

**unconfirmed**  
**THE HEALTH PROFESSIONS COUNCIL**

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MINUTES of the eighteenth meeting of the Education and Training Committee held on **Wednesday 1 September 2004** at Park House, 184 Kennington Park Road, London, SE11 4BU.

**PRESENT:** Miss E Thornton (Chairman)

Dr G Beastall  
Mrs S Chaudhry  
Ms H Davis  
Miss C Farrell  
Mr P Frowen  
Professor J Harper  
Professor T Hazell  
Professor R Klem (part)  
Professor C Lloyd  
Professor J Lucas  
Miss G Pearson  
Mr G Sutehall  
Dr A Van Der Gaag  
Professor D Waller  
Mr D Whitmore

**IN ATTENDANCE:**

Mr T Berrie, Director  
Mr J Bracken, Bircham, Dyson, Bell  
Ms F Nixon, Director of Education and Policy  
Ms N O'Sullivan, Secretary to Council and the Committee  
Miss L Pilgrim, Director  
Miss C Savage, Director (part)  
Mr M Seale, Chief Executive and Registrar

**Item 1.04/70 INTRODUCTION AND WELCOME**

- 1.1 Miss Thornton welcomed all members and non-members in particular Mr Whitmore, recently appointed alternate paramedic member on Council, to his first meeting of the Committee. She also welcomed Ms F Nixon recently appointed Director of Education and Policy at the Health Professions Council.

**Item 2.04/71 APOLOGIES FOR ABSENCE**

- 2.1 Apologies for absence were received from the following committee members: Mr I Massey, Mr R Kapur, Professor N Brook.

**Item 3.04/72 APPROVAL OF AGENDA**

- 3.1 The Committee approved the agenda and noted that Item 15, Registration Appeals should be considered after Item 7, Director of Education and Policy Report and that the minutes should be renumbered accordingly.

**Item 4.04/73 MINUTES**

- 4.1 It was agreed that the minutes of the seventeenth meeting of the Education and Training Committee be confirmed as a true record and signed by the Chairman subject to the following amendment;

17.1 The Committee noted that the Quality Assurance Agency (QAA) had visited and deemed the Chiropody programme at the University of Plymouth to be satisfactory. This programme was not approved by the HPC as there were a number of outstanding conditions. A question was raised as to whether this could form the grounds for an appeal against a QAA judgment.

**Item 5.04/74 MINUTES**

- 5.1 It was agreed that the minutes of the joint special meeting of the Education and Training Committee and the Approvals Committee be confirmed as a true record and signed by the Chairman.

**Item 6.04/75 MATTERS ARISING**

6.1 Item 5.1 – Matters Arising - Membership

- 6.1.1 The Committee noted that Mr D Whitmore had been appointed to the vacancy created by the resignation of Mr M Collins.

6.2 Item 5.2 – Matters Arising – Operating Department Practitioners (ODPs) Draft Standards of Proficiency

- 6.2.1 The Committee noted that the consultation on the Operating Department Practitioners Draft Standards of Proficiency had been completed and that the Standards of Proficiency had been published. It was anticipated that the Operating Department Practitioners Register would open in late October 2004.

- 6.3 Item 5.4 – Matters Arising - English Language Competence
- 6.3.1 The Committee noted that an update on this matter would be provided under item 9 on the agenda.
- 6.4 Item 5.6 – Matters Arising – Notes of the Education and Training Strategic Review Workshop
- 6.4.1 The Committee noted that as agreed at the last meeting the Secretary had circulated a standard form for members to complete outlining the external meetings they had attended and the key decisions taken. These reports would be included as a standard item on future agendas.
- 6.5 Item 9 – Strategy for the Review of the Standards of Proficiency
- 6.5.1 The Committee noted that the timescale for this project would be reviewed in the light of forthcoming recruitment of additional staff to the Education and Policy Department.
- 6.6 Item 10 - Notes of the Continuing Professional Development Professional Liaison Group held on 20 April 2004
- 6.6.1 The Committee noted that there was no contradiction between the statement in the notes of 20 April that although a registrant could be removed from the register because of failure to undertake CPD they could not be referred to a Fitness to Practise Panel, and the statement contained in the notes of 4 August 2004 that if a registrant was found to have lied or provided false information in relation to their CPD this could form the basis of an allegation under the fitness to practise process. The allegation would be made because of the fraudulent behaviour not because of a failure to undertake CPD.
- 6.7 Item 10 – Nomination to the Psychology Advisory Group
- 6.7.1 The Committee noted that Professor Harper had been unable to take up membership of the Psychology Advisory Group due to a range of other commitments and that Professor Diane Waller had volunteered to take on this role.
- 6.8 Item 17 - The Quality Assurance Agency(QAA) – Major Review of Healthcare Programmes – Procedure for Representations
- 6.8.1 The Committee noted that the Executive was in contact with the Chiropody Programme at the University of Plymouth and that work was ongoing to ensure that the outstanding conditions were met. This matter was being considered by the Approvals Committee. As a general principle if it came to the notice of the HPC that a programme was claiming to have HPC approval when it did not the Chief Executive would immediately write to the programme leader and registered staff on the programme could be subject to Fitness to Practise procedures. A report could also be made to the Trading Standards Office. The Committee agreed that it should ask the QAA to ensure that the programmes it was reviewing were approved by the appropriate regulator.

**Action: FN**

- 6.8.2 The Committee noted that situations could arise whereby there would be difficulty in getting an appropriately constituted team for a major review with representatives of every profession. To date there had been only one situation where this problem had arisen. The major review handbook stated that review teams would normally have a representative of each profession. The Committee also noted that the reviews were taking place in the name of the Higher Education Institutions (HEIs) and that the composition of the teams was agreed by the HEIs and the Strategic Health Authorities (SHAs). It had been agreed that the HPC would support the principle of external quality review and would receive reports however but it would not be involved in approving the teams on the basis that the remit of the QAA was for England only whereas the remit of the HPC was UK wide. The HPC would deal with a report that a programme was unsatisfactory through the annual monitoring procedures.
- 6.8.3 The Committee agreed that the Executive should write to the QAA stating formally that it accepted the procedure for representations.

**Action: FN**

- 6.9 Item 19 – Handover Reports from the Pre-Registration Education and Training Working Groups
- 6.9.1 The Committee noted that the handover reports would be considered by the Approvals Committee at its meeting on 7 September 2004.

**Item 7.04/76 CHAIRMAN’S REPORT**

- 7.1 The Committee received an oral report from the Chairman.
- 7.2 The Chairman reported that she had attended 2 meetings of the of the QAA/HPC/NMC Operational Group for Prototypes. She had also spent a day with the newly appointed Director of Education and Policy.

**Item 8.04/77 DIRECTOR OF EDUCATION AND POLICY REPORT**

- 8.1 The Committee received a report from the Director of Education and Policy
- 8.2 The Committee noted that further discussions regarding developments in education would take place at the informal meeting which would take place after the close of formal business.

- 8.3 The Committee agreed that a brief note would be issued to all Higher Education Institutes stating the changes which had taken place with regard to the approval of programmes and giving a brief description of their operational impact.

**Action: FN**

**Item 9.04/78 REGISTRATION APPEALS**

- 9.1 The Committee received a report from the Executive.
- 9.2 The Committee noted that all applicants for registration had a right to appeal against a registration decision. If their appeal to the HPC was unsuccessful they could appeal to the courts.
- 9.3 The Committee noted the procedures being put in place to ensure that the number of appeals being received was reduced and to reduce the time those in the system had to wait to be considered.

**Item 10.04/79 SUPPLEMENTARY PRESCRIBING FOR ALLIED HEALTH PROFESSIONALS**

- 10.1 The Committee received a paper from the Executive.
- 10.2 The Committee noted that as a result of the introduction of supplementary prescribing for radiographers, physiotherapists, chiropractors/podiatrists and optometrists an additional statement was required to the HPC's Standards of Proficiency (SoPs).

**Action: FN**

- 10.3 The Committee agreed the proposed change to the SoPs on the understanding that it was made clear that this was not a core standard of proficiency but was only for those who would be undertaking supplementary prescribing.
- 10.4 The Committee agreed that a three month consultation should be undertaken with regard to the change to the Standards of Proficiency.

**Action: FN**

- 10.5 The Committee agreed that no change was required to the Standards of Education and Training (SETs) but noted that advice should be given to programmes seeking approval as to which of the SETs they would be required to meet.

**Action: FN**

**Item 11.04/79 MINUTES OF THE REGISTRATION COMMITTEE HELD ON 20 JULY 2004**

- 11.1 The Committee received the minutes of the Registration Committee held on 20 July 2004.
- 11.2 The Committee noted that there were no items for ratification by the Education and Training Committee in the minutes.
- 11.3 The Committee received a oral report from the Secretary to the Registration Committee regarding the criteria used to approve tests of English language competence.
- 11.4 The Committee agreed that the Registration Committee should produce a written statement regarding this matter.

**Action: SD/LP**

- 11.5 The Committee noted that the level of English Language Competence required in the Standards of Proficiency (SoPs) was the level required at the point of entry to the register and not at point of entry to a programme.

**Item 12.04/80 MINUTES OF THE APPROVALS COMMITTEE HELD ON 25 JUNE 2004**

- 12.1 The Committee received the minutes of the Approvals Committee held on 25 June 2004.
- 12.2 The Committee noted that there were no items for ratification by the Education and Training Committee in the minutes.
- 12.3 The Committee noted that the key report arising from a HPC visit to an institution would be the visitors report. The decisions arising from the visit would be contained in that report and could not be altered by the Institution. The report would be posted on the HPC website.
- 12.4 The Committee noted that a joint report would be produced from a joint event but that this would be in addition to the visitors report.

**Item 13.04/81 MINUTES OF THE APPROVALS COMMITTEE HELD ON 12 JULY 2004**

- 13.2 The Committee received the minutes of the Approvals Committee held on 12 July 2004.
- 13.2 The Committee noted that there were no items for ratification by the Education and Training Committee in the minutes.

- 13.3 The Committee noted that programmes which had been approved after the introduction of the benchmarks would continue to be indefinitely approved, subject to satisfactory monitoring reports. An exception to this was Arts Therapy Programmes as subject benchmarks had still to be published for this profession.
- 13.4 The Committee noted that advice had been received regarding the copyright of curriculum guidance.
- 13.5 The Committee noted that a programme could be approved with recommendations, however a programme which had to meet conditions before it was approved was not an approved programme. In such cases the institution had to make it very clear to students that the programme was only approved for academic award and that while conditions were outstanding students graduating from the programme would not be eligible for registration. The Committee noted that a timescale should be set in which conditions should be met and that the institution would have to produce evidence that they had met conditions. The Committee agreed that the Approvals Committee should consider this issue and should produce a statement.

**Action: LP/FN**

**Item 14.04/82 NOTES OF THE MEETINGS OF THE PRE-REGISTRATION EDUCATION AND TRAINING WORKING GROUPS HELD SINCE 23 JUNE 2004**

- 14.1 The Committee received the notes of the meetings of the Pre-Registration Education and Training Working Groups held since the last meeting on 23 June 2004.
- 14.2 The Committee noted that some PRETWGS had as part of their remit the approval of the appointment of external examiners. The HPC would not approve these appointments in the future. The Committee agreed that this should be made very clear to all stakeholders.

**Action: FN**

**Item 15.04/83 CHAIRMAN'S ACTION SINCE THE LAST MEETING OF THE EDUCATION AND TRAINING COMMITTEE HELD ON 23 JUNE 2004**

- 15.1 The Committee received a paper from the Chairman of the Committee.
- 15.2 The Committee noted that there was a condition outstanding on a dietetic placement and that this and other outstanding conditions would be dealt with by the Approvals Committee.
- 15.3 The Committee noted that under the new approval system the approval of all placements was the responsibility of the programme provider.

#### **Item 16.04/84 CONTINUING PROFESSIONAL DEVELOPMENT**

- 16.1 The Committee received the draft consultation document.
- 16.2 The Committee received the notes of the Continuing Professional Development Professional Liaison Group held on 16 June 2004.
- 16.3 The Committee received the notes of the Continuing Professional Development Professional Liaison Group held on 4 August 2004.
- 16.4 The Committee noted that the draft consultation document had been approved electronically by the Committee and had been recommended to Council for ratification.
- 16.5 The Committee also noted that the public consultation would begin on Monday 13 September 2004 and that there would be public events at 23 locations around the country. There had been an extremely good response to invitations to attend the events. A briefing paper would be produced for panel members.

**Action: FN**

- 16.6 The Committee agreed that in addition to the list of consultees the document should also be sent to NHS Trusts in Wales, the Primary Care Trusts in England and also to a number of patient organisations. The National Health Service University (NHSU) should also be consulted.

**Action: FN**

- 16.7 The Committee congratulated the CPD PLG on its work in producing the consultation document.

#### **Item 17.04/85 REPORTS FROM EDUCATION AND TRAINING COMMITTEE REPRESENTATIVES AT EXTERNAL MEETINGS**

- 17.1 The Committee noted that at its last meeting it had been agreed that representatives of the Committee should formally report back from meetings at which they had represented the Committee by completing a standard form outlining the meeting attended and the key decisions taken. As no feedback had been received the Chairman had decided that on this occasion members should make a verbal report. In future reports would only be accepted on the standard form.
- 17.2 The Chairman reported that she had attended a meeting of the HPC/NMC Operational Groups for prototypes. This was an on-going group which met to discuss arrangements for the running of prototype approvals and ongoing quality management and enhancement (OQME)

events as part of the DH Partnership Framework. The Chairman noted the importance of HPC representation on this group to influence the procedures for the prototypes and also to ensure that they did not infringe any of HPC's procedures for approvals and monitoring of programmes. There were two prototype events which did not need HPC input – Buckingham Chilterns and Middlesex University, two approvals prototypes events which would need HPC input, Coventry University and Teesside University and three prototype events related to OQME which would involve programmes approved by the HPC, Chester University College, University of Teesside and University College Northampton. The final report from these events would be accepted by HPC as annual monitoring of these programmes for the academic year 2003/4 and the Universities would be informed that this was the case.

**Action: FN**

- 17.3 Professor Waller reported that she and Professor Lucas were members of the Benchmark Steering Committee. Benchmarks for 6 further professions had been completed but had not yet been published. A draft statement of common purpose for use in association with subject benchmarks for health and social care was now out for consultation. It was agreed that this document should be considered at the next meeting of the Committee on 13 October 2004.

**Action: FN/NO'S**

#### **Item 18.04/86 COMMITTEE MEMBERSHIP**

- 18.1 The Committee received a paper.
- 18.2 The Committee noted that Mr David Whitmore had been appointed as alternate paramedic member on Council in place of Mr Michael Collins. In keeping with Council's policy that new members should fill vacancies created by the Council member they were replacing Mr Whitmore automatically became a member of the Education and Training Committee.

#### **Item 19/04/87 ANY OTHER BUSINESS**

- 19.1 The Committee noted than an item on the approval of qualifications for entry onto the Operating Department Practitioners part of the register would be considered at the October meeting of the Committee.

**Action: CS/JB/NO'S**

- 19.2 The Committee also noted that a paper on approval of qualifications under article 12 of the Health Professions Order 2001 would also be presented to the Committee in October.

**Action: SD/NO'S**

**Item 20.04/88 DATE AND TIME OF NEXT MEETING**

- 20.1 The next meeting of the Committee would be held at 10.30am on Wednesday 13 October 2004.

- 20.2 Further meetings would be held on the following dates;

Wednesday 24 November 2004

Wednesday 16 February 2005

Wednesday 30 March 2005