



ASSOCIATION OF HEALTH PROFESSIONS IN OPHTHALMOLOGY

AHPO Incident Procedure

Introduction

The Association of Health Professions in Ophthalmology (AHPO) is a professional organisation that promotes the practice, education, training and research in the field of ophthalmology and vision science throughout the United Kingdom, by promoting high standards of care and treatment of patients with disease or disability affecting the eyes or vision, advancing public education in ophthalmology and vision science, and representing the needs and interests of ophthalmology and vision science in the provision and advancement of health care.

AHPO's accreditation role is to secure standards for those qualifications we certificate. As part of our commitment to quality assuring standards, and therefore protecting learners, AHPO provides guidance and support to help training units and their learners achieve their learning and development goals. AHPO also ensures that any regulatory requirements our regulators impose on us are met.

Our regulatory policies are integral to our approach and articulate in a consistent way how we meet our regulatory requirements. The policies are reviewed annually to ensure that they remain fit for purpose.

Purpose

This policy applies to all AHPO Assessors, Workplace Mentors and Training Units. This policy sets out guidance of how to identify an incident and the procedure to follow.

Scope

- This policy covers the whole of AHPO and relates to all of its qualifications
- This policy applies to all stakeholders and includes: the Trustees of AHPO, AHPO administrative staff, members of AHPO Council, members of the AHPO Examinations and Education Committees, AHPO examiners and external examiners, assessors, tutors, workplace mentors and learners
- This policy does not replace other policies such as malpractice and maladministration, complaints or appeals, etc.

This policy details AHPO's commitment to the management of incidents that could have an adverse effect on its qualifications. This procedure enables AHPO Training Units to report such incidents.

Definition of an incident

An incident is something that happens, that can have an adverse effect on AHPO qualifications or AHPO learners. The AHPO Examinations Committee endeavours to ensure that assessments accurately differentiate between learners on the basis of the level of attainment they have demonstrated, and to ensure the accurate and timely award of qualifications.

Incidents could include whistleblowing, plagiarism, malpractice, maladministration, collusion, special consideration, reasonable adjustments, appeals or complaints.

AHPO Incident Procedure

AHPO takes all responsible steps to identify and mitigate against any risks that could have an adverse effect on AHPO Qualifications. However, AHPO recognises from time to time incidents could occur that have not been foreseen and this policy and procedure has been developed to identify the

potential risks and to manage them in an effective manner, to safeguard AHPO learners and AHPO qualifications.

AHPO's procedure for incidents will involve the following actions:

- Identification of an incident
- The incident is reported to AHPO

Identification of an incident

If you identify an incident in most cases the incident will be covered by other AHPO Policies and Procedures. Please ensure that these procedures are followed. If the incident is not covered by one of these policies, the incident should be reported to AHPO using the Incident Report Form which can be found at the end of the procedure. AHPO will review the Incident Report Form and give you feedback on best practice.

In rare cases where malpractice or maladministration is suspected, please follow the AHPO Malpractice and Maladministration Policy and Procedure.

Ofqual Reference

This policy relates to the Ofqual criteria for recognition: *A.7.Management of incidents*

**ASSOCIATION OF HEALTH PROFESSIONS IN OPHTHALMOLOGY
Report of Incidence Form**

This form must be completed when reporting an incident to AHPO

Name of AHPOTraining unit	
Contact Name	
Contact address, phone number and email	

AHPO Qualification Code	Qualification Title:

AHPO Unit Code	Unit Title

Learner Number	Learner Name

Please give nature of the incident including whom it was reported to and dates

Describe the actions taken

If there are any other details you feel are relevant to this incident including mitigating circumstances, please give further information below.