

# **The Health Professions Council**

## **Registration Committee Meeting**

**Wednesday 28<sup>th</sup> January 2004**

**2.00 p.m.**

The fifteenth meeting of the Health Professions Council Registration Committee will be held at the following location:

Park House  
184 Kennington Park Road  
LONDON SE11 4BU

**Marc Seale**  
**Chief Executive**  
22nd January 2004

Health Professions Council  
Park House  
184 Kennington Park Road  
London SE11 4BU

**Lucinda Pilgrim**  
**Secretary to the Committee**

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|--------------------------------------------------------------------------------------------------------------|-----------------------------|
| 1. <b>Apologies for Absence</b>                                                                              | Verbal                      |
| 2. <b>Approval of Agenda</b>                                                                                 | Verbal                      |
| 3. <b>Minutes of the meetings held on 5 November 2003</b><br>From Secretary to the committee-Lucinda Pilgrim | Enclosure 1<br>Paper RC1/04 |
| 4. <b>Matters Arising</b>                                                                                    | Verbal                      |

**ITEMS FOR DISCUSSION / APPROVAL**

- |                                                                                                                                          |                               |
|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 5. <b>Appointment of Chairman &amp; Deputy Chairman</b>                                                                                  | Verbal                        |
| 6. <b>Admission to the register</b><br><b>Approved qualification 5 years or older</b><br>From Secretary to the committee-Lucinda Pilgrim | Enclosure 2<br>Paper RC2/04   |
| 7. <b>Test of Competence</b><br>From the International Registration Manager – Sarah Dawson                                               | Enclosure 3<br>Paper RC 3/04  |
| 8. <b>English Language Competence</b><br>From the International Registration Manager – Sarah Dawson                                      | Enclosure 4<br>Paper RC 4/04  |
| 9. <b>Referee Assessor Function</b><br>From the International Registration Manager – Sarah Dawson                                        | Enclosure 5<br>Paper RC 5/04  |
| 10. <b>Health &amp; Disability Seminar</b><br>From the Chairman of the Registration Committee – Rosemary Klem                            | Enclosure 6<br>Paper RC 6/04  |
| 11. <b>Review of Registration Process</b><br>From the UK and International Registration Managers – Claire Harkin & Sarah Dawson          | Enclosure 7<br>Paper RC 7/04  |
| 12. <b>Approved Qualifications – Article 12 - HPO</b><br>From Secretary to the committee-Lucinda Pilgrim                                 | Enclosure 8<br>Paper RC 8 /04 |

**ITEMS TO NOTE**

- |                                                                                                                                                          |                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| 13. <b>Reduced Fees – New Graduate Registrants</b><br>On behalf of the Chairman of the Finance and Resources Committee                                   | Enclosure 9<br>Paper RC 9/04   |
| 14. <b>Registration Seminars</b><br>From Secretary to the committee-Lucinda Pilgrim                                                                      | Enclosure 10<br>Paper RC 10/04 |
| 15. <b>Minutes of the Education &amp; Training Committee Held on 19 November 2003</b><br>On behalf of the Chairman of the Education & Training Committee | Enclosure 11<br>Paper RC 11/04 |
| 16. <b>Special Council Meeting – 19 January 2004</b>                                                                                                     | Verbal                         |
| 17. <b>Any Other Business</b>                                                                                                                            |                                |
| 18. <b>Date and time of next meeting:</b><br><b>The next meeting will be held on Wednesday, 10 March 2004 at 10.00 a.m.</b>                              |                                |

**Agenda Item 3**

**Enclosure 1**

**Paper RC 1 / 04**

## **REGISTRATION COMMITTEE**

**Minutes of the Registration Committee  
meeting held on 5 November 2003**

**From: Secretary to the Committee  
Lucinda Pilgrim**

**FOR AGREEMENT AND SIGNING**

**Agenda Item 6**

**Enclosure 2**

**Paper RC 2 / 04**

## **REGISTRATION COMMITTEE**

**Admission to the register:  
Approved qualification 5 years or older**

**From : Secretary to the Committee  
Lucinda Pilgrim**

**FOR DISCUSSION/APPROVAL**

## **Executive Summary**

### **Admission to the register: Approved qualification 5 years or older**

The committee had made a distinction between (a) applicants who had previously practiced but had not done so for 2 or more years; and (b) applicants whose qualification was 5 years or more, but who had never practiced.

The committee had previously discussed this matter and had been of the view that applicants under (b) above should fulfil the same requirements as those applicants who had been out of practice for five years or more , namely that they undertake a minimum of 60 days' supervised practice and additional study to bring skills and knowledge up to current standards.

The committee is asked to confirm the requirements to be met by applicants for registration whose qualification is 5 years or older.

**Agenda Item 7**

**Enclosure 3**

**Paper RC 3 / 04**

## **REGISTRATION COMMITTEE**

### **Test of Competence**

**From : The International Registration Manager  
Sarah Dawson**

**FOR DISCUSSION/APPROVAL**

## **Executive Summary**

### **Test of Competence**

The International Registration Manager has drafted Test of Competence guidelines (a) for registration assessors and (b ) for applicants. These guidelines are being reviewed by the Council's legal adviser and will be forwarded to the committee as soon as possible.

**Agenda Item 8**

**Enclosure 4**

**Paper RC 4 / 04**

## **REGISTRATION COMMITTEE**

**English Language Competence**

**From : The International Registration Manager  
Sarah Dawson**

**FOR DISCUSSION/APPROVAL**

## **Executive Summary**

### **English Language Competence**

At its last meeting the committee discussed and made the following recommendations:

1. for applicants seeking to demonstrate their English language proficiency, only the IELTS & TOEFL tests would be acceptable.
2. the TOEFL score of 600 would be accepted as equivalent to the IELTS score of 7.0.
3. the computer TOEFL score of 250 should be accepted as equivalent to the IELTS score of 7.0, subject to this score including an oral communication element. The International Registration Manager has since confirmed that the test covers all areas of reading, writing, listening and speaking skills.

As the meeting had become inquorate, these recommendations had been sent to all committee members for confirmation that they approved the recommendations. These recommendations have been approved.

In addition to the above, the committee is asked to consider and, if applicable, to recommend the attached Cambridge and TOEIC tests as demonstrating appropriate English language proficiency.

The Chairman of the committee had been asked and had agreed to take chairman's action in the interim to approve the use of the Cambridge and TOEIC tests as appropriate alternatives to the IELTS and TOEFL tests.

**Agenda Item 9**

**Enclosure 5**

**Paper RC 5 / 04**

## **REGISTRATION COMMITTEE**

### **Referee Assessor Function**

**From : The International Registration Manager  
Sarah Dawson**

**FOR DISCUSSION/APPROVAL**

## **Executive Summary**

### **Referee Assessor Function**

The Committee is asked to consider and recommend the attached proposals.

**Agenda Item 10**

**Enclosure 6**

**Paper RC 6 / 04**

## **REGISTRATION COMMITTEE**

### **Health and Disability Seminar**

**From : The Chairman of the Committee  
Rosemary Klem**

**FOR DISCUSSION/APPROVAL**

## **Executive Summary**

### **Health and Disability Seminar**

The Chairman of the Registration Committee and the Chairman of the Health Committee met on the 23<sup>rd</sup> December 2003 to discuss the issues that need to be addressed at the seminar.

A verbal report will be given to the committee.

**Agenda Item 11**

**Enclosure 7**

**Paper RC 7 / 04**

## **REGISTRATION COMMITTEE**

### **Review of Registration Process**

**From : The UK & International Registration Managers  
Claire Harkin and Sarah Dawson**

**FOR DISCUSSION/APPROVAL**

**Agenda Item 12**

**Enclosure 8**

**Paper RC 8 / 04**

## **REGISTRATION COMMITTEE**

**Approved Qualifications  
Article 12 – Health Professions Order**

**From : The Secretary to the Committee  
Lucinda Pilgrim**

**For Discussion/Approval**

## **Executive Summary**

### **Approved Qualifications – Article 12 – Health Professions Order**

At its last meeting the Committee was notified that the Council was seeking to identify overseas courses which led to comparable qualifications to those obtained in the UK. If a reasonable trend in the outcome for applicants completing a particular course could be identified, the course would be presented to the Committee for endorsement as a course leading to a comparable qualification for the purposes of registration.

The Executive would compile a list of the educational institutions from which the majority of applicants had graduated.

The Executive has made a start by looking at courses for the physiotherapy and radiography professions within the EEA. The directors with responsibility for these two professions have contacted the Irish professional bodies for confirmation of the courses that lead to automatic registration of those bodies.

This information has been passed to the International Registration Manager. She will identify the number of candidates from those courses who have been approved for registration. This information will then be passed to the secretary to the Committee and then to the Committee for consideration and endorsement.

**Agenda Item 13**

**Enclosure 9**

**Paper RC 9 / 04**

## **REGISTRATION COMMITTEE**

### **Reduced Fees – New Graduate Registrants**

**From : The Chairman of the Finance and Resources  
Committee**

**TO NOTE**

## **Executive Summary**

### **Reduced Fees – New Graduate Registrants**

The Finance and Resources Committee had reviewed a recommendation from the executive concerning the length of the discount period for new graduate registrants who were to receive a 50% reduction in fees for their first two full registration years.

Registration years for the professions start at different times of the year. This is done in order to spread the workload in processing applications.

Problems had arisen in cases where new registrants joined the register shortly before the start of their new professional year.

The Finance and Resources Committee had made the following recommendations to council as to how this problem might be resolved:

1. for new registrants starting from within six months of the start of the registration two year period, a 100% discount up to the start of the period. This would be followed by a two year 50% discounted two year period. (Collected as one discounted fee to cover the maximum of an eighteen month period).
2. for new registrants starting between six months and one year before the start of the registration two year period, a 50% discount on the one year fee up to the start of the period. This would be followed by a two year 50% discounted two year period.

Council had approved these recommendations at its meeting on 11 December 2003.

**Agenda Item 14**

**Enclosure 10**

**Paper RC 10 / 04**

## **REGISTRATION COMMITTEE**

### **Registration Seminars**

**From : The Secretary to the Committee  
Lucinda Pilgrim**

**TO NOTE**

## **Executive Summary**

### **Registration Seminars**

The Health Professions Council has arranged a series of registration seminars to be held in February 2004. The purpose of the seminars is to explain in detail the new process for UK graduates applying to be registered with the Council.

The seminars are targeted primarily at leaders of courses approved by the Council and they aim to increase the level of understanding of the new registration process.

Each seminar will last two hours and will include a general presentation about the Council, a presentation on the details of the registration process, a review of the application form and a questions and answers session.

**Agenda Item 15**

**Enclosure 11**

**Paper RC 11 / 04**

## **REGISTRATION COMMITTEE**

**Minutes of the Education & Training Committee  
Meeting held on 19 November 2003**

**From : The Chairman of the Education and Training  
Committee**

**TO NOTE**