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NOTES of a meeting of members of the Education and Training Committee held on Wednesday 4 September 2002 at Park House, 184 Kennington Park Road, London SE11 4BU

Present :

Prof. D. Waller (Chairing)
Mrs. S. Chaudhry
Miss H. Davis
Mrs. C. Farrell
Mr. P. Frowen
Prof. J. Harper
Mr. C. Lea
Prof. J. Lucas
Ms G. Pearson

Also in Attendance

Dr. P. Burley – Secretary, ETC
Mr. M. Staniforth] DoH
Ms R. Howkins]
Ms M. Embleton
Mrs. J. Brayton
Mrs. R. Reyes
Mr. D. Ashcroft
Ms N. O'Sullivan
Ms L. Pilgrim
Mrs. S. Stirling
Mr. D. Lorimer
Mr. G. Ross-Sampson
Ms C. Gooch (Newchurch)

Apologies for Absence

Dr. G. Beastall
Mr. T. Berrie
Prof. N. Brook*
Mr. M. Collins
Prof. A. Hazell*
Prof. R. Klem
Prof. C. Lloyd*
Mr. I. Massey
Mr. M. Seale
Mr. G. Sutehall*
Miss E. Thornton
Dr. A. Van Der Gaag

* attending the consultation event at Boston on the Council's behalf.

ITEM 1 INQUORATE MEETING OF E.T.C.

The scheduled meeting of ETC had been inquorate and could not be held.

Noting that four members had been asked by the Executive to attend at the consultation event in Boston, Lincolnshire, the members asked that in future the Executive not knowingly double book Committee members on other HPC duties on known Committee days and the Committee should keep the issues of the quorum and the schedule of meetings under review.

ITEM 2 CHAIRMAN'S AND SECRETARY'S REPORTS

- 2.1 The Secretary reported that Ms Kay East had been appointed Director of Therapy Services at DoH and Dr. Sue Hill had been appointed Chief Scientific Officer. Both appointments would become substantive later in September. It was noted that both posts came under the control of the Chief Nursing Officer.
- 2.2 Mr. P. Frowen would be attending the Universities UK annual conference (in Wales) on behalf of the Committee (and Council) and linked to the consultation exercise.

ITEM 3 PRESENTATION BY MR. M. STANIFORTH ON THE DoH's " FUNDING LEARNING AND DEVELOPMENT FOR THE HEALTHCARE WORKFORCE – DoH CONSULTATION PAPER " AND SECRETARY OF STATE'S ANNOUNCEMENT " HUMAN RESOURCES IN THE NHS PLAN " AND DoH UP-DATE ON " DEVELOPING A SHARED FRAMEWORK FOR HEALTH PROFESSIONAL LEARNING BEYOND REGISTRATION "

- 3.1 Mr. M. Staniforth from DoH introduced these papers and their context. The HR in the NHS paper was a synthesis of existing policies. The " Funding . . . " paper was about the more effective use of existing funds.
- 3.2 A consultation paper on support workers was due for publication shortly.
- 3.3 The proposals for CPD in these papers were very different from CPD as previously understood. HPC would need the appropriate CPD definition and framework before decisions could be made.
- 3.4 DoH reassured members that no inference should be drawn that HPC's (and other regulatory bodies') approval was uncritically taken for granted. Conversely, any serious concerns with DoH's strategy should be identified and communicated as early as possible.
- 3.5 The members noted that the proposals in the " Funding . . . " papers seemed to deprive the Workforce Development Confederations of most of their functions.
- 3.6 The response to the " Funding . . . " paper would be for the next Committee.
- 3.7 The members thanked Mr. Staniforth for his presentation.

**ITEM 4 BUSINESS PROCEDURES FOR HPC BROCHURES AND
MANUALS AND APPOINTMENT OF " PARTNERS "**

- 4.1 The Executive introduced the paper and the members agreed with the strategy and that work should start as soon as possible. It was recognised that complete alignment between 12 different procedures might never be achievable, and certainly not by 1 April 2003 (with a copy date in February). It was noted that the brochures would be dynamic and changed as the processes evolved. The members felt that the Council should appoint visitors in due course. Members felt that the catch-all term " partners " might be confusing when applied to visitors and noted that Council would be discussing this.
- 4.2 It was agreed that the education and training secretariat staff be asked to continue to develop the project plan arising from the AHPF " values " paper earlier in 2002. This could be presented to ETC to help support the wider HPC project plan.

**ITEM 5 NOTES OF THE MEETINGS OF PRE-REGISTRATION
EDUCATION AND TRAINING WORKING GROUPS, JOINT
VALIDATION COMMITTEES AND JOINT QUALITY ASSURANCE
COMMITTEES HELD SINCE 3 JULY 2002**

- 5.1 It was agreed to seek assent by e-mail from all members to the recommendations on course (re-)approvals noting that all were supported by proper peer professional advice. There were some additional Occupational Therapy courses to be included in this exercise. All conditions made at validation had been met. Those courses which still had phrases such as " . . . leading to State Registration " or " licence to practise " in their title were in the process of being changed.
- 5.2 Issues around registration at Masters level would need to be reviewed by the Committee at a later date.
- 5.3 The OT JVC Annual Report 2000 / 1 was specially commended. Leading on from this, wider monitoring and examples of best practice should be pursued.
- 5.4 There would be a need to keep HPC requirements aligned with changes elsewhere (eg. the " Definitive Course Document ").
- 5.5 Annual monitoring reports of JVCs etc. should be submitted to one identified meeting each year.
- 5.6 It was noted that financial penalties for attrition rates in English courses might be so adverse as to prejudice the standards or viability of courses. Another risk was that HEIs might lower standards to avoid penalties. It was agreed that a comprehensive survey of " attrition ", and a common definition, be submitted as early as feasible. It was agreed that contractors should set targets at a realistic level.

**ITEM 6 REPORT BY NEWCHURCH ON EDUCATIONAL ISSUES
RAISED IN THE HPC CONSULTATION EXERCISE**

- 6.1 Ms C. Gooch from Newchurch introduced the report on the progress of the consultation exercise. She presented an analysis of the nature of responses to date as they related to the Committee. (It was agreed that a tabled paper be not further circulated while its status vis-à-vis data protection legislation was clarified).
- 6.2 The area of greatest concern was emerging as CPD, but the priority for the Committee would be on basic (re-)approval processes.
- 6.3 The CPD work should take account of DoH guidance and principles. Registrants should be reassured that any eventual CPD scheme would not be rigid and prescriptive in the same way that approval of pre-registration provision had to be.
- 6.4 CPD needed to operate at threshold levels.
- 6.5 At the next meeting a discussion would be needed on how ETC would wish to present its response to the consultation feed-back. This would include the actual arrangements to be made for Committee discussion of circulated papers. The response was not necessarily to be a detailed document, but did need to indicate strategic directions.
- 6.6 The Committee should set up a number of smaller groups on a topic basis to analyse the responses in addition to an additional full Committee meeting. These groups should be for :
- pre-registration education and training,
 - CPD, and
 - others as identified and needed.

[NB. the advice at item 4.2 should also be noted in this context].

The Secretary should invite expressions of interest following the meeting and move to convene the groups expeditiously.

**ITEM 7 MINUTES OF THE REGISTRATION COMMITTEE ON
19 JULY 2002**

The Committee should receive and approve the minutes as appropriate.

**ITEM 8 UP-DATE ON STANDARDS OF PROFICIENCY AND THE
STEERING GROUP MEETING ON 22 AUGUST 2002**

The Chairman reported on a very constructive meeting. QAA had produced a brief for the project which was now with members of the Steering Group for comment. The 12 professions' groups would be meeting for an all-day conference on 31 October 2002. There was a growing synergy with the AHPF competency project.

**ITEM 9 UP-DATE ON THE DoH / QAA PROTOTYPE REVIEWS AND
PROGRESS ON SUBJECT BENCHMARKING AND " HIGHER
QUALITY No. 10 "**

A substantive report would be submitted to the next meeting.

ITEM 10 LTSN E-BULLETIN No. 2

The Committee should receive this.

**ITEM 11 " SKILLS FOR HEALTH ", ANNOUNCEMENT OF THE
SUCCESSOR TO HEALTHWORK UK, THE FORMER
NATIONAL TRAINING ORGANISATION FOR HEALTH**

The Committee should receive this.

ITEM 12 ISSUE No. 1 OF " NHSU UPDATE "

The Committee should receive this. It was noted that Prof. Bob Fryer would be the main guest and speaker at LTSN's Festival of Learning in Bristol on 19 – 20 September 2002. The Chairman and Secretary to the Education and Training Committee would be attending.

**ITEM 13 " WORKING FOR HEALTH " – THE WORKFORCE
DEVELOPMENT ACTION PLAN FOR NHS SCOTLAND, AND
" BUILDING ON SUCCESS " – FUTURE DIRECTIONS FOR THE
ALLIED HEALTH PROFESSIONS IN SCOTLAND**

The Committee should receive this.

**ITEM 14 ALLIED HEALTH PROFESSIONS PROJECT ON
DEMONSTRATING COMPETENCE THROUGH CPD –
UPDATE No. 2**

The Committee should receive this. The project was scheduled to report in June 2003.

**ITEM 15 ANY OTHER BUSINESS : HEPATITIS B IMMUNISATION FOR
STUDENTS ENROLLING ON APPROVED COURSES**

It was agreed that the Committee needed more information on this with a view to pursuing it if within HPC's vires.

ITEM 16 DATE OF FUTURE NEXT MEETING

- 16.1 The next ordinary meeting of the Committee would be at 10.30 a.m. on Wednesday 16 October 2002 at Park House, the Educationalists Forum scheduled for that day should be deferred, an additional meeting of the Committee should be held at 10.30 a.m. on Thursday 7 November 2002 at a venue to be confirmed (in central London). The final scheduled meeting of 2002 would be at 10.30 a.m. on Wednesday 27 November 2002.
- 16.2 It was reported that the Council would be confirming decisions on its schedule of meetings up to March 2003 at its September meeting. The Committee would be able to set its own programme of meetings thereafter.