

Education and Training Committee

Minutes of the 79th meeting of the Education and Training Committee held as follows:

Date: Thursday 18 January 2018

Time: 10.00 am

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

Members: Maureen Drake
Sue Gallone
Sonya Lam
Joanna Mussen
Gavin Scott

In attendance:

Claire Amor, Secretary to the Committee
Jonathan Bracken, Solicitor to Council
Nikki Credland, University of Hull (item 6)
Brendon Edmonds, Head of Educational Development
Abigail Gorringe, Director of Education
Julie Jomeen, University of Hull (item 6)
Deborah Robinson, University of Hull (item 6)
Tamara Wasylec, Education Manager

Public Agenda

Item 1 – Nomination of Chair

- 1.1 The Secretary to the Committee informed the Committee that apologies had been received from Stephen Wordsworth, Chair of the Committee. The process for nomination of acting Committee Chair was noted.
- 1.2 Members nominated Sonya Lam as acting Chair of the Committee for the purposes of the 79th meeting of the Education and Training Committee.

Item 2 - Apologies for absence

- 2.1 Apologies for absence were received from Stephen Wordsworth.

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.

Item 5 – Minutes of the meeting of 23 November 2017 (ETC 01/18)

- 5.1 The Committee considered the minutes of the 78th 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 – Approval process visitors' recommendation University of Hull - BSc (Hons) Paramedic Science - Full time (ETC 02/18)

- 6.1 The Committee received a paper from the Executive.
- 6.2 The Chair welcomed Nikki Credland, Julie Jomeen and Deborah Robinson from the University of Hull to the meeting.
- 6.3 The Executive provided the Committee with an overview of the process followed so far. The Committee noted the following points:-
 - the programme was visited on 16 and 17 May 2017 as a new programme approval. Visitors recommended conditions were placed on the approval of the programme;

- the visitors' report was agreed by the Committee at its meeting on 6 July 2017. At that meeting, the Committee agree that all conditions must be met in order for the programme to be approved;
- after reviewing the additional evidence provided by the education provider the visitors have identified 14 conditions, which remain unmet. These relate to SETs 3, 5 and 6;
- remaining concerns mainly focus on programme staffing and resource and practice placements. The visitors have recommended that the programme should not be approved due to this;
- the education provider has submitted further detailed observations regarding the visitors' recommended outcome. The provider challenges to the visitors' reasoning that the conditions are not met; and
- the observation document also contains new information regarding the staff on the programme team. This new information has not been reviewed by the visitors.

6.4 The Solicitor to Council provided the Committee with an overview of their role in the approval process and the options open to them when considering non-approval of a programme. The Committee's attention was drawn to article 18 of the Order, which sets out the process that must be followed in these circumstances.

6.5 The education provider was invited to address the Committee with any particularly relevant points they wished to raise. Julie Jomeen addressed the Committee. The following points were noted:-

- the equivalent of four full time paramedic lecturers have now been appointed. These paramedics have excellent clinical skills and while they do not have academic experience they have been involved in practice placement mentoring;
- full development plans are in place to support these new academics in developing teaching skills. The University of Hull has a policy in place whereby new academics must gain a teaching qualification within two years;
- the external examiner policy is the same policy used with other University of Hull HCPC approved programmes;
- the development of the programme has been driven by workplace need, there being a significant shortage of healthcare professionals in the practice area. The University is working closely with the ambulance service and other regional Universities in developing the programme;
- the practice placement documentation is the same documentation used by other HCPC approved programmes from the other Universities in

the area working with the ambulance service;

- using the same documentation is intentional to reduce any confusion from overlapping learners and mentors in the area; and
- the University of Hull is confident they have everything in place to provide a good education experience for learners.

6.6 The Committee discussed the issues raised by the visitors with the education provider. The following information was provided to the Committee by the education provider and the Executive in response to their questions:-

- the terminology used in the documentation is known in the practice area;
- though another universities documentation has been adapted, the documentation is understood by the University of Hull and has been through internal quality assurance processes;
- the documentation has been contextualised and mapped into University of Hull standard formats;
- 'on the job teacher training' is a common route for professions to transition into an academic. Excellent clinical skills are the most important quality when recruiting as these cannot be developed. This has become more common as more professions become degree level;
- the HCPC has previously experienced two providers using the same documentation but reaching different approval decisions. The contextualisation of the documentation is an important factor; and
- when assessed by the visitors, the paramedics had not been appointed and some modules were allocated to non-paramedics with clinical skills. Now that recruitment is complete all relevant modules will be taught by paramedics.

6.7 The Committee discussed their reflections on the visitor's recommendations and what they had heard from the education provider. It was emphasised that visitors are central to the HCPC maintaining education standards, and that the process had been prolonged due to the education provider requesting time extensions for observations.

6.8 After reviewing the visitors' reasons and the observations submitted by education provider as clarified at the meeting, the Committee agreed that the education provider had satisfied the remaining conditions and therefore agreed that the programme should be approved.

6.9 The Committee noted that the education provider had made progress in a number of areas to meet the remaining conditions. The Committee agreed that these developments should be reviewed by visitors in the future to ensure the

standards continue to be met and that the most appropriate mechanism to undertake such a review was via the annual monitoring process.

6.10 As such the Committee agreed that the programme must submit an annual monitoring audit in the 2018-19 academic year. This submission is expected after the first cohort has completed the first year of the programme and visitors are asked to consider the provider's delivery and evaluation of new provision, with a view to gaining assurance that the programme continues to meet the standards of education and training. Alongside the standard set of evidence required for an audit submission, the Committee require the education provider to also submit further evidence of:-

- the programme staff involved with the delivery of the programme and information regarding their role and their teaching and learning responsibilities on the programme;
- the mechanisms in place to support the professional development of paramedic programme staff with regards to their teaching and learning responsibilities for the programme;
- the progress made by paramedic programme staff to achieve formal teaching qualifications;
- the programme specific training carried out which ensures all practice educators understand the requirements for supporting and assessing students on the programme and how attendance at such training is monitored;
- the attendance requirements in place for the programme, how these are communicated to students and the mechanisms in place to monitor this; and
- the assessment regulations which specify the requirement for an external examiner for the programme to be a registered paramedic.

6.11 The Executive will include these requirements as part of any future correspondence to the education provider regarding the programme's first engagement with annual monitoring process in the 2018-19 academic year.

Item 7 – Any other business

11.1 There was no further business.

Item 8 – Date and time of next meeting

12.1 Thursday 1 March 2018, 2pm 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;

- (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.'

Item	Reason for Exclusion
9	A

Item 9 – Private minutes of the meeting of 23 November 2018 (ETC 03/18)

- 9.1 The Committee approved the private minutes of its meeting of 23 November 2017.

Chair Stephen Wordsworth

Date 01/03/2018