

Education and Training Committee

Minutes of the 56th meeting of the Education and Training Committee held as follows:

Date: Thursday 7 March 2013

Time: 10:30 am

Venue: The Council Chamber, Health and Care Professions Council, Park House, 184 Kennington Park Road, London SE11 4BU

Members:

Eileen Thornton (Chair)	Stuart Mackay
Jo-anne Carlyle	Arun Midha
Mary Clark-Glass	Jeff Seneviratne
June Copeman	Jois Stansfield
Helen Davis	Hilary Tompsett
John Donaghy	Joy Tweed
Sheila Drayton	Joanna Watson
Stephen Hutchins	Stephen Wordsworth
Jeff Lucas	

In attendance:

Pradeep Agrawal, Council member (observer)
Dushyan Ashton, Registration Team Leader
Maria Burke, Education Officer
Liz Craig, PA to the Director of Education
Alison Croad, Policy Officer
Brendon Edmonds, Acting Director of Education
Selma Elgaziari, Policy Officer
Claire Gascoigne, Secretary to the Committee
Michael Guthrie, Director of Policy and Standards
Jonathan Jones, Publishing Manager
Daniel Knight, Communications Officer (Publishing)
Steve Rayner, Secretary to Committees
Tracey Samuel-Smith, Education Manager
Angela Scarlett Newcommen, Communications Officer (Media and PR)
Charlotte Urwin, Policy Manager

Part 1 – Public Agenda

Item 1 - Chair's welcome and introduction

- 1.1 The Chair welcomed the Committee and employees in attendance to the meeting. The Chair also welcomed observer Pradeep Agarwal (Council member).
- 1.2 The Chair drew two agenda papers to note to the attention of the Committee. The first detailed the decision of Council to add a leadership standard to the Standards of Proficiency for all professions in the current review of profession-specific standards. The second paper related to the changes to Council and Committees structure. A discussion paper would be presented to the March Council and this paper would be circulated to non-Council Committee members to comment on the proposed changes to the Education and Training Committee. The Chair undertook to feed any comments into the Council debate.

Item 2 - Apologies for absence

- 2.1 Apologies were received from Robert Smith, Penny Renwick and Diane Waller.

Item 3 - Approval of agenda

- 3.1 The Committee noted that the paper 'outcomes of consultation on standards for prescribing' (ETC 07/13) would be heard after agenda item 7. The Committee approved the agenda.

Item 4 - Declaration of members' interests

- 4.1 Members had no interests to declare in connection with the items on the agenda. Hillary Tompsett notified the Committee that she had been recently elected to the board of the College of Social Work.

Item 5 - Minutes of the meeting of 15 November 2012 (ETC 01/13)

- 5.1 The minutes were accepted as a correct record and signed by the Chair.

Item 6 - Matters arising from previous meetings (ETC 02/13)

- 6.1 The Committee noted the list of actions agreed at previous meetings.

Item 7 - Director of Education's report (ETC 03/13)

- 7.1 The Committee received a paper from the Director of Education detailing the work of the Education Department between December and March 2013, providing updates on ongoing projects, progress against the Department's workplan for 2012-13 and statistics on the approval and monitoring processes.
- 7.2 The Committee noted the following points during discussion;

- the Department continued to schedule visits for the 2012-13 academic year. 53 visits across 154 programmes had been arranged between September 2012 and July 2013. This included 20 Social Worker visits, the first of which took place in February;
- the scheduling of all social worker and AMHP visits across the three academic years (2012–13, 2013–14 and 2013–14) has now been finalised;
- there has been some change to the three year schedule for social workers. Out of the 85 anticipated visits, 79 have been scheduled. Three education providers have closed their entire social worker provision;
- the first two assessment days of the annual monitoring process 2012-13 took place on 19 and 21 February 2013, with a further three assessment days scheduled in April and June 2013;
- the Department successfully recruited 23 new visitors in autumn 2012. These roles include backfill vacancies in existing professions as well new visitors for independent prescribing and AMHP. New visitor training for these visitors took place in February 2013;
- three replacement Education Officers joined the Department in early 2013 to fill vacancies. This included two internal transfers, Louise Devlin (previously in Registrations) and Amal Hussein (previously in Fitness to Practice) as well as one external appointee, Maria Burke; and
- A temporary Education department organisation chart was included as an appendix to the paper. The temporary structure was implemented to cover the Director of Education's maternity leave and secondments within the Department.

- 7.3 The Committee noted that a feedback report from the Education seminar series for 2012-13 was included as an appendix to the Directors report. The Committee felt that it would be useful to obtain feedback on the reasons for non-attendances, as the seminars are often fully booked and places could be reallocated.
- 7.4 The Committee noted that as group sizes have increased, support has been provided by the Communications department on how to manage large groups effectively. The Education Department have also ensured employees are supported in presenting and facilitating to larger groups. The Committee felt that group sizes should be limited to allow meaningful participation and feedback.
- 7.5 The Committee discussed the enquiry log report which was provided as an appendix. It was noted that the Department receives enquires that are outside the remit of the HCPC. The approach to reducing the level of these enquires has been to provide clear information on the HCPC remit on the website.

7.6 The Committee requested that additional information be provided in the accompanying social work/AMHP schedule data tables to the Directors report. It was agreed that details of degree level split (undergraduate/postgraduate) would facilitate a clearer picture of the professions education profile.

ACTION: Director of Education to include details of degree level in the data tables of the Directors report for the meeting of 6 June 2013.

Item 8 - Outcomes of consultation on standards for prescribing (ETC 07/13)

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

8.2 The Committee noted that in July 2012, the Department of Health announced medicines legislation would be changed to allow appropriately trained chiropractors/podiatrists and physiotherapists to become independent prescribers. The HCPC consulted on new standards for prescribing between October 2012 and January 2013 with 105 responses received.

8.3 During discussion, the Committee noted the following points;

- several respondents made reference to documents produced by other organisations in relation to prescribing practice; the SCF being the most often cited. As a result of responses to this consultation, the HCPC have reviewed its standards for prescribing against the SCF once more; and
- several comments expressed the importance of robust governance systems. For example, risk management in relation to medicine errors. The HCPC has added a standard to reflect this issue in prescribing practice.

8.4 The Committee discussed the proposed standard 1.11 'Be able to recognise common types of medication errors and respond appropriately'. It was felt that the term 'common' was too ambiguous. The Committee requested that the wording of this standard be revised.

ACTION: Policy Manager to revise the wording of proposed standard 1.11.

8.5 The Committee noted that subject to the paper 'service user involvement in education and training programmes - consultation responses' (ETC 09/13) being approved by this Committee, provision for service user involvement would be included in the prescribing standards.

8.6 The Committee approved the standards for prescribing subject to minor revision outlined above. These standards will become effective at an appropriate date following the necessary legislation being in place. It was also agreed that at the same time that the prescribing standards come into effect, the relevant supplementary prescribing standard in the standards of proficiency to be published for physiotherapists and radiographers will be removed.

- 8.7 The Committee agreed that once the prescribing standards are effective, these will also apply to programmes delivering supplementary and independent prescribing to podiatrists.
- 8.8 The Committee agreed that the standard relating to supplementary prescribing in the standards of proficiency for chiropodists and podiatrists will be removed following consultation on these revised standards, Council approval, publication and enactment.

Item 9 - Education Annual Report 2012 (ETC 04/13)

- 9.1 The Committee received a paper for discussion/approval from the Executive
- 9.2 The Committee noted that the seventh Education annual report covers the period 1 September 2011 to 31 August 2012 and presents statistical information relating to the approval and monitoring processes.
- 9.3 During discussions the following points were highlighted;
- the Department carried out the third and final year of activities with practitioner psychologist programmes following the opening of the Register to this group on 1 July 2009. The Department also completed the final year of our activities with hearing aid dispenser programmes following the opening of the Register to this profession on 1 April 2010;
 - the Department started working with a new profession following the transfer of social workers in England to the HCPC Register on 1 August 2012. This will be a key area of growth for the Department over the next three years;
 - there was continued growth and change in existing professions, particularly for biomedical scientists and clinical scientists. The implementation of the Modernising Scientific Careers (MSC) initiative led to the creation of new biomedical scientist programmes across the UK;
 - major change proposals have continued to rise, increasing by approximately 32 per cent compared to last year;
 - practice placement standards attracted the highest number of conditions in relation to approval activities. However, the overall number of conditions in this area has continued to decrease; and
 - the Department held a series of education seminars across the UK during 2011-12 on the theme of practice placements. These proved highly popular, with most seminars being fully booked. Delegates from over 65 education providers and 26 placement providers were represented.
- 9.4 The Committee discussed the number of concerns raised about programmes in 2011-12. It was noted that the report did not take into account concerns which did not meet the acceptance criteria. The Committee considered that the language was not clear and asked that this be explained within the text.

ACTION: Director of Education to revise the wording of section 'concerns raised about programmes' for greater clarity.

9.5 The Committee approved the annual report subject to legal scrutiny and the minor amendments outlined above.

Item 10 - Education Department workplan 2013-14 (ETC 05/13)

10.1 The Committee received a paper for discussion/approval from the Executive setting out the draft Education Department work plan for 2013-14. The paper included a progress report on the work plan for 2012-13.

10.2 The Committee noted that in 2013-14 the Department will;

- continue to focus on the work related to the regulation of social workers in England, specifically the incorporation of both pre-registration and approved mental health professional (AMHP) programmes into the approval process;
- continue to focus on practitioner psychologists and hearing aid dispensers', and their incorporation into the monitoring processes;
- concentrate on the anticipated extension of prescribing rights and the incorporation of independent prescribing programmes into the approval and monitoring processes;
- prepare to approve a number of independent prescribing programmes;
- continue to participate in the education focussed development work outlined in the Policy and Standards work plan, namely changes to prescribing rights, service user involvement in education and training and post registration annotations; and
- complete the 'Education Systems Build' project. This project is due conclude towards the end of this financial year 2013–14, and will see a new back office information system being implemented.

10.3 The Committee noted that in 2013–14, approximately 71 visits are planned. The number of visits is higher than the last three financial years and linked to the number of social worker and AMHP programmes in England requiring a visit. It is anticipated that social worker and AMHP programmes in England will account for approximately 65% of the total number of visits across the year.

10.4 The Committee discussed the risk management table accompanying the report. It was noted that all risks were denoted 'low' and that this rating took into account mitigation measures. It was also noted that the Education Department risk register sat in the wider context of the HCPC risk register and that this was

regularly reviewed by the Business Process Improvement department and the Audit Committee.

10.5 The Committee approved the Education Department workplan for 2013-14.

Item 11 - Standards of proficiency consultation for speech and language therapists (ETC 06/13)

11.1 The Committee received a paper for discussion/approval from the Executive

11.2 The Committee noted that the HCPC has started reviewing the profession specific standards of proficiency for the professions it currently regulates. The review of the profession specific standards follows from the Council's approval of new generic standards of proficiency in March 2011. To ensure the process is manageable, the HCPC is reviewing the profession-specific standards in groups of several professions at a time.

11.3 The Committee noted that following a second round of professional body reviews, the HCPC is now ready to consult publicly on the draft standards for the next profession – speech and language therapists.

11.4 The Committee noted that the proposed revised standards for speech and language therapists were developed with input from the Council Chair and Jois Stanfield, a member of this Committee, both of whom are registered speech and language therapists.

11.5 The Committee agreed that the footnote regarding English language testing on page 11 of the draft standards should be revised.

ACTION: Policy Officer to edit the footnote on page 11 of the report.

11.6 The Committee agreed to approve the paper to Council subject to legal scrutiny and a minor editorial amendment.

Item 12 - Guidance for disabled people wanting to become Health and Care Professionals (ETC 08/13)

12.1 The Committee received a paper for discussion/approval from the Executive

12.2 The Committee noted the following points in discussion;

- in 2006, the HCPC published guidance for disabled people interested in training to become a HCPC registered health professional– 'A disabled person's guide to becoming a health professional.' This guidance is now out of date and needs to be revised and republished;
- in 2012-2013, the Executive began to revise the existing guidance to reflect changes in the HCPC's standards and policy and to legislation. However, the Executive has identified the need to involve key

stakeholders in reviewing and revising the guidance. A formal public consultation is required on the revised guidance prior to finalisation and publication;

- two key groups have been identified as particularly important to engage with as part of the review process, disabled students who are studying on HCPC approved programmes and, if possible, disabled registrants as well as educators, admissions staff and staff working in disability services;
- research will be commissioned as part of the work in this area. The primary aim of the research is to benefit from the experience of disabled students and their views about the content and accessibility of the guidance;
- the Executive plans to undertake research including looking at the similar guidance produced by other regulators and other sources of information such as resources published by the Equality and Human Rights Commission and the Equality Commission for Northern Ireland; and
- the previous guidance was developed by a Professional Liaison Group, which included involvement from charities and equality organisations. The main focus of the research would be on disabled students, and education stakeholders, but the Executive would explore ways of involving any audiences, such as disabled registrants, in the development work.

12.3 The Committee discussed the need for effective communications work to accompany the revised guidance. It was noted that it was important to target disabled students early on whilst they were considering their options.

12.4 The Committee felt that placement provision needed to be considered in the new guidance, along with HR aspects of finding a suitable role after training. The Committee requested that the issue of language be included in the research brief.

ACTION: Director of Policy and Standards to include the issue of language around disability in the research brief.

12.5 The Committee discussed the proposed timetable for the completion of the revised guidance. It was considered that the research would take longer than the suggested four months, and that six months was more realistic. However, the Committee felt this period should be kept flexible to ensure the best research team was appointed.

12.6 The Committee agreed that the current guidance should be withdrawn, and requested that a series of FAQs or interim guidance on the issue of disabled registrants be provided on the HCPC website.

ACTION: Director of Policy and Standards to produce interim guidance for the HCPC website by 6 June 2013.

12.7 The Committee noted the proposed method of keeping the Committee updated with the progress of the guidance. An update report was requested for the June meeting of the Committee, with a possible interim report in November.

ACTION: Director of Policy and Standards to produce an update report on the research proposal at the next Committee meeting on 6 June 2013 followed by an interim report on 14 November 2013.

12.8 The Committee agreed the plans outlined for reviewing and revising the guidance, subject to the discussed considerations being included in the research brief.

Item 13 - Service user involvement in education and training programmes - consultation responses (ETC 09/13)

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

13.2 The Committee noted that a consultation was held between September and December 2012 on a proposal to amend the standards of education and training and supporting guidance to require the involvement of service users in approved programmes.

13.3 In discussion the following points were noted;

- 297 responses were received. 139 (47%) responses were made by individuals and 158 (53%) responses were made by organisations;
- a large majority of respondents (88%) agreed that the standards of education and training should be amended to require the involvement of service users in programmes approved by the HCPC;
- the importance of adequate funding and resourcing for involvement was a frequent comment throughout responses, particularly from social work education providers drawing on their own experience;
- the majority of respondents agreed with the proposed definition of service user, but a strong argument in responses was that we should use the term 'service user and carer' rather than 'service user' and this alternative term was frequently used in the responses we received;
- some respondents referred to the importance and challenge of ensuring the representativeness and diversity of service users, including the challenges of engaging with vulnerable people and harder to reach groups. It was suggested that this could be an issue addressed in guidance; and
- the majority of respondents agreed with the proposed lead-in period for implementation. Where it was proposed that the standard should be implemented sooner, the most common suggestion was by 2014-2015.

13.4 The Committee agreed, on the basis of the feedback in the consultation, that the standards of education and training and guidance should be amended to require 'service user and carer involvement' in approved programmes.

13.5 The Committee requested that consideration should be given to defining terms such as 'service user' and 'involvement' clearly in the accompanying guidance.

ACTION: Director of Policy and Standards to consider defining terms such as 'service user' and 'involvement'.

13.6 The Committee agreed that the standard (once agreed) should be implemented as follows.

- New programmes; new professions programmes; and programmes requiring a visit as a result of major change or annual monitoring (wherever possible): from 2014-2015.
- All other existing approved programmes: from 2015-2016.
- The Committee further agreed that the standards for prescribing should be amended from 2015-2016 to include a standard on service user and care involvement in the same terms.

13.7 The Committee noted that a draft revised standard and guidance would be considered at its next meeting in June 2013 for discussion, approval and recommendation to the Council.

Item 14 - Service user and carer pilot (ETC 10/13)

14.1 The Committee received a paper for discussion/approval from the Executive

14.2 The Committee noted the proposals for further work with regard to lay visitor and service user and carer involvement, including the design and implementation of a service user and carer visitor pilot. The proposals have been drafted with due regard to the introduction of a new service user and carer standard of education and training in the foreseeable future.

14.3 The Committee noted the following points during discussion;

- the requirement for service user and carer visitors to have experience of working in academic and/or work based education and training settings should be removed;
- new criteria should also be included to ensure the role draws appropriate applicants with experience of being a user of relevant services;
- for the purposes of the pilot, the visitor role should be distinguished by renaming it 'service user and carer visitor';

- service user / carer visitors would be included as a third member of approval visit panels to at least ten approval visits over a six month period. Feedback regarding service user and carer input and effectiveness would be sought, primarily through the use of questionnaires, from the executive, visitors and the education provider as part of the post-visit process to each programme; and
- a follow up paper would be submitted to the Committee at the conclusion of the pilot to discuss the results.

14.4 The Committee agreed that the purpose and added value of the service user and carer visitor role was unclear and had to be further explored before a meaningful pilot could be implemented. The Committee requested a further report at its June meeting which would discuss the value of service user and carer involvement in regulatory quality assurance processes, highlighting the work of other regulators in this area.

ACTION: Director of Education to present a report on the purpose of service user visitors to the next Committee on 6 June 2013.

The Committee noted the following items:

Item 15 - Education Systems and Process Review Major Project (ETC 11/13)

Item 16 - Leadership and the standards of proficiency (ETC 12/13)

Item 17 - Committee appointments (ETC 13/13)

Item 18 - Panel decisions September-October 2012 (ETC 14/13)

Item 19 - Health and Character report (ETC 15/13)

Item 20 - Any other business

20.1 there was no further business.

Item 25 - Date and time of next meeting:

10.30 am, 6 June 2013

Chair

Date