

**Agenda Item 12 (i)**

**Enclosure 10**

**Health and Care Professions Council  
20 March 2019**

**Minutes of the Education and Training  
Committee meeting of 7 March 2019**

**To note**

**From Stephen Wordsworth, Chair of the  
Education and Training Committee**

## Education and Training Committee

**Minutes of the 85<sup>th</sup> meeting of the Education and Training Committee held as follows:**

**Date:** Thursday 7 March 2019

**Time:** 1.30pm

**Venue:** Room D & G, Health and Care Professions Council, Park House,  
184 Kennington Park Road, London SE11 4BU

**Members:** Maureen Drake  
Luke Jenkinson  
Sonya Lam  
Stephen Wordsworth (Chair)

**In attendance:**

Claire Amor, Secretary to the Committee  
Natalie Berrie, Registrations Manager until item 9)  
Brendon Edmonds, Head of Education (items 7-10)  
Jamie Hunt, Education Manager (from item 6)  
Richard Houghton, Head of Registrations (until item 9)  
Sarah Ritchie, Policy Officer (items 9-10)  
Tracey Samuel-Smith, Education Manager (items 6-10)  
Katherine Timms, Head of Policy and Standards  
Tamara Wasylec, Education Manager (items 6-10)

## Public Agenda

### **Item 1 - Chairs welcome and introduction**

1.1 The Chair welcomed the Committee and Executive to the meeting.

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

2.1 Apologies were received from Penny Joyce.

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

3.1 The Committee approved the agenda.

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

4.1 Members had no interests to declare.

### **Item 5 - Minutes of the meeting of 22 November 2018 (ETC 01/19)**

5.1 The Committee approved the minutes of the 84<sup>th</sup> meeting of the Education and Training Committee.

### **Item 6 - Standards of proficiency review (ETC 05/19)**

6.1 The Committee received a paper from the Head of Policy and Standards.

6.2 The Committee noted the following points:-

- the SOPs are reviewed cyclically and were last re-published five years ago between 2013 and 2017. Therefore the SOPs are now due to be reviewed again;
- the Executive propose a lighter touch review, given the level of detail and change involved in the last review, professional bodies have not indicated any significant changes needed to the SOPs;
- it is proposed that Professional Liaison Groups are not used in the review. Feedback on the standards will be sought through stakeholder engagement; and
- the professions will be considered in groups of four, with all professions being reviewed in the same time period, with stages staggered. the review will take just over a year between 2019-2020.

6.3 The Committee discussed the proposal to remove PLGs from the review process. It was noted that the inclusion of PLGs would be disproportionate in terms of resource requirements, given the expected limited nature of changes required to the SOPs. However, if during stakeholder engagement, significant

changes are proposed, PLGs can be reintroduced to the process. this would extend the timescale for review.

- 6.4 The Committee noted that a tension can exist between the threshold level based SOPs and the expectations of employers. It was agreed that employer groups would be a key stakeholder group to involve in the review.
- 6.5 The Committee were content with the approach of removing PLGs however the Committee requested that updates be provided throughout the review for assurance on stakeholder engagement. The Executive agreed to this, noting touchpoints with the professional bodies are included in the plan. It is intended these are face to face meetings to encourage dialogue.
- 6.6 The Committee noted that professions could benefit from reviewing all standards together, as it will enable greater opportunity to identify commonalities in the standards.
- 6.7 The Committee agreed to receive an update on the review at its meeting in June 2019.

#### **Item 7 - Review of approval process (ETC 02/19)**

- 7.1 The Committee received a paper from the Education Manager.
- 7.2 The Committee noted the following points:-
  - the Executive has developed proposals for updating the approval process. If agreed by the Committee, the revised process will be implemented for the 2019-20 academic year;
  - the proposals are intended to provide achievable updates and improvements to the approval process in its current form; and
  - the Education quality assurance model is being developed more fundamentally as a separate piece of work, as agreed previously by the Committee.
- 7.3 The Committee welcomed the proposed new profession / provider (NPP) pathway. It was noted that this process aims to prevent 'riskier' programmes having significant outstanding issues in the post-visit process.
- 7.4 The Committee noted that the Executive does not intend to explicitly advertise this pathway to providers, as it will be more manageable if suitable programmes are identified by the Executive using their experience of which programmes require additional support. The Committee discussed how the HCPC can evidence it has listened and acted on provider feedback if the new process is not explicitly discussed.

- 7.5 The Executive noted that the proposed additional formal touch points with providers through the process will be applicable to all programmes and evidence that the HCPC has been responsive to feedback.
- 7.6 The Committee discussed the proposed requirement for visitors to provide feedback on the education provider's submission prior to a visit. The Committee asked if this would be considered additional work for visitors and have an associated resource impact. The Executive explained that visits are expected to remain within current time allocation and that this requirement is not seen as additional work beyond the time that is remunerated. If visits become longer, the Executive will return to the Committee on this point.
- 7.7 The Committee discussed proposals around addressing provider's perception of inconsistency in the approach of some visitors. It was noted that the Executive proposes creating a range of materials to be used by all visitors through specific stages of the process in order to guide visitors in the application of the standards. Work will also take place with Education Officers, to enable them to better support visitors to make consistent judgements.
- 7.8 The Committee discussed how the success of the proposals would be measured. It was suggested tracking the number of conditions through the new pathway could provide information on its effectiveness. It was agreed that the Executive would consider measures of success to report against.
- 7.9 The Committee welcomed and agreed the Executive's proposals to update the approval process, noting that the proposals were responsive to provider feedback and demonstrated flexibility within the Education quality assurance framework.

#### **Item 8 - Reviewing our approach to quality assuring Higher and Degree Apprenticeships (ETC 03/19)**

- 8.1 The Committee received a paper from the Education Manager.
- 8.2 The Committee discussed the relationship between the education provider and employer in managing a learner's progress and providing effective learning support. It was noted that questions of clarity can arise on which organisations policies apply with regards to areas such as disciplinary and fitness to practise.
- 8.3 The Executive noted that the HCPC expects providers to be clear about how their partnership arrangements work, in operational and strategic areas.
- 8.4 The Committee discussed how apprenticeship provision could impact on practice placements for more traditional programmes. It was noted that the standards require a regional view of placement sustainability
- 8.5 The Committee noted while more issues have been noted through assessments of apprenticeship programmes, but not so many to suggest there were any fundamental issues with meeting the HCPC's regulatory

requirements. The Committee agreed to receive an update on this area in 2020.

**Item 9- Continuing professional development audit report 2015-2017 (ETC 04/19)**

- 9.1 The Committee received a paper from the Registration Manager. The Committee noted that this was the fifth annual CPD audit report.
- 9.2 The Committee noted the following points:-
- 16 professions audited between 2015 and 2017;
  - CPD assessors have contributed to the report, providing feedback and suggestions for those selected for audit in the future;
  - there has been an increase in the number of registrants whose profiles were accepted as submitted, without the need for them to submit further information; and
  - the report will be available on the website. It will be distributed to professional bodies and other key stakeholders.
- 9.3 The Committee discussed dissemination of the report. It was noted that profession specific results will be highlighted when communicating to professional bodies. A microsite will be developed to enable interaction with the report. The Executive will look at how to share information on findings earlier in the process.
- 9.4 The Committee considered that providing information to the professional bodies on the deferral reasons for their profession would be useful to them, in order to enable them to support their members if trends arise.
- 9.5 The Committee welcomed the finding that less CPD profiles are returned for additional information, agreeing that the CPD guidance and informational videos are very helpful. It was noted that feedback on the soft launch of the CPD portal has been positive, and it is hoped this will further improve on return rates when introduced.
- 9.6 The Committee agreed that the findings of the audit report contain messages to feed into the prevention agenda work being developed by the Executive.
- 9.7 The Committee agreed to recommend the publishing of the report to Council for approval.

**Item 10 - Standards for prescribing consultation (ETC 06/19)**

- 10.1 The Committee received a paper from the Policy Officer.

- 10.2 The Committee noted that a consultation was held between 1 October 2018 and 4 January 2019 on proposed changes to the Standards for prescribing. The results of this consultation and the proposed HCPC response will be presented to Council for approval in March 2019.
- 10.3 The Committee noted that there was considerable support for the proposals in the consultation document. Some respondents felt further guidance was required to clarify the skills, knowledge and experience required to act as a practice educator. It was noted that there might be scope to contribute to guidance proposed by the Royal Pharmaceutical Society, though these proposals are in early stages. The Committee requested that paragraphs 4.5 and 4.8 be expanded to reflect plans to provide guidance.
- 10.4 The Committee agreed to recommend the text of the consultation document to Council for approval, subject to the amendment outlined in paragraph 10.3.

#### **Item 11 - Returners to practise literature review (ETC 06/19)**

- 11.1 The Committee received a paper from the Head of Policy and Standards.
- 11.2 The Committee noted the following points:-
- in January 2018, the HCPC and the Scottish Government jointly commissioned the Nursing, Midwifery and Allied Health Professions Research Unit (NMAPHRU) to conduct a literature review into health and social care professionals returning to practice;
  - it was intended that the outcomes of the research might inform the HCPC's work in reviewing its returning to practice requirements;
  - in general, studies reported largely qualitative results, often in a narrative format, and the majority of evidence extracted related to factors that were implicitly, rather than explicitly, linked to successful return to work; and
  - studies focused on the risks to successful return to work for returnee, and therefore found very little evidence relating to competency to practice or potential risk to patient safety or health and social care professional safety after return to work.
- 11.3 The Committee noted that a joint event with Scottish government will be held to disseminate the report's findings. Discussions with stakeholders are underway to develop the agenda for this event.
- 11.4 The Committee suggested that the Executive discuss the findings of Health Education England (HEE), who undertook work in this area. The Committee felt that useful data could be shared, or that HEE could be invited to present on their findings at the event.

11.4 The Committee discussed the HCPC's future approach to literature reviews. It was noted that this could be an expensive exercise and the Executive would prefer to develop this capability internally. The Committee suggested undertaking a high level review of available literature before commissioning a full review.

**Item 12 – Any other business**

12.1 There was no further business.

**Item 13 – Date and time of next meeting**

13.1 10.30am – 5 June 2019 at Park House, SE11 4BU

**Item 14 – Resolution**

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

- (a) information relating to a registrant, former registrant or application for registration;
- (b) information relating to an employee or office 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 Council;
- (f) action being taken to prevent or detect crime to prosecute offenders;
- (g) the source of information given to the Council 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 Council's functions.'

Item	Reason for Exclusion
15	f, h

**Chair** .....

**Date** .....