

THE HEALTH PROFESSIONS COUNCIL

Chief Executive and Registrar: Mr Marc Seale

Park House
184 Kennington Park Road
London SE11 4BU
Telephone: +44 (0)20 7840 9711
Fax: +44 (0)20 7840 9807
e-mail: niamh.osullivan@hpc-uk.org

MINUTES of the twentieth-first meeting of the Education and Training Committee held on **Wednesday 16 February 2005** at Park House, 184 Kennington Park Road, London, SE11 4BU.

PRESENT: Professor J Harper (Vice-Chairman)
Professor N Brook
Mrs S Chaudhry
Ms H Davis
Mr P Frowen
Professor T Hazell
Dr R Kapur
Professor R Klem
Professor C Lloyd
Mr I Massey
Mr G Sutehall
Dr A Van Der Gaag
Mr D Whitmore
Mr S Wordsworth

IN ATTENDANCE:

Miss N Borg, Education Officer
Miss S Dawson, Manager, International Registration/Grandparenting
Mr M Guthrie, Case Manager, Fitness to Practise (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 K Scott, Manager CPD/Aspirant Groups (maternity cover)
Miss R Tripp, Policy Manager

Item 1.05/01 INTRODUCTION AND WELCOME

- 1.1 Professor Harper noted that in the absence of the Chairman he would be chairing the meeting. He welcomed Mr Wordsworth to his first meeting of the Committee.

Item 2.05/02 APOLOGIES FOR ABSENCE

- 2.1 Apologies for absence were received from the following committee members: Dr G Beastall, Ms C Farrell, Professor J Lucas, Miss G Pearson, Miss E Thornton and Professor D Waller. Dr Kapur noted

that he had been unable to attend a number of meetings of the committee due to other commitments and apologised for this.

Item 3.05/03 APPROVAL OF AGENDA

- 3.1 The Committee approved the agenda and noted that items 13 and 14 on the agenda would follow item 6. The minutes would reflect this change in the order of the agenda.

Item 4.05/04 MINUTES

- 4.1 It was agreed that the minutes of the twentieth meeting of the Education and Training Committee be confirmed as a true record subject to confirmation of the effective dates of the Scottish and National Vocational Qualification in Operating Department Practice as stated at minute 8.6.

Action: FN

Item 5.05/05 MATTERS ARISING

- 5.1 Item 3.1- Approval of agenda
 - 5.1.1 The Committee noted that an item on the approval of retrospective qualifications for speech and language therapists had been included on the agenda for this meeting.

- 5.2 Item 5.2 - Strategy for the Review of the Standards of Proficiency
 - 5.2.1 The Committee noted that the strategic issues would be considered at the 30 March 2005 meeting of the Committee.

- 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 had written to the Quality Assurance Agency 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.

- 5.4 Item 5.5 – Director of Education and Policy Report
 - 5.4.1 The Committee noted that a draft letter to all education providers offering programmes leading to eligibility to register with the HPC had been included with the report from the Director of Education and Policy which was on the agenda for the current meeting.

- 5.5 Item 5.7 – Managing Your Fitness to Practise
- 5.5.1 The Committee noted that Council had approved the paper entitled ‘Managing Your Fitness to Practise’ which had been agreed at the October 2004 meeting of the Education and Training Committee and that this would be issued as a consultation document in the near future.
- 5.6 Item 5.9 – Article 12 Approvals
- 5.6.1 The Committee noted that an item on Article 12 approvals had been included on the agenda for this meeting.
- 5.7 Item 5.10 – Local Analgesia (LA) and Prescription Only Medicine (POM)
- 5.7.1 The Committee noted that an item on Local Analgesia and Prescription Only Medicine had been included on the agenda for this meeting.
- 5.8 Item 5.12 – Curriculum Guidance Professional Liaison Group (PLG)
- 5.8.1 The Committee noted that the Curriculum Guidance Professional Liaison Group would be meeting for the first time on 11 March 2005.
- 5.9 Item 15.4 – Minutes of the Approvals Committee held on 7 September 2004
- 5.9.1 The Committee noted that an item on programme approval for biomedical science had been included as an item on the agenda for this meeting.
- 5.10 Item 5.15 – Education and Training Committee Standing Orders
- 5.10.1 The Committee noted that at the December meeting of Council the amended standing orders for the Education and Training Committee had been ratified.
- 5.11 Item 6 – Chairman’s Report
- 5.11.1 The Committee noted that Ms Sharon Woolf would be taking up the post of Education Manager in the Education and Policy Department on 21 February 2005.
- 5.12 7.3 – Director of Education and Policy Report
- 5.12.1 The Committee noted that a definition of what constituted minor changes to a programme had still to be agreed.
- 5.13 Item 7.5 – Director of Education and Policy Report
- 5.13.1 The Committee noted that an item on the approval of supplementary prescribing courses had been included as an item on the agenda for this meeting.
- 5.14 Item 7.8 – Director of Education and Policy Report
- 5.14.1 The Committee noted that the Executive was in the process of drafting the key decisions document arising from the consultation on continuing professional development.

- 5.15 Item 11.3 – Amendments to the Standards of Education and Training
 5.15.1 The Committee noted that at the December meeting of Council the recommendation of the Education and Training Committee that a consultation be undertaken to allow an addition to the Standards of Education and Training had been ratified. The consultation was currently being undertaken and would conclude on 11 March 2005.

Item 6.05/06 CHAIRMAN’S REPORT

- 6.1 The Committee noted that in the absence of the Chairman there would be no Chairman’s report.

Item 7.05/07 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 letter to education providers informing them of the new approvals and annual monitoring processes was currently being distributed. The Committee noted that it would be useful to state in the letter that the HPC would no longer visit individual clinical placements and also that lay visitors would participate on some visits. The Committee noted that the information contained in the letter would be extremely useful to education providers and thanked the Director of Education and Policy for her work on this.
- 7.3 The Department of Health would be issuing a consultation document on the regulation of Applied Psychologists shortly. The likely timetable for the opening of the Applied Psychologists part of the register was spring 2006.
- 7.4 A number of education provider roadshows would be held throughout the United Kingdom to inform education providers of the new Approvals process and to give them the opportunity to ask questions. Invitations would be issued shortly.
- 7.5 Further paperwork relating to the approval of programmes would be considered by the Approvals Committee. There was a need to draft guidance for new education providers.
- 7.6 A meeting was being arranged with the Association of Clinical Scientists (ACS) and Dr G Beastall, Clinical Scientist Registrant member on Council, to discuss the approval of the ACS in awarding Certificates of Competence.
- 7.7 The Director of Education and Policy and the alternate Paramedic member on Council had met with the Chief Executive and Director of Education for the Scottish Ambulance Service. Similar meetings had

been arranged with the Chief Executive of the Ambulance Services in Wales and Northern Ireland. There was some anxiety regarding the move of paramedic education into the higher education sector particularly with regard to funding. A paper would be presented to the Committee once meetings with the Chief Executives of all the four home countries had been completed.

Action: FN

- 7.8 Recruitment of a further two Education Officers to the Education and Policy team would take place over the coming months.
- 7.9 The Committee noted that it would be useful to discuss the relationship between the HPC, Skills for Health and the Knowledge and Skills Development Group at the Committee's strategic planning meeting to be held on 30 March 2005.

Item 8.05/08 SELF-REFERRALS

- 8.1 The Committee received a paper for discussion/approval from the Executive.
- 8.2 The Committee noted that the Council's Standards of Conduct, Performance and Ethics (SCPE) stated that registrants must provide the Council with any important information concerning their conduct, competence or health. It was in the public interest for the Council to encourage self-referrals by registrants. In the past self-referrals had been treated as if they were fitness to practise allegations. For the reasons outlined in the paper under consideration the Investigating Committee had agreed that self-referrals should be treated in the first instance as character (and thus registration rather than fitness to practise) issues in a similar way to convictions and cautions which were disclosed in the course of an application for admission to, or renewal of, registration.
- 8.3 The last meeting of the Investigating Committee had recommended that the Education and Training Committee establish appropriate procedures by which a panel comprised of members of the Education and Training Committee or the Registration Committee could consider and report upon self-referrals.
- 8.4 The Committee noted that consideration should be given to the issue of registrants who self-referred regarding terrorist offences.
- 8.5 The Committee agreed in principle to the recommendation of the Investigating Committee. The Committee also agreed that appropriate procedures by which a panel could consider and report upon self-referrals should be considered at the May meeting of the Education and Training Committee. The paper should refer to both military and civil

courts. The panel should be comprised of members of the Registration Committee.

Action: KJ

Item 9.05/09 ARTICLES 12 APPROVALS

- 9.1 The Committee received a paper for discussion/approval from the Executive.
- 9.2 The paper outlined a procedure for assessing comparable international qualifications under Article 12 (2) (a) of the Health Professions Order 2001.
- 9.3 The Committee noted that the paper had been considered by the Registration Committee which had recommended it to the Education and Training Committee for ratification.
- 9.4 The Committee agreed that in order for an international qualification to be assessed as comparable with an approved UK qualification the registration assessors had to accept that specific qualification for a specific year as leading to registration in at least 10 cases. Registration Assessors must have approved the qualification as leading to registration in 100% of these cases. The Committee also agreed that the Registration Committee should monitor the agreed procedure and that in time the number of cases required in order for an international qualification to be assessed as comparable could be set at between five and ten cases if appropriate.
- 9.5 The Committee agreed that the list of qualifications set out in the paper should be recognised as comparable with a UK qualification. These were as follows;

PROFESSION	COUNTRY	NAME OF INSTITUTION	NAME OF QUALIFICATION	YEAR OF GRADUATION	TOTAL NUMBER OF GRADUATES APPROVED FOR HPC REGISTRATION
PHYSIOTHERAPY	NEW ZEALAND	Auckland University of Technology	BSc Health Science (Physiotherapy)	2001	10
PHYSIOTHERAPY	AUSTRALIA	Queensland University	BSc Physiotherapy	2000	11
PHYSIOTHERAPY	AUSTRALIA	Queensland University	BSc Physiotherapy	2001	12
PHYSIOTHERAPY	AUSTRALIA	University of Sydney	BSc Physiotherapy	2001	16
PHYSIOTHERAPY	AUSTRALIA	University of Sydney	BSc Physiotherapy	2002	11
PHYSIOTHERAPY	SOUTH AFRICA	Stellenbosch University	BSc Physiotherapy	2002	13
PHYSIOTHERAPY	SOUTH AFRICA	University of Witwatersrand	BSc Physiotherapy	2002	21

- 9.6 The Committee noted that a set of frequently asked questions regarding the procedure would be added to the HPC website. Members who wished to comment on the proposed list of frequently asked questions (FAQs) should contact the Executive.

Item 10.05/10 REVIEW OF STANDARDS OF PROFICIENCY

- 10.1 The Committee received a paper from the Executive for discussion/approval.
- 10.2 The Committee noted that the Standards of Proficiency were originally established in July 2003. At that time the Council had agreed that the standards of proficiency should not change during the 'grandparenting' period which would end in July 2005 but that they would be reviewed regularly to ensure that they continued to be relevant and fulfil their function. The paper proposed the setting up of a Professional Liaison Group (PLG) and an associated work plan for the review of the Standards of Proficiency.
- 10.3 The Committee agreed that the membership of the PLG should include 7 members of Council, two members of the Allied Health Professions Federation (who would represent various professional bodies) and one member of the Federation of Healthcare Scientists.
- 10.4 The Committee agreed to recommend the setting up of the a Professional Liaison Group to review the Standards of Proficiency, together with the associated work plan to Council for ratification.

Action: RT/NO'S

Item 11.05/11 RETROSPECTIVE APPROVAL OF PREVIOUS QUALIFICATIONS FOR SPEECH AND LANGUAGE THERAPISTS

- 11.1 The Committee received a paper from the Executive for discussion/approval.
- 11.2 The Committee noted that Speech and Language Therapists did not become regulated by the CPSM until October 2000 and thereafter the HPC in April 2002. Over the past twelve months the Royal College of Speech and Language Therapists (RCSLT) had logged over 600 calls from Speech and Language Therapists who had not been registered with the CPSM and were therefore not entitled to automatically transfer over to the HPC register. These individuals held qualifications which had been recognised by the RCSLT. However no speech and language therapy qualification taken prior to 1 October 2000 had been recognised by the HPC. If the qualifications approved under the previous legislation were retrospectively approved by the HPC then those holding such qualifications could apply to be registered under Article 9 (2) (a) (a) of the Health Professions Order 2001. This would include those who could not apply until after the transitional period had closed. In all cases Article 19 (3) would pertain which would

allow those concerned to undertake additional education, training or experience in order to register, as per current HPC policy.

- 11.3 The Committee agreed that the qualifications contained in the attached spreadsheet (see attached Appendix 1), which were approved under previous statutory legislation, be retrospectively approved as acceptable qualifications for entry to the SLT Register and that Article 19 of the Health Professions Order 2001 would pertain in all cases.

Item 12.05/12 POLICY FOR APPROVING QUALIFICATIONS FOR ASPIRANT GROUPS

- 12.1 The Committee received a paper from the Executive for discussion/approval.
- 12.2 The Committee noted that there was a need for a policy to ensure that problems encountered with Council recognition of retrospective qualifications of certain professional groups coming onto the HPC Register, namely Speech and Language Therapists and Operating Department Practitioners did not reoccur for any future aspirant groups coming onto the HPC register. Therefore the Executive had proposed a procedure which would ensure that all relevant retrospective qualifications of any future aspirant group coming onto the Register would be properly considered and approved by the Council prior to the opening of the register.
- 12.3 The Committee agreed a procedure for the approval of current and retrospective qualifications for aspirant groups, prior to that part of the Register opening as follows;
- (i) A mapping of sample curricula (generally three for each named qualification) for current and retrospective qualifications would be undertaken against the proposed Standards of Proficiency. Any qualification meeting the Standards of Proficiency would be presented to the Education & Training Committee for approval (on behalf of Council) as UK-approved qualifications leading to eligibility to apply to come onto that part of the Register once it was opened.
 - (ii) That such mapping was undertaken by a Panel of not less than two people, to be identified by the Department of Education & Policy, comprising at least one educator and any other mix of an educator, employer and/or clinician working within the area(s) covered by the aspirant group.

Item 13.05/13 VISITORS PAPER

- 13.1 The Committee received a paper from the Executive for discussion/approval.

- 13.2 The Committee noted at the 2 February 2005 meeting of the Approval Committee it had been agreed that all future visitor training should comprise of a one-day event run by the Education and Policy Department followed by the pairing of inexperienced Visitors with experienced Visitors in recognition of the fact that the most valuable training would be gained at actual approval events.
- 13.3 The Committee agreed to ratify the recommendation of the Approvals Committee that the involvement of Lay Visitors in the Approvals process should be through attendance at intermittent Approvals visits to provide an external and objective review of such events to ensure the robustness and rigour of the overall process. The frequency of such involvement should be determined by the Approvals Committee using an annual number of Lay Visitor attendances to be set by that Committee and reviewed each year.
- 13.4 The Committee thanked Mrs L McKell, HPC partner manager for her work in recruiting HPC visitors.

Item 14.05/14 APPROVAL OF SUPPLEMENTARY PRESCRIBING COURSES

- 14.1 The Committee received a paper from the Executive for discussion/approval.
- 14.2 The Committee noted that the Department of Health (DH) intended to amend the Prescription Only Medicine Order 1997, and NHS regulations ('National Health Service (General Medical Services Contracts) Regulations 2004 - SI 2004/2694' and the 'National Health Service (Personal Medical Services Agreements) Regulations 2004 – SI 2004/267') in order to allow radiographers, physiotherapists and chiropodists/podiatrists to become supplementary prescribers. Therefore the HPC had to set up a process for approving Supplementary Prescribing courses, and annotate the Register for those registrants successfully completing such approved courses.
- 14.3 At its meeting on 2 February 2005 the Approvals Committee had discussed this issue and had recommended the following resolution to the Education and Training Committee for ratification. The Education and Training Committee agreed to ratify the resolution of the Approvals as follows;

- 1. That the following criteria are adopted for the approval of Supplementary Prescribing courses:

that the courses should be assessed:

(i) against the Council's existing Standards of Education and Training (with the exception of SET 1: *Level of qualification for entry to the Register*, which is not applicable since these are post-registration courses) and the Standards of Proficiency;

(ii) using Curriculum Guidance provided by the document 'Outline Curriculum for Training Programmes to prepare Allied Health Professional Supplementary Prescribers' (Department of Health and the National Prescribing Centre, 2004); and

(iii) by a Visitor Panel, which included at least one registrant Visitor who had their name annotated on the Register as a supplementary prescriber. Until such times as supplementary prescribing training was more widely available for the approved groups of health professionals and, therefore, a reasonable pool of so-annotated registrant Visitors existed, then the Visitors Panels would include at least one chiropodist/podiatrist Visitor (who must have local anaesthetic *and* prescription-only medicine entitlements) or one paramedic registrant Visitor.

Item 15.05/15 LA AND POM (CHIROPODY AND PODIATRY) APPROVAL OF COURSES

- 15.1 The Committee received a paper from the Executive for discussion/approval.
- 15.2 The Committee noted that two approvals visits had taken place for standalone Local Analgesia courses for Chiropodists/Podiatrists. Questions had been raised about whether it was appropriate to use the full set of Standards of Education and Training (apart from SET 1 – threshold entry standards) for standalone courses such as LA and PoM and Supplementary Prescribing.
- 15.3 The Committee noted that all the conditions which had been set at both of the visits which had already taken place were as a result of using the full set of Standards of Education and Training (excluding SET 1) as the criteria for assessment.
- 15.4 At its meeting on 2 February 2005 the Approvals Committee had discussed this issue and had recommended the following resolution to the Education and Training Committee for ratification. The Education and Training Committee agreed to ratify the resolution of the Approvals as follows;

that the full set of Standards of Education and Training (excluding SET 1) should be used as the criteria for assessing standalone courses.

- 15.5 The Committee noted that any decision to annotate the HPC register to indicate entitlement to practise local analgesia and prescription only medicine would require Council approval.

Item 16.05/16 MINUTES OF THE REGISTRATION COMMITTEE HELD ON 4 NOVEMBER 2005

- 16.1 The Committee received the minutes of the Registration Committee held on 4 November 2004.

Item 17.05/17 MINUTES OF THE REGISTRATION COMMITTEE HELD ON 18 JANUARY 2005

- 17.1 The Committee received the minutes of the Registration Committee held on 18 January 2005.

Item 18.05/18 MINUTES OF THE APPROVALS COMMITTEE HELD ON 18 NOVEMBER 2005

- 18.1 The Committee received the minutes of the Approvals Committee held on 18 November 2005.

Item 19.05/19 MINUTES OF THE APPROVALS COMMITTEE HELD ON 2 FEBRUARY 2005

- 19.1 The Committee received the minutes of the Approvals Committee held on 2 February 2005.

- 19.2 The Education and Training Committee agreed to ratify the following resolution of the Approvals Committee;

that on completion of the formal approvals process approval of programmes should be undertaken by the Chairman of the Education and Training Committee as Chairman's action. These decisions would be brought back to the Education and Training Committee and the Approvals Committee to note.

Item 20.05/20 CHAIRMAN'S ACTION SINCE THE MEETING OF THE EDUCATION AND TRAINING COMMITTEE HELD ON 1 SEPTEMBER 2004

- 20.1 The Committee received a report for note from the Executive.

Item 21.05/21 FORWARD PROGRAMME FOR APPROVALS

- 21.1 The Committee received a report for note from the Executive.

Item 22.05/22 PROGRAMME APPROVAL FOR BIOMEDICAL SCIENCE

- 22.1 The Committee received a report for note from the Executive.
- 22.2 The Committee noted that the Director of Education and Policy had met with a number of people regarding educational developments in Biomedical Science. These had included the Industrial Liaison Group at Kingston University, Mr A Wainwright, Director of Education for the Institute of Biomedical Science (IBMS) and Ms S Hill, the Chief Scientific Officer for the Department of Health. The Director of Education and Policy would be speaking at the next meeting of the Heads of University Centres for Biomedical Science (HUCBMS) where it would be possible to address all heads of programmes with respect to the new arrangements for programme approval for biomedical science.

Item 23.05/23 REPORTS FROM EDUCATION AND TRAINING COMMITTEE REPRESENTATIVES AT EXTERNAL MEETINGS

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

Item 24.05/24 COMMITTEE MEMBERSHIP

- 24.1 The Committee received a paper for note from the Executive.
- 24.2 The Committee noted that Council had approved the appointment of Mr S Wordsworth to the Education and Training Committee.

Item 25.05/25 ANY OTHER BUSINESS

- 25.1 There was no other business.

Item 26.05/26 DATE AND TIME OF NEXT MEETING

- 26.1 The next meeting of the Committee would be held at 10.30am on Wednesday 30 March 2005.
- 26.2 Further meetings would be held on the following dates;
 - Tuesday 14 June 2005
 - Thursday 29 September 2005
 - Thursday 15 December 2005
 - Wednesday 29 March 2006
 - Monday 13 June 2006

CHAIRMAN

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2005-03-15	a	ETC	MIN	educationandtrainingcommitteeminutesfeb2005	Final DD: None	Public RD: None