

Education and Training Committee

Public minutes of the 44th meeting of the Education and Training Committee held as follows:

Date: Wednesday 10 March 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)	Gill Pearson
Jo-ann Carlyle	Penny Renwick
Mary Clark-Glass (items 1 to 11)	Deep Sagar
Helen Davis	Jeff Seneviratne
John Donaghy	Robert Smith
Stephen Hutchins	Jois Stansfield
Jeff Lucas (items 1 to 11)	Annie Turner
Stuart Mackay	Joy Tweed
Arun Midha (items 1 to 18)	Diane Waller

In attendance:

Osama Ammar, Acting Director of Education
Jonathan Bracken, Solicitor to the Council
Neil Cohen, Customer Service Manager
Brendon Edmonds, Education Manager
Anna van der Gaag, Chair of Council
Michael Guthrie, Director of Policy and Standards
Richard Houghton, Head of Registrations
Paula Lescott, Education Manager
Mark Potter, CPD Communications Manager
Steve Rayner, Secretary to the Committee
Tracey Samuel-Smith, Acting Head of Education
Megan Scott, Policy Manager
Marc Seale, Chief Executive
Charlotte Urwin, Policy Manager

Part 1 – Public Agenda

Item 1.10/01 Chair's welcome

- 1.1 The Chair welcomed members to the Committee. The Committee acknowledged the passing away of Michael Pittilo, principal and vice-chancellor of The Robert Gordon University.

Item 2.10/02 Apologies for absence

- 2.1 Apologies were received from John Harper and Stephen Wordsworth.

Item 3.10/03 Approval of agenda

- 3.1 The Committee approved the agenda.

Item 4.10/04 Declaration of members' interests

- 4.1 Jeff Seneviratne declared an interest in relation to item 18 – the Association of Clinical Scientists (ACS) approval process. Jeff was previously the Secretary to the ACS, and still worked as an assessor. The Committee noted that whilst Jeff would not be involved in a decision on item 18, it would be useful for him to remain for any discussion.
- 4.2 There were no further declarations of interest.

Item 5.10/05 Minutes of the meeting of 25 November 2009

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

Item 6.10/06 Matters arising

- 6.1 The Committee received a paper to note from the Executive summarising actions taken against matters arising from the meeting of 25 November 2009.
- 6.2 The Committee noted the following actions in addition to those recorded:

Item 7.10/07 Director of Education's report

- 7.1 The Committee received a paper from the Director of Education detailing the work of the Education Department between November 2009 and March 2010, providing updates on ongoing projects, and providing details of approval visits in the 2009-10 academic year.

- 7.2 In addition to the report, the Committee noted the key activities for the Department had been the additional activities and workload working toward and following the opening of the Register to practitioner psychologists and hearing aid dispensers.
- 7.3 As a point of clarification to the report, the Committee noted that there was no line management responsibility between the acting Head of Education and the acting Director of Education as both roles report into the Chief Executive.
- 7.4 In response to the presentation of feedback from education providers in relation to the operational processes and performance of the Education Department, the Committee noted it could be challenging to capture less tangible types of feedback from education providers. It was noted that differing methods of gathering feedback already exist within the Education Department and that feedback was taken into account when possible by the Department in refining and redeveloping its processes.. The Committee also noted that the ongoing collection of feedback will be included in the work plan for 2011-2012, and that there are proposals (subject to prioritisation and approval next financial year) to review the mechanisms for gathering feedback.

Item 8.10/08 Education department work plan

- 8.1 The Committee received a paper for discussion and approval from the Executive presenting the work plan for the Education Department for 2010-2011. The work plan was developed by focussing on the organisational priorities in the Council's strategic intent and included contributions from the Committee during its annual strategy session in November 2009. Prioritisation for projects was determined by the responsibilities in the Health Professions Order 2001.
- 8.2 The Committee were invited to discuss the work plan and agree the contents.
- 8.3 The Committee noted that the increase in programme visits following the opening of the Register to practitioner psychologists and hearing aid dispensers meant that the programme for the approval visits was likely to be at full capacity. The Executive anticipated that this would result in a decrease in flexibility in setting dates for visits from the perspective of education providers who have become used to having a greater choice in their visit date. It is anticipated that this will require the expectations of education providers to be managed to avoid disappointment and so work will be undertaken to communicate the importance of setting visit dates earlier to education providers.
- 8.4 The Committee noted that a major project to ensure that the Department's systems and processes were fit for purpose in the face of

growth in the number of approved programmes was a key feature of the work plan.

- 8.5 The Committee noted that other key areas of work for the Department would be developing guidance for newcomers to the approval and monitoring process; additional seminars for hearing aid dispenser programme providers; work with the Policy Department on the threshold level for qualifications (SET 1), and enhancing guidance for education providers.
- 8.6 The Committee noted that work was continuing between the regulators and the Department of Health to develop guidance on implications for registrants following the creation of the Independent Safeguarding Authority. This was likely to face some delay if an election was called to take place in the next few months.
- 8.7 The Committee agreed the content of the work plan.

Item 9.10/08 Service user involvement

- 9.1 The Committee received a paper from the Executive for discussion and approval introducing research undertaken into the involvement of service users in the approval and monitoring process. The research had been developed in response to a request by the Committee in March 2009, as part of the continuing work following the Council for Healthcare Regulatory Excellence (CHRE) performance review 2007/8 recommendation patient involvement in decision-making around approval of programmes.
- 9.2 The Committee were invited to discuss the paper, and reach a consensus on the value and effectiveness of extending the composition of visit panels to include service users.
- 9.3 The Committee noted that changes to the Standards of Education and Training (SETs) had already been made to include guidance on and encouragement of the engagement of service users in programme design, delivery and assessment.
- 9.4 The Committee noted that HPC traditionally takes a broader view than CHRE regarding the definition of service users. The Committee noted that it was not appropriate for HPC to adopt the CHRE definition of service users due to the diverse nature of its registrant professions, and the end users of their services. The Committee noted that given the diversity of definitions of services education providers are better able to determine which service users are impacted by particular programmes and professional groups. The Committee also considered that it may be more appropriate to change the terminology in use and to think in terms of lay involvement rather than specifically patient involvement.

- 9.5 The Committee noted that from the research conducted there was no clear evidence that service user involvement on visit panels would enhance public protection but this was not conclusive that a link did not exist. Though it was also noted that inclusion of service users in decision-making in relation to education has benefits which were evident in the research.
- 9.6 The Committee agreed given the complexity of the field more work was required to better understand what the impacts of service user involvement would be. Members of the Committee considered three areas for potential further work and agreed a paper should be brought back to Committee highlighting the benefits and impacts of each strand of work for a decision to be made on how to proceed. The three areas of suggested continued work are:
- (i) to investigate the impact of amending the guidance for the standards of education and training to make definition of service users and engagement compulsory rather than recommended.
 - (ii) to consider commissioning research to fully explore the link between service users engagement and public protection.
 - (iii) to consider piloting the inclusion of students or other service users on visit panels.
- 9.7 The Committee also agreed that it would continue to use HPC's broad definition of service user as "anyone who is affected by the services of a registrant".

ACTION: **Brendon Edmonds** to submit proposals for further work to the June 2010 meeting of the Committee, including analysis of the risk and benefit of any options.

Item 10.10/10 Generic standards of proficiency review group

- 10.1 The Committee received a paper from the Executive for discussion and approval containing recommendations of the Generic Standards of Proficiency Review Group (the Group). The Group had been established in September 2009 by the Committee.
- 10.2 The Committee were invited to:
- agree and recommend to the Council the recommendations of the Review Group; and
 - agree and recommend to the Council the workplan for the revised review of the generic standards of proficiency.
- 10.3 The Group's recommendations were;

- (i) that the standards of proficiency should be retained;
 - (ii) that a broader review was needed to look at the overall structure of the standards of proficiency; and
 - (iii) that the standards of proficiency be changed to a set of high level generic standards applicable to all professions, and professions specific standards underneath.
- 10.4 The Committee noted that the term “high level standards” was confusing and that ‘overarching’ should be used instead.
- 10.5 The Committee agreed to recommend the proposals of the Group to the Council, as described in paragraph 10.2, subject to refinement of the the third recommendation to reflect that the generic standards were intended to be over-arching.
- 10.6 The Committee agreed to recommend the work plan of the group to the Council.

Item 11.09/96 Threshold level of entry to the Register

- 11.1 The Committee received a paper from the Executive for discussion and approval regarding a review of the threshold level of entry to the register. The report had been developed in response to a number of discussions the Committee had undertaken on the purpose and direction of the Standards, and was intended to be a first step in a wider review.
- 11.2 The Committee was asked to discuss the report, and make recommendations to Council regarding next steps in the project.
- 11.3 The Committee noted that the standards for Education and Training (SET) were the basic standards for entry to the register, and that SET 1 dealt with the level of qualification for entry to the register.
- 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 did not consider there was sufficient evidence to draw conclusions on changes to SET at this time.
- 11.6 The Committee decided that it could not agree to the recommendations outlined in the paper at this stage and requested a further paper from the Executive at its June or September 2010 meetings. The points raised in discussion to be included in this further paper included:
- (i) whether the standards of proficiency could be revised to better reflect the level required to deliver them;

- (ii) the implications of removing the existing standard on the other standards of education and training and the approval process;
- (iii) whether anything could be learnt from the recent decision of the Nursing and Midwifery Council to move to all degree level entry to the nursing and midwifery professions.

Item 12.10/12 Practitioner psychologists list of approved programmes

- 12.1 The Committee received a paper from the Executive for discussion and approval providing an update to the list of approved practitioner psychologist programmes. The list had been amended to reflect changes to programmes since the Committee last approved the list in November 2009.
- 12.2 The Committee was also asked to note that there was an amendment to the list in Appendix 2 concerning the evidence required to support HPC application for City University Post MSc Dip in Counselling Psychology. This evidence should read 'Certificate for the award from the Education Provider' not 'unknown'.
- 12.3 The Committee agreed to:
 - (i) accept the amendments to the currently approved programmes outlined in Appendix 1 to paper ETC 08/10; and
 - (ii) accept the amendments to the historically approved programmes outlined in Appendix 2 to paper ETC 08/10.

Item 13.10/13 Hearing aid dispensers list of approved programmes

- 13.1 The Committee received a paper from the Executive for discussion and approval introducing the list of agreed programmes for hearing aid dispensers.
- 13.2 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.
- 13.3 The Committee approved the programme lists, and;
 - (i) to grant open ended approval of the programmes outlines in Appendix 1 of paper ETC 09/10;
 - (ii) to approve the programmes for the historical periods outlines in Appendix 2 of paper ETC 09/10 (subject to receipt of final data from the HAC and any subsequent editing);

- (iii) to confirm that the programmes outlined in Appendix 2 of paper ETC 09/10 are no longer approved (subject to receipt of final data from the HAC and any subsequent editing);
- (iv) to publish the appropriate lists of approved programmes; and
- (v) to agree that the above actions become effective from the date of the register opening (1 April 2010).

Item 14.10/14 Hearing aid dispensers approval and monitoring processes

- 14.1 The Committee received a paper from the Executive for discussion and approval regarding the approval and monitoring process for hearing aid dispenser programmes.
- 14.2 The Committee was invited to discuss and agree the approval and monitoring process.
- 14.3 The Committee approved the process, and agreed;
 - (i) to approve the approval visit schedule taking place across two academic years (2010-2011 and 2011-2012);
 - (ii) to approve the use of HAC monitoring documentation to priorities and determine the sequence of visits and to address programmes in mid cycle of HAC approval;
 - (iii) to agree that the above decisions be effective from the date of the register opening on 1 April 2010;
 - (iv) to agree that the above decisions should be communicated to education providers;
 - (v) to ask the Executive to implement the approval visit schedule with a degree of flexibility, ensuring that each visit is confirmed on a case by case basis; and
 - (vi) to ask the executive to periodically update the Committee on the progress of work in this area.

ACTION: **Director of Education** to deliver the approval and monitoring process as outlined in 14.3.

Item 15.10/15 West Midlands Ambulance Service Trust IHCD paramedic award

- 15.1 The Committee received a paper from the Executive for discussion and approval regarding the continuing approval of the West Midlands Ambulance Service Trust ICHD paramedic award.

- 15.2 The Committee noted the correspondence received from the education provider in November 2009 stating that it no longer sought approval for the programme. Conditions outlined in the visitors report had not been met.
- 15.3 The Committee noted that there were no students enrolled on the programme.
- 15.4 Having considered the evidence Committee decided to withdraw approval from the programme effective immediately.

ACTION: **Brendon Edmonds** to inform education provider of the outcome of the Education and Training Committee's deliberations

Item 16.10/16 Report on review of visits to pre-registration education and training delivered by UK ambulance trusts

- 16.1 The Committee received a paper from the Executive for discussion and approval regarding the review of the programme of visits to pre-registration education and training delivered by UK ambulance NHS trusts. The Committee had considered a first draft of the report at its meeting in September 2009.
- 16.2 The Committee were invited to discuss the report and approve it for publication.
- 16.3 The Committee noted that the report would be subjected to legal scrutiny and the HPC publications process before publication.
- 16.4 The Committee noted that the report now included consultation with Education Providers, and further analysis into the standards of proficiency. The Committee noted that conclusions broadly mirrored the original report in that the approval and monitoring process is robust and appropriate.
- 16.5 The Committee noted that the report had been an incredibly useful way of understanding the nature of paramedic programmes delivered by ambulance trusts.
- 16.6 The Committee approved the report for publication subject to legal scrutiny and the HPC publications process.

Item 17.10/17 Withdrawal of approval from historical programmes of study

- 17.1 The Committee received a paper from the Executive for discussion and approval regarding withdrawal of approval from a list of programmes that are reported as closed, have no students, or are not recruiting additional cohorts.

17.2 The Committee were invited to discuss the lists, and agree to withdraw approval from the programmes on those lists.

17.3 The Committee agreed;

(i) to withdraw ongoing approval from the programmes listed in Appendix 1 of paper ETC13/10 on the basis that the relevant education provider has provided consent for withdrawal of approval.

(ii) to withdraw ongoing approval from the programmes listed in Appendix 2 of paper ETC14/10 on the basis that, following the decision taken by the Committee to commence proceedings to withdraw approval, notification of this action has been sent to the education provider and they have not provided representations for withdrawal of approval.

Item 18.10/18 Association of Clinical Scientists approval process

18.1 The Committee received a paper from the Executive for discussion and approval presenting recommendations from visitors regarding the ongoing approval of programmes provided by the Association of Clinical Scientists (ACS).

18.2 The Committee reviewed the visitors report paying particular attention to the conditions, recommendations and exemptions surrounding particular standards of education and training.

18.3 The Committee agreed all conditions and recommendations were appropriate.

18.4 In regard to the exemptions, the Committee agreed that in the specific case of the ACS' Certificate of Attainment that six of the standards of education and training were not appropriate to as the standards related to aspects of programmes that are not present in the type of qualification being offered and did not impact on the capacity of the qualification to assess the standards of proficiency. The Committee noted that it was in their discretion to make specific exemptions in this case for these reasons.

18.5 In the case of the exemption related to standard 6.9, the Committee agreed the reason must be amended to make it clear that the reason for the exemption in this case is that there is no possibility of an aegrotat award being offered as assessment regulations do not include this kind of award in away and therefore there is no risk of an applicant using an award such as this to access the Register.

18.6 Following consideration of the report, the Committee noted observations from ACS that the programme was different to other HPC approved

programmes. Nevertheless, the Committee agreed that the ACS should still be treated as an education provider for the purposes of the approval process, as it was responsible for ensuring that standards of proficiency were met for applications to the Register via the UK approved route.

- 18.7 The Committee also noted specific and detailed observations in relation each condition placed on ongoing approval. In the case of two conditions (applied to standards 4.1 and 6.1), the Committee noted that ACS requested clarification of the work required in order to meet the conditions. The Committee agreed the Executive must work with the visitors attached to the visit to make the requirements of these two conditions clear to the education provider, but did not agree any changes to the conditions based on the observations from ACS.
- 18.8 The Committee noted that in the majority of cases that the education provider had committed to submit a response to conditions in July 2010 but that exact deadline date was still to be negotiated following clarification of the conditions linked to standards 4.1 and 6.1.

ACTION: **Director of Education** to correspond the decisions of the Committee to the education provider and agree a deadline date for submission of a response to conditions on continued approval..

SUSPENSION OF THE STANDING ORDERS OF THE COMMITTEE

At 14.00, 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 19.10/19 Post registration qualifications

- 19.1 The Committee received a paper from the Executive for discussion and approval regarding post registration qualifications and the annotation of the HPC register. This topic had been discussed by the Committee on a number of previous occasions.
- 19.2 The Committee were invited to discuss the report, and make recommendations for subsequent work.
- 19.3 The Committee noted that it had previously agreed that the Register should only be annotated in exceptional circumstances where the annotation would improve the protection of the public and where a qualification permitted a registrant to significantly extend their scope of practice.
- 19.4 The Committee noted that the proposed approach to annotating the Register was designed to manage risks to the public that were not necessarily dealt with by the current system. The Committee noted that

annotation would only be appropriate for a very small number of qualifications and apply to a very small number of registrants.

- 19.5 The Committee agreed that the Executive should develop and publish guidance on annotations to the Register. This guidance would sit behind the Committee's criteria in order to explain the factors that the Committee would consider in determining whether the Register should be annotated.
- 19.6 The Committee discussed and approved the criteria proposed in section 5.6 of paper ETC15/10 for making decisions about post-registration qualifications and annotations to the Register.
- 19.7 The Committee agreed;
- (i) that the Executive should draft a consultation document on the proposed criteria; and
 - (ii) that the post registration qualifications which would be considered for annotation first (subject to public consultation) would be those for podiatric surgery and neuropsychology.

Item 20.10/20 Consultation of standards of proficiency for health psychologists

- 20.1 The Committee received a paper from the Executive for discussion and approval regarding a minor amendment to a threshold standard for health psychologists.
- 20.2 The Committee were invited to discuss the amendment and make a recommendation to the Council steps to make any necessary changes.
- 20.3 The Committee agreed and recommended to Council;
- (i) that a consultation should be held on a minor amendment to the standards of proficiency for health psychologists as outlined in paper ETC 16/10; and
 - (ii) the text of the consultation, as appended to paper ETC 16/10

Item 21.10/21 Continuing professional development audits

- 21.1 The Committee received a paper from the Executive for discussion and approval regarding the ongoing CPD audits.
- 21.2 The Committee were invited to discuss the paper, and make recommendations regarding reporting and future review of the CPD audit sampling methodology.
- 21.3 The Committee approved the report, and agreed that;

- (i) the Committee should receive regular reporting about the outcome of any commissioned research; and
- (ii) that the Committee should review the current sampling methodology after all 13 professions covered by the audits have been audited at the new 2.5% rate.

Item 22.10/22 Annual continuing professional development report

- 22.1 The Committee received a paper from the Executive for discussion approval presenting the final draft of the CPD annual report. The report had been submitted to the Committee in draft form in November 2009.
- 22.2 The Committee were invited to discuss the report, and make recommendations as to its publication.
- 22.3 The Committee noted that the report had already been subject to legal scrutiny, and the HPC publication process.
- 22.4 The Committee approved the CPD annual report, and recommended that it should be published.

Item 23.10/23 Hearing aid dispenser registration form changes

- 23.1 The Committee received a paper from the Executive for discussion and approval regarding proposed changes registration forms and guidance in anticipation of hearing aid dispensers joining the register.
- 23.2 The Committee were invited to discuss the documents, and make a recommendation to the Council regarding the changes.
- 23.3 The Committee recommended that the Council approve the changes to admission forms as detailed in paper ETC19/10.

Item 24.10/24 Health and character declarations

- 24.1 The Committee received a paper from the Executive to note regarding statistical information on health and character declarations between 2008 and 2010.
- 24.2 The Committee noted the declarations.

Item 25.10/25 Decisions from Education and Training Panels, October 2009 to March 2010.

- 25.1 The Committee received a paper from the Executive to note presenting decisions taken by Education and Training Committee Panels between October 2009 and March 2010.

25.2 The Committee noted the decisions.

Item 26.10/26 Any other business

26.1 There was no further business.

Item 27.10/27 Date & time of subsequent meetings:

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

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

Part 2 – Private agenda

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 28.10/28 Education provider complaint

The Committee received a paper for consideration from the executive regarding a complaint received in August 2009 against an education provider. The Committee discussed the complaint, and made recommendations to the Executive.

Item 29.10/28 any other business

29.1 There was no further private business.

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