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**MINUTES** of the third meeting of the Approvals Committee of the Health Professions Council held on Monday 12 July 2004 at Park House, 184 Kennington Park Road, London SE11 4BU.

**PRESENT :**

Professor J. Harper (Acting Chairman)  
Mrs S. Chaudhry  
Professor T. Hazell  
Mrs G. Pearson  
Miss P. Sabine  
Mrs B. Stuart  
Miss E. Thornton  
Professor D. Waller

**IN ATTENDANCE :**

Miss L. Pilgrim, Secretary to the Committee  
Mrs. U. Falk, Education and Training Department  
Mr T. Berrie, Education and Training Department  
Miss N. O'Sullivan, Secretary to the Council  
Mr M. Seale, Chief Executive and Registrar  
Ms H. Best, Sheffield Hallam University  
Mr J. Bracken, Bircham Dyson Bell  
Ms F. Wilson, Department of Health  
Ms L. Burke, Department of Health

**ITEM 1      APOLOGIES FOR ABSENCE**

1.1      Apologies were received from Professor N. Brook, Professor C. Lloyd, Mr P. Frowen.

**ITEM 2      APPROVAL OF THE AGENDA**

2.1      The Committee approved the agenda.

**ITEM 3      MINUTES OF THE MEETING HELD ON 25 JUNE 2004**

- 3.1      The minutes of the meeting were agreed as an accurate record and signed by the acting Chairman, save for the following amendment:

Item 4.1 Para 4.3.4 to read:

‘The visitor’s report would be submitted’ ...

**ITEM 4      MATTERS ARISING**

- 4.1      Mrs Falk reported on the programmes which had been approved before the introduction of benchmarks and which would have to be visited within the next 18 months. At the last meeting she had reported that there were 26 such programmes. However, this number had now been reduced to 13. A further report would be provided at the next meeting.

**ACTION: UF**

- 4.2      The Committee discussed the issue of use by HPC of curriculum guidance which had been produced by the professional bodies. The Committee was advised that if the HPC intended to adopt guidance produced by professional bodies it would need the consent of the copyright owner. However, if the HPC intended only to draw on work previously done by others to produce its own guidance then copyright would not be an issue. The Committee would acknowledge fully any contribution from the professional bodies.
- 4.3      The Committee sought confirmation from the Chief Executive about which member of the Executive would be coordinating approval events. The Chief Executive said that the appointment of a Director of Education and Policy would shortly be announced. The Director would determine the staffing arrangements of the Education and Training Department. In the interim Mr T. Berrie would be the member of the Executive to be contacted with any relevant queries.
- 4.4      On the issue of matters handed over by the JVCs, JQACs and PRETWGS, Mrs Falk reported that she had received most of the hand over reports. Reports would also be prepared by members of the HPC Executive who were secretaries of PRETWGS. Reports would be presented to the Committee at its meeting on 7 September 2004.

**ACTION: UF**

- 4.5      Miss Thornton reported that she and Professor Lloyd had not had an opportunity to prepare a further paper on the Annual Monitoring report pro forma. A paper would be presented to the meeting on 7 September 2004.

**ACTION: ET/CL**

**ITEM 5      APPROVAL GUIDELINES FOR THE PARTNERSHIP  
FRAMEWORK**

- 5.1 Mrs Wilson acknowledged the input from Professor Brook and Professor Lloyd in producing the Approvals Booklet; she also acknowledged the input of HPC colleagues in drafting the new definition of 'Approval'.
- 5.2 The Committee discussed the paper and recommended that the Department of Health (DH) liaise with the HPC's Director of Education and Policy who would be taking up their appointment shortly. The Committee felt that the proposals set out in the DH paper were in accordance with HPC principles; in particular the Committee felt that the Approvals proposals were in alignment with those of the HPC. However, the Committee had concerns about the DH proposals for Annual Monitoring.
- 5.3 The Committee agreed that it would align its Approvals proposals with those of the DH where appropriate. The HPC document would have more detailed guidance. With respect to Annual Monitoring the HPC was agreeable to working with the DH but HPC would produce its own pro forma. Regarding prototypes HPC would be signing the third joint statement subject to certain conditions.
- 5.4 The Chief Executive said that documents should be considered first by the HPC executive prior to being presented to the Committee.

**ITEM 6      APPROVALS**

6.1 University of Plymouth

- 6.1.1 Miss Sabine outlined the principal issue. The institution had satisfactorily addressed the outstanding requirements and recommendations. However, in order to finalise the approval of the course the clinical accommodation at Mayflower House needed to be approved. This would have to be done as soon as possible.

**ACTION: TB**

6.2 Guidance and Pro Formas

- 6.2.1 Mrs Best discussed the guidance in respect of the Approval Process. There would be 12 months notice of an Approval event. Mrs Best queried whether a separate process would be needed for the approval of practice placements. The Committee confirmed that approval referred to approval of programmes and of placements. The Education providers would visit the practice placements and report on these visits through the Annual Monitoring system.
- 6.2.2 Mrs Best queried whether an approval event would always be face to face. The Committee confirmed that it would be.

- 6.2.3 Mrs Best noted that the Standards of Proficiency (SOPs) would be mapped in the curriculum by the education providers. The Committed confirmed that she should prepare a similar model.

**ACTION: HB**

- 6.2.4 The Committee discussed Annual Monitoring Reports. It felt that a distinction should be made between an 'audit' and an 'evaluation' of the report. The audit would entail such matters as (a) checking that the report had been fully completed and (b) any relevant documentation had been attached. It was suggested that a member of the HPC executive could carry out the audit. The evaluation would require the professional judgement of the visitors. The criteria against which an evaluation would be made needed to be determined. Mrs Best would prepare a paper for the next meeting.

**ACTION: HB**

- 6.2.5 It was noted that HPC would not normally undertake an Annual Monitoring visit. However, it reserved the right to undertake a visit in exceptional circumstances.
- 6.2.6 The Committee agreed that HPC would visit institutions by participating in the education provider's internal periodic review procedures. The Committee envisaged that this would commence in the 2005 academic session.
- 6.2.7 The Committee discussed curriculum guidance and how it could be used. It was suggested that generic elements of the curriculum guidance could be used. It was agreed that the executive would look at curriculum guidance of the 12 professions regulated by the HPC. These would be given to Mrs Best for her to consider.

**ACTION: TB**

- 6.2.8 It was confirmed that the professional bodies' role was one of programme development; they would not attend an HPC Approval event. However, the development of curriculum guidance would be a joint effort.
- 6.2.9 The Chief Executive said that a scheme of delegation between the Education and Training Committee (ETC) and the Approvals Committee would need to be devised. Committee members could forward their comments on this to the Acting Chairman.

6.3 Major and Minor Changes

- 6.3.1 The Committee considered the paper presented by Mrs Best. Various amendments were discussed and made to the paragraphs headed 'Minor Changes' and 'Major Changes'.

**ITEMS TO NOTE**

There were no items to note

**ITEMS FOR INFORMATION**

There were no items for information.

**ITEM 7      ANY OTHER BUSINESS**

7.1      There was no other business.

**ITEM 8      DATE AND TIME OF NEXT MEETING**

8.1      The next meeting would be held on Tuesday 7 September 2004 at 11:00a.m.

8.2      Further meetings would be held on the following dates:

I. Thursday 18 November 2004 at 11a.m.

II. Wednesday 2 February 2005 at 11a.m.

**CHAIRMAN**