

## Education and Training Committee

**Minutes of the 58th meeting of the Education and Training Committee held as follows:**

**Date:** Thursday 12 September 2013

**Time:** 10:30 am

**Venue:** The Council Chamber, Health and Care Professions Council, Park House,  
184 Kennington Park Road, London SE11 4BU

**Members:**

Eileen Thornton (Chair)  
Jo-anne Carlyle  
Mary Clark-Glass  
June Copeman  
Helen Davis  
Sheila Drayton  
Stephen Hutchins  
Jeff Lucas  
Stuart Mackay

Arun Midha  
Penny Renwick  
Robert Smith  
Hilary Tompsett  
Joy Tweed  
Diane Waller  
Joanna Watson  
Stephen Wordsworth

**In attendance:**

Nicola Baker, Education Officer  
Liz Craig, PA to Director of Education  
Jonathan Dillon, Hearings Manager  
Brendon Edmonds, Acting Director of Education  
Selma Elgaziari, Policy Officer  
Claire Gascoigne, Secretary to the Committee  
Hayley Graham, Partner Manager  
Jamie Hunt, Education Manager  
Hollie Latham, Education Officer  
Matthew Nelson, Education Officer  
Benjamin Potter, Education Manager  
Tracey Samuel-Smith, Education Manager  
Angela Scarlett Newcomen, Communications Officer (Media and PR)  
Gregor Sutherland, Communications Officer (Stakeholder)  
Jane Tuxford (PA to Director of Communications and Director of Policy and Standards)

## Part 1 – Public Agenda

### **Item 1 - Chair's welcome and introduction**

- 1.1 The Chair welcomed guest Clive Travis, a former GSCC lay visitor.

### **Item 2 - Apologies for absence**

- 2.1 Apologies for absence were received from John Donaghy, Jois Stansfield and Jeff Seneviratne.

### **Item 3 - Approval of agenda**

- 3.1 The Committee approved the agenda, subject to paper ETC 49/13, 'Practitioner psychologists: Review of approval process 2009-12', being discussed following the Director of Education's report (ETC 37/13). It was also agreed that the presentation and paper ETC 38/13 relating to service user involvement on approval visit panels would be heard before the Director of Education's report.

### **Item 4 - Declaration of members' interests**

- 4.1 Members had no interests to declare in connection with the items on the agenda.

### **Item 5 - Minutes of the meeting of 6 June 2013 (ETC 35/13)**

- 5.1 The minutes were accepted as a correct record to be signed by the Chair subject to the addition of an action on item 8, in that the Executive would undertake work to look at how service users are compensated for focus group involvement.

### **Item 6 - Matters arising from previous meetings (ETC 36/13)**

- 6.1 The Committee noted the list of actions agreed at previous meetings.

### **Item 7 - Presentation from Clive Travis, former GSCC lay visitor**

- 7.1 The Committee received a presentation from Clive Travis on his experiences as a former GSCC lay visitor and the value added by the inclusion of service users on visit panels.
- 7.2 The presentation covered the following areas;
- The importance of service user involvement
  - The benefits to service users
  - The perspective service users bring to the panel.
  - The practicalities of the processes involved

- The positive aspects of the GSCC's approach and possible improvements
- The avoidance of tokenism

7.3 The Committee discussed the GSCC's support framework for service user visitors. It was noted that a mentoring and shadowing arrangement was in place to smooth the induction period of new visitors. It was also noted that service user visitors felt they were regarded as 'experts by experience' and were treated as a full and valued member of the visit panels.

7.4 The Committee thanked Clive for sharing his valuable perspective and experience.

### **Item 8 - The use of lay visitors on approval visit panels (ETC 38/13)**

8.1 The Committee received a paper for discussion/approval from the Executive. The paper sets out the current position and proposals for further work regarding the use of lay visitors in the approval and monitoring of education and training programmes.

8.2 At the Education and Training Committee's meeting on 6 June 2013, the Committee agreed that lay visitors should be included on approval visit panels from 2014-15 onwards. the proposed new lay visitor role brief will be used for recruitment activities to appoint suitable candidates in autumn 2013

8.3 The committee noted that it is proposed that three new essential criteria are included in the brief to ensure the lay perspective is captured, these are:-

- previous experience of using or engaging with the services of health and care professions regulated by the HCPC;
- has not previously held registration(s) with HCPC or predecessor bodies; and
- does not hold a qualification that would provide eligibility to apply for HCPC registration.

8.4 The committee noted that should these essential criteria be agreed, a subsequent amendment to the existing visitor role brief would be required. This amendment would be that all registrant visitors 'Must hold current registration with HCPC or another relevant professional statutory body'.

8.5 Whilst discussing the proposed role brief, the following amendments were agreed by the Committee:-

- the second bullet point of essential criteria should be extended beyond HCPC registration to registration with any health regulator. In addition 'has not previously held registration' should be replaced with 'does not currently hold registration' so as not to inappropriately exclude former

registrants. As a result of this change bullet point three will be removed and;

- with regards to the desirable criteria it was agreed that the first bullet point should state 'contribution to' rather than 'attendance' at large meetings. The third bullet point should be amended so that 'experience' is replaced with 'understanding' and 'relevant' is replaced with 'broad'.

- 8.6 The Committee agreed that the Executive should make the required amendments to the existing visitor role brief to require registration with a healthcare regulator.
- 8.7 The Committee discussed the support needs of lay visitors, the possibility of a designated involvement officer within the department was noted, however it was noted that all visitors require support.
- 8.8 The Committee agreed the creation of a new lay visitor role brief and the revised visitor role brief, subject to the agreed amendments outlined in paragraphs 8.5 and 8.6.

#### **Item 9 - Director of Education's report (ETC 37/13)**

- 9.1 The Committee received a paper from the Director of Education detailing the work of the Education Department between June and September 2013, providing updates on ongoing projects, progress against the Department's workplan and statistics on the approval and monitoring processes.
- 9.2 The Committee noted the following points in the report:-
- since its last report to Committee, the Department has attended 3 visits covering 5 programmes;
  - the Department has scheduled 69 visits (covering 163 programmes) to date in 2013-14, including one multi-professional visit. The majority of these visits are to social worker programmes (76%) and AMHP programmes (9%);
  - the total number of major change notifications received in the 2012-13 academic year was 138, covering 232 programmes. This figure is broadly comparable with last year's figure;
  - the Department has received two new complaints since its last report to the Committee; and
  - a high proportion of education providers who currently deliver supplementary prescribing programmes have indicated their intent to seek HCPC approval to deliver independent prescribing programmes. Assessment days are scheduled in November to review such programmes via documentary submission in the first instance.

- 9.3 The Committee noted that the two complaints received in the reporting period related to programmes. These complaints are currently undergoing screening to ensure there are no associated fitness to practise concerns. The Education Department will then investigate.
- 9.4 The Committee discussed how it responds to changing models in education. The 'Step up to Social Work' programme was cited as an example of new approaches to training. The Committee noted that all education programmes, regardless of form, are required to meet the HCPC's standards. In addition all programme approvals are agreed by the Education and Training Panels.
- 9.5 The Committee noted the report.

#### **Item 10 - Practitioner psychologists: Review of approval process 2009-12**

- 10.1 The Committee received a paper for discussion from the Executive. The report provides details of the work that was undertaken to review the data transfer from the British Psychological Society (BPS) to the HCPC regarding the pre-registration practitioner psychologist education and training programmes delivered by UK education providers. It also details the outcomes of the review of the approval visits to these programmes subsequent to the opening of the Register for practitioner psychologists on 1 July 2009.
- 10.2 During discussion the following points were noted:-
- the work required to convert the data provided by the BPS into the standardised format used by the Education Department was significant. The number of amendments required was underestimated;
  - in total there have been 75 amendments made to the list of historically approved programmes now held by the HCPC;
  - currently there are 91 approved practitioner psychologist pre-registration education and training programmes; and
  - the number of conditions set against each of the practitioner psychologist programmes has varied but averages at 8. This is in line with other professions.
- 10.3 The Committee noted that from the data collected and reviewed, it is clear that there are no emerging trends which are specific to practitioner psychologist programmes when compared to programmes from other professions regulated by HCPC.
- 10.4 The Committee noted the report.

## **Item 11 - Outcomes of the consultation on guidance on professional indemnity (ETC 39/13)**

- 11.1 The Committee received a paper for discussion/approval from the Executive setting out proposals for the use of service user and carer visitors as part of visit panels.
- 11.2 A consultation was held between 10 June 2013 to 2 August 2013 on guidance for registrants, as part of the introduction of a statutory requirement to have in professional indemnity insurance as a condition of registration.
- 11.3 The Committee noted that a number of changes have been made to the guidance document, these include amendments to ensure consistency with the relevant legislation; to better signpost content in the guidance for different groups of registrants and applicants; and to improve readability overall.
- 11.4 The Committee discussed the FAQs which will be published on the website alongside the guidance. It was agreed that this would be the appropriate place to provide social workers with an awareness of the benefits of professional indemnity cover and the potential limitations of any employer provided insurance. It was also agreed that an FAQ would cover professional indemnity insurance and misconduct.

**ACTION – Director of Policy and Standards** to incorporate the additions to the FAQs as outlined in 11.4.

- 11.5 The Committee agreed to recommend to Council the text of the consultation responses document for publication on the HCPC website and the text of the draft guidance.

## **Item 12 - Consultation on Rules for professional indemnity (ETC 40/13)**

- 12.1 The Committee received a paper for discussion/approval from the Executive.
- 12.2 The Committee noted that it had been expected that all the measures necessary for the HCPC to implement the requirement would be included in the Indemnity Order. However, the Department of Health has recently advised the HCPC that these will instead need to be made by exercising Rule making powers conferred by that Order.
- 12.3 During discussion the following points were noted:-
- the draft consultation document sets out the HCPC's proposals and appends the draft Rules amendment Order. The draft Rules include provisions related to proposed increases to the HCPC's registration fees which are the subject of a separate consultation;
  - the consultation will run for five weeks. This tight timescale is necessary to ensure that the Committee and the Council can agree the

consultation outcomes and finalised Rules at their meetings in November and December 2013; and

- the Rules would subsequently need to be laid at the Privy Council and then before Parliament before coming into effect from the 1 April 2014.

12.4 The Committee agreed to recommend the text of the draft consultation document to the council for approval, subject to minor editing amendments.

**Item 13 - Professional Standards Authority for Health and Social Care report 'Lapses in professional registration - impact, issues and ideas for improvement' ETC 41/13)**

13.1 The Committee received a paper for discussion/approval from the Executive. The paper identifies areas of good practice from the PSA's report and areas where the HCPC could develop its approach further.

13.2 The Committee noted that the HCPC submitted detailed responses to a series of questions posed by the PSA at the beginning of 2013 around registration renewal and registration removals.

13.3 The PSA has identified that regulators could do more to reduce the number of registrants inadvertently removed from their Registers. As a result the HCPC will look at increasing the use of email as a communication tool during the renewal process, along with continuing engagement with employers around renewals.

13.4 The Committee noted the report.

**Item 14 - Consultation on profession-specific standards of proficiency for paramedics (ETC 42/13)**

14.1 The Committee received a paper for discussion/approval from the Executive. The paper formed a consultation paper and draft standards of proficiency for paramedics.

14.2 The Committee noted that following a review by the professional body, the HCPC is now ready to consult publicly on the draft standards for paramedics.

14.3 The Committee agreed to recommend the paper to Council for approval subject to minor editing changes and legal scrutiny.

**Item 15 - Results of consultation on standards of proficiency for speech and language therapists (ETC 43/13)**

15.1 The Committee received a paper for discussion/approval from the Executive. The paper presented the results of the consultation on the standards of

proficiency for speech and language therapists.

- 15.2 Following a review of the standards by the Royal College of Speech and Language Therapists, the HCPC publicly consulted on the draft standards for speech and language therapists between 5 April and 28 June 2013. The Committee noted that decisions on the revision of the standards were also informed by the speech and language therapist member of the Education and Training Committee.
- 15.3 83 responses to the consultation were received. 68 responses (82%) were made by individual professionals registered with the HCPC, 15 (18%) were made on behalf of organisations.
- 15.4 The Committee noted that several of the responses received referenced other frameworks, which outline legislative requirements and good practice related to speech and language therapy.
- 15.5 The Committee agreed to recommend the paper to Council for approval (subject to minor editing amendments and formal legal scrutiny).

#### **Item 16 - Health and Character Policy (ETC 44/13)**

- 16.1 The Committee received a paper for discussion/approval from the Executive setting out the proposed Health and Character Policy.
- 16.2 The Committee noted that at its meeting on 4 July 2013 the Council was presented with a paper which outlined changes that the HCPC needed to make to guidance and policy documents following amendments made by the Government to the Rehabilitation of Offenders Act 1974.
- 16.3 The Committee noted the proposed amendment consisted of the addition of a footnote on page four of the policy as follows 'Other than a conviction<sup>or</sup> caution which is 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975'.
- 16.4 The Committee approved the Health and Character Policy.

#### **Item 17 - Changes to the Guidance on Health and Character (ETC 45/13)**

- 17.1 The Committee received a paper for discussion/approval from the Executive. The paper formed a consultation document and draft guidance on 'Professional indemnity cover and your registration'.
- 17.2 The Committee noted that due to the change to the Health and Character Policy some consequential amendments to the HCPC guidance on health and character are required.
- 17.3 The Committee noted legal advice indicated that the requirement to hold a



public consultation does not apply to the proposed changes as these result from a change of Law.

17.4 It was noted that the revised guidance would be circulated to education providers and would be featured as an item in an upcoming Education Update.

17.5 The Committee agreed to recommend the paper to Council for approval.

The Committee noted the following items:

**Item 18 - Education System Build Major Project progress update (ETC 46/13)**

**Item 19 - Fees review consultation (ETC 47/13)**

**Item 20 - Update on standards for podiatric surgery (ETC 48/13)**

**Item 21 - Any other business**

21.1 there was no further business.

**Item 22 - Date and time of next meeting:**

10.30 am, 14 November 2013

## **Resolution**

The Committee agreed to adopt the following resolution:

'The Committee hereby resolves that the remainder of the meeting shall be held in private, because the matters being discussed relate to one or more of the following;

- (a) information relating to a registrant, former registrant or applicant for registration;
- (b) information relating to an employee or officer holder, former employee or applicant for any post or office;
- (c) the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
- (d) negotiations or consultation concerning labour relations between the Council and its employees;
- (e) any issue relating to legal proceedings which are being contemplated or instituted by or against the Committee or the Council;
- (f) action being taken to prevent or detect crime or to prosecute offenders;
- (g) the source of information given to the Committee in confidence; or
- (h) any other matter which, in the opinion of the Chair, is confidential or the public disclosure of which would prejudice the effective discharge of the Committee's or Council's functions.'

Item	Reason for Exclusion
23	g, h
24	g, h

**Summary of those matters considered whilst the public were excluded**

**Item 23 - Private minutes of the meeting of 6 June 2013 (ETC 50/13)**

The minutes were accepted as a correct record and signed by the Chair

**Item 24 - Withdrawal of approval (ETC51/13)**

The Committee discussed the withdrawal of approval relating to an education provider.

**Chair .....Eileen Thornton.....**

**Date ...14/11/2013.....**