

**Item 7. LEEDS METROPOLITAN UNIVERSITY**

- 7.1 The meeting received revised documentation relating to the undergraduate and postgraduate courses at Leeds Metropolitan University.
- 7.2 The meeting was advised that the documentation was not complete. A number of issues remained to be resolved. It was considered that the use of options was of concern in that it was unclear whether all core content would be covered. The descriptions of the options were too brief to give the necessary assurance.
- 7.3 There was concern that both the revised undergraduate and postgraduate courses had started without approval. It was agreed that a letter should be sent to the University to clarify the position. The course documentation had to meet the established guidelines with appropriate cross-references to demonstrate where the guidelines or the subject benchmarks were met.
- 7.4 There were concerns about the qualifications of students recruited on to the postgraduate course. The documentation did not indicate whether the University offered foundation courses to ensure that recruits with non-standard first degrees would be brought up to the necessary level to succeed.
- 7.5 It was agreed that further information was required. Whatever further detail was needed the Working Group was asked to let the Chairman know by the end of October. It was considered essential that the Working Group was satisfied that students had covered what was necessary before going out on placement. It was thought that the learning outcomes could not be tracked.
- 7.6 It was agreed that the full documentation was required by mid-November at the latest and that the new intakes of students must be informed by the Christmas break of their course's status.

*(Miss Thomas left the room for the next item)*

**Item 8. KING'S COLLEGE LONDON**

- 8.1 The Working Group discussed the revised undergraduate course document received at the May 2002 meeting.
- 8.2 It was agreed that the College's assessment regulations were needed. It was essential to include that 40% was required in all units, especially before going to B and C Placements. The standard compensation rule can be applied to each module. It was agreed that with a complement of 3.5 SRDs, the College could recruit up to 42 students across both undergraduate and postgraduate courses.
- 8.3 It was agreed that the postgraduate course would be discussed at the next meeting.

8.4 It was

**RESOLVED:2**

that

- a. under the terms of Section 4(1)(a) and (b) of the Professions Supplementary to Medicine Act 1960, the course of training to be offered by and the qualification awarded by King's College London be approved as meeting the standards and requirements for State Registration, and
- b. under the terms of Section 4(2) of the Professions Supplementary to Medicine Act 1960, the Working Group recommends that the Health Professions Council send its recommendation to the Privy Council that it be requested to determine approval of the application by King's College London to offer the registrable course and qualification as set out below:-

<b>In</b>	Dietetics
<b>Type of Course</b>	Full-time in higher education
<b>Institution of Training /Education</b>	King's College London
<b>Qualification</b>	BSc (Hons) Dietetics
<b>Awarded by</b>	King's College London
<b>Length of Course</b>	Four years
<b>With effect from</b>	September 2002
<b>Participants in Approval Process</b>	Dietitians Pre-Registration Education & Training Working Group King's College London The British Dietetic Association (the professional body) does not participate in approval of undergraduate courses)

8.5 The Working Group also

**RESOLVED:3**

that, in accordance with the former Dietitians Board's policy concerning quality assurance, approval of the new course at the King's College London be affirmed for a period of five years, subject to notification of any changes in the dietetic staffing complement which may affect the concurrent approval that up to forty-two (42) students may be recruited altogether for both the undergraduate and postgraduate courses.

**Item 9. PLACEMENTS**

**9.1 Gap**

9.1.1 The meeting confirmed the principle that all approved courses must demonstrate that students have a minimum of four weeks back at their home institution between Placements B and C.

9.1.2 Miss MacKellar reported that she had written to all approved institutions about the procedure to be followed in cases of a student's withdrawal from training. This must involve the BDA Placement Officer. A composite document detailing all procedures regarding withdrawal and failure would be developed for the forthcoming Student Training Forum by miss MacKellar and the BDA Placement Officer.

9.1.3 The meeting was informed that the HPC had received a formal complaint about the handling of a student wanting to change placement. This had not been a matter for the HPC directly but the Chairman would respond.

**9.2 Procedure to replace the trainer of a Placement A**

9.2.1 The meeting discussed what the procedure should be when the need arose to replace an A Placement trainer.

9.2.2 It was agreed that the person who approved the Placement should be informed as well as the Placement Officer. It was acknowledged that an A Placement approval was more a matter of approving the facilities and staff rather than the trainer but if there was a problem then this needed to be brought to someone's attention. The university/ies using the placement would be able to check on the learning outcomes when the student returned.

9.2.3 It was agreed that there ought to be a review to check on quality, possibly a quinquennial visit but the issue would be an item for future discussion.

**9.3 Re-sits**

9.3.1 The meeting discussed re-sit examinations prior to A Placement and 31-week re-sits.

- 9.3.2 It was agreed that it was important to check that students had met the necessary learning outcomes before going out on placement.
- 9.3.3 It was clear from current regulations that a student on a 31-weeks placement who achieved less than 40% had to repeat the entire 31 weeks. There would need to be suitable evidence if there were to be any less a period. Any appeal would have to be supported by the student's tutor with evidence. It was agreed that any appeal should be sent via the PRETWG's Secretary to Miss MacKellar or Miss Pearson who would arrange for a panel to assist them.
- 9.3.4 It was reported that students were finding the new A B C Placement scheme expensive though for students in England this was mitigated for most through the bursary scheme.

**Item 10. VISITS TO TRAINING PLACEMENTS SINCE THE LAST MEETING**

**10.1 Morecambe Bay Hospitals NHS Trust**

- 10.1.1 The meeting received the report of the visit by Mrs Smart and Miss MacKellar on 31 May 2002.
- 10.1.2 It was agreed that the report needed to clarify that it was for a B Placement that approval was sought. The visitors would recommend C Placement as well once the necessary paperwork was received and found satisfactory.
- 10.1.3 The visitors had experienced some difficulties before and during the visit with the proposed trainer's perception of the documentation required. The Trust could not be approved until complete documentation for Placement B had been received. A subsequent letter from the Chief Dietitian indicated that this was not likely to be forthcoming in the near future. It was agreed that should approval not be given because no revised version of the documentation had been received by May 2003, then a further visit would be necessary.

**10.2 Bracknell Forest Primary Care Trust**

- 10.2.1 The meeting received the report of the visit by Miss Pearson and Miss Sanderson on 18 June 2002.

- 10.2.2 It was

**RESOLVED:3**

that, subject to the stipulated requirements being met

- a. to approve the report

- b. that approval of the Bracknell Forest Primary Care Trust be granted under the terms of Section 4 of the Professions Supplementary to Medicine Act 1960 for the provision of practical training and courses and qualifications for up to six student dietitians in three intakes of two per year in C Placements in addition to A Placements;
- c. that Ms Balvinder Bhumber be the named trainer, and
- d. that the next visit be in two years.

### 10.3 Chorley & South Ribble Primary Care Trust

10.3.1 The meeting received the report of the visit by Mrs Smith and Mrs Douglas on 19 June 2002.

10.3.2 It was

#### **RESOLVED:4**

that, subject to the stipulated requirements being met

- a. to approve the report
- b. that approval of the Chorley & South Ribble Primary Care Trust be granted under the terms of Section 4 of the Professions Supplementary to Medicine Act 1960 for the provision of practical training and courses and qualifications for up to eight 12-week placements;
- c. that Ms Ailsa Brotherton be the named trainer, and
- d. that the next visit be in two years.

### 10.4 The Pennine Acute Hospitals NHS Trust (North Manchester General Hospital)

10.4.1 The meeting received the report of the visit by Dr Jones and Mrs Howard on 26 June 2002.

10.4.2 It was agreed that the tone of the report could be seen as demotivating and therefore inappropriate. It was considered that if the training centre was as bad as suggested it would not be possible to confirm approval. There was a suggestion that the Chief Dietitian had not required a rewording because it was hoped that the report might oblige the Trust to address a number of issues. It was agreed not to accept the report as it stood but the Chairman would ask the visitors to clarify their intentions and, if necessary, rewrite the report accordingly.

### 10.5 Ayrshire & Arran

10.5.1 The meeting received the report of the visit by Mrs Smart and Ms Milton on 17 July 2002.

10.5.2 It was agreed that the report should have included the WTE of the dietetic staff and to confirm that the approval was for three C Placements. Subject to clearance of the revised report by the Chairman, it was

**RESOLVED:5**

- a. to approve the report
- b. that approval of the Ayrshire & Arran Primary Care Trust be granted under the terms of Section 4 of the Professions Supplementary to Medicine Act 1960 for the provision of practical training and courses and qualifications for up to three C Placements;
- c. that Miss Louise Benson be the named trainer, and
- d. that the next visit be in two years.

10.6 Dr Gray's Hospital, Elgin - Grampian Primary Care Trust

10.6.1 The meeting received the report of the visit by Miss MacKellar and Mrs Smart on 2 August 2002.

10.6.2 It was

**RESOLVED:6**

- a. to approve the report
- b. that approval of the Grampian Primary Care Trust (Dr Gray's Hospital Elgin and the Moray LHCC) be granted under the terms of Section 4 of the Professions Supplementary to Medicine Act 1960 for the provision of practical training and courses and qualifications for up to 4 A Placements and up to 4 twelve-weeks placements in any one year;
- c. that Ms Judith Catherwood be the named trainer, and
- d. that the next visit be in two years.

10.7 Countess of Chester Hospital

10.7.1 The meeting received the report of the visit by Mrs Firmin and Mrs Donelan on 15 August 2002.

10.7.2 The visitors considered that training could not be approved for the time being. It was agreed that the report required revision with the excision of paragraph 3.1 and to sort out which of the senior dietitians would be the named trainer as a point of contact. It was thought that the recommendations needed clarification.

**10.8 Mid-Essex Hospitals NHS Trust (Broomfield Hospital)**

10.8.1 The meeting received an oral report of the visit by Miss Sanderson and Dr Lawson on 21 August 2002.

10.8.2 The visitors had found everything in order with only minor changes required to the programme. These changes had been made and the necessary documentation received by the visitors. The report would follow.

10.8.3 It was

**RESOLVED:7**

- a. to approve the report
- b. that approval of the Mid-Essex Hospitals NHS Trust be granted under the terms of Section 4 of the Professions Supplementary to Medicine Act 1960 for the provision of practical training and courses and qualifications for up to placements in any one year;
- c. that Ms Judith Molyneux be the named trainer, and
- d. that the next visit be in two years.

**10.9 Liverpool South Primary Care Trust (Royal Liverpool University Hospital & Broad Green Hospital)**

10.9.1 The meeting received a report of the visit by Mrs Firmin and Mrs Smart on 12 September 2002, the draft of which had been e-mailed to the Chairman.

10.9.2 The Chairman informed the meeting that the visitors had instructed the Chief Dietitian not to take any further students and that approval had been withdrawn though training might restart in April 2003. It was confirmed that the visitors had no powers to make such decisions and that this rested with the Dietitians PRETWG. Evidence of poor student experience must be presented to support any such moves and this did not seem to be the case. The Chairman undertook to investigate the situation but could not take action. The final report would be presented to the next meeting.

**10.10 Milton Keynes General NHS Trust**

10.10.1 The meeting received the report of the visit by Miss Pearson on 16 September 2002.

10.10.2 Miss Pearson reported that she had found the set up impressive. The facilities were reasonable and further space was being bid for.

10.10.3 It was

**RESOLVED:8**

- a. to approve the report
- b. that approval of the Milton Keynes General NHS Trust be granted under the terms of Section 4 of the Professions Supplementary to Medicine Act 1960 for the provision of practical training and courses and qualifications for up to 6 C Placements (3 initially) in any one year plus A Placements;
- c. that Ms Elizabeth Oliver be the named trainer, and
- d. that the next visit be in two years.

**10.11 Mid-Cheshire Hospitals NHS Trust (Leighton Hospital)**

10.11.1 The meeting received an oral report of the visit by Mr Barham and Dr Judd on 2 October 2002.

10.11.2 It was reported that it had been a pleasurable visit. There was an experienced base trainer who had provided good documentation. The facilities were good. The students who had been on site had had a good experience.

10.11.3 It was

**RESOLVED:9**

- a. to approve the report when received
- b. that approval of the Mid-Cheshire Hospitals NHS Trust be granted under the terms of Section 4 of the Professions Supplementary to Medicine Act 1960 for the provision of practical training and courses and qualifications for up to 6 twelve week Placements in any one year plus A Placements which would replace in due course the current thirty-one weeks programme;
- c. that Ms Fiona Walton be the named trainer, and
- d. that the next visit be in five years.

**10.12 Burnley, Pendle & Rossendale NHS Primary Care Trust**

10.12.1 The meeting received an oral report of the visit by Mrs Smith and Mrs Auty on 11 June 2002.

10.12.2 It was reported that it had been a good visit. The Acting Head of Department had not been able to prepare all the necessary documentation beforehand but it had now been completed to the visitors' satisfaction. The trust management had been supportive and there was a good ambience. The visitors considered that the Trust would provide a positive experience for students and when the Department was fully staffed, more placements might be provided.



10.12.3 It was

**RESOLVED:10**

- a. to approve the report when received
- b. that approval of the Burnley, Pendle & Rossendale NHS Primary Care Trust be granted under the terms of Section 4 of the Professions Supplementary to Medicine Act 1960 for the provision of practical training and courses and qualifications for up to Placements in any one year;
- c. that Ms Wendy Swarbrick be the named trainer, and
- d. that the next visit be in two years.

**Item 11. VISITS TO TRAINING PLACEMENTS TO BE ARRANGED**

11.1 Visit outstanding from 2001/2002

St James and United Leeds Teaching Hospitals  
Royal Berkshire Hospital, Newbury

Mrs Howard and Dr Jones  
Miss Pearson and Dr

Lawson

11.2 Visits remaining to be done 2002/2003

Goodmayes  
North Durham Healthcare  
Queen Elizabeth (London)  
Barnsley  
Gwent  
Oxford\*  
Shrewsbury

Miss Scott and Miss Thomas  
Mrs Smith and Professor de Looy  
Miss Patton and Miss Sanderson  
Miss Scott and Miss Sanderson  
Mrs Howard and Miss Pearson  
Mrs Smith and Dr Jones  
Professor de Looy and Miss MacKellar

*\* item 13.1 below refers*

11.3 B & C Placements to be arranged

Dartford & Gravesham	B Placement
Guiseborough	B
Lewisham	C
Middlesbrough	C

11.4 Visits arranged to date

Royal Bournemouth	10 October 2002	Mrs Butson and Dr Lawson
Inverness	30 October 2002	Mrs Smart and Mrs Dobson
Guy's & St Thomas'	1 November 2002	Mrs Butson & Miss Patton

Queen's Medical Centre, Nottingham	5 November 2002	Miss Pearson and Dr Lawson
Nottingham City Derby	6 November 2002	Miss Pearson and Dr Lawson
Poole	8 November 2002	Mrs Smith and Dr Lawson
Norfolk & Norwich	12 November 2002	Mr Barham and Dr Lawson
Plymouth	18 November 2002	Mrs Smith and Miss MacKellar
Rotherham	21 January 2003	Mr Barham and Mrs Butson
Queen Mary's Sidcup	29 January 2003	Miss MacKellar and Mrs Auty
Bristol Royal Infirmary	13 February 2003	Mrs Douglas and Mrs Howard
	20 March 2003	Mrs Douglas and tba

## Item 12. COURSES REQUIRING APPROVAL

### 12.1 University of Ulster

12.1.1 It was noted that the University of Ulster would be arranging its periodic re-validation meeting in January 2003 for both the undergraduate and postgraduate courses in Dietetics and Human Nutrition (and Dietetics) respectively.

12.1.2 It was confirmed that it was not normally the practice to send anyone to validation events but it was open to a university to invite a member(s) of the PRETWG to attend.

### 12.2 Chester College of Higher Education (University of Liverpool)

It was noted that Chester College wished to submit a proposal for an undergraduate degree course in dietetics with eligibility for registration.

### 12.3 Other Courses

It was noted that there might be submissions from a university in the south-west of England and one from the east of England to offer approved courses in dietetics with eligibility for registration<sup>1</sup>.

## Item 13. ITEMS OF CONCERN

### 13.1 Student Training at the Oxford Radcliffe Hospitals NHS Trust\*

13.1.1 It was reported that circumstances in Oxford had changed considerably since the last visit. There had been two changes of base trainer, neither of which had been formally communicated to the former Board. No advertisement had yet appeared for a new Head of Department though the last incumbent had left in April 2002. It appeared that the students were not happy with their training though Miss Thomas had had more positive reports.

\* *Item 11.2 above refers*

<sup>1</sup> Since the meeting the University of East Anglia has contacted the PRETWG Secretary for information.