

**Agenda Item 3**

**Enclosure 1**

**Paper ETC 25/02**

**Education and Training Committee**

**MINUTES OF THE MEETING HELD ON 1 MAY 2002**

**From the Secretary**

**FOR AGREEMENT AND SIGNING**

**unconfirmed**

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**MINUTES** of the first meeting of the Education and Training Committee held on Wednesday 1 May 2002 at Park House, 184 Kennington Park Road, London SE11 4BU

**Present :**

Prof. Diane Waller (Chairing)  
Dr. Graham Beastall (to 7.21)  
Mrs. Shaheen Chaudhry (to 7.21)  
Mr. Michael Collins (to 7.14)  
Ms Helen Davis  
Ms Christine Farrell  
Mr. Paul Frowen  
Ms Gill Pearson  
Miss Eileen Thornton  
Dr. Anna Van Der Gaag (to 7.14)

**Also in Attendance**

Dr. Peter Burley – Secretary  
Mr. Greg Ross-Sampson  
Ms Christine Gooch – Newchurch  
Ms Sally Goulding – DoH

**ITEM 1 02/44 CONFIRMATION OF CHAIRMAN AND VICE-CHAIRMAN**

**Prof. Diane Waller was confirmed as Chairman and Miss Eileen Thornton and Mr. Gordon Sutehall confirmed as vice-chairmen nem con.**

**ITEM 2 02/45 MEMBERSHIP AND APOLOGIES FOR ABSENCE**

- 2.1 The Committee noted its membership and welcomed Mrs. Carol Lloyd to the Committee. Ms Christine Gooch (Newchurch) and Ms Sandy Goulding (DoH) were welcomed to the meeting.
- 2.2 Apologies were received from : Prof. Norma Brook, Prof. John Harper, Prof. Tony Hazell, Mr. Laurence Hughes, Prof. Rosemary Klem, Mr. Colin Lea, Mrs. Carol Lloyd, Prof. Jeff Lucas, and Mr. Gordon Sutehall.
- 2.3 Mr. Hughes had notified the Secretary that he would have resigned from the Council before the last meeting. He thanked colleagues and staff for all their help and support. BAPO was seeking a replacement for him. The Committee placed on record its appreciation of his contribution to its work together with the contributions of Dr. Robert Jones, Miss Pam Sabine, and Ms Jacki Pearce.
- 2.4 The Committee noted that it now had two vacancies, leaving aside the need to replace Mr. Hughes. It was agreed to defer this item for members to give it further consideration.

**ITEM 3 02/46 APPROVAL OF THE AGENDA**

On the recommendation of the Chairman,

It was

**RESOLVED (1)**

**that the agenda be approved.**

**ITEM 4 02/47 MINUTES**

It was agreed that the minutes of the third meeting of the Shadow Health Professions Council's Education and Training Committee held on 15 March 2002 be confirmed as a true record and signed by the Chairman subject to the amendment that Dr. Anna van der Gaag's apologies for absence be included.

**ITEM 5 02/48 MATTERS ARISING**

- 5.1 The Committee received the Secretary's report.
- 5.2 The Secretary reported orally that 10 of the first transitional period pre-registration education and training working groups had been appointed and the other two were in hand. The membership was tabled and was annexed to these minutes. The Executive and the relevant professional body staff were now working to set up a schedule of meetings for the year.

## **ITEM 6 02/49 CHAIRMAN'S AND SECRETARY'S REPORT**

### **6.1 Standing Orders**

The Secretary reported that once the Council's Standing Orders were agreed they would be suitably adapted and cascaded into the statutory committees and subordinate bodies.

### **6.2 Meeting with DoH and OAA**

6.2.1 The Chairman reported on a meeting with the Quality Assurance Agency (QAA) and DoH on 30 April 2002 prior to the Prototype Reviews Steering Group (see item 11 below) to which the Chairman had also been invited. QAA had outlined its work. DoH confirmed its strategic aim of brokering more streamlined and collaborative arrangements. DoH wanted to extend review processes into validation and post-registration qualifications. The forum convened on 30 April would now meet twice yearly. In this context it was agreed that Prof. Klem should be the Committee's appointee to the Steering Group.

6.2.2 It was noted that issues of good character and health fell, all things being equal, to the Council for the Regulation of Health Care Professionals, but that earlier work between HPC and NMC might be beneficial in the meantime noting that discussion would also need to be held with Universities UK and the Standing Conference of Principals (scheduled for 8 May 2002).

### **6.3 AHPF CPD Project**

6.3.1 The Secretary and Ms Christine Farrell reported attending a very positive seminar on 26 March 2002 run by the Allied Health Professions Forum (AHPF) CPD Project. Newchurch were being kept informed of this project. A final outcome was not expected until 2003.

6.3.2 It was agreed to ask the project steering group to consider making an in-put to the HPC consultation without prejudice to HPC's eventual decisions on the format and publication of the consultation exercise.

6.3.3 It was agreed to report to Council the feeling both that a range of options should be presented on CPD and that registrants in particular might welcome some concrete detail on the options where it was properly already available.

6.3.4 DoH reported that it was working in parallel with the AHPF project on a post-registration qualification and credit framework and on post-registration pathways.

#### 6.4 Meeting with Professional Bodies

The Chairman / Secretary reported that a meeting had been held on 25 April with representatives of the professional bodies which had joint working arrangements at the staffing level with CPSM (Society of Chiropodists and Podiatrists, Chartered Society of Physiotherapy, College of Radiographers, College of Occupational Therapists, and Royal College of Speech & Language Therapists). The professional bodies had expressed content with continuing the previous arrangements for the first transitional period. The strategy of integrating HPC's and DoH's (and QAA's) various consultation and evaluation exercises in 2002 with the policy and Human Resources aspects of education and training work at HPC and the professional bodies was also agreed. The British Dietetic Association had been unable to attend, but would be liaising with the HPC Executive direct.

#### ITEM 7 02/50 H.P.C.'S PROJECT PLAN AND CONSULTATION PAPER TEMPLATE

- 7.1 Ms Christine Gooch from Newchurch introduced the consultancy's work and the proposed template for the consultation paper. Following revisions from this meeting Newchurch would circulate the document to all members of the Committee for interaction and comment. Final decisions on the overall structure, content, level of detail, and format of the document would vest with the Council when all the advice and work of the various committees could be drawn together. Having noted this context, the Committee then discussed the topics in the paper and made recommendations.
- 7.2 On Standards of Proficiency it was important that their definitions and purpose be stated in the consultation (and work on this was in hand). It was agreed that they should be both generic and profession specific. They should relate to practitioners rather than just to newly qualified graduates. They would be secured within each approved course and would need to be linked to CPD. The diagram appended to the minutes of the meeting on 15 March should be used as a guide.
- 7.3 In this context DoH confirmed that Subject Benchmarks were being extended to additional professions, which should assist HPC with its work.
- 7.4 The consultation document should allow for cross-referencing to relevant information sources (especially at QAA).
- 7.5 It was agreed that for the time being HPC standards would operate at the threshold level of registration. Development of standards at other levels would be for the future.
- 7.6 It was agreed to ask the other stakeholders in the consultation what information on education and training (re-)approval procedures they would like from HPC and in what format.

- 7.7 On (outcome) Standards for Education and Training the second option (HPC re-inventing the process from scratch) was not realistic; only options 1 and 3 were viable and the way forward would need to be a mixture of the two with opportunities for change and development.
- 7.8 It was agreed not to raise the specific expectation of HPC seeking to create a common core in curricula and teaching in the context of the consultation.
- 7.9 It was agreed that somewhere in the paper there should be a reference to continued joint working with the Allied Health Professions Forum member bodies. The option of HPC appearing to want to work alone and in isolation from other stakeholders should be discouraged, and there should be an expectation that HPC should work at least as collaboratively as CPSM had.
- 7.10 It was agreed under requirements for admission to approved courses that only broad guidance around suitability should be given and that the responsibility for implementing them should vest with Further and Higher Education Institutions (FHEIs) with HPC monitoring the activity.
- 7.11 Under course institution, and fieldwork/clinical/practice placement approval clear and consistent nomenclature, definitions and identification of functions would be needed. The need for (re-)approval of institutions and practice placements as well as courses should be made explicit. It was the feeling of the Committee that at present HPC could not necessarily rely solely on QAA external review institutional audit for institutional (re-)approval purposes.
- 7.12 The option of appointing visitors and continuing to visit institutions must be left open.
- 7.13 Any procedures must minimise the risk of conflicting judgements being made on the same educational provision by different stakeholders. (This point also related to 7.9 above).
- 7.14 On practice placements it was agreed not to raise the expectation that all placements in all professions could necessarily be separately and specifically approved by HPC as opposed to a mixture of approval, sampling and audit. There should, however, be a common requirement that all courses demonstrate an adequate number of appropriate placements and robust mechanisms to approve and monitor them.
- 7.15 The Council needed to note that if in some professions all the appropriate experts in the professions were enrolled as "registrant assessors" for grandparenting purposes then no experts would be left able to act as "visitors". This matter would be raised at Council on 14 May 2002.
- 7.16 There should be a presumption in favour of common course, institution and placement (re-)approval procedures across the four UK countries where appropriate and with the agreement of devolved authorities. This should be discussed again at a later date. It was also agreed that the consultation needed to note that standards were set at a UK level (eg. by HPC for conduct and QAA for academic standards) but services were delivered locally as a devolved function and the process whereby standards were secured could be properly different between the four countries. This could be dealt with either in a general early comment for all parts of the HPO or rehearsed explicitly in each separate context – as most appropriate.

- 7.17 On CPD the Committee had already come to some views under 6.3.1 – 4 above.
- 7.18 Competence had to be judged against scope and level of practice and in interaction with the Statement of Conduct. It might be inappropriate to try to show this ethos in the register in terms of an approved scheme of designatory letters. Specialisation, however, was an aspect of CPD which could be shown by designatory letters as already proposed by the Registration Committee.
- 7.19 The Secretary reminded the Committee that the explanatory notes to the Health Act 1999 had defined HPC's post-registration function here as being to create a link between continued registration and the demonstration of continued competence. This was different from the generally accepted definition of CPD which implied professionals becoming progressively more competent. The Committee agreed that seeking to remove already safe and competent practitioners from the register simply because they had not become more competent would raise impossible Human Rights issues.
- 7.20 It was agreed that there needed to be a commitment in the consultation paper to CPD, and to some form of assessment of it, while not trying to identify operational details at present.
- 7.21 An option was to ask in consultation what evidence should be demonstrated by registrants with a presumption in favour of the professional bodies then assisting registrants to demonstrate this evidence.
- [ The meeting deemed itself to be inquorate at this point but asked the Committee and Council to take into account the feeling of the meeting for the remaining items ]
- 7.22 It was agreed that visitors should be appointed but that more detailed considerations about them (eg. a job description) were operational matters for consideration at a later date.
- 7.23 It was agreed that it was not realistic to re-submit a revised document to an outside audience before further Committee discussion. The next meeting should allow for a Committee discussion on this prior to the Educationalists Forum.

**ITEM 8 02/51 OUTSTANDING COURSE APPROVAL AND CONTINUED APPROVAL BUSINESS**

The secretary reported that no new approvals or re-approvals had in fact arisen since 1 April 2002. There were some outstanding course submissions to the Privy Council but these were being dealt with by President's action in succession to Chairman's Action at CPSM. Further guidance would be issued shortly.

**ITEM 9 02/52 UP-DATE ON STANDARDS OF PROFICIENCY**

This matter was dealt with under Chairman's Action and would be reported to the next meeting.

**ITEM 10 02/53 PROPOSALS FOR A SPECIAL EDUCATION BOARD FOR SCOTLAND**

The Secretary reported from the Health & Care Professions Education Forum that there was now an AHP officer at the Scottish Executive. There was also a Scottish AHPF. Each of the AHPF member bodies had responded to the Scottish Executive making the point that AHPs had been excluded to date.

**ITEM 11 02/54 REPORT ON THE DoH / QAA PROTOTYPE REVIEWS AND PROGRESS ON SUBJECT BENCHMARKING AND REPRESENTATION ON THE STEERING GROUP**

11.1 The meeting received the circulated papers and a tabled report from Prof. Jeff Lucas. The Secretary stressed two points, first that the audit proposals in QAA's new general proposals for external review were different from the institutional review proposals in the prototype reviews, and, second, that the information requirements for QA as proposed by Sir Ron Cook's working party would have very beneficial effects for HPC if material such as external examiners' reports were put on web-sites.

11.2 It had been agreed earlier that Prof. Rosemary Klem be re-appointed to the Prototype Reviews Steering Group in an HPC capacity.

**ITEM 12 02/55 DoH FIRST WAVE MODERNISING AHP EDUCATION AND TRAINING PROGRAMME AND LEADING EDGE COMMON LEARNING SITES**

Received.

**ITEM 13 02/56 EXTRACTS FROM THE REPORT OF THE DoH's REVIEW OF WORKFORCE INFORMATION NEEDS WORKING PARTY**

Received.

**ITEM 14 02/57 UK COUNCIL FOR GRADUATE EDUCATION's ANNUAL REPORT**

Received.

**ITEM 15 02/58 ANY OTHER BUSINESS**

None.



**ITEM 16 02/59 DATE AND VENUE OF NEXT MEETING**

The next meeting would be held on 22 May 2002 at 10.30 a.m. at the Royal College of Speech and Language Therapists to be followed by the " Educationalists Forum ".

## ANNEX

### PRE - REGISTRATION EDUCATION AND TRAINING WORKING GROUPS

#### FOR ARTS THERAPISTS

##### Council members

Prof. Diane Waller p. (Art)  
Mr. Michael Barham p. (Drama)  
Mrs. Jackie Stark L

##### Council appointees

Prof. Jackie Campbell Educationalist L  
Ms Pauline Etkin p. (Music)  
Mrs. Dorothy Langley p. (Drama)  
Mr. Colin Teasdale p. (Art)  
Mrs. Joan Woddis p. (Art)  
Ms Eileen McCourt p. (NI) (Art)  
Ms Gillian Stevens p. (W) (Music)

##### Members nominated by the professional bodies

Ms Sarah Hoskins p. (Music)  
Mr. David Powley p. (Drama)  
Dr. Chris Wood p. (Art)  
Prof. John Lumley L  
Mr Nigel Hartley p. (Music)  
Mr. Simon Willoughby-Booth (Art) (S)

##### Observers

Ms Helen Odell-Miller (Advisor in (Music) Therapy to DoH)  
Ms Jeanette MacDonald (Dance)

secretary : Gerald Milch

Key : P practitioner member  
S Scottish member  
W Welsh member  
NI Northern Irish member  
tba to be announced  
tbc to be confirmed  
L lay member

**PRE - REGISTRATION EDUCATION AND TRAINING WORKING GROUP  
FOR CHIROPODISTS**

**Council members**

Ms Pam Sabine p.  
Mr. Paul Frowen p. (W)  
Ms Christine Farrell L

**Council appointees**

Mr. James Black p. (S)  
Mr. Donald Jessett p.(W)  
Mr. William McCartney p. (NI)  
Mrs. Janet Shanks p.  
Mr. Paul Shenton p. (S)  
Ms Gaye Bligh p.  
Mr. Ramon Ariori p.  
Prof. Sue Frost p.

**Members nominated by the professional body**

Mr. Don Lorimer p.  
Ms Gwen French p.  
Mr. Stuart Baird p.  
Mr. Mike Potter p.  
Ms Janet McInnes p.  
Ms Sue Braid p.  
Ms Penny Renwick p.  
Mr. Gordon Burrow p.

Secretary : David Ashcroft

**PRE - REGISTRATION EDUCATION AND TRAINING WORKING GROUP  
FOR CLINICAL SCIENTISTS**

**Council members**

Dr. John Old p.  
Dr. Graham Beastall p. (S)  
Prof. John Lilleyman L

**Council appointees**

Mr. Jeremy Tweed p.  
Dr. Peter Williams p.  
Dr. Howard Worth p.  
Dr. Timothy Wreghill p.  
Mr. William Davies p. (W)  
Dr. Tim Wyatt p. (NI)  
Prof. Carol Seymour L  
Dr. William Marshall L  
Dr. Frances Dryburgh (S) L  
Prof. Michael Eraut L  
(two vacancies for lay members from employers and consumers).

Secretary : Cathy Savage

**PRE - REGISTRATION EDUCATION AND TRAINING WORKING GROUP  
FOR DIETITIANS**

**Council members**

Ms Morag MacKellar p. (S)  
Ms Gillian Pearson p.  
Mr. Keith Ross (S) L

**Council appointees**

Mr. David Barham p. (W)  
Ms Pauline Douglas p. (NI)  
Prof. Anne de Looy p. (S)  
Mrs. Sylvia Butson p  
Ms Maggie Sanderson p.  
Dr Susan Jebb p.

**Members nominated by the professional body**

[ t.b.a. ]

Secretary : t.b.a. at British Dietetic Association.

**PRE - REGISTRATION EDUCATION AND TRAINING WORKING GROUP  
FOR MLSOs**

**Council members**

Mr. Neil Willis p. (W)  
Mr. Gordon Sutehall p.  
Prof. John Lilleyman L

**Council appointees**

Ms Helen Allen p. (NI)  
Mrs. Mary Macdonald p.  
Miss Jill Manley p.  
Mrs. Pamela Smith p.  
Mr. Michael Bisland p. (S)  
Mr. Lawrence Tucker p. (NI)  
Dr. Leslie Culank L  
Dr. John Parker-Williams L  
Dr. Anne-Marie McNicol (S) L  
Prof. David Rogers L

Secretary : Cathy Savage

**PRE - REGISTRATION EDUCATION AND TRAINING WORKING GROUP  
FOR OCCUPATIONAL THERAPISTS**

**Council members**

Miss Mary Crawford p.  
Ms Carol Lloyd p.  
Mrs. Barbara Stuart (NI) L

**Council appointees**

Mr. Paul Turner L  
Dr. J.A.A. Hunter (S) L  
Mrs. Carol Walker p.  
Mrs Catherine Wells p.  
Dr. Jennifer Caldwell (S) p.

**Members appointed by the professional body**

Mrs. Pauline Gacal p.  
Mrs. E. Gilbert L  
Mrs. Ruth Heames p.  
Ms Deborah Hearle (W) L  
Dr. J.R. Kulkarni L  
Mrs. Sandy Moffat L  
Mrs. Gillian Urquart p. (S)

Secretary : Remy Reyes

**PRE - REGISTRATION EDUCATION AND TRAINING WORKING GROUP  
FOR ORTHOPISTS**

**Council members**

Mrs. Clare McGartland p. (NI)  
Miss Helen Davis p.  
Ms Ann Foster L

**Council appointees**

Mr. Andrew Fox p.  
Mrs Ann McIntyre p.  
Mrs. Gail Stephenson p.  
Mrs. Gladys Henderson p. (S)  
Mrs. Cheryl Davies p. (W)  
Prof. Don Watson L

secretary : Lucinda Pilgrim



**PRE - REGISTRATION EDUCATION AND TRAINING WORKING GROUP  
FOR PARAMEDICS**

**Council members**

Ms Joanna Manning p.  
Mr. Michael Collins p. (W)  
Prof. Jeff Lucas L

**Council appointees**

Mr. Paul Henry p.  
Mr. Michael Jackson p.  
Ms Jill Moseley p.  
Mr. Kenneth Wenman p.  
Mr. David Whitmore p.  
Mr. Russell Chandler p. (S)  
Mr. Gwyn Thomas p. (W)  
Mr. Brian McNiell p. (NI)  
Dr. Thomas Clarke L  
Dr. Ian McNeil L  
Mrs. Joyce Struthers L  
Mr. David Griffiths L  
Prof. Mary Watkins L  
Dr. Robert Crouch L

Secretary : Tom Berrie

**PRE - REGISTRATION EDUCATION AND TRAINING WORKING GROUP  
FOR PHYSIOTHERAPY**

**Council members**

Dr. Robert Jones p.  
Ms Eileen Thornton p.  
Prof. John Harper (S) L

**Council appointees**

Miss Jenny Morris p.  
Miss Margaret Curr p. (S)  
Mrs. Sheila Lennon p. (NI)  
Mrs. Anne Galbraith p.  
[vacancy]

**Members nominated by the professional body**

Ms Janet Price p.  
Ms Carolyn Edwards p.  
Ms Jane Lockwood p.  
Mr. Nigel Palastanga p. (W)  
Ms Lynne Clouder L  
Ms Valerie Maehle p.  
Ms Louise Jones p.

Secretary : Joanna Brayton

**PRE - REGISTRATION EDUCATION AND TRAINING WORKING GROUP  
FOR PROSTHETISTS & ORTHOTISTS**

**Council members**

Mr. William Munro p. (S)  
Mr. Laurence Hughes p. (NI)  
Mr. Robert Clegg L

**Council appointees**

Mr. Robin Cooper p.  
Mr. Colin Peacock p.  
Mr. Ian Massey p. (W)  
Prof. Mike Pittilo L  
Mr. Norman Jacobs L  
Mr. Stephen Blatchford p.  
Ms Sandra Sexton p. (S)

secretary : Tom Berrie

**PRE-REGISTRATION EDUCATION AND TRAINING WORKING GROUP  
FOR RADIOGRAPHERS**

**Council members**

Mr. Sandy Yule p. (W)  
Prof. Rosemary Klem p.  
Prof. Tony Hazell (W) L

**Council appointees**

Ms Kathy Burgess p.  
Mrs Julia O'Boyle p.  
Miss Lorraine Nuttall p.  
Mr John Newton . (W)  
[educationalist vacancy]

**Members nominated by the professional body**

As at 3 May 2002:-

Mr Billy Rea p. (NI)  
Mr Richard price p.  
Ms Audrey Paterson p.  
Ms Angla Duxbury p.  
Mrs Julia Henderson p.  
Ms Charlotte Beardmore p.

Secretary : Mary Embleton

**PRE - REGISTRATION EDUCATION AND TRAINING WORKING GROUP  
FOR SPEECH & LANGUAGE THERAPISTS**

**Council members**

Dr. Anna Van Der Gaag p. (S)  
Ms Jacki Pearce p.  
Ms Shaheen Chaudhry L

**Council appointees**

Ms Aileen Patterson p. (NI)  
Dr. Gaye Powell p.  
Ms Sandra Robertson p.  
Ms Jois Stansfield p.

**Members nominated by the professional body**

Calum Delaney p. (W)  
[ 3 t.b.a. ]

Secretary : Sylvia Stirling

07/5/02

HPC\General\Pre-registration Education and Training Working Groups