

**unconfirmed**  
**THE HEALTH PROFESSIONS COUNCIL**

Chief Executive and Registrar: Mr Marc Seale

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MINUTES of the twentieth meeting of the Education and Training Committee held on **Wednesday 24 November 2004** at Park House, 184 Kennington Park Road, London, SE11 4BU.

**PRESENT:** Miss E Thornton (Chairman)  
Mr G Beastall  
Mrs S Chaudhry  
Ms H Davis  
Ms C Farrell  
Mr P Frowen  
Professor T Hazell  
Professor R Klem  
Professor C Lloyd  
Mr I Massey  
Miss G Pearson  
Mr G Sutehall  
Dr A Van Der Gaag  
Mr D Whitmore

**IN ATTENDANCE:**

Miss Nicole Borg, Education Officer  
Miss Joanna Kasmir, Team Administrator, Education and Policy  
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)  
Miss K Scott, Manager CPD/Aspirant Groups (maternity cover)  
Mr M Seale, Chief Executive and Registrar

#### **Item 1.04/118 INTRODUCTION AND WELCOME**

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

#### **Item 2.04/119 APOLOGIES FOR ABSENCE**

- 2.1 Apologies for absence were received from the following committee members: Professor J Harper and Mr R Kapur, Professor J Lucas and Professor D Waller. Apologies for absence were also received from the President, Professor N Brook.

#### **Item 3.04/120 APPROVAL OF AGENDA**

- 3.1 The Committee approved the agenda and noted that item 9 Speech and Language Therapists Registrations had been deferred until the next meeting.

#### **Item 4.04/121 MINUTES**

- 4.1 It was agreed that the minutes of the nineteenth meeting of the Education and Training Committee be confirmed as a true record.

#### **Item 5.04/122 MATTERS ARISING**

- 5.1 Item 5.1 – Matters Arising – Operating Department Practitioners (ODPs) Draft Standards of Proficiency
  - 5.1.1 The Committee noted that the Operating Department Practitioners Register had opened on 18 October 2004.
- 5.2 Item 5.2 Strategy for the Review of the Standards of Proficiency
  - 5.2.1 The Committee noted the next meeting to be held on 16 February 2005 would consider strategic issues and that a progress report on the timescale for the review of the Standards of Proficiency would be included on the agenda.
- 5.3 Item 5.3 – The Quality Assurance Agency (QAA) – Major Review of Healthcare Programmes – Procedure for Representations
  - 5.3.1 The Committee noted that the Director of Education and Policy would be writing to the Quality Assurance Agency (QAA) shortly 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 had been presented to the meeting of the Approvals Committee held on 18 November detailing programmes which required HPC approval.

5.5 Item 5.5 – Director of Education and Policy Report

5.5.1 The Committee noted that the HPC Standards of Education and Training and a briefing note would be sent to all Higher Education Institutions (HEIs) shortly.

**Action: FN**

5.6 Item 7.9 - Director of Education and Policy Report

5.6.1 The Committee noted that the HPC Standards of Education and Training and an update on the current situation would be sent to all visitors shortly.

**Action: FN**

5.7 Item 8.5 – Managing Your Fitness to Practise

5.7.1 The Committee noted that the paper entitled ‘Managing Your Fitness to Practise: A Guide for Registrants and Employers’ as approved at the last meeting would be put to Council for ratification at its meeting on 7 December 2004.

5.8 Item 9.3 – Registration Appeals

5.8.1 The Committee noted that a paper on registration processes and the reasons for the high number of appeals against registration decisions would be considered by the Registration Committee.

5.9 Item 10.10 – Article 12 Approvals

5.9.1 The Committee noted that a paper on Article 12 Approvals had been considered by the Registration Committee on 4 November 2004. A further paper would be considered at the next meeting of the Committee on 18 January 2005 after which this issue would be brought to the Education and Training Committee for further consideration.

**Action: FN/SD**

5.10 Item 11.4 – Local Analgesia (LA) and Prescription Only Medicine (POM)

5.10.1 The Committee noted that the Approvals Committee would consider the process for the approval of LA/POM courses at the next meeting of the Committee to be held on 2 February 2005.

**Action: FN**

- 5.11 Item 12.5 and 12.6 - Operating Department Practitioners – Ratification of Qualifications
- 5.11.1 The Committee noted that a timetable for the approval of ODP programmes would be considered as part of the forward plan for the approval of all programmes leading to registration with the HPC.
- 5.11.2 The Committee noted that a further paper on the ratification of ODP qualifications had been included on the agenda.
- 5.12. Item 13.3 - Curriculum Guidance Professional Liaison Group (PLG)
- 5.12.1 The Committee noted that a paper setting out the composition, terms of reference, plan of activities, timetable and budget of the proposed PLG had been included on the agenda.
- 5.13 Item 14.4 - A Draft Statement of Common Purpose for Subject Benchmarks for the Health and Social Care Professions: Consultation
- 5.13.1 The Committee noted that the proposed response to the consultation was included as an item on the agenda.
- 5.14 Item 15.4 – Minutes of the Approvals Committee held on 7 September 2004
- 5.14.1 The Committee noted that an update on the progress of discussions with the Institute of Biomedical Science with regard to co-terminus and integrated awards would be provided in the report from the Director of Education and Policy.
- 5.15 Item 16.4 – Education and Training Committee Standing Orders
- 5.15.1 The Committee noted that the amended Education and Training Committee Standing Orders would be put to Council for ratification at its meeting on 7 December 2004.
- 5.16 Item 17.3 – Dates of Education and Training Committee Meetings 2005/6
- 5.16.1 The Committee noted that the Council election cycle would run from July to July of each year. At present the Committee meeting year ran from April to end of March in line with the financial year. In order to fit in with the election cycle the Executive was proposing that an additional meeting date should be agreed to bring the meeting cycle up to July 2006 and that thereafter the Committee meeting cycle would run from July to end of June. The Committee agreed to an additional meeting date of 13 June 2006.

## **Item 6.04/123 CHAIRMAN’S REPORT**

- 6.1 The Committee received an oral report from the Chairman.

- 6.2 The Chairman noted that she had taken part in the interviews for the Manager (Approvals/Monitoring).
- 6.3 The Chairman also noted that she had led a session at the Clinical Interest and Occupational Therapy Group of the Chartered Society of Physiotherapy.

**Item 7.04/124 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 a number of approval visits had now taken place. Issues rising from these visits had been considered at the most recent meeting of the Approvals Committee.
- 7.3 The Committee noted that due to the minor nature of the changes being considered at the event at the University of Teesside on 7 December 2004 it had been decided that HPC representatives would attend in the capacity of observers.
- 7.4 The Committee considered a tabled paper which set out a forward programme for visits. The Executive would be working on the operational aspects of implementing the programme for visits early in the New Year. Due to the large number of visits planned further consideration would be given to the staffing of the Education and Policy Department.
- 7.5 The Committee noted that a paper on the approval of training programmes for supplementary prescribers would be considered by the Approvals Committee. A number of institutions were piloting these courses and would be seeking HPC approval. Institutions providing courses in nurse prescribing could also seek to extend into this area.
- 7.6 The Committee noted that the Approvals Committee had agreed that annual monitoring reports could be signed off by one visitor.
- 7.7 The Committee noted that further visitor training was planned for 2005. Guidance for visitors was being finalised and would be sent to all visitors once completed. This would also form the basis of the training programme.
- 7.8 The Consultation on Continuing Professional Development was nearing completion. The final event would be held in London on 29 November 2004. In all about 9000 people had attended the consultation events.

- 7.9 The Committee noted that the Standards of Education and Training had been published as a stand-alone document.
- 7.10 The Committee noted an approvals handbook which would provide guidance for education providers was being finalised.
- 7.11 The Committee noted that the Biomedical Scientist Registrant member on Council would be attending the next Board meeting of the Institute of Biomedical Science to speak on the subject of integrated degrees. A letter regarding programme approvals would be sent to biomedical science programme providers.
- 7.12 Meetings had been held with the British Paramedic Association, the Chair of the Ambulance Services Association Training Group and the Head of the Scottish Ambulance Service and work was ongoing on the drafting of interim curriculum guidance.
- 7.13 The Committee welcomed Miss Joanna Kasmir who had been appointed as team administrator to the Education and Policy team and also Miss Nicole Borg who had been appointed as temporary education officer. The post of Manager (Approvals and Monitoring) had been re-titled Manager (Education) and was being re-advertised.

**Item 8.04/125 OPERATING DEPARTMENT PRACTITIONERS – RATIFICATION OF QUALIFICATIONS**

- 8.1 The Committee received a paper for discussion/approval from the Executive.
- 8.2 The Committee noted that that at the last meeting the Scottish and National Vocational Qualification in Operating Department Practice had been approved for a period of two years until 17 October 2006, with an option to extend the period.
- 8.3 Since that meeting the HPC had been advised that if, following assessment it appeared that the S/NVQ did not meet the Standards of Proficiency (SoPs), it was possible that the SoPs had been set at too high a standard and that they should be revised.
- 8.4 The Committee noted that consideration of this matter had identified two separate issues for consideration;
- (i) Whether the SoPs for ODPs were set at an appropriate level
  - (ii) Whether there was a need to identify a consistent process for the approval of retrospective qualifications for new professions being admitted onto the register.
- 8.5 The Committee noted that a review of the SoPs for ODPs would be included in the general review of the Standards of Proficiency. Until

that process had been concluded the ODPs SoPs would not be reviewed.

- 8.6 The Committee agreed that there should be no time limit on the acceptance and approval of the Scottish and National Vocational Qualification in Operating Department Practice, Level 3 (effective from 1991-2000).

#### **Item 9.04/126 CURRICULUM GUIDANCE PROFESSIONAL LIAISON GROUP**

- 9.1 The Committee received a paper from the Executive for discussion/approval.
- 9.2 The Committee noted that the approvals process was designed to be supported by three key sets of documentation. These were the HPC Standards of Education and Training, the Approvals process and handbook and the HPC Curriculum Guidance. Curriculum Guidance would provide information about the curriculum philosophy, content and processes for each profession.
- 9.3 The Committee noted that it was envisaged that generic curriculum guidance would be established for all professions regulated by the HPC but that it was envisaged that the guidance would have profession specific details.
- 9.4 The Committee also noted that it was essential that the core membership of the proposed PLG covered the different types of programme delivery which lead to entry to the Register across the professions. It was essential that all professions would be included in either the core or the satellite groups.
- 9.5 The Committee agreed that the Chairman of the Education and Training Committee should chair the proposed PLG and that committee members who wished to put their names forward for membership should contact the Executive. The membership of the Groups would be circulated when finalised. The Committee noted that consideration could be given to lay chairmanship of Professional Liaison Groups.
- 9.6 The Committee agreed the principle of core membership and satellite groups as set out in the paper.
- 9.7 The Committee approved the setting up of the PLG in accordance with the principles set out in the paper and recommended this decision to Council for ratification.

**Action: FN**

**Item 10.04/127 A DRAFT STATEMENT OF COMMON PURPOSE FOR SUBJECT BENCHMARKS FOR THE HEALTH AND SOCIAL CARE PROFESSIONS: CONSULTATION**

- 10.1 The Committee received a paper from the Executive for discussion/approval.
- 10.2 The Committee noted that the draft statement had been considered at its meeting on 13 October 2004 when it had been agreed that the Committee would email their comments to the Director of Education and Policy for inclusion in a draft response to be considered at the next meeting of the Committee.
- 10.3 The Committee agreed the response to the consultation.

**Item 11.04/128 AMENDMENTS TO THE STANDARDS OF EDUCATION AND TRAINING**

- 11.1 The Committee received a paper from the Executive for discussion/approval.
- 11.2 The Committee noted that the Standards of Education and Training (SETs) did not include the level of qualification for entry to the Register for Operating Department Practitioners. It was proposed that the qualification should be Diploma of Higher Education in Operating Department Practice. With the opening of the HPC register for Operating Department Practitioners there was a need to amend the SETS. In accordance with Article 14 of the Health Professions Order 2001 the Council was required to consult on any amendment to its Standards. Due to the minor nature of the amendment a consultation period of 6 weeks was proposed.
- 11.3 The Committee agreed to recommend to the Council that a consultation be undertaken to allow an addition to the Standards of Education and Training (SET 1. Level of qualification for entry to the Register) to include the ODP qualification of Diploma of Higher Education in Operating Department Practice. The Consultation would be for a period of 6 weeks.

**Action: CS**

**Item 12.04/129 COMMITTEE GOVERNANCE**

- 12.1 The Committee received a paper from the Executive for discussion/approval.
- 12.2 The Committee agreed the following with regard to the presentation of Visitors' Reports to committee meetings;



(i) that where consideration of any Visitors' Report was delegated by the Education and Training Committee to the Approvals Committee, these reports were presented to the Committees by the Director of Education and Policy;

(ii) that Committee members, who had acted in the capacity of a Visitor should withdraw from the meeting when the relevant visit report was under consideration by the Committee;

(iii) that the Committee should avoid inviting Visitors, who were present at meetings as members of the public, to speak to visit reports and that if the Committee did invite the Visitor to speak to the report then an opportunity to comment should also be extended to a representative of the Institution under consideration. (Niamh, this would mean that a rep of the institution would have to have been previously invited. I think we should just say that no Visitor who is attending as a member of the public should be asked to speak to a report – it would be tidier this way?)

**Item 13.04/130 NOTES OF THE REGISTRATION COMMITTEE HELD ON 13 SEPTEMBER 2004**

13.1 The Committee received the notes of the Registration Committee held on 13 September 2004.

**Item 14.04/131 CHAIRMAN'S ACTION SINCE THE MEETING OF THE EDUCATION AND TRAINING COMMITTEE HELD ON 1 SEPTEMBER 2004**

14.1 The Committee received a report for note from the Executive.

**Item 15.04/132 ENGLISH LANGUAGE COMPETENCE – CRITERIA USED TO APPROVE TESTS**

15.1 The Committee noted that a written statement on the criteria used to approve tests of English language competence had been considered at its last meeting when it had been agreed that the statement should be amended to include the TOEFL scores that an applicant had to obtain in order to demonstrate their English language proficiency.

15.2 The Committee noted that this amendment had now been made.

**Item 16.04/133 REGISTRATION APPEALS**

16.1 The Committee received a report for note from the Executive.

16.2 The Committee noted that the number of appeals was declining in percentage terms.

**Item 17.04/134 REPORTS FROM EDUCATION AND TRAINING  
COMMITTEE REPRESENTATIVES AT EXTERNAL  
MEETINGS**

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

**Item 18.04/135 ANY OTHER BUSINESS**

- 18.1 The Committee agreed that the following items would be considered under any other business.

18.2 Approval of MA in Art Psychotherapy

- 18.2.1 The Committee noted that Leeds Metropolitan University had met the conditions for the approval of the MA in Art Psychotherapy.

- 18.2.2 The Committee agreed to approve the MA in Psychotherapy at Leeds Metropolitan University.

18.3 Annual Monitoring

- 18.3.1 The Committee noted that the Approvals Committee had agreed that the implementation of annual monitoring would be deferred until September 2005. This would allow time for the development of procedures and guidance for Higher Education Institutions.

18.4 Clinical Science – Approval of New Modalities

- 18.4.1 The Committee considered the issue of the approval of Clinical Science modalities. The Committee noted that the entry requirement for Clinical Scientist training was an honours degree. Clinical Science covered all the modalities (specialty disciplines) of science within healthcare. All Clinical Scientists had adopted a single set of HPC Standards of Proficiency which were written in a generic way to accommodate the wide range of modalities within Clinical Science. Each modality was assessed against the Standards of Proficiency. When the HPC was formed there were 10 different modalities. The Association of Clinical Science had recently approved an additional new modality. The issue now under consideration was whether this modality required HPC approval and if so what form that approval should take.

- 18.4.2 The Committee noted that the Health Professions Order 2001 did not make any reference to modalities. The issues raised by the emergence of a new modality were accommodated in the flexibility which a practitioner was allowed in the interpretation of their scope of practice. The approval of modalities was undertaken by the Association of Clinical Scientists based on the Standards of Proficiency. There was now a need for the HPC to consider the process by which this was undertaken with a view to approving the processes involved in the award of certificates which granted eligibility for registration issued by

the Association of Clinical Scientists (ACS) (for clinical scientists). In the same way it would consider the approval of the processes used by the Institute of Biomedical Science (for biomedical scientists) and the Institute of Health Care Development (for paramedics). The Committee acknowledged that this was not how it envisaged carrying out this process in the long term, certainly for Biomedical Science and Paramedic programmes. In the meantime a mechanism by which the ACS would inform the HPC that a new modality had been approved should be created.

**Action: FN**

18.4.3 The Committee noted that the application form for registration as a Clinical Scientist would be amended to take account of new modalities and associated sub-modalities.

**Action: SD**

**Item 19.04/136 DATE AND TIME OF NEXT MEETING**

19.1 The next meeting of the Committee would be held at 10.30am on Wednesday 16 February 2005.

19.2 Further meetings would be held on the following dates;

Wednesday 30 March 2005

Tuesday 14 June 2005

Thursday 29 September 2005

Thursday 15 December 2005

Wednesday 29 March 2006

Monday 13 June 2006

**CHAIRMAN**