

unconfirmed
THE HEALTH PROFESSIONS COUNCIL

Chief Executive and Registrar: Mr Marc Seale

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NOTES of the twentieth meeting of the Registration Committee of the Health Professions Council held on **Thursday 4 November 2004** at Park House, 184 Kennington Park Road, London SE11 4BU.

PRESENT : Professor R.Klem (Chairman)
Ms. M. Crawford (To Item 4)
Mrs. S. Chaudhry
Mr P. Frowen
Mr. G.Sutehall

IN ATTENDANCE :

Miss L Pilgrim, Secretary to the Committee
Mr P Baker, Finance Director, HPC
Ms J Beckford, International Registration Department, HPC
Ms S Dawson, International and Grandparenting Registration Manager, HPC
Mrs M. Dingain, International Registration Department, HPC
Mrs S Gillick, Team Leader, UK Registration Department, HPC
Ms F Nixon, Director Education and Policy Department, HPC
Ms E Seall, Fitness to Practise Department
Mr J Bracken, Bircham Dyson Bell

Item 1.04/31 APOLOGIES FOR ABSENCE

- 1.1 Apologies were received from Professor N. Brook, Dr. R. Jones, Mr I. Massey, P. Sabine, Miss E. Thornton, Dr A. Van der Gaag
- 1.2 The Committee was not quorate but proceeded on the basis that any recommendations requiring agreement would be forwarded to the full Committee.

Item 2.04/32 APPROVAL OF AGENDA

- 2.1 The Committee approved the Agenda.

Item 3.04/33 MINUTES OF THE MEETING HELD ON 20 JULY 2004

- 3.1 The notes of the meeting held on 13th September 2004 were agreed as a correct record and signed by the Chairman, save for the following amendments:

Item 7 Paragraph 7.1

The Committee received “the report from the International and Grandparenting Registration manager”

Item 7 Paragraph 7.2

“Following the conclusion of the discussion about the above report, a separate issue was raised concerning disquiet among employers of physiotherapists about the ability of some international applicants who were registered with the HPC.”

Item 4.04/34 MATTERS ARISING

4.1 Item 4.4 Matters Arising

- 4.1.1 The Committee noted that a paper “Managing your Fitness to Practise” had been e-mailed to the Committee for their comments. The paper had been approved by the Education and Training Committee (ETC) and would be put to Council for ratification on 7 December 2004.

4.2 Item 4.5 Matters Arising

- 4.2.1 The Committee noted that the Education and Training Committee had noted the statement which detailed the criteria on which the Registration Committee had based its approval of the tests which it had accepted as demonstrating English language competence.

4.3 Item 4.6.1 Matters Arising

- 4.3.1 The Committee noted that a statement had been completed which explained that the dates on the Register reflected the beginning and the end of the professions’ current registration cycle and did not indicate how long a registrant had been qualified or practising. This statement would be put on the HPC website.

4.4 Item 6.5 Matters Arising

- 4.4.1 The Committee noted that the requirements laid down for those seeking to return to practice applied equally to full time and to part time workers.

4.5 Item 7.2 Report from the International Registration Manager

- 4.5.1 The Chairman reported that she had discussed the points raised by a committee member at the previous meeting with the Executive and had the following feedback to report:

- 4.5.2 No evidence had been provided to support the concerns raised at the meeting.
- 4.5.3 Under Article 27 of the Health Professions Order 2001 concerns about a registrant's competence were dealt with as a Fitness to Practise issue.
- 4.5.4 It had been agreed at the September 2004 meeting of Council that members who had received enquiries or complaints regarding specific registration and fitness to practise matters should either refer the matter or the person who had raised the matter to the Chief Executive
- 4.5.5 In the light of the above no further action would be taken with regard to this issue.
- 4.6 Item 9 Self-Referrals
- 4.6.1 The Committee was notified that a paper on self-referrals would be considered by the Investigating Committee at its meeting on 11 November 2004. The paper would be considered by the Education and Training Committee at its meeting on 16 February 2005.

Item 5.04/35 CHAIRMAN'S REPORT

- 5.1 The Chairman reported that she had attended some of the CPD consultation events as a panel member. The events had been well received and attended.

Item 6.04/36 REPORT FROM THE UK REGISTRATION MANAGER

- 6.1 The Committee received the UK Registration report which was presented by Mrs Gillick in the absence of the UK Registration manager.
- 6.2 It was noted that between March and September 2004 the time taken from application to registration was longer than at other times. Mrs Gillick confirmed that the time taken to register an applicant at peak periods would be reviewed.

Item 7.04/37 REPORT FROM THE INTERNATIONAL AND GRANDPARENTING REGISTRATION MANAGER

- 7.1 The Committee received the report from the International and Grandparenting Registration Manager.
- 7.2 The Committee noted that for International and Grandparenting applications the time between application and registration was decreasing. The Committee commended this. The International and Grandparenting Registration Manager confirmed that consistent patterns were emerging in assessors' decision-making.
- 7.3 The Committee noted that the UK and International Grandparenting Registration managers would be considering the best ways to balance the

number of applications and telephone calls received at peak times and at quieter times.

- 7.4 A review of the Registration process to date was anticipated. The Committee would be informed of the outcome of the review and a paper would be presented to the Committee at its meeting on 12 April 2005.

Action: SD/CH

Item 8.04/38 ARTICLE 12 APPROVALS

- 8.1 The Committee received a tabled paper for discussion/approval.
- 8.2 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.
- 8.3 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.
- 8.4 The Committee noted that it was proposed that a minimum of 10 applications from each graduation year of each programme would be approved before a qualification would be considered as comparable under the proposed process.
- 8.5 The Committee agreed to recommend the following process to the full Committee for ratification:
- (i) Data would be collected on qualifications to be submitted for assessment for inclusion within an HPC List of Recognised Comparable Qualifications;
 - (ii) Data for assessed qualifications would be checked against registration data for the profession, total rejections and total approvals
 - (iii) A Recommendation (or not) would be made to the Education & Training Committee for inclusion on a List of Recognised Comparable Qualifications.
 - (iv) There would be ongoing monitoring of continued comparability and the process would be reviewed every 5 years. The review could be brought forward if necessary.
- 8.6 The Committee noted that the DfES database should not be used as part of the process.

- 8.7 The Committee noted that, following further discussion by the Executive, an updated paper would be presented at the next meeting on 18 January 2005.

Item 9.04/39 ENGLISH LANGUAGE TESTS

- 9.1 The Committee received a paper for discussion from the International and Grandparenting Registration Manager.
- 9.2 The Committee agreed the recommendation that, if at the time of applying for registration, documents proving an applicant's English Language proficiency were more than 2 years old, then the normal procedure would be that the applicant should be asked to provide new evidence of English Language proficiency. However, if the documents presented by an applicant were slightly older than 2 years, then the Registration Manager would exercise discretion as to whether or not the documents were acceptable as proof of English language proficiency. The recommendation would be sent to the full Committee for ratification. The Committee was advised however, that once on the Register HPC could not request a registrant to provide updated proof of English Language proficiency.
- 9.3 This recommendation was made on the basis that the certificates issued by the IELTS and TOEFL were valid for a 2-year period.
- 9.4 The International and Grandparenting Registration Manager would inform the International registration team and also update the relevant section of the website.

Item 10.04/40 DATES OF REGISTRATION COMMITTEE MEETINGS 2005/06

- 10.1 The Committee received a paper for discussion.
- 10.2 Those present agreed the dates as set out. These would be sent to the full Committee for ratification.

Action: LP

Item 11.04/41 REGISTRATION APPEALS

- 11.1 The Committee received a paper to note.
- 11.2 The Committee noted that a project was underway to review the International and Grandparenting application process. The review would have an impact on the registration appeals process.

Action: SD

- 11.3 The Committee noted that a report would be prepared by the International and Grandparenting Registration manager and the Fitness to Practise director and would be presented to the Committee at its meeting on 18 January 2005. The

report would set out the progress made to date in reviewing the International and Grandparenting process and the impact of this review on registration appeals.

Action: KJ/ SD

Item 12.04/42 HEALTH AND CHARACTER DECLARATIONS

- 12.1 The Committee received a paper to note.
- 12.2 The Committee noted that a project would be undertaken by the Executive to fully document the process to be followed when an applicant made a health or character declaration and include confirmation of the Committee which would oversee this process.
- 12.3 A paper would be presented to the Committee at its meeting on 18 January 2005.

Action: SD

Item 13.04/43 STANDARD LETTERS

- 13.1 The Committee received a paper to note.
- 13.2 The Committee noted that work had begun on editing the content of HPC's standard letters relating to the registration process.
- 13.3 A paper would be presented to the Committee at its meeting on 18 January 2005.

Action: SD

Item 14.04/44 MEETINGS WITH PROFESSIONAL BODIES

- 14.1 The Committee received a paper to note.
- 14.2 The Committee noted that the Registration managers had had meetings with a variety of groups. The Committee confirmed that meetings with professional bodies would be beneficial as this would provide a useful means of disseminating information relevant to registrants and prospective registrants. Further meetings with professional bodies would be undertaken.

Item 15.04/45 ANY OTHER BUSINESS

- 15.1 They were no items of any other business.

Item 16.04/46DATE AND TIME OF NEXT MEETING

16.1 The next meeting would be held on Tuesday 18 January 2005 at 10 a.m.

CHAIRMAN