

MINUTES of the meeting of the Prosthetist-Orthotist Education Subcommittee of the Education & Training Committee of the Health Professions Council held at Park House, 184 Kennington Park Road, London SE11 4BU on Tuesday 10th September 2002 at 11:00.

PRESENT

Prof. N Jacobs,
Mr. I Massey,

Prof. M Pittilo,
Ms S Sexton

Mr. K. Andrew, Administrator, British Association of Prosthetists & Orthotists.

In Attendance: Mr T.C. Berrie, Secretary to the Subcommittee
Dr. P. Burley, Director of Education & Policy (02/08 & 09)

02/01 Subcommittee Chairman

It was **AGREED** that Mrs. S. Sexton be appointed as Chairman of the Subcommittee until the end of the first transitional period.

With Mrs. Sexton in the chair

02/02 Apologies for Absence

An apology was received from Mr. S. Blatchford, Mr. Clegg, Mr. Cooper, Mr. Munro, Mr. Peacock and Mr. S Hutchins (BAPO).

02/03 Education Committee of the Board

1. Minutes

The Minutes of the meeting of the Education Committee of the Prosthetists & Orthotists Board, held on 29th January 2002, were received.

2. Placements and placement supervisors – constraints and funding 02/02.2

The Subcommittee concurred that no further action could be taken on this until further discussion and negotiation had taken place within the health professions in general.

3. New Special Health Board for Education in NHS Scotland 02/03

The Board that afternoon had agreed that a response be made and Mr. Berrie reported that the Board's response had been acknowledged.

4. Prototype Review 02/04

Prof. Pittilo updated the Subcommittee on progress and agreed to find out the situation in respect of Scotland and report to the next meeting.

02/04 Terms of Reference for the Subcommittee

The Secretary reported that these would cover the work of the old Education Committee, plus some matters of principle and policy which would have been the responsibility of the old Registration Committee. The Subcommittee was a subcommittee of the Council's Education and Training Committee and its responsibility was to advise and put recommendations to the latter on matters relating to paramedic education and training. Currently, although the Act had now been repealed, in accordance with the Health Professions Order, the Committee and therefore the Subcommittee, was using the old Professions Supplementary to Medicine Act powers. The Health Professions Order stated that the Council during the transitional period, i.e., until 31st March 2003, "shall exercise the functions of the CPSM and the boards under the 1960 Act and subordinate legislation made under that Act with such modifications as necessary". The Education & Training Committee was preparing standard standing orders for its subcommittees, but these had not yet been agreed. The Council had not yet determined how it would exercise its education and training powers under the new regime on and after 1st April 2003.

02/05 Membership of the Subcommittee

1. Membership

The Subcommittee noted its memberships as appointed by the Council. There was a vacancy caused by the appointment of Mr. Massey as the alternate Member of Council. It was **AGREED** that a member who was a member of staff of the centre at the University of Salford be sought.

2. User Member

The Subcommittee was reminded that the old Board had had a representative of the users of the service as a full member. For most of its existence, this had been Mr. S. Gallop of the Limbless Association. The Subcommittee was advised that it may co-opt additional members and might therefore wish to appoint a similar person as an additional member. It was **AGREED** that Mr. Berrie be asked to write to the Chairman of Empower to invite that organization to nominate a member.

3. Representatives from BAPO

It was **AGREED** that Mr. K. Andrew and Mr. S. Hutchins be accepted as representatives of the British Association of Prosthetists and Orthotists.

4. Current Membership

The current membership was now therefore as follows:

Council members

Mr. W Munro p. S

Mr. I Massey p. W

Mr. R Clegg L

Council appointees

Mr. R Cooper p.

Mr. S Blatchford L, Em.

Prof. N Jacobs L, Ed

Mr. C Peacock p.

Prof. M Pittilo L, Ed

Ms S Sexton p. S

[User representative, to be appointed]

[vacancy]

Co-opted

Mr. K. Andrew

Mr. S. Hutchins

Chairman: Mrs. Sexton.

Secretary : T Berrie

P – prosthetist/orthotist

L – lay

Em – employer

Ed - educationalist

S – Scotland

W – Wales

02/06 Visits to Centres

Institutional visits to the University of Strathclyde and University of Salford were due early next year (see also Minute 02/05 of the Education Committee), the previous visits having taken place in 1998. It was recommended that the visits take place before the Council's proposed new arrangements were in place and therefore well before 1st April 2003. This would also enable the visiting team to outline and discuss with both staff and students at the centres these new powers and procedures, which would have been finalized by then. The visits would therefore take place in January or February, in time for consideration by the Subcommittee in March. The Subcommittee was asked to agree that the visits to both centres take place and to agree the visitors. The British Association of Prosthetists and Orthotists had indicated that it wished to continue the joint arrangement it had had with the Board in respect of visits and Mr. Andrew confirmed that it would be appointing two visitors, who were Mr. John Innes and Mr. Martin McGeoch. It was **AGREED** that the visitors on the Council's behalf be Mr. Peacock and Mr. Massey, and that the visits be arranged to take place in late January or in the first three weeks of February. Mr. Berrie agreed to arrange a meeting in December for all the visitors and himself, to consider and prepare for the visits.

02/07 Reports from Centres

The Board's Requirements and Directions for Approval of Courses and Institutions in The United Kingdom for purposes of state registration as prosthetists & orthotists, which was still in force, required that "Each year the prosthetics & orthotics centre must submit to the Board's Education Committee in time for its October meeting a report which consists of a review of the course for that academic year just ended and a comparison with the previous three years at least, and an update on the implementation of any requirements or recommendations laid down in a report of the most recent visit." The Subcommittee had taken the Education Committee's place, and therefore a report had been requested and received for this meeting from both centres.

1. Directorate of Prosthetics & Orthotics, University of Salford

The Subcommittee considered the report received from the programme leader, Ms. S. Hill. It was noted that according to the report, the total number of state registered prosthetists and/or orthotists on the staff was one short of that required by item 2.4.3 of the above "Requirements and Recommendations" document. It was **AGREED** that the Directorate's attention be drawn to this and asked for its comments, but that it be commended for the progress achieved over the previous year.

2. National Centre for Prosthetics & Orthotics, University of Strathclyde

The Subcommittee considered the report received from the course leader, Miss E. Figgins. It was **AGREED** that the Centre be commended for the progress achieved over the previous year.

3. Format of Subsequent Reports

It was **AGREED** that, in consultation with the visitors, the Subcommittee devise and outline of what it required from the centres in their annual reports.

02/08 Department of Health: Document

The above document "Reforming NHS Education & Training Funding" on the review of non-medical contract benchmark pricing and attrition, and the review of the multiprofessional educational and training budget, had been received from the English Department of Health.

02/09 Other Business

1. Subject Advisers, Learning & Teaching Support Network of the Centre for Health Sciences & Practice

Dr. Burley reported that the above were seeking nominations as subject advisers for prosthetics & orthotics. It was noted that Mrs. Sexton and Prof. Jacobs were already subject advisers for the above.

2. Consultation Document

It was **AGREED** that the Council be informed that the Subcommittee recommended that the Council take up the discretionary power set out in Item 13:12 by setting out general guidelines with reference to good health and good character for those seeking admission to and continued participation in courses approved by the Council. The Chairman agreed to write such a letter, in consultation with Mr. S. Hutchins as Chairman of the British Association of Prosthetists and Orthotists. The letter would be appended to the Minutes of this meeting when submitted to the next meeting of the Education & Training Committee.

02/10 Date of Next Meeting

It was **AGREED** that the next meeting be held on 11th March 2003 at 11:00.

CHAIRMAN
11th March 2003

PARAMEDICS

MINUTES of the meeting of the Paramedic Education Subcommittee of the Education & Training Committee of the Health Professions Council held at Park House, 184 Kennington Park Road, London SE11 4BU on 7th October 2002 at 11:15 a.m.

PRESENT

Mr. J. Butterfield
Dr. T. Clarke
Mr. R. Fellows
Mr. P Henry,
Mr. M. Jackson,
Ms. J. Manning,

Dr I McNeil
Mr. A. Newton
Mrs. J. Struthers,
Mr. G. Thomas,
Mr. K. Wenman
Mr. D. Whitmore

Mr. A. Howson, Business Development Manager, IHCD/Edexcel also attended, at the Subcommittee's invitation.

In Attendance: Mr T.C. Berrie, Secretary to the Subcommittee
Dr. P. Burley, Director of Education & Policy
Mrs. U. Falk, Manager of Education

02/12 Subcommittee Chairman

It was **AGREED** that the appointment of a Chairman be deferred until the next meeting and that Mr. A. Newman chair this meeting.

With Mr. Newton in the Chair

02/13 Apologies for Absence

An apology was received from Mr. R. Chandler, Dr R Crouch, Prof. J. Lucas, Mr. Griffiths, Mr. B. McNiell, Ms. J. Moseley, Prof. Watkins.

02/14 Minutes

It was **AGREED** that the Minutes of the meeting held on 3rd July 2002 be confirmed as a correct record and signed by the acting Chairman.

02/15 Visits to Centres

1. Visits Programme and Procedure (Ref. Minute 02/05.1)

Mr. Whitmore updated the Subcommittee on progress in establishing and putting into effect the visits programme.

2. Visits

The following reports of visits had been received:

Wiltshire Ambulance Service: 6th November 2001

Board Visitor: Ms. J. Manning

West Country Ambulance Service: 20th & 21st November 2001

Board Visitor: Mrs. J. Moseley

Lancashire Ambulance Service: 2nd July 2002

Council Visitor: Mr. D. Whitmore

Dorset Ambulance Service: 17th & 18th July 2002

Council Visitor: Mr. D. Whitmore

South Yorkshire Ambulance Service: 29th & 30th July 2002

Council Visitor: Mr. D. Whitmore

It was **AGREED** that the Education & Training Committee be **RECOMMENDED** to continue to approve the centres, subject to all requirements contained in the reports being met satisfactorily.

Mr. Whitmore reported that two proposed visits had been postponed, for reasons internal to the two respective centres and therefore training had been suspended pending a retimed visit. He sought the Subcommittee's advice on the continuation of training when visits were postponed because of problems in the visiting team. The Subcommittee was reminded that, under the Council's legislation, courses and institutions were approved or not approved, and could therefore approval could not be restricted to a set period. It was **AGREED** that under these circumstances, the Subcommittee, where appropriate, would appoint its own visitor to carry out an initial visit, which would be followed a full, normal joint visit within three months.

02/16 IHCD/Edexcel

1. Correspondence

The Subcommittee received two letter from Mr. Howson, the first, dated 22nd April, replied to questions raised by the Education Committee, the second the Subcommittee to agree his attendance at its meetings.

2. Possible changes to rules for accreditation

Mr. Whitmore reported on the above. The Subcommittee discussed the qualifications required of instructors and trainers on the approved course. Mr. Howson stated that the current rules allowed those who did not have a current IHCD paramedic award to teach on the course, provided that they were qualified in the area in which they were doing so and had an appropriate qualification to teach or instruct. It was **AGREED** that the IHCD as awarding body be informed that the Subcommittee required that the course manager of every centre be a holder of a current IHCD award and that other instructors

must be qualified in the area within which they were teaching or instructing and have an appropriate qualification to teach or instruct.

3. Access to the Paramedic Award by non-NHS paramedic organizations

The Subcommittee considered the above, in the light of the requirement that registration was for all who were members of the profession and met the Council's requirements for eligibility, regardless of where and by whom they were employed. Mr. Howson commented that the award itself, because it was commissioned by the Ambulance Services Association – an association which represented NHS Trusts only – was restricted to those who were its employees. However, the Institute was looking into ways of enabling non-NHS trainee paramedics, who currently could take part in the course but could not actually receive the award, to do so. The Subcommittee welcomed this and encouraged the opening up of the award in this way.

4. AETAG Paper: Quality Assurance of Ambulance Qualifications

The Subcommittee considered and noted a tabled paper that had been agreed at the recent ASA Education and Training Advisory Group concerning changes to IHCD External Verifier visits. The changes reflected the change in emphasis in IHCD accreditation and did not materially effect the HPC visits.

02/17 Preregistration Degrees

1. Preregistration Degree Programmes (Ref. Minute 02/06)

The Subcommittee discussed this further. In July it had been agreed that the assistance of the Quality Assurance Agency be sought in this, particularly in relation to the development of subject benchmarking for degrees in paramedic science. Dr. Burley reported that he had contacted the Agency with this request, which had begun to act on this request. Mr. Newton who had agreed to put this recommendation to the working group of universities, reported that he had not yet had an opportunity so to do but would be at the next opportunity.

2. Degree Proposal, Coventry University

Mr. Berrie had attended the meeting of the Paramedic/Adult Nurse Steering Group on 23rd September to advise its members on current and future procedures for approval for eligibility for registration. An "approval" event had already been pencilled in by the University, 3rd & 4th of June 2003, with a proposed start date of September 2003. It was proposed that the degree would provide dual qualification as a nurse and paramedic which would provide eligibility for state registration with both the HPC and Nursing & Midwifery Council. Dr. Merriman was to organize a meeting between representatives of both, and the University, to discuss the legal and administrative implications of this. The Subcommittee discussed this proposal. It was commented that dual registration was not unusual in itself. A number of paramedics began as nurses and remained registered with the NMC, and the Council had a number of examples of individuals registered with

more than one HPC profession. The difference lay in offering a course which provided immediate eligibility for registration with two separate professions. The Subcommittee expressed concern at the short timescale proposed for the implementation of the course, noting that September next year was the target date. It remained conscious that it, and through it the Education & Training Committee, had not yet had the opportunity to produce some basic principles and groundrules for the establishment of such degrees, and discussed ways in which this could be progressed. The proposed "approval event" of 3rd & 4th June 2003 was noted and it was **AGREED** that the Subcommittee would wish to participate in this event by appointing a representative or representatives. It was **AGREED** that Dr. Merriman be informed as above, and that the details of the proposal would be responded to when received and, to facilitate discussion, Mr Berrie would be accompanied at the next Steering Group meeting, on 25th November, by Mr. Newton.

3. Higher Education Ambulance Development Group: Newsletter

The Subcommittee received and noted the above, submitted for information.

02/18 Educational Level of the Paramedic Award (Ref. Minute 02/07)

The Subcommittee received an oral report from Ms. J. Manning and the Subcommittee Secretary. It commented that, for a number of purposes, it was advisable to determine the educational level of the award. Mr. Howson stated that Edexcel could do so if asked within the B.Tec framework, and that, when a mapping exercise had been carried out, the award had been assessed at NVQ4. It was **AGREED** that such an exercise be carried out at an appropriate point in the near future and the implementation of this proposal be considered at the next Subcommittee meeting. Ms. Manning, Dr. Burley and Mr. Berrie advised that, arising from a meeting between Ms. Manning, Mr. Berrie, Ms. Malcolm and representatives of the Department of Education & Skills, it would be advantageous in respect of the profession's placing in the EU Directives on professional qualifications and for the development of further paramedic qualifications, for the Subcommittee, IHCD and profession to specify the level of the entry requirement for the paramedic award. It was **AGREED** that this was five GCSEs or equivalents, that the IHCD be asked to specify this in communicating to the centres and individual students, and that the Department of Education & Skills also be so informed.

02/19 Establishing a Diploma Level Education Programme for Ambulance Paramedics: Consultant Briefing: West Midlands and Shropshire Ambulance Trusts

The Subcommittee noted with interest the above, submitted for information.

02/20 JRCALC Revised Clinical Guidelines (Ref. Minute 02/09)

Dr. McNeil reported that the final version was to be published on the NHS website. It was intended that it would not be necessary to make any changes until January 2004 when the next updating would be made. A grant of £50,000 per year had been given for four years. The guidelines were available free to any NHS Trust, but agreed that they should also be available free to any reputable private ambulance service and he agreed to look into this.

Mr. Howson reported that the IHCD was working to ensure that the guidelines were fully reflected in the course programme by 2003. The Subcommittee welcomed these developments.

02/21 Emergency Care Pilot Monthly Report July 2002

The Subcommittee noted with interest the above, submitted for information.

02/22 Meeting on 1st August 2002: Notes

The Subcommittee received and noted the Notes of the above meeting between representatives of the Council, ASA, IHCD and JRCALC to discuss and clarify the different organizations' understanding of the role of the various bodies involved in the development and maintenance of the paramedic profession.

02/23 Military Paramedics: Unfinished business from the Paramedics Board

Report from Secretary to the Subcommittee. Members were reminded that the old Board had been in the middle of considering how to integrate the paramedic courses provided by the three Services into the requirements laid down by the Board, and that this consideration and discussion needed to continue, in the light of the probable protection of the title "paramedic" in April 2003. The Subcommittee would also include courses preparing practitioners for employment in private ambulance services and on off-shore rigs.

02/24 Other business

1. Paramedic returners and the role of IHCD/HPC

Mr. Howson asked the Subcommittee to discuss the above in relation to those who had obtained the paramedic award some time ago but had missed appropriate updates for recertification due to career breaks etc. Mr. Berrie pointed out that, in accordance with the old Board's legislation which remained in force for the timebeing, those who had had an up to date certificate on 31st August 2000 were automatically eligible for state registration. Those who qualified and practiced before that date and did not meet this requirement would need to be considered under the Board's grandparenting procedure, even if they had obtained the paramedic award. Each would be considered individually, in accordance with their circumstances.

2. Subject Advisers, Learning & Teaching Support Network of the Centre for Health Sciences & Practice

Dr. Burley reported that the above were seeking nominations as subject advisers for paramedics. Mr. Whitmore agreed to pursue this request.

3. Kingston University

It was reported that the University was working with the London, Kent and Surrey services on proposals for a paramedics degree.

02/25 Date of Next Meeting

It was **AGREED** that the next meeting be held on 16th January 2003.

CHAIRMAN
16th January 2003

**PRE-REGISTRATION EDUCATION AND TRAINING WORKING
GROUP**

CATEGORIES OF APPROVAL & CONTINUED APPROVAL

1. Approval of New Courses under Section 4(1)(a) and (b) and Institutions under Section 4(1)(c) of the PSM Act 1960

(By the Privy Council, forwarded from the Council on the recommendation of the ETC acting on the advice of a subordinate body)

Name of Profession	Dietitians
Title of Course	BSc (Hons) Dietetics
Type of Course	Full-time in Higher Education
Institution delivering the course	King's College London
Qualification(s) to be approved for State Registration	BSc (Hons) Dietetics
Awarding Body	King's College London
Length of Course	Four years
With effect from	September 2002
Date of Section 4 Visit	N/A
Participants in the approval process	HPC King's College London (The British Dietetic Association, the professional association, does not participate in the approval procedure of pre-registration courses)
Outstanding Conditions	None

Recommendation for Approval supported by: Course Documents A visitors report (or equivalent) Record of peer professional discussion and agreement to the recommendation	Submitted Visitors' report (attached) Minutes of DT PRETWG 27 May 2002 and 4 October 2002
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2. Approval of Clinical Practice Placements under Section 4(1)(c) of the PSM Act 1960

Name of Institution	
Address of Institution	
Recommendation for Approval supported by: A visitors report (or equivalent) Record of peer professional discussion and agreement to the recommendation	

3. Continued approval of a Clinical Practice Placement or Laboratory under S5

Name of Institution	
Address of Institution	
Recommendation for Approval supported by: A visitors report (or equivalent) Record of peer professional discussion and agreement to the recommendation	