

# December 2003 – Chief Executive Operational Report

**Marc Seale, Chief Executive and Registrar**

# Chief Executive Operational Report – December 2003

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<b>Chief Executive</b> <b>1<sup>st</sup> September – 30<sup>th</sup> November 2003</b>	
<b>Completed Meetings</b>	
CRHP	1 <sup>st</sup> Sept
British Dietetic Association	1 <sup>st</sup> Sept
CRHP	3 <sup>rd</sup> Sept
Health Professions Wales Management Group	9 <sup>th</sup> Sept
CRHP	11 <sup>th</sup> Sept
Association of Professional Ambulance Personnel	15 <sup>th</sup> Sept
Allied Health Professions Forum	18 <sup>th</sup> Sept
Dept of Health/Regulatory Bodies	22 <sup>nd</sup> Sept
Hong Kong Polytechnic University	23 <sup>rd</sup> Sept
CRHP	25 <sup>th</sup> Sept
PoW Foundation for Integrated Health	26 <sup>th</sup> Sept
Drake International	29 <sup>th</sup> Sept
Oxford Brookes University	29 <sup>th</sup> Sept
Jenrick Medical	3 <sup>rd</sup> Oct
Department of Health	6 <sup>th</sup> Oct
Health Service Ombudsman (Wales)	7 <sup>th</sup> Oct
Tony Hazell visit	7 <sup>th</sup> Oct
Towards Unity for Health conference	2 <sup>th</sup> -15 <sup>th</sup> Oct
Electoral Reform Services	24 <sup>th</sup> Oct
Anglia Polytechnic University	24 <sup>th</sup> Oct
SMAE Annual Convention	24 <sup>th</sup> Oct
Locum Group	6 <sup>th</sup> Nov
Association of Ambulance Personnel Conference	8 <sup>th</sup> Nov
Independent Healthcare Association seminar	10 <sup>th</sup> Nov
Royal College of Speech & Language Therapists	11 <sup>th</sup> Nov
Unison Ambulance Conference	13 <sup>th</sup> Nov
National Patient Safety Agency	14 <sup>th</sup> Nov

Thomson Directories	17 <sup>th</sup> Nov
Yellow Pages	17 <sup>th</sup> Nov
Health Regulatory Bodies	17 <sup>th</sup> Nov
Council of Deans	18 <sup>th</sup> Nov
Therapy Weekly	21 <sup>st</sup> Nov
European Institute of Public Administration	24 <sup>th</sup> -26 <sup>th</sup> Nov
Society of Vascular Technology AGM	27 <sup>th</sup> Nov
CRHP	28 <sup>th</sup> Nov
<b>Scheduled Meetings</b>	
CNO, Department of Health	1 <sup>st</sup> Dec
Department of Health	2 <sup>nd</sup> Dec
Chartered Society of Physiotherapy	4 <sup>th</sup> Dec
Institute of Biomedical Science	8 <sup>th</sup> Dec
Royal College of Speech & Language Therapists	8 <sup>th</sup> Dec
Robert Jones visit	10 <sup>th</sup> Dec
Society of Radiographers	12 <sup>th</sup> Dec
Society of Chiropractors & Podiatrists	12 <sup>th</sup> Dec
College of Occupational Therapists	16 <sup>th</sup> Dec
Dept of Health re Supplementary Prescribing	17 <sup>th</sup> Dec
The Rt Hon John Hutton MP	3 <sup>rd</sup> Dec
<b>Strategy</b>	
The Strategic Intent document published in April 2002 was revisited by the Council on 8 <sup>th</sup> and 9 <sup>th</sup> October and a new version will be presented to the Council on 11 <sup>th</sup> December.	
<b>Early Day Motion</b>	
An EDM was laid in Parliament on 17 <sup>th</sup> July praying to annul the Registration & Fees Rules. A Commons Standing Committee met on 29 <sup>th</sup> October and the Rules were approved.	

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### Health and Disability Issues

A meeting is being arranged for February in London. Purpose of the meeting is to identify all issues relating to the health or disability of prospective registrants or registrants.

### Consultation on Structure of HPC Register

Paper will be issued on 19<sup>th</sup> January.

### Communications – Chris Middleton

#### Annual Report

Document will be published in December.

#### Listening Events

85 registrants attended the Llandudno event on 4<sup>th</sup> November.

Future events:

Nottingham 17<sup>th</sup> February 2004 (Notts County Cricket Ground)  
Aberdeen 6<sup>th</sup> May 2004 (Aberdeen Football Club)

#### Annual Conference

The benefit of organising a one or two day conference for all HPC Partners is being investigated by the Executive. This would be held just before the Council Away Day on 4<sup>th</sup> and 5<sup>th</sup> October. Proposal will be presented to the Council meeting in March.

#### Annual Meeting

The possibility of holding an “Annual Meeting” is being investigated by the Executive. Date being considered would be 16<sup>th</sup> July. Firm proposals will be presented to the

Communications Committee in early 2004.

#### Summer Event

Following the success of the event on 3<sup>rd</sup> June of Council meeting with other UK Regulators of healthcare professions, the Executive are investigating the possibility of repeating this on 15<sup>th</sup> July.

#### Conferences

Completed: CSP 17<sup>th</sup> October Birmingham

### Education and Policy – Peter Burley

PLG – Course Approvals: Project has commenced

PLG – CPD: Project has commenced

PLG – Standards of Education & Training: Project has commenced

#### Course Approvals (24<sup>th</sup> September Education & Training Committee)

##### New Programmes:

PgD in Occupational Therapy	South Bank University
BSc(Hons) Occupational Therapy	St Martin’s College
	University of Lancaster
MSc Occupational Therapy (pre-reg)	University of Northumbria
BSc(Hons) Occupational Therapy	University of Salford
BSc(Hons) Nursing & Paramedic Science	Coventry University
MSc in Physiotherapy	University of Northumbria
BSc(Hons) in Physiotherapy	University of Northumbria
BSc(Hons) in Physiotherapy	Un. of Central Lancashire

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BSc(Hons) Physiotherapy	University of Salford St Martin's College, Carlisle
PgD in Radiotherapy & Oncology	University of Lancaster
BSc(Hons) Diagnostic Radiography	Queen Margaret Un. College
PgD Radiotherapy & Oncology in Practice (with eligibility for registration)	University of Derby Sheffield Hallam University
<b>Continued Approval:</b>	
PgD Music Therapy (Nordoff-Robbins)	University of Edinburgh
Diploma in Art Psychotherapy	University of Sheffield
BSc(Hons) Occupational Therapy	University of Ulster
BSc(Hons) Occupational Therapy	University of Northumbria
BSc(Hons) Occupational Therapy	University of Liverpool
BSc(Hons) Occupational Therapy	St Martin's College, Lancaster
BSc(Hons) Occupational Therapy	Robert Gordon University
BSc(Hons) Physiotherapy	University of Ulster
BSc(Hons) Physiotherapy	University of Liverpool
BSc(Hons) Physiotherapy	University of Hertfordshire
BSc(Hons) Physiotherapy (part-time)	Salford University
BSc(Hons) Physiotherapy	Salford University
BSc(Hons) Physiotherapy	Robert Gordon University
BSc(Hons) Physiotherapy	University of Northumbria
BSc(Hons) Diagnostic Radiography	University of Liverpool
BSc(Hons) Radiotherapy	University of Liverpool
BSc(Hons) Diagnostic Radiography	Robert Gordon University
<b>Major Changes to Programme:</b>	
BSc(Hons) Occupational Therapy	St Loye's School of Health Studies, College of St Mark and St John
<b>Minor Changes to Programme:</b>	
BSc(Hons) Physiotherapy	Bradford University
BSc(Hons) Physiotherapy	Un. of the West of England

### Chairman's Action:

PgD in Therapeutic Radiography (with eligibility for registration)	South Bank University
MSc Rehabilitation Science (with eligibility to practise Physiotherapy)	University of Brighton
BSc(Hons) Nutrition and Dietetics	King's College London
PgD/MSc in Nutrition and Dietetics	King's College London
PgD Music Therapy (Nordoff-Robbins)	University of Edinburgh

Defer the continued approval of the Sheffield Orthoptics programme until 2005.

### Consultations

The following consultation documents have been received:

- Moorfields Eye Hospital NHS Trust: re application to become an NHS Foundation Trust (10.9.03)
- General Dental Council: Consultation on Standards for Dental Practice (10.9.03)
- Council for the Regulation of Healthcare Professionals: Protecting the Public: Decisions to Refer Regulatory Cases to Court (Section 29 proposals) (23.9.03)
- National Patient Safety Agency: NPSA Prioritisation Consultation (25.9.03)
- General Osteopathic Council: Revised Code of Practice – Pursuing Excellence (9.03)
- Nursing & Midwifery Council: Third Register Consultation (9.03)
- General Optical Council: Code of Professional Conduct (9.03)
- Royal Pharmaceutical Society of Great Britain: A Charter Fit for the Future (13.10.03)
- MHRA: Various consultation documents re reclassification of products

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### Finance and Office Services - Paul Baker, Deborah Farley

#### 182 Kennington Park Road

Planning Inspector visited the site on 2<sup>nd</sup> December. HPC will be notified of the decision by 12<sup>th</sup> January 2004.

#### Five Year Plan

The plan will be updated following the approval of the 2003/4 Budget and the revised Strategic Intent document.

### Fitness to Practise – Anne Barnes

#### Removal from the Register

Mr A Charlesworth was removed from the Occupational Therapists Register on 30<sup>th</sup> October 2003.

Miss I Dobbelaar was removed from the Occupational Therapists Register on 31<sup>st</sup> October 2003.

Mr D Holmes's name to be removed from the Prosthetists and Orthotists Register with effect from 15<sup>th</sup> December 2003 (28 days in which to appeal). Interim Suspension Order issued with effect from 13<sup>th</sup> November 2003.

Mr N Burgess's name to be removed from the Clinical Scientists Register with effect from 17<sup>th</sup> December 2003 (28 days in which to appeal). Interim Suspension Order issued with effect from 17<sup>th</sup> November 2003.

#### Interim Orders

The Investigating Committee has issued four Interim Suspension Orders involving two Physiotherapists, one Biomedical Scientist and one Speech and Language Therapist.

### Guidance Notes for Fitness to Practise Panels

Work is underway to produce first drafts of these documents.

### Human Resources – Denise Thompson

#### Employee Handbook

The new employee handbook will be issued w/c 15<sup>th</sup> December. A series of seminars will be held for all employees.

#### All Staff Meeting

The next All Staff meeting has been set for Monday 15<sup>th</sup> December.

#### New Appointments

Victoria Nash                      UK Registration Dept

#### Leavers

Katie Ryan                      International Registration Dept  
Rebecca Noorian              International Registration Dept  
Dharam Dickinson            International Registration Dept  
Ming Trinh                      IT Systems Administrator

### Information Technology – Roy Dunn

#### IT Strategy – Second Phase

Work is continuing to prepare the strategy. The proposal will be presented to the Finance and Resources Committee on 12<sup>th</sup> February.

#### ISO Accreditation

Preliminary work has commenced with a target date of completion of 15<sup>th</sup> July 2004.

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### Documentation of Processes

The new HPC processes are either being documented or refined following their introduction on 9<sup>th</sup> July 2003.

### New Professions – Cathy Savage

#### Completed Meetings

General Medical Council regarding surgeons assistants	4 <sup>th</sup> Sept
Tim Sullivan (regulation of new professions in Ireland)	10 <sup>th</sup> Sept
EMT workshop with reps from AODP and BPS	15 <sup>th</sup> Sept
British Orthopaedic Technicians Association	23 <sup>rd</sup> Sept
British Association of Tissue Bankers	6 <sup>th</sup> Nov
Institute of Maxillofacial Prosthetists & Technologists	20 <sup>th</sup> Nov
British Association of Sports Rehabilitators & Trainers	21 <sup>st</sup> Nov
British Confederation of Psychotherapists	28 <sup>th</sup> Nov

#### Applications

A formal application has been received from the Association of Dance Movement Therapists (ADMT) for Council's consideration in March 2004.

#### Post Recommendation

The Department of Health consultation period for the Operating Department Practitioners finished on 14<sup>th</sup> November.

### Registration – Sarah Dawson, Claire Harkin

#### International Registration

The programme to brief employment agencies and NHS groups is continuing. Registration officers are receiving regular

training and a new filing system was implemented on 6<sup>th</sup> and 7<sup>th</sup> December. Registration statistics are now included in the management information pack.

#### UK Registration

Service levels were reduced during November as a consequence of the industrial dispute at the Royal Mail and a five day reduction of the BT telephone connection. Numerous registrants are failing to sign the SoP declaration forms. The form has been redesigned and the renewal period extended by one month.

### Secretariat – Niamh O'Sullivan

#### Council Election Scheme

Work is continuing with the Electoral Reform Society on the election scheme. Proposals will be presented to the Council on 2<sup>nd</sup> March.

### Transitional Arrangements

No specific issues to report.

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## Management Information Pack

### Contents

Finance: - Income and Expenditure/Performance against Budget

- Balance Sheet

Allegations Notified to HPC

Investigations

Registration statistics: Monthly report – International, UK and Grandparenting

Application statistics: Monthly activity – International, UK and Grandparenting