

Agenda Item 15

Enclosure 13

Paper ETC 94 / 03

Education and Training Committee

**Notes of the meetings of Pre-Registration Education and
Training Working Groups Joint Validation Committees and
Joint Quality Assurance Committees held since the last
meeting**

from the Secretary

for discussion and decision

SUBJECT TO ITEM 8 ABOVE

ACTION

CHIROPODISTS

Discussion and Decision

Subsequent to the JQAC an urgent issue has arisen over the provision of programmes in London. A separate report is attached and is for discussion.

THE HEALTH PROFESSIONS COUNCIL

Note to the Education & Training Committee – 30 July 2003

PODIATRY EDUCATION AND TRAINING IN LONDON

This note is to inform the ETC of the position concerning podiatry education and training in London which has become a matter of concern since it was announced in mid-May 2003 that University College London (which has responsibility for the London Foot Hospital School of Podiatry) would not be submitting a tender to the Workforce Development Confederation to continue to offer the approved podiatry course and qualification. UCL/LFH promptly withdrew offers to about forty prospective students to start a course in September 2003.

The reason for this situation it is understood is that the existing financial arrangements between UCL/LFH and Camden Primary Care Trust were, following a review in 2002, not found by the WDC to be satisfactory and the WDC required that all staff should be paid by the education provider. This is standard practice with all other approved institutions in England. It is also understood that considerable progress had been made to develop the UCL/LFH course with particular reference to the first year syllabus after consultation with podiatry service managers.

The WDC has perforce been obliged to go out to tender and thus invited expressions of interest from other London universities with current experience of offering other HPC-approved courses. On 30 June 2003 it was announced that the University of East London had been awarded the contract and would immediately set to work to produce a new course that might be offered to prospective students in September 2003.

The timetable for undertaking this project is tight to say the least as UEL must have a validated course to offer before clearing can take place after the Advanced Level results are announced. UEL's internal validation event is scheduled for 6 August. (An external validation event to which the HPC and the professional association would be invited could be held in September, possibly with a simultaneous approval visit under the terms of Articles 15-17 of the Order.) In order to achieve this speedy response UEL is proposing to adopt and marginally adapt the current and recently approved course offered by the University of Brighton so the course content and its quality are known factors.

The principal unknown factor is the staffing as UEL has offered to take on the entire UCL/LFH/Camden PCT staff, some 30 persons in all. This reflects the comparatively generous staffing enjoyed by the students at LFH. At the time of writing it is not known how many, if any, of the current staff will wish to be transferred to UEL's employ under TUPE arrangements.

The staff as a whole has already expressed communal unhappiness with what is regarded as a total lack of communication and consultation on the proposals not the least of which may be a requirement to teach two completely separate and different courses simultaneously, one of which is an unknown quantity and for which there is no time to prepare before the new year starts.

A complicating issue is the undertaking by UCL to support all of its students through their course (for which there is obviously a contract) but this will last at least three more academic years and possibly longer because of repeats. UCL has said that those students with whom it has contracted to provide a registrable course in podiatry will, if successful, receive a UCL degree. It is possible that UCL will continue to deliver its course on its premises though the clinical facilities which are in LFH are in premises owned by Camden PCT and are due to be vacated in 2004 under the terms of the Disability Discrimination Act.

There is resentment in LFH at what is seen as the loss of a link with an institution of national and international repute together with all the benefits of having a medical school as part of the same institution though this latter point cannot be said to be integral to the success or otherwise of an approved course in podiatry. However, this is part of the attraction of UCL/LFH for students. There is also concern about the possible loss of the ancient title of the London Foot Hospital which appears to be the last of these venerable institutions still extant.

In discussions with the staff at UEL who will be responsible for delivering the new podiatry programme, the commitment and enthusiasm to carry it through are evident. The scale of the problems has not been underestimated not least the questions of staffing and recruitment. UEL expects to find a cohort of about 30 students. Investigations have taken place about where to find the necessary clinical facilities with some success and it was reported that an architect has been engaged to look at the possibilities of providing a new or refurbished clinic on the main Stratford site. It is intended that there should be some common learning with the existing approved physiotherapy course offered by UEL.

The course documentation is awaited and UEL has been asked to provide a paper outlining its short- medium- and long-term strategy on its teaching and clinical provision.

The main issue as far as the HPC is concerned is a matter of policy about a course starting before formal approval can be given. UEL is well aware that all new students must be informed that they would be starting on an unapproved course and that should graduation occur before any approval under Articles 15-17 of the Order is given, the graduates would not be registrable.

Gerald L Milch
23 July 2003

MINUTES of a meeting of the 1st Transitional Period Pre-registration Education and Training Group for Chiropody (so designated by the HPC and formally known as JQAC), held at the Society's offices on Tuesday 24th June 2003 at 10.30am.

Present: Mr P Frowen (SB)
Miss G French (PB)
Mr D Jessett (SB)
Miss P Sabine (SB)
Mr S Baird (PB) (In the Chair)
Mrs J McInnes (PB)
Mr W McCartney (SB)
Mrs J Shanks (SB)
Mr P Shenton (SB)

In Attendance: Mr G Milch (Director, HPC) (SB)
Mr D Ashcroft (PB) (Director of Education)
Miss A Hart (PB) (Undergraduate Education Officer)
Mr D Lorimer (JQAC Visits Co-ordinator)

Apologies: Prof. S Frost (SB) (Educationalist)
Mr M Potter (PB)
Mr R Ariori (SB)
Ms C Farrell (SB)
Mr J Black (SB)
Mr P Graham (PB) (Chairman of Council)
Mr J G Burrow (PB)
Mrs S Braid (PB)
Mrs G Bligh (SB)
Mrs P Renwick (PB)
Ms J Brown (PB) (Chief Executive)

NB: (PB) Professional Body
(SB) Statutory Body

Minutes Minute 19 Matthew Boulton It was reported that the committee was
34 yet to receive a copy of the report from the validation event from Aston University. This was a matter of great concern as the September 2003 cohort would be starting on an unapproved course. Mr Milch agreed to write to the Principal as a matter of urgency.

Matters Mr Lorimer reported that at a recent ETC meeting it was decided
Arising that the wording in the Edinburgh Quinquennial report be changed
35 from 'satisfactory' to 'good'. This was deemed to be unacceptable by the committee and it was felt that the report should have come back to the committee to discuss the proposed changes before they were agreed at the meeting. It was also felt that it would be helpful to have, from the ETC a definition of words being used in reports/documents.

Grand-fathering
36

Institute Correspondence between Mr Milch and Ms Susan Kirkham, Secretary, Institute of Chiropodists was discussed. Mr Milch reported that the Institute were under the misconception that their course had been look at for approval purposes. In his letter to Ms Kirkham Mr Milch pointed out that this was not the case and the course was looked at by a steering group appointed by the Department of Health for the purpose of public safety and had nothing to do with the formal approval procedure under the terms of the Professions Supplementary to Medicine Act 1960 or the Health Professions Order 2001.

Birmingham & Black Country WDC Mr Ashcroft reported that the WDC for Birmingham and the Black Country, together with the Department of Health, were taking the lead in proposing 'top-up' courses for the currently unregistered. A meeting with the WDC and the Heads of some of the Schools to discuss this proposal further has been scheduled for 15th July 2003. A document written by Andrew Butcher, Consultant to Birmingham & Black Country WDC and the Department of Health on the Registration of Chiropodists and Podiatrists was received. The document was full of misleading statements. Mr Milch had written to Mr Butcher highlighting these statements and was awaiting the second draft. It was agreed that no further action would be taken until after the meeting on 15th July when hopefully, all of the discrepancies would have been addressed.

Glasgow, Salford & Brighton
37

A letter from the HPC giving notice of Approval and Continued Approval of courses at Glasgow Caledonian University, University of Salford and University of Brighton was noted. The letter also stated that it had reports from the following schools but had not acted on them:

University of Wales Institute Cardiff
Plymouth College of Further Education
Matthew Boulton College

Mr Frowen reported that Cardiff had in fact been approved at the last ETC meeting. Mr Milch felt that systems at the HPC had changed and there was no mechanism for following the process through as there had been previously with the Board.

Standards of Proficiency
38

Mr Ashcroft reported that the Standards of Proficiency were now completed and available on the HPC website. Mr Ashcroft also reported that he and Peter Burley had engaged in discussions regarding Local Anaesthesia and the possibility of making it a requirement by making a change in the Medicines Act.

Salford Foundation Degree
39

Janet McInnes reported that she, along with Mr Ashcroft and Pippa Bryans had attended a validation event which had alleviated the initial concerns raised over this course. Mrs McInnes informed the committee that Salford was expecting to take on 5 podiatry students starting in October 2003. The title of Assistant Practitioner had

now been put on hold until such time that Assistant Practitioners may become recognised. In the meantime students could step off after year 2 with a Footcare Assistant qualification. Mr Baird stressed that although this course was of no concern to the ETC the Society would still like to receive a copy of the validation report.

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**London Foot
Hospital
40**

A letter regarding University College London's decision to withdraw from education and training of podiatrists was received with much regret. Mr Ashcroft reported that he, along with Mr Milch had met with Professor Woolfe and Professor Spyers who both assured them that they were totally committed to providing support for existing students, this could be up to a period of three years as a heavy science bias had led to a number of first years repeating year one. It was possible that UCL would be involved in some postgraduate level training possibly running Masters level courses. Mr Ashcroft reported that Shona Brown, North East London WDC, had informed him that there were three tenders from Universities in London, University of East London, Southbank University and London Metropolitan University. The outcome of the tenders would be known on 30th June 2003. It was agreed that as in the case of University of Central England, West Midlands School of Podiatry, monitors should be appointed to see the students on the old course through to their final examinations. The monitors appointed were Mr Shenton and Mr Baird. It was also agreed that Jim Pickard should be asked to advise on the new programme as he had already been used by UCL to look at curriculum development. Mr Pickard would be expected to liaise with Mr Ashcroft. It was also agreed that members of the committee would need to be appointed to attend a validation/approval event. This would be decided between Mr Ashcroft, Mr Baird, Mr Milch and Mr Frowen at a later date.

**Durham
41**

A copy of a letter to Gerald Milch had been received. The letter reported that the WDC had indicated a funding strategy and New College Durham were now going to purchase the Bishop Auckland clinic. This appeared a satisfactory outcome. It was agreed that the need to move to closure should now be lifted and that it was appropriate for students to enrol in the first year in October. Confirmation would be required of completion of purchase as soon as possible

**Ulster
42**

Mr Ashcroft reported that a satisfactory report on staffing levels had been received from the vice-chancellor of the University. A quinquennial visit would be arranged for early in the new academic year

**Plymouth
43**

Don Lorimer and Don Jessett, as the monitors appointed to see out the students from the 'old' course, expressed concern about there being a lack of documentary evidence of some students having had any experience of giving local anaesthetic injections and also some

students having carried out any nail procedures. It was decided that Gerald Milch would write to Simon Spooner, copy to the Head of Department to seek documentary evidence as a matter of urgency. Mr Ashcroft to email in advance. There was no response to the requirements and recommendations arising from the monitoring visits, the institutional visits or the validation/course approval event. It was therefore not possible to make any recommendation to the ETC regarding Institutional or Course approval.

**Streamlining
Quality
Assurance in
Healthcare
Education
44**

A document on Streamlining Quality Assurance in Healthcare Education was received. Mr Ashcroft reported that Janet McInnes was representing the Society on the Ongoing Quality and Monitoring Working Group and Penny Renwick was the Society representative on the overall Steering Group. Mr Frowen expressed some concern about process and it was also pointed out that there was an acknowledgement of the memorandum of agreement on QA between the HPC and DOH

**Transfer of
Business to
HPC
45**

Mr Milch reported that all current arrangements should continue until such time that the Professional Liaison Group met and decided on the future of Jaccs and Jaccs, outcomes scheduled for late September. Mr Milch also reported that it would only be partners from the HPC side who would attend the meetings. Mr Ashcroft felt it was therefore time to separate the Professional Body from the Statutory Body educational functions as the HPC could only carry on meetings such as this with partners and not with professional body representatives. Now might be the time for the professional body to get its own house in order before the HPC discontinued joint working arrangements. The committee felt this might be premature and should await the outcome of the PLG

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**AOB
46**

Brighton Quinquennial Visit Mrs McInnes asked if Brighton's Quinquennial review would still go ahead in view of the stated objective of both the QAA, QA NHS and PSB that there should be a streamlined process rather than QA being the responsibility of the Professional Body, Statutory Body, QAA, NHS QA and Workforce Development Confederations all doing their own things. She felt the number of quality assurance stakeholders in undergraduate provision was getting out of proportion. Mr Milch stated that if a visit had been scheduled for Autumn then it would go ahead in Autumn.

**Date of next
Meeting
47**

The date of the next meeting was noted as Tuesday 9th September 2003 at 10.30am.

DIETITIANS

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

DIETITIANS

**1. Approval of New Programmes and Institutions under Part IV
Section 15/16 of the Health Professions Order 2001**

(By the Education and Training Committee, on the recommendation and acting on the advice of a subordinate body)

Title of Programme	Dietetics
Type of Programme	Full time in Higher Education
Institute delivering the Programme	Chester College of Higher Education
Qualification(s) to be approved for State Registration	BSc (Hons) Dietetics
Awarding Body	University of Liverpool
Length of Programme	Four Years
With effect from	September 2003
Date of Validation of Event	
Participants in the approval process	Dietitians Pre-Registration Education and Training Working Group Chester College of Higher Education (The British Dietetic Association (the professional association) does not participate in approval of pre-registration courses)
Outstanding Conditions	None
JVC/JQAC Comments and Conditions	N/A
Recommendation for Approval supported by: Programme Documents A visitors report (or equivalent) Record of peer professional discussion and agreement to the recommendation	Course Documents are available for inspection

THE HEALTH PROFESSIONS COUNCIL

Dietitians Pre-Registration Education and Training Working Group

MINUTES of a meeting of the Dietitians Pre-Registration Education and Training Working Group held at 11.00am on Monday 12 May 2003 in Room 2.21, Waterloo Bridge Annexe, Franklin-Wilkins Building, King's College London, 150 Stamford Street, London SE1 8WA

Present: Miss G C Pearson (*Chairman*)
Dr J A Bishop
Mrs S E Butson
Miss M D MacKellar (*ex officio*)
Miss J E Thomas

In attendance: Miss N Lauder
Mrs J C Smith
Ms R Simpson (*BDA*)
Mrs O Cooper (*Administrative Assistant*)
Mr G L Milch (*Secretary*)

Item 1. APOLOGIES FOR ABSENCE

Received from Professor de Looy, Miss Sanderson, Mr Ross, Mrs Douglas and Dr Landman.

Item 2. MINUTES OF THE LAST MEETING

With the addition of Ms Simpson's name to the list of attendees and a correction to minute 5.4.2 (to change Miss Butson to Mrs Butson) and 3.6.3 (to read "*Concern was expressed regarding the system of payment for approval and quality assurance of placements in Scotland.*"), it was agreed that the minutes of the meeting held on 24 February 2003 were a true record and be signed by the Chairman.

Item 3. MATTERS ARISING

3.1 Fife Primary Healthcare Trust

The meeting noted that the programme for Placement C and learning outcomes at the Trust had been requested.

3.2 University Hospitals Coventry & Warwickshire NHS Trust

The meeting noted that Mrs Smith had drafted the required letter to be cleared by the Chairman. The letter had been sent.

3.3 Workforce Development Confederations – Dietetic Commissioning Project Manager

3.3.1 The meeting noted that Mrs Jane Little (Dietetic Services Manager, Kings Lynn & Wisbech Hospitals NHS Trust) had been offered the position and it was understood would be starting her secondment taking up her post shortly.

3.3.2 It was hoped that an early meeting might be arranged between Mrs Little, Miss Pearson, Miss MacKellar and Mr Milch.

3.3 Bullying

The meeting noted that a further letter had been sent to the Chief Executive of the Leeds Hospitals NHS Trust clarifying the Working Group's position in relation to the allegations of bullying of student dietitians whilst on placement there. The documentation from Queen Margaret University College had not been sent on to Leeds as it was declared confidential and could not be used for issues that had been addressed elsewhere. The Trust had received documentation from Leeds Metropolitan University.

3.4 Research Project

The meeting was advised of developments in the project to evaluate the new student training. It was reported that monies had been made available through trustees.

3.5 Countess of Chester Hospitals NHS Trust

The meeting noted that documentation had not been submitted because of a postponement to the training start date. The Trust was aware that the documentation was outstanding and required before training could be started. It was agreed that the Trust be asked about any proposed start date and if further assistance was required.

3.6 West Berkshire NHS Trust

The meeting noted that a letter had been sent to the Chief Executive of the Trust requesting that a date be set for a long outstanding visit. A response had been received that morning explaining why a visit had not been possible. The B Placement profile had also been received with a note that students were expected at the beginning of June 2003. It was agreed that formal approval could not be given for the change from the 31 weeks placement until a visit had taken place. It was suggested that a visit might be arranged for either 21 or 23 May and that the principal discussion should be with the Chief Dietitian and her staff.

3.7 Part-time Courses

3.7.1 The meeting received an oral report from Miss MacKellar as to any reaction from the BDA's Pre-Registration Group on the issue of part-time courses.

3.7.2 Miss MacKellar reported that the Group had been supportive on the matter of developing part-time courses. It had been thought that a number of issues and practical problems had to be resolved whilst maintaining standards.

3.7.3 It was agreed that a short life working group should be set up. Membership should include representation from the HPC, the BDA, the University Tutors Group, service managers/base trainers and student dietitians.

3.8 Lewisham Hospital NHS Trust

The meeting noted that no comment had been received on the circulated report of the visit on 12 December 2002 by Mrs Douglas and Mrs Howard. It had been sent to the Trust.

3.9 Queen Mary's Sidcup NHS Trust

3.9.1 The meeting received the written report of the visit on 13 February 2003 by Mrs Douglas and Mrs Howard. (An oral report had been given at the previous meeting.)

3.9.2 It was

RESOLVED:1

subject to the requirement stipulated

- a. to approve the report
- b. that approval of the Queen Mary's Sidcup NHS Trust continues to be given under 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
- c. that Ms R Mattis be the named trainer, and
- d. that the next visit be in five years

3.10 Any Other Matter

3.10.1 Leeds Teaching Hospitals NHS Trust

There was discussion as to whether a visit might be arranged in June 2003.

3.10.2 Joint Quality Assurance Committee

3.10.2.1 It was reported that there seemed to be little point in progressing matters as it might be better to await the outcome of the deliberations of the Professional Liaison Group (PLG) to be chaired by Professor Brook on the

whole issue of an approval procedure. For the time being current arrangements would remain in place.

3.10.2.2 It was agreed that the new Working Group (which would comprise appointed HPC 'partners') should continue to invite Miss Lauder and Ms Simpson to attend meetings

3.10.2.3 The meeting was advised that there would also be PLGs to look at (a) Standards of Education and Training and (b) Continued Professional Development.

3.10.3 Standards of Proficiency

3.10.3.1 It was reported that suggested amendments by the Dietitians involved in the discussions had been ignored, possibly through having been misunderstood. There were concerns about the whole process.

3.10.3.2 It was agreed that the work done on the Standards should not be lost.

3.10.3.3 There was concern that applicants for registration would not have to produce a portfolio of evidence. However, applicants might be asked to an interview or produce evidence if there was any doubt about their competence

3.10.4 Approval of Placements

It was agreed that it was not a practicable arrangement to effect a gradual change to a position where each approved university approved its own placements; the change would have to be effected at one go. Discussion ranged over the preservation of a UK-wide pool of approved placements to which institution would take responsibility for quality assurance if a placement were to be used by more than one institution. It was confirmed that Workforce Development Confederations (in England) covered the costs of placement arrangements. It was reported that the Scottish Executive was being responsive to approaches about approvals for placements. It was thought appropriate to invite comment from the University Tutors Group on the quality assurance procedures involved in securing clinical placements if left to approved institutions.

3.10.5 University of Ulster

It was reported that that not yet been any response to the Working Group's comments sent to the University for its validation event at the end of January 2003.

3.10.6 Visit Documentation

It was reported that several Chief Dietitians had found the paperwork required to apply to be a placement trainer to be excessive, particularly

where there was a conversion from 31 weeks to offering B and C Placements. The meeting considered that the difference between the two ways of training required clear programme details.

It was proposed that existing approved 31 week trainers need not complete the profile but must submit their proposed programme(s) and indicative assessment tools. This might be made clear in a letter to Dietetics Today. It was considered essential to have a developed and agreed programme which set out how the learning outcomes were addressed before a student could be accepted.

It was agreed that no visit would necessarily be required if the latest visit had been within the past two years but if a routine visit was due, all the documentation would need to be completed.

Item 4. EDUCATION & TRAINING COMMITTEE

- 4.1 The meeting received an oral report and the draft unconfirmed minutes of the proceedings of the Education & Training Committee held on 26 March 2003.
- 4.2 Miss MacKellar reported that the Committee had received her paper on the need to consider a higher score on the International English Language Testing Systems (IELTS). The Committee had agreed that normally a minimum score of 7 would be required of any non-UK national trained outside the UK seeking UK registration.

Item 5. VISITS UNDERTAKEN SINCE THE LAST MEETING

- 5.1 United Bristol Healthcare NHS Trust (Bristol Royal Infirmary)
 - 5.1.1 The meeting received a draft report of the visit on 20 March 2003 by Mrs Douglas and Mrs Smith. It was agreed that further paragraphs concerning student numbers and timing of the next visit were needed and the programme outcomes needed to be finalised. Once completed the report could be approved by Chairman's action.

5.1.2 It was

RESOLVED:2

subject to the requirement stipulated

- a. to approve the final report
- b. that approval of the United Bristol Healthcare NHS Trust continues to be given under 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 for

Placement B and up to six student dietitians for Placement C per year

- c. that Mrs J P Howard be the named trainer, and
- d. that the next visit be in five years

5.2 Tameside & Glossop Primary Care NHS Trust

5.2.1 The meeting received the report of the visit on 21 March 2003 by Mrs Mulholland and Miss Patton.

5.2.2 It was agreed that the report needed to state who would deputise for the named trainer who was part-time and the stipulated requirement lacked a date by which it had to be achieved. A spelling error in the annex needed to be corrected.

5.2.3 With these provisos it was

RESOLVED:3

- a. to approve the final report
- b. that approval of the Tameside & Glossop Primary Care NHS Trust be given under Section 4 of the Professions Supplementary to Medicine Act 1960 for the provision of practical training and courses and qualifications for up to two student dietitians for Placement A and up to four student dietitians for Placement B per year
- c. that Mrs V Anwyl be the named trainer, and
- d. that the next visit be in two years.

5.3 Chesterfield & North Derbyshire Royal Hospitals NHS Trust

5.3.1 The meeting received the report of the visit on 26 March 2003 by Professor Judd and Mrs Ward.

5.3.2 It was agreed that the report required several emendations and that the Trust should be approved for up to eight twelve-week placements per year in the most convenient combination of B and C Placements. The final version of the report would be cleared by Chairman's action.

5.3.3 It was

RESOLVED:4

- a. to approve the final report

- b. that approval of the Chesterfield & North Derbyshire Royal Hospitals NHS Trust be given under Section 4 of the Professions Supplementary to Medicine Act 1960 for the provision of practical training and courses and qualifications for up to eight student dietitians for Placement B/C per year
- c. that Miss V Siddall be the named trainer, and
- d. that the next visit be in five years.

5.4 Ashford & St Peter's Hospitals NHS Trust

5.4.1 The meeting received the report of the visit on 28 March 2003 by Miss Pearson and Dr Bishop.

5.4.2 It was agreed that the spelling errors needed to be corrected and a list of all Trust staff met added. The final report would be cleared by Chairman's action.

5.4.3 It was

RESOLVED:5

- a. to approve the final report
- b. that approval of the Ashford & St Peter's Hospitals NHS Trust be given under Section 4 of the Professions Supplementary to Medicine Act 1960 for the provision of practical training and courses and qualifications for up to two student dietitians for either 31-week placements or Placements A/B/C per year
- c. that Mr A Willis be the named trainer, and
- d. that the next visit be in two years.

5.5 Northumbria Healthcare NHS Trust (Ashington Hospital)

5.5.1 The meeting received the report of the visit on 31 March by Mrs Dobson and Professor Judd.

5.5.2 It was agreed that the visitors should exchange the first requirement with the first recommendation and remove paragraph 3.6. The final report would be cleared by Chairman's action.

5.5.3 It was

RESOLVED:6

- a. to approve the final report

- b. that approval of the Northumbria Healthcare NHS Trust be given under Section 4 of the Professions Supplementary to Medicine Act 1960 for the provision of practical training and courses and qualifications for up to eight student dietitians for Placement B in two intakes per year
- c. that Miss A Geddes be the named trainer, and
- d. that the next visit be in five years.

5.6 Dartford & Gravesham NHS Trust

5.6.1 The meeting received the report of the visit on 1 April 2003 by Miss Thomas and Miss Patton.

5.6.2 It was agreed that approval might be given for one B Placement to start in May 2003 to help with to meet the demand but that more information was required for the 31 weeks placement.

5.7 North Peterborough Primary Care Trust

5.7.1 The meeting received the report of the visit on 25 April 2003 by Mrs Smith.

5.7.2 It was reported that the Trust had previously been a complementary trainer and had been approved for Placement A. The local staff had been found to be confident about training and everything was in place though accommodation was tight.

5.7.3 It was

RESOLVED:7

- a. to approve the final report
- b. that approval of the North Peterborough Primary Care Trust be given under 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 for Placement B per year
- c. that Ms D Fee be the named trainer, and
- d. that the next visit be in two years.

5.8 Ashton, Leigh & Wigan Primary Care Trust

5.8.1 The meeting received the report of the visit on 28 April 2003 by Mrs Auty and Mrs Coates

Item 7. PLACEMENTS APPROVED WITHOUT A VISIT

7.1	Royal Devon & Exeter Healthcare NHS Trust	B Placement	2004
7.2	East Somerset Hospital NHS Trust (Yeovil)	A/B	2005
7.3	Cardiff & The Vale NHS Trust	A/C	2004
7.4	South Warwickshire	B	2003/4
7.5	Bracknell Forest (East Berkshire)	A/C	2004
7.6	South Glasgow University Hospitals NHS Trust	B	2005
7.7	Doncaster Royal Infirmary	B/C	2003
7.8	South Tees Hospitals NHS Trust (James Cook University Hospital)	B/C	2004
7.9	Guisborough General Hospital	B	2004
7.10	Aberdeen Royal Infirmary	B	2004
7.11	Bromley	B	2003
7.12	Whittington	B	2003

7.13 University Hospital of North Tees (Stockton)

The meeting noted that Mrs Smart had dealt with the application by telephone and recommended approval as indicated in her report which had been circulated.

It was

RESOLVED:9

- a. to approve the report
- b. that approval of the North Tees and Hartlepool NHS Trust be given under Section 4 of the Professions Supplementary to Medicine Act 1960 for the provision of practical training and courses and qualifications for up to four student dietitians for Placement C in two intakes per year
- c. that Ms M Fairbairn be the named trainer
- d. that the next visit be in two years.

- 7.14 Mid Yorkshire Hospitals NHS Trust (Pinderfields)
Documentation with Miss MacKellar
- 7.15 Salford Royal Hospitals NHS Trust
- 7.16 North –West London Hospitals NHS Trust (Northwick Park)

Item 8. LETTER OF APPROVAL WHERE NO VISIT HAS TAKEN PLACE

It was suggested that there should be a standard letter sent to all approved placements when changing from 31 weeks placements to Placements B and/or C.

Item 7. PLACEMENTS APPROVED WITHOUT A VISIT

7.1	Royal Devon & Exeter Healthcare NHS Trust	B Placement	2004
7.2	East Somerset Hospital NHS Trust (Yeovil)	A/B	2005
7.3	Cardiff & The Vale NHS Trust	A/C	2004
7.4	South Warwickshire	B	2003/4
7.5	Bracknell Forest (East Berkshire)	A/C	2004
7.6	South Glasgow University Hospitals NHS Trust	B	2005
7.7	Doncaster Royal Infirmary	B/C	2003
7.8	South Tees Hospitals NHS Trust (James Cook University Hospital)	B/C	2004
7.9	Guisborough General Hospital	B	2004
7.10	Aberdeen Royal Infirmary	B	2004
7.11	Bromley	B	2003
7.12	Whittington	B	2003

7.13 University Hospital of North Tees (Stockton)

The meeting noted that Mrs Smart had dealt with the application by telephone and recommended approval as indicated in her report which had been circulated.

It was

RESOLVED:9

- a. to approve the report
- b. that approval of the North Tees and Hartlepool NHS Trust be given under Section 4 of the Professions Supplementary to Medicine Act 1960 for the provision of practical training and courses and qualifications for up to four student dietitians for Placement C in two intakes per year
- c. that Ms M Fairbairn be the named trainer
- d. that the next visit be in two years.

- 7.14 Mid Yorkshire Hospitals NHS Trust (Pinderfields)
Documentation with Miss MacKellar
- 7.15 Salford Royal Hospitals NHS Trust
- 7.16 North -West London Hospitals NHS Trust (Northwick Park)

Item 8. LETTER OF APPROVAL WHERE NO VISIT HAS TAKEN PLACE

It was suggested that there should be a standard letter sent to all approved placements when changing from 31 weeks placements to Placements B and/or C.

Item 9. VISITS TO TRAINING PLACEMENTS TO BE ARRANGED

9.1 Outstanding from 2001/2002

St James and United Leeds Teaching Hospitals
West Berkshire NHS Trust

9.2 Remaining to be done 2002/2003

Goodmayes
North Durham Healthcare
Queen Elizabeth (London)
Barnsley
Gwent

9.3 To be done 2003/2004

Conwy and Denbighshire NHS Trust Miss MacKellar 13 May
Bedford Hospitals NHS Trust
Blackpool B/C Placement October
Bolton PCT Documentation with Miss Pearson
Bury PCT B Placement September
Redbridge PCT Miss MacKellar and tba
Worcester Acute Hospitals NHS Trust Miss MacKellar and Ms Stocker
19 June
Brent PCT B Placement September
North Cheshire Hospital NHS Trust B Placement September
Southport & Formby PCT C Placement October
Altnagelvin Hospitals Health & Social Services Trust
Mrs Douglas and Mrs Mulholland 8 August
Northamptonshire Heartlands PCT 31 Weeks October
Haringey PCT
East Surrey PCT Profile received 31 weeks
Royal West Surrey NHS Trust (Chichester) October
Mendip PCT
North West London Hospitals NHS Trust (Northwick Park)
Documentation with Mrs Smart
North Bristol NHS Trust (Southmead) (New Trainer)
Royal Cornwall Hospitals NHS Trust
Lothian University Hospitals NHS Trust (Western General)
Gloucester Royal NHS Trust
Enfield Community Care Trust
Newcastle upon Tyne Hospitals NHS Trust
North Warwickshire NHS Trust (George Eliot)
Salford Royal Hospitals NHS Trust
Southampton University Hospitals NHS Trust
South Devon Healthcare NHS Trust (Torquay)
Taunton & Somerset NHS Trust
Oxford Radcliffe Hospitals NHS Trust

Bromley
South Manchester University Hospitals NHS Trust (Withington)
Doncaster & Bassetlaw Hospitals NHS Trust

University of Ulster
Coventry University
London Metropolitan University

It was agreed that it was essential to arrange a visit to Bedford as soon as possible¹.

**Item 10. CHESTER COLLEGE OF HIGHER EDUCATION –
UNDERGRADUATE COURSE**

- 10.1 The meeting received the response to the Group's comments on the course documentation for a proposed registrable undergraduate course BSc(Hons) Nutrition & Dietetics to be offered at Chester College of Higher Education.
- 10.2 The meeting was pleased to note the revision that had been made but was still concerned about the criteria relating to the pass mark. The College's criteria appeared to give a pass without being able to apply knowledge.
- 10.3 It was agreed to recommend approval but with the proviso that acceptable marking criteria to ensure safe practice were forthcoming.
- 10.4 It was

RESOLVED:10

that,

- a. under the terms of Section 4(1)(a) and (b) of the Professions Supplementary to Medicine Act 1960, the Working Group recommends for approval the course of training to be offered by the Chester College of Higher Education and the qualification offered by the University of Liverpool as meeting the standards and requirements for 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 the Chester College of Higher Education to offer the registrable course and qualification as set out below:-

¹ A visit was arranged for 23 May and was undertaken by Mrs Smith and Ms Hughes.

In	Dietetics
Type of Course	Full-time in higher education
Institution of Training/Education	Chester College of Higher Education
Qualification	Bachelor of Science (Honours) in Nutrition & Dietetics
Awarded by	the University of Liverpool
Length of Course	Four years
With effect from	September 2003
Participants in Approval Process	The Health Professions Council Chester College of Higher Education (The British Dietetic Association (the professional association does not participate in approval of undergraduate courses))

10.5 The Working Group also

RESOLVED:11

that, in accordance with the former Dietitians Board's policy concerning quality approval, approval of the new course at the Chester College of Higher Education 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 sixty (60) students may be recruited for the first year of the course approved above together with the previously approved MSc/Post-graduate Diploma course.

Item 11. ANY OTHER BUSINESS

11.1 St Mary's NHS Trust

The meeting received information from the Chief Dietitian of St Mary's NHS Trust about her replacement as named trainer whilst on maternity leave. The meeting agreed that the nominated temporary replacement would be acceptable.

11.2 Coventry University

The meeting had received the proposals to change the compensation policy in non-core subjects. It was agreed that there appeared to be some confusion and clarification was required possibly with a worked example. The Chairman undertook to draft a letter to the University.

11.3 Length of Postgraduate Courses

It was agreed that postgraduate courses should normally be two academic years in length as it was considered that it was not possible to accommodate all the learning outcomes in any less time.

Item 12. DATE OF NEXT MEETING

12.1 It was agreed that there should be a meeting to discuss quality assurance mechanisms and that the date should be **11.00am on Wednesday 25 June 2003.**

12.2 It was agreed that the next ordinary meeting be held at **11.00am on Monday 14 July 2003².**

12.3 It was agreed that both meetings be held at King's College London.

CHAIRMAN

² The meeting was cancelled. The next meeting of the Working Group was arranged for Thursday 16 October 2003 to be held at the offices of the Evangelical Alliance, 186 Kennington Park Road.

OCCUPATIONAL
THERAPISTS

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

OCCUPATIONAL THERAPY

**1. Approval of New Programmes and Institutions under Part IV
Section 15/16 of the Health Professions Order 2001**

(By the Education and Training Committee, on the recommendation and acting on the advice of a subordinate body)

Title of Programme	BSc (Hons) Occupational Therapy
Type of Programme	In-service part-time route
Institute delivering the Programme	Staffordshire University
Awarding Body	Coventry University
Length of programme	Four to Six Years
With effect from	September 2003
Date of approval visit	14 March 2003
Participants in the approval process	College of Occupational Therapists Health Professions Council Coventry University Staffordshire University Shropshire and Staffordshire Workforce Development Confederation
Outstanding Conditions	None
JVC/JQAC Comments and Conditions	The JVC was satisfied that Staffordshire University is an institution that is properly organised for the delivery of the in-service part-time BSc (Hons) Occupational Therapy awarded by Coventry University
Recommendation for Approval supported by:	Visitors Report Minutes of JVC Minutes (28 May 2003 Item 9.3)

MINUTES OF A MEETING OF THE JOINT VALIDATION COMMITTEE
held at the College of Occupational Therapists
on Wednesday 28 May 2003

JVC3/02-03

Present

Dr Jennifer Caldwell
Mrs Pauline Gacal
Mrs Elizabeth Gilbert
Mrs Ruth Heames (except for item 9.3)
Ms Deb Hearle (declared an interest for item 4.2)
Mrs Catherine Wells (in the Chair)

In attendance

Miss Remy R Reyes, Validation Officer

ACTION

1 WELCOME

The Chair welcomed all members present having confirmed that a quorum had been achieved.

2 APOLOGIES FOR ABSENCE

2.1 Apologies were received from Dr Jai Kulkarni, Professor Carol Lloyd, Mrs Sandy Moffat, Mrs Gill Urquhart, Mrs Carol Walker, Mrs Anne Lawson Porter and Miss Lucinda Pilgrim.

2.2 It was noted that Professor Lloyd and Miss Pilgrim were attending a meeting of the Education and Training Committee. Mrs Lawson Porter was in Canada representing the COT at the Canadian Association of OT Conference in Winnipeg.

3 MINUTES OF THE PREVIOUS MEETING – 26 FEBRUARY 2003

The Minutes were confirmed as a correct record of the meeting with the following amendments:

Item 7.4.2: combine bullet points 2 and 3 to read, 'Over 50% of the 2000 cohort had registered for the MSc programme with the remainder being employed locally in health and social services.'

Item 7.8.1: bullet point 3 to read, '.... absence of designated administrative support for OT may have potential problems for the professional subject leader'

ACTION

Add Item 12.1.3 It was AGREED to accept the offer from the Group Head for Education to invite all similar programmes to submit their formal proposal for a change in the title of their qualifying award, where appropriate.

A. Lawson Porter

4 MATTERS ARISING - 26 FEBRUARY 2003**4.1 COT Standards for Education: Pre registration education standards**

4.1.1 The document has been submitted for printing and copies will be sent to all JVC members, E&P Board and ETC members, programme directors, OT education commissioners as soon as they are delivered in early June.

4.1.2 The document will be piloted for programme approvals scheduled between June 2003 and May 2004. JVC visitors will be provided with an evaluation sheet currently being drafted by the Group Head for Education and the Validation Officer.

4.2 University of Wales College of Medicine**4.2.1 All Wales Part time Programme relocation**

The inspection visit to the new accommodation was scheduled for September. Mrs Liz Gilbert and Mrs Sue Thompson will be representing the JVC.

JVC Calendar
E Gilbert
S Thompson**4.2.1 All Wales Part time Programme Outreach Delivery to North East Wales Institute (NEWI), Wrexham**

The inspection visit to NEWI site for outreach delivery of the approved programme will take place on 2 July. Mrs Gilbert and Mrs Thompson will be representing the JVC.

JVC calendar
E Gilbert
S Thompson**4.3 Queen Mary, University of London PgD OT –transfer to South Bank University**

The approval event will be held on 14-15 July 2003. Mrs Ruth Heames and Mrs Catherine Wells will represent the JVC.

JVC Calendar
R Heames
C Wells**4.4 University of East Anglia – proposal for new programmes**

4.4.1 It was noted that the Workforce Development Confederation had only agreed to fund the proposed part-time and graduate entry routes for physiotherapy but not for occupational therapy. There was concern that this decision may affect the approval of inter-professional elements, which has been a major strength of these programmes.

4.4.2 Mrs Gacal reported that funding from the WDC for the programmes at York St John had not been increased. In order to accommodate the 15 places on the accelerated programme, they have been advised to reduce the

		ACTION
4.4.3	student intake to the full time programme from 90 to 68. JVC expressed concern at how the government's projected increase in student numbers was being managed by the WDCs. It was AGREED to bring this to the attention of Mrs Sheelagh Richards.	Sheelagh Richards
4.5	University of Teesside BSc (Hons) OT – Annual Programme Monitoring Report	
4.5.1	The External Examiner's report outstanding from the previous meeting was received. Mrs Heames drew attention to the External Examiner's comments.	
4.5.1.1	Issues of concern for action and/or monitoring <ul style="list-style-type: none"> • students evaluations were not readily available to external examiners; • there should be standardization of the feedback given to students; • need for a better organization of Module Board and Award Board meetings to ensure attendance of external examiners. 	JVC
4.5.1.2	Areas to commend <ul style="list-style-type: none"> • diversity of assessments; • improvement in module leaders' reports with more standardization across the reports. The External Examiner highlighted the need to continue working in this way. • Quality of the students' learning experience in terms of support from the programme leader, the module leader, and their personal tutor; • Commitment of the programme team. 	JVC
4.5.1.3	Mrs Heames reminded the meeting that the University also has firm plans to run a Foundation Degree that would allow students to access the pre registration undergraduate programme. The Acting Programme Director has formally resigned from the University for personal reasons, with effect from the end of the academic year. JVC would need to monitor closely the staffing resources and the staff workload at this institution in light of these changes and in the absence of dedicated administrative support to the OT programme.	
4.5.1.4	It was noted that a date has been set for the interview of applicants for the programme leader post. The COT has appointed Dr Maggie Nicol from Queen Margaret University College, Edinburgh to represent the College on the interview panel.	
4.6	<u>Crawley College BSc (Hons) OT – Annual Programme Monitoring Report</u>	
4.6.1	It was noted that this report should have been received at either the December 2002 or February 2003 meeting. The Chair pointed out that this reflected the situation at this institution. She suggested considering this and the related item 8.1 on professional programme leadership to this programme together. Mrs Wells spoke to the reports.	
4.6.1.1	Issues of concern for monitoring and/or action <ul style="list-style-type: none"> • Fragmented and unstable staffing despite the good staff/student ratio; 	JVC

ACTION

- Very high attrition rate (33%) with a high number of withdrawals due to academic and practice education failure which was not in keeping with the profile for in-service students;
- External examiners commented on the high marks awarded by some practice educators, which were not supported by their written comments;
- High marking in practice education inflated the degree classification. There was need to introduce a form of standardization of grading that could be better monitored by academic staff. More training of practice educators to understand the marking procedures and promotion of the value of the practice educator courses to improve attendance were highlighted;
- External examiners commented on the need for consistency in the feedback provided to students on their style of writing, their presentation of material, use of grammar, spelling and use of references, across all modules. Many students use the first person in their assignments, which inclined weaker students to include unsupported personal opinion;
- Insufficient number of practice placements during the year due to lack of advanced planning;
- Of 30 validated places, 27 applications were received and 21 places were filled.

4.6.1.2 Areas to commend

JVC

- The strong commitment of the programme team to deliver the programme to the required standard despite instability of the staffing situation;
- Good student feedback on support received from staff;
- Assessments successfully met the programme aims and objectives and module learning outcomes. They were innovative, varied and well designed to enable the student to demonstrate a range of written and practical skills, including key skills required of a graduate, and the therapeutic skills required of an occupational therapist.

The Chair then took item 8.1 on the agenda.

8.1 Appointment of Professional Programme Leader

8.1.1 The Chair drew attention to the continuing concerns of the JVC at the failure of Crawley College to appoint a suitable Professional Programme Leader to this programme since the resignation of the Programme Director in March 2002. Mrs Maslin had agreed to continue in the post in an acting capacity on a part time basis in the short term while the post was advertised. She left on 14 March 2003 and Helen Martin, practice education tutor was appointed Acting Curriculum Leader for six months.

8.1.2 At the advisory visit to Crawley College undertaken by the JVC in October 2002, it was evident that the learning environment within the institution was that of a College of further education. The College had no strategy in place for staffing and forward planning given that majority of the staff were employed part time. The JVC asked Crawley College to submit its strategy for staffing, teaching and learning, staff professional development, in view of the imminent review and re-approval of the programme in 2004.

ACTION

- 8.1.3 The response from the Acting Curriculum Leader and the Head of School were fully considered together with the Annual Monitoring Report and External Examiners' Reports.
- 8.1.4 Crawley College also requested a year's deferment of the programme review and re-approval to 2005
- 8.1.5 It was AGREED that the request for deferment of the programme review and re-approval to 2005 be REFUSED for the following reasons:
- 8.1.5.1 **Staffing issues, in particular the appointment of a programme leader, staffing resources and staff development.** JVC remained gravely concerned at Crawley College's failure to fill the vacant Programme Leader post with a professional person that meets the requirements of the COT for this vital role. The response from Crawley College gave no evidence of the staffing strategy for both academic and support staff on this programme. The JVC did not perceive a promotion of scholarly activities nor a research ethos among professional staff, which was an expectation for academic staff teaching in higher education. The JVC was therefore concerned at the professional development of the professional teaching staff on the programme.
- 8.1.5.2 **Teaching and learning strategy.** The response failed to provide the programme team's strategy for teaching and learning that had been asked for by the JVC.
- 8.1.5.3 **Curriculum and assessment issues.** External examiners have commented once again on the need for underpinning of assessment of practice education modules. As a result of what seemed to be a fragmented training programme for practice educators, there was no standardization of marking and high marks awarded by practice educators which did not correspond to their written comments, appeared to skew the final grades and awards classification. The team appeared to have failed to address this recommendation from the previous year. Since practice education is a vital part of the programme, the JVC considered that this aspect of the curriculum required careful review.
- 8.1.6 JVC needed to be assured that the issues raised above and its serious concerns have been resolved to its full satisfaction and that the BSc (Hons) Occupational Therapy programme at Crawley College continued to meet the requirements of the professional and regulatory bodies. The full review of the programme in Spring 2004 would be undertaken, as scheduled. The event should serve as an opportunity for the programme team to address areas of weakness in the programme and to introduce changes to the curriculum to bring it up to date.
- 8.1.7 The Committee acknowledged that the School and programme team would need time and support to address the above issues, and also to produce the documentation for the re-approval event. The JVC would recommend considering appointing an external professional adviser to assist them.

JVC

		ACTION
8.1.8	It was AGREED to inform Crawley College that JVC would strongly advise that no student intake is to be accepted on the programme for the academic year 2003 to enable the School and programme team to resolve these outstanding issues.	JVC
8.1.9	It was AGREED to inform Education and Training Committee (HPC) and the Education and Practice Board (COT) of the situation at Crawley College and to forward the JVC decisions and advice regarding the programme for their endorsement.	JVC ETC/E&PB
8.1.10	In view of the serious implications of the JVC recommendations, it was AGREED that the University of Brighton and the Workforce Development Confederation be provided with copies of the correspondence.	JVC U. Brighton WDC
8.1.11	It was AGREED to seek clarification on the formal relationship between Crawley College and the University of Brighton and the latter's remit with reference to the academic integrity of the Crawley programme.	JVC U. Brighton
5	REPORT FROM THE MEETING OF THE HPC EDUCATION AND TRAINING COMMITTEE	
5.1	The meeting noted the Minutes of the 8 th and 9 th ETC meetings respectively, in March and May this year.	
5.2	It was AGREED to ask Ms Pilgrim for the response to the issues and concerns raised by this Committee at the February meeting, which she offered to convey to the HPC.	L. Pilgrim
5.3	Mrs Gacal asked if there had been any communication from the HPC on the requirements for registration by newly qualified students. She expressed particular concern that HPC may be requiring references for all new registrants and CRB clearance. Members discussed the implications of these requirements to staff workload and the delay these would create for new graduates who have been offered employment	
5.4	The Validation Officer stated that she had not been informed of any new requirements. The advice she received from the HPC was to direct enquiries on registration to the HPC website.	
5.5	It was AGREED to seek confirmation of the requirements for HPC registration by newly qualified students.	R Reyes
6	REPORT FROM THE COT GROUP HEAD FOR EDUCATION	
	In the absence of Mrs Lawson Porter, the Validation Officer gave a verbal report on her behalf.	
6.1	<u>Articles for OT News Education page</u> : Mrs Lawson Porter invited members to contribute information regarding the work of the JVC, e.g. a typical approval event and the roles of participants. Members welcomed the	

ACTION

suggestion but decided that the coming months are the busiest in the academic calendar they were already involved in other activities for their institutions and the professional and regulatory bodies.

- 6.2 Training for COT representatives on programme approval events/visits and monitoring meetings: Mrs Lawson Porter invited members' suggestions for the training of potential COT representatives on programme approval events. It was AGREED that this should be included as an agenda item for the next meeting. The discussion should consider the training that would also be provided by the HPC and what is already provided by the QAA to avoid duplication.

JVC agenda
August 03

- 6.3 Remuneration for COT representatives on programme approval events/visits: The Education and Practice Board had endorsed the proposal to recommend to Council the payment of a fee to COT representatives on programme approval events and visits to provide equity with their counterparts from the HPC. Members welcomed the Board's endorsement and hoped that Council would support the proposal.

- 6.3 Launch of COT Practice Education Standards: Members noted the schedule of launch events for England, Scotland, Wales and Northern Ireland. They expressed some disappointment that they have not been involved in the selection of venues for the events particularly in England so that they could offer to host an event in their patch. Since those selected may either be restricted for numbers or not be easily accessible to current and potential practice educators, members asked if the COT had considered video conferencing to attract more interest.

- 6.4 Validation Officer support – Interviews for a part-time assistant to the Validation Officer would take place in June.

7 **REPORT OF THE STEERING GROUP IN RELATION TO DOH/QAA PROTOTYPE REVIEWS OF HEALTH PROFESSION SUBJECTS**

The final report was noted for information. This focused on the handbook to be used for major reviews between 2003 and 2005. Mrs Heames was thanked for her work on the Steering Group and for keeping the JVC updated on developments. The meeting also recorded its thanks to Mrs Rhonda Pike for part in the QAA prototype reviews.

8 **CHANGES POST VALIDATION**

8.1 Crawley College – Appointment of Programme Leader

This item was taken with item 4.6 above.

8.2 St Love's School of Health Studies

8.2.1 Major changes to Levels 2 and 3 of the approved pre registration programme

ACTION

Noted that the approval event to consider the proposed changes was scheduled to take place in June. Mrs Walker and Ms Hearle will represent the JVC.

8.2.2 Transfer of the BSc (Hons) Ot programme from St Loye's Foundation and University of Exeter to the University of Plymouth

Noted the early arrangements being made for the planned transfer of the validated programme to the University of Plymouth.

8.3 University of Salford – Change in Programme Leadership

8.3.1 Mrs Heames reported that the Programme Director has decided to step down from the role of Director of Occupational Therapy and was seeking advice regarding the way forward with appointing her replacement that met COT requirements.

8.3.2 JVC noted the information paper that set out the management of the School of Health Care Professions. The School comprises the directorates for occupational therapy, physiotherapy, radiography, podiatry, prosthetics and orthotics, sports rehabilitation and midwifery. The appointment of Director involved being professional lead and manager of the OT team, but did not confer principal lecturer grade.

8.3.3 It was intended that the Director appointment would be made from current members of staff and would be on a 5-year tenure. The process would be by nomination and voting within the team, given that no additional monetary award would be involved.

8.3.4 It was AGREED to advise the Programme Director of the COT standards regarding the appointment of professional programme lead/director, which sets out the person specification for the post. Although the post may be advertised internally within the directorate initially, there must be COT representation on the interview panel. The process should ensure that the person appointed was suitable and met COT standards. The post should be advertised externally in the event that no suitable internal candidate was suitable.

JVC

8.3.5 It was AGREED that a reminder on the role of the COT in the appointment of professional programme leader/director be sent to all HEIs.

JVC

9 **REPORTS OF APPROVAL EVENTS AND RELATED VISITS**

9.1 St Martin's College, University of Lancaster -BSc (Hons) Occupational Therapy: programme re-approval and approval of Carlisle site

Dr Caldwell spoke to the report of the single profession (OT) re-approval event held in January 2003.

9.1.1 Curriculum – Although the proposed revised programme was generally

ACTION

sound, the documentation needed clarification of the rationale and criteria for student progression and the award of the honours degree. The assessment procedures needed expansion and, in particular professional suitability needed to be linked to the College's disciplinary procedure.

- 9.1.2 Programme delivery – A visit to the Carlisle campus was undertaken to inspect the resources available there in connection with the College proposal to extend the delivery of the programme there for 33 students in addition to the 47 students on the Lancaster campus.
- 9.1.3 Staffing – The JVC representatives explored the College's strategy on professional staffing to meet the COT standards. This included the appointment of a full time Programme Director who will provide professional leadership.
- 9.1.4 Practice placements – A small number of placements in both mental health and physical disabilities was visited. Practice educators were satisfied with the practical and academic preparation of students for placements. There was good support from the programme team for practice educators, especially in cases of difficulties and problems were quickly resolved. Practice educators were well supported in failing weak students.
- 9.1.5 Conditions and recommendations – The JVC representatives recommended the continued approval of the programme and the approval of its delivery at the Carlisle campus conditional to the COT standards on professional staffing resources and the required revisions to the documentation relating to professional suitability issues being met prior to the start of the revised programme in September 2003. Recommendations were made in order that the rationale and criteria for student progression and assessments would be better articulated and clarified.
- 9.1.5 It was AGREED to await receipt of the College's responses to the conditions and recommendations.
- 9.2 University of Liverpool – BSc (Hons) OT programme re-approval visit
- Mrs Heames and Ms Hearle spoke to the report of re-approval event held jointly with the JVC for Physiotherapy in March 2003.
- 9.2.1 Curriculum – The panel was satisfied that the proposed revised programme was sound and met the requirements of both the professional and the regulatory bodies. The programme team was asked to match the learning outcomes for some modules to the stage of study and to demonstrate through clinical examples, the integration to OT of shared non-OT.
- 9.2.2 Assessments – The panel required the programme team to revisit their assessment strategy and clearly demonstrate progression in acquiring skills and professional development.
- 9.2.3 Programme delivery – A strength of the programme was the high input from practitioners in teaching some of the modules.

ACTION

- 9.2.4 Staff resource issues – The panel welcomed the information relating to forthcoming interviews for vacant posts and asked the Staff/Student Ratio to meet professional body requirements by the academic year 2004/2005.
- 9.2.5 Student issues - Following the meeting with students, the programme team was asked to ensure that the advice that they give to students was consistent as this may be used as grounds for appeals.
- 9.2.6 Practice placements – A number of placements offering a wide range of experience was visited. Practice educators felt well supported by the university staff. The Practice Coordinators Conference organized by the university twice a year was an excellent forum for discussion of topical issues and notification and discussion of changes to arrangements for placements, including advance notification of the students being assigned to particular placements.
- 9.2.7 Inspection of physical and learning resources – The JVC visitors were satisfied that the physical and learning resources and student support services met professional standards. Continued institutional approval for the delivery of the OT pre registration programme would be recommended.
- 9.2.8 The JVC visitors agreed to recommend continued approval of the programme subject to conditions.
- 9.3 Coventry University Outreach Programme Delivery at Staffordshire University – Resources approval visit (14 March 2003)
- Mrs Heames declared an interest in this item and withdrew from the meeting.
- The report was noted. The JVC visitors were Carol Walker and Liz Gilbert. Mrs Gilbert spoke to the report. The visit included an inspection tour of the library conducted by the subject librarian and an inspection tour of the School of Health where the part-time programme would be delivered for a student intake of 12 to 20 students per annum. A staff/student ratio of 1:15 would be maintained.
- 9.3.1 Staffordshire University Blackheath Lane campus – The School of Health Sciences offers programmes in dietetics, physiotherapy and social work, and the potential for inter-professional learning in the future would be explored. Teaching would take place mainly at Blackheath Lane which is equipped with a lecture theatre for 100 students, classrooms, discussion rooms, a clinical skills laboratory equipped with camera and video facilities for observation, a Manual Handling Room, a video conferencing room and a computer laboratory shared with the Business School. Shropshire and Staffordshire WDC has funded the start up costs for the feasibility study and facilities, including provision of a second laboratory, which will be operational before September 2003. More teaching and office accommodation would be available as a result of the expansion of the School of Health.

ACTION

- 9.3.2 Library and ICT facilities – The School of Health has a collection of books, study packs, videos and journals in health related subjects. The librarian is responsible for obtaining subject reference textbooks on receipt of the list from subject. Dual registration with both Staffordshire University and Coventry University would enable students to have full student borrowing rights from both university libraries and all student facilities on both sites.
- 9.3.3 Practice education – This would take place mainly within the Shropshire and Staffordshire area and would follow the same pattern as the programme at Coventry University. A development programme was being designed for delivery of practice education in Social services and voluntary agencies. A Foundation Studies in Professional Development in Practice was run and would be offered for new practice educators both in health and social services. Placements would be identified and developed with support from the WDC. CPD workshops for practitioners would be developed.
- 9.3.4 Programme structure – This would follow the approved in-service programme at Coventry University. There will be parity of assessments across the two sites.
- 9.3.5 Support to staff at outreach site – A named member of staff based at Coventry University would have particular responsibility for liaising with the outreach programme coordinator and managers in the Shropshire and Staffordshire sites. There would be de-briefing workshops to be delivered by the designated member of the Professional Practice Team and the Outreach Coordinator. Staff development would be available from both sites. Administrative support dedicated to the outreach programme would be appointed.
- 9.3.6 The JVC visitors were satisfied that Staffordshire University was a properly organized institution for the outreach delivery by Coventry University of the approved in-service part-time BSc (Hons) Occupational Therapy programme.
- 9.3.7 It was AGREED that JVC recommend to the Education and Training Committee (HPC) and the Education and Practice Board (COT) the approval of Staffordshire University as a properly organized higher education institution for the outreach delivery by Coventry University of the approved in-service part-time BSc (Hons) Occupational Therapy programme conferring eligibility for HPC registration.
- 9.4 University of Ulster – BSc (Hons) OT programme re-approval visit
- Mrs Heames spoke to the report. The meeting was reminded that the previous visit to the programme raised issues relating to practice placements and the failure of the University to appreciate the need to appoint a professional member of staff as practice placement coordinator with a remit beyond the administration of placements.
- 9.4.1 Practice placements – JVC visitors visited a number of placements offering experience either in physical disabilities and mental health. Students in both

JVC/ETC/E&PB

ACTION

settings were part of inter-professional teams. Practice educators enjoyed taking students from the University of Ulster. They were satisfied with the preparation of students for their placement. Links with the University were good and they were well supported by University staff. A Practice Educators Executive Committee meeting was held four times per year to which the Practice Placement Coordinator was invited. The meetings served as a two-way forum for updating on current issues and for mentorship. The Practice Educator Courses were now offered free of charge. The assessment process has improved with the introduction of a clearer marking system and marking criteria. The location of the first placement in Year 2 was felt to be too late, and practice educators suggested introducing a placement in Year 1 albeit as a shadowing experience. They felt that more placements would have been possible on the 4-year programme.

9.4.2 Practice placement coordinator appointment – The JVC visitors were introduced to the newly appointed full time professional Practice Placement Coordinator who gave a very good presentation of the vision for the development of placements.

9.4.3 Curriculum – The submitted programme did not demonstrate a strong inter-professional link. A conference in September to discuss a shared inter-professional agenda based on the University of Southampton New Generation model was planned. The panel was satisfied that the programme met the requirements of the professional and the regulatory bodies for professional competence and fitness for practice, purpose and award.

9.4.4 The JVC visitors had agreed to recommend the continued approval of the programme with conditions relating to the delivery of practice education, the production of a written formal procedure for assessing professional suitability, editing of the documentation, and the review of resources to support the Practice Education Coordinator.

9.4.5 It was AGREED to await the University's responses to the panel's conditions and recommendations prior to recommending its continued approval to the parent bodies..

JVC

10 DRAFT JVC REPORT OF THE ANNUAL MONITORING REPORTS 2001-2002

Agenda 27 August

It was noted that it had not been possible to produce the draft report due to the late receipt of some reports. It was AGREED to defer this to the next meeting.

11 ANY OTHER BUSINESS

11.1 Curriculum Framework Review

The meeting received the tabled draft report by Mrs Anne Turner on the outcome of the preliminary consultation exercise. Her request for further comments on a follow-up report was noted. Members noted the short time for sending the response and were concerned that they were rushed.

ACTION

11.2 **University of the West of England, Bristol – request for advice on student with outstanding credit points for the degree award due to ill health**

Noted the student's academic and professional practice profile to date. It was noted that on returning from sick leave, a module that was still to be completed by the student to gain the 10 credits needed for the award of the honours degree was no longer available on the current programme. It was AGREED to advise the Route Programme Leader that from the JVC perspective, provided the student has successfully completed all mandatory modules for the professional qualification, the remaining credits could be achieved by the successful completion a relevant alternative University module.

JVC/UWE

11.3 **Foundation Degrees**

Members were concerned about the proliferation of Foundation Degrees and how they should be mapped out against the professional qualification. It was AGREED to seek guidance from the Education and Practice Board and to include this item on the agenda for the August meeting.

E&P Board
JVC August 03

11.4 **Professional body role in programme approval and monitoring**

In light of the approaching end of the joint partnership between the professional body and regulatory body in the approval and monitoring of pre registration programmes, it was AGREED to invite Mrs Sheelagh Richards to the next JVC meeting to clarify how the role of the professional body would be continued when HPC rules and procedures are in place.

JVC August 03

12 **DATE OF NEXT MEETING**

27 August 2003

PARAMEDICS

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

NAME OF PROFESSION

Paramedics

2. Continued Approval of institution under Article 16

Title of Programme	IHCD Paramedic Award
Type of Programme	Full time.
Institution delivering the Programme	South Yorkshire Ambulance Service

See Minutes of 30th April 2003

“03/12/2/Visits South Yorkshire Ambulance Service: 20th January 2003: Revisit”

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

NAME OF PROFESSION

Paramedics

2. Continued Approval of institution under Article 16

Title of Programme	IHCD Paramedic Award
Type of Programme	Full-time.
Institution delivering the Programme	Hereford & Worcester Training Centre, Hereford & Worcester Ambulance Service

See Minutes of 3rd July 2003

"03/25 Visits to Hereford & Worcester Training Centre: 23rd June"

Unconfirmed

MINUTES of the meeting of the Paramedic Education Subcommittee of the Education & Training Committee of the Health Professions Council held at Whitefield House, 186 Kennington Park Road, London SE11 4BU on 3rd July 2003 at 10:15 a.m.

PRESENT

Mr. J. Butterfield,
Mr. R. Chandler
Mr. R. Fellows
Ms. J. Manning,
Dr. I. McNeil

Mr. A. Newton
Mrs. J. Struthers
Mr. G. Thomas
Mr. D. Whitmore

At the Subcommittee's invitation:

Commodore F. Reed of the Defence Medical Services Organization
Mr. A. Howson, Business Development Manager, IHCD/Edexcel

In Attendance: Mr T.C. Berrie, Secretary to the Subcommittee

03/18 Chair of Meeting

It was **AGREED** that Dr. I. McNeil chair the meeting.

With Dr. McNeil in the Chair

03/19 Apologies for Absence

An apology was received from Mr. M. Collins, Dr. T. Clarke, Dr R Crouch, Ms. J. Moseley.

Mr. Berrie reported that Prof. M. Watkins and Ms. J. Moseley had resigned from the Subcommittee due to pressure of work.

03/20 Minutes

It was **AGREED** that the Minutes of the meeting held on 30th April 2003 be confirmed as a correct record and signed by the Chairman.

03/21 Secretary's report

Mr. Berrie updated the Subcommittee on progress in the recruitment of partners and in enacting the Council's first set of Rules. The relevant Statutory Instruments had been placed before Parliament and it was expected that they would become law on 9th July.

03/22 Application for Approval of course, qualification and institution: Coventry University (Ref. Minute 03/14.1)

The Council's representatives, Mr. D. Whitmore and Mr. R. Fellows reported on their attendance at the validation event of the proposed B.Sc. (Honours) in Nursing and Paramedic Science held on 3rd and 4th June and the Subcommittee considered the draft report of the event. It was **AGREED** that, the Education & Training Committee be recommended to approve the application for approval under Article 15 of the Health Professions Order from Coventry University for its B.Sc. (Honours) in Nursing and Paramedic Science, at the School of Health & Social Sciences, subject to receipt of final documentation by Mr. Whitmore and Mr. Fellows and their being satisfied with this documentation and that the conditions laid down by the validation panel had been met.

SUBJECT TO RATIFICATION BY THE EDUCATION & TRAINING COMMITTEE

03/23 Application for Approval of course, qualification and institution: Sheffield Hallam University (Ref. Minute 03/14.2)

The Council's representative, Mr. G. Thomas reported on his attendance, accompanied by Mr. Berrie, at the validation event of the proposed Diploma of Higher Education in Paramedic Practice held on 11th June and the Subcommittee considered the draft report of the event. The following were **AGREED**: that the University be asked to send a copy of the final, corrected version of the documents to Mr Thomas and Mr. Berrie as soon as they were produced; noting that a number of conditions of approval had been laid down, that it would require confirmation that these had been met before it could recommend approval; and that the Subcommittee had one main concern regarding the proposed course, namely, the patient contact which would be given to students and it be suggested to the University that representatives of the course team meet representatives of the Subcommittee in the near future to discuss this.

03/24 Visits Programme and Procedure (Ref. Minute 03/11.4)

Mr. Whitmore, Mr. Fellows and Mr. Berrie reported on a meeting with a representative from the Quality Assurance Agency to explore the possibility of the Agency acting as consultant to the Council on standards and visits to centres. Dr. Burley, Director of Education & Policy and Secretary to the Education & Training Committee had subsequently recommended that the Quality Control Agency be approached also, as a matter of courtesy. Members accepted this recommendation, but expressed a preference for the Quality Assurance Agency. The courses for the large majority of the other professions covered by the Council were assessed by that Agency; and the existing and future paramedic qualifications awarded by higher educational institutions were also already assessed by it. It was **AGREED** that this proposal be further pursued.

03/25 Visit to Hereford & Worcester Training Centre: 23rd June
Council Visitor: Mr. D. Whitmore

An oral report by Mr. Whitmore, of the visit to the Centre. The Centre had been approved by the Paramedics Board but had not recently run the approved course. It was **AGREED**

that approval of the Centre continue, subject to a satisfactory revisit at the completion of the course by the current cohort of students.

SUBJECT TO RATIFICATION BY THE EDUCATION & TRAINING COMMITTEE

03/26 Chippenham Centre (Ref. Minute 3/12.1)

Mr. Whitmore reported that he had contacted the Training Officer at the Centre regarding a visit, as had Mr. Berrie. Mr. Whitmore would be arranging a visit shortly and agreed to invite another Council visitor to accompany him should this prove necessary.

03/27 Paramedics in the Armed Forces (Ref. Minute 03/13)

Commodore Reed reported that about thirteen paramedics employed by the Forces would be submitting applications for grandparenting after the opening of the new register and were preparing a portfolio each for consideration by the Council's registration assessors. The Centre had obtained copies of the Standards of Proficiency for paramedics and the applications would be assessed in accordance with them. It was also proposed to submit an application to the Education & Training Committee for approval of the Centre and its course and qualification for purposes of providing eligibility for registration with the Council.

03/28 Other Business

1. Professional Association for Paramedics

Mr. Fellows and Mr. Whitmore updated the meeting on progress in this area.

2. Employees of private services on course leading to paramedic award (Ref. Minute 03/11.2)

Mr. Howson reported that the first two applications from employees of private ambulance services for acceptance on the IHCD course had been received.

3. Registration Fees

It was confirmed that the registration fees on and after 9th July would be £60 per year, payable by direct debit as £30 every six months or in one instalment of £120 for two years. There were reductions for the newly qualified.

4. JRCALC

At Mr. Berrie's request, Dr. I. McNeil, as secretary of the Joint Committee agreed to send him a copy of the minutes of its meetings, which would be submitted as a private section of the agenda.

5. Emergency Care Practitioners

Members discussed their evolving role and use of the title "paramedic".

6. **Chairman of Subcommittee**

Mr. Berrie reported that the Subcommittee was likely to continue for the near future more or less in its current form. It was **AGREED** that Ms. J. Manning be appointed Chairman.

03/29 Date of Next Meeting

It was **AGREED** that the next meeting be held on 8th September 2003 at 11:00.

CHAIRMAN
8th September 2003

MINUTES of the meeting of the Paramedic Education Subcommittee of the Education & Training Committee of the Health Professions Council held at Whitefield House, 186 Kennington Park Road, London SE11 4BU on Wednesday 30th April 2003 at 11:00 a.m.

PRESENT

Mr. R. Chandler
Mr. M. Collins,
Dr R Crouch,
Dr. T. Clarke
Mr. R. Fellows

Ms. J. Manning,
Mr. A. Newton
Mrs. J. Struthers
Mr. G. Thomas
Mr. D. Whitmore

At the Subcommittee's invitation:

Commodore F. Reed of the Defence Medical Services Organization
Mr. A. Howson, Business Development Manager, IHCD/Edexcel

In Attendance: Mr T.C. Berrie, Secretary to the Subcommittee

03/09 Chair of Meeting

It was **AGREED** that Ms. J. Manning chair the meeting.

With Ms. J. Manning in the Chair

03/10 Apologies for Absence

An apology was received from Mr. J. Butterfield, Mr. P. Henry, Mr. M. Jackson, Dr. I. McNeil, Prof. M. Watkins and Mr. K. Wenman.

03/11 Minutes

1. Confirmation and Signature

It was **AGREED** that the Minutes of the meeting held on 16th January 2003 be confirmed as a correct record and signed by the Chairman.

2. Changes to IHCD Quality Assurance Procedures – Minute 03/04.3

Mr. A. Howson, reported that the Ambulance Services Association had agreed to extend eligibility to non-NHS staff, but not to recognize other tutor awards.

He also reported that Mr. R Dearnley had been reappointed to carry out the work he had previously carried out at EDEXCEL in relation to the paramedic award and the Subcommittee welcomed his reappointment.

3. **Partners - Minute 03/07.1**

It was reported that a number of applications from paramedics had been received and interviews held over two days. The interviews for the applications from non-registrants would be held shortly.

4. **Preregistration Degree Programmes benchmarks and the Quality Assurance Agency (Ref. Minute 03/03.2)**

Mr. Whitmore reported that the proposed meeting with representatives of the Agency had had to be postponed and he was in the process of rearranging it for the end of May or early June. Mr. Berrie asked to be included in the arrangements.

03/12. Visits to Centres

1. **Visits Programme and Procedure**

Mr. Whitmore updated the Subcommittee on progress in establishing and putting into effect the visits programme. He was still attempting to arrange a revisit to the Wiltshire Ambulance Service's centre at Chippenham and a visit had been arranged to the Hereford & Worcester Service to take place in four weeks. No other visits would be held until the new procedure for visits was in place. Mr. Berrie commented that training would be provided by the Council for those appointed as partners to act as visitors and to assess applications.

2. **Visits**

The following reports of visits had been received:

South Yorkshire Ambulance Service: 20th January 2003: Revisit
Council Visitor: Mr. D. Whitmore

It was **AGREED** the above Service's training centre continue to be approved.

SUBJECT TO RATIFICATION BY THE EDUCATION & TRAINING COMMITTEE

Application for Institutional Approval to the Board under Section 4(1) c) of the Professions Supplementary to Medicine Act: Isle-of-Wight Ambulance Service: 28th April 2003

Council Visitor: Mr. D. Whitmore

It was **AGREED** that the above Service's training centre be approved, that approval to continue subject to a satisfactory revisit after the current cohort of students had completed their course.

SUBJECT TO RATIFICATION BY THE EDUCATION & TRAINING COMMITTEE

03/13 Paramedics in the Armed Forces (Ref. Minute 03/06)

The Subcommittee received a report of the informal visit by Ms. J. Manning and Mr. D. Whitmore, accompanied by Mr. T. Berrie, to the Defence Medical Training Centre, Ash Vale on 24th March 2003. The purpose of the visit had been twofold:

- To discuss appropriate arrangements for considering grandparent applications from military trained paramedics.
- To discuss the preparation of an application to the Council for approval for purposes of eligibility for registration of the Centre and its course and qualification.

In respect of the likely grandparent applications, the visitors had suggested that, upon receipt of these applications, or a sizeable group of them, a team of Council assessors would visit the Centre to assess relevant material provided by each applicant and the Centre as evidence of safe, legal and effective practice, and where necessary carry out tests of competence. The Centre staff had been amenable to this suggestion, which would be made by the Subcommittee to the Council's Registration Committee at an appropriate point. Such applicants would complete the registration-readmission form and provide the required documentary evidence. In addition there would be supplementary sheets that specifically related to the type of applicant they were, which they would submit with the registration form. It was **AGREED** that this proposal be accepted in principle. Mr Whitmore agreed to convene such a group with two other paramedics, who would be either partners or Council members, as soon as possible after the new processes were in place.

03/14 Proposals for new courses

1. Coventry University (Ref. Minute 03/05)

The Committee received a letter from Dr. L Merriman, Dean of the School of Health and Social Sciences. The University had now chosen to include the IHCD technician and paramedic courses within the four-year degree programme. Students would sit the IHCD examinations related to their technician and paramedic awards. The approval event was set for the evening of 3rd June and 4th June. It was **AGREED** that Mr. D. Whitmore and Mr. R. Fellows act as the Council's representatives.

2. University of Sheffield

The University was proposing to begin a diploma course which it would wish to submit for approval. A validation event had been set for 11th June, to which the Council had been invited to send representatives. Mr. Berrie agreed to attend himself and informally approach one of the visitor applicants, once most of the interviews had taken place, to find out if they were able to attend on 11th June.

03/15 Minimum Entry Requirements

Mr. M. Collins had recently asked the following of the Subcommittee: "I recently attended an AETAG [the Ambulance Education and Training Advisory Group] meeting (which is a

sub-group of the ASA), and one of the reports from Alan Howson of the IHCD, was with regard to " Changes to IHCD Rules & Regulations". During this discussion Alan relayed the fact that candidates for registration for the IHCD Technician award, require passes in 5 GCSE subjects or equivalent. It was also stated that this information was reinforced by HPC in order to conform with European Directives. I have, therefore, been tasked by the Chairman of AETAG to contact you, in order to gain clarification on what the " equivalent" should include, as there was much confusion and differing opinions on this point. I wonder therefore, if you could provide me with some guidance, so I may report back to the Group." It was pointed out that "aptitude tests" were available for those who had no qualifications, which could be used as a substitute for GCSE's. Mr. Howson and Mr. Collins agreed to pass this comment to AETAG.

03/16 Other Business

1. **Report by the Commission for Health Improvement on its visit to the Kent Ambulance Service in April 2003 "Clinical Governance Review"**

Mr. Berrie tabled a copy of the page from above entitled "What is CHI's assessment of the trust's systems for education and training?", for information.

2. **Professional Association for Paramedics**

Ms. Manning updated the meeting on progress in this area.

03/17 Date of Next Meeting

It was **AGREED** that the next meeting arranged after the new partners had been appointed and new processes in place.

CHAIRMAN
3rd July 2003

RADIOGRAPHERS

Please note the following items from the minutes of the meeting on the 30th July 2003.

23.4.5.1 Concern was expressed that section 6 of the clinical placement visit report made reference to "Assistant Radiography Practitioners". Mr Berrie confirmed that Radiographer was now a protected title and could only be used by someone who is registered. He suggested that clarification be sought from the HPC as to what titles would be acceptable for assistant practitioners and awards such as foundation degrees.

23.4.5.3 Mr Berrie requested that the JVC ask the professional body to write to institutions, including Anglia Polytechnic University, to inform them that legal advice was being sought on the title of "Assistant Radiography Practitioner".

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

Radiography

**CONTINUED APPROVAL of Programme and Approval of Change
in Title of Programme and Award**

Title of Programme	BSc(Hons) Radiography(Diagnostic) [former title BHSc(Hons) Radiography(Diagnostic)]
Type of Programme	Full time
Institute delivering the Programme	School of Healthcare Studies
Qualification(s) to be approved for State Registration	BSc (Hons) Radiography (Diagnostic) [former title BHSc(Hons) Radiography(Diagnostic)]
Awarding Body	University of Leeds
Length of Programme	3 years
With effect from	September 2003
Date of Validation of Event	28 March 2003
Participants in the approval process	University of Leeds College of Radiographers Health Professions Council
Outstanding Conditions	None
JVC/JQAC Comments and Conditions	None
Recommendation for Approval supported by: Programme Documents A visitors report (or equivalent) Record of peer professional discussion and agreement to the recommendation	Report attached

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

Radiography

CATEGORIES OF APPROVAL & CONTINUED APPROVAL

1. Approval of Part-time route

Title of Programme	BSc (Hons) Radiotherapy
Type of Programme	Part time
Institute delivering the Programme	Faculty of Health and Social Care
Qualification(s) to be approved for State Registration	BSc/BSc(Hons) Radiotherapy
Awarding Body	University of the West of England
Length of Programme	4 years
With effect from	September 2003
Date of Validation of Event	30 th May 2003
Participants in the approval process	University of the West of England College of radiographers Health Professions Council
Outstanding Conditions	None
JVC/JQAC Comments and Conditions	This is a part-time route to a previously approved full-time programme
Recommendation for Approval supported by: Programme Documents A visitors report (or equivalent) Record of peer professional discussion and agreement to the recommendation	Report forwarded under separate cover

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

Radiography

CATEGORIES OF APPROVAL & CONTINUED APPROVAL

1. Approval of Part-time Route

Title of Programme	BSc(Hons) Diagnostic Imaging
Type of Programme	Part time
Institute delivering the Programme	Faculty of Health and Social Care
Qualification(s) to be approved for State Registration	BSc/BSc(Hons) Diagnostic Imaging
Awarding Body	University of the West of England
Length of Programme	4 years
With effect from	September 2003
Date of Validation of Event	30 th May 2003
Participants in the approval process	University of the West of England College of Radiographers Health Professions Council
Outstanding Conditions	None
JVC/JQAC Comments and Conditions	This is a part-time route to a previously approved full-time programme
Recommendation for Approval supported by: Programme Documents A visitors report (or equivalent) Record of peer professional discussion and agreement to the recommendation	Report forwarded under separate cover

PRE-REGISTRATION EDUCATION AND TRAINING WORKING GROUP

Radiography

CATEGORIES OF APPROVAL & CONTINUED APPROVAL

1. Approval of Part-time route

Title of Programme	BSc (Hons) Radiotherapy
Type of Programme	Part time
Institute delivering the Programme	School of Radiography
Qualification(s) to be approved for State Registration	BSc/BSc(Hons) Radiotherapy
Awarding Body	University of the Central England
Length of Programme	6 years
With effect from	September 2003
Date of Validation of Event	23 th May 2003
Participants in the approval process	University of Central England College of Radiographers Health professions Council
Outstanding Conditions	None
JVC/JQAC Comments and Conditions	This is a part-time route to a previously approved full-time programme
Recommendation for Approval supported by: Programme Documents A visitors report (or equivalent) Record of peer professional discussion and agreement to the recommendation	Report forwarded under separate cover

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

Radiography

CATEGORIES OF APPROVAL & CONTINUED APPROVAL

1. Approval of Part-time route

Title of Programme	BSc (Hons) Diagnostic Radiography
Type of Programme	Part time
Institute delivering the Programme	School of Radiography
Qualification(s) to be approved for State Registration	BSc/ BSc (Hons) Diagnostic Radiography
Awarding Body	University of Central England
Length of Programme	6 years
With effect from	September 2003
Date of Validation of Event	23 rd May 2003
Participants in the approval process	University of Central England College of Radiographers Health Professions Council
Outstanding Conditions	None
JVC/JQAC Comments and Conditions	This is a part-time route to a previously approved full-time programme
Recommendation for Approval supported by: Programme Documents A visitors report (or equivalent) Record of peer professional discussion and agreement to the recommendation	Report forwarded under separate cover

MEETING OF THE JOINT VALIDATION COMMITTEE HELD ON 10 JULY 2003

PRESENT: Richard Price (Chair) (items 19 to 23.4.8.2 and item 23.4.9 onwards)
 Stephen Boynes
 Kathy Burgess
 Julia Henderson (item 22.2& item 24.2.1 onwards)
 Rosemary Klem
 Maureen McPake
 John Newton
 Lorraine Nuttall
 Julie O'Boyle
 Stephanie Wilson

IN ATTENDANCE: Tom Berrie
 Audrey Paterson (from item 23.4.23)
 Mary Embleton
 Michele Landau

19. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Tony Hazell. It was noted that Lesley Forsyth was on annual leave and probably unaware of the meeting.

20. MEMBERSHIP

20.1 The Chair welcomed Stephanie Wilson to her first Committee meeting. The Committee noted both Stephanie and Lesley Forsyth's appointments were in replacement of Charlotte Beardmore and Billy Rea, in his SCoR Presidential year.

20.2 The Secretary informed the Committee that she had received confirmation that all HPC representatives on the JVC had been appointed as partners. Therefore they were eligible to remain as JVC members as HPC representatives.

21. MINUTES OF LAST MEETING

21.1 The minutes of the last meeting were approved subject to the following:

Minute 6.2.3.1 second line should read...no longer *be* appropriate...

22. MATTERS ARISING FROM THE MINUTES NOT OTHERWISE ON THE AGENDA**22.1 Report of Chair's Action**

No Chair's action had been taken.

22.2 Annual Report of the JVC (Item 10)

22.2.1 The Committee noted that the Annual Report of the JVC for the 2002/2003 constitutional year had been forwarded to parent bodies and circulated to education centres and validators.

22.3 Degree Titles Awards (Item 6.2.3)

SCoR Council had considered its position concerning whether the recognition of BSc awards from BSc Honours degree programmes or only the BSc (Hons) degree would continue to be an appropriate qualification for registration. The JVC was informed that SCoR Council required a paper to be developed outlining the history, current position and proposed policy.

A working group comprising the Chair and Rosemary Klem was appointed to develop the paper. Mr Berrie suggested liaison between the JVC and Peter Burley at the HPC and it was agreed that, once drafted, the paper be forwarded to JVC members for comment.

It was anticipated that the paper would be circulated to the JVC before the end of September 2003.

ACTION: RP, RK

22.4 Other Matters

Sheffield Hallam University (item 5.1)

The Secretary clarified that Chair's action had confirmed approval of the three clinical placements associated with Sheffield Hallam University, which had previously been granted interim approval. The report of Chair's action had been duly amended.

23. COURSE UPDATE

23.1 The course update document was noted.

23.2 Link Persons

It was agreed that the following appointments would take place with immediate effect:

Institution	Previous Link Person	New Link Person
City University	Billy Rea	Lesley Forsyth
Glasgow Caledonian University	Charlotte Beardmore	Stephanie Wilson
South Bank University	Billy Rea	Kathy Burgess
University of Hertfordshire	Charlotte Beardmore	Lesley Forsyth
University of Wales, Bangor	Kathy Burgess	Stephanie Wilson

23.3 General matters for consideration

23.3.1 *Schedule of Reviews – what is expected from JVC Reps*

This item to be placed on the next agenda.

23.3.2 *Schedule of Validations*

23.3.2.1 A number of validations were due to take place in the coming year. The Committee appointed several lead validators. This will be noted on the schedules and copies sent to the Committee with the next agenda.

23.3.2.2 An update was given to the Committee on the current position of validations that had already taken place. The validation schedules will be updated to reflect any changes that have occurred since the agenda was finalised for this meeting.

ACTION: SEC

23.3.3 *Commissioned Numbers*

There was nothing to report.

23.4 Course Specific Matters

23.4.1 CANTERBURY CHRISTCHURCH UNIVERSITY COLLEGE (R)

23.4.1.1 The JVC noted that the Secretariat had been advised that the University was planning to hold an interprofessional revalidation event (9 programmes) in March 2004. A preliminary meeting of representatives from statutory and professional bodies would be held on 18 July to discuss regulations and procedures as part of the development of the programme.

The Secretary explained that the University was looking at creating a regulators advisory group and that the meeting of 18 July appeared to be a planning meeting. The Secretary would attend the meeting and report back to validators.

23.4.2 CITY UNIVERSITY (London) (R&T)

23.4.2.1 The Committee was advised that Privy Council approval had now been received for the PgD Diagnostic Radiography validated in 2002. Clarification had been received that no students had been recruited to the programme and that no intake was planned for 2003.

23.4.2.1 The Committee was informed that no further information had been received regarding the validation event for the proposed PgD to include more inter-professional content and a Radiotherapy scheme.

23.4.3 GLASGOW CALEDONIAN UNIVERSITY (R&T)

Maureen McPake left the meeting for this item.

23.4.3.1 Kathy Burgess gave a verbal report of the clinical placement visits to the Radiotherapy Departments at Ninewells (also proposed for students from Queen Margaret University College) and Gartnavel Hospitals, the diagnostic department at Hairmyres Hospital and a meeting at the University held on 28 & 29 April. Kathy Burgess, Julie O'Boyle (radiotherapy) and Julia Henderson (diagnostic) attended.

23.4.3.1.1 **Radiotherapy**

The Committee heard that in connection with Ninewells Hospital a meeting had taken place with both HEIs. The department was prepared to take Radiotherapy students from both institutions as long as there was no clash in timetabling. The validators advised that the department could cope with 4 students per cohort, maximum 8 at any one time and both institutions had been verbally advised of this. It was further advised that both institutions should work towards a common assessment tool for the students, although, this was not appropriate at present.

It was advised that the department should only take one cohort in the coming academic year. A carefully worded recommendation would be incorporated in the written report and Chair's Action taken upon receipt.

ACTION: CHAIR

23.4.3.1.2 The Committee was informed that the Radiotherapy department at Gartnavel Hospital would be an appropriate clinical placement. It was an extension of the Beatson Oncology Centre and would eventually take over from the Beatson site in the coming years.

23.4.3.1.3 Concerns still remained over the institution's SSR. The institution had requested assistance from the JVC and asked if they would write to Scottish Health to explain the background of SSR requirements and to support it if provided with appropriate contact details. It was agreed, in the first instance to request details from the institution for further clarification of the staffing input to the programme and to re-visit the last monitoring schedule for details of the SSR at that time.

ACTION: SEC, CHAIR

23.4.3.1.3 **Diagnostic**

The JVC was informed that the Diagnostic department at Hairmyres Hospital was appropriate for students with Chair's Action to be taken upon receipt of the written report.

ACTION: CHAIR

23.4.4 KINGSTON UNIVERSITY/ST GEORGE'S HOSPITAL MEDICAL SCHOOL (R&T)

23.4.4.1 Julie O'Boyle gave a verbal report of the periodic review of the BSc (Hons) Diagnostic Radiography and BSc (Hons) Therapeutic Radiography held on 13 May 2003. Julie O'Boyle, Maureen McPake and Pauline Reeves attended.

Two clinical visits had taken place on 12 May. The institution had requested placement of 4 students at the Chelsea and Westminster Hospital. The validators found the department capable of supporting the students and confirmed they believed it could support 2 sets of students from different institutions.

An increase in the number of students being placed at the Mayday Hospital was requested, but the representatives considered that the placement could not support an increase at this time.

23.4.4.2 The institution had tried to incorporate validation of a part time route during the review. They had been advised to issue separate documentation to be considered on its own merits.

23.4.4.3 The institution needed to recruit a Radiotherapy tutor. Clarification of the SSR, which was a condition of acceptance, was required, as it was not straightforward. The response to the conditions had been due by the end of June, however, this remained outstanding. It was agreed that Chair's Action be taken on receipt of the confirmed report and confirmation that the conditions had been met.

ACTION: CHAIR

23.4.5 **UNIVERSITY OF LEEDS (R&T)**

23.4.5.1 The Committee received the report of the periodic review held on 28 March 2003 and the noted that JVC representatives were satisfied that the conditions had been met.

23.4.5.2 Concern was expressed that section 6 of the clinical placement visit report made reference to "Assistant Radiography Practitioners". Mr Berrie confirmed that Radiographer was now a protected title and could only be used to by someone who is registered. He suggested that clarification be sought from the HPC as to what titles would be acceptable for assistant practitioners and awards such as foundation degrees.

23.4.5.3 Mr Berrie requested that the JVC ask the professional body write to institutions, including Anglia Polytechnic University, to inform them that legal advice was being sought on the title of Assistant Radiography Practitioner.

ACTION: SEC

23.4.5.4 The committee agreed that the following recommendation be forwarded to parent bodies

THAT THE DEGREE FORMERLY TITLED BSc H(Hons) RADIOGRAPHY (DIAGNOSTIC), UNIVERSITY OF LEEDS AND ASSOCIATED CLINICAL PLACEMENTS CONTINUE TO BE APPROVED AND THAT A CHANGE IN TITLE TO BSc (Hons) RADIOGRAPHY (DIAGNOSTIC) BE APPROVED FOR THE PURPOSES OF REGISTRATION AND PROFESSIONAL ACCREDITATION.

23.4.6 **QUEEN MARGARET UNIVERSITY COLLEGE (R&T)**

23.4.6.1 Please refer to minute 23.4.3.1.1.

23.4.6.2 The Committee received a verbal report from Kathy Burgess of the validation of a PgD in Therapeutic Radiography with eligibility for registration with the HPC held on 23 June 2003. Kathy Burgess and Jan Balyckyi attended.

The validators felt approval should be granted for three years in the first instance; this mirrored the findings from the Scottish Executive. As a condition of approval the JVC should review how the programme was running after its first year.

The institution needed to clarify its admissions profile, as this was unclear. They would need to amend the definitive documentation and submit a programme specification prior to September 2003. The validators confirmed that Western General Hospital should be approved for 8 students per cohort, maximum 16 at any one time.

It was agreed that Chair's Action be taken on receipt of the confirmed report and confirmation that the conditions had been met.

ACTION: CHAIR

23.4.7 **THE ROBERT GORDON UNIVERSITY**

23.4.7.1 The Committee received a verbal report of the Interprofessional validation event on 13-15 May 2003. Rosemary Klem, Stephen Boynes and the Secretary attended.

The Committee was informed that the validators had received the draft report and response to the conditions of approval this week. The institution required a response by 24/25 July.

It was agreed that Chair's Action be taken on receipt of the confirmed report and confirmation that the conditions had been met.

ACTION: CHAIR

23.4.8 SOUTH BANK UNIVERSITY (R&T)

23.4.8.1 The Committee was informed that Privy Council approval for the BSc (Hons) Diagnostic Radiography full-time, BSc (Hons) Diagnostic Radiography (part-time 4 year in-service) and BSc (Hons) Therapeutic Radiography (part-time 4 year in-service) had now been granted.

23.4.8.2 The Chair was absent for this item.

The Secretary reported that at a meeting she had attended of the Modernising Education Steering Group in regards to the Part-Time in Service programme the University had commented that reports on the placements for those on the part-time in service programmes would be sent to the JVC. Meetings had taken place with other universities who had JVC approval for the clinical placement sites. It was noted that these discussions were retrospective for the first intake and that the validators wished to return to the institution and speak to students on the course. The requested reports had yet to arrive and these would be followed up. Also details of clinical placements remained outstanding.

ACTION: SEC

23.4.8.3 The committee noted that a request for approval of the change in title of the PgD Radiation Oncology Practice to PgD Therapeutic Radiography had still not been presented to the Privy Council and it was intended to put this matter to the Chair of the Education and Training Committee for Chair's Action to be taken.

The Committee noted that the Secretariat had received a report on attrition from the PgD programme. Kathy Burgess and Julie O'Boyle had reviewed the documentation.

The Committee heard that attrition levels remained high and further monitoring was required. It was agreed that further information be requested from the institution. This is to be considered at the next JVC meeting.

ACTION: KB, JO'B

23.4.9 SHEFFIELD HALLAM UNIVERSITY (R&T)

23.4.9.1 The Committee noted that Sheffield Hallam University had informed the Secretariat that it had decided to bring forward the revalidation of its programmes from 2005 to 2004 and was planning to hold a planning event involving the professional and statutory bodies in September 2003. It was agreed the Secretary should attend the meeting.

ACTION: SEC

23.4.9.2 The Committee received a verbal report from Kathy Burgess of the validation of the PgD in Radiotherapy and Oncology with eligibility for registration with the HPC held on 2 July. Kathy Burgess and Hazel Colyer attended.

Documentation had been late in arriving and the validators still had issues on whether the programme was satisfactory as a postgraduate diploma as opposed to a graduate diploma. The validators confirmed that approval should not be granted until eleven conditions had been met, details of which would follow in the written report.

The Committee stated both validators must agree that all the conditions had been met prior to recommendation for Chair's Action.

ACTION: KB, HC

23.4.10 UNIVERSITY OF SALFORD (R)

23.4.10.1 The JVC received a verbal report from the John Newton of the validation of a BSc Programme for several health care programmes. The programme would entail a generic first year which students could exit with a Cert HE; a discipline specific second year with elements of shared learning which students could exit with a foundation degree and be eligible for employment as an Assistant Practitioner and the final 15 months leading to the BSc (Hons) and eligibility for registration with the HPC held on 20 May 2003. John Newton, Lorraine Nuttall and the Secretary attended.

Approval of the programme would be subject to 13 conditions and 21 recommendations, not all of which related to Radiography. It was hoped that the conditions and recommendations would be separated under their specific disciplines.

Further information remained outstanding in relation to 2 clinical placements. This item to be revisited at the next JVC meeting.

23.4.11 SUFFOLK COLLEGE (Ipswich) (R&T)

23.4.11.1 The JVC noted that the institution had submitted a proposal for an increase in Radiotherapy numbers to 17 for 2003 and 18 for 2004. Maureen McPake, JVC Link Person had reviewed the documentation and recommended approval of the increase.

The committee agreed that the increase be approved.

23.4.12 UNIVERSITY OF CENTRAL ENGLAND IN BIRMINGHAM (West Midlands School of Radiography and Podiatry) (R&T)

Rosemary Klem left the meeting for this item.

23.4.12.1 The Committee received the report of the validation of a part-time pathway for both the Diagnostic and Radiotherapy programmes held on 23 May 2003. Kathy Burgess and Derek Adrian-Harris attended. Kathy Burgess commented that the validation had been a very smooth event with documentation received in a timely manner. The course was extremely flexible and could be delivered in a maximum of six years, however, it was hoped it would take students less time to complete training. All conditions of approval had been met.

The committee agreed that the following recommendation be forwarded to parent bodies

THAT THE PART-TIME ROUTE TO THE BSc/BSc (Hons) DIAGNOSTIC RADIOGRAPHY AND BSc/BSc (Hons) RADIOTHERAPY BE APPROVED FOR PURPOSES OF REGISTRATION AND PROFESSIONAL ACCREDITATION.

23.4.13 UNIVERSITY OF DERBY (R)

23.4.13.1 The JVC received a verbal report from the Richard Price of the validation of a part-time route to the BSc (Hons) Diagnostic Radiography held on 23 May 2003. Richard Price and Andrew Stewart attended. The validators had requested clarity of the students' route through the programme. Conditions had now been met.

It was agreed that Vice-Chair's Action be taken on receipt of outstanding documentation and the confirmed report.

ACTION: VICE-CHAIR

23.4.14 UNIVERSITY OF HERTFORDSHIRE (R&T)

The Chair left the meeting for this item.

23.4.14.1 The Committee received a verbal report of the clinical placement visits relating to the Thames Valley contract. John Newton and Kathy Burgess attended.

23.4.14.1.1 The Vice-Chair confirmed he was satisfied with the Diagnostic clinical placements and was happy to recommend for approval.

23.4.14.1.2 With regards to Radiotherapy placements Kathy Burgess confirmed the institution were looking for approval of 16 students in 3 departments. It was felt that this was an excessive number of students for the first year of the contract and that approval for 13 students only should be granted in the first year. Full approval would, hopefully, be granted for the following academic year once equipment at the departments had been replaced and/or upgraded.

ACTION: VICE-CHAIR

- 23.4.14.2 Clarification was required that the institution was applying for an increase in JVC approved annual intake following the award of the Thames Valley contract previously held by Cranfield University. Details would be required of the SSR and resources at the University to support the increase.

ACTION: SEC, VICE-CHAIR

23.4.15 UNIVERSITY OF LIVERPOOL (R&T)

Kathy Burgess left the meeting for this item.

- 23.4.15.1 The JVC was informed of the present position relating to the review and response to conditions of the interprofessional validation event held on 4-6 March 2003.

- 23.4.15.1.1 The Chair confirmed that the conditions relating to approval of the Diagnostic programme had now been met; however, the confirmed report remained outstanding. Vice-Chair's action to be taken upon receipt.

ACTION: VICE-CHAIR

- 23.4.15.1.2 The Committee heard the conditions relating to the Radiotherapy programme remained outstanding and approval could not, therefore, be recommended at present.

It was agreed that Chair's Action be taken on receipt of the confirmed report and confirmation that the conditions had been met.

ACTION: VICE-CHAIR

- 23.4.15.2 The Committee noted that the University had advised the Secretariat that they would be seeking validation of a part-time route for the Radiotherapy Programme in autumn 2003.

23.4.16 UNIVERSITY OF PORTSMOUTH (R&T)

- 23.4.16.1 The Committee received a verbal report from the Vice-Chair of the BSc (Hons) Radiography programmes held on 9 July 2003 and the associated university validation of a Diagnostic Radiography foundation degree on 30 May. John Newton, Angela Duxbury and the Secretary attended.

The Vice-Chair confirmed that approval could not be granted at present since clinical placement information remained outstanding. The validators would be visiting six departments in August 2003 since they had only met with representatives of 3 departments during the validation. A sub-panel meeting to take place in September 2003 was required since documentation from the institution had been both unsatisfactory and received at a very late stage of the proceedings.

ACTION: JN, AD

It was agreed that Chair's Action be taken on receipt of the confirmed report and confirmation that the conditions had been met.

ACTION: CHAIR

23.4.17 UNIVERSITY OF TEESSIDE (R)

- 23.4.17.1 The JVC noted that Privy Council approval had also now been received for the MSc/PgD Allied Health Professional Studies (with eligibility for registration – Diagnostic Radiography)

23.4.18 UNIVERSITY OF ULSTER AT JORDANSTOWN (R&T)

- 23.4.18.1 The JVC received the report of the visit of JVC representatives to the institution on 16 April to discuss concerns relating to staffing levels and over-recruitment of students. Richard Price and Lorraine Nuttall attended.

The Committee heard that under-staffing remained a problem and that Radiotherapy clinical placements were at maximum levels, however, 2 extra placements could be approved in respect of the Diagnostic programme. A response was due from the University by September 2003.

The JVC accepted the confirmed report.

It was agreed that Chair's Action be taken on receipt of the progress report on the conditions

ACTION: CHAIR

23.4.19 UNIVERSITY OF WALES, BANGOR (R)

- 23.4.19.1 The JVC received a copy of the report of the validation. Julia Henderson informed the Committee that at the present time, condition one had been met, whereas condition two had not. Correspondence had been received confirming that a new Course Director would be in post by September 2003 and Liz Carver's role had been re-designated as full-time clinical tutor, with the remainder of her old position being advertised. Clarification of the revised assessment strategy.

It was agreed that the JVC write to the institution to inform them that conditions had not been met and the JVC would make recommendation 1 a condition for continued approval from September 2004.

ACTION: SEC

It was agreed that Chair's Action be taken on receipt of confirmation that the conditions had been met.

23.4.20 UNIVERSITY OF THE WEST OF ENGLAND (R&T)

- 23.4.20.1 The JVC received a verbal report from Kathy Burgess of the validation of a part-time route for both programmes held during the week of 26 May 2003. Kathy Burgess and Jennifer Edie attended.

The committee agreed that the following recommendation be forwarded to parent bodies

THAT THE 4 YEAR PART-TIME ROUTE TO THE BSc/BSc (Hons) DIAGNOSTIC IMAGING AND BSc/BSc (Hons) RADIOTHERAPY BE APPROVED FOR PURPOSES OF REGISTRATION AND PROFESSIONAL ACCREDITATION.

- 23.4.20.2 The institution had also requested approval in increase in annual intake and clinical placements. Kathy Burgess reported that the institution appeared to be using clinical placement sites prior to approval. The validators were happy to recommend the increase in clinical placement numbers, however, they were perturbed that no documentation had been provided from the other institutions approved for the proposed shared clinical placements.

ACTION: CHAIR

23.4.21 UNIVERSITY OF EXETER

The Committee noted that the Secretariat had been advised an advert had been drafted for the post of Senior Lecturer and had indicated that they would be pleased in due course if the JVC could allocate a member of the Committee to act as an advisor in developing the programme. John Newton was identified in his capacity of Vice-Chair. The Secretariat would confirm this in writing to the institution.

ACTION: VICE-CHAIR, SEC

23.4.22 UNIVERSITY OF CENTRAL LANCASTER

Audrey Paterson spoke to the report of the meeting between representatives of the University and the Director of Professional Policy, SCoR. Professor Paterson confirmed that the institution was determined to develop education programmes in Radiography. Concerns were raised regarding clinical placement capacity in the area. The meeting had been a fact-finding mission and the professional body expressed a desire to contact the strategic health authority to express its concerns.

The professional body would expect an institution to provide education across all levels. It would be happy to initiate contact between the JVC and the institution in order for the JVC to explore the advisability of contracting with a fourth education provider in the north west area.

24. MONITORING SCHEDULE

- 24.1.1 The JVC received the latest draft of the report to education centres giving entry data on monitoring schedule returns in relation to the 2001/2002 academic year. Amendments had been made to the

report since the last JVC meeting, however, further revisions were requested by the JVC and these will be incorporated in the report.

ACTION: CHAIR, SEC

- 24.1.2 The Committee agreed that once the report was finalised it could be emailed to institutions, with hard copies to follow with the institutions' individual, confidential reports.
- 24.1.3 The Committee discussed whether a data analyst should be hired jointly by the JVC and SCoR as a one off exercise to correlate data that had been collected by the JVC over a period of years and set up a template for future data gathering. It was agreed to further investigate this option.
ACTION: AP
- 24.1.4 The Chair thanked the Secretariat for the work that had been undertaken on this year's report.
- 24.2. Link Person reports would, for this year, be incorporated with the institution-specific reports. The last remaining outstanding reports had finally been received by the Secretariat.
ACTION: SEC
- 24.3 The Committee was informed that the monitoring schedules for 2002/2003 had been circulated in June for return by 31 July 2003.
- 24.4 The JVC considered monitoring arrangements for courses starting mid-year. It was agreed that student numbers would be incorporated into the figures for the academic year they joined and graduated.

25. HPC DEVELOPMENTS

- 25.1 The Committee noted that the HPC Rules had been dispatched to Privy Council on Monday 16 June and had come into effect at 8.30am on Wednesday 9 July 2003.
- 25.2 The Committee received a verbal report of the meeting of the HPC Education and Training Secretariat held on 8 July 2003. The new register had been opened on 9 July 2003 with all documentation now freely available on the HPC website. A new fitness to practice process was in place and all registrants would be receiving an information pack. Mr Berrie confirmed to the Committee that both the term and concept of 'State Registration' was now obsolete; henceforth this would refer to 'registration'.

The items that remained outstanding were:

- The Standards of Education and Training
- Approvals Process
- CPD

All the above would be dealt with via professional liaison committees, the planning of which would take place at the next meeting of the Education and Training Committee on 30 July 2003.

Mr Berrie confirmed that the HPC was happy for the JVC to continue in its current form for the time being.

- 25.3 The Committee noted publication of the Standards of Proficiency. These would be in place for a 2-year time span due to transitional grand-parenting arrangements.

26. JVC WORKSHOP FOR VISITORS

- 26.1 The JVC were informed that although funding had been requested, the HPC had indicated that they did not wish to be involved at the present time and had suggested a delay in the workshop until Spring 2004. The Committee decided that it preferred to keep the workshop date as 20 November 2003 as they felt that a training day was overdue.

The professional body was in agreement with the Committee and it was agreed to widen the day to include postgraduate validators/approvers and to invite HPC visitors/partners who were not otherwise included in any of the categories. The workshop would now encompass the 'changing

environment. It was hoped, that as the numbers were fewer than half a dozen, that the HPC would be willing to pay expenses of the partners/visitors.

- 26.2 The Committee considered the draft programme for the workshop. They agreed that the programme should be decided by collaboration between the JVC and the professional body, however, the professional body would ultimately manage this.

ACTION: AP, JH, JO'B

27. JVC VALIDATORS/HPC VISITORS

The Committee was informed that an article had been prepared for Synergy News, however, in light of JVC developments, this would need revision prior to being submitted for publication.

ACTION: JN, ME, TB, CHAIR

28. JVC NEWSLETTER

The Chair confirmed that there had been no progress, at present, on the next edition of the newsletter; however, he would endeavour to have a draft version by the end of August/early September.

ACTION: CHAIR

29. QUALITY ASSURANCE PROFESSIONAL HEALTHCARE EDUCATION PARTNERSHIP (QAPHEP) WORKING ARRANGEMENTS

- 29.1 The Director of Professional Policy spoke to enclosures G to I. The Report to the Allied Health Professions (G) highlights issues from the work of the Major Review Working Group (H) and the Ongoing Quality Monitoring and Enhancement Working Group (I). The JVC was informed that the Major Review group had taken over much of the work of the QAA steering group.

It was noted that assessors are required for major review.

Audrey Paterson commented that in some form ongoing monitoring would be linked to the national placements contract. The three strands of work (the third is approvals) being undertaken by the QAPHEP working groups must link with HPC and Professional Body work. It was noted that the QAPHEP work does not cover the 4 Countries, whilst the HPC and Professional body work does.

Audrey Paterson said she would welcome comments on enclosure I from members of the JVC particularly on pages 8 onwards drawing attention especially to pages 11 and 12.

ACTION: ALL

30. VALIDATION FRAMEWORK

- 30.1 Audrey Paterson spoke to the discussion paper from the professional body on development of an Accreditation Framework. The JVC was informed that SCoR considered it necessary to unify, extend and link in the approval process to the accreditation of individuals. The urgency surrounded the following issues:

1. Assistants
2. Registration
3. Postgraduate

If, at any time in the future the professional body and the HPC could no longer be partners a seamless transition would be needed. There would be 2 working groups; and on the approvals side SCoR would appreciate input from the JVC due to its proven experience.

Comments, to be forwarded to Audrey Paterson, were invited on the document and it was hoped that the framework would be implemented by September 2005; work would be commencing in September 2003. Policy and practice development was scheduled to happen simultaneously.

A working party remit would be forwarded from the professional body to the Secretariat and volunteers requested. Those interested should contact the Secretariat.

ACTION: AP, SEC

31. ITEMS REFERRED FROM PARENT BODIES**31.1 SCoR Website**

- 31.1.1 The Committee reviewed where its documents should be placed on the website. The last SCoR Council meeting had highlighted that most JVC documents were currently held on the members' section whereas all HPC documents were freely available to the public.

The Committee agreed that all core advice documentation should, in future, be placed on the public section of the SCoR website. These documents to include:

- JVC Handbook
- Annual Monitoring Report
- Annual Report

- 31.1.2 The Committee agreed that a discussion should take place on what constituted open and closed business. Recommendations needed to be developed detailing exactly what documentation should be made freely available. This item to be placed on next agenda.

ACTION: SEC, ALL

- 31.1.3 The Committee noted that the DH had established the Strategic Learning and Research Advisory Group, which will take an overview of education and research issues. Details are on the website www.dfes.gov.uk/stlar.

32. ANY OTHER BUSINESS

There was no other business to discuss.

33. DATES OF FUTURE MEETINGS

- 33.1 The JVC decided that the meeting on Thursday 4 September 2003 was not required.

- 33.2 The next meeting was confirmed as **Tuesday 9th December 2003**.

The meeting closed at 4.45 PM.

MEETING OF THE JOINT VALIDATION COMMITTEE HELD ON 10 APRIL 2003

PRESENT: Richard Price (Chair)
Stephen Boynes
Kathy Burgess
Tony Hazell
Julia Henderson
Rosemary Klem
Maureen McPake (until item 15)
John Newton
Lorraine Nuttall
Julie O'Boyle
Billy Rea

IN ATTENDANCE: Tom Berrie (item 4.2 and items 5.3 onwards)
Audrey Paterson
Mary Embleton
Michele Landau

1. APOLOGIES FOR ABSENCE

No apologies for absence had been received.

2. WELCOME

The Chair welcomed both Mr Stephen Boynes and Professor Tony Hazell to their first Committee meeting. Audrey Paterson was welcomed to the meeting in her new role as Director of Professional Policy.

3. ELECTION OF OFFICERS

3.1 The JVC noted that at the closing date for nominations for the post of Chair, one nomination, proposing and seconding Mr R Price had been received.

3.2 Richard Price was duly elected Chair to hold office until April 2004.

3.3 The JVC noted that at the closing date for nominations for the post of Vice-Chair, no nominations had been received. At the meeting Mr J Newton was proposed and seconded for the post.

3.4 John Newton was duly elected Vice-Chair to hold office until April 2004.

4. MINUTES OF LAST MEETING

4.1 The minutes of the last meeting were approved subject to the following:

Minute 36.3.1.1 last line should read...SSR would be too *high*.

5. MATTERS ARISING FROM THE MINUTES NOT OTHERWISE ON THE AGENDA

5.1 Report of Chair's Action

The JVC received and approved Chair's action subsequent to the meeting of 2 December 2002 subject to clarification as to whether the three extra clinical placements for Sheffield Hallam University be identified and approved as totally new placements, as opposed to continual approval being granted. The Secretary will investigate and clarify.

ACTION: SEC

5.2 **HPC meeting with Representatives of Professional Bodies (minute Items 42 & 43)**

5.2.1 The Committee received notes from both the meetings of the HPC with the AHPF on 5 March 2003 and the HPC Education & Training Secretariat on 10 March 2003.

Audrey Paterson explained to the Committee that she considered the notes of both meetings neither reflected nor reported the robust discussions that had taken place around JVC issues.

The HPC had yet to agree the arrangements concerning the JVC Secretariats, however, the Committee would most likely continue in its present format for the next 2-3 years. Marc Seale had expressed the view that he eventually wanted to bring all JVC Secretariats into the HPC.

HPC representatives on the JVC would have to be HPC appointed "partners".

The HPC are proposing to set up a professional Liaison Committee to synthesise good practice and develop a model /framework that can be applied across all the professions.

A name change would have to take place to reflect that the JVC was involved in the process of course approval.

It was agreed that the Chair, Secretary, Audrey Paterson and Mr Berrie should meet after HPC order was enacted, together with registrant and alternate member. At that stage it may be appropriate to alter the name of the Committee.

5.3 **Other Matters**

Membership (item 35.2)

The Secretary confirmed that there was still a vacancy. Appointment of partners would not take place until after 1 May 2003. The earliest date that the new HPC would become operative would be 1 June or possibly 1 July; until then it would continue to operate under the provisions of the PSM Act.

6. **COURSE UPDATE**

6.1 The course update document was noted.

6.2 **General matters for consideration**

6.2.1 *Link Persons*

It was agreed that the following changes would take place with immediate effect:

Institution	Previous Link Person	New Link Person
University of Ulster at Jordanstown	Audrey Paterson	Stephen Boynes
University of Derby	Audrey Paterson	Stephen Boynes
University of Wales College of Medicine	Audrey Paterson	Rosemary Klem
University of the West of England	Rosemary Klem	Julie O'Boyle

6.2.1.1 Although the name of the Link Person had been added to the Course Update document, this information was missing from the latest version. The JVC requested the information be re-inserted.
ACTION: SEC

6.2.1.2 A number of amendments relating to JVC member's interests were made and these would be reflected in the update course document.

6.2.2.1 *Validation Events*

6.2.2.1.1 The JVC agreed that its input should be stabilised throughout the year and that not all validation events should take place at the same time of year.

6.2.2.1.2 Since there were many events due in a short space of time, this would impact greatly on Chair's Action. It was agreed to hold a JVC meeting prior to the one already scheduled for September.

6.2.2.2. *Validation of Assistant Practitioner Programmes integral to BSc Programmes*

6.2.2.2.1 Audrey Paterson confirmed that a statement from the SCoR would be published within the next 10 to 14 days on assistant practitioners in advance of the report due from the Department of Health. In respect of the JVC and approval for assistant practitioner programmes forming part of BSc programmes there would have to be convincing evidence that appropriate mechanisms existed to ensure bridging took place. The SCoR does not envisage, at this stage, that the typical 50% APEL rules will apply.

6.2.2.2.2 The JVC was informed that SCoR is intending to establish a process to approve programmes for assistant practitioners and compile a register of assistants. Radiography programmes would need to have structures in place to ensure assistant practitioners are appropriately placed in the programme. The SCoR would be setting up a Steering Group and intended to have JVC input into it's work. JVC would identify members to sit on the group as their input would be appreciated. The JVC agreed that Audrey Paterson should meet with the JVC Chair and Vice-Chair to consider this item further.

6.2.3 *Degree Titles/Awards*

6.2.3.1 Approval was currently given for State Registration; guidance had now been received from the HPC saying this terminology would no longer appropriate with effect from 1 July. It would be advisable to consult with Peter Burley and Marc Seale in respect of future phraseology.

ACTION: SEC

6.2.3.2 Mr Berrie confirmed that the Radiographers Board had accepted non-honours degree awards for registration purposes and this practice would be continued by the HPC, even though the QAA Benchmark Statements relate to the award of an honours degree. Prof Hazell will take this matter back to the HPC and The College of Radiographers will confirm their position.

ACTION: AH/AP

6.3 **Course Specific Matters**

6.3.1 **CANTERBURY CHRISTCHURCH UNIVERSITY COLLEGE (R)**

6.3.1.1 Audrey Paterson confirmed that she remained a Professor of the University.

6.3.1.2 Lorraine Nuttall and the Secretary clarified the situation regarding sharing Darent Valley Hospital as a clinical placement with South Bank University. The Committee agreed:

THAT THE RADIOLOGY DEPARTMENT, DARENT VALLEY HOSPITAL BE APPROVED AS A MAJOR CLINICAL PLACEMENT IN ASSOCIATION WITH THE BSc MEDICAL IMAGING (DIAGNOSTIC RADIOGRAPHY) FOR THE PURPOSE OF PROFESSIONAL ACCREDITATION AND REGISTRATION WITH THE HEALTH PROFESSIONS COUNCIL

6.3.2 **CITY UNIVERSITY (London) (R&T)**

6.3.2.1 The Committee was informed that the validation event for the proposed PgD to include more inter-professional content and a Radiotherapy route had been postponed to the next academic year.

6.3.2.1.1 The Committee was advised that Privy Council approval was awaited for the PgD Diagnostic Radiography validated in 2002, however, it was not certain whether the course had commenced. The Committee requested that clarification be sought.

ACTION: SEC

- 6.3.2.3. The committee noted that City University had submitted a proposal for an increase JVC approved annual intake in Therapeutic Radiography. Billy Rea, JVC Link Person has reviewed the documentation and recommends approval subject to the following:

Condition – The Staff: Student ratio be reviewed and address by the University to maintain the current ratio and so maintain the quality of the student learning experience.

Recommendation – during the period of installation the student learning experience is carefully managed and monitored to ensure that there is no detriment to this experience and that potentially there may be a net beneficial effect.

This was agreed by the committee.

6.3.3 GLASGOW CALEDONIAN UNIVERSITY (R&T)

Maureen McPake left the meeting for this item.

- 6.3.3.1 Julie O'Boyle spoke to the report of a meeting with representatives from both Glasgow Caledonian University and Queen Margaret University College on 12 December 2002 that she had attended in place of Charlotte Beardmore, JVC Link Person, relating to sharing a proposed new radiotherapy clinical placement at Ninewells Hospital.

A further visit from Julie and Kathy Burgess was due to take place on 28–29 April to the radiotherapy departments at both Ninewells and Gartnavel hospitals and the diagnostic department at Hairmyres Hospital. This would be combined with a meeting at University to discuss resources to support increased student numbers, to include the Dean of Glasgow Caledonian University on 29 April. A diagnostic validator was sought for the visit to Hairmyres and the Committee agreed that Julia Henderson be appointed. Julia would also attend the meeting with the Dean. It was further agreed to inform the institution as soon as possible of this change.

ACTION: SEC

6.3.4 KINGSTON UNIVERSITY/ST GEORGE'S HOSPITAL MEDICAL SCHOOL (R&T)

- 6.3.4.1 The Committee was informed that documentation relating to the review/revalidation of the BSc (Hons) Diagnostic Radiography and BSc (Hons) Therapeutic Radiography to be held on 13 May 2003 remained outstanding. The Committee agreed that a reminder be issued to the institution advising that the JVC would reserve the right to defer the event if documentation was not received in a timely fashion.

ACTION: SEC

- 6.3.4.1. As noted at the meeting of 9 December 1999, approval of the clinical placement to Guy's and St Thomas' NHS Trust, in association with the BSc (Hons) Diagnostic Radiography, Kingston University and Saint George's Medical School, is subject to a yearly progress report being submitted to the JVC. The third such report has been received by the JVC and reviewed by Rosemary Klem on whose recommendation the committee agreed that special monitoring arrangements be discontinued.

6.3.5 UNIVERSITY OF LEEDS (R&T)

- 6.3.5.1 The Committee was informed that the periodic review had taken place on 28 March. Five conditions had to be met and the institution was given a deadline of 19 May 2003 to meet the conditions. It was most important to ensure that both the SSR and other resources remained in line with JVC recommendations as student numbers increased.

6.3.6 QUEEN MARGARET UNIVERSITY COLLEGE (R&T)

- 6.3.6.1 The Secretary informed the Committee that the University a request had been received for validation of a proposed PgD in Therapeutic Radiography it is planning to introduce in Autumn 2003. The Secretary would contact the institution to request proposed dates.

ACTION: SEC

- 6.3.6.2 The committee noted that Queen Margaret University College had submitted a proposal to use the Radiotherapy Department, Ninewells Hospital as a clinical placement with Glasgow Caledonian University. This would be considered by Julie and Kathy Burgess when the department would be visited on 28 April.

6.3.7 THE ROBERT GORDON UNIVERSITY

- 6.3.7.1 The committee noted that the Robert Gordon University had advised the JVC that it is proposing to hold an Interprofessional validation event on 13–15 May 2003. Rosemary Klem, Stephen Boynes and the Secretary to attend.

6.3.8 SOUTH BANK UNIVERSITY (R&T)

- 6.3.8.1 A request was made for an up-to-date report on attrition on the PgD in Radiation Oncology Practice/Therapeutic Radiography from the institution. The Secretary will request this from the University.

ACTION: SEC

- 6.3.8.2 The committee noted that the BSc (Hons) Diagnostic Radiography full-time, BSc (Hons) Diagnostic Radiography (part-time 4 year in-service) and BSc (Hons) Therapeutic Radiography (part-time 4 year in-service) were approved for the purpose of professional accreditation.

- 6.3.8.3. It further noted that the HPC agreed to forward recommendations for approval of the BSc (Hons) Diagnostic Radiography full-time, BSc (Hons) Diagnostic Radiography (part-time 4 year in-service) and BSc (Hons) Therapeutic Radiography (part-time 4 year in-service) to Privy Council.

6.3.9 SHEFFIELD HALLAM UNIVERSITY (R&T)

- 6.3.9.1 The committee noted that Privy Council approval had been received for the BSc(Hons) Radiotherapy and Oncology (part-time route).

- 6.3.9.2. The Secretary informed the JVC that the institution had confirmed they would be resubmitting a proposal for the validation of a PgD Radiotherapy & Oncology to commence in September 2003. The Committee agreed that the Secretary write, drawing the institution's attention to time limit conditions and constraints specified in the JVC Handbook.

ACTION: SEC

- 6.3.9.3 The committee noted that Sheffield Hallam University had informed the secretariat that it had decided to bring forward the revalidation of its programmes from 2005 to 2004

6.3.10 ST MARTIN'S COLLEGE (Lancaster) (R)

- 6.3.10.1 The Committee received a verbal report of the validation held on 20 March. Audrey Paterson stated that the validators had actually been asked to consider a part-time course in diagnostic radiography, as opposed to an accelerated course, to be run from the Carlisle campus, with a different course title from that being delivered at Lancaster but using the same modules,.

The WDC had deferred the start date for the part-time course to September 2004. The JVC representatives had, therefore, deferred the validation and would return once all paperwork is in order. It was unclear at this stage whether an accelerated course would be introduced.

6.3.11 UNIVERSITY OF SALFORD (R)

- 6.3.11.1 The JVC noted that a positive meeting between the University and representatives of various JVCs concerning the inter-professional BSc programme with a foundation award as an interim award had taken place on 7 February 2003. An interim meeting with radiography staff would be taking place on 2 May prior to the final process validation meeting to be held on 20 May 2003.

6.3.12 UNIVERSITY OF DERBY (R&T)

- 6.3.12.1 The JVC noted that the institution would be holding a validation of a part-time route in May. The Committee was informed that documentation remained outstanding and that Richard Price would be the JVC lead representative with another validator needing to be identified.

6.3.13 UNIVERSITY OF HERTFORDSHIRE (R&T)

- 6.3.13.1 The Secretary advised the JVC that clinical placement documentation relating to the Thames Valley contract had now been submitted for review by Kathy Burgess and John Newton, as agreed at the meeting of 2 December 2003.

ACTION: VICE-CHAIR

6.3.14 UNIVERSITY OF LIVERPOOL (R&T)

Kathy Burgess left the meeting for this item.

- 6.3.14.1 The JVC were given a verbal report of the interprofessional validation event held on 4-6 March 2003. The Chair confirmed the event had been satisfactory but approval was subject to conditions relating there being robust agreements between the University and Clinical Placement Providers, to be met by the end of June 2003.

The committee received the reports of the associated clinical placement visits.

With regard to the radiotherapy clinical placements conclusion 1 had been approved while conclusions 2 & 3 had been approved subject to overall conditions being met.

In respect of diagnostic clinical placements, the JVC asked that the report be amended to show both maximum student numbers approved per cohort and in total, in line with JVC guidance. The report would be amended. It was agreed that Vice Chair's action be taken when confirmation was received that the conditions of validation had been met.

ACTION: CHAIR/VICE CHAIR

6.3.15 UNIVERSITY OF PORTSMOUTH (R&T)

- 6.3.15.1 The JVC was informed that no further information had been received in respect a firm date the review of the BSc (Hons) Radiography (Diagnostic) and BSc (Hons) Radiography (Therapeutic) in collaboration with the University of Southampton as part "new generation programme", which is due to take place during the current academic year. The Committee asked for an update from the institution.

ACTION: SEC

6.3.16 UNIVERSITY OF TEESSIDE (R)

- 6.3.16.1 The JVC noted that University of Teesside has submitted a proposal for an additional clinical placement at Radiology department University Hospital of North Durham. Rosemary Klem, JVC Link Person had been asked to review the documentation and advise the JVC accordingly. It was agreed that these be approved subject to clarification on student numbers being sought in relation to the MSc/PgD Allied Health Professional Studies. Rosemary Klem would check with the institution and pass the information on for Chair's action.

ACTION: RK/CHAIR

6.3.17 UNIVERSITY OF ULSTER AT JORDANSTOWN (R&T)

Billy Rea left the meeting for this item

- 6.3.17.1 The JVC was informed that required SSR levels were yet to be met. The Chair and Lorraine Nuttall were due to visit the University on 16 April 2003 to meet with representatives from the institution.

ACTION: CHAIR/LN

6.3.18 UNIVERSITY OF WALES, BANGOR (R)

- 6.3.18.1 Julia Henderson gave a verbal report of the revalidation of the BSc (Hons) Radiography and Diagnostic Imaging held on 17 and 18 March 2003. A number of issues had arisen including the number of staff employed at Wrexham.

Approval was granted subject to two conditions being met; assessment strategy was to be mapped and both a course director and an admissions tutor designate identified by 1 May 2003 to be in post by September. Recommendations made to the institution were to ensure the SSR was brought down to 1:12 and to identify a full-time staff member as clinical placement co-ordinator.

6.3.18.2 The JVC was informed that the institution had secured funding for 27-28 students.

6.3.18.3 The report of the revalidation event, once confirmed, would be forwarded for Chair's Action

ACTION: CHAIR

6.3.19.5 UNIVERSITY OF THE WEST OF ENGLAND

6.3.19.5.1 The JVC noted that the University of the West of England were to hold a validation of a part-time route for both programmes during the week of 26 May 2003. Kathy Burgess and Jennifer Edie to attend.

6.3.19.5.2 The JVC noted a letter was sent in following the September 2002 meeting informing the University of the JVC's decisions concerning student numbers and clinical placements and identifying areas requiring clarification before increases can be approved.

6.4. **Commissioned Numbers**

6.4.1 The Chair confirmed that a letter had been sent to WDCs requesting that they make intake numbers known to HEIs as early as possible for JVC approval to be granted and a letter to HEIs advising them of this had been sent in the week preceding this meeting.

6.4.2 The Secretary confirmed that all 1st year students for the 2002 intake had now been registered with SCoR. HEIs had been informed, however, that in future this would not happen purely as a matter of course.

6.4.3 The Chair informed the Committee that Devon & Exeter WDC had written to the University of Exeter commissioning a diagnostic radiography course with effect from 2004. The Committee requested further clarification.

ACTION: SEC

7. **ANNUAL REPORT OF THE JVC**

7.1 The JVC received the report of the 2002/2003 constitutional year.

7.2 Comments were to be directed to the Secretariat by Easter, following which the report would be circulated to parent bodies, HEIs and validators.

8. **MONITORING SCHEDULE**

8.1 The JVC received an initial draft of the section of the Report to education centres on the Monitoring information on entry data. The Secretary informed the JVC that there had been problems in gathering the necessary data from both the SCoR and HEIs for the Monitoring Report and not all the data required was at present available to the Secretariat.

It was agreed that a comment should be inserted into the schedule regarding "approved numbers" and capacity needed. The term "approved numbers" should be clarified.

Instead of the tables at the end of the section, the JVC requested data from past years should be represented graphically to show trends from 1996 onwards.

8.2 Some Link Person reports remained outstanding. Reminders would be sent shortly.

ACTION: SEC

8.3 Members of both the SCoR membership department and the JVC Secretariat would be co-operating to draw up a procedure aimed at simplifying future student registration.

8.4 The return date for the 2002/2003 monitoring schedules was agreed as 31 July 2003. It was further agreed that approved numbers would be those agreed for the most recent intake.

9. JVC NEWSLETTER

The Chair confirmed the content of the next newsletter would include: pen profiles of the Committee, the JVC policy on College of Radiographers' documentation, HPC issues, identification of issues relating to the future of the JVC and a calendar of meetings.

10. HPC CONSULTATION – KEY DECISIONS

10.1 Key decisions

The Committee noted the HPC's publication of the KEY DECISIONS following analysis of the Responses to the Consultation on the functions of the Health Professions Council.

10.2 Implications for the future of the JVC

Please refer to minute 5.2.

11. HPC VISITORS

11.1 Appointment of Visitors

The Committee was informed that appointments of HPC "Partners", including visitors, were currently in the process of being made with the final ones originally due on 1 May 2003. However, the HPC have now decided that this will be an ongoing process.

11.2 Training of HPC visitors

Mr Berrie confirmed that training for HPC visitors would be implemented once all visitors had been appointed. The Committee felt that given the relationship between the professional and statutory bodies it would be advantageous to train together.

11.3 JVC Workshop

The Committee agreed that JVC training for validators should continue and a date for the next JVC workshop was set as 20 November 2003, to be held at SCoR HQ. Julia Henderson and Julie O'Boyle will draft the programme on the topic of "The Changing Environment" in time for the next JVC meeting.

ACTION: JH,JO'B

11.3.1 It was agreed that funding be requested from both the CoR and the HPC.

11.3.2 The Committee agreed that John Newton would liaise with Mr Berrie and the Secretary to draft a feature for Synergy News on the roles of the validator and the visitor encouraging applications from radiographers in clinical positions of responsibility and from areas of the UK poorly represented on the Register of Validators.

ACTION: SEC, TB, JN

12. HPC EDUCATION AND TRAINING PROCESSES

12.1 Standards of Proficiency

The Committee was informed of a limited consultation on the standards of proficiency with a closing date of 17 April, with a meeting of the groups who took part in the initial drafting being held on 15 April.

12.2 Standards of Education and Training

The Committee was informed that there were differences between the standards of proficiency and those for education and training. The latter were not as urgent as the standards of proficiency, and was a bringing together of requirements of the various JVCs to develop consistency and coherence across the professions.

13. QUALITY ASSURANCE AGENCY

- 13.1 The Secretary gave a report of the final meeting of the steering group on prototype reviews held on 31st January 2003. A DH quality assurance team was now taking work forward. Input would be via the AHP Forum.
- 13.2 The Secretary confirmed that a new Handbook for Major review of Health Profession Programmes had been drafted and was available from the website in a draft version. Work was still ongoing.
- 13.3 Mr Berrie confirmed that the QAA in Wales would have differing requirements to England and a separate handbook. Tony Hazell confirmed that Health Professions Wales was the communication vehicle between health professions in Wales and the respective professional bodies
- 13.4 The Committee heard that the CoR would be taking steps to improve support for all four countries of the UK.
- 13.5 The Secretary suggested that a training module be added to the JVC Workshop on the differences between the 4 countries.

ACTION: JH,JO'B

14. WIDENING THE ROLE OF THE COUNCIL OF DEANS

The Chair confirmed that the information about widening role of the council was for the JVC to note rather than comment.

15. NEW WAYS OF WORKING PILOT

The Committee was informed that both Audrey Paterson and Ann Cattell had attended the meeting on 10 October and had not seen the notes prior to them being forwarded with the JVC agenda. The background for the reasons of the meeting was explained and overall concern expressed on the quality of clinical education. It was agreed that the matter be taken back to parent bodies and also addressed at the next JVC workshop.

ACTION: AP

16. ITEMS REFERRED FROM PARENT BODIES

- 16.1 The JVC was informed that the CoR had received money towards a recruit/return/retention project including quality issues in education capacity/quality of clinical placements, which would be offered to tender in May 2003 with completion due at the end of January 2004.
- 16.2 The CoR had published the following new documents; 'The Scope of Practice' and 'Clinical Supervision Framework' which were available on the SCoR website. Two further documents, 'Role Development revisited; the research evidence' and 'Developing a Business Case for Consultant Radiographers' were also due to be published in the near future.
- 16.3 The Curriculum Framework document, and with it, the SCoR guidance document Career Progression Framework, which should interface with one another, were due for publication before the next JVC meeting.
- 16.4 All the documents would be available free to members to download via the website; however, a limited supply of printed copies would be available to both members and non-members for a charge.

17. ANY OTHER BUSINESS

There was no other business to discuss.

18. DATES OF FUTURE MEETINGS

- 18.1 The date for the next meeting was confirmed as Thursday 10th July 2003.
- 18.2 The provisional dates for the following meetings were set as Thursday September 4th 2003 and Tuesday 9th December 2003. The September date would be reviewed at July's meeting.

The meeting closed at 3.50 PM.

ANNUAL REPORT OF
THE JOINT VALIDATION COMMITTEE OF THE HEALTH PROFESSIONS COUNCIL
THE COLLEGE OF RADIOGRAPHERS

April 2002 - March 2003

1. INTRODUCTION

The Joint Validation Committee (JVC) is a joint committee of the College of Radiographers and the Health Professions Council. The function of the JVC is to implement all policies related to the professional and statutory aspects of validation, review and approval as determined by its parent bodies. As such, therefore, the duties and responsibilities of the two parent bodies need to be referred to in relation to JVC activities.

This is a report of the activities undertaken by the JVC during its tenth constitutional year of operation.

2. MEMBERSHIP OF THE JVC

Membership to the Joint Validation Committee arises from nominations from the College of Radiographers and the Health Professions Council. The membership to the end of the 2002/2003-year was as follows:

Mrs Charlotte Beardmore	(College)
Mr Stephen Boynes	(College)* from February 2003
Mrs Kathy Burgess	(HPC)
Professor Anthony Hazell	(HPC lay member)
Mrs Julia Henderson	(College)
Professor Rosemary Klem	(HPC)
Miss Maureen McPake	(College)*
Mr John Newton	(HPC)
Miss Lorraine Nuttall	(HPC)
Mrs Julie O'Boyle	(HPC)
Professor Audrey Paterson	(College) to February 2003
Mr Richard Price	(College)
Mr William Rea	(College)

*Miss Maureen McPake replaced Mrs Angela Duxbury as a College of Radiographers representative in July 2002. Professor Audrey Paterson resigned as a College of Radiographers representative in February 2003 and Stephen Boynes was appointed as her replacement.

Professor Hitchen, formerly appointed to the JVC as an educationalist ceased to meet the criteria for appointment by the HPC thus creating a vacancy for a HPC representative.

Secretariat Mrs Mary Embleton

Advisors Mr Thomas Berrie (Health Professions Council)
Miss Ethna Glean (College of Radiographers)
Professor Audrey Paterson (College of Radiographers)

3. CHAIR

At the first meeting of the session held on 23 April 2002, Mr Richard Price was elected as Chair and Mrs Kathryn Burgess as Vice-Chair.

4. MEETINGS

Three ordinary meetings were held during the period of this report. The number of meetings attended by each member was: Mrs Charlotte Beardmore 2; Mrs Kathy Burgess 3; Mrs Angela Duxbury 1 of 1; Mrs Julia Henderson 1; Professor Rosemary Klem 3; Miss Maureen McPake 1 of 2; Mr John Newton 1; Miss Lorraine Nuttall 3; Mrs Julie O'Boyle 3; Professor Audrey Paterson 3; Mr Richard Price 3; Mr Billy Rea 2.

5. REGISTER OF VALIDATORS

During the year, one clinical diagnostic and two clinical therapeutic radiographers were added to the register. One clinical therapeutic radiographer resigned from the Register

There continues to be a shortage of diagnostic clinical validators, especially from outside the Southeast.

At the end of the constitutional year, representation on the register of validators was as follows:

- Diagnostic Clinical 10
- Diagnostic Academic 15
- Therapeutic Clinical 9
- Therapeutic Academic 8

6. JVC WORKSHOP FOR VALIDATORS

The committee initially proposed to arrange its next workshop for validators for May/June 2003 to enable validators to be briefed on new systems under the Health Professions Council and the evaluation of Modernising Education initiatives. At its December meeting it decided to defer the date, due to the JVC workload and the evolving nature of the HPC and keep plans for the next workshop under review.

7. JVC LINK PERSON

Since September 1997, the JVC has appointed a named representative from the committee to each education provider. This continues to be an important mechanism for continued contact between the JVC and education centres during the intervals between validations/reviews, particularly where increases in commissions result in the need for JVC approval of suitable additional clinical placements.

The JVC considers that, as the role of the Link Person is largely advisory, it may not be appropriate for that person to participate as a JVC representative at periodic review. Link Persons continue to be allocated to HEIs in a random manner.

The 'Link Person' continues to review the annual course monitoring report in order to assess the qualitative data and put the information into the context of the individual institution. A short report is produced for the JVC and if there are issues of particular concern the Link Person or the JVC Chair will pursue the issue with the institution. The Link Person's report, together with comparative quantitative data from the computer analyses, constitutes a confidential report specific to the education provider which is attached to the summary report on the annual monitoring returns.

8. MONITORING SCHEDULE

The report to education centres on the outcomes of annual monitoring by the JVC of returns received for the 2000/2001 academic year was circulated in May 2002.

The annual monitoring schedule revised for the previous 1998/1999 data collection, reducing the amount of information collected using the proforma, was used with slight modifications for collecting data relating to the 2001/2002. Additional data were obtained via the Society of Radiographers Membership System.

Additional fields have now been created in the membership database to facilitate JVC Monitoring. There continues to be problems with information sent to the College being incomplete and on outdated forms. **So it is essential that institutions ensure the correct forms for student registration, renewal and withdrawal are used and properly completed.**

The 2001 cohort of students was the first for whom all the data was entered; consequently much of the data for 2001/2002 had to be processed manually. However, it is anticipated that the Monitoring Report will be ready at approximately the same time of year as previous reports.

9. INCREASES IN STUDENT NUMBERS

The JVC was concerned that some centres were seeking to register greater numbers of students with the College of Radiographers than their JVC approval allowed. While the JVC does not wish to restrict recruitment onto programmes in times of a national shortage of radiographers, there is an agreed process to follow to seek approval for recruitment of additional students. The JVC recognises the pressure that some education centres are under to accept additional commissions; unfortunately this is often too late in the year and the planning cycle to ensure that additional resources are in place for the beginning of the academic year. The JVC will continue to act diligently in the execution of its responsibilities and as such will continue to support requests for increased commissions where the appropriate levels of resources support these. Education centres cannot expect approval where additional resources cannot be demonstrated and must be clear that by recruiting additional numbers without approval student registration is jeopardised.

10. REVALIDATION AND PERIODIC REVIEW

The JVC was involved in the periodic review/ revalidation of 10 existing degree programmes in 7 Higher Education Institutions (Sheffield Hallam University, South Bank University, Suffolk College, University of Hertfordshire, University of Leeds, University of Liverpool and University of Wales, Bangor), including assessment of associated clinical placements. It was also involved in the validation of the first part-time route, to the BSc (Hons) Radiotherapy and Oncology and the first four year part-time in-service degrees in both Diagnostic and Therapeutic Radiography, for those already employed as helpers/assistants, at South Bank University and an accelerated BSc route at St Martin's College, Lancaster.

Additional clinical placements associated with undergraduate programmes at other institutions were approved using the policy on approval and accreditation of clinical placements adopted in December 1996.

11. PSM LEGISLATION – MODERNISING REGULATION

The Shadow Health Professions Council, appointed in 2001, was established as the Health Professions Council (HPC) on 1st April 2002. During this transitional phase, until new rules and procedures have been approved, the HPC has operated under the provisions of the PSM Act.

From July – September 2002 the HPC consulted widely on issues arising from the Order in Council.

Marc Seale, Registrar & CEO attended the afternoon session of the September meeting of the JVC, where the Education and Training section of the Consultation Document and the JVC response was discussed.

The Health Professions Council constituted a Radiography Education and Training Working group, comprising the Radiography HPC member and alternate, a lay member of the Health Professions Council, Professor Anthony Hazell, and the HPC representatives on the JVC, as an advisory committee of the HPC.

It may be several years before all aspects of the Order in Council are implemented.

12. JVC POLICY DOCUMENTS

Following publication in October 2001 of the document 'Meeting the Challenge: the JVC Response', the JVC published a follow-up document, 'Development and Approval of Clinical Placements', which acknowledges both the need to produce more radiographers and the pressures on clinical placements resulting from staff shortages, increasing workloads and a greater diversity of learners. Paramount for the JVC is ensuring that the quality of radiography education is maintained.

The JVC also published two further documents; 'Guidance for the Development and Approval of M Level Courses with Eligibility for State Registration' and 'Advice on the Development of Part-Time BSc (Hons) Radiography Programmes'.

13 JVC NEWSLETTER

An innovation for the JVC was the publication in October 2002 of the first edition of the JVC Newsletter for circulation to HEIs, Workforce Development Confederations and Clinical Departments. Parent bodies were asked to put it on their websites. The JVC plans to publish the newsletter twice a year.

14. OTHER MATTERS

The JVC has received reports on the work of the Quality Assurance Agency on prototype reviews of Health Care from representatives of the parent bodies on the Steering Group.

The JVC was invited to attend, and received a report of, the meeting of the Educationalists Forum of the Health Professions Council in May 2002. The Education and Training Committee of the HPC decided, due to pressure of business, not to hold any further meetings of the Educationalist Forum during the year.

15. CONCLUSION

The JVC has once again experienced an active and interesting year and has continued to respond positively to the changes in policies and procedures within higher education and the NHS. Monitoring of the recruitment and retention of student radiographers and encouragement of a proactive approach to initiatives within the professional and higher education sector has continued.

ACKNOWLEDGMENTS

The Chair would like to express his sincere appreciation and gratitude to all members of the JVC for their continued support and sustained efforts to complete JVC business promptly and often within very tight deadlines particularly when this was in addition to the demands of their normal daily workload.

The committee would like to thank the wider professional group, who represented the JVC on validation and review panels. Their contribution to the JVC's agenda is very important and much appreciated.

Our gratitude also goes to Thomas Berrie and Ethna Glean for their well informed advice and guidance through yet another year that has seen major developments that impact on our profession.

Finally, on behalf of everyone connected with the JVC, I would like to express my most sincere appreciation of the support and guidance given by the Secretariat team and most particularly Mary Embleton and Michele Landau. This "backroom" team do an incredible amount of work on the JVC's behalf and often work over and above their normal duties to ensure that deadlines are met and that business is conducted efficiently.

Thanks are also due to those members who left office during the year; Professor Judith Hitchen (Board) Miss Margaret McClellan (Board), Mrs Angela Duxbury (College) and Professor Audrey Paterson (College).

Richard Price
Chair, JVC
April 2003

**SPEECH AND LANGUAGE
THERAPISTS**

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

Speech and Language Therapy

CATEGORIES OF APPROVAL & CONTINUED APPROVAL

2. Continued Approval of programmes, examinations, qualifications and institutions under Part IV Section 15/16 of the Health Professions Order 2001

For consideration by ETC on the advice of a subordinate body

Title of Course	BSc(Hons) Speech and Language Therapy
Mode of Study	Full-time
Higher Education Institution delivering the course	University of Wales Institute, Cardiff
Date of Validation of Event	21-22 May 2003
Participants in the approval process	Ms Sandra Robertson Dr Catherine Adams Ms Lorna Povey Mrs Sylvia Stirling, RCSLT, Panel Administrator
Outstanding Conditions	There are no outstanding conditions.
JVC/JQAC Comments and Conditions	JVC recommends that the BSc(Hons) Speech and Language Therapy be approved for a further 5 years (2003-2008)
Recommendation for Re-Approval supported by: Course Documents A visitors report (or equivalent) Record of peer professional discussion and agreement to the recommendation	The visitors' report and course documents.

end

SPEECH AND LANGUAGE THERAPY

4. Minor Changes to Provision Approved under Part IV Section 15/16 of the Health Professions Order 2001

For consideration by ETC on the advice of a subordinate body

Title of Course	BSc(Hons) in Linguistics and Language Pathology Recommendation that the title be changed to BSc(Hons) in Speech and Language Therapy There are no other changes to the programme.
Type of Course	Full time
Institute delivering the course	University of Reading

Recommendation by JAC – 11 July 2003

_____end_____

Ulua Falk

From: gaye powell [gayepowell@yahoo.com]
Sent: Wednesday, July 23, 2003 7:48 AM
To: Ulua Falk
Subject: speech & language therapy JAC

Dear Ulua,

I have been in hospital and had a major operation on 10 July, and was therefore unable to send you my approval to the two items relating to speech and language therapy for the 30 July Education and Training Committee before I left. Sylvia Stirling had e-mailed me the report of the UWIC visit, which appears very good; and I knew of and approve the proposed change of title at Reading.

Therefore, I confirm that I have taken Chair's action to approve:

1. the recommendation that the BSc(Hons) Speech and Language Therapy at the University of Wales Institute, Cardiff be re-approved for a period of five years without condition, following the visit in May 2003.
2. the recommendation that the title of BSc(Hons) in Linguistics and Language Pathology, at the University of Reading, be changed to BSc(Hons) in Speech and Language Therapy. There are no other changes to the programme.

DR GAYE POWELL
Chair: Joint Accreditation Committee
(Sub-Committee of the HPC Education & Training Committee)

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INFORMATION

PHYSIOTHERAPISTS

THE CHARTERED SOCIETY OF PHYSIOTHERAPY

Minutes		Pre-Registration Education & Training Working Group for Physiotherapy [JVC] (PRETWG)	2003 Meeting 2
Group	Pre-Registration Education & Training Working Group for Physiotherapy [JVC] (PRETWG)		
Date	Tuesday 13 May 2003		
Time	10.30 a.m.		
Venue	Front Council Room, CSP		
<p>Present: Margaret Curr Chair Lynn Clouder Carolyn Edwards Louise Jones Jenny Morris Richard Stephenson Eileen Thornton</p> <p>Observers: Niamh O'Sullivan (HPC)</p> <p>In attendance: Jenny Carey Joanna James Sally Gosling Fleur Kitsell</p>			

	Paper No	Action		
<p>WELCOME & APOLOGIES Apologies were received from Anne Galbraith, Holly Laws, Sheila Lennon, Jane Lockwood, Valerie Machle, Nigel Palastanga and Janet Price. Joanna James was welcomed to her first meeting as clerk of minutes.</p> <p>MINUTES OF THE LAST MEETING 2. The minutes of the meeting of the Pre-Registration Education & Training Working Group for Physiotherapy (PRETWG) held on Tuesday 11 February 2003 were confirmed and signed as an accurate record of the meeting.</p> <p>MATTERS ARISING 3. It was agreed that future PRETWG meetings would need to correspond with future ETC meetings (see Date of Next Meeting, minute no.)</p> <p>UPDATE ON HEALTH PROFESSIONS COUNCIL DEVELOPMENTS</p>				

THE CHARTERED SOCIETY OF PHYSIOTHERAPY

<p>4. The Group considered a number of issues which were under consideration and consultation by the HPC. The first issue was related to programme approval and it was noted that the HPC intended to set up three parallel Professional Liaison Groups (PLGs), one for Programme Approval, another for Standards of Education and Training and a third for CPD. The Chairs for these groups would be decided by the Education and Training Committee (ETC) on 14th May and professional bodies would be invited to elect representatives to each group. The HPC Approvals PLG would run parallel to the Department of Health Approvals working group which Norma Brook (HPC President) also chaired.</p> <p>5. The other issue that had been given specific attention over the last three months was Standards of Proficiency and this was still not resolved. The most recent draft was out for consultation until 14th May and there were still some unresolved issues. Concern had been expressed by professional bodies that not all elements they had requested were included in the minimum standards developed and it was understood this was for legal reasons. Competency tests were also being developed i.e. a mechanism for providing evidence of meeting the standards of proficiency. It was expected that further explanation on this would be given at the ETC meeting on the 14th May.</p> <p>6. Eileen Thornton reported on the progress being made with the appointment of HPC visitors and other partner roles. Interviews for these had now been held and it was intended that all partners would be approved by HPC Council on 4th June.</p> <p>7. Eileen also reported on a proposal from the HPC Registration Committee which, if agreed by ETC, would have crucial implications for qualifying students wishing to register with the HPC this summer. It was proposed that from mid June 2003 a more rigorous process of HPC registration would be introduced which would involve the completion of a more detailed registration form and would include a character reference, a health declaration and a criminal record check. Whilst appreciating that the rigour was important, there was concern about the length of time involved in securing a criminal record check and therefore the long delay there would be for new graduates before they could start their first posts, in addition to the extra costs they would incur. This was to be discussed by the ETC on 14th May. It was agreed that if these arrangements were approved by ETC all HEIs needed to be notified immediately so they could warn their graduates of the change. Physiotherapy managers also needed to be made aware of the delays in graduates obtaining their HPC registration as a result. These changes would also need to be publicised through the CSP website and Frontline.</p>	<p>JVC (03)12</p>	
<p>TRANSITIONAL AND FUTURE ARRANGEMENTS FOR PROGRAMME APPROVAL.</p>		
<p>8. The Group considered a response from Peter Burley at HPC to a request from the CSP for clarification of the current status of visitors and conduct of programme approval in the interim period before the Approvals PLG reported later in the year. It was understood that the current PRETWG arrangements would continue until June 2004 i.e. one year after parliament's approval of the HPC Rules.</p>	<p>JVC (03)13</p>	

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There was some discussion about the training of visitors and how it was envisaged this would take place. Concern was expressed at the possibility of adopting the NMCs training programme. It was agreed that developments around the issue of training needed to be monitored carefully. There was also some confusion about the status of the PRETWG after 4th June and who would represent the HPC in the interim, particularly if currently HPC (former Physiotherapist Board) members resigned, or had not applied for visitor status. Eileen agreed to raise these issues at the ETC meeting but it was envisaged that those appointed as HPC visitors could be invited to fill PRETWG vacancies as these occurred.

9. The change from JVC to PRETWG on the documentation was noted. It was agreed that once the proposed changes to course approval arrangements were clarified, they would be publicised to the membership. It was reported that a Frontline supplement was currently being prepared (due for publication in June) on the HPC to update members in more detail.

DEPARTMENT OF HEALTH APPROVAL WORKING GROUP – QUALITY ASSURANCE: PROFESSIONAL HEALTHCARE EDUCATION PARTNERSHIP WORKING ARRANGEMENTS.

10. The Group noted the summary note from the second meeting of the Department of Health Approval Working Group. There were three subgroups appointed – one to look at prospective approvals, a second to look at retrospective approvals and a third to look at establishing benchmarks for those professions who did not have them. It was noted that the HPC Approvals PLG intended to work closely with the Department of Health's approval working group and that Norma Brook would chair both and Sally Gosling would represent the CSP on both.

JVC (03)14

ISSUES RELATING TO PROGRAMME APPROVAL ARISING FROM THE MODERNISATION AGENDA: DEVELOPING GUIDING PRINCIPLES.

11. The Group considered the changes made since February to the paper setting out guiding principles for HEIs and other interested parties regarding the implications for programme approval raised by the Government's Modernisation Agenda. However, it was noted that it was an evolving position statement and with the development of an increasing number of Foundation degrees leading on to qualification in a number of the AHP professions, advice may need to be supplemented and revised. The forthcoming approval event at the University of Salford of a Foundation Degree and bridging programme for physiotherapy, occupational therapy, podiatry and radiography, leading to the third year of the specific professional programme was noted. It was also highlighted that this Foundation degree may raise other issues regarding Foundation degrees, such as when it is appropriate for a student to register with the professional body. The QAA Foundation degree benchmark was noted. It was agreed that the PRETWG had no jurisdiction over stand-alone Foundation degrees, but that some reference needed to be made in the paper about APEL/APL for Foundation degrees for students going on to professional programmes.
12. The paper was approved subject to the suggested addition of information around APEL/APL and it was agreed that the guiding principles should be circulated to all HEIs and widely publicised as the CSP stance on this issue.

JVC (03)15
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JVC (03)16

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ACCREDITATION OF CLINICAL EDUCATORS SCHEME – UPDATE.	
13. The report updating the Group on the scheme was noted. Submissions from completion of the experiential route, piloted from March - May, are due in by 29 June 2003. Once marked, the first ACE will be produced. It was added that since the style of form has been altered since the beginning of the project, and both forms are currently in use, a second pilot using the updated master form may take place at a later date.	JVC (03)17
14. There would be a second phase of the experiential route pilot to control the initial influx of applicants. This should be ready in September.	
PHYSIOTHERAPY PROGRAMMES	
University of East Anglia	
15. The Group received the outline proposal for an MSc pre-registration physiotherapy programme. Approval in principle was given to proceed to validation in late 2003.	JVC (03)18
16. The Group approved the appointment of Richard Stephenson as Dean/Director of School of Physiotherapy and Occupational Therapy at the University of East Anglia in succession to Jenny Routledge, retiring in July 2003.	JVC (03)19
University of East London	
17. The Group agreed that the University of East London should be asked to produce their annual monitoring information as a matter of urgency. It was noted that the approval event for the situated learning route BSc would be held on 26 June 2003.	[JVC (03)20 never received]
University of Hertfordshire	
18. The Group noted the re-approval event to be held on 14/15 May 2003.	
19. The Group noted the letter from Richard Price, the new Head of Allied Health Professions at the University of Hertfordshire, informing the Group of the restructuring of the Faculty of Health and Human Sciences into the Department of Allied Health Professions.	JVC (03)21
20. The Group approved the appointment of Karen Beeton as Professional Lead for Physiotherapy at the University of Hertfordshire.	
Colchester Institute	
21. The Group approved the letter from the Programme Manager of the BSc (Hons) Physiotherapy programme at Colchester Institute requesting a deferral of the review of the programme to 2004 in light of forthcoming changes in institutional links.	JVC (03)22
University of Huddersfield	
22. The Group received the letter from the Head of Division of Physiotherapy at the University of Huddersfield in response to the Group's comments on the annual monitoring report. The Group noted the staffing changes and will continue to monitor the staffing complement.	JVC (03)23
University of Liverpool	
23. The Group noted the report on the re-approval event held on 5/6 March 2003. The full report would be considered at the July 2003 JVC meeting.	ORAL
University of Northumbria at Newcastle	
24. The Group agreed that the approval event for BSc, MSc and part-time	ORAL

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<p>programmes, scheduled by the University to be held over 10/11 June 2003, may require to be cancelled if a second visitor was not available to attend. If this was the case, alternative dates would be circulated around PRETWG members and then proposed to the University.</p>	<p>ORAL</p>	
<p>Oxford Brookes University 25. The Group noted the approval event proposed for 9/10 Oct. 2003.</p>	<p>ORAL</p>	
<p>Robert Gordon University 26. The Group noted the review event to be held on 14/15 May 2003.</p>	<p>ORAL</p>	
<p>University of Salford and University of Central Lancashire 27. Richard Stephenson gave an oral report on the outcome of the re-approval event for BSc (Hons) Physiotherapy at University of Salford on 6/7 May and the franchise with University of Central Lancashire. The re-approval would be formally endorsed at the next meeting when a report would have been received.</p>	<p>ORAL</p>	
<p>28. The Group discussed the modernisation pilot programme, approval event to be held on 20 May 2003.</p>	<p>ORAL</p>	
<p>Sheffield Hallam University 29. The Group noted that the approval event for part-time satellite delivery at Lincoln would be held on 2 July 2003.</p>	<p>ORAL</p>	
<p>Southampton University MSc Physiotherapy Pre-Registration Proposal. 30. The Group noted the correspondence from Richard Collier in response to the Group's requests for further information. The Group requested further information about the future of the contract with the South West, the impact of the loss of this contract on placements and what steps were being taken to find more placements in the local catchment area.</p>	<p>Tabled at Meeting</p>	
<p>University of Ulster at Jordanstown</p>	<p>ORAL</p>	
<p>31. Louise Jones gave an oral report on the re-approval event that took place on 11 April 2003. The re-approval would be formally endorsed at the next meeting when a report would have been received.</p>	<p>JVC (03)24</p>	
<p>University of the West of England 32. The Group noted the response to the annual monitoring report and the University's intention to develop a part-time route deferred to 2004. The Group also noted a letter from Professor Steve West, Dean of the Faculty, regarding the possibility of two new contracts in the South West - Plymouth and Bournemouth. The Director of Learning and Development agreed to discuss the situation and implications with Steve West once the outcome was known. Managers and others expressed anxiety over placements & where qualified staff would be employed.</p>	<p>JVC (03)25</p>	
<p>University of Wales/Cardiff School of Physiotherapy 33. The Group approved a request from the University of Wales College of Medicine for an increase in intake from September 2003 / January 2004 to both existing programmes: i.e. 90 - 3 year full-time BSc (Hons) Physiotherapy; and 30 - 2 year full-time BSc (Hons) Physiotherapy</p>	<p>JVC (03)26</p>	

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<p>St Martin's College, Carlisle</p> <p>34. The Group received the report of the validation event held at St Martin's College, Carlisle on 1/2 April 2003. The panel noted that the conditions had not yet been met and recognised that if the 1st condition was not fulfilled, the course could not be allowed to commence in September 2003. The Programme needs experienced external examiners and the Group was awaiting further documentation before approval could be made.</p> <p>EXTERNAL EXAMINER APPLICATIONS</p> <p>Gillian Baer – Queen Margaret University College, Edinburgh.</p> <p>35. The Group approved this application with the comment that there was some narrowness to the applicant's experience. It was noted that the Group's own guidelines for external examiners are under review – further work will be done and presented at July's meeting.</p> <p>DATE OF NEXT MEETING</p> <p>36. Thursday 24 July 2003.</p>	<p>JVC (03)27</p>	
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