

# THE HEALTH PROFESSIONS COUNCIL

Chief Executive and Registrar: Mr Marc Seale

Park House  
184 Kennington Park Road  
London SE11 4BU  
Telephone: +44 (0)20 7840 9711  
Fax: +44 (0)20 7840 9807  
e-mail: [niamh.osullivan@hpc-uk.org](mailto:niamh.osullivan@hpc-uk.org)

MINUTES of the twenty-fifth meeting of the Education and Training Committee held on **Thursday 15 December 2005** at Park House, 184 Kennington Park Road, London, SE11 4BU.

**PRESENT:** Miss E Thornton (Chairman)  
Mrs S Chaudhry  
Ms G Darwent  
Ms H Davis  
Mrs S Drayton  
Miss C Farrell  
Dr C H Green  
Professor T Hazell  
Professor C Lloyd  
Mr P McFadden  
Mr A Mount  
Miss G Pearson  
Mr D Proctor  
Mrs P Sabine  
Mrs B Stuart  
Dr Anna van der Gaag  
Professor D Waller

## IN ATTENDANCE:

Mr C Bendall, Secretary to Committees  
Mr J Bracken, Solicitor and Parliamentary Agent, Bircham, Dyson, Bell  
Mr E Crowe, Education Officer  
Ms Liz McKell, Partner Manager  
Ms N O'Sullivan, Secretary to Council and the Committee  
Mr G Ross-Sampson, Director of Operations  
Mr M Seale, Chief Executive and Registrar  
Ms R Tripp, Policy Manager

## Item 1.05/74 APOLOGIES FOR ABSENCE

- 1.1 Apologies for absence were received from the following committee members: Professor J Harper, Professor J Lucas.

## Item 2.05/75 INTRODUCTION AND WELCOME

- 2.1 The Chairman welcomed Dr Green and Mr Proctor to their first meeting of the Education and Training Committee.

**Item 3.05/76 APPROVAL OF AGENDA**

- 3.1 The Committee approved the agenda.
- 3.2 The Chairman noted that approval of the agenda was a standard item on each Council and Committee agenda and that this provided an opportunity for members to request that items be included on agendas for future meetings.
- 3.3 The Chairman requested and the Committee agreed that the Executive should prepare a paper on the role of lay visitors to be presented to the March meeting of the Education and Training Committee. This should include a discussion of their current role, how other regulators see this role, and the financial consequences of using lay visitors.

**Action: LM – 29 March 2006**

**Item 4.05/77 MINUTES**

- 4.1 It was agreed that the minutes of the twenty-fourth meeting of the Education and Training Committee be confirmed as a true record subject to correction of two typographical errors in the list of those present at the meeting.

**Item 5.05/78 MATTERS ARISING**

- 5.1 1.1 – Election of Chairman and Vice-Chairman
  - 5.1.1 The Committee noted that the nominations for Chairman and Vice-Chairman had been ratified by Council.
- 5.2 5.1 – Matters Arising
  - 5.2.1 The Committee noted that the Approvals Committee had considered the issue of the approval of education providers that had, or would be, offering the National Vocational Qualification in Operating Department Practice (NVQODP). The Approvals Committee had agreed that in the light of the timing of the Quality Assurance Agency (QAA) major review and the Association of Operating Department Practitioners (AODP) curriculum review, HPC visits to ODP programmes would be scheduled for the period May 2006-September 2007.
- 5.3 5.2 – Matters Arising
  - 5.3.1 The Committee noted that the Standards of Education and Training Guidance for Education Providers had been approved at the 6 December 2005 meeting of Council and that a public consultation on the document would take place in the New Year.
- 5.4 Item 5.5 – Matters Arising

5.4.1 The Committee noted that the Standards of Proficiency Professional Liaison Group (SoP, PLG) would hold its next meeting on 24 January 2006.

5.5 Item 5.6 – Matters Arising

5.5.1 The Committee noted that the Department of Health had established the Modernising Healthcare Science Programme Board. The HPC Chief Executive was the HPC representative on the Board and Professor J Lucas was a representative of the University of Bradford. The Chief Executive reported that the purpose of the Board was to ensure a structured framework of education and training was developed to support fitness for purpose linked to competence based roles and the implementation of the Healthcare Scientist Career framework. The programme would encompass the modernisation of both pre and post education and training including the establishment of effective QA procedures, the embedding of Healthcare Science (HCS) National Occupational Standards (NOS) including provision of improved access/entry routes and a supporting award and qualifications framework. The Chief Executive would report back to the Committee on the outcome of future meetings.

**Action: MJS - ongoing**

5.6 Item 5.7.2 – Matters Arising

5.6.1 The Committee noted that the HPC Director of Communications would be attending the 15 December meeting of the Continuing Professional Development Professional Liaison Group (CPD, PLG) to advise on communications strategy in relation to the implementation of CPD.

5.7 Item 6.2 – Chairman’s Report

5.7.1 The Committee noted that, on behalf of the HPC, Ms Darwent had attended the October retreat event where the two draft reports on the evaluation of the prototypes had been considered. The project was now moving to the next stage.

5.8 Item 6.6 – Chairman’s Report

5.8.1 The Committee noted a tabled paper from the Chief Executive which reported on a meeting held on 1 November 2005 of the existing partners in the quality assurance and enhancement of healthcare education in England. The meeting had been convened by the Department of Health and Skills for Health. The paper detailed the changes to the current partnership arrangements which had been agreed at the meeting. The Chief Executive agreed to keep the Committee informed of future developments.

**Action: MJS - ongoing**

- 5.9 Item 6.8 – Chairman’s Report
- 5.9.1 The Committee noted that the papers from the meeting of the NHS Education for Scotland had been circulated to all Committee members.
- 5.10 Item 7 – Vacancy for Prosthetist and Orthotist Education and Training Committee Member
- 5.10.1 The Committee noted that interviews had taken place for the Prosthetist and Orthotist Member on the Education and Training Committee. An offer had been made to the successful candidate and references were now being sought.
- 5.11 Item 8 – Minutes of the Registration Committee held on 8 September 2005
- 5.11.1 The Committee noted that a paper on the outcome of the consultation on returning to practice and the decisions to be taken was included as an item on the agenda for the current meeting.
- 5.12 Item 9 – Minutes of the Approvals Committee held on 9 September 2005
- 5.12 The Committee noted that as agreed at the last meeting, Mr Bracken, HPCs solicitor and parliamentary agent had been invited to attend the current meeting of the Committee.

**Item 6.05/79 CHAIRMAN’S REPORT**

- 6.1 The Chairman reported that she had attended the following meetings on behalf of the Health Professions Council;
  - 6.1.1 **29 September 2005**- Final meeting of the Standards of Education and Training Professional Liaison Group.
  - 6.1.2 **29 September 2005** – Interview for temporary Education Manager – no appointment made.
  - 6.1.3 **4 October 2005** – Occupational Therapy Service Development Day in Liverpool – Presentation to the meeting about standards of CPD and updated delegates on the activities of the HPC.
  - 6.1.4 **27 October 2005** – Interview for permanent Education Manager. An appointment was made with a start date of 23 January 2006.
  - 6.1.5 **27 October 2005** – Visitor Training at the HPC
  - 6.1.6 **14 November 2005** – HPC Chairmen’s Meeting. This was a meeting of the Chairmen of HPC’s statutory and non-statutory committees. The President and the Chief Executive of the HPC had also been in attendance. The purpose of this informal meeting was to provide a forum for the Chairmen of Committees and the President to discuss issues of mutual interest. The Group had no formal status or decision

making powers. The first meeting had agreed that there was a need to ensure that all the Committees were working in a consistent manner. Methods of achieving this had been considered and a number of recommendations had been fed back to the Secretariat for implementation. The failure to achieve a quorum at some committee meetings had been considered and it had been agreed that the Chairman of each committee should write to members, if they were absent from two consecutive meetings, regarding their attendance. Consideration had also been given to a project to set up a database of decisions taken by each committee since the HPC had come into existence.

- 6.1.7 **30 November 2005** – Therapy Weekly Conference on CPD. Presentation to open the meeting. Ms Tripp, HPC Policy Manager had given a presentation to close the meeting. The event had provided a good opportunity to clarify a number of issues regarding standards, processes and future development.
- 6.1.8 **8 December 2005** – HPC visitor training at the Imperial War Museum. The Chairman noted that Professor Hazell had also attended the event and thanked him for his contribution. A number of lay visitors had raised issues regarding the lay visitor role. This had flagged up the need for the Education and Training Committee and the Approvals Committee to have a debate about the role of the visitor and how they will be involved in the approvals process.
- 6.1.9 **13 December 2005** – Interview for Prosthetist and Orthotist member of the Education and Training Committee.
- 6.1.10 **15 December 2005** – Second meeting of the CPD PLG.
- 6.2 The Chairman noted that she had received an allegation from a registrant regarding a programme which the HPC had approved. The process for dealing with all such allegations was that the Higher Education Institute involved would be given an opportunity to respond. When all the necessary information was available this matter would be considered by the Education and Training Committee but for the moment no information regarding this matter would be put in to the public domain.

**Item 7.05/80 PUBLICATION OF VISITORS' REPORTS**

- 7.1 The Committee received a paper for discussion/approval from the Executive.
- 7.2 The Committee noted that Mr J Bracken, HPC's Solicitor and Parliamentary Agent was in attendance to advise on this matter.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2005-12-22	a	ETC	MIN	educationandtrainingcommitteeminuteDecember2005	Final DD: None	Public RD: None

- 7.3 The Committee agreed to recommend to the Council that it should adopt Mr Bracken's advice regarding the HPC's obligations regarding the publication of visitors' reports. The Committee noted that in general reports would be published on the HPC website.

**Action: NO'S – 1 March 2006**

- 7.4 The Committee agreed that the visitors' report form should be amended to include a statement that all conditions had been met.

**Action: KS – January 2006**

**Item 8.05/81 QUALIFICATIONS FOR REGISTRATION**

- 8.1 The Committee received a paper for discussion/approval from the Executive.

- 8.2 The Committee noted that the HPC had received a number of applications from individuals who had completed what the Education Department believed to be Council for Professions Supplementary to Medicine Board (CPSM) approved programmes. The programmes in question were no longer offered and in many cases, the provider no longer existed. However due to a lack of definite information about the history of these programmes, particularly in relation to dates, the HPC was unable to process these applications through the UK route.

- 8.3 The Committee agreed that individuals who had completed a UK programme which was not currently listed on the HPC website, but for which the Executive was able to obtain sufficient information that it was satisfied that the programme was originally approved by CPSM as leading to registration, would be admitted to the HPC register on an individual basis.

**Item 9.05/82 VISITORS' PERFORMANCE APPRAISAL**

- 9.1 The Committee received a paper for discussion/approval from the Executive.

- 9.2 The Committee noted that it was anticipated that, subject to Council approval, performance appraisal for all HPC partners would commence in 2006.

- 9.3 The Committee noted that the decision making competency against which visitors were assessed should be expanded to include written and spoken decision making.

- 9.4 The Committee noted the numeric basis of the form and suggested that it should include scope for a brief written assessment.

- 9.5 The Committee noted the need to remove any reference to lay visitors from the form until the role of lay visitors had been considered by the Committee.
- 9.6 The Committee noted that it was important to agree an appeals mechanism against the feedback received, at the outset.
- 9.7 The Committee noted that the final document would be considered by Council at its meeting in March 2006.

**Action: LM – 1 March 2006**

**Item 10.05/83 RETURNING TO PRACTICE RESPONSES AND DECISIONS DOCUMENT**

- 10.1 The Committee received a paper for discussion/approval from the Executive.
- 10.2 The Committee noted that the Council had consulted on proposals for a new returners to practice process. The responses received and the decisions taken were contained in the document under consideration.
- 10.3 The Committee noted that Operating Department Practitioners had felt that the importance of updating technical skills after any period out of the workforce should be underlined and that these updating activities could be included in a registrant’s Continuing Professional Development portfolio.
- 10.4 The Committee noted that a statement that the requirements were a minimum should be included in the document.
- 10.5 The Committee noted that those undertaking a period of updating would have a similar status to students. A complaint against an individual undertaking a period of updating could be put on the Fitness to Practice Watchlist as someone about whom an allegation could be made.
- 10.6 The Committee noted that a supervisor who signed a return to practice form was signing to confirm that the period of updating had taken place and not that the returner was ‘fit to practise’. This needed to be very clearly indicated on the form.
- 10.7 The Committee noted that the new requirements on return to practice would come into force in July 2006. The new rules had implications for the registration form, the renewal form and the registration system. There was also a need to undertake a communications campaign regarding the new requirements.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2005-12-22	a	ETC	MIN	educationandtrainingcommitteeminuteDecember2005	Final DD: None	Public RD: None

- 10.8 The Committee noted that the document should specify what percentage of additional random further verification the Council would undertake.
- 10.9 The Committee noted that a statement that all professions renew their registration every two years should be included on page 29 of the document.
- 10.10 The Committee expressed its thanks to the Executive for producing a high quality document.
- 10.11 The Committee noted that the requirements would be put to the March 2006 meeting of Council for ratification.

**Action: RT – 1 March 2006**

**Item 11.05/84 AMENDMENTS TO APPROVALS COMMITTEE STANDING ORDERS**

- 11.1 The Committee received a paper for discussion/approval from the Executive.
- 11.2 The Committee noted that in the document ‘Key Decisions from our Consultation on Standards of Education and Training and the Approvals Process, the HPC agreed that the Approvals Committee would consider Visitors’ reports.
- 11.3 Following on from this decision the Approvals Committee agreed that an approvals panel should meet on a monthly basis to consider Visitors’ reports, annual monitoring reports and minor changes to programmes. The Panel should comprise three members of the Approvals Committee, one of whom should act as the Panel Chairman. The Approvals Committee would continue to meet four times a year to discuss policy and procedural issues.
- 11.4 The Committee noted that the standing orders of the Approvals Committee required amendment to take account of the above decision.
- 11.5 The Committee considered whether there should be a requirement that each panel should include a registrant member and a lay member. The Committee noted that each report was prepared by professional visitors and that therefore there was no need to impose specific membership requirements on the panel.
- 11.6 The Committee noted that the membership of the panel would normally vary from meeting to meeting however membership would not be on a specifically rotational basis. The Panel would not meet if there were no reports to consider.

- 11.7 The Committee agreed that the amendments to the Approvals Committee standing orders should be put to Council for ratification.

**Action: NO'S – January 2006**

**Item 12.05/85 EDUCATION AND TRAINING COMMITTEE SCHEME OF DELEGATION**

- 12.1 The Committee received a paper for discussion/approval from the Executive.
- 12.2 The Committee noted that the Scheme of Delegation had been amended to take into account changes which had occurred on the HPC Executive Management Team.
- 12.3 The Committee noted that under the Scheme of Delegation the responsibility for final approval of programmes remained with the Education and Training Committee. The Committee agreed to amend the Scheme of Delegation so that 'approving courses education and training, qualifications, institutions and tests of competence under Article 15(5) of the 2001 Order' should be delegated to the Approvals Committee.
- 12.4 The Committee noted that there was a need to consider the role of the Registration Committee. The Committee agreed that the Executive should prepare a paper on the role of the Registration Committee for consideration at the March 2006 meeting of the Committee.

**Action: MJS – 29 March 2006**

**Item 13.05/86 DRAFT HIGHER REGULATION REVIEW GROUP CONCONDAT**

- 13.1 The Committee received a paper for discussion/approval from the Executive.
- 13.2 The Committee noted that the paper which had been included with the agenda had been revised and that the revised paper had been tabled.
- 13.3 The Committee agreed that the Chief Executive should write to Skills for Health stating that it had made no recommendations about amendments, additions or other changes to the document. However Skills for Health should be asked to note that the HPC was a UK wide organisation and that HPC's standards and processes had to apply to UK wide and not just to England.

**Action: MJS – December 2005**

**Item 14.05/87 STRATEGIC INTENT DOCUMENT**

- 14.1 The Committee received a paper for discussion/approval from the Executive.
- 14.2 The Committee noted that Council had considered the draft strategic intent document at its meeting on 6 December and had agreed that in view of the imminent publication of the Foster Review further discussion of the document should be postponed until the Council meeting in March 2006. In the meantime the Council had remitted the draft strategic intent to the Committees for discussion.
- 14.3 The Committee noted that the approval of standards for CPD by the Education and Training Committee should be mentioned in the document and also the fact that CPD was linked to registration.
- 14.4 The Committee also noted the importance of stakeholder relationships and agreed that students should be included in the list of stakeholders.
- 14.5 The Committee noted that the strategic intent of each committee should dovetail with that of the Council and that the Council approved the individual strategies by means of the HPC budget.
- 14.6 The Committee agreed that the Secretariat should arrange for a special meeting to be held to discuss the draft strategic intent and that further discussion of the document should be held over until then.

**Action: NO'S – January 2006**

**Item 15.05/88 STANDARDS OF EDUCATION AND TRAINING – GUIDANCE FOR EDUCATION PROVIDERS**

- 15.1 The Committee received a paper to note from the Executive.
- 15.2 The Committee noted that the draft guidance had been agreed by Council at its meeting on 6 December 2005. A public consultation on the document would be undertaken in the New Year.

**Item 16.05/89 HEALTH AND CHARACTER STATISTICS**

- 16.1 The Committee received a paper to note from the Executive.

**Item 17.05/90 DATES OF EDUCATION AND TRAINING COMMITTEE MEETINGS 2006/7**

- 17.1 The Committee received a paper to note from the Executive.

**Item 18.05/91 CHAIRMAN'S ACTION SINCE THE MEETING OF THE EDUCATION AND TRAINING COMMITTEE HELD ON 29 SEPTEMBER 2005**

- 18.1 The Committee received a paper to note from the Executive.
- 18.2 The Committee noted that only one visitor had been sent on the visit to the University of Nottingham and the University of Lincoln on 7 October 2005.
- 18.3 The Committee agreed that the Education Department should amend its procedure so that a visitor should not undertake a visit alone.

**Action: KS – January 2006**

**Item 19.05/92 REPORTS FROM EDUCATION AND TRAINING COMMITTEE REPRESENTATIVES AT EXTERNAL MEETINGS**

- 19.1 The Committee received a paper to note from the Executive.

**Item 20.05/93 ANY OTHER BUSINESS**

- 20.1 The Committee noted that the Foster Review did not have a website but that there was a press release regarding the review on the Department of Health website.
- 20.2 The Chief Executive noted that the Foster Review would be circulated to all members of Council and Committees when it was published.
- 20.3 The Committee agreed that there was no need to go into private session to confirm the minutes of the private part of the twenty-fourth meeting of the Education and Training Committee. The Committee confirmed the minutes as a true record of the meeting.

**Item 21.05/94 DATE AND TIME OF NEXT MEETING**

- 21.1 The next meeting of the Committee would be held at 10.30am on Wednesday 29 March 2006.

**CHAIRMAN:**

**DATE:**