

PROJECT TO PROVIDE

NTOL CONVERSION PROGRAMME

FOR

MALTESE ENROLLED NURSES

**COLLABORATION
BETWEEN**

**INSTITUTE OF HEALTH CARE
UNIVERSITY OF MALTA
AND
NTOL - MACMILLAN MAGAZINES LIMITED**

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UNIVERSITY OF MALTA
INSTITUTE OF HEALTH CARE

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NTOL POSITION PAPER

PROPOSED COLLABORATION BETWEEN NURSING TIMES OPEN LEARNING (NTOL) AND INSTITUTE OF HEALTH CARE

This paper outlines Nursing Times Open Learning's position on the proposed collaboration between the Institute of Health Care (IHC) the University of Malta and Nursing Times Open Learning (NTOL) to provide the NTOL conversion programme for Maltese enrolled nurses to convert to State Registered Nurses.

It will address the nature of the collaboration between the two institutions and the costs involved including the estimated final cost to the students.

1.0 NATURE OF THE NTOL/IHC COLLABORATION

1.1 AIM

To ensure that Maltese enrolled nurses engage in a high quality, educational experience which enables them to develop personally and professionally whilst simultaneously achieving first-level registration.

The nature of the collaboration between NTOL and IHC would be concerned with:

- . Revisions to the NTOL conversion programme study and support materials*
- . Quality assurance*

NOTE *The provision of the NTOL conversion programme to other countries within the Mediterranean would require individual consultation and negotiated proposals entirely separate from this one.*

1.2 REVISIONS

The existing programme and support materials would be revised to ensure that socio-political, professional, cultural and ethnic issues in said materials are relevant to the local systems and culture of Malta.

The procedures would be as follows:

1.2.1 NTOL and the Institute of Health Care (IHC) at the University of Malta will collaborate in negotiating and agreeing revisions to all existing materials in the NTOL conversion programme.

1.2.2 The materials requiring revision - as estimated by IHC and NTOL:

<i>Materials</i>	<i>Extent of Revision</i>
<i>Community Health Care</i>	<i>Total</i>
<i>Mental Health/Mental Handicap</i>	<i>Total</i>
<i>Care of Mother and Newborn</i>	<i>Minor</i>
<i>Integrated modules -</i>	<i>Minor</i>
<i>. Research</i>	
<i>. Professional</i>	
<i>. Development</i>	
<i>. Management</i>	
<i>Student Guide to Open Learning</i>	<i>Minor</i>
<i>Tutor/Counsellor Guide to Open Learning</i>	<i>Minor</i>
<i>Annotated Bibliography</i>	<i>Minor</i>
<i>Practice Supervisor Support Pack</i>	<i>Minor</i>

1.2.3 NTOL and IHC would establish advisory teams in Malta and the UK to advise on revisions to materials (Revisions Teams).

1.2.4 Revisions to the programme will be carried out by the NTOL editorial team in close co-operation with IHC.

1.2.5 The IHC and faculty members involved in the revisions would be fully acknowledged in the revised materials.

1.2.6 The revised NTOL conversion programme materials used in Malta would be subject to the same annual review and, if necessary, revision, as required for all NTOL units and programmes. Revisions would be determined by IHC and carried out by NTOL if they were sufficiently extensive to require a reprint of the materials.

1.3 MANAGEMENT OF REVISIONS

1.3.1 *NTOL Macmillan Magazines Ltd will manage all revisions to existing study and support materials in the conversion programme for use in Malta, and of all annual revisions thereafter.*

1.3.2 *NTOL reserves the right to appoint:*

- *members of the UK Revisions Advisory Team, consulting the coordinator at IHC when appropriate*
- *all editorial, design and production staff involved in incorporating the agreed revisions and producing the finished materials to specification*

1.3.3 *All decisions concerning revised materials will be made in collaboration with IHC, but the final editorial decisions rest with NTOL.*

1.4 COPYRIGHT

1.4.1 *All copyright and other intellectual property rights subsisting in the design, concept, software and all materials associated with the programme belong to Macmillan Magazines Limited.*

1.4.2 *The design, concept, software and all materials must not be adapted, copied or reproduced, either whole or in part, without the prior express written permission of Macmillan Magazines Limited.*

1.5 NTOL POLICY FOR REVISIONS AND PRODUCTION

In order to protect the integrity of the programme, the intellectual property invested in the curriculum design, and the quality of the materials, NTOL Macmillan Magazines Ltd agreed a policy not to license revisions and/or production of materials to any organisation within or outwith the UK. The aim of this policy is to protect the interests of all those using NTOL programmes now and in the future.

NTOL has been approached by many Universities in the UK to grant such a licence but has vigorously defended its policy. NTOL recognises and respects the stature and expertise of the University of Malta in this field. However, to make an exception to this policy would result in pressure to do likewise from many other organisations.

To maintain quality on a scale which is envisaged would be impossible. NTOL regret therefore that its policy not to license must remain immutable.

1.6 REVISIONS SCHEDULE - See Appendix I

Date	Action
October	Collaboration agreed
October	Revisions advisory teams confirmed Malta/UK
Mid-October	<p>Ms Fardell/Ms Phillips visit Malta - 1 week</p> <p>Day 1 - JF meets advisory team to discuss revisions</p> <p>Day 2 - 4 - JF/MP Tutor counsellor/ practice supervisor workshop</p> <p>Day 5 - Final meeting with Revisions Team</p>
Late-November	<p>Recommended revisions to NTOL (excepting EC Directives books)</p> <p>Scenario 1</p> <p>Revisions satisfactory - All copy revised accordingly</p> <p>Scenario 2</p> <p>Further consultation with IHC team</p> <p>Amendments to proposed revisions to UK - Copy revised</p>
20 December	Revised copy first draft to IHC
10 January	Copy and comments returned to NTOL
7 February	Page proofs to IHC
14 February	Comments to NTOL - Minor only
4 March	Disc to production
18 March	Packs to warehouse distributors
20 March	Packs dispatched to named students

IHC have advised that a new edition of the European Community Directive books, Community Health Care and Mental Health/Mental Handicap, will be required to meet Maltese requirements. The deadline for this work would be September 1994.

This is unlikely to adversely affect the students' progress as NTOL experience demonstrates that most students require at least three to four months to adapt to this open and self directed approach to learning.

A separate schedule will be drawn up for these books.

There is no contingency in this schedule.

If there are any problems encountered by the structural design editor with revisions recommended in November this may necessitate a second briefing meeting in Malta.

2.0 **QUALITY ASSURANCE**

In order to ensure the quality of the learning experience for the students, the revision of the study materials and all other elements of the programme:

- . distribution and use of study and support materials*
- . supporting infrastructure*
- . operating methods*

must meet with and maintain the standards required for NTOL students within and outwith the UK as described below.

2.1 **ADDITIONAL SUPPORT MATERIALS FOR THE PROGRAMME**

Any additional supporting materials provided for students must be consistent with the philosophy and the student-centred, process-driven approach of the programme, and ensure that students engage in a cogent and coherent learning experience.

2.2 **STORAGE AND DISTRIBUTION OF MATERIALS**

NTOL would be responsible for production, storage and distribution of all materials. Materials would be provided to named students as identified by the IHC, University of Malta.

2.3 **INFRASTRUCTURE AND MONITORING MECHANISMS**

2.3.1 *It is important that the infrastructure and quality assurance monitoring mechanisms be of the same standard required of all other centres using the NTOL programmes within and outwith the UK.*

2.3.2 *NTOL anticipate that IHC would co-operate in the annual monitoring and evaluation carried out by NTOL through annual reports and visits by programme assessors. The data obtained through these mechanisms enables NTOL to monitor the quality of the units, programmes and support services and thereby ensure NTOL is meeting the needs of students, colleges and supporting personnel.*

2.4

TUTOR/COUNSELLORS

2.4.1 TUTORIAL SUPPORT FOR STUDENTS

Each student should have access to:

- *104 hours of group tutorials, including two, two-day residential workshops*
- *40 hours of individual tutorials*

Any additional tutorial support is at the discretion of the IHC and the individual tutor.

2.4.2 TUTOR/COUNSELLOR PREPARATION AND SUPPORT

Workshops

Each tutor/counsellor will attend two, two-day workshops whilst supporting the first group of students on the NTOL conversion programme.

Thereafter tutor/counsellors will be required to attend a minimum of one workshop each year for professional development.

Workshops will be provided by NTOL in collaboration with the IHC.

Additional support

Tutor/counsellors will also be supported through the following:

- *Written support materials*
- *NTOL helpline*
- *Tutor/counsellor network list*

2.5

PRACTICE SUPERVISORS

2.5.1 PRACTICE SUPERVISION AND SUPPORT

Each student will require at least 30 hours of support from a named practice supervisor throughout the programme.

The student should, ideally, be given the opportunity to select his/her own supervisor from registered nurses identified by the IHC as having the appropriate level of skill and knowledge to undertake this responsibility.

2.5.2 PREPARATION AND SUPPORT FOR THE PRACTICE SUPERVISOR

Workshops

Each practice supervisor will attend two, two-day workshops during the period s/he is supporting the first group of students.

Thereafter practice supervisors will be required to attend a minimum of one professional development workshop each year.

Workshops will be provided by NTOL in collaboration with the IHC.

Additional support

Practice supervisors will also be supported through the following:

- . Written support materials*
- . NTOL helpline*
- . Practice supervisor network list*

2.6

ALTERNATIVE CLINICAL EXPERIENCE AND STUDY TIME

Students should be given the opportunity and time to obtain alternative clinical experience, identified through the profiling process to meet personal and professional needs as well as the European Community Directives requirements.

2.6.1 ALTERNATIVE CLINICAL EXPERIENCE

Students should be supported to negotiate creative ways of meeting their learning needs including:

- . exchanging places with other students in appropriate, alternative clinical settings*
- . supporting and guiding a fellow student visiting their practice setting to obtain alternative experience*
- . following up their patients after discharge*
- . befriending and following a pregnant woman throughout her pregnancy and delivery into the post-natal period*

2.6.2 TIME FOR STUDY AND ALTERNATIVE EXPERIENCE

Time to meet learning needs through alternative clinical experience and study time will be negotiated by the student.

Ideally, students will be given the opportunity to obtain a minimum of 30 hours in respect of study leave and alternative clinical and learning experiences.

2.7

RESIDENTIAL WORKSHOPS

Students should have the opportunity to plan, in collaboration with their student peers and tutors, and attend, two, two-day residential workshops throughout the programme.

2.8

RESOURCES

Programme administration will include the provision of resources by the IHC:

2.8.1 LIBRARY RESOURCES

Students should have access to library resources which enable them to pursue their studies to the depth and breadth they have identified.

2.8.2 CLASSROOM FACILITIES AND RESOURCES

IHC will provide classroom and audio-visual materials and aids as required by the students and tutor/counsellors to meet students' learning needs

2.9

OPEN ACCESS TO THE PROGRAMME

2.9.1 ENTRY REQUIREMENTS

There should be no entry requirements for the conversion programme, other than those stipulated in the European Community Directives:

- . an enrolled nurse must have the equivalent of one year's post-registration experience*

- . students must be able to gain the requisite hours and types of experience to meet the European Community Directives*

The student must be actively supported by his/her manager who will continue to employ him/her throughout the programme.

The student's manager must undertake to ensure that the student is supported for the duration of the programme by a registered nurse, called the practice supervisor, who is prepared to the level required to undertake this role.

NTOL will only provide materials to students upon receipt of a completed NTOL application form confirming the students are fully supported by:

- . their manager*

- . a tutor/counsellor - approved and appointed by the IHC*

- . practice supervisor (described above)*

3.0

WITHDRAWAL FROM THE PROGRAMME

Students who decide to withdraw from the programme either voluntarily or upon advice from the IHC should be offered appropriate personal and professional counselling.

If students are advised to withdraw from the programme, it may be appropriate for the student, the tutor/counsellor and the student's practice supervisor/manager to meet to discuss this.

4.0 **MANAGEMENT**

4.1 **PROGRAMME MANAGEMENT TEAM**

4.1.1 **THE TEAM**

The IHC is required to establish a Programme Management Team comprising membership of at least:

- . Programme Director to be appointed by IHC*
- . 2 tutor/counsellors*
- . 2 practice managers*
- . 2 practice supervisors*
- . 2 students*
- . 2 former students (after first cohort completes)*

4.1.2 **TERMS OF REFERENCE**

The Management Team is responsible for:

- . Monitoring of standards*
- . Provision of an annual monitoring report*
- . A general review of recruitment*
- . General overview of student progress*
- . Serving as a formal channel of communication between teaching staff and students in matters relating to the operation of the programme.*

4.2 **DATA STORAGE**

NTOL will maintain appropriate computerised and manual records on all students, tutor/counsellors and practice supervisors using and supporting students on the programme.

Such stored information may be used for statistical analysis, monitoring and evaluation of the programme.

Storage and release of information will comply with the requirements of the UK Data Protection Act (1984).

5.0 PROPOSED METHODS OF PAYMENT

Two scenarios are presented for consideration

5.1 SCENARIO 1

This scenario is based on the assumption of 100 students per year for six years.

The figures shown have separated out the costs of:

- *revisions and production* **£123k**
- *annual revisions to the materials from 1995 (per year)* **£ 14k**
- *printing (per year from 1994)* **£ 30k**
- *tutor/counsellor and practice supervisor workshops (per workshop)* **£ 3k**
- *charge per student* **£ 40**

The figures assume an annual inflation rate of 5% from 1995.

	93	94	95	96	97	98	99	TOTALS	TOTAL INCL. INFLATION
REVISIONS	123		14	14	14	14	14	193	205
PRINTING		30	30	30	30	30	30	180	204
T/C WORKSHOPS	6	18	18	18	18	18	12	108	120
COSTS PER STUDENT		4	4	4	4	4	4	24	27
TOTAL	129	52	66	66	66	66	60	505	556
5% ANNUAL INFLATION FROM 1995			69	73	76	80	77	556	

Total cost for 600 students over 6 years is £556k

Cost per student overall would therefore be £927

A breakdown of these figures is as follows:

5.1.1 REVISIONS

Initial revisions are based on those estimated by IHC:

- . minimal on most materials*
- . new editions of: **Community Health Care**
Mental Health/Mental Handicap*

Costs are as follows:

<i>Editorial and consultancy fees</i>	<i>£56.5k</i>
<i>Authoring</i>	<i>£13.5k</i>
<i>Other pre-production costs</i>	<i>£21k</i>
<i>Origination</i>	<i>£32k</i>
Total	£123k

Annual Revisions

The cost of £14k for annual revisions is in anticipation of substantive changes to materials involving editorial work and origination costs.

Minor changes to statutory regulations and/or practice which effect the material content -could be passed to students as addenda prepared by IHC, hence saving revisions costs.

Editorial and Consultancy

Costs include:

- . all editorial management and work*
- . consultation with Maltese team*

Authoring

This includes:

- . *consultancy and reading by:*
 - the original authors*
 - new authors for new editions of the two books (as above)*
- . *critical readers and testers*
- . *rights to reproduce materials for which we do not hold copyright*
- . *revisions to bibliography*

Authoring costs may vary according to the extent of the revisions required.

This will inevitably effect total costs.

Authors and editors will also be working to very tight deadlines.

A project team will therefore be set up to complete the work in time.

Other pre-production costs

These include graphics design fees, artwork including any photographs, research and reproduction costs; DTP operator/designer.

Origination

The cost of converting disc to film for printing. Origination costs vary according to the extent of the material. Therefore on two books of more than 200 pages and all other materials, the cost is high.

Every book revised will have to be re-originated.

5.1.2 PRINTING

These costs will increase as paper costs rise.

NTOL/Macmillan is always interested in securing cost-effective printing from printers who produce a high standard of work within tight deadlines. NTOL would therefore be interested in comparing quotes from UK and Maltese printers.

5.1.3 TUTOR/COUNSELLOR WORKSHOPS

Costs cover two members of the NTOL team visiting Malta; preparation and additional materials for up to 25 participants.

5.1.4 COSTS PER STUDENT

The £40 per student covers postage, packaging, storage and NTOL administration.

5.1.5 INFLATION

An assumption has been made that inflation will rise at 5% per year from 1995.

5.2 SCENARIO 2

We charge £1000 per student (1993 prices) which will cover all our costs except tutor/counsellor workshops which are charged at £3k per workshop.

The figures assume an annual inflation rate of 5% from 1995.

	STUDENT COSTS	TUTOR/COUNSELLOR WORKSHOP COSTS	TOTAL
1993		6	6
1994	100	18	118
1995	105	19	124
1996	110	20	130
1997	116	21	137
1998	122	22	144
1999	129	15	144
TOTAL	682	121	803

Total costs for 600 students over 6 years is £803k

Cost per student overall is therefore £1338

5.3 DIFFERENCES BETWEEN SCENARIOS

Scenario 1 - we receive payment in advance of starting the revisions work this year. Thereafter we are paid as you order and as and when we revise over the six year period.

Scenario 2 - you make no initial payments for the revisions, paying only as and for what you order.

Clearly this is less advantageous to us in the short term and we would need to be compensated accordingly.

6.0 AGREEMENT BETWEEN NTOL MACMILLAN MAGAZINES LTD AND IHC

Within four weeks of the acceptance of a final proposal by IHC University of Malta, a draft agreement will be drawn up by NTOL for consultation.

Outline Schedule from Commencement through Completion of First Cohort

	1993							1994												
	JUN	J	A	S	O	N	D	JAN	F	M	A	M	J	J	A	S	O	N	D	
NTOL proposal drawn up	■	■																		
Malta agrees to use programme				■																
Draft contract agreed and signed					■															
Revision of materials						■	■	■	■											
Reprinting								■	■											
FIRST INTAKE																				
Tutor selection and training					■	■	■	■					■						■	■
Selection of students							■	■												
Duration of programme									■	■	■	■	■	■	■	■	■	■	■	■
Review of progress by NTOL													■							
SECOND INTAKE																				
Tutor selection and training																			■	■
Selection of students																				■
Duration of programme																				
Review of progress by NTOL																				
Practice supervisor preparation					■			■					■						■	

APPENDIX 1