

**Health Professions Council
Approvals Committee 17th May 2006**

Annual Review of actions taken from 11 July 2005 - 7 July 2006

Executive Summary and Recommendations

Introduction

An annual review of the actions taken by the Committee is attached for information for the period 11 July 2005 - 7 July 2006.

Decision

The Committee is asked to note the actions that have been taken in the period 11 July 2005 – 7 July 2006.

Background information

Please refer to individual papers and minutes for the background to decisions.

Resource implications

None.

Financial implications

None.

Appendices

List of actions taken in period 11 July 2005 - 7 July 2006.

Date of paper

24th April 2006.

ACTION POINTS
APPROVALS COMMITTEE

PUBLIC MEETINGS 2005-2006

	Action point (and location in the minutes)	For the attention of	Action by	Comments
1	Election of Chairman and Vice-Chairman - Nominations to be submitted to Council for ratification (9 September 2005, Public minutes, 1.2)	NO'S	5 October 2005	Actioned.
2	Annual monitoring - Draft monitoring form to be amended and sent to members for comments. (9 September, Public minutes, 6.4)	NB	9 September 2005	Actioned - see action point 13.
3	Annual monitoring - process to be implemented and to take place over two years. (9 September 2005, Public minutes, 6.5)	MJS	Ongoing	Actioned - see action point 13.
4	Minor/major changes - process for considering changes agreed. Documentation on any changes should be sent to two visitors (9 September 2005, Public minutes, 7.4)	KS	Ongoing	Actioned - see action point 12.
5	Visitors' Report on MSc Speech and Language Therapy, University of Essex - amendments to report agreed. Education provider and Visitors to be notified (9 September 2005, Public minutes, 8.4)	NB	22 November 2005	Actioned
6	Visitors' Report on BSc Physiotherapy, Coventry University - report accepted. Education provider and Visitors to be notified. Documentary evidence to be reviewed by a third party. (9 September 2005, Public minutes, 8.7)	NB	22 November 2005	Actioned
7	Publication of Visitors' reports and education providers' responses - Jonathan Bracken, HPC's solicitor, to be invited to a meeting of the Education and Training Committee to offer advice on HPC's legal obligations. (9 September 2005, Public minutes, 8.8)	MJS	22 November 2005	Actioned.

8	Questionnaire to be prepared for education providers and Visitors, asking for opinion on quality of communication and guidance from HPC and suggested improvements to approvals process. (9 September 2005, Public minutes, 8.9)	Education Dept.	22 November 2005	Actioned - see action point 14.
9	Visitors' reports - analysis to be conducted to identify any recurrent issues in individual disciplines and institutions and to identify possible criteria for a re-visit. (9 September 2005, Public minutes, 8.10)	Education Dept.	Ongoing	
10	Use of unregistered biomedical scientists as Visitors - Can be recruited as lay visitors. (9 September 2005, Public minutes, 14.3)	LM	Ongoing	To be actioned where appropriate.
11	Approvals flowchart - Subject to amendments discussed, revised flowchart should be implemented. (22 November 2005, Public minutes, 10.6)	KS	Ongoing.	
12	Minor/major changes process - Subject to amendments discussed and legal and internal assessment, the forms, flowcharts and supplementary information should be issued as standard information to education providers. (22 November 2005, Public minutes, 11.6)	KS	2 March 2006	Actioned.
13	Annual monitoring - Subject to amendments discussed, legal and internal assessment, the annual monitoring forms and guidance should be issued as standard information to education providers. (22 November 2005, Public minutes, 12.5)	NB	2 March 2006	Actioned.
14	Questionnaire for education providers - Subject to amendments discussed and legal and internal assessment, questionnaire should be completed at end of approvals process. (22 November 2005, Public minutes, 13.4)	NB	2 March 2006	Actioned.
15	Deferral of visits - Programmes which have not been assessed against benchmark statements and request deferral of approvals visit on basis of internal review processes should be granted deferral, unless there is cause for concern about a programme. Maximum time limit permitted for deferral is 12 months. (22 November 2005, Public minutes, 14.3)	KS	Ongoing.	

16	Minor changes approved - BSc (Hons) Physiotherapy, University of West of England GDip Physiotherapy, University of the West of England (22 November 2005, Public minutes, 15.3)	NB	29 December 2005	Actioned.
17	Visits to be organised due to major changes - BSc (Hons) Radiography, University of Leeds BSc (Hons) Dietetics, University of Ulster. (22 November 2005, Public minutes, 15.3)	NB	29 December 2005	Actioned.
18	Operating Department Practitioner programmes - In light of the QAA major review and the AODP curriculum review, HPC visits to ODP programmes would be scheduled for May 2006-September 2007. (22 November 2005, Public minutes, 16.3)	KS	Ongoing to September 2007	
19	Approvals Panels - Subject to approval by the Education and Training Committee and Council, an Approvals panel should meet on a monthly basis to consider Visitors' reports, annual monitoring reports and minor changes to programmes. The panel should comprise three members of the Approvals Committee, one of whom should act as panel chairman. The Approvals Committee would continue to meet four times a year to discuss policy and procedural issues. The Secretary to the Committee should contact members to check availability for panel meetings. (22 November 2005, Public minutes, 17.2)	CB	15 December 2005	Amendments to Scheme of Delegation approved by Education and Training Committee on 15 December 2005.
20	Visitors' Reports - Recommended to Education and Training Committee that programmes detailed in Visitors' reports and final condition reports should be approved. (22 November 2005, Public minutes, 18.2)	KS	15 December 2005	Actioned.
21	Visitors' Report on Supplementary Prescribing, Anglia Ruskin University - report should be revised as discussed and final copy sent to Chairman (Ms Pearson chaired the meeting). Education provider and Visitors should be notified of amendments. (22 November 2005, Public minutes, 19.14)	KS	29 December 2005	Actioned.

22	Lay Visitors - Partner Manager should prepare criteria to determine whether an individual should be recruited as a lay visitor and that these criteria should comply with employment law and legal advice. (22 November 2005, Private minutes, 5.2)	LM	2 March 2006	Education and Training Committee on 29 March 2006 agreed criteria for use of lay visitors.
23	Strategic intent - references to approval of programmes should be amended to refer to approval of programmes and annual monitoring. (2 March 2006, Public minutes, 6.3)	MJS	17 May 2006	
24	Approval of programmes - HPC should approve all programmes that contain the Standards of Proficiency, irrespective of the level of the final qualification award. (2 March 2006, Public minutes, 7.6)	AC	Ongoing	See decision made by the Education and Training Committee on 29 March 2006.
25	External examiners for supplementary prescribing programmes - amended paper to be prepared for 17 May meeting. (2 March 2006, Public minutes, 8.4)	AC	17 May 2006	
26	Annual monitoring assessment days - Committee members to be invited to events on 12, 16 and 23 May and 2 June as observers. (2 March 2006, Public minutes, 10.3)	NB	1 May 2006	
27	Visitors' Reports - Executive to consider how to ensure reports are of high quality and that appropriate and consistent conditions are set. (2 March 2006, Public minutes, 12.3)	AC	17 May 2006	
28	Standing Orders - Executive to reflect on the provision that meetings should not proceed if quorum is not present within 15 minutes of start time. (2 March 2006, Public minutes, 13.4)	CB	17 May 2006	Actioned.