

unconfirmed
THE HEALTH PROFESSIONS COUNCIL

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MINUTES of the twentieth-fourth meeting of the Education and Training Committee held on **Thursday 29 September 2005** at Park House, 184 Kennington Park Road, London, SE11 4BU.

PRESENT: Miss E Thornton (Chairman)

Mrs S Chaudhry
Ms G Darwent
Ms H Davis
Miss C Farrell
Mrs S Drayton
Professor T Hazell
Professor C Lloyd
Mrs P McFadden
Mr A Mount
Miss G Pearson (part)
Professor D Waller

IN ATTENDANCE:

Miss N Borg, Education Officer
Mr C Bendall, Secretary to Committees
Ms N O'Sullivan, Secretary to Council and the Committee
Mr G Ross-Sampson, Director of Operations (part)
Miss K Scott, Education Officer (part)
Mr M Seale, Chief Executive and Registrar (part)
Miss R Tripp, Policy Manager

Item 1.05/59 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

- 1.1 The Secretary to the Committee introduced this item by drawing members' attention to the process for the election of Chairman and Vice-Chairman which had been agreed by Council. As detailed in the process the Secretary sought nominations for the post of Chairman. Miss C Farrell nominated Miss E Thornton as Chairman. The nomination was seconded by Ms H Davis. Miss Thornton agreed to accept the nomination. There were no other nominations and therefore Miss Thornton was elected as Chairman unopposed.

- 1.2 Following the election of the Chairman the Secretary sought nominations for the post of Vice-Chairman. Professor T Hazell nominated Professor J Harper as Vice-Chairman. Miss C Farrell seconded the nomination. The Committee noted that Professor Harper was not present at the meeting but that he had agreed to stand for the post of Vice-Chairman if nominated. There were no other nominations and therefore Professor Harper was elected as Vice-Chairman unopposed.
- 1.3 The Committee noted that the above nominations would be put to Council for ratification at its December 2005 meeting.

Item 2.05/60 APOLOGIES FOR ABSENCE

- 2.1 Apologies for absence were received from the following committee members; Dr CH Green, Professor J Harper, Professor J Lucas, Mr D Proctor, Miss P Sabine, Mrs B Stuart and Dr A van der Gaag.

Item 3.05/61 APPROVAL OF AGENDA

- 3.1 The Committee noted that item 9 on the agenda had been withdrawn. The Committee also noted that the Chairman would be providing a verbal report to the meeting. The Committee approved the agenda as amended.

Item 4.05/62 MINUTES

- 4.1 It was agreed that the minutes of the twenty-third meeting of the Education and Training Committee be confirmed as a true record subject to the following amendment;

13.2 The Committee noted that education providers would be asked to complete a pro-forma on an annual basis, providing details of any changes to programmes. The audit process would take place biennially.

Item 5.05/63 MATTERS ARISING

- 5.1 5.1 – Matters Arising
- 5.1.1 The Committee noted that there had been no further developments with regard to the approval of the education providers that had or would be approving and offering the National Vocational Qualification in Operating Department Practice. The Executive would provide a report to the Committee on this matter at the next meeting.

Action: MJS

- 5.2 Item 5.2 – Matters Arising
- 5.2.1 The Committee noted that the third meeting of the Standards of Education and Training: Guidance for Education Providers Professional Liaison Group would be held that afternoon. A consultation on the proposed guidance would be held following its ratification by Council.
- 5.3 Item 5.3 – Matters Arising
- 5.3.1 The Committee noted that the publication of the outcome of the consultation on the regulation of Applied Psychologists was expected shortly.
- 5.5 Item 5.5 – Matters Arising
- 5.5.1 The Committee noted that the Standards of Proficiency Professional Liaison Group would hold its first meeting on 12 October 2005.
- 5.6 Item 5.6 – Matters Arising
- 5.6.1 The Committee noted that the Chief Executive was due to meet the Professor Sue Hill, Department of Health Chief Scientific Officer and would report back to the Committee on the Healthcare Scientists Skills Programme following this meeting.

Action: MJS

- 5.7 Item 8 – Continuing Professional Development – Timeline for Implementation of CPD
- 5.7.1 The Committee noted that Council had ratified the decision taken at its previous meeting to postpone the launch of the CPD audit process until August 2006, with the first audit to take place in July 2008. The Committee noted that the statement in CPD key decisions document that CPD would be introduced from July 2006 was incorrect and should be amended. The Committee noted that the Rules and Standards would be implemented in August 2005 and that registrants would be expected to begin maintaining a written record of CPD activities from that date.

Action: CS

- 5.7.2 The Committee noted that the CPD PLG had held its first meeting on 26 September 2005. The PLG would meet again in December 2005 and February 2006. The target date for the publication of further information and advice regarding CPD was April 2006. The Director of Communications would attend the next meeting of the PLG to give advice on the communications strategy to be adopted.

Action: CM

Item 6.05/64 CHAIRMAN'S REPORT

- 6.1 The Chairman noted that she had conducted two further visitor training events on behalf of HPC. Another event would be held at the end of October and training would be provided for lay visitors in December 2005.
- 6.2 The Chairman noted that in June of this year she had attended the final meeting of the Operations Overseeing Group for Approval, Ongoing Quality Monitoring and Enhancement (OQME) prototypes which were being undertaken under the auspices of the Partnership Framework. The Quality Assurance Agency had produced a first draft report on the evaluation of the prototypes. A draft report had also been produced by an independent evaluator. A retreat event was being held in October 2005 with the aim of considering both reports and revising the processes as necessary. The HPC would be sending representatives to the retreat event. Feedback would be provided to the Committee on the outcome of the event.
- 6.3 The Chairman noted that following the discussions at the private part of the last meeting of the Education and Training Committee a small working group had met to discuss the future strategy of the Education Committee. The following key areas were identified as the focus of the Committee's work:
- 6.4 **Operational Issues**
- 6.4.1 Approvals + Monitoring
Finalise procedures for monitoring
Produce guidance for Standards of Education and Training for Education providers
Produce a handbook on processes and procedures
Produce a booklet on roles and responsibilities of visitors
Produce a process for the management of major and minor changes
- 6.4.2 Continuing Professional Development (CPD)
Establish systems and procedures
Produce further information and advice for registrants
Recruitment and training of partners
- 6.4.3 Standards of Proficiency (SOPs)
Review of Standards of Proficiency
- 6.4.4 Information Management
Database management
Website development
Work with Secretariat to review Committee minutes and log major decisions

- 6.4.5 Communications
Undertake a communications campaign about the changes targeted at employers and the general public
Organise roadshows to Higher Education Institutions (HEIs)
- 6.4.6 Training
Lay visitor role and training
- 6.5 **Strategic Issues**
- 6.5.1 Role and remit of Registration Committee
- 6.5.2 Stakeholder relationships
Professional Bodies
HEIs
Students
Other regulators
User representation
- 6.5.3 European and International agenda
Influence European and International agenda
- 6.5.4 Education and Training Committee influence on external education issues which impact on HPC registrants
- 6.5.5 Areas of Work
Engagement with Pre-Registration Modernisation Project for Healthcare Scientists
Development of integrated degrees BMS – approvals
Approvals of Clinical Scientists Programmes
- 6.5.6 Support/Input to
Developing paramedic training
Preparing ODP approvals process
Monitoring the development of Foundation Degree programmes and how it might impact on entry to our programmes
Engagement with developments in the Partnership Framework
Development of European dimension of committee business (Common Platforms)
Development of advanced qualifications and implications for SOPs.
- 6.6 The Committee noted that Mr Nic Greenfield, Deputy Director of Workforce at the Department of Health had invited the Nursing and Midwifery Council, the Health Professions Council and Skills for Health to a meeting on 1 November 2005 to discuss a report which Skills for Health had prepared on the Partnership Framework. The Chief Executive and the former HPC Director of Education and Policy had been interviewed with regard to the drafting of the report. The Chief Executive would be attending the meeting on 1 November and

would report back to the Committee on planned upcoming developments with regard to the Partnership Framework. The Committee expressed concern the input of Committee members had not been sought when the original report was being drafted.

Action: MJS

- 6.7 The Committee noted that the outcome of the Donaldson and the Foster Reviews was awaited and that there were possible implications from both reports for education strategy and policy.
- 6.8 The Committee noted that Professor Hazell had attended a meeting of the NHS Education for Scotland. The meeting discussed the work being undertaken to formulate a plan for commissioning healthcare education in Scotland. Consideration was being given to the growth of new professions in the future. This had important implications for regulation which would have to respond to the challenge of regulating new professional groups. The Committee noted the importance of working with stakeholders in all the four home countries. The importance of constantly reviewing HPC’s education stakeholders was underlined. The Committee agreed to review its approach to stakeholder involvement. The Committee also agreed to seek the permission of the NHS Education for Scotland to circulate the papers of the meeting to Committee members for information.

Action: NO’S

Item 7.05/65 VACANCY FOR PROSTHETIST AND ORTHOTIST EDUCATION AND TRAINING COMMITTEE MEMBER

- 7.1 The Committee received a paper for discussion/approval from the Executive.
- 7.2 The Committee noted the Health Professions Order stated that ‘.....the Education and Training Committeeshould include at least one registrant from each part of the register’ and that currently there was no Prosthetist and Orthotist member on the Education and Training Committee. Council had agreed that all vacancies for non-Council members on committees should be advertised and that a role description and job specification should be drawn up.
- 7.3 The Committee agreed the proposed advertisement and role brief subject to a number of amendments.
- 7.4 The Committee noted that the vacancy would be advertised in the relevant professional journal.

Action: NO’S

| Date | Ver. | Dept/Cmte | Doc Type | Title | Status | Int. Aud. |
|------------|------|-----------|----------|--|----------------|-----------------|
| 2005-10-12 | a | ETC | MIN | educationandtrainingcommitteeminutessept2005 | Final DD: None | Public RD: None |

Item 8.05/66 MINUTES OF THE REGISTRATION COMMITTEE HELD ON 5 SEPTEMBER 2005

- 8.1 The Committee received the minutes of the Registration Committee held on 5 September 2005.
- 8.2 The Committee noted that the consultation on return to practise was now closed and that an analysis of the responses received was being undertaken. The feedback from the consultation and the proposed decisions would be put to Council for consideration at a future meeting.

Item 9.05/67 MINUTES OF THE APPROVALS COMMITTEE HELD ON 9 SEPTEMBER 2005

- 9.1 The Committee received the minutes of the Approvals Committee held on 5 September 2005.
- 9.2 The Committee noted that it had been agreed that visitors would assess minor/major changes.
- 9.3 The Committee noted that the Executive was developing a process by which visitors' reports would be considered by the Approvals Committee and which ensured that the Council carried out its duties as set out in the Health Professions Order.
- 9.4 The Committee also noted that Mr Jonathan Bracken, HPC's solicitor and parliamentary agent would be attending the December meeting of the Education and Training Committee to advise on the publication of reports under Article 16(12) of the Health Professions Order 2001.

Item 10.05/68 HEALTH AND CHARACTER STATISTICS

- 10.1 The Committee received a paper for note from the Executive.

Item 11.05/69 CHAIRMAN'S ACTION SINCE THE LAST MEETING OF THE EDUCATION AND TRAINING COMMITTEE

- 11.1 The Committee received a paper for note from the Executive.

Item 12.05/70 EDUCATION AND TRAINING COMMITTEE STANDING ORDERS

- 12.1 The Committee received a paper for note from the Executive.

Item 13.05/71 ANY OTHER BUSINESS

13.1 There was no other business.

Item 14.05/72 DATE AND TIME OF NEXT MEETING

14.1 The next meeting of the Committee would be held at 10.30am on Thursday 15 December 2005.

| Date | Ver. | Dept/Cmte | Doc Type | Title | Status | Int. Aud. |
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