

Education and Training Committee

Minutes of the 70th meeting of the Education and Training Committee held as follows:

Date: Thursday 9 June 2016

Time: 10.30 am

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

Members: Joy Tweed (Chair)
Stephen Cohen
Eileen Mullan
Joanna Mussen
Sonya Lam
Stephen Wordsworth

In attendance:

Claire Amor, Information Governance Manager
Ashley Antonio-Mortley, Registration Manager
John Archibald, Education Administrator
Natalie Berrie, Registration Manager
Elaine Buckley, Chair of Council
Nicole Casey, Policy Manager
Brendon Edmonds, Head of Educational Development
Abigail Gorringer, Director of Education
Michael Guthrie, Director of Policy and Standards
Richard Houghton, Head of Registration
Jamie Hunt, Education Manager
Grant Imlach, Media and PR Manager
Imran Inamdar, Case Support Manager
Jacqueline Ladds, Director of Communications
Hollie Latham, Education Officer
Tracey Samuel-Smith, Education Manager
Alan Shillabeer, Investigations Manager
Rebecca Stent, Education Officer
Jane Tuxford, PA to the Director of Communication and the Director of Policy and Standards

Public Agenda

Item 1 - Chair's welcome and introduction

- 1.1 The Chair welcomed the Committee and those in the public gallery to the meeting.
- 1.2 The Committee noted that Stephen Cohen had been appointed to the Education and Training Committee.

Item 2 - Apologies for absence

- 2.1 No apologies were received.

Item 3 - Approval of agenda

- 3.1 The Committee approved the agenda.

Item 4 - Declaration of members' interests

- 4.1 Members had no interests to declare in connection with the items on the agenda.

Item 5 – Minutes of the meeting of 3 March 2016 (ETC 14/16)

- 5.1 The Committee considered the minutes of the last meeting of the Education and Training Committee.
- 5.2 The minutes were accepted as a correct record to be signed by the Chair.

Items for discussion/approval

Item 6 – Continuing professional development audit report 2013-15 (ETC 15/16)

- 6.1 The Committee received a paper from the Executive.
- 6.2 During discussion the Committee noted the following points:-
 - this is the fourth report on the CPD audit process. It reviews of the 16 professions audited between 2013 and 2015 including social workers in England who have been audited for the first time;
 - most professions have seen an improvement in the percentage of CPD profiles that were accepted compared to previous audits. There are no significant differences between the outcomes in different professions;
 - 22 registrants who were selected for audit were removed from the register for failing to either submit a CPD profile or provide further information when asked. No registrants were removed because their

profile was assessed as not meeting the standards;

- CPD assessors have contributed to the report, providing feedback and suggestions for those selected for audit in the future; and
- the report will be art-worked and ready for publication in autumn 2016.

- 6.3 The Committee discussed the measure of quality of CPD profiles. It was noted that the system is pass or fail and profiles are not graded. Feedback on quality is measured by CPD assessor feedback and the number of profiles passing the standards. The new CPD registration system will be able to better track requests for further information or further time, this will also be an indication of quality. It is hoped that the system will be in place for the next report.
- 6.4 The Committee discussed quality assurance of CPD profiles. It was noted that assessments are moderated, in that two CPD assessors review each profile. Plagiarism is detected in some profiles and this is dealt with by the FTP process. The new CPD system project is looking at plagiarism software to enhance detection.
- 6.5 The Committee noted that some registrant that are nearing retirement may opt for voluntary removal or deferral instead of undertaking CPD audit. The Committee agreed it was important that such registrants are encouraged to continue their registration as they may need to return to work. Anecdotally the Executive has received feedback from such registrants that reviewing their practise at the end of their career has been a rewarding and worthwhile experience.
- 6.6 The Committee requested that the summary at the end of the report be brought forward to act as an executive summary to introduce the report, therefore foregrounding the positive messages it conveys.
- 6.7 The Committee agreed to recommend the report to Council for approval, subject to minor editorial amendments and legal scrutiny.

Item 7 – Improving patient safety through education and training - Report by the Commission on Education and Training for Patient Safety (ETC 16/16)

- 7.1 The Committee received a paper from the Executive.
- 7.2 The Committee noted that Health Education England set up the Commission on Education and Training for Patient Safety ('the Commission'), to review the current status of education and training on patient safety for all learners
- 7.3 During discussion the Committee noted the following points:-
- the HCPC is currently reviewing the SETs to ensure that they continue to be fit for purpose. This report provides a chance to reflect on the issue of patient safety within them;

- the report makes recommendations for HEE and not directly for the HCPC; and
- the report is focused on patient safety in England, the Committee noted that Scotland has also undertaken considerable work in human factors in patient safety.

7.4 The Committee noted that it was important to be mindful of the four country context of policy issues.

7.5 The Committee noted the report.

Item 8 – Consultation on revised standards of education and training (SETs) and supporting guidance (ETC 17/16)

8.1 The Committee received a paper from the Executive.

8.2 The Committee noted that the review of the SETs began in September 2014.

8.3 During discussion the Committee noted the following points:-

- the HCPC has undertaken a wide range of engagement activities with stakeholders in 2014 and 2015;
- two pieces of research have been commissioned to support the review;
- a PLG met four times to discuss themes emerging from the review and consider a draft of the revised SETs;
- the HCPC plans to hold a 12-week public consultation on the draft revised SETs and supporting guidance between 5 September and 25 November 2016.

8.4 The Chair of the Committee thanked the PLG for their input into the review of the SETs. The Committee agreed that the draft SETs for consultation were improved and welcomed the stronger links with the SCPE.

8.5 The Committee noted that the SETs are normally reviewed every 5 years according to policy. However reviews can be initiated sooner if required and minor amendments can be made without a full scale review.

8.6 The Committee agreed to recommend to Council the consultation document and the draft revised SETs and supporting guidance for consultation, subject to formal legal scrutiny and minor editing amendments.

Item 9 – Consultation on revised returning to practice guidance (ETC 18/16)

- 9.1 The Committee received a paper from the Executive.
- 9.2 The Committee noted that, in late 2014, a senior manager from the Australian Health Practitioner Regulation Agency (AHPRA) on placement undertook a rapid appraisal of the HCPC's return to practice requirements and guidance. The appraisal highlighted the need for further clarity and guidance in a number of areas, and as a result the HCPC committed to reviewing the 'Returning to practice' guidance document.
- 9.3 The Committee discussed the treatment of register annotations in the process. It was noted that currently annotations are included with re-registration and no specific evidence is required of currency of those skills. It was agreed that the Executive would seek legal advice on this issue.
- 9.4 The Committee discussed the requirement for a counter signatory in the process. It was queried why this would be when other HCPC processes have moved towards self-declaration. It was noted that changing this requirement had not been considered previously. The Committee agreed that a wide scale refresh of the requirements would be better to wait until after current uncertainty about legislative change is resolved as changes may be required as a result.
- 9.5 The Committee agreed to recommend to Council the consultation document and draft revised guidance for consultation, subject to formal legal scrutiny and minor editing amendments.

Item 10 – Outcomes of the consultation on draft standards for use of exemptions by orthoptists to sell, supply and administer medicines (ETC 19/16)

- 10.1 The Committee received a paper from the Executive.
- 10.2 The Committee noted that legislative amendments which came into effect on 1 April 2016 introduced exemptions to enable orthoptists who are appropriately trained to sell, supply and administer certain prescription only medicines without the usual need for a prescription.
- 10.3 The HCPC ran a public consultation between 8 March and 3 May 2016 on the draft standards for the use of exemptions by orthoptists to sell, supply and administer medicines.
- 10.4 The Committee noted 57 response to the consultation were received, with respondents overwhelmingly in support of the draft standards.
- 10.5 The Committee agreed to recommend to Council the text of the consultation analysis document and the standards for the use of exemptions by orthoptists, subject to minor editing amendments and formal legal scrutiny.

Item 11 – Outcomes of consultation on renaming the 'local anaesthetic' and 'prescription only medicines' annotations for chiropodists /podiatrists (ETC 20/16)

- 11.1 The Committee received a paper from the Executive.
- 11.2 The Committee noted that chiropodists / podiatrists who have undertaken approved training are annotated on the Register to indicate their ability to sell or supply and/or administer certain medicines from exemption lists in medicines legislation.
- 11.3 The Committee noted that the HCPC ran a public consultation between 8 March and 3 May 2016 on renaming these annotations, in order to ensure that they reflect the respective exemption lists to which they refer, and also that they are easily understood by professionals and members of the public who use the online Register.
- 11.4 As a result of the consultation responses the Executive proposed renaming the annotations with 'Local anaesthetics' to become 'Prescription only medicines – administration'; and 'Prescription only medicines' to become 'Prescription only medicines – sale/supply'.
- 11.5 The Committee noted that a number of comments were received from registrants about problems encountered by chiropodists / podiatrists when trying to access the medicines included in the exemption lists, due to a lack of understanding about the entitlements on the part of pharmacists.
- 11.7 The Committee agreed to recommend to Council the renaming of the annotations and the text of the consultation analysis document, subject to minor editing amendments and formal legal scrutiny

Item 12 – Reforming healthcare education funding (ETC 21/16)

- 12.1 The Committee received a paper from the Executive.
- 12.2 The Committee noted that the Department of Health has published a consultation on proposals to reform healthcare education funding in England. These changes include abolishing the system of bursaries, thereby removing the cap on student numbers for healthcare programmes.
- 12.3 The Committee discussed the potential impact of increased provision on the availability, capacity and quality of practice education. It was noted that in Scotland, professions that do not restrict student numbers have encountered issues in placement availability. The Committee questioned whether the HCPC would be able to pick up on emerging issues with individual programmes or if programmes would willingly share intelligence on difficulties with the HCPC.

- 12.4 The Committee noted that the Council of Deans for Health had prepared a consultation response providing detailed data modelling on the potential impact on student demographics.
- 12.5 The Committee noted that the changes may have an impact of the geographical availability of courses and therefore registrant numbers. It was noted that this can be raised in the consultation response but that workforce planning was not the HCPC's remit.
- 12.6 The HCPC noted the paper.

Item 13 – Health and Character Declarations Policy (ETC 22/16)

- 13.1 The Committee received a paper from the Executive.
- 13.2 During discussion the Committee noted the following points:-
- at its 3 March meeting, the Committee approved changes to the Health and Character Declarations Policy which are intended to significantly reduce the numbers of declarations having to be considered by a Registration Panel;
 - a further change to the Policy is now needed to ensure that applicants for registration or for readmission to the Register as well as registrants renewing their registration who have been cautioned or convicted for criminal offences are treated equitably irrespective of the UK country in which they practise or reside; and
 - the need for this change is rooted in the same issue which has necessitated an amendment to the Standard of Acceptance for allegations. That amendment was approved by Council in May.
- 13.3 The Committee approved the amended Health and Character Declarations Policy.

Items to note

Item 14 – Perceptions and experiences of the HCPC's approach to continuing professional development standards and audits - update (ETC 23/16)

Item 15 – Paramedic education and training (ETC 24/16)

Item 16 – Update on social media guidance (ETC 25/16)

Item 17 – Any other business

- 17.1 There was no additional business for consideration that day.

Item 18 – Date and time of next meeting

18.1 10.30am – Thursday 8 September 2016 at Park House, SE11 4BU

Resolution

The Council adopted the following:

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

Item	Reason for Exclusion
19	a

- (a) information relating to a registrant, former registrant or application for registration;
- (b) information relating to an employee or office holder, former employee or applicant for any post or office;
- (c) the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
- (d) negotiations or consultation concerning labour relations between the Council and its employees;
- (e) any issue relating to legal proceedings which are being contemplated or instituted by or against the Council;
- (f) action being taken to prevent or detect crime to prosecute offenders;
- (g) the source of information given to the Council in confidence; or
- (h) any other matter which, in the opinion of the Chair, is confidential or the public disclosure of which would prejudice the effective discharge of the Council’s functions.’

Summary of business considered in private

Item 19 – Education provider concern: University of Salford

- 19.1 The Committee considered the investigation report of a concern raised about an education provider. The Committee noted that In line with the education provider concerns process, the Executive contacted the education provider and requested a response to the concern. The Executive then investigated the concern based on the information provided by the complainant and the education provider, and produced an investigation report.
- 19.2 The Committee considered the concern investigation report, along with the observations from the complainant and concluded that no further action was required.

Chair Joy Tweed

Date 08.09.2016