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**MINUTES** of the sixth meeting of the Education and Training Committee held on Wednesday 27 November 2002 at Park House, 184 Kennington Park Road, London SE11 4BU

**Present** :

Prof. D. Waller (Chairing)  
Mrs. S. Chaudhry  
Miss H. Davis  
Ms C. Farrell  
Prof. R. Klem  
Mr. C. Lea  
Prof. J. Lucas  
Mr. I. Massey  
Ms G. Pearson  
Dr. A. van der Gaag

**Also in Attendance**

Dr. P. Burley – Secretary, ETC  
Mr. D. Ashcroft  
Mr. T. Berrie  
Ms U. Falk  
Ms E. Glean  
Ms C. Gooch  
Dr. S. Gosling  
Ms J. Hall  
Ms A. Hart  
Ms A. Lawson-Porter  
Mr. D. Lorimer  
Ms N. O'Sullivan  
Ms L. Pilgrim  
Ms R. Reyes  
Mr. M. Seale  
Mrs. S. Stirling

**ITEM 1 02/135 MEMBERSHIP AND APOLOGIES FOR ABSENCE**

- 1.1 Apologies were received from :- Dr. G. Beastall, Prof. N. Brook, Mr. M. Collins, Mr. P. Frowen, Prof. J. Harper, Prof. A. Hazell, Dr. R. Kapur, Mr. G. Sutehall and Miss E. Thornton.

**ITEM 2 02/136 APPROVAL OF THE AGENDA**

On the recommendation of the Chairman,

It was

**RESOLVED (1)**

**that the agenda be approved subject to taking item 6 as the first piece of substantive business.**

**ITEM 3 02/137 MINUTES**

It was agreed that the minutes of the fifth meeting of the Health Professions Council's Education and Training Committee held on 12 November 2002 be confirmed as a true record and signed by the Chairman.

**ITEM 4 02/138 MATTERS ARISING**

The Committee received the Secretary's paper on provision delivered outside the UK leading to the award of a UK qualification.

**ITEM 5 02/139 CHAIRMAN'S AND SECRETARY'S REPORTS**

- 5.1 The Chairman reported that an important meeting had been held with DoH, NMC, and QAA on 19 November 2002. Topics had included :
- alignment between the UK Health Departments (and others),
  - the QA contract with DoH (in which both ETC and AHPF were involved),
  - more coherence in clinical placement procedures,
  - the prototype reviews and related issues (see item 8 below),
  - the " partnership event " (see item 9 below),
  - Subject Benchmarking, and
  - course approvals processes.
- 5.2 The Committee received the Secretary's report.
- 5.3 Ms Gooch (from Newchurch) reported that they had now started to engage in the process of producing publications identified in the project plan in detail. Specific and explicit requests for Committee members' in-put would follow, and members should await these.

- 5.4 It was noted that each area of setting standards, criteria, requirements, and guidance needed to lead to publication of documents. There would be a range of publications for different audiences. An example of a brochure for the general public describing the Committee was tabled for information on format and scope of that type of document. Guidances and operating manuals would be much longer more complex documents.
- 5.5 Ms Stirling reported that she and the Manager of Education would be starting work shortly on a glossary of definitions of terms to be used by the Committee. This glossary would need to be aligned with the terms in the AHP Competence project..
- 5.6 The Secretary confirmed that as there was a reference to students' position at the closure of courses in the HPO, the Committee had to address the issue.
- 5.7 The Committee endorsed the progress to date and the direction of the work.

**ITEM 6 02/140 PRESENTATION BY Dr. S. GOSLING ON THE ALLIED HEALTH PROFESSIONS (AHP) PROJECT ON DEMONSTRATING COMPETENCE THROUGH CONTINUING PROFESSIONAL DEVELOPMENT**

- 6.1 Dr. S. Gosling gave a presentation on this project. The text of the slides shown is appended to these minutes.
- 6.2 She stressed that the project involved all four UK countries and was hoping to include Clinical Science to mean it would then embrace all 12 Parts of the Register.
- 6.3 It was designed to provide the best advice the AHPs could generate for HPC but it would not concern itself either with the interpretation of the HPO nor the detail of implementation – these would both be matters for HPC.
- 6.4 Key themes included defining competence as dynamic and in the most inclusive way.
- 6.5 The Committee endorsed the project's definition and approach to "competence". CPD was an activity and (continued) competence a desired outcome from it. Specialist competence had to be underpinned by broader proficiency.
- 6.6 Mr Seale directed the Committee to separate out the issues of short-term transitional arrangements (i.e. grandparenting) and the long-term setting of threshold standards for the registrable qualifications. He also directed the Committee's attention to the HPO not linking CPD to the demonstration of continued competence.
- 6.7 The Committee thanked Dr. Gosling for her presentation.

**ITEM 7 02/141 HPC BUSINESS PROCEDURES, PUBLICATIONS, AND FEEDBACK FROM THE CONSULTATION EXERCISE**

The matters for discussion here had been dealt with in item 5 above.

**ITEM 8 02/142 QUALITY ASSURANCE AGENCY'S (QAA) COMPOSITE REPORT ON THE OUTCOME OF THE PROTOTYPE REVIEWS**

- 8.1 The Committee received the papers from QAA.
- 8.2 The Secretary forwarded a report from the Prototype Reviews Steering Group on 21 November 2002 that the key issue raised was the slight confusion about the purpose of the report. After some debate it was agreed that the report should be titled " example report " and would still be subject to significant amendments because it showed what a visit report could look like and its purpose was to stimulate debate about whether a visit report met the needs of the different stakeholders. The report was based on the experience of the prototypes but was not a summary of the findings.

Another issue that was raised at the Steering Group, by a number of the representatives from the Allied Health Professions, was the issue of the number of reviewers from each profession on the review team and the need for two representatives.

The report had been well received and some very helpful comments were made in terms of factual accuracies and identifying points that required further clarification. It was agreed that members would e-mail any further changes re factual accuracies to QAA.

- 8.3 Ms J. Hall reported that the content of judgements in the prototype reviews was confidential still and the committee was being asked to receive indicative information about scopes and formats for review work.
- 8.4 On the issue of the number of professionals on each visit, Mr Ashcroft elaborated that a single professional might be placed in an unacceptably exposed position. This was still an issue for discussion.
- 8.5 There needed to be a common definition of " streamlined " with which all stakeholders were comfortable. ETC would need to make a judgement about this for its own purposes on the basis of papers which should be ready for the meeting on 12 February 2003.
- 8.6 Ms Hall commented that the prototype reviews had been the first occasion when practice as well as teaching was reviewed. This meant that the review handbook was being revised to include practice. This revision would be ready for the next meeting, and would be a resource for Newchurch. DH agreed to share emerging documentation with Newchurch.
- 8.7 Ms Hall also clarified that the streamlining in the process would be at the level of general Quality Assurance procedures and requirements rather than that at the level of major review events, which might always have to remain complex.
- 8.8 Ms Hall explained that the non-NHS funded sector would be included in these new procedures in the longer term.

**ITEM 9 02/143 DoH LEARNING AND PERSONAL DEVELOPMENT DIVISION AND QAA JOINT PAPERS ON " QUALITY ASSURANCE – EDUCATION " AND " UPDATE ON PROTOTYPE REVIEWS . . . . " AND DoH PAPER ON " PARTNERSHIP WORKING ARRANGEMENTS "**

- 9.1 The Committee received the DoH papers and the oral report from Dr P.Burley on the Partnership QA event in Leeds on 6 November 2002. It had been a very positive, well informed, and constructive event with two more to follow on 3 and 6 December. (HPC had supported the exercise financially and this was appreciated).
- 9.2 On partnership working, the most important group would be the " Key Stakeholder Forum ", of which HPC would be a member. Users of services would be included in the NHS / DH Alliance (on p.5). Existing projects (eg. the AHP values project) could be made " expert groups ".
- 9.3 The Committee endorsed and forwarded a request from the President that the AHP Professional Bodies be included in the groups in their own right and especially on the Key Stakeholder Forum.
- 9.4 ETC would be asked to contribute representatives to a number of the groups.
- 9.5 It was agreed to forward any comments from members to DH via the Secretary.
- 9.6 A report of the outcome of these meetings would come to the February meeting.
- 9.7 The Committee endorsed continuing to work with the DH QA Team and NMC on this basis.

**ITEM 10 02/144 CONSULTATION FROM THE COUNCIL OF DEANS ON WIDENING ITS SCOPE TO INCLUDE AHP DEANS**

- 10.1 The Committee received the consultation paper.
- 10.2 Prof. Lucas clarified the issues for consultation and strongly commended the proposal as helpful to HPC and the professions generally. The Council's title would have to be changed if the scope widened.
- 10.3 Concern was expressed that AHPs could be overwhelmed by nurses and that too many assumptions from nursing could be uncritically carried into the AHPs. The new enlarged body might need a radical restructuring to address these points. These points – and any mechanisms to mitigate them – could be raised in a meeting to be held with the Council. There would also be a meeting between the Council and AHPF.
- 10.4 Any other views from members could be conveyed via the Secretary.

**ITEM 11 02/145 NOTES OF THE MEETINGS OF PRE-REGISTRATION, EDUCATION AND TRAINING WORKING GROUPS, JOINT VALIDATION COMMITTEES AND JOINT QUALITY ASSURANCE COMMITTEES HELD SINCE THE LAST MEETING**

**11.1 General Issues**

11.1.1 The Committee confirmed that it needed consistency and clarity in the way in which " conditions " were reported to it. The advisory bodies needed to report conditions in a way in which they were both reasonable and legally enforceable if subject to quasi-judicial processes.

11.1.2 The Committee asked the advisory bodies to note again that courses should not be submitted for approval if they had outstanding conditions attached to them still unaccounted for. Ideally no course with outstanding conditions should be presented to the committee.

11.1.3 The subordinate bodies, working now with Newchurch, should devise consistent procedures for monitoring compliance with conditions.

**11.2 Approvals**

Recommendations approved by ETC at its meeting on 27<sup>th</sup> November 2002 are as follows:

**11.2.1 CHIROPODISTS**

On the advice of the JQAC following a meeting and after scrutiny of the documentation:-

**Continued Approval of Institutions (and associated clinical placements), courses, Examinations and Qualifications under Section 5 of the PSM Act**

UNIVERSITY OF BRIGHTON:-

BSc(Hons) Podiatry

**11.2.2 DIETITIANS**

On the advice of the Pre-Registration Education and Training Working Group, and following scrutiny of the documentation:-

**Approval of New Courses under Section 4(1)(a) and (b) and Institutions under Section 4(1)(c) of the PSM Act 1960**

UNIVERSITY OF LIVERPOOL/CHESTER COLLEGE OF HIGHER EDUCATION:-

- a. under the terms of Section 4(1)(a)(b) and (c) of the Professions Supplementary to Medicine Act 1960, the course of training to be offered by, the examinations set by and the qualification awarded by the University of Liverpool/Chester College of Higher Education, and the institution itself, be approved as meeting the standards and requirements for State Registration, and
- b. under the terms of Section 4(2) of the Professions Supplementary to Medicine Act 1960, the Working Group recommends that the Health Professions Council send its recommendation to the Privy Council that it be requested to determine approval of the application by the University of Liverpool/Chester College of Higher Education to offer the registrable course and qualification as set out below:-

<b>In</b>	Dietetics
<b>Type of Course</b>	Full-time in Higher Education
<b>Institution of Training/Education</b>	Chester College of Higher Education
<b>Qualification</b>	MSc/Postgraduate Diploma in Nutrition and Dietetics
<b>Awarded by</b>	University of Liverpool
<b>Length of course</b>	Two years
<b>Date of event</b>	10 <sup>th</sup> July 2002
<b>With effect from</b>	September 2002
<b>Participants in approval process</b>	Health Professions Council Chester College of Higher Education University of Liverpool (The British Dietetic Association does not participate in the approval procedure of pre-registration courses)

**Approval of New Courses under Section 4(1)(a) and (b) and Institutions under Section 4(1)(c) of the PSM Act 1960**

**KINGS COLLEGE LONDON:-**

- a. under the terms of Section 4(1)(a)(b) and (c) of the Professions Supplementary to Medicine Act 1960, the course of training to be offered by, the examinations set by and the qualification awarded by Kings College London, and the institution itself, be approved as meeting the standards and requirements for State Registration, and
- b. under the terms of Section 4(2) of the Professions Supplementary to Medicine Act 1960, the Working Group recommends that the Health Professions Council send its recommendation to the Privy Council that it be requested to determine approval of the application by Kings College London the registrable course and qualification as set out below:-

<b>In</b>	Dietetics
<b>Type of Course</b>	Full-time in Higher Education
<b>Institution of Training/Education</b>	King's College London
<b>Qualification Awarded by</b>	BSc(Hons) Dietetics King's College London
<b>Length of course</b>	Four years
<b>Date of event</b>	May 2002
<b>With effect from</b>	September 2002
<b>Participants in approval process</b>	Health Professions Council King's College London (The British Dietetic Association does not participate in the approval procedure of pre-registration courses)

### 11.2.3 **OCCUPATIONAL THERAPISTS**

On the advice of the JVC and after scrutiny of the documentation:-

#### **Approval of New Courses under Section 4(1)(a) and (b) and Institutions under Section 4(1)(c) of the PSM Act 1960**

##### **UNIVERSITY OF TEESSIDE**

- a. under the terms of Section 4(1)(a)(b) and (c) of the Professions Supplementary to Medicine Act 1960, the course of training to be offered by, the examinations set by and the qualification awarded by the University of Teesside, and the institution itself, be approved as meeting the standards and requirements for State Registration, and
- b. under the terms of Section 4(2) of the Professions Supplementary to Medicine Act 1960, the Working Group recommends that the Health Professions Council send its recommendation to the Privy Council that it be requested to determine approval of the application by the University of Teesside to offer the registrable course and qualification as set out below:-

<b>In</b>	Occupational Therapy
<b>Type of Course</b>	Full-time (Graduate Entry)
<b>Institution of Training/Education</b>	University of Teesside
<b>Qualification</b>	PgDip in Occupational Therapy (PgD OT)
<b>Awarded by</b>	University of Teesside
<b>Length of course</b>	Two years Minimum (Four years Maximum)
<b>Date of event</b>	19-20 <sup>th</sup> March 2002



**With effect from**

February 2003

**Participants in approval process**

Health Professions Council  
University of Teesside  
College of Occupational Therapists

#### 11.2.4 **PHYSIOTHERAPISTS**

##### **Approval of New Courses under Section 4(1)(a) and (b) and Institutions under Section 4(1)(c) of the PSM Act 1960**

###### **UNIVERSITY OF WALES COLLEGE OF MEDICINE**

BSc (Hons) Physiotherapy

It was agreed that the Joint Validation Committee should liaise with the University of Wales with regard to the Outstanding Conditions, after which it will be sent for Chairman's Action.

##### **Continued Approval of Institutions (and associated clinical placements), courses, Examinations and Qualifications under Section 5 of the PSM Act**

###### **UNIVERSITY OF BIRMINGHAM**

BSc(Hons) Physiotherapy (Part-time pathway through full time route)  
Modifications to the BSc (Hons) Physiotherapy to enable a flexible learning pathway.

#### 11.2.5 **RADIOGRAPHERS**

On the advice of the JVC and after scrutiny of the documentation:-

##### **Approval of New Courses under Section 4(1)(a) and (b) and Institutions under Section 4(1)(c) of the PSM Act 1960**

###### **UNIVERSITY OF TEESSIDE:-**

- a. under the terms of Section 4(1)(a)(b) and (c) of the Professions Supplementary to Medicine Act 1960, the course of training to be offered by, the examinations set by and the qualification awarded by the University of Teesside, and the institution itself, be approved as meeting the standards and requirements for State Registration, and
- b. under the terms of Section 4(2) of the Professions Supplementary to Medicine Act 1960, the Working Group recommends that the Health Professions Council send its recommendation to the Privy Council that it be requested to determine approval of the application by the University of Teesside to offer the registrable course and qualification as set out below:-

<b>In</b>	Radiography
<b>Type of Course</b>	Full-time
<b>Institution of Training/Education Qualification</b>	University of Teesside MSc Allied Health Professional Studies (with eligibility for State Registration – Diagnostic Radiography) PgD Allied Health Professional Studies (with eligibility for state registration – Diagnostic Radiography)
<b>Awarded by</b>	University of Teesside
<b>Length of course</b>	2 Years
<b>Date of event</b>	20 <sup>th</sup> March 2002
<b>With effect from</b>	February 2003
<b>Participants in approval process</b>	Health Professions Council College of Radiographers University of Teesside

**ITEM 12 02/146 MINUTES OF THE REGISTRATION COMMITTEE HELD ON 12 NOVEMBER 2002**

Received.

**ITEM 13 02/147 QAA REPORTS ON THE OUTCOME OF MEETINGS ON PROGRAMME SPECIFICATIONS AND ON EXTERNAL EXAMINERS**

The reports from QAA were received.

**ITEM 14 02/148 ANY OTHER BUSINESS**

- 14.1 The Secretary reported that criteria were being developed for how information outside the agenda would be distributed to members and should result in a greater filtering of communications. A paper would be presented to the next meeting.
- 14.2 The QAA Bulletin Higher Quality 11 was tabled. The latest LTSN Bulletin would be circulated.

**ITEM 15 02/149 DATE OF NEXT MEETING**

The next meeting would be at 10.30 am on 12 February 2003. The next meeting of the Educationalists Forum should be convened only after the relaunch of HPC in April 2003.

**ITEM 16 02/150 MEETING IN PRIVATE**

It was

**RESOLVED (2)**

**that the remainder of the meeting be held in private because publicity would be prejudicial to the public interest, by reason of the confidential nature of the business to be transacted.**

**CHAIRMAN**