

Agenda Item 11

Enclosure 9

**Health and Care Professions Council
22 September 2016**

**Minutes of the Education and Training
Committee Meeting 8th September 2016**

For information

**From Joy Tweed, Chair of the Education and
Training Committee**

Education and Training Committee

Minutes of the 71st meeting of the Education and Training Committee held as follows:

Date: Thursday 8 September 2016

Time: 10.30 am

Venue: The Council Chamber, Health and Care Professions Council, Park House, 184 Kennington Park Road, London SE11 4BU

Members: Joy Tweed (Chair)
Stephen Cohen
Eileen Mullan
Joanna Mussen
Sonya Lam
Stephen Wordsworth

In attendance:

Claire Amor, Information Governance Manager
Nicole Casey, Policy Manager
Brendon Edmonds, Head of Educational Development
Abigail Gorringe, Director of Education
Michael Guthrie, Director of Policy and Standards
Jamie Hunt, Education Manager
Elisabeth Jelfs, Director, Council of Deans of Health
Hollie Latham, Policy Officer
Ben Potter, Education Manager
Natasha Wynne, Policy Officer

Public Agenda

Item 1 - Chair's welcome and introduction

- 1.1 The Chair welcomed the Committee and those in the public gallery to the meeting.
- 1.2 The Chair welcomed Elisabeth Jelfs, Director, Council of Deans of Health to the meeting and thanked her for attending to present to the Committee.

Item 2 - Apologies for absence

- 2.1 No apologies were received.

Item 3 - Approval of agenda

- 3.1 The Committee approved the agenda.

Item 4 - Declaration of members' interests

- 4.1 Sonya Lam declared an interest in item 15, podiatric surgery update.

Item 5 – Minutes of the meeting of 9 June 2016 (ETC 27/16)

- 5.1 The Committee considered the minutes of the last meeting of the Education and Training Committee.
- 5.2 The minutes were accepted as a correct record to be signed by the Chair.

Items for discussion/approval

Item 6 – Presentation by Elisabeth Jelfs, Director, Council of Deans of Health (ETC 28/16)

- 6.1 The Committee received a presentation from Elisabeth Jelfs, Director Council of Deans for Health on the future of health higher education and the challenges it is facing. The presentation covered the following topics:
 - The role of the Council of Deans for Health
 - The organisation's objectives
 - The health higher education landscape
 - Divergence in UK regions
 - The Higher Education Bill and changes to higher education policy

- CPD funding challenges in England
 - Possible regulatory implications
- 6.2 The Committee discussed the view that the HCPC's role as a 'gatekeeper' for quality will become more significant in light of the comprehensive change to the higher education landscape in England. This could lead to increased pressure on the HCPC if new providers enter the market and are not as knowledgeable of established processes.
- 6.4 The Committee thanked Elisabeth for a very informative presentation.

Item 7 – Consultation on revised CPD guidance (ETC 29/16)

- 7.1 The Committee received a paper from the Executive.
- 7.2 The Committee noted the following points:-
- the proposed consultation concerns a revised version of the long guide: 'Continuing Professional Development and your registration'. This will replace the existing guidance of the same title. The short guide will no longer be published as it is now distributed very little;
 - the Executive consider that a concise, comprehensive document will be preferable to two guidance documents which duplicate each other in part;
 - when a registrant is selected to participate in an audit, they are sent information which explains what they need to do and the process in more practical detail – 'How to complete your Continuing Professional Development profile';
 - the review has taken into account the findings of the market research study carried out by Qa research: 'Perceptions and experiences of the HCPC's approach to continuing professional development standards and audits';
 - in the research, the guidance materials were viewed positively by the majority, with some requesting improved clarity in specific sections; and
 - consultation will run from October 2016 to January 2017.
- 7.3 The Committee noted that the Department of Health commissioned Newcastle University study looking at the costs and benefits of the HCPC's approach to CPD is currently at peer review stage.
- 7.4 The Committee discussed the importance of the consultation process, and carefully considering the views of participants.
- 7.5 The Committee discussed CPD requirements for those registrants with annotations. The Committee noted previous discussion on the subject with regards to returners to practice. The Committee agreed to revisit the issue when

the consultation results for the returners to practice guidance is presented to the Committee.

- 7.6 The Committee agreed that the process flow diagram on page 22 of the draft guidance document should begin with a registrant undertaking regular CPD and maintaining a record of it.
- 7.7 The Committee agreed to recommend to Council the text of the consultation document and the draft revised guidance, subject to minor editing amendments and legal scrutiny.

Item 8 – Consultation on draft revised confidentiality guidance (ETC 30/16)

- 8.1 The Committee received a paper from the Executive.
- 8.2 The Committee noted the following points:-
 - the HCPC first published 'Confidentiality – guidance for registrants' in 2008;
 - SCPE include requirements about respecting the confidentiality of service users' information;
 - the Executive has reviewed of the guidance with the aim of ensuring that it remains relevant to registrants and accurately reflects changes to the SCPE;
 - the guidance provided by other regulators has been reviewed, as well as relevant fitness to practise cases and queries received from registrants on this topic in the past; and
 - the consultation is planned to take place between 3 October 2016 and 13 January 2017.
- 8.3 The Committee discussed the guidance and considered if a specific section on child protection was required. It was agreed that this would be revisited when the results from the consultation are presented to the Committee.
- 8.4 The Committee noted that Nicola Wood, Council member, was also on the management board of the ICO, information rights watchdog, and that her views on the guidance might be sought.
- 8.5 The Committee agreed to recommend to Council for approval the text of the consultation document and the proposed revised guidance, subject to legal scrutiny and minor editing amendments.

Item 9 – Annotation of medicine exemptions for orthoptists (ETC 31/16)

- 9.1 The Committee received a paper from the Executive.

- 9.2 The Committee noted that legislative amendments which came into effect on 1 April 2016 introduced exemptions to enable orthoptists to sell and supply certain prescription only medicines on their own initiative.
- 9.3 A further amendment is needed in order to require orthoptists to obtain an annotation on the HCPC Register before using the exemptions in their practice. Due to a delay, this is now not expected to be in place until April 2017.
- 9.4 During discussion the following points were noted:-
- the Council has discretionary powers to annotate the Register to indicate where a registrant has undertaken additional training;
 - a policy statement on annotation of the Register was agreed in 2012², which states that in most cases the Council would only annotate where legally required to do so or in exceptional circumstances where there is evidence of a risk to public protection;
 - due to a drafting error in the legislation, there is currently no legal requirement for an orthoptist to gain an annotation on the Register before using the medicine exemptions in their practice;
 - amendments to the legislation are currently planned for April 2017. If the HCPC exercises its powers to annotate the register the requirement for annotation will be a regulatory expectation rather than an legal obligation, until the legislation is amended;
 - if the Council exercises its powers, work to implement the annotation would proceed as originally planned, including publishing the standards in October 2016 and enabling education providers to request approval visits; and
 - advice from the Solicitor to the Council states that for public protection reasons, orthoptists should be expected to gain an annotation through completion of an approved programme before exercising the new entitlement.
- 9.5 The Committee agreed to recommend to the Council that it should:
- a) publish the standards for the use of exemptions by orthoptists and begin the process of approving programmes against those standards; and
 - b) exercise its discretionary powers to annotate the Register entries of orthoptists who successfully complete approved training in the use of medicine exemptions (should the necessary legislation which would mandate this not be in place at that time).

Item 10 – Outcomes of consultation on social workers standards of proficiency (ETC 32/16)

- 10.1 The Committee received a paper from the Executive.

- 10.2 The Committee noted that the standards of proficiency for social workers in England were first published in 2012 prior to the opening of the Register to this profession. The Executive recently reviewed the standards following the conclusion of a three year programme of visits to pre-registration education and training programmes.
- 10.3 During discussion the following points were noted:-
- a number of activities took place to support the review including surveys of stakeholders and a workshop;
 - the draft revised standards were publicly consulted on between 1 April 2016 and 24 June 2016; and
 - 125 responses to the consultation were received. 104 (83.2 per cent) responses were received from individuals and 21 (16.8 per cent) from organisations. The advice of the social worker registrant member of Council was sought when considering the responses and preparing the revised draft standards;
- 10.4 The Committee requested that consideration be given to including the term 'co-production' in the glossary to the standards, as this was not immediately understood by all respondents.
- 10.5 The Committee agreed to recommend to the Council the revised standards of proficiency for social workers in England and the text of the consultation analysis document, subject to minor editing amendments and formal legal scrutiny.

Item 11 – Consultation on draft social media guidance (ETC 33/16)

- 11.1 The Committee received a paper from the Executive.
- 11.2 The Committee noted that, in January 2016, the HCPC published revised standards of conduct, performance and ethics (SCPE), which include a sub-standard about appropriate use of social media.
- 11.3 During discussion the following points were noted:-
- HCPC have previously produced a page on the website with advice about how to use social media in a way that meets the standards, but during the review of the SCPE registrants requested specific published guidance;
 - the Executive contracted a third party to undertake an online 'crowdsourcing' exercise to inform the development of the guidance. 313 people participated in the exercise, the majority were registrants. There were 2,081 contributions (ideas, comments and votes);
 - the Executive also took into account the requests for advice received previously and the small number of fitness to practise cases which have involved inappropriate use of social media; and

- it is proposed that the consultation on the draft guidance takes place between 3 October 2016 and 13 January 2017.
- 11.4 The Committee discussed the new method of gaining input into the review. It was noted that the method of crowdsourcing was best used for larger more universal consultations, so as to be cost effective.
- 11.5 The Committee agreed the text of the consultation document and the proposed guidance, subject to legal scrutiny and minor editing amendments.

Item 12 – Orthoptists exemptions - visitor eligibility criteria (ETC 34/16)

- 12.1 The Committee received a paper from the Executive.
- 12.2 The Committee noted the following points:-
- visit panels must include at least one registrant visitor from the appropriate part of the Register in relation to the programme being assessed;
 - as legislative amendments introducing exemptions for orthoptists only came into effect on 1 April 2016, there are currently no orthoptist registrants who hold the annotation;
 - in the absence of any orthoptists who hold the relevant annotation it is proposed that the role would be suitable for registered orthoptists who have experience of medicines supply working under Patient Group Directions and/or Patient Specific Directions, or other similar arrangements; and
 - to provide further balance, knowledge and experience to the panel, a second visitor would be added who is either a registered chiropodist / podiatrist whose current registration is annotated with both the Local Anaesthetics and Prescription Only Medicines entitlements or a visitor whose current registration record is annotated with the independent prescribing entitlement.
- 12.3 The Committee agreed the visitor role brief and selection.

Items to note

Item 13 – Approach to reaching students 2016-17 communications plan (ETC 35/16)

Item 14 – Reforming healthcare education funding (ETC 36/16)

Item 15 – Podiatric surgery update (ETC 37/16)

Item 16 – Update on RTP rapid appraisal recommendations (ETC 38/16)

Item 17 – Any other business

17.1 The Committee wished to record its thanks to Nicole Casey, Policy Manager, who would be leaving the HCPC. The Committee commended her work on various consultations and PLG’s and wished her well for the future.

Item 18 – Date and time of next meeting

18.1 10.30am – Thursday 24 November 2016 at Park House, SE11 4BU

Resolution

The Council adopted the following:

‘The Council hereby resolves that the remainder of the meeting shall be held in private, because the matters being discussed relate to the following;

- (a) information relating to a registrant, former registrant or application for registration;
- (b) information relating to an employee or office holder, former employee or applicant for any post or office;
- (c) the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
- (d) negotiations or consultation concerning labour relations between the Council and its employees;
- (e) any issue relating to legal proceedings which are being contemplated or instituted by or against the Council;
- (f) action being taken to prevent or detect crime to prosecute offenders;
- (g) the source of information given to the Council in confidence; or
- (h) any other matter which, in the opinion of the Chair, is confidential or the public disclosure of which would prejudice the effective discharge of the Council’s functions.’

Item	Reason for Exclusion
19	a

Summary of business considered in private

19.1 The Committee approved the minutes of the private meeting of the Education and Training Committee held on 9 June 2016.

Chair

Date