

Park House
184 Kennington Park Road
London SE11 4BU
Telephone: +44 (0)20 7840 9716
Fax: +44 (0)20 7820 9684
e-mail: peter.burley@hpc-uk.org

MINUTES of the eleventh meeting of the Education and Training Committee held on Wednesday 30 July 2003 at West Wing Suite (Block 9), St Thomas' Hospital Campus (King's College London), Lambeth Palace Road, LONDON SE1 7EH.

Present :

Prof. D. Waller (Chairing)
Dr. G. Beastall
Mrs. S. Chaudhry
Miss H. Davis
Ms C. Farrell
Mr. P. Frowen
Prof. J. Harper (from item 14)
Prof. A. Hazell
Dr. R. Kapur
Prof. R. Klem
Mr. C. Lea
Prof. C. Lloyd
Prof. J. Lucas
Mr. G. Sutehall
Miss E. Thornton

Also in Attendance :

Dr. P. Burley – Secretary, ETC
Mrs. J. Carey
Ms J. Dawson
Mrs. M. Embleton
Ms U. Falk
Ms C. Harkin
Mr. D. Lorimer
Ms C. Savage
Ms N. O'Sullivan
Ms R. Reyes
Mr. M. Seale

Apologies were received from :- Prof. N. Brook, Mr. M. Collins, Mr. I. Massey, Ms G. Pearson, and Dr. A. van der Gaag.

ITEM 2 03/108 APPROVAL OF THE AGENDA

On the recommendation of the Chairman,

It was

RESOLVED (1)

that the agenda be approved.

ITEM 3 03/109 MINUTES

It was agreed that the minutes of the tenth (additional) meeting of the Health Professions Council's Education and Training Committee held on 28 May 2003 be confirmed as a true record and signed by the Chairman.

ITEM 4 03/110 MATTERS ARISING

- 4.1 The Committee received the Secretary's report.
- 4.2 The importance of the Criminal Records Bureau issue was stressed for future reference.
- 4.3 Mr. Frowen drew attention to a letter to the Chairman from Ms P. Sabine asking that the Committee reconsider describing the Standards of Proficiency as " minimum standards ". The Chairman undertook to take advice on the wording and report back to the Committee.

Action : Chairman (and Secretary)

ITEM 5 03/111 CHAIRMAN'S REPORT

- 5.1 The Chairman reported on conferences attended :
 - a Universities UK event on the Roberts Report on the Research Assessment Exercise, which raised concerns about future funding, and the sustainability of research in all higher education institutions (and hence all the professions regulated by the HPC). It was agreed to remit this issue to the Standards of Education and Training Professional Liaison Group;

Action : L. Pilgrim

- Institute of Learning and Teaching reception where the proposed Academy of Teaching was presented. The main outcome was to suggest closer liaison with the professional bodies; and
- another Universities UK conference, this time on European higher education policy and developments.

- 5.2 She reported also on some visits to – and feedback from – some universities. The Standards of Proficiency and some of the changes caused by the HPC Rules – especially the loss of the term " state registration " – were still not fully understood.

ITEM 6 03/112 SECRETARY'S REPORT

- 6.1 The written report was received.
- 6.2 The Secretary reported orally on a meeting with the Quality Assurance Agency (QAA), Department of Health (DH) (England), and the Nursing and Midwifery Council (NMC), on 23 July 2003. The main issue had been to continue to discuss procedures for the alignment for evidence, judgements and reporting about pre-registration education and training and to avoid conflicting outcomes. This was now a matter for the Approvals PLG.

Action : C. Savage

ITEM 7 03/113 CHANGE TO THE COMMITTEE'S STANDING ORDERS

On the recommendation of the Chairman,

It was

RESOLVED (2)

that the following new Standing Order (SO) 25 be approved :

Approval of resolution without meeting

25. A resolution which, with the consent of the Chairman, is circulated to, and approved in writing or electronic form by, not less than three quarters of the registrant/practitioner members and not less than three quarters of the lay members entitled to receive notice of and attend a meeting of the Committee shall be as valid as if it had been passed at such a meeting, and the subsequent SOs be renumbered.

Action : P. Burley

ITEM 8 03/114 EXERCISE OF FUNCTIONS

- 8.1 The Secretary and Chief Executive introduced this item (tabled paper). It was designed to give transparency to the exercise of the Committee's functions.
- 8.2 The Chief Executive explained that this paper was about more minor issues where no professional judgement or expertise was needed, which the Executive could deal with. Major issues would be referred to Registration Assessors for guidance who could refer cases on to Committees as needed.

8.3 On the recommendation of the Chairman,

It was

RESOLVED (3)

that the Committee delegate its powers under Part III of the Health Professions Order 2001 in respect of applications for admission to, renewal of and re-admission to registration to the Registrar subject to :

1. issues arising in relation to international or grandparenting applications being referred to an appropriately qualified Registration Assessor;
2. novel or complex issues arising in relation to any application being referred to the Registration Committee and, if considered appropriate by the Chairman of that committee, to the Education and Training Committee; and
3. the Registrar and Registration Committee reporting to the Committee as appropriate from time to time on the exercise of these delegated powers.

Action : L. Pilgrim

ITEM 9 03/115 INTERIM ARRANGEMENTS FOR APPROVAL AND CONTINUED APPROVAL OF PROGRAMMES, INSTITUTIONS, EXAMINATIONS, QUALIFICATIONS AND TESTS

9.1 The Secretary and Chief Executive introduced the report and explained that it dealt with all provision falling under Part IV of the Order and the need for managed transition from the PSM Act to the Order and its Rules while the Approvals PLG worked up a new scheme by July 2004.

9.2 It was clarified under paras 3.5 and 5.4 that the previous Boards at the Council for Professions Supplementary to Medicine (CPSM) had not participated in Subject or Major Review, that Major Review had not existed under CPSM, and that Subject and Major Review in this context were DH (England) activities carried out under contract by QAA. The position had been that individual Board members had participated in Subject Review and that individual Committee members (and Partners) could participate in Major Review. The report would be amended to show this.

Action : P Burley

9.3 The position was discussed of institutions starting to offer provision requiring approval under the Order ahead of applying for that approval. The Committee recognised that it did not have the power to forbid this. It was agreed that if this situation came to the HPC's notice, the Chief Executive should notify the institution (and the sector generally) that :

- those successfully completing unapproved provision could not gain admission to the Register and could not use the protected title for the profession,
- the institution would bear all the risk for this eventuality,
- the institution should formally notify all its students of the position, and

- the HPC would offer whatever assistance it could to help the institution apply for proper formal approval under the Order.
- 9.4 On consideration of the options in the report it was agreed that the Committee must continue to approve new provision throughout the transitional period. The Committee agreed that commitments should be lightened and rescheduled if possible towards July 2004. This could be achieved by asking all approved institutions to submit continued approvals by 30 April 2004 and then defer submissions until autumn 2004. Institutions would also be required to meet all conditions arising from approvals and continued approvals by July 2004 leaving none outstanding between the old and new procedures. Existing procedures should run until July 2004. The Committee would also continue to deal with any issues arising in approved provision. Professional bodies and other such organisations should be included in recommendation 6.3.
- 9.5 It was recognised that institutions would need time to comply with any new procedures – especially changes in the nature and format of documentation. It was agreed that the best way to manage this would be for the new procedures to be instituted on 10 July 2004 but no approval or reapproval events then to be scheduled until the autumn. This would also allow the HPC Visitors to be trained in the new procedures.
- 9.6 The following timetable was agreed :
- 18 September 2003, first meeting of Approvals PLG,
 - early in 2004 : completion of PLG 's consultation with other stakeholders,
 - 30 April 2004 : completion of continued approval work under the previous procedures,
 - 9 July 2004 : all conditions arising from previous approvals and re-approvals to have been met,
 - 10 July 2004, new procedures to be instituted,
 - July – September 2004 : preparation for new procedures, and
 - September 2004 onwards : new procedures operate.

Approved institutions and other stakeholders could be notified of these proposals and the timetable.

Action : P. Burley

- 9.7 The Committee then discussed some of the principles which should underpin the new procedures. These included that :
- the HPC must be an independent regulator preserving its own identity and not bound by any other body's policies or priorities, particularly on the timetable of bringing in new procedures,
 - the Approvals PLG should work collaboratively and specifically be linked with the Department of Health's (DH) (England) Approvals Group in its Partnership Arrangements, and
 - the other three UK countries must be included in the new procedures.

It was agreed that there should in reality be no conflict between these principles.

- 9.8 It was agreed to approve the report and its recommendations and to take the action described above.

ITEM 10 03/116 PROFESSIONAL LIAISON GROUP : CPD

- 10.1 The Chief Executive introduced this report and the two subsequent items together. The Committee needed to be aware of the timetables, key issues, and legal implications of the three projects. If any key issues had been missed members should notify the secretary.
- 10.2 The three reports were agreed.

ITEM 11 03/117 PROFESSIONAL LIAISON GROUPS : " APPROVALS "

See item 10 above.

ITEM 12 03/118 PROFESSIONAL LIAISON GROUPS : STANDARDS OF EDUCATION AND TRAINING

See item 10 above.

ITEM 13 03/119 RETURN TO PRACTICE

- 13.1 Prof. Klem introduced the report submitted to the Registration Committee, the discussion held at that committee, and the revised guidance being developed from it.
- 13.2 Several members asked that different language be used in communications to registrants and applicants. The Chief Executive confirmed that any published communication had to be approved by both the relevant committee and the Communications Committee. Where, however, very directive language was needed to ensure registrants and applicants complied with the Order, then it would be used (eg " must ").
- 13.3 It was agreed that the eventual guidance should state more clearly a number of principles in the Order :
- the definitions and implications of practice, breaks in practice, and lapses in registration,
 - that there was no general power in normal circumstances to require registrants to demonstrate competence by taking tests, and
 - that applicants for re-registration and for re-admission to the Register must still have complied with the HPC's relevant standards in the interim.
- 13.4 The outcomes of the work would be a process for the Registration Department and a Frequently Asked Questions section of the web-site on return to practice.
- 13.5 The Committee endorsed the broad principles and approach being taken. It was agreed that any further comments should be submitted direct to the Secretary of the Registration Committee.

Action : L. Pilgrim

ITEM 14 03/120 MEMBERSHIP OF THE DEPARTMENT OF HEALTH'S (ENGLAND) PARTNERSHIP WORKING ARRANGEMENTS

- 14.1 The Chairman introduced the letter from DH (England) to the Chief Executive about membership of the Partnership Working Arrangements.
- 14.2 It was agreed that the response to DH should include the linkage the Committee saw with the HPC's PLGs :
- Benchmarking related to Standards of Education and Training,
 - Approvals related to the Approvals PLG,
 - Major Review and Ongoing Quality Monitoring and Enhancement also related to the Approvals PLG, and
 - Key Stakeholder Forum and DH / Statutory Body Alliance related to the HPC's strategic relationships and collaborations.

The response should also state that the outcome of this work needed to have UK-wide applicability for the HPC. The Committee was concerned to avoid " disarticulation " between functions and between systems in the four UK countries. (It was understood that the Approvals and Benchmarking groups already had a UK-wide perspective and that representation had been invited from outside England for the Major Review group). This would also be communicated to DH.

- 14.3 It was agreed to circulate members with details of the current membership of the groups and suggestions for changes made in discussion. Members could then indicate any other changes they would wish to make.

Action : P. Burley

- 14.4 It was agreed that the outcome of these Partnership Arrangements would have to have UK-wide currency to be valid for the HPC. It was agreed that the three other UK Health Departments (or equivalent) should be contacted direct to ask them for any equivalent initiatives there.

Action : P. Burley

ITEM 15 03/121 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

15.1 Protected Titles in Assistant Grades and Foundation Degrees

The Committee discussed the titles of assistant grades and of Foundation Degree Programmes. The titles of the professions (eg. Radiography) were not protected, only the title of the practitioner (eg. Radiographer). This meant that a programme or a grade which contained the title " Radiographer " would fall within the jurisdiction of the

Order, while titles such as " Radiography Assistant " or " Radiography Foundation Degree " would not. However, the term " Student Radiographer " was acceptable and was not an offence under the Order. It was agreed to notify educational institutions and to draw this to the Council's attention.

Action : P. Burley

- 15.2 The Committee received the notes of the Pre-registration, Education and Training Working Groups, Joint Validation Committees and Joint Quality Assurance Committees held since the last meeting and

RESOLVED (4)

To agree the recommendations in them as set out below.

15.2.1 **DIETITIANS**

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

Approval of New Programme, Institution (and associated clinical placements), Examinations and Qualifications under Part IV Section 15/16 of the Health Professions Order 2001

CHESTER COLLEGE OF HIGHER EDUCATION
UNIVERSITY OF LIVERPOOL

- a. under the terms of Part IV, Section 15/16 of the Health Professions Order 2001, the course of training to be offered by, the examinations set by and the qualification awarded by the Chester College of Higher Education, University of Liverpool and the institution itself, be approved as meeting the standards and requirements for State Registration, and
- b. under the terms of Part IV, Section 15/16 of the Health Professions Order 2001, the Working Group recommends that the Education and Training Committee be requested to determine approval of the application by the Chester College of Higher Education, University of Liverpool to offer the Registrable Programme Qualification as set out below :-

In	Dietetics
Type of Programme	Full-time in Higher Education
Institution of Training/Education	Chester College of Higher Education
Qualification	BSc (Hons) Dietetics
Awarded by	University of Liverpool
Length of Programme	Four years
Date of Event	-

With effect from	September 2003
Participants in the approval process	Health Professions Council Dietitians Pre-Registration Education and Training Working Group Chester College of Higher Education University of Liverpool (The British Dietetic Association (the professional association) does not participate in approval of pre-registration programmes)

15.2.2 OCCUPATIONAL THERAPISTS

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

Approval of New Programme, Institution (and associated clinical placements), Examinations and Qualifications under Part IV Section 15/16 of the Health Professions Order 2001

STAFFORDSHIRE UNIVERSITY
COVENTRY UNIVERSITY

- a. under the terms of Part IV, Section 15/16 of the Health Professions Order 2001, the course of training to be offered by, the examinations set by and the qualification awarded by Staffordshire University, Coventry University, and the institution itself, be approved as meeting the standards and requirements for State Registration, and
- b. under the terms of Part IV, Section 15/16 of the Health Professions Order 2001, the Working Group recommends that the Education and Training Committee be requested to determine approval of the application by Staffordshire University, Coventry University to offer the Registrable Programme Qualification as set out below :-

In	Occupational Therapy
Type of Programme	In-service part-time route
Institution of Training/Education	Staffordshire University
Qualification	BSc (Hons) Occupational Therapy
Awarded by	Coventry University
Length of Programme	Four to six years
Date of Event	14 March 2003
With effect from	September 2003

Participants in the approval process

Health Professions Council
College of Occupational
Therapists
Coventry University
Staffordshire University
Shropshire and Staffordshire
Workforce Development
Confederation

15.2.3 **PARAMEDICS**

The Committee requested that the group use their proper title in all future Documentation.

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

Approval of New Programme, Institution (and associated clinical placements), Examinations and Qualifications under Part IV Section 15/16 of the Health Professions Order 2001

ISLE OF WIGHT AMBULANCE SERVICE TRAINING CENTRE

- a. under the terms of Part IV, Section 15/16 of the Health Professions Order 2001, the course of training to be offered by, the examinations set by and the qualification awarded by the Isle of Wight Ambulance Service Training Centre and the institution itself, be approved as meeting the standards and requirements for State Registration, and
- b. under the terms of Part IV, Section 15/16 of the Health Professions Order 2001, the Working Group recommends that the Education and Training Committee be requested to determine approval of the application by the Isle of Wight Ambulance Service Training Centre to offer the Registrable Programme Qualification as set out below :-

In	Paramedics
Type of Programme	Full-time
Institution of Training/Education	Isle of Wight Ambulance Service Training Centre
Qualification	IHCD Paramedic Award
Awarded by	IHCD
Length of Programme	Five years
Date of Event	30 April 2003
With effect from	
Participants in the approval process	Health Professions Council

Continued Approval of Programmes, Institutions (and associated clinical Placements), Courses, Examinations and Qualifications under Part IV, Section 15/16 of The Health Professions Order 2001

1. South Yorkshire Ambulance Service
IHCD Paramedic
2. Hereford and Worcester Training Centre
Hereford and Worcester Ambulance Service
IHCD Paramedic Award

15.2.4 **RADIOGRAPHERS**

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

Approval of New Programme, Institution (and associated clinical Placements), Examinations and Qualifications under Part IV Section 15/16 of the Health Professions Order 2001

UNIVERSITY OF THE WEST OF ENGLAND

- a. under the terms of Part IV, Section 15/16 of the Health Professions Order 2001, the course of training to be offered by, the examinations set by and the qualification awarded by the University of the West of England, and the institution itself, be approved as meeting the standards and requirements for State Registration, and
- b. under the terms of Part IV, Section 15/16 of the Health Professions Order 2001, the Working Group recommends that the Education and Training Committee be requested to determine approval of the application by the University of the West of England to offer the Registrable Programme Qualification as set out below :-

In	Radiography
Type of Programme	Part-time
Institution of Training/Education	University of the West of England
Qualification	BSc/BSc (Hons) Radiotherapy
Awarded by	University of the West of England
Length of Programme	Four years
Date of Event	30 May 2003
With effect from	September 2003
Participants in the approval process	Health Professions Council

UNIVERSITY OF THE WEST OF ENGLAND

- a. under the terms of Part IV, Section 15/16 of the Health Professions Order 2001, the course of training to be offered by, the examinations set by and the qualification awarded by the University of the West of England, and the institution itself, be approved as meeting the standards and requirements for State Registration, and
- b. under the terms of Part IV, Section 15/16 of the Health Professions Order 2001, the Working Group recommends that the Education and Training Committee be requested to determine approval of the application by the University of the West of England to offer the Registrable Programme Qualification as set out below :-

In	Radiography
Type of Programme	Part-time
Institution of Training/Education	University of the West of England
Qualification	BSc/BSc (Hons) Diagnostic Imaging
Awarded by	University of the West of England
Length of Programme	Four years
Date of Event	30 May 2003
With effect from	September 2003
Participants in the approval process	Health Professions Council University of the West of England College of Radiographers

UNIVERSITY OF CENTRAL ENGLAND

- a. under the terms of Part IV, Section 15/16 of the Health Professions Order 2001, the course of training to be offered by, the examinations set by and the qualification awarded by the University of Central England, and the institution itself, be

approved as meeting the standards and requirements for State Registration, and

- b. under the terms of Part IV, Section 15/16 of the Health Professions Order 2001, the Working Group recommends that the Education and Training Committee be requested to determine approval of the application by the University Central England to offer the Registrable Programme Qualification as set out below :-

In	Radiography
Type of Programme	Part-time
Institution of Training/Education	University of Central England
Qualification	BSc/BSc (Hons) Radiotherapy
Awarded by	University of Central England
Length of Programme	Six years
Date of Event	23 May 2003
With effect from	September 2003
Participants in the approval process	Health Professions Council University of Central England College of Radiographers

UNIVERSITY OF CENTRAL ENGLAND

- a. under the terms of Part IV, Section 15/16 of the Health Professions Order 2001, the course of training to be offered by, the examinations set by and the qualification awarded by the University of Central England, and the institution itself, be approved as meeting the standards and requirements for State Registration, and
- b. under the terms of Part IV, Section 15/16 of the Health Professions Order 2001, the Working Group recommends that the Education and Training Committee be requested to determine approval of the application by the University Central England to offer the Registrable Programme Qualification as set out below :-

In	Radiography
Type of Programme	Part-time
Institution of Training/Education	University of Central England
Qualification	BSc/BSc (Hons) Diagnostic Radiography
Awarded by	University of Central England
Length of Programme	Six years
Date of Event	23 May 2003
With effect from	September 2003
Participants in the approval process	Health Professions Council University of Central England College of Radiographers

UNIVERSITY OF LEEDS

Title of programme and award changed from
BHSc (Hons) Radiography (Diagnostic) to
BSc (Hons) Radiography (Diagnostic)

15.2.5 **SPEECH & LANGUAGE THERAPISTS**

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

Continued Approval of Programmes, Institutions (and associated clinical placements, Courses, Examinations and Qualifications under Part IV, Section 15/16 of the Health Professions Order 2001

1. University of Wales Institute, Cardiff
BSc (Hons) Speech and Language Therapy

Minor Changes to Programmes, Institutions (and associated clinical placements), Courses, Examinations and Qualifications under Part IV, Section 15/16 of The Health Professions Order 2001

1. University of Reading
BSc (Hons) in Speech and Language Therapy

15.3 LONDON PODIATRY PROGRAMMES

The report on discussions with University College London and the University of East London on the 22nd July 2003 was received.

The Committee confirmed the concerns about staff, accommodation, and the timetable for starting a new programme at the University of East London by September 2003. University College London to University of East London by September 2003.

An internal validation event would be held on 6 August 2003 and the Health Professions Council (and the Society of Chiropractors and Podiatrists) would be invited to an external approval event in September 2003.

No decisions could be taken by the Committee before these two events had taken place and their outcome known.

It was understood that concerns about this process had been reported to the relevant Department of Health minister (Mr J.Hutton).

It was confirmed that University College London would run first year re-sits for current students in the 2002/3 year in the academic year 2003/4.

It was agreed that the Chief Executive should write to the two Universities seeking confirmation of the position, stating Health Professions Council's powers under the Order, stating the implications of offering an unapproved programme, and requiring the University of East London to notify all the students that until the programme was approved they would not be eligible for admission to the Health Professions Council's Register or to use the protected titles " Chiropractor " and " Podiatrist ". The Chief Executive would offer the two Universities whatever help they needed to seek approval for the relocation of the Programme.

ITEM 16 03/122 CRITERIA FOR ASSESSMENT FROM THE STANDARDS OF PROFICIENCY (TESTS OF COMPETENCE)

- 16.1 The Committee received the report.
- 16.2 The Secretary reported that the first two training workshops were being held on 12 and 14 August 2003 and more were being scheduled.
- 16.3 The Chief Executive confirmed that any checking or sampling by Registration Assessors would be by assessors from the same Part of the Register.
- 16.4 Any comments on the guidance being developed should be submitted to the Secretary of the Committee.

Action : P. Burley

ITEM 17 03/123 STANDARDS OF PROFICIENCY

The Committee received the report.

ITEM 18 03/124 BROCHURES AND MANUALS

- 18.1 The Secretary reported that the brochures agreed to date had been posted on the web-site and a (small) store of them published in hard copy. This work would now be developed by the relevant PLGs.
- 18.2 It was agreed that the HPC should draw the web-site and its contents to the attention of approved institutions. (This could be included in a letter already being prepared for them).

Action : P. Burley

**ITEM 19 03/125 REPORT FROM THE REGISTRATION COMMITTEE
ON 15 JULY 2003**

Prof. Klem reported that all the matters requiring decision had already been dealt with.

**ITEM 20 03/126 QUALITY ASSURANCE FOR PROFESSIONAL
HEALTHCARE EDUCATION**

The report was received.

**ITEM 21 03/127 STANDARDS OF PROFICIENCY (SoP) FOR OPERATING
DEPARTMENT PRACTITIONERS (O.D.P.)**

- 21.1 The Secretary reported that the ODPs would need to have SoPs in due course, and that they had announced an intention to set up an SoPs' working party within the profession. At the same time DH had said that its consultation paper on opening an ODP Part of the Register should cover issues such as the relationship between preparing SoPs and opening a new Part of the Register.
- 21.2 The Committee would need to liaise with the Association of Operating Department Assistants when the situation became clearer.
- 21.3 The Chairman was authorised to take any action here if needed.

**ITEM 22 03/128 PRESENTATIONS TO STUDENTS ON APPROVED
PROGRAMMES**

The Secretary reported that the pilot round of presentations had been completed and had been successful. A comprehensive programme on a three year cycle would now be prepared. This activity could be expanded to allow Directors to talk to academic and administrative staff about the HPC's new procedures.

Action : P. Burley

ITEM 23 03/129 ANY OTHER BUSINESS

None.

ITEM 24 03/130 DATE OF NEXT MEETING

The next scheduled meeting would be at 10.30 am on 24 September 2003.

CHAIRMAN

