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**MINUTES** of the special meeting of the Registration Committee of the Health Professions Council held on Wednesday 24 September 2003 at Park House, 184 Kennington Park Road, London SE11 4BU

**PRESENT :**

Prof R. Klem (Chairman)  
Mr P. Frowen  
Miss P. Sabine  
Miss E. Thornton  
Dr A. Van der Gaag  
Mr G. Sutehall (ex-officio)  
Prof D. Waller (ex-officio)

**IN ATTENDANCE :**

Miss L. Pilgrim, Secretary to the Committee  
Mr M. Seale, Chief Executive & Registrar  
Dr P. Burley, Director of Education & Policy  
Miss C. Harkin, Manager, U.K Registration  
Miss S. Dawson, Manager, International Registration & Grandparenting  
Mr R. Dunn, Director of Information  
Mr G. Ross-Sampson  
Miss R. Bacon  
Mr J. Bracken, Bircham Dyson Bell

**ITEM 1      APOLOGIES FOR ABSENCE**

Apologies were received from :- Prof. N. Brook, Miss M. Crawford, Mr R. Jones, and Mr C. Lea.

**ITEM 2      APPROVAL OF THE AGENDA**

The Committee approved the Agenda.

### ITEM 3      RETURN TO PRACTICE

The Council's legal adviser reiterated his earlier advice, namely, that returners to practice could not be subject to individual assessment. Rather they would have to be treated as a class. However, the Committee could make different provision for different classes of returner. This would have to be on an objective basis so that a returner to practice could identify from any Standards set, what was required of them, taking account of any educational and/or training course they may have undertaken during the time they had been out of practice.

The Committee reconsidered the previous time periods it had set for those returning to practice.

It **AGREED** that there would be three relevant time periods for those returning to practice, namely (a) applicants who had not practised for up to two years; (b) applicants who had been out of practice for between two to five years, and (c) applicants who had been out of practice for five or more years; this category would also include those whose qualification was more than 5 years old and who had never practised.

The Committee **AGREED** that the requirements for each category would be :

- |     |   |   |
|-----|---|---|
| (a) | applicants who had not practised for up to two years  | No requirements.  |
| (b) | applicants who had been out of practice for between two to five years   | A minimum of 30 days' supervised practice and additional study to bring skills and knowledge up to current standards. |
| (c) | applicants who had been out of practice for five years or more; or whose qualification was more than five years old | A minimum of 60 days' supervised practice and additional study to bring skills and knowledge up to current standards. |

The Committee noted that although those whose qualification was over five years old and who had never practised would need to fulfil the same requirements as those who had been out of practice for five years or more, the former would never have been on the Register and would have to meet the requirements before they were allowed on to the Register.

The Committee discussed cases where an applicant had been out of practice for only a short period beyond five years, such as 5½ years, and cases where an applicant had been out of practice for a long period beyond five years, such as 10 years. In the latter case the period of supervised practice might have to be longer than 60 days.

The Committee did not formally approve return to practice provision but **AGREED** that " study " would include (a) return to practice programmes run by educational institutions, health trusts, or other bodies; (b) distance learning or e-learning; (c) modules or elements currently included in approved pre-registration programmes being run by educational institutions.

The Committee emphasised that those seeking to return to practice would already have been on the Register, having passed an approved course or else having done what was necessary to be on the Register.

The Committee also **AGREED** the following points :

- (a) In addition to meeting the Standards of Proficiency, those seeking to return to practice would have to adhere to the Standards of Conduct, Performance and Ethics. This was the professional's responsibility and was based on self-regulation.
- (b) The HPC Executive would draft guidance which would specify the criteria as to who could supervise these applicants and what was required of the supervisor. A form would be devised for the supervisor to sign off when the applicant had completed their supervised practice.
- (c) The HPC Executive would add a Section to the present Guidance Notes which would detail the requirements and information.
- (d) The Guidance Notes and information about supervisors would be referred to the next Registration Committee meeting on 5 November 2003 and recommendations made to the Education & Training Committee. Council would be asked to approve the process at its next meeting in December and thereafter it would come into operation.
- (e) The process would be reviewed at intervals.
- (f) The IT department would need to consider how the LISA system would take account of this issue.

It was **AGREED** that the Communications department would organise a press release.

#### **ITEM 4      DATE AND TIME OF NEXT MEETING**

The next meeting would be held on 5<sup>th</sup> November 2003 at 10 a.m.

**CHAIRMAN**