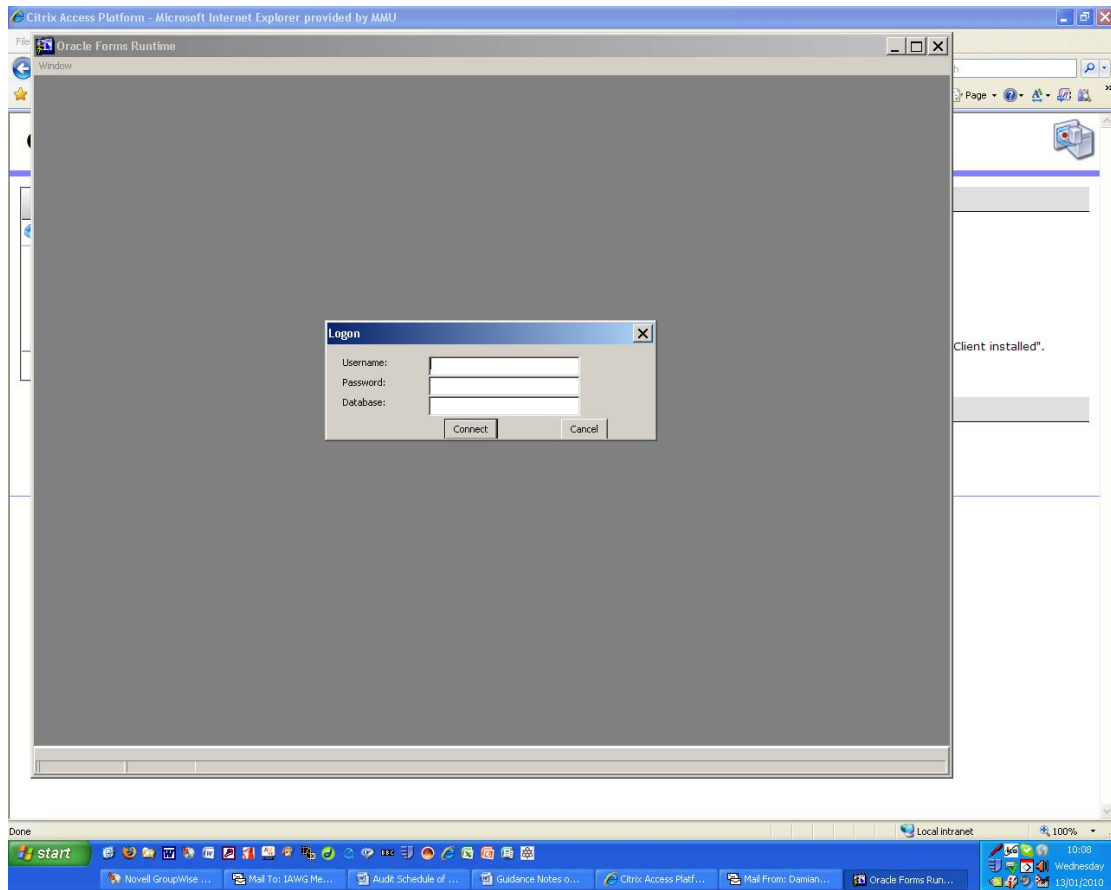
The Message Center displays any information or error messages that may occur.

The Windows taskbar at the bottom shows the Start button, several open applications (Novell GroupWise, Mail To: IAWG Members, Audit Schedule of Key..., Guidance Notes on th..., Citrix Access Platform..., Mail From: Damian Ta...), and the system tray with the date and time: Wednesday 13/01/2010 10:08.

### Screen 3

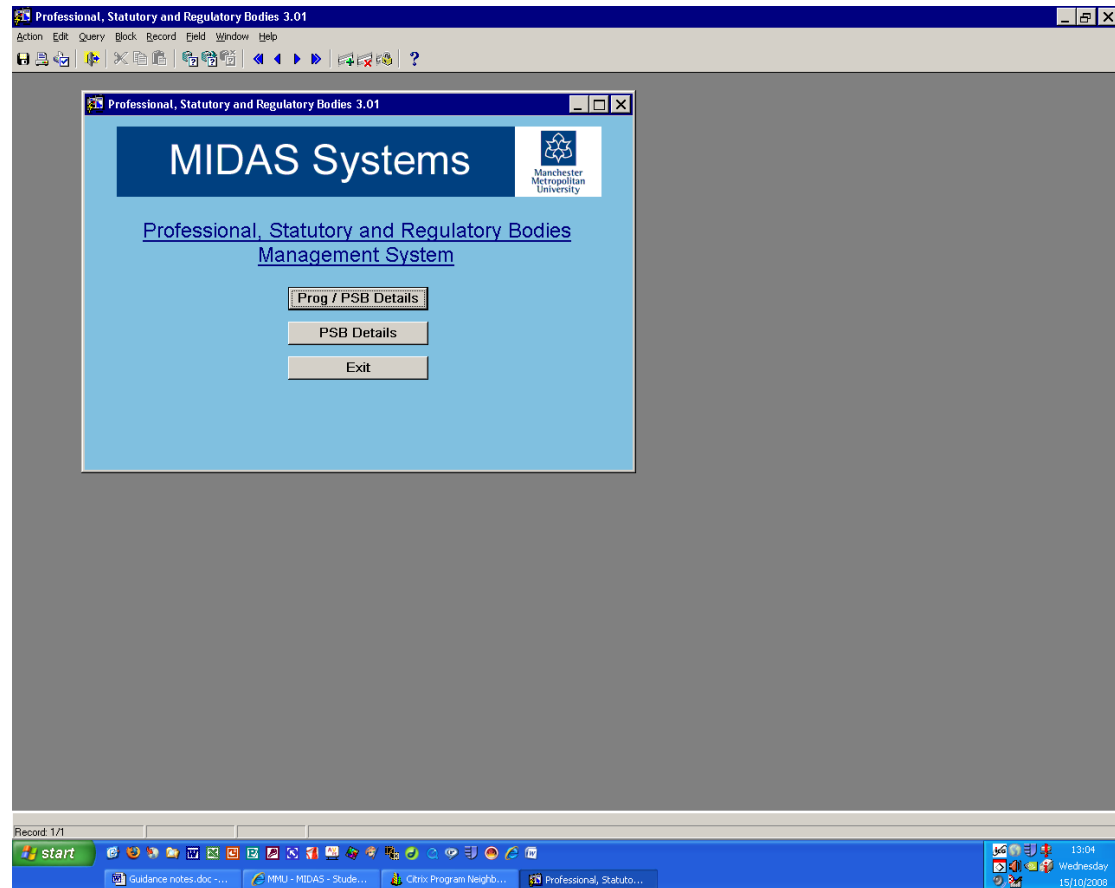
Enter your CITRIX username and password

At the database prompt enter: qllive



## Screen 4

Click on Prog/PSB Details



You are now finally in the database.

## Useful keys and formatting information

### Keys

When you are on any page in the database you can see a list of Keys to use by pressing Help and then Keys. However, the following are used most often:

F7 to Enter a Query  
F8 to Execute a Query  
F9 to see a List of Values  
F10 to Accept (Save)

Some of the fields have been set up with a pre-filled set of values. When you are in such a field you will see 'List of Values' at the bottom of the screen. In order to see the list of values press F9. To insert a value from the list just press OK.

If the value you want is not listed then you will need to choose OTHER and then provide more details in the following box.

### Formatting

As a number of staff will be inputting into the database the following format is suggested for consistency:

- As some of the pre-filled information is in CAPITALS and all information already input into the database is in CAPITALS it is probably best to stick to CAPITALS.
- Staff details already input into the database follows the format: Title Initials Surname eg PROF V K RAMPROGUS
- Dates must be input in the following format: DD-MON-YYYY eg 13-JUN-2007
- Academic Sessions must be in the following format: YYYY/YY eg 2006/07

However there is also the option to input INDEFINITE in the academic session field.

If a date is not available leave the date field blank but try to ensure that the academic session field is completed.

- FADC minute references must be input in the following format: Academic Year/Minute Reference eg 08-09/10. Do not type in FADC before the date and minute reference.

# Database sections

## Front page

Professional, Statutory and Regulatory Bodies 3.01

Course Code  Course Name

Faculty  Department

Associated Programme Details

Faculty Dean  Departmental Head

Course List

MMU Contact Details

Name

Position

General | Approval and Review (a) | Approval and Review (b) | Approval and Review (c) | Annual Monitoring and Minor Mods | PSRB Contact

PSRB Code  Seq

Summary of PSRB Link

Description of Link

Other Descriptor Details

Record: 1/1

start

guidance notes.doc - ... MMU - MIDAS - Stud... Citrix Program Neighb... Professional, Statuto...

13:06  
Wednesday  
15/10/2008

The top section of the page which covers Programme Details and Associated Programme Details will be viewed when you access any of the pages on database and will remain the same for each set of records under a particular AOS code ie if a course has links with more than one PSRB (see page 17).

## Programme Details section

In order to input details (and view a record already in the database):

1. Click on the first box: course code and press the F7 key.
2. Input the course code, eg 2246.
3. Press the F8 key.
4. The next 5 boxes will be automatically filled in as follows:

The screenshot displays the 'Professional, Statutory and Regulatory Bodies 3.01' application window. The 'Programme Details' section is active, showing the following information:

- Course Code: 2246
- Course Name: BA(HONS) PRIMARY EDUCATION
- Faculty: FACULTY OF HEALTH, PSYCHOLOGY & S
- Department: 22 INSTITUTE OF EDUCATION - DIDSBURY

The 'Associated Programme Details' section includes:

- Faculty Dean: [Empty field]
- Course List: [Empty field]
- MMU Contact Details:
  - Departmental Head: [Empty field]
  - Name: [Empty field]
  - Position: [Empty field]

The 'General' tab is selected, showing fields for:

- PSRB Code: [Empty field]
- Seq: [Empty field]
- Summary of PSRB Link: [Empty field]
- Description of Link: [Empty field]
- Other Descriptor Details: [Empty field]

The Windows taskbar at the bottom shows the start button, several open applications, and the system clock displaying 13:19 on Wednesday 15/10/2009.

## Associated Programme Details section

You will need to input the contact details in this section. If there is more than one contact ie if there is more than one PSRB link per AOS code you will need to put each contact in this section – eg (1) CONTACT NAME 1  
(2) CONTACT NAME 2.

## General Tab

1. Input the PSRB code from the list of values (press F9 to bring up the list of values).
2. PSRB name will be automatically inserted.
3. Input a summary of nature of the link.
4. Input a description of the link from the list of values which are: Accreditation, Exemption, Recognition, Prescription, Validation, Licence to Practise or Other (F9).
5. Input in the Other Descriptor Details if appropriate.

Professional, Statutory and Regulatory Bodies 3.01

Course Code: 2604 Course Name: BSC(HONS) SPEECH PATHOLOGY & THERAPY

Faculty: 2 Faculty Name: FACULTY OF HEALTH, PSYCHOLOGY & S Department: 28 Department Name: PROFESSIONAL REGISTRATION

Associated Programme Details

Faculty Dean: PROF V K RAMPROGRUS Departmental Head: DR P ROBERTS

MMU Contact Details

Name: PROF J STANSFIELD Position: PROFESSOR OF SPEECH PATHOLOGY

General | Approval and Review (a) | Approval and Review (b) | Approval and Review (c) | Annual Monitoring and Minor Mods | PSRB Contact

PSRB Code: HPC PSRB Name: HEALTH PROFESSIONS COUNCIL Seq: 5

Summary of PSRB Link: RESULTS IN THE RIGHT TO ENTER THE HPC REGIS

Description of Link: A ACCREDITATION

Other Descriptor Details:

## Approval and Review (a) Tab

1. Input the mechanism for PSRB Engagement - By Visit, Submission of Documentation, Both or Other (F9).
2. If there is no Visit go straight to - Outcome of most recent approval.
3. If there was a Visit – insert the relevant details.
4. Insert the outcome of the most recent approval.
5. If approval was unconditional go straight to the next tab – Details of good practice.
6. If approval was conditional – insert the relevant details.

The screenshot displays the 'Professional, Statutory and Regulatory Bodies 3.01' application window. The main window is titled 'Professional, Statutory and Regulatory Bodies 3.01' and contains a form with several sections:

- Programme Details:** Course Code: BSC4, Course Name: BSC(HONS) SPEECH PATHOLOGY & THERAPY, Faculty: FACULTY OF HEALTH, PSYCHOLOGY & S, Department: PROFESSIONAL REGISTRATION.
- Associated Programme Details:** Faculty Dean: PROF V K RAMPROGRUS, Departmental Head: DR P ROBERTS, Course List: (empty), Name: PROF J STANSFIELD, Position: PROFESSOR OF SPEECH PATHOLOGY.
- MMU Contact Details:** (Empty fields).
- Approval and Review (a) Tab:** Mechanism for PSRB Engagement: VISIT, If other for mechanism provide details: (empty), If by Visit, what type of event is it: MMU AND PSRB, Date of most recent event (academic session): 2006-2007, Date of most recent event (date): 13-JUN-2007, Date of next scheduled event (academic session): INDEFINITE, Date of next scheduled event (date): (empty), Outcome of most recent approval: CONDITIONAL.
- Details of conditions set by the PSRB:** THE PROGRAMME TEAM, IN COLLABORATION WITH THE UNIVERSITY OF MANCHESTER AND CLINICAL EDUCATORS, [If a conjoint event please do not include generic conditions set by the panel as these will be addressed through PARM]

The Windows taskbar at the bottom shows the system clock as 14:59 on Wednesday 15/10/2008. The taskbar includes the Start button and several open applications: Guidance notes.doc, MMU - MIDAS - TARD..., Citrix Program Neighb..., and Professional, Statuto...

## Approval and Review (b) Tab

This tab is used to gather information on PSRB specific conditions, recommendations and good practice and how the programme team has addressed these.

The first 5 sections need only be completed if approval was conditional.

This tab also includes two new sections on recommendations and good practice highlighted by the PSRB (leave blank if these are not applicable).

The screenshot displays the 'Professional, Statutory and Regulatory Bodies 3.01' application window. The main form is titled 'Professional, Statutory and Regulatory Bodies 3.01' and is divided into several sections:

- Programme Details:** Includes fields for Course Code, Course Name, Faculty, and Department.
- Associated Programme Details:** Includes fields for Faculty Dean and Departmental Head.
- MMU Contact Details:** Includes fields for Name and Position.
- Approval and Review (b) Tab:** This tab is active and contains the following sections:
  - General:** A tabbed interface with 'Approval and Review (b)' selected.
  - Text Input Fields:** A series of text boxes for reporting on PSRB conditions and recommendations:
    - Date set for the fulfilment of the conditions
    - How has the programme team addressed fulfilment of the PSRB specific conditions?
    - What date did the programme team respond to the PSRB
    - Date fulfilment of conditions reported to FADC
    - Fulfilment of conditions FADC minute reference
    - Details of any recommendations made by PSRB? [if a conjoint event please do not include generic recommendations made by the panel as these will be addressed through AME]
    - How has the programme responded to any PSRB specific recommendations?
    - Details of any good practice highlighted by the PSRB [if a conjoint event please do not include generic good practice highlighted by the panel as this will be addressed through PARM]
    - How has the programme team used good practice to enhance the student experience?

The Windows taskbar at the bottom shows the system clock as 09:42 on Wednesday, 12/11/2008, and several open applications including 'Novell GroupWise - M...', 'Citrix Program Neighb...', 'Professional, Statuto...', and 'Guidance Notes on th...'.

## Approval and Review (c) Tab

This tab includes information on the approval dates. This information may duplicate information already input under Approval and Review (a) Tab if the approval dates are the same as visit dates. However, as this is not always the case – the approval dates should also be input under this section.

**Professional, Statutory and Regulatory Bodies 3.01**

Course Code: 2604 Course Name: BSC(HONS) SPEECH PATHOLOGY & THERAPY  
Faculty: 2 FACULTY OF HEALTH, PSYCHOLOGY & S Department: 28 PROFESSIONAL REGISTRATION

**Associated Programme Details**

Faculty Dean: PROF V K RAMPROGRIUS  
Departmental Head: DR P ROBERTS

**MMU Contact Details**

Course List: [Empty]  
Name: PROF J STANSFIELD  
Position: PROFESSOR OF SPEECH PATHOLOGY

General | **Approval and Review (a)** | Approval and Review (b) | **Approval and Review (c)** | Annual Monitoring and Minor Mods | PSRB Contact

PSRB Approval granted from (academic session): 2007-2008  
PSRB Approval granted from (date): 01-SEP-2007  
PSRB Approval granted to (academic session): INDEFINITE  
PSRB Approval granted to (date): [Empty]  
Date PSRB approval reported to FADC: 00-SEP-2007  
Approval FADC minute: [Empty]

Record: 1/2

start | Guidance notes.doc... | MMU - MIDAS - TARD... | Citrix Program Neighb... | Professional, Statuto... | 15:25 Wednesday 15/10/2008

## Annual Monitoring and Minor Mods Tab

Information under this section was not included in the previous version of the database, so you will need to input information in this section for your faculty's links already held within the database.

1. If the PSRB conducts its own annual monitoring please answer all the related questions on this page.
2. If the PSRB does not conduct its own annual monitoring then go straight to the last question on this page on Minor Mods.

Professional, Statutory and Regulatory Bodies 3.01

Professional, Statutory and Regulatory Bodies 3.01

Programme Details

Course Code  Course Name

Faculty  Department

Associated Programme Details

Faculty Dean  Departmental Head

Course List  Name

Position

General | Approval and Review (a) | Approval and Review (b) | Approval and Review (c) | Annual Monitoring and Minor Mods | PSRB Contact

Does the PSRB conduct its own Annual Monitoring?

What form does the Annual Monitoring take?

What was the outcome of the most recent engagement?

How has the programme team addressed fulfilment of the PSRB specific conditions?

Details of any recommendations made by the PSRB?

How has the programme responded to any PSRB specific recommendations?

Details of any good practice highlighted by the PSRB?

How has the programme team used good practice to enhance the student experience?

Do minor modifications have to be approved by the PSRB?

Record: 1/1

start

Novell GroupWise - M... Citrix Program Neighb... Professional, Statuto... Guidance Notes on th...

09:43 Wednesday 12/11/2008

# PSRB Contact Tab

Insert all contact details

**Professional, Statutory and Regulatory Bodies 3.01**

Programme Details  
Course Code: 2004 Course Name: BSC(HONS) SPEECH PATHOLOGY & THERAPY  
Faculty: 2 FACULTY OF HEALTH, PSYCHOLOGY & S Department: 28 PROFESSIONAL REGISTRATION

Associated Programme Details  
Faculty Dean: PROF V K RAMPROGUS Departmental Head: DR P ROBERTS  
Course List: Name: PROF J STANSFIELD Position: PROFESSOR OF SPEECH PATHOLOGY

General | Approval and Review (a) | Approval and Review (b) | Approval and Review (c) | Annual Monitoring and Minor Mods | **PSRB Contact**

Name: VAREN SCOTT Address: HEALTH PROFESSIONS COUNCIL  
Position: ACTING MANAGER (EDUCATION) PARK HOUSE  
Telephone: 020 7582 0866 184 KENNINGTON PARK ROAD  
Faxno: 020 7480 9684 LONDON  
Email: EDUCATION@HPC-UK.ORG SE11 4BU

Record 1/2

start | Guidance notes.doc - ... | MMU - MIDAS - TARD... | Citrix Program Neighb... | Professional, Statuto... | Novell GroupWise - W... | 15:36 Wednesday 15/10/2008

## Saving Data and Inserting a New Entry

### **Saving data**

When you have finished entering all of the data for a PSRB link press F10 to save.

Your options are then:

### **Insert another PSRB link under the same course code**

To do this go back to the General Tab and click on the blue arrow → on the toolbar at the top of the screen. As you will see the top section of the page (course and contact details) will remain the same but you can then start adding the details of the second (or more) PSRB link, by repeating the procedure outlined on page 10 ie F7, course code, F8.

You can check how many records are attached to a record and which record you are in at any time by checking the message bottom left hand corner of the toolbar ie Record 1/1, Record 1/2.

### **Insert a new link under a different course code**

To do this go back to the Course Code Box and repeat the procedure outlined on page 10 ie F7, course code, F8.

## Deleting a Record

First of all ensure that you are in the record to be deleted (remember you may have more than one record attached to a PSRB).

To check if there is more than one record go into the PSRB Code field in the General Tab and then use the blue arrows at the top of the screen to switch between records.

If there is only one record attached to the PSRB then you will want to delete the entire record including contact details so:

- Place the cursor in a field in the Associated Programme Details section
- Click on the red cross at the top of the screen
- Place the cursor in the PSRB Code field in the General Tab
- Click on the red cross at the top of screen

If there is more than one record attached to PSRB you will probably only want to delete the details that are included in the Tabs (General to PSRB contacts) so:

- Place the cursor in the PSRB Code field in the General Tab
- When you are in the record you wish to delete – click on the red cross at the top of the screen.

Professional, Statutory and Regulatory Bodies 3.01

Professional, Statutory and Regulatory Bodies 3.01

Programme Details

Course Code  Course Name

Faculty  Department

Associated Programme Details

Faculty Dean  Departmental Head

Course List  Name

Position

PSRB Contact Details

Name  Position

General | Approval and Review (a) | Approval and Review (b) | Approval and Review (c) | Annual Monitoring and Minor Mods | PSRB Contact

PSRB Code  Seq

Summary of PSRB Link

Description of Link

Other Descriptor Details

Next Record  
Record 1/1

List of Values

start

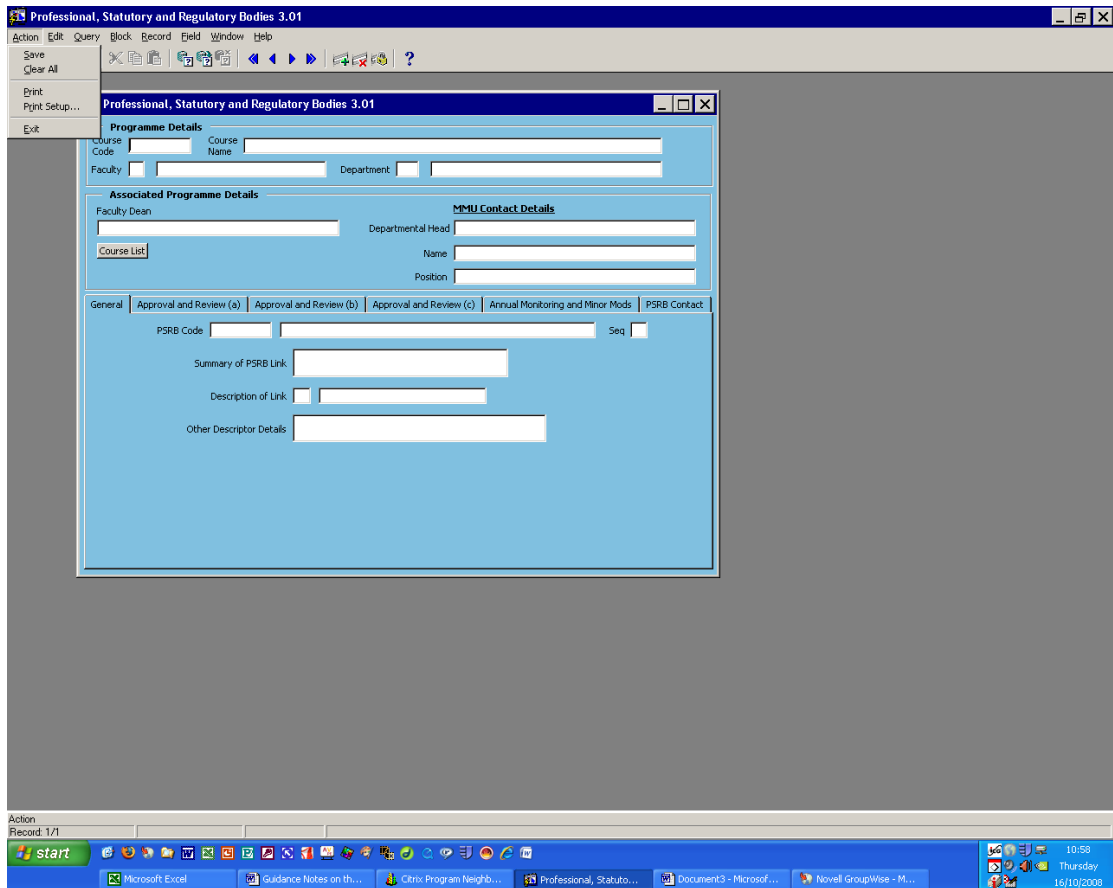
Novell Group... Mail To: JAWG... Auto Sched... Guidance Not... Citm Access... Mail From: Da... Professional... Institutional P...

10:20  
Wednesday  
11/01/2010

# Exiting a Record and the Database

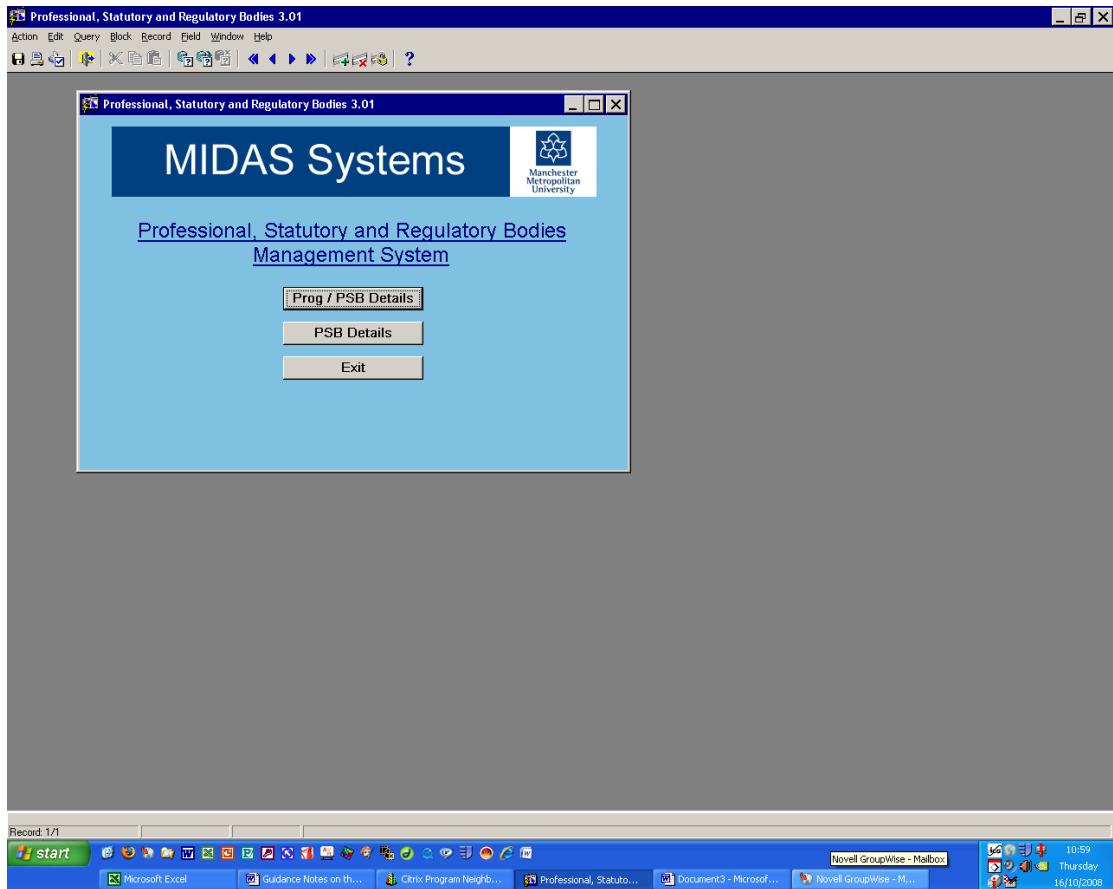
## To exit a record

To exit the record, click on Action and then Exit.



## To exit the database

Choose the Exit option



**Add a new PSRB not already included the list of  
PSRBs**

If you want to add a link with a PSRB that is not already included in the database and therefore not included in the drop down list of PSRB name options please contact Julie Watson in CASQE.

# QLS Reports

A number of reports are currently available:



## QPSB827 All PSRBs linked with a Programme

This provides the option to view:

- All PSRBs linked will all programmes (by leaving the AOS and occurrence codes blank)
- All PSRBs linked with a particular course (by inputting the AOS code)
- All PSRBs linked with courses in a specific faculty or department (by the use of wildcards)

## QPSB1085 All Programme courses linked with PSRB

This provides a dropdown list of PSRBs included in the database and provides the option to view:

- All courses linked to either a specific PSRB or all PSRBs
- The list ordered alphabetically by course name or PSRB name order.

### **QPSB1137 Link Summary**

This report provides a summary of information relating to contact details at the PSRB and in MMU and approval and review details.

### **QPSB818 List of Useful PSRB External Websites**

This report provides a link to the PSRB websites – any requests for amendments or additions to the list should be submitted to Julie Watson providing the website address.

### **QPSB 1136 Outcomes of PSRB Annual Monitoring**

This report identifies the links for which the PSRB conducts its own Annual Monitoring providing details on the outcome of such engagements.

### **QPSB1135 Outcomes of PSRB Approval Review**

This report extracts information relating to approval and review details in any given academic period. The filter used by the database for this report is Approval from (academic session). In most cases the process of approval/review takes place in the preceding academic year. Therefore if (re-) approval is from 2009/10 – the event will have been held in 2008/09.

### **QPSB830 PSRB Details Report**

This report provides general contact details for a specific or all PSRBs (address, tel and fax numbers and email address). Please note that the details in this report are not extracted from the information input by faculties under course entries – but from a separate part of the database maintained by CASQE. Any errors, omissions etc should be notified to Julie Watson.

### **QPSB 1091 PSRB Report: Overview of PSRB links**

This report provides an overview of all of the information input against each AOS.

### **QPSB831 PSRB Review Schedule**

This report provides details of the PSRB arrangements which are due for review in any given academic session, picking up the dates from the PSRB Approval granted to (date and academic session) fields in Approval and Review (c) Tab of the database.

# Institutional Report on PSRB Engagements

The Institutional Code of Practice (ICP) on Engagement with PSRBs is currently being revised. The revised ICP will include the requirement for CASQE to draft an Institutional Report on PSRB Engagements which will be considered by the Plenary Meeting of ADC/sub committee during the spring term.

The Institutional Report will draw upon data included in the database as follows:

## **Approval and Review Data (report QPSB 1135)**

The database query will pick up any courses which have received PSRB (re-) approval during the session covered by the AME. So for the Institutional Report on PSRBs which will be considered as part of the 2009/2010 AME (evaluating provision from 2008/2009) the report will extract data for those courses which have in the Approval granted from academic session field – 2009/2010 (as in most cases the (re-)approval takes place in the preceding year 2008/2009) .

Other information will include:

Outcome of the approval.

Any conditions set by the PSRB and the programme team's response.

Any recommendations made by the PSRB and the programme team's response.

Any good practice highlighted by the PSRB and how the programme team has used this to enhance the student experience.

## **PSRB Annual Monitoring Data (report QPSB 1136)**

For those arrangements where the PSRB conducts its own annual monitoring the database query will extract information relating to the most recent engagement ie for the 2009/2010 AME (evaluating provision from 2008/2009) it will pick up engagement taking place in 2008/2009, including:

Outcome of the most recent engagement

Any conditions set by the PSRB and the programme team's response.

Any recommendations made by the PSRB and the programme team's response.

Any good practice highlighted by the PSRB and how the programme team has used good practice to enhance the student experience.

**It is essential that all data for an academic session is input by 31<sup>st</sup> October each year in order that all relevant data for the period covered by the report is included in the overview report. It is recognised that in some cases the PSRB annual monitoring process may not be complete by this cut off date. In those cases you should update the database as and when further information is received.**