

Education and Training Committee 10 June 2008

Annual review of actions taken in 2007-8: Public meetings

Executive summary and recommendations

Introduction

An annual review of the actions arising from public meetings in 2007-8 is attached.

Decision

The Committee is asked to note the actions that have been taken.

Background information

Please refer to individual papers and minutes for the background to decisions.

Action points from the meeting held on 27 September 2007 arose from electronic resolutions passed by the Committee after the meeting, as the meeting was inquorate.

Resource implications

None.

Financial implications

None.

Appendices

List of actions taken in 2007-8, arising from public sessions of the Committee.

Date of paper

2 May 2008.

Action points

Education and Training Committee - Public meetings

2007-2008

	Action point (and location in the minutes)	For the attention of	Action by	Comments
1	Standards of Proficiency for Psychologists: Recommended to Council that (1) a Professional Liaison Group should be established to draft the standards of proficiency for applied psychologists and that it should be chaired by Professor Lucas; and (2) workplan attached to paper should be approved. (12 June 2007, 7.5)	MG	5 July 2007	Actioned. Ratified by Council on 5 July 2007. The Professional Liaison Group met three times in September-October 2007 and drafted standards of proficiency. See action point 2.
2	Standards of Proficiency for Psychologists: Draft standards to be circulated electronically to members of Committee for comment and, following any comments, draft standards should be approved for consultation by Chairman's action. (12 June 2007, 7.6)	MG	31 October 2007	Actioned. The consultation document on the draft standards was approved by Chairman's action on 2 November 2007. The consultation period ran from 9 November 2007 to 8 February 2008.
3	Process for complaints about educational programmes: Executive to prepare a further paper, addressing points raised. (12 June 2007, 8.6)	SM	27 September 2007	Actioned. See paper to note (progress report) on agenda for 27 September 2007 and paper for discussion/approval on agenda for 4 December 2007. See action point 30.

Date
2007-08-08

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Doc Type
PPR

Title
Executive summary action points
public meetings 2007-8 Education
and Training Committee 10 June
2008

Status
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4	<p>Draft response to draft regulations for directive 2005/36/EC: Draft response to the consultation to be submitted as HPC's formal response.</p> <p>(12 June 2007, 9.5)</p>	SM	3 August 2007	Actioned.
5	<p>Continuing Professional Development - Process decisions:</p> <p>(1) If a registrant was denied the right to defer their CPD assessment, they should not have the ability to appeal the decision.</p> <p>(2) If a registrant lapsed after having been selected for CPD but then applied to return to the Register within two years, they should be requested to demonstrate their CPD.</p> <p>(3) If a registrant lapsed after having been selected for CPD but then applied to return to the Register after two years, the returners to practice policy should take precedence over CPD.</p> <p>(4) If, at any point during the CPD process, a registrant were to have an allegation made against them, all CPD processing should cease until the allegation had been resolved.</p> <p>(5) If a registrant failed CPD but had not yet been removed from the Register and had an allegation made against them in the interim, all CPD processing would cease and the fitness to practise case heard.</p> <p>(6) If a registrant failed CPD but had not been removed from the Register and a fitness to practise case found that they should remain on the Register with conditions of practice, the decision on CPD still stood.</p> <p>(7) If a registrant was selected for CPD and then had an allegation made against them which did not result in them being removed from the Register, they should be asked to complete their existing CPD assessment. If a profile was not received, they would not be lapsed from the Register but would instead be selected automatically in their</p>	RH	Ongoing	

Date
2007-08-08

Ver.
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Dept/Cmte
ETC

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	profession's next CPD audit. (12 June 2007, 10.4)			
5	<p>Approval of programmes leading to entitlements under the Prescription Only Medicines (Human Use) Order 1997:</p> <p>(1) a draft consultation letter, which would explain reasons behind proposed removal of optional status of standards of proficiency relating to local analgesia (LA) and prescription only medicines, should be brought back to meeting on 27 September 2007 for approval;</p> <p>(2) following a three month consultation period, consultation responses document to be brought back to the Committee and the Council; and</p> <p>(3) if the proposed change agreed, to be effective from academic year commencing in September 2008.</p> <p>(12 June 2007, 11.5)</p>	MG	<p>Point 1 by 27 September 2007;</p> <p>Points 2 and 3 ongoing to 2008</p>	<p>See further paper on agenda for 27 September 2007.</p> <p>See action point 17.</p>
6	<p>Historical approval of programmes leading to entitlements under the Prescription Only Medicines (Human Use) Order 1997: Standalone POM programmes should complete a successful minor/major change submission before they could be delivered to future students.</p> <p>(12 June 2007, 12.5)</p>	AC	Ongoing	
7	<p>Executive to clarify the status of the Local Anaesthetic examination and contact the Society of Chiropractors and Podiatrists as necessary.</p> <p>(12 June 2007, 12.7)</p>	AC	27 September 2007	<p>Actioned. See further paper on agenda for 26 March 2008. The Committee agreed that there was insufficient evidence to approve any standalone local analgesia</p>

Date
2007-08-08

Ver.
a

Dept/Cmte
ETC

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PPR

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Executive summary action points
public meetings 2007-8 Education
and Training Committee 10 June
2008

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				programmes or any standalone POM programmes delivered at postgraduate level.
8	<p>Pre-Registration Education and Training for Paramedics: All remaining 13 NHS ambulance trusts offering IHCD approved awards to be visited over next 12 months, unless trusts provided written confirmation that their IHCD programme would cease to enrol students after a specified date. The Committee agreed that the Executive should monitor the situation to ensure that IHCD programmes had ceased.</p> <p>(12 June 2007, 13.4)</p>	AC	Ongoing to June 2008	Actioned. See further paper on agenda for 26 March 2008 and action point 41.
9	<p>Health and Character Process review: Workplan agreed.</p> <p>(12 June 2007, 14.3)</p>	KJ	Ongoing to 2009	Actioned. See further paper on agenda for 26 March 2008 and action point 37.
10	<p>Council Members as Registration Assessors: Recommended to Council that: (1) Council members, alternate members or Committee members should not in future be appointed as partners unless they were required because of exceptional circumstances (for example, in a small profession where there was a shortage of partners); (2) in the future, if a partner was appointed or elected to the Council, the Partner Manager should approach them to explain the HPC's policy on separation of role and they should be given notice that their partner contract would be terminated; (3) existing Council members, alternate members or Committee members who were Registration Assessors should not be used from October 2007, with exception of professions where they were required</p>	RT	5 July 2007	Actioned. Ratified by Council on 5 July 2007.

Date
2007-08-08

Ver.
a

Dept/Cmte
ETC

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and Training Committee 10 June
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	<p>because of exceptional circumstances; (4) those council members from other professions who acted as Registration Assessors should be given the required three month notice in order to terminate their contract as a Registration Assessor.</p> <p>(12 June 2007, 15.4)</p>			
11	<p>Higher Education Regulation Review Group Concordat: agreed (1) draft HPC appendix to the Concordat;</p> <p>(2) that the Executive should forward the draft appendix to the HERRG Secretariat, who would circulate it to HERRG members and forward any relevant comments or suggested changes to the HPC Executive;</p> <p>(3) that if any suggested changes from HERRG were minor, these should be made by Executive and HPC should become a signatory to the Concordat and this should be brought back as a paper to note at next Committee meeting; and</p> <p>(4) that if suggested changes from HERRG were substantive, these should be brought back to next Committee meeting for consideration.</p> <p>(12 June 2007, 16.5)</p>	RT	27 September 2007	Actioned.
12	<p>Committee self-evaluation: Members should individually complete the form and return their comments to Secretary to the Committee. Collated to be discussed by Committee on 27 September 2007. Committee agreed Secretary to Committee should electronically circulate the form to members.</p> <p>(12 June 2007, 17.3)</p>	<p>CB</p> <p>All members</p>	<p>Distribution of form: by 19 June 2007</p> <p>Completed forms: by 14 September 2007</p>	<p>Actioned. See further paper on agenda for 27 September 2007 meeting.</p>
13	<p>Reports from Committee representatives at external meetings: Executive to review duplication of reports in Committee and Council papers.(12 June 2007, 19.3)</p>	CB	27 September 2007	<p>Actioned. The Executive will ensure that there is no duplication in future.</p>

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a

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14	<p>Notification of forthcoming approval visits to professional bodies:</p> <p>Executive to explain to professional bodies that HPC will no longer provide notification to those professional bodies which charge an accreditation fee.</p> <p>(27 September 2007, item 5)</p>	AC	-	
15	<p>Applied Psychologists - Threshold level of qualification for entry to the Register:</p> <p>Recommended to Council that the consultation document should be amended to explain the different options but not make any recommendations at this stage.</p> <p>(27 September 2007, item 7)</p>	MG	-	<p>Actioned.</p> <p>Ratified electronically by the Committee.</p> <p>Consultation document approved by Council on 3 October 2007.</p> <p>The consultation period ran from 9 November 2007 to 8 February 2008.</p>
16	<p>Review of the standards of proficiency for operating department practitioners:</p> <p>Recommended to Council that a consultation should be held on proposed new profession-specific standards of proficiency for operating department practitioners and agreed the text of the consultation document.</p> <p>(27 September 2007, item 8)</p>	MG	-	<p>Actioned. Ratified electronically by the Committee.</p> <p>Consultation document approved by Council on 3 October 2007.</p> <p>Consultation ran from 30 November 2007 to 7 March 2008.</p>
17	<p>Amendments to the standards of proficiency for chiropodists and podiatrists: Consultation</p> <p>Agreed the text of the consultation document.</p>	MG	-	<p>Actioned. Ratified electronically by the Committee.</p> <p>Consultation ran from 30 November</p>

Date
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Ver.
a

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ETC

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	(27 September 2007, item 9)			2007 to 7 March 2008.
18	<p>Post-registration qualifications</p> <p>Agreed and recommended to the Council the work on post-registration qualifications and the timetable.</p> <p>(27 September 2007, item 10)</p>	MG	-	<p>Actioned. Ratified electronically by the Committee.</p> <p>Workplan was approved by Council on 13 December 2007.</p>
19	<p>Student fitness to practise</p> <p>Agreed that:</p> <ul style="list-style-type: none"> - it continued to be the view of the Committee that the case for registration of students had not been made and that the time and resources expended would not be proportionate to the risk posed and benefits gained; - the Executive should arrange a discussion meeting to consider the issue of student fitness to practise in more detail; - the Executive should continue to participate in the Council for Health Regulatory Excellence's project on student fitness to practise, keeping the Education and Training Committee informed as appropriate; - a paper containing HPC's proposals on student registration should be submitted to the Education and Training Committee meeting on 4 December 2007; and - HPC's response should then be submitted to the Council meeting on 13 December 2007 <p>(27 September 2007, item 11)</p>	CU	-	<p>Actioned. Ratified electronically by the Committee.</p> <p>See action points 28, 29 and 38 below.</p>
20	<p>Withdrawal of approval from historic programmes</p>	OA	-	<p>Actioned. Ratified electronically by the Committee.</p>

Date
2007-08-08

Ver.
a

Dept/Cmte
ETC

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PPR

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Executive summary action points
public meetings 2007-8 Education
and Training Committee 10 June
2008

Status
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	<p>- Approved the process suggested in the paper to formally withdraw ongoing approval from programmes of study no longer recruiting students;</p> <p>- Approved the process suggested to formally withdraw ongoing approval from programmes of study that may in future stop recruiting students.</p> <p>(27 September 2007, item 12)</p>			<p>Committee suggested that requests from education providers for withdrawal of approval should be initially considered by the Education and Training Panel. However, the Panel has no power to recommend withdrawal. Therefore, any requests for withdrawal of approval will initially need to be considered by the Committee.</p>
21	<p>Speech and Language Therapy, Manchester Metropolitan University - Approved programme correction:</p> <p>Withdrew approval from the part-time pathways for the BSc (Hons) Psychology and Speech Pathology and BSc (Hons) Speech Pathology and Therapy programmes at Manchester Metropolitan University, as the education provider has requested withdrawal.</p> <p>(27 September 2007, item 13)</p>	OA	-	<p>Actioned. Ratified electronically by the Committee.</p>
22	<p>Continuing Professional Development assessor fees:</p> <p>- Recommended to the Finance and Resources Committee that the HPC should introduce a new assessor fee for Continuing Professional Development assessment of £20 per CPD assessment; and</p> <p>- Instructed the Executive to use a combination of the centralised system (in-house assessments) approach and the</p>	MP	-	<p>Actioned. Ratified electronically by the Committee.</p> <p>Approved by the Finance and Resources Committee on 20 November 2007.</p>

Date
2007-08-08

Ver.
a

Dept/Cmte
ETC

Doc Type
PPR

Title
Executive summary action points
public meetings 2007-8 Education
and Training Committee 10 June
2008

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	distributed system (existing international/ European Economic Area process) approach where appropriate. (27 September 2007, item 14)			
23	Operating Department Practitioner approved programmes: Agreed that approval of the programmes listed in the paper should be maintained until that approval was formally withdrawn. (27 September 2007, item 16)	GR-S	-	Actioned. Ratified electronically by the Committee.
24	Proposed fee rise: Fee rise scheduled for 2009 and 2011 approved, subject to consultation process. Further paper to be presented to next meeting. (4 December 2007, 7.8)	SL	26 March 2008	Actioned. Recommended fees approved by Council on 13 December 2007. See action points 33 and 34.
25	Generic standards of proficiency: Executive to prepare further paper for next meeting, addressing issues identified in discussion. (4 December 2007, 8.6)	MG	26 March 2008	See further papers on agendas for 26 March 2008 and 10 June 2008.
26	Response to Enhancing Quality in Partnership – Healthcare Education Quality Assurance Framework Consultation: Draft response to be strengthened to make it clear the proposals will greatly increase burden on programmes. Response to be submitted to Skills for Health. (4 December 2007, 9.3)	MG	31 December 2007	Actioned.
27	Skills for Health: President, Chairman and Chief Executive to meet Chief Executive of Skills for Health. (4 December 2007, 9.4)	MJS	28 March 2008	Actioned. A meeting was held on 15 February 2008 and the Chairman reported to the Committee on 26 March 2008.

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2007-08-08

Ver.
a

Dept/Cmte
ETC

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PPR

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Executive summary action points
public meetings 2007-8 Education
and Training Committee 10 June
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28	Student fitness to practise: Executive to further explore whether HPC should produce guidance for students on professional behaviour and fitness to practise. (4 December 2007, 10.6)	CU	28 March 2008	Actioned. See action points 29 and 38.
29	Student fitness to practise: Text of response to the Department of Health was recommended to Council. (4 December 2007, 10.7)	CU	13 December 2007	Actioned. Response approved by Council on 13 December 2007.
30	Education complaints procedure: Committee agreed that HPC should make it clear that normally complainants should have exhausted all appropriate complaints channels within the education provider, before contacting HPC. Subject to this point, Committee agreed the process. (4 December 2007, 11.5)	SM	Ongoing	Actioned.
31	Major change process redesign: Approved changes to process. (4 December 2007, 12.5)	OA	Ongoing to 1 March 2008	Actioned.
32	Visitors' report: Agreed content and format of new report; supporting guidelines; that the Executive would normally draft the report, with visitors confirming the content and recommended outcomes; new format of report would become effective from 1 January 2008. (4 December 2007, 13.6)	MH/ AC	Ongoing	Actioned.
33	Fees rise consultation document: agreed to recommend approval of the document by the Council. (26 March 2008, 9.3)	MG	27 March 2008	Actioned. Council approved the document on 27 March 2008. The consultation runs from 14 April 2008 to 14 July 2008.

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Ver.
a

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ETC

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34	Proposed fee rise: any fee increase should take effect in April 2009 rather than June 2009. (26 March 2008, 10.3)	SL	Ongoing to April 2009	This decision will be subject to the outcome of the consultation process and any decisions on revised fees.
35	Amendment to the standards of proficiency for radiographers: - agreed to recommend to the Council that a consultation should be held on amending profession-specific standard 2b.4 of the radiographers standards of proficiency, as outlined in the paper; - agreed to recommend to the Council the text of the consultation document, subject to amendments agreed. (26 March 2008, 11.6)	MG	27 March 2008	Actioned. Ratified by Council on 27 March 2008. The consultation period runs from 28 April 2008 to 1 August 2008.
36	Standards of proficiency for operating department practitioners – the Committee agreed to recommend the following documents to the Council: - the text of the consultation responses document; - the text of the revised standards for publication. (26 March 2008, 12.3)	MG	27 March 2008	Actioned. Ratified by Council on 27 March 2008.
37	Health and character review: (1) guidance should be provided on health and character issues which applied to applicants, registrants and education providers, in the form of a single document. (2) formal guidance should be produced for Registration Panels which would be available to partners when they sat in that capacity. A further paper should be produced, with draft guidance and legal advice should be sought. (26 March 2008, 13.5)	(1): RT (2): KJ	(1) and (2) Ongoing to 25 September 2008	

38	<p>Student fitness to practise – guidance on ethical issues: Committee agreed</p> <p>(1) it would be helpful to produce ethical guidance for students at present;</p> <p>(2) Policy and Standards Department should work with the Communications Department as appropriate on the information pack for prospective registrants;</p> <p>(3) Policy and Standards Department should continue to work with the Fitness to Practise Department as part of the review of the health and character process;</p> <p>(4) Policy and Standards Department should continue to work with colleagues in other organisations working on student fitness to practise and provide regular updates to the Committee as appropriate. (26 March 2008, 14.4)</p>	CU	<p>(1): by 2 December 2008</p> <p>(2)-(4): Ongoing</p>	See further paper on agenda for 10 June 2008.
39	<p>Approvals and monitoring commendations: agreed the purpose of commendations should be to highlight good practice and enable it to be shared with other education providers. The Committee agreed that:</p> <p>(1) revised visitors' report should be amended to ask visitors to provide links to documents online or contact details if appropriate;</p> <p>(2) commendations for good practice should be highlighted within the approvals and monitoring annual report and analysed in a similar way to the conditions and recommendations received by programmes. (26 March 2008, 15.5)</p>	<p>(1): Approvals and Monitoring Department</p> <p>(2): AC</p>	(1) and (2): Ongoing	
40	<p>Approval and Monitoring Department work plan: Committee approved the plan (26 March 2008, 16.5)</p>	AC	Ongoing to March 2009	

41	<p>Pre-registration education and training for paramedics - agreed that: the HPC's records, including the list of approved programmes on the website, should be amended to show the ambulance trust as the education provider and the IHCD as the validating body;</p> <p>the Education – Approvals and Monitoring Department should contact West Midlands Ambulance Service NHS Trust to clarify that, if dates for an approval visit were not agreed within two weeks, then the withdrawal of approval process would be commenced;</p> <p>South Central Ambulance Service NHS Trust did not require a visit and that once the last cohort of students completed the IHCD paramedic award, the withdrawal of approval process could be instigated.</p> <p>(26 March 2008, 18.5)</p>	TS-S	Ongoing	
42	<p>University Campus Suffolk – BSc (Hons) Diagnostic Radiography and BSc (Hons) Oncology and Radiotherapy Technology programmes: Agreed to withdraw approval from part-time routes of both programmes.</p> <p>(26 March 2008, 20.4)</p>	AC	10 June 2008	
43	<p>Governance of Education Panels: agreed to adopt the tribunal model of governance for Education and Training Panels, with effect from the Panel meeting on 29 May 2008;</p> <p>(1) records of decisions made, rather than minutes, should be used for Education and Training Panels;</p> <p>(2) Panels should not debate broader issues which were properly within the remit of the Education and Training Committee, including themes or issues arising from the specific business before the Panel. If such themes or issues did arise, members</p>	CB	Ongoing to 29 May 2008	Due to members' availability, training for Panel chairmen will now be held on 10 June 2008.

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2007-08-08

Ver.
a

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ETC

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<p>should bring them to the attention of the Secretariat as items for potential inclusion on a future agenda of the Education and Training Committee;</p> <p>(3) that, in order to ensure that Panels operated smoothly, the Chair of each Panel should be appointed in advance;</p> <p>(4) that a small group of members should be appointed and trained as Panel chairmen.</p> <p>(26 March 2008, 21.3)</p>			
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