

## **Ministry of Advanced Education Health Education Program (CIP 51) Review Policy**

Since 2001, the Ministry of Advanced Education (the Ministry) has funded almost 9,000 new student spaces in health and medical education programs and invested over \$1.5 billion in operating and capital funding at post-secondary institutions across British Columbia. As of 2016/17, there are over 15,000 targeted health FTEs with approximately 17,000 overall FTEs delivered in health education programs at public colleges, institutes and universities in BC. Total annual target funding for health education seats is almost \$125 million, with additional funding for seat delivery dedicated within institutional base operating grants.

The Ministry works collaboratively with the Ministry of Health to ensure that health education program delivery aligns with and supports provincial health human resource needs and priorities. In turn, the Ministry works closely with post-secondary institutions and sector organizations to ensure health education programs, whether target funded or funded through base operating grants, are sustainable, provide students with credible and recognized knowledge and skills training, and are designed to address provincial and/or local labour market need.

To ensure the significant provincial investment in health education and health programs at public post-secondary institutions continues to support provincial priorities, the Ministry established a Health Education Program Review process for all new or materially changed health education programs across BC. The Health Education Program (CIP 51) Review Policy (the Review) sets out a process intended to ensure post-secondary education institution delivery of health education programs effectively and strategically aligns with institution mandates, identified short term and ongoing student demand, regional and provincial labour market requirements, and population health priorities and delivery.

Institutions are asked to cooperatively participate in the Review as a corollary to existing program authorization processes, both internal (Senate and Board approval) and external (Degree Authorization/Peer Review). The Review will ensure any potential challenges to program development, approval and implementation are addressed in advance and all stakeholders are in agreement and aligned with intended program outcomes.

This document will identify what the Review entails, including:

- Scope of included health programs;
- Review process and timelines; and
- Information required for proposal evaluation.

### **Identification Of Health Programs Considered In Scope For Review**

For the purposes of the Review, a health education program is defined as any program coded in the Classification of Instructional Program (CIP) Canada 2011 series, Category 51. – Health Professions and Related Programs.

This includes all health education programs offered at public post-secondary institutions regardless of funding source (e.g. cost recovery, target funded, dedicated base grant funding, contract training, etc.), delivery mode (on-campus, on-line, distance, etc.), student nationality (domestic or international),

Faculty (continuing studies, professional studies, academic, health, etc.) or location (main or satellite campus). However, it excludes programs that are not CIP 51 but may be housed or delivered through an institution's Faculty of Health.

For all health education programs, the Ministry requests that institutions advise and consult with Ministry health program staff when any of the following changes in health education program delivery are being considered:

1. Development and implementation of a new degree and/or non-degree health program;
2. A change in the number of graduates and/or FTE's delivered at the program level (e.g. expansion, contraction, suspension, termination);
3. A change in student cohort or funding type (e.g. addition of an international student stream, etc.);
4. A change in program structure and/or duration;
5. A change in the credential awarded.

Based on initial consultation, Ministry staff will recommend whether a full proposal is required for review or whether proposed program changes do not meet the threshold for additional review.

### **Review Process and Timelines**

The Review process respects institution autonomy to design, develop and implement education programs. At the same time, health education programs educate and train individuals to deliver population health services in BC and depend upon clinical exposure in public (and private) health facilities for students during the course of their training. For reasons of public safety, potential impacts on public clinical resources, and maximizing benefit for the significant public resources directed to health education, both the Ministry and the Ministry of Health request that institutions cooperate with the Review process.

The following milestones in program development represent opportunities for engaging with Ministry staff:

1. Initial consultation prior to first development of a formal program proposal;
2. Consultation subsequent to program submission for Senate and Board approval;
3. Consultation prior to or concurrent to submission for Peer review/Degree Authorization.

Institutions have the option to consult informally with the Ministry prior to formal program development and submission of program proposal through internal approval processes. This informal discussion will help anticipate potential roadblocks or approval challenges and can function to help plan an appropriate approval pathway to ensure success.

If proposed program changes warrant a formal review, the Ministry will request a formal proposal to initiate the review process. It is expected that most reviews will be completed within 6 weeks of receiving a formal proposal. An incomplete proposal, or if additional information is required, will increase the overall review period.

Institutions are encouraged to engage in the Health Education Program Review process prior to submitting a formal proposal to the Degree Authorization process or through non-degree programs peer review (Note: this is noted in the guideline documents for degree and non-degree programs).

For new degree proposals, the Health Education Program Policy review must be completed before review by the Degree Quality Assessment Board and prior to ministerial approval. For non-degree health program proposals, a health education review must be completed before the new or revised program is implemented.

For program changes that do not require submission through the existing review of degree and non-degree programs, the Ministry strongly recommends consultation prior to development and before implementation.

The Ministry will coordinate the review process, including any and all communication with the institution and with the Ministry of Health. Both the Ministry of Advanced Education and the Ministry of Health will evaluate the proposal based on criteria set out below.

### **Information Required For Proposal Evaluation**

The following is provided to help guide the development of program proposals submitted to the Review. All proposals will be reviewed to ensure they provide sufficient information to allow the Ministry and the Ministry of Health to support the proposed program change.

#### **Ministry of Advanced Education, Skills and Training:**

In addition to program elements included in proposals submitted for degree or non-degree review, the Ministry of Advanced Education will evaluate all proposals with respect to the following:

- Alignment with provincial priorities for health education expansion;
- Alignment with provincial and/or regional labour market demand;
- Evidence of ongoing and sustainable student demand;
- Alignment of program structure and curriculum to provincially accepted, entry level practice competencies;
- Eligibility of graduates for professional certification;
- Institutional experience and capacity, including physical space, equipment and faculty;
- Evidence of clinical placement coordination capacity;
- Clear identification of existing or planned resources to support and sustain the program;
- A detailed program budget if a proposal includes a request for funding.

#### **Ministry of Health:**

The Ministry of Health will consider the following in its determination of support:

- Alignment with health human resource planning and distribution needs of the Province;
- Alignment with provincial strategic priorities related to standards and initiatives related to the needs of the health system (e.g. primary care, mental health, rural health, etc.);
- Potential impact of proposed clinical education on public and private resources, confirmed by relevant health authorities and/or private providers and articulating:
  - Guarantee of current and future capacity (number of placements, location, duration, type);
  - Guarantee provided placements will not displace current planned clinical education in that health authority.

- Alignment with regulatory body requirements, with evidence for:
  - Number of program clinical placement hours;
  - Clinical placement type and ratio of students to educators;
  - Evidence of appropriate variety of clinical placement exposure to required competencies;
  - Program admission standards, including ESL.
- Alignment with health delivery priorities such as inter-professional team based approach, cultural sensitivity, effective transition to practice readiness, patient centred approach, etc.

Clinical placement capacity and labour market demand can be established partially by including letters of support from health authority Chief Nursing Officers, confirming student clinical placement availability and describing the need for and type of employment opportunities for graduates of the program.

The Ministry's support for all health education programs will respect recommendations provided by the Ministry of Health.

The contact person for Health Education Program (CIP 51) Review is Melanie Nielsen, Director of Health and Medical Education Programs ([Melanie.Nielsen@gov.bc.ca](mailto:Melanie.Nielsen@gov.bc.ca)) or 778-698-9791.