

**Unconfirmed**  
**THE HEALTH PROFESSIONS COUNCIL**

Chief Executive and Registrar: Mr Marc Seale

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MINUTES of the twenty-second meeting of the Education and Training Committee held on **Wednesday 30 March 2005** at Park House, 184 Kennington Park Road, London, SE11 4BU.

**PRESENT:** Miss Eileen Thornton (Chairman)  
 Professor N Brook  
 Ms H Davis  
 Ms C Farrell  
 Mr P Frowen  
 Professor J Harper  
 Professor T Hazell  
 Professor R Klem  
 Miss G Pearson  
 Mr G Sutehall  
 Dr A Van Der Gaag  
 Professor D Waller  
 Mr D Whitmore

**IN ATTENDANCE:**

Miss S Butcher, Secretary to the Committees  
 Mr C Bendall, Secretary to the Committees  
 Ms F Nixon, Director of Education and Policy  
 Mr M Seale, Chief Executive & Registrar  
 Ms S Woolf, Education Manager

**Item 1.05/27 INTRODUCTION AND WELCOME**

- 1.1 The Chairman welcomed all members to the meeting.

**Item 2.05/28 APOLOGIES FOR ABSENCE**

- 2.1 Apologies for absence were received from the following committee members: Dr G Beastall, Mrs S Chaudhry, Dr R Kapur, Professor C Lloyd, Professor J Lucas, Mr I Massey and Mr S Wordsworth.

**Item 3.05/29 APPROVAL OF AGENDA**

- 3.1 The Committee approved the agenda.

**Item 4.05/30 MINUTES**

- 4.1 It was agreed that the minutes of the twenty-first meeting of the Education and Training Committee be confirmed as a true record subject to the following corrections:
- 4.2 Page one stated minutes of the *'twentieth-first'* and the Committee agreed that this should be corrected to read *'twenty-first'*.
- 4.3 Page six 8.5 stated that *'self-referrals should be considered at the May meeting'* and the Committee agreed that this should be corrected to read *'June'* as there was no meeting scheduled for May.
- 4.4 Page eight 11.3 referred to *'previous statutory legislation'* and the Committee agreed that the word *'statutory'* be removed as it was not relevant for these purposes.
- 4.5 Page eight 12.2 and 12.3 referred to *'recognition of retrospective qualifications'* which the Committee agreed should be corrected to read *'retrospective recognition of qualifications'*.
- 4.6 Page nine 13.2 change *'inexperienced'* to the more appropriate wording of *'less experienced'*.
- 4.7 Page 12 22.2 referred to *'Ms S Hill'* which should be corrected to read *'Professor S Hill'*.

**Action: NOS/SB**

**Item 5.05/31 MATTERS ARISING**5.1 Item 4.1 - Minutes

- 5.1.1 The Director of Education and Policy reported that the HPC needed to approve the Education Providers that have or would be approving and offering the National Vocational Qualification in Operating Department Practise. Once the list had been devised the Education and Training Committee would be asked to ratify it electronically as it was a matter that required imminent action.

**Action: FN**5.2 Item 5.5 – Managing Your Fitness to Practise

- 5.2.1 The Committee noted that the consultation phase was to be carried out shortly on the paper ‘Managing Your Fitness to Practise’.

5.3 Item 5.8 – Curriculum Guidance Professional Liaison Group (PLG)

- 5.3.1 The Committee noted that the first meeting of the Professional Liaison Group for Curriculum Guidance had taken place on 11 March 2005. The Chairman reported that the original title “*Curriculum Guidance*” was changed to the following: “*Standards of Education and Training; Guidance for Education Providers*”. The Committee noted that this came about following recognition from the Group that the production of curriculum guidance was only part of its remit. Professional bodies had a long-standing record of contributing to the development of curricula. Therefore curriculum guidance would rather be incorporated as part of a larger document on the SETs produced specifically for education providers. In addition separate guidance documents would be devised for Visitors and the approvals process. The Committee noted that the Group had met for a second time on 24 March 2005 with representatives from various educational professional bodies. The meeting was very productive and the Group were now in the early stages of producing guidance documents.

- 5.3.2 The Chairman requested that the Education and Training Committee considered on behalf of the Group possible mechanisms whereby its work could be re-visited for updating and ensure a continued good working relationship with external professional bodies.

- 5.3.3 The President reported that the Council for Healthcare Regulatory Excellence (CHRE) had recently focused their concerns on only one specific aspect of conduct & competence cases, namely those that related to sexual abuse. The Committee noted that whilst such cases were matters of great concern, it provided a limited scope that did not consider all of the matters of misconduct that regulatory bodies such as HPC equitably assessed. The Committee were therefore in agreement that the guidance that is issued by the Group incorporated and acknowledged the wide variety of abuse that may occur both by or of patients/and or/staff. The Chairman reported that this information

could certainly be cross-referenced in the subsequent documents that the Group produced.

- 5.3.4 The Committee noted that guidance documents were currently being drafted by the Policy Manager, Rachel Tripp. These would subsequently be distributed to the professional bodies for further feedback and received within a proposed 4-6 week deadline. The Committee noted that it would be advantageous to update the Education and Training Committee section of the HPC website with the work in progress of the Group.

**Action: RT**

5.4 Item 5.12 – Director of Education and Policy Report

- 5.4.1 The Committee noted that minor and major changes had been made to the key decisions document which would also be incorporated into the Approvals Handbook.

5.5 Item 5.14 – Director of Education and Policy Report

- 5.5.1 The Committee noted that the PLG for Standards of Education and Training; Guidance for Education Providers would be reviewing the key decisions document. Their work would be presented to the Education and Training Committee at its next meeting for approval on Tuesday 14 June 2005.

5.6 Item 5.15 – Director of Education and Policy Report

- 5.6.1 The Committee noted that the consultation on the amendments to the Standards of Education and Training was concluded on 11 March 2005. Thirteen responses had been received four from the NHS and one was private. The Committee noted that the Diploma of Higher Education was the threshold entry standard for operating department practitioner (ODP's).

5.7 Item 7.3 – Director of Education and Policy Report

- 5.7.1 The Committee noted that the consultation for the regulation of Applied Psychologists was now open until May 2005.

5.8 Item 7.4 – Director of Education and Policy Report

- 5.8.1 The Committee noted that due to the high level of visits currently being undertaken the education provider road shows would be scheduled to take place later on in the year.

5.9 Item 7.6 – Director of Education and Policy Report

- 5.9.1 The Committee noted that a meeting had now been arranged between Dr G Beastall, Clinical Scientist Registrant and the Association of Clinical Scientists (ACS) for the 3 May 2005 to discuss the way forward for the development of the clinical scientist programmes.

5.10 Item 7.9 – Director of Education and Policy Report

- 5.10.1 The Committee noted that this would be discussed in the private section of the Education and Training Committee meeting held that day where matters of strategy had been identified for debate.
- 5.11 Item 8.3 and 8.4 – Self-Referrals
- 5.11.1 The Committee noted that the procedure for dealing with self-referrals would be presented at the next meeting on the 14<sup>th</sup> June.
- 5.12 Item 10.4 – Review of Standards of Proficiency
- 5.12.1 The Committee noted that Council had ratified the setting up of the Professional Liaison Group (PLG) to review the Standards of Proficiency together with an associated work plan at its 2 March 2005 meeting.
- 5.13 Item 14.3 (iii) – Approval of Supplementary Prescribing Courses
- 5.13.1 The Committee noted that the Director for Education and Policy had recently met with the Nursing and Midwifery Council (NMC) and Pharmacists and was working with such regulatory bodies to establish an agenda for a multi-professional event in Derby.
- 5.14 Item 22.2 – Programme Approval for Biomedical Science
- 5.14.1 The Committee noted that it had come to light that a number of biomedical scientists Visitors for the HPC were in fact not registrants. The programme approval process for biomedical science was therefore to be reviewed by the Approvals Committee at its next meeting 17 May 2005 and would be reported to the Education and Training Committee at their meeting on 14 June 2005. The review process was to be undertaken in conjunction with representatives from the Institute of Biomedical Science (IBMS). The Committee noted that the Director for Education and Policy and the Chief Executive had been invited to speak at the next conference of the Heads of University Centres for Biomedical Science (HUCBMS) in September 2005.

### **Item 8.05/32 SCHEME OF DELEGATION**

- 8.1 The Committee received a paper for discussion/approval from the Executive.
- 8.2 The Chief Executive apologised to the Committee for the late receipt of the paper and was not best practice. The Chief Executive reported that bearing this in mind the Committee may wish to defer their decision at this time to a later date.
- 8.3 The Scheme was designed to ensure that, as far as possible, the Committee was responsible for policy and strategy and that the Executive implemented that policy and strategy and was responsible for all operational matters. The Committee noted that the scheme of delegation as outlined was very similar to that which had been produced for the Executive and Council and that it was very important

for the Committee and Executive team to establish the remit of their brief.

- 8.4 The Committee noted that whilst the Scheme demonstrated the powers that the Education and Training Committee had with regard to withdrawing or refusing approval, it did not state where it had the powers to approve a course; (see specifically 4.2 bullet point):
- Withdrawing or refusing approval of an institution for failure to provide information and assistance under Article 17(3) of the 2001 Order;
- 8.5 The Committee agreed that the approval terminology utilised therefore needed to be made as explicit as possible. Committee members were requested to e-mail either Marc Seale or Fiona Nixon with any further comments and feedback by **Wednesday 27 April 2005**. The Chief Executive reported that the paper would then be revised with assistance sought from HPC legal advisors. The Committee agreed that the amended paper would be put as an item for approval at the next Education and Training Committee meeting on Tuesday 14 June 2005.

**Action: MS/NOS/SB**

**Item 9.05/33 FUTURE DEVELOPMENTS FOR HEALTHCARE SCIENTISTS**

- 9.1 The Committee received a paper for discussion/approval from the Executive.
- 9.2 The Committee noted that a letter had been received from a Professor S Hill, Chief Scientific Officer, from the Department of Health requesting that the Health Professions Council nominate one Executive and one Council member to join (when established) the Strategy Group of the Healthcare Scientists (HCS) Skills Programme whose remit would be to include the Pre-registration Education and Training Modernisation Project. The Committee noted that for these purposes the Director of Education and Policy, Ms F Nixon and Professor T Hazell (non-registrant Council member and NHS employer) had been selected for participation in the Groups work for the next two years. The Committee approved their appointment to the Project.
- 9.3 The Committee noted that a second letter had been received regarding the National Occupational Standards Project (NOS) for Healthcare Scientists. The next phase of the project was to map the NOS against the HPC's Standards of Proficiency for healthcare scientists, both those already regulated and those aspirant groups going forward for regulation in the future. The proposal was to seek Council members who would be willing to join the group for the two groups of healthcare scientists already regulated; Clinical and Biomedical

Scientists. Dr G Beastall (Alternate Council member and Clinical Scientist) had already been approached but declined due to work pressures. The Committee agreed that Mr N Willis (Registrant Council member Biomedical Scientist) and Dr J Old (Registrant Council member and Clinical Scientist) were the most appropriate candidates for this project and proposed their involvement in the working groups to be formed. Mr G Sutehall also expressed an interest in being part of the Group if needed and reported that he may well be involved on some level if not directly through the HPC.

**Item 25.05/34 ANY OTHER BUSINESS**

25.1 There was no other business.

**Item 26.05/35 DATE AND TIME OF NEXT MEETING**

26.1 The next meeting of the Committee would be held at 10.30am on Tuesday 14 June 2005.





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