

unconfirmed
THE HEALTH PROFESSIONS COUNCIL

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MINUTES of the nineteenth meeting of the Education and Training Committee held on **Wednesday 13 October 2004** at Park House, 184 Kennington Park Road, London, SE11 4BU.

PRESENT: Miss E Thornton (Chairman)

Mrs S Chaudhry
Ms H Davis
Ms C Farrell
Mr P Frowen
Professor J Harper
Professor T Hazell
Professor R Klem
Professor C Lloyd
Professor J Lucas
Miss G Pearson
Mr G Sutehall
Dr A Van Der Gaag
Professor D Waller
Mr D Whitmore

IN ATTENDANCE:

Mr J Bracken, Bircham, Dyson, Bell (part)
Professor N Brook, President
Miss S Dawson, Manager International Registrations (part)
Miss K Johnson, Director, Fitness to Practise (part)
Ms F Nixon, Director of Education and Policy
Ms N O'Sullivan, Secretary to Council and the Committee
Miss L Pilgrim, Secretary to Committees
Miss C Savage, Manager CPD/Aspirant Groups (part)

Item 1.04/93 INTRODUCTION AND WELCOME

- 1.1 Miss Thornton welcomed all members and non-members to the meeting.

Item 2.04/94 APOLOGIES FOR ABSENCE

- 2.1 Apologies for absence were received from the following committee members: Dr G Beastall, Mr I Massey and Mr R Kapur.

Item 3.04/95 APPROVAL OF AGENDA

- 3.1 The Committee approved the agenda and noted that Item 17, Registration Appeals should be considered after Item 7, Managing Your Fitness to Practise, Item 11 Article 12 Approvals would follow. Item 8 Operating Department Practitioners – Ratifications of Qualifications would be considered when all those involved in this item were in attendance. The minutes would be renumbered accordingly.

Item 4.04/96 MINUTES

- 4.1 It was agreed that the minutes of the eighteenth meeting of the Education and Training Committee be confirmed as a true record and signed by the Chairman subject to the following amendments;

4.1 (17.1) The Committee noted that the Quality Assurance Agency (QAA) had visited the Chiropody programme at the University of Plymouth. This programme was not approved by the HPC as there were a number of outstanding conditions. A question was raised as to whether this could form the grounds for an appeal against a QAA judgment.

6.8.2 The Committee noted that the reviews were not taking place on behalf of the HPC and that the composition of the teams was agreed by the HEIs and the Strategic Health Authorities (SHAs).

11.3 The Committee received an oral report from the Secretary to the Registration Committee regarding the criteria used to approve tests of English language competence

17.2 The Chairman reported that she had attended a meeting of the HPC/NMC Operational Groups for prototypes. This was an on-going group which met to discuss arrangements for the running of the prototype approvals and ongoing quality monitoring and enhancement (OQME) events as part of the DH Partnership Framework.

Item 5.04/97 MATTERS ARISING

- 5.1 Item 6.2 – Matters Arising – Operating Department Practitioners (ODPs) Draft Standards of Proficiency
5.1.1 The Committee noted that the Operating Department Practitioners Register was on schedule to open on 18 October 2004.

- 5.2 Item 6.5 Strategy for the Review of the Standards of Proficiency
5.2.1 The Committee noted that a progress report on the timescale for the review of the Standards of Proficiency would be made available to the Committee towards the end of the year.

5.3 Item 6.8 – The Quality Assurance Agency (QAA) – Major Review of Healthcare Programmes – Procedure for Representations

- 5.3.1 The Committee noted the HPC approved programmes for registration and that the HEIs approved programmes for academic award. The Committee noted that a programme was not obliged to have HPC approval before being approved by the HEI. It was agreed that the Director of Education and Policy should write to the QAA to request that they check the HPC website to ensure that if a programme was claiming to have HPC approval that this was in fact the case.

Action: FN

5.4 Item 6.9 – Handover Reports from the Pre-Registration Education and Policy Working Groups

- 5.4.1 The Committee noted that a paper would be presented to the next meeting of the Approvals Committee to be held on 18 November detailing programmes which required HPC approval.

5.5 Item 8.3 – Director of Education and Policy Report

- 5.5.1 The Committee noted that a briefing note to all Higher Education Institutes (HEIs) was being finalised and that the Education and Policy Department would be running a series of roadshows in the new year.

5.6 Item 10 – Supplementary Prescribing for Allied Health Professionals

- 5.6.1 The Committee noted that the amendment to the Standards of Proficiency (SoPs) agreed at the last meeting would be included in the general review of the SoPs.

5.7 Item 11 – Minutes of the Registration Committee held on 20 July 2004

- 5.7.1 The Committee noted that a written statement on the criteria used to approve tests of English language competence was included on the agenda as an item to note.

5.8 Item 13 – Minutes of the Approvals Committee held on 12 July 2004

- 5.8.1 The Committee noted a statement on the timescale in which conditions imposed on a programme should be met would be included as part of the guidance for programmes seeking approval.

5.9 Item 14.2- Notes of the Meeting of the Pre-Registration Education and Training Working Groups held since 23 June 2004

- 5.9.1 The Committee noted that the HPC would not approve the appointment of external examiners in the future. This information would be

included in the briefing note to be sent to Higher Education Institutions and would also be highlighted in the forthcoming roadshows.

5.10 Item 16 - Continuing Professional Development (CPD)

5.10.1 The Committee noted that there was a lack of funding for healthcare professions who were registered with the HPC to undertake CPD. This was being raised as a cause for concern among those attending the CPD events. An additional positive effect of linking CPD to registration would be that employers would have to give serious consideration to the funding of CPD in the future.

5.11 Item 17 - Reports from Education and Training Committee Representatives at External Meetings

5.11.1 The Committee noted that this was included as an item on the agenda.

5.12. Item 19 – Any Other Business

5.12.1 The Committee noted that an item on the ratification of qualifications for entry onto the OPD register was included as an item on the agenda.

5.13 Item 19 – Any Other Business

5.13.1 The Committee noted that an item on Article 12 approvals was included as an item on the agenda.

Item 6.04/98 CHAIRMAN'S REPORT

6.1 The Committee received an oral report from the Chairman.

6.2 The Chairman reported that she had participated in 3 Visitor training events. She had also taken part in 2 CPD consultation events as a panel member.

6.3 The Chairman also noted that she would be conducting a workshop on the CPD consultation at the Council meeting of the Council of Deans and Heads of UK University Faculties for Nursing and Health Professions on 14 October 2004.

Item 7.04/99 DIRECTOR OF EDUCATION AND POLICY REPORT

7.1 The Committee received a report from the Director of Education and Policy

7.2 The Committee noted that the Education and Policy Department was in the process of assessing the forward commitments and requirements for approvals visits and annual monitoring.

7.3 Two approvals visits had been carried out using the new Approvals Process. These visits had highlighted a number of issues which would be taken into account when planning future events.

- 7.4 The Consultation on Continuing Professional Development was ongoing. As of the meeting date 20 events had been held. The consultation was due to finish at the end of November after which time the feedback would be analysed.
- 7.5 To date five Visitor training days had been held. A review would be held on 25 October 2004. A list of the number of Visitors by profession trained to date was included in the Director's report.
- 7.6 The Committee noted that consideration was being given to the staffing of the Education and Policy Department. Interviews for the post of Approvals and Monitoring Manager would be held on 5 November 2004. The Department was also recruiting for a Team Administrator and the Education Officers posts would be advertised shortly. A position of Manager (Policy) was currently being considered as an internal secondment. Other changes were detailed in the Directors report. The Committee welcomed these developments.
- 7.7 The Committee noted the table of educational programmes to be visited for approval before 31 December 2004. A number of the Masters programmes had pre-registration added to the title in order to distinguish them from post-registration Masters programmes which did not lead to registration. It was noted that programme providers should be encouraged to differentiate between programmes leading to registration and other Masters programmes by giving them different titles. However it was acknowledged that the title of an award was a matter for the University to decide.
- 7.8 The Committee noted that it would be useful if inexperienced Visitors taking part in visits could be put with those who had more experience initially. The Director informed the Committee that this would be part of the considerations of how Visitors would be appointed to individual approvals events in the future.
- 7.9 The Director of Education and Policy noted that as stated at the Partners' Conference in Manchester she would be writing to all Visitor Partners in the new year to inform them of the programme of visits, how many events a Visitor might have to attend, and how lay Visitors would be involved in the process. At the request of the Committee the Director agreed to send a holding letter in the meantime to introduce herself and to let Visitors know that further information would be available shortly.

Action: FN

Item 8.04/100 MANAGING YOUR FITNESS TO PRACTISE

- 8.1 The Committee received a paper entitled 'Managing Your Fitness to Practise: A Guide for Registrants and Employers' from the Executive for discussion/approval.

- 8.2 The Committee noted that the HPC's disabilities, health and registration policy recommended that the Council produced guidance for registrants on managing their fitness to practise.
- 8.3 The document under consideration was in draft form.
- 8.4 The Committee noted a number of amendments to the document and agreed to that comments and amendments on the text should be sent to the Executive.
- 8.5 The Committee also agreed to recommend that a consultation should be held on the document (as amended). This decision would be put to Council for ratification.

Action: RT/NO'S

- 8.6 The Committee noted that the introduction to the document was in the standard format used for all HPC documents. This conformed with the recommendations of the Plain English Society.
- 8.7 The Committee agreed that the Communications Committee should be asked to reconsider the use of a standard introduction to all HPC documents on the grounds that different styles were required for different target audiences.

Action: NO'S/CM

Item 9.04/101 REGISTRATION APPEALS

- 9.1 The Committee received a report for note from the Executive.
- 9.2 The Committee noted that under Article 37(8)(a) of the Health Professions Order 2001 an appellant had the right to have their appeal held in the United Kingdom country where they had a registered address. An appellant from Northern Ireland had exercised this right and therefore the next Registration Appeals Panel was to be held in Belfast.
- 9.3 The Committee noted that a significant number of appeals had been received. In view of this the Committee agreed that the Executive should prepare a paper for the next meeting of the Registration Committee which should consider registration processes and the reasons for the high volume of appeals.

Action: SD/KJ

Item 10.04/102 ARTICLE 12 APPROVALS

- 10.1 The Committee received a paper from the Executive for discussion/approval.
- 10.2 The Committee noted that Article 12 (2) (a) and (b) of the Health Professions Order 2001 contained a provision by which the Education and Training Committee could determine procedures to assess whether a qualification awarded outside the United Kingdom was comparable to an approved UK qualification.
- 10.3 The paper under consideration set out a process for determining whether a qualification could be approved as a comparable qualification under Article 12 of the Order.
- 10.4 The Committee noted that that the information provided on the number of applicants approved for registration was useful but requested that information on the number of applicants who had applied for registration from each of the programmes should also be provided so that the success rates for each programme could be established.
- 10.5 The Committee also noted that the proposal that a minimum of 10 applicants from each graduation year of each programme could discriminate against graduates from smaller programmes and smaller professions.
- 10.6 The Committee noted that the possibility that institutions running approved programmes could be asked to provide the HPC with information regarding major changes to the programmes needed to be explored.
- 10.7 The Committee noted that the Department for Education and Skills (DfES) had compiled a database which provided useful information regarding equivalence of qualifications.
- 10.8 The Committee also noted that the issue of the approval of overseas programmes which were validated by UK Universities should be given further consideration.
- 10.9 The Committee agreed that the Executive should prepare a paper on issues regarding international registration for consideration by the Registration Committee. Following these discussions an updated paper should be put to the Education and Training Committee for consideration.
- 10.10 The Committee agreed that further discussion of the approval of qualifications under Article 12 should be deferred until the above paper had been considered.

Action: FN/SD

Item 11.04/103 LOCAL ANALGESIA (LA) AND PRESCRIPTION ONLY MEDICINE (POM)

- 11.1 The Committee received a paper from the Executive for discussion/approval.
- 11.2 The Committee noted that in accordance with schedule 2 (24) of the Health Professions Order, 2001 and in accordance with the requirements of the Medicines and Healthcare Products Regulatory Agency and Medicines Control Agency, the HPC was required to agree a policy and process to enable the approval of post-registration programmes in LA and POM.
- 11.3 The Committee agreed the policy for courses in local analgesia post 2003 and also the policy for those admitted to the HPC register under transitional arrangements (see appendix 1)
- 11.4 The Committee also agreed that the Approvals Committee should consider the process for the approval of LA/POM courses as a matter of urgency.

Action: FN/LP

Item 12.04/104 OPERATING DEPARTMENT PRACTITIONERS - RATIFICATION OF QUALIFICATIONS

- 12.1 The Committee received a paper from the Executive for discussion/approval.
- 12.2 The Committee noted that the HPC register for Operating Department Practitioners would open on 18 October 2004.
- 12.3 The Committee was being requested to consider the following;
 - (i) the UK approved qualification as recommended by the Professional Body, the Association of Operating Department Practitioners (AODP).
 - (ii) the additional UK approved qualifications for those operating department practitioners who held earlier versions of AODP approved qualifications, and who might or might not have been practising continuously, and who might not be registered with the Association of Operating Department Practitioners (AODP) voluntary register and therefore would not be eligible for automatic transfer to the HPC register.

- 12.4 (i) The Committee agreed to approve the Diploma of Higher Education in Operating Department Practice provided by the 28 institutions listed in the paper from the date of the Register opening on 18th October 2004.
- (ii) The Committee agreed that approval of the award would be on the basis thereafter of assessing the qualification against the Standards of Education & Training (SETs) and the Standards of Proficiency (SoP) for ODPs.
- (iii) The Committee agreed that should the qualification not meet the SETs and the SoPs then the qualification would be subject to the approvals process.
- 12.5 The Committee noted that the Approvals Committee should agree a timetable for the approval, under HPC processes, of the above programmes taking into consideration the date on which they were last approved by the AODP and with consideration to available Executive resources.

Action: FN/LP

- 12.6 The Committee approved the following qualifications for a time limited period i.e. for the duration of the grandparenting period (until 17 October 2006)
- (i) The City and Guilds of London Institute – Hospital Operating Department Assistants
- (ii) The formal Certification of Assimilation prior to 1980.
- 12.7 The Committee also approved in accordance with Article 9.2(1) for a period of 2 years and with an option to extend the period of the approval until 17 October 2006.
- (i) The Scottish or National Vocational Qualification in Operating Department Practice, Level 3 (effective from 1991-2000).

Item 13.04/105 CURRICULUM GUIDANCE PROFESSIONAL LIAISON GROUP

- 13.1 The Committee received a paper from the Executive for discussion/approval.
- 13.2 The Committee noted that the Approvals Committee had agreed a proposal for consideration by the Education and Training Committee that a Curriculum Guidance Professional Liaison Group (PLG) be formed to carry out the work of drafting the HPC's curriculum guidance.

- 13.3 The Education and Training Committee agreed the following;
- (i) To recommend to Council that the Curriculum Guidance PLG be formed to be populated by members of Council, the Education & Training Committee and representatives of the professional bodies;
 - (ii) That the PLG be chaired by a member of Council;
 - (iii) That at the 24th November 2004 meeting of the Education & Training Committee, the Committee would agree the composition of the PLG, its Terms of Reference, the plan of activities, the timetable and budget;
 - (iv) That the 24th November 2004 meeting of the Education and Training Committee should also consider a revised mission statement;
 - (v) That the PLG, when formed, should be empowered to extend its membership without seeking the agreement of the Education and Training Committee.

Action: FN/NO'S

- 13.4 The Committee noted that members who were interesting in taking part in the work of the PLG should contact the Director of Education and Policy.

Item 14.04/106 A DRAFT STATEMENT OF COMMON PURPOSE FOR SUBJECT BENCHMARKS FOR THE HEALTH AND SOCIAL CARE PROFESSIONS: CONSULTATION

- 14.1 The Committee received a paper from the Executive for discussion/approval.
- 14.2 The Committee noted the aim of the statement of common purpose was to emphasise the shared values and principles that underpinned the wide spectrum of health and social care practice.
- 14.3 The Committee also noted that although this was a useful statement regarding shared learning it was no, however, a practical tool for engendering interprofessional learning.
- 14.4 The Committee agreed to email their comments regarding the document to the Director of Education and Policy who would prepare a draft response to the consultation for consideration at the next meeting of the Committee.

Action: FN

Item 15.04/107 MINUTES OF THE APPROVALS COMMITTEE HELD ON 7 SEPTEMBER 2004

- 15.1 The Committee received the minutes of the meeting of the Approvals Committee held on 7 September 2004.
- 15.2 The Committee noted that a number of items for ratification in the minutes had been dealt with as separate items on the agenda.
- 15.3 The Committee noted that Council had ratified the recommendation that Mr D Whitmore, alternate paramedic member on Council, should be appointed to the Approvals Committee.
- 15.4 The Committee noted that the Director of Education and Policy would be holding further discussions with the Institute of Biomedical Science with regard to the co-terminus and integrated awards. In the meantime Partners who were Biomedical Scientists with appropriate experience, and who had expressed an interest at interview, would be asked to apply to be Visitors on behalf of the HPC.
- 15.5 The Committee ratified the Approvals Committee recommendation that the HPC should not participate directly in the major reviews being undertaken in England through the Partnership Framework. The debate continued regarding the use of the logo on certain correspondence and publications being distributed under the Partnership Framework.

Item 16.04/108 EDUCATION AND TRAINING COMMITTEE STANDING ORDERS

- 16.1 The Committee received a paper from the Executive for discussion/approval.
- 16.2 The Committee noted that as currently written standing order (SO) 6 of the Education and Training Committee standing orders stated that 'the Committee shall meet in ordinary session (Ordinary Meeting) not less than six times each year on dates correlated with the Council's cycle of meetings and at such times as the Committee shall decide'.
- 16.3 It was proposed that SO6 was amended to allow the Committee to meet not less than four times year.
- 16.4 The Committee agreed to recommend the following resolution to Council for ratification;

RESOLVED: that the following text be substituted for standing order 6.

The Committee shall meet in ordinary session (Ordinary Meeting) not less than four times in each year on dates correlated with the Council's cycle of meetings and at such other times as the Committee shall decide.

Item 17.04/109 DATES OF EDUCATION AND TRAINING COMMITTEE MEETINGS 2005/6

- 17.1 The Committee received a paper from the Executive for discussion/approval.
- 17.2 The Committee agreed the dates as set out in the paper.
- 17.3 The Committee noted the importance of greater communication between members of the Executive when planning events so that these would not clash with dates of committee meetings making it impossible for members to attend. It was agreed that the Secretary should pass on this message to all members of the Executive.

Action: NO'S

Item 18.04/110 ENGLISH LANGUAGE COMPETENCE – CRITERIA USED TO APPROVE TESTS

- 18.1 The Committee received a paper for note from the Executive.
- 18.2 The Committee noted that at the last meeting an oral report had been received from the Secretary to the Registration Committee regarding the criteria used to approve tests of English Language Competence. At that meeting it had been agreed that this should be presented to the next meeting as a written statement.
- 18.3 The Committee noted the statement and agreed this should be amended to include the level of proficiency required.

Action: LP

- 18.4 The Committee noted that there appeared to be a misunderstanding among employers as to what entry onto the register meant. Many employers considered that this provided proof that a registrant was fit for certain roles. The importance of good induction processes was underlined. It was agreed that consideration needed to be given to highlighting what acceptance onto the register indicated.

**Item 19.04/111 REPORTS FROM EDUCATION AND TRAINING
COMMITTEE REPRESENTATIVES AT EXTERNAL
MEETINGS**

- 19.1 The Committee received reports from Education and Training Committee representatives at external meetings.

Item 20.04/112 ANY OTHER BUSINESS

- 20.1 The Committee noted that an item on the approval of Speech and Language Therapists Return to Practise Courses would be included on the agenda for the next meeting.

Item 21.04/113 DATE AND TIME OF NEXT MEETING

- 21.1 The next meeting of the Committee would be held at 10.30am on Wednesday 24 November 2004.

- 21.2 Further meetings would be held on the following dates;

Wednesday 16 February 2005

Wednesday 30 March 2005

Tuesday 14 June 2005

Thursday 29 September 2005

Thursday 15 December 2005

Wednesday 29 March 2006