

The Health Professions Council

Approvals Committee Meeting

Friday 25th June 2004

11.00 a.m.

The second meeting of the Health Professions Council Approvals Committee will be held at the following location:

Park House
184 Kennington Park Road
LONDON SE11 4BU

Lucinda Pilgrim
Secretary to the Committee
18th June 2004

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

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| 1. Apologies for Absence | Verbal |
| 2. Nomination of Chairman and Vice-Chairman | Enclosure 1
AC/Paper 16/04 |
| 3. Approval of Agenda | Verbal |
| 4. Minutes of the meeting held on 24 May 2004
From Secretary to the Committee – Lucinda Pilgrim | Enclosure 2
AC/Paper 17/04 |
| 5. Matters Arising | Verbal |

ITEMS FOR DISCUSSION / APPROVAL

- | | |
|--|-------------------------------|
| 6. Approvals | |
| 6.1 Principles and process for use in
new approvals of programmes | Enclosure 3
AC/Paper 18/04 |
| 6.2 Curriculum Guidance | Enclosure 4
AC/Paper 19/04 |
| 6.3 New Approvals | Enclosure 5
AC/Paper 20/04 |
| 7. Annual Monitoring | |
| 7.1 Pro forma annual monitoring report | Enclosure 6
AC/Paper 21/04 |
| 7.2 Audit of annual monitoring reports | Enclosure 7
AC/Paper 22/04 |

ITEMS TO NOTE

- | | |
|--|--------|
| 8. Any Other Business | Verbal |
| 9. Date and time of the next meeting | Verbal |
| 9.1 The next meeting will be held on Monday 12 July 2004 | |
| 9.2 The dates of the following meetings are as follows: | |
| Tuesday 7 th September 2004 11 a.m. | |
| Thursday 18 th November 2004 11 a.m. | |
| Wednesday 2 nd February 2005 11a.m. | |

Agenda Item 2

Enclosure 1

AC/Paper 16/04

APPROVALS COMMITTEE

Nomination of Chairman and Vice Chairman

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

FOR DISCUSSION

Executive Summary and Recommendation

Introduction

Members of the Committee are requested to submit nominations for chairman and vice chairman

Decision

The Council will consider the agreed nominations at its next meeting on July 15 2004. No decision is required by the Committee.

Background Information

A Chairman and Vice Chairman of the Committee need to be appointed.

Resource Implications

None

Financial Implications

None

Background Papers

None

Appendices

None

Agenda Item 4

Enclosure 2

AC/Paper 17/04

APPROVALS COMMITTEE

Minutes of the Meeting held on 24 May 2004

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

FOR AGREEMENT AND SIGNING

Agenda Item 6.1

Enclosure 3

AC/Paper 18/04

APPROVALS COMMITTEE

**Approvals
Principles and process for use in
New Approvals of Programmes**

**From: Thomas Berrie
Education and Training Department**

FOR DISCUSSION/APPROVAL

Executive Summary and Recommendations

Introduction

At its previous meeting, the Committee asked that a paper be prepared setting out the principles and process that the Council will be using in respect of approval of new programmes. The attached paper has been prepared from the consultation document and the Committee's discussions on the approval process. Its contents are subject to the outcome of the consultation process. The principles and process in their final form will be determined after the results of the consultation process have been analysed.

Decision

This paper is for information only. No decision is required.

Background information

See attached paper

Resource implications

None, report for information only

Financial implications

None, report for information only

Background papers

See attached.

Appendices

Nine

Agenda Item 6.2

Enclosure 4

AC/Paper 19/04

APPROVALS COMMITTEE

**Approvals
Curriculum Guidance**

**From: Eileen Thornton and Norma Brook
Committee Members**

FOR DISCUSSION/APPROVAL

Executive Summary and Recommendation

Introduction

The Committee agreed that the term 'Curriculum Guidance' should be defined and that a definition would be prepared for the meeting on 25 June 2004.

Decision

The Committee is requested to consider the document and make a recommendation to the Education and Training Committee (ETC)

Background Information

None

Resource Implications

None

Financial Implications

None

Background Papers

None

Appendices

None

Agenda Item 6.3

Enclosure 5

AC/Paper 20/04

APPROVALS COMMITTEE

**Approvals
New Approvals**

**From: Cathy Savage
Education and Training Department**

FOR DISCUSSION/APPROVAL

Executive Summary and Recommendations

Introduction

The Education & Training Committee concluded its consultation on the Standards of Education and Training and the approvals and annual monitoring processes in May 2004. The feedback on the consultation and the Committee's final decisions as to the new process under the Health Professions Order, 2001 will be published in July 2004. This will allow for a period to draft the process documents and the information required by visitors in order to discharge these functions. It is anticipated that visitor training will commence in September 2004. However, we have new programmes that wish to commence in spring 2005 which require HPC approval.

Decision

The Committee is requested to agree that the following **new** programmes be scheduled for approval events commencing in the autumn 2004:

Name of Institution	Name of Programme	Commencement date	Contact Name and Number
Leeds Metropolitan University	MSc Physiotherapy and MSc Occupational Therapy	February 2005	Sue Smith/Diana Daltrey (Assistant Dean)
University of East Anglia	MSc Occupational Therapy (pre-registration)	February 2005	Richard Stephenson, Dean

Background information

Please refer to letters of correspondence between HPC and the education providers ~ for information.

Resource implications

Attendance of an HPC officer.

Financial implications

Attendance allowance and expenses payable to the HPC Partners (visitors).

Agreement as to whether an HPC Officer should be in attendance in which case, normal travel and accommodation expenses.

Background papers

As attached

Appendices

None.

Agenda Item 7.1

Enclosure 6

AC/Paper 21/04

APPROVALS COMMITTEE

**Annual Monitoring
Pro Forma Annual Monitoring Report**

**From: Eileen Thornton and Carol Lloyd
Committee Members**

FOR DISCUSSION/APPROVAL

Executive Summary and Recommendation

Introduction

The Committee agreed that a pro forma annual monitoring report would be prepared for consideration at the meeting on 25 June 2004.

Decision

The Committee is requested to consider the document and make a recommendation to the Education and Training Committee (ETC)

Background Information

None

Resource Implications

None

Financial Implications

None

Background Papers

None

Appendices

None

Agenda Item 7.2

Enclosure 7

AC/Paper 22/04

APPROVALS COMMITTEE

**Annual Monitoring
Audit of Annual Monitoring Reports**

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

FOR DISCUSSION/APPROVAL

Executive Summary and Recommendation

Introduction

The Committee felt that in accordance with its statutory right there would be audits of annual monitoring reports.

Decision

The Committee is requested to consider the relevant issues and make a recommendation to the Education and Training Committee (ETC).

Background Information

The Committee had recommended that in order to ensure consistency the visitors who had carried out the original approval visit could be requested to review the annual monitoring reports. They would complete a pro forma noting the issues of concern arising from the annual monitoring reports.

The role and engagement of such visitors, their remuneration and associated costs need to be considered.

Resource Implications

None

Financial Implications

Incorporated in the HPC's annual budget 2004/2005.

Background Papers

None

Appendices

None