

## Education and Training Committee

**Public minutes of the 45th meeting of the Education and Training Committee held as follows:**

**Date:** Tuesday 8 June 2010

**Time:** 10:30 am

**Venue:** The Council Chamber, Health Professions Council, Park House, 184 Kennington Park Road, London SE11 4BU

**Members:**

Eileen Thornton (Chair)  
Gerald Armstrong-Bednall  
Jo-ann Carlyle  
Helen Davis  
John Donaghy  
Stephen Hutchins  
Jeff Lucas  
Stuart Mackay  
Gill Pearson

Penny Renwick  
Jeff Seneviratne  
Robert Smith  
Jois Stansfield  
Annie Turner  
Joy Tweed  
Diane Waller  
Stephen Wordsworth.

**In attendance:**

Osama Ammar, Acting Director of Education  
Neil Cohen, Customer Service Manager  
Alison Dittmer, Policy Officer  
Anna van der Gaag, Chair of Council  
Michael Guthrie, Director of Policy and Standards  
Amanda Hargood, Education Manager  
Steve Rayner, Secretary to the Committee  
Tracey Samuel-Smith, Acting Head of Education  
Megan Scott, Policy Manager  
Marc Seale, Chief Executive  
Eve Seall, Head of Case Management  
Charlotte Urwin, Policy Manager

## Part 1 – Public Agenda

### **Item 1.10/30 Chair's welcome**

- 1.1 The Chair welcomed members, and congratulated Gerald Armstrong-Bednall on his appointment to the Committee.

### **Item 2.10/31 Apologies for absence**

- 2.1 Apologies were received from Mary Clark-Glass, John Harper, Arun Midha and Deep Sagar.

### **Item 3.10/32 Approval of agenda**

- 3.1 The Committee received updates to the appendices to items 20 and 26 as tabled items. The Committee approved the agenda.

### **Item 4.10/33 Declaration of members' interests**

- 4.1 Diane Waller declared an interest in relation to item 26, the details of which were recorded in the private minute.
- 4.2 Gerald Armstrong-Bednall declared an interest in items 15 and 16. Gerald had been involved as an HPC visitor in assessing the approved programmes for Hearing Aid Dispensers. The Committee agreed that he should withdraw from discussion for items 15 and 16.
- 4.3 There were no further declarations of interest.

### **Item 5.10/34 Minutes of the meeting of 10 March 2010**

- 5.1 The minutes were accepted as a true record and signed by the Chair.

### **Item 6.10/35 Matters arising**

- 6.1 The Committee received a paper to note from the Executive summarising actions taken against matters from July 2009 to June 2010.
- 6.2 The Committee noted that the action in relation to item 09/15.4 (Staffordshire University Foundation Degree in Paramedic Science) was now complete.
- 6.3 The Committee noted the actions.

## **Item 7.10/36 Director of Education's report**

- 7.1 The Committee received a paper from the Director of Education detailing the work of the Education Department (the Department) between March and June 2010, providing updates on ongoing projects, and providing a report on a review of the approvals process.
- 7.2 In addition to the report, the Committee noted the following key activities for the Department:

### Approvals

- 7.2.1. The Department had 51 further visits scheduled for the year ad The budget was for 67 visits in total. The numbers of visits were increasing as predicted.
- 7.2.2. The new list of approved programmes was now available on the HPC website and now features search functions for ease of use.
- 7.2.3. The department had undertaken a routine review of the approvals process. A report outlining outcomes and actions from the review were attached as an appendix to the Director's report. The Committee noted the report.

### Modernising Scientific Careers (MSC)

- 7.2.4. The Director had attended a meeting regarding the creation of an Education and Training Board for the MSC project and the Department of Health. HPC would continue to offer help and advice to the project.
- 7.2.5. The project was planned for implementation in 2012/13.
- 7.2.6. HPC had invited the Chief Scientific Officer to attend a Council meeting to discuss the project.

### Annual monitoring

- 7.2.7. The final version of the report on annual monitoring would be submitted to the September meeting.

### Projects

- 7.2.8. All departmental projects were currently on track.

## **Item 8.10/37 Education annual reports**

- 8.1 The Committee received a paper for discussion and approval from the Executive presenting Education Department annual reports for the years 2007/8 and 2008/9.
- 8.2 The Committee noted that the reports were not a statutory requirement, and had not been produced until now because the Department had diverted resources to other priorities.

- 8.3 The Committee noted that both reports would be subject to the HPC publications process. The 2007/8 report would be published on the website only, and the 2008/9 report would be published in paper and on the website.
- 8.4 The Committee noted that the published 2009/10 version would be distributed to the Committee in November 2010.
- 8.5 The Committee made the following suggestions regarding the reports:
- 8.5.1 Both reports should make clear reference to the discrepancy between the publication date and the dates in the document.
- 8.6 The Committee made the following suggestions regarding future reports:
- 8.6.1 Work should be done to reduce the amount of data presented in the report as both tables and graphs.
- 8.7 The Committee made the following suggestions regarding future work as a result of data in the report:
- 8.7.1 In light of the number of observations on visitors' reports that were later considered by an Education and Training panel to be unfounded, the Committee considered whether there were alternate methods to gather feedback from education providers on the experience of being visited as opposed to performance or target related issues.
- 8.7.2 HPC should consider an administrative charge for providers who cancel visits at short notice. Owing to an increased number of visits in the current financial year and following years as a result of new professions joining the Register, the Committee considered that discouraging education providers from requesting visits unless the education provider was fully committed would ensure resources were only directed where needed. There is currently no disincentive to requesting a visit and cancelling at any point in the approval process.
- 8.7.3 Given the continued relative high number of conditions applied to standard five (practice placement standards) the Committee considered that more detailed analysis of these particular conditions could prove useful in promoting understanding of the requirements of the standards of education and training. The Committee noted in particular that discussions held with representatives from education providers and placement settings may be effective in communicating the expectation that education providers hold responsibility for practice placements.
- 8.7.4 Following the publication of the 2009/10 annual report the Department should consider how to present future reports to make the volume of information more accessible by setting parameters for review at the start of the report and use these throughout to comment against.

**ACTION:** **Director of Education** to report to the September meeting of the Committee regarding the suggestions for work for the Department as the first step in producing the work plan for 2011/2012.

- 8.8 The Committee approved the Education annual reports for publication subject to minor editing changes and the HPC publications process

**Item 9.10/38 Generic standards of proficiency review consultation**

- 9.1 The Committee received a paper from the Executive introducing a draft consultation document on proposed changes to the generic standards of proficiency.
- 9.2 The consultation had been developed as part of the work plan for the review agreed by the Committee at the March meeting.
- 9.3 The Committee were invited to discuss the consultation document, and recommend the text to the Council.
- 9.4 The Committee noted that the standards in the document were clearer than before, and that the examples provided as guidance were helpful.
- 9.5 The Committee agreed that the following changes should be made before publication:
- 9.5.1 in paragraph 4.4 replace “our external” with “some”;
  - 9.5.2 in paragraph 4.5 replace “simple and broader” with “overarching”;  
and
  - 9.5.3 paragraph 5.15 remove the third sentence: “The standards ... working environment”.
- 9.6 The Committee agreed to recommend the text of the consultation to the Council subject to minor editing changes.

**Item 10.10/39 Post registration qualifications**

- 10.1 The Committee received a paper from the Executive introducing a draft consultation on the question of whether to make a provision to annotate the HPC register to record post registration qualifications.
- 10.2 The consultation had been developed following the Committee’s discussion at the March meeting.
- 10.3 The Committee were invited to discuss the consultation document, and recommend the text to the Council.
- 10.4 The Committee noted that the consultation was intended to determine how HPC would annotate the register. The decision on whether HPC

should annotate the register would be taken later. The Committee noted that there should only be annotation to the register when there was a clear benefit to public protection.

- 10.5 The Committee agreed that the consultation document should be refined to ensure that it was clear that the HPC was at this stage only exploring whether two qualifications – for podiatric surgeons and neuropsychologists – should be the first to be annotated on the Register. The consultation should seek views to inform a future decision about whether this should be the case.
- 10.6 The Committee agreed to recommend the text of the consultation to the Council subject to minor editing changes.

### **Item 11.09/40 Threshold level of entry to the Register**

- 11.1 The Committee received a paper from the Executive regarding a review of the threshold level of entry to the register. The review had been developed in response to a number of discussions the Committee had undertaken on the purpose and direction of the Standards, and the paper included legal advice on the removal or replacement of SET1.
- 11.2 The Committee was asked to discuss the paper and make recommendations determining the next steps for the review.
- 11.3 The Committee noted that there was now enough evidence to inform discussions around changes to SET1.
- 11.4 The Committee noted that the issue of generic standards was extremely complex because of the diversity of scopes of practise across the Register.
- 11.5 The Committee noted that none of the options, either to remove the standard, to change it or to keep it, were ideal.
- 11.6 The Committee noted that replacing the names of awards with levels did not necessarily change the fundamental issue of the usefulness of SET1.
- 11.7 The Committee noted that there was not enough evidence to suggest that removing SET1 would be effective.
- 11.8 The Committee noted that it would be useful to consider what was missing from SET1.
- 11.9 The committee agreed that:
  - (i) SET1 should not be removed;
  - (ii) there should be no immediate change to SET1;

- (iii) Policy department should produce further guidance to strengthen the understanding of SET1; and
- (iv) Policy department to return to a future meeting with further developments

**ACTION:** **Director of Policy** to produce further guidance on SET1 and submit a paper to a future meeting of the Committee.

#### **Item 12.10/41 Service user involvement and lay representation**

- 12.1 The Committee received a paper from the Executive regarding service user involvement in the approval and monitoring process. The paper had been developed initially as a response to the CHRE performance review 2007/8 and had been discussed by the Committee at the March meeting.
- 12.2 The Committee noted that three work streams were being proposed to consider how best to involve service users in the approval and monitoring processes. The work streams consisted of a small scale pilot to include lay representation on approval visit panels, commencing a process to consult on and amend the standards of education and training to make service user involvement a requirement in design and delivery of approved programmes of study, and undertaking research to explore the benefits of service user involvement in programme design and delivery and attempt to determine how good practice would relate to threshold standards required for public protection.
- 12.3 The Committee was invited to discuss the issues in the paper and agree recommendations for further work by the Executive.
- 12.4 The Committee noted that CHRE explicitly considered lay visitors sitting on panels would fulfil one of the requirements of the CHRE standard linked to service user involvement. The Committee agreed however that it was incorrect to consider lay visitors as being representative of the users of registrant services. Therefore, though the Committee agreed that lay visitor involvement has benefits and should be pursued, it should not be done under the banner of service user involvement.
- 12.5 In regard to the pilot, the Committee agreed that the effectiveness of the pilot should be measured against additional criteria to the ones proposed in the paper. The additional criterion was agreed to be a determination of the value added from lay visitor involvement from the perspective of all stakeholders but particularly the visitors and the education providers.
- 12.6 The Committee noted the cost and efficiency benefits of smaller visit panels in relation to the replacement of a professional visitor with a lay visitor. However, the Committee also noted the burden of decision making may rest with the professional visitor when considerations in relation to the standards of proficiency are made.

- 12.7 The Committee agreed that the greatest impact on service user involvement on approved programmes would come about from the proposed amendments to the standards of education and training. The Committee therefore agreed that changes should take place before the next cyclical review of the standards in 2014. The Committee asked the executive to consider this in the detailed implementation plan for the changes to standards of education and training.
- 12.8 The Committee agreed in principle to the three work streams and requested more detailed implementation plans at the next meeting of the Committee in September 2010. The Committee also requested that the implementation plan for the lay visitor pilot was received as a separate paper.

**ACTION:** **Brendon Edmonds** to provide papers to the next meeting detailing plans and timescales for implementation of the three work streams.

#### **Item 13.10/42 Removing the health reference**

- 13.1 The Committee received a paper from the Executive for discussion and approval regarding removal of the health reference as a requirement for registration. The issue had last been discussed by the Committee on 25 November 2009. The paper included the results of public consultation on the issue, and the text of the HPC response document.
- 13.2 The Committee was invited to discuss the results of the consultation, make a recommendation to the Council regarding the health reference and approve the text of the the consultation responses document.
- 13.3 The Committee noted the results of the consultation and agreed:
- (i) to recommend that Council remove the existing requirement for a health reference at the point of entry to the register (subject to amendments to the Health Professions Council (Registration and Fees) Rules Order of Council 2003);and
  - (ii) to recommend to the Council the text of the consultation responses document (subject to minor editing amendments and legal scrutiny) for publication on the HPC website.

#### **Item 14.10/43 Practitioner psychologists list of approved programmes**

- 14.1 The Committee received a paper from the Executive for discussion and approval introducing the list of agreed programmes for practitioner psychologists.
- 14.2 The Committee was invited to discuss and agree the current list of approved programmes as well as a list of programmes which were approved historically for specific periods.

- 14.3 The Committee approved the programme lists, and;
- (i) to grant open ended approval o the programmes outlines in Appendix 1 of paper ETC 10/43;
  - (ii) to approve the programmes for the historical periods outlines in Appendix 2 of paper ETC 10/43 (subject to receipt of final data from the HAC and any subsequent editing);
  - (iii) to publish the appropriate lists of approved programmes; and
  - (iv) to agree that the above actions become effective immediately.

#### **Item 15.10/44 Hearing aid dispensers list of approved programmes**

- 15.1 The Committee received a paper from the Executive for discussion and approval introducing the list of agreed programmes for hearing aid dispensers.
- 15.2 The Committee was invited to discuss and agree the current list of approved programmes as well as a list of programmes which were approved historically for specific periods.
- 15.3 The Committee approved the programme lists, and;
- (v) to grant open ended approval o the programmes outlines in appendix 1 of paper ETC 10/44;
  - (vi) to approve the programmes for the historical periods outlines in appendix 2 of paper ETC 10/44(subject to receipt of final data from the HAC and any subsequent editing);
  - (vii) to confirm that the programmes outlined in Appendix 2 of paper ETC 10/45 are no longer approved (subject to receipt of final data from the HAC and any subsequent editing);
  - (viii) to publish the appropriate lists of approved programmes; and
  - (ix) to agree that the above actions become effective immediately.

#### **Item 16.10/45 Hearing aid dispensers final schedule of visits**

- 16.1 The Committee received a paper from the Executive for discussion and approval regarding the schedule of visits to approved hearing aid dispenser programmes over the following two academic years. The schedule had been produced following an annual monitoring audit of hearing aid dispenser programmes.

- 16.2 The Committee were invited to discuss the visitors reports in appendix one and make a recommendation as to the schedule of visits in appendix two.
- 16.3 The Committee agreed that; following an annual monitoring audit, approval visits were required to the programmes outlined in appendix two of paper ETC10/45 to determine how the programmes continue to meet the standards of education and training.
- 16.4 The Committee agreed that visits should be scheduled for the academic years 2010-11 and 2011-12 according to the schedule in appendix one of paper ETC10/45.

**ACTION:** **Head of Education** to arrange for the above visits to take place.

#### **Item 17.10/46 Hearing aid dispenser registration form changes**

- 17.1 The Committee received a paper from the Executive for discussion and approval regarding proposed changes registration forms and guidance. The changes were being made to ensure consistency with the approved programme list on the HPC website, and had been through legal scrutiny.
- 17.2 The Committee were invited to discuss the documents, and make a recommendation to the Council regarding the changes.
- 17.3 The Committee recommended that the Council approve the changes to admission forms as detailed in paper ETC10/46.

#### **Item 18.10/47 Committee membership**

- 18.1 The Committee received a paper to note from the Executive regarding the appointment by the Council of a hearing aid dispenser member to the Committee.
- 18.2 The appointment had been made in anticipation of the opening of the HPC register to hearing aid dispensers on 1 April 2010 in line with the Health Professions Council (Education and Training Committee) (Constitution) Rules 2010 which provides that the Committee shall include at least one member from each HPC regulated profession.
- 18.3 The Committee noted the paper.

#### **Item 19.10/48 Prescribing responsibilities for paramedics**

- 19.1 The Committee received a paper from the Executive to note providing information on a Department of Health stakeholder engagement exercise

seeking views on proposals to extend prescribing responsibilities to paramedics.

19.2 The paper included the consultation document from the Department of Health, and the HPC's response.

19.3 The Committee noted the paper.

#### **Item 20.10/49 Self referrals**

20.1 The Committee received a paper from the Executive to note providing information on the self referral process operated by the Fitness to Practise Department in line with the Council's Health and Character declarations policy.

20.2 The Council agreed at its meeting in March 2010 that the Committee should be provided with a paper setting out the process in this area.

20.3 The Committee noted the paper.

#### **Item 21.10/50 Panel decisions**

21.1 The Committee received a paper to note from the Executive to note providing the decisions made by Panels of the Committee between March and June 2010.

21.2 The Committee noted the decisions.

#### **Item 22.10/51 Any other business**

22.1 There was no further business.

#### **Item 23.10/52 Date & time of subsequent meetings:**

23.1 Meetings of the Committee would take place at 10.30am on:

- Thursday 16 September 2010
- Thursday 18 November 2010
- Thursday 10 March 2011
- Thursday 9 June 2011
- Thursday 8 September 2011
- Thursday 17 November 2011

The Committee was invited to adopt the following resolution:

'The Committee hereby resolves that the remainder of the meeting shall be held in private, because the matters being discussed relate to;

- (1) information relating to a registrant, former registrant or applicant for registration;
- (5) any issue relating to legal proceedings which are being contemplated or instituted by or against the Committee or the Council;
- (7) the source of information given to the Committee in confidence;

### **Summary of those matters considered whilst the public were excluded**

#### **Item 24.10/54 Declarations of interest**

Diane Waller declared an interest in relation to item 26, the details of which were recorded in the private minute.

#### **Item 25.10/54 Minutes of the private part of the meeting of 10 March 2010**

The minutes were accepted as a true record and signed by the Chair.

### **SUSPENSION OF THE STANDING ORDERS OF THE COMMITTEE**

**At 13.30, with the meeting having been convened for three hours in total, the Committee agreed to suspend Standing Order No. 13 in order that the rest of the business could be transacted that day.**

#### **Item 26.10/55 Education provider complaint**

- 26.1 The Committee received an investigation report for consideration from visitors regarding a complaint received in August 2009 in respect of the MA Art Psychotherapy (part time) programme delivered by Goldsmith's College, University of London.
- 26.2 The Committee noted observations on the visitors report which had been submitted by the complainant and by Goldsmiths College, University of London..
- 26.3 The Committee agreed with the conclusion of the visitors report; that there was no immediate risk in the ongoing approval of the programme, but that further information should be received as part of a major change submission.'

#### **Item 27.10/56 any other business**

- 29.1 There was no further private business.

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