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**MINUTES** of the thirteenth meeting of the Education and Training Committee held on  
Wednesday 19 November 2003 at Park House, 184 Kennington Park Road,  
London SE11 4BU

**Present** :

Prof D. Waller (Chairing)  
Mrs. S. Chaudhry  
Miss H. Davis  
Ms C. Farrell  
Mr P. Frowen  
Prof A. Hazell  
Dr. R. Kapur (to item 11)  
Prof R. Klem  
Prof C. Lloyd  
Prof J. Lucas  
Ms G. Pearson  
Mr. G. Sutehall  
Miss E. Thornton  
Dr A. van der Gaag

**Also in Attendance** :

Dr. P. Burley – Secretary, ETC  
Mr T. Berrie  
Mrs. J. Carey  
Ms O. Cooper  
Mrs. M. Embleton  
Mr G Milch  
Ms N. O'Sullivan  
Ms L. Pilgrim  
Ms R. Reyes  
Ms C. Savage  
Mr. M. Seale  
Mrs S. Stirling

**With the Chief Executive as Chairman**

**ITEM 1 03/151 NOMINATIONS FOR CHAIRMAN AND DEPUTY CHAIRMAN**

- 1.1 Following the decisions taken by the Council at its meetings on 17 September and 7 October 2003 the Chief Executive invited nominations to be presented to the Council for appointment for the remainder of the second transitional period (to end by 9 July 2005 at the latest). He outlined the procedure (of a secret ballot) to be followed.

**With Prof. D Waller as Chairman**

- 1.2 The Committee agreed on this occasion that candidates should not give presentations.

**With the Chief Executive as Chairman**

- 1.3 The following nominations were received for Chairman : Prof. D Waller and Miss E Thornton.
- 1.4 Following a secret ballot Miss E. Thornton was nominated to be Chairman.
- 1.5 There being no other nominations, Prof J. Harper was nominated to be Vice-Chairman.
- 1.6 The nominations would be presented to the Council for confirmation at its meeting on 11 December 2003.

**ACTION : NO'S**

- 1.7 The Committee congratulated Miss Thornton on her nomination and placed on record its great appreciation of Prof. Waller's work in establishing the Committee and leading it through its often difficult and complex early work. The Committee and the HPC now enjoyed a high reputation because of this work.

**ITEM 2 03/152 MEMBERSHIP AND APOLOGIES FOR ABSENCE**

- 2.1 The Committee noted that Mr. M. Collins had notified the Council of his intention to resign from it (and the Committee).
- 2.2 Apologies were received from:- Dr. G. Beastall, Prof. N. Brook, Prof. J.Harper, and Mr. C. Lea.

**ITEM 3 03/153 APPROVAL OF THE AGENDA**

On the recommendation of the Chairman,

It was

**RESOLVED (1)**

**that the agenda be approved.**

**ITEM 4 03/154 MINUTES**

It was agreed that the minutes of the twelfth meeting of the Health Professions Council's Education and Training Committee held on 24 September 2003 be confirmed as a true record and signed by the Chairman.

**ITEM 5 03/155 MATTERS ARISING**

None.

**ITEM 6 03/156 CHAIRMAN'S REPORT**

The Chairman's tabled report was received. She stressed from a number of similar reports the high profile and reputation the HPC was enjoying internationally.

**ITEM 7 03/157 SECRETARY'S REPORT**

The written report was received.

**ITEM 8 03/158 RETURN TO PRACTICE**

- 8.1 Prof. Klem introduced this item and reported on the meeting of Registration Committee held on 5 November 2003. There were some typographical improvements to be made in the papers still and some text to be inserted.
- 8.2 The Committee agreed that para 2 of the guidance to supervisors should read :  
  
" It is the professional responsibility of the individual returning to practice to ensure that they are able to meet the HPC's Standards of Proficiency (SoPs). Your responsibility is to help them to identify the experience and skills development they require and to observe and guide them while they undertake it rather than to assess the individual's competence. "
- 8.3 It was agreed to add " the supervisor " to points 2 – 3 in the criteria for supervisors.
- 8.4 The Committee then agreed the scheme for submission to the Council at its meeting on 11 December 2003.

**ACTION : LP**

## **ITEM 9 03/159 REPORTS FROM PROFESSIONAL LIAISON GROUPS (PLG)**

### **9.1 CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**

- 9.1.1 The report of the meeting held on 30 October 2003 was received.
- 9.1.2 Miss Thornton drew attention to the external appointments made, the data received, and the way forward for the PLG.
- 9.1.3 It was agreed that " defining characteristics " would be needed for CPD, not just a " definition ".
- 9.1.4 After discussion, the Chief Executive clarified that the Order (Part IV, 19) required the Council to produce " Standards " and " Rules " about CPD and consult on them. The Council had the discretion to link CPD to re-registration but not to link it to (testing) competence.

The overall approach to preparing the standards, Rules, and any guidance was referred to as the CPD " scheme ", although the word " scheme " did not appear in the Order. It was agreed that this clarification was useful and was still needed to avoid misunderstandings.

[ Prof. Hazell asked to have his dissent recorded from allowing contributions from the floor during this discussion ].

- 9.1.5 Members agreed that it was reassuring that the work was progressing towards an enabling framework rather than a detailed prescriptive scheme.

### **9.2 APPROVALS**

- 9.2.1 The oral report from Prof. A. Hazell of the meeting held on 31 October 2003 was received.
- 9.2.2 The chair had been handed over from Prof. Brook to Prof. Harper.
- 9.2.3 A valuable discussion had taken place focusing on broad underlying principles rather than prescriptive detail. As a result there would be a three stage process :
  - initial approval in conjunction with the educational institutions,
  - annual monitoring and reports to the Committee, and
  - periodic review on a six yearly cycle.
- 9.2.4 Other topics had included sampling, a single process for all Parts of the Register (and the implications of change for some professions), and briefing meetings with the Presidents / Chairmen and Chief Executives of all the relevant professional bodies (by January 2004) followed by discussion with educational institutions. The PLG had stressed the need to work collaboratively with professional bodies and educational institutions.

- 9.2.5 Mr Seale reported that the Council of Deans had invited the HPC to address a meeting in January 2004 on the progress of this work and relations between the HPC and educational institutions.
- 9.2.6 Mr Frowen expressed concern that a common " process " (as opposed to " framework ") might be restrictive and inappropriate for some professions. It was clarified that the discussion was still at the level of principles without prejudice to appropriate arrangements in detail.
- 9.2.7 Prof. Lucas supported an approach along the lines of an enabling framework rather than a detailed rule book. He felt that the PLG would find that agreement on annual monitoring would be the most complex part of its work.
- 9.2.8 The Committee discussed the relationship between the PLG's work and the Department of Health's (England) remit in this area, especially in continued approval.
- 9.2.9 The Committee confirmed that the HPC must not re-invent a separate process for continued approval which duplicated other stakeholders' requirements if the HPC could use them.

### 9.3 **STANDARDS OF EDUCATION AND TRAINING (SET)**

- 9.3.1 The tabled notes of the meeting held on 12 November 2003 were received.
- 9.3.2 Prof. Lloyd reported that draft generic standards had been sent out to the professional bodies, and eleven positive and useful responses had been received.
- 9.3.3 The next stage would be to develop profession-specific standards by 8 December 2003 for consultation and return by 16 January 2004. The next meeting of the PLG would be on 21 January 2003 and then the whole document would be re-presented to the professional bodies. The PLG would make recommendations to the Committee on 24 March 2004.
- 9.3.4 Ms J. Stark was providing the lay / user perspective on this work. Ms Farrell asked that this lay involvement be strengthened. Prof. Hazell recommended that the HPC look at how the National Institute for Clinical Excellence " engaged " (rather than "consulted ") users.

#### **ACTION : PB**

- 9.3.5 The Committee confirmed that the approach to take was of a " framework list of reference points " which could be added to as needed.

#### **ACTION : LP**

**ITEM 10 03/160 THE EDUCATIONALISTS FORUM**

- 10.1 The Chairman of the Committee introduced the report and the Committee agreed the recommendation that the Forum not be convened again.
- 10.2 Mr. Frowen asked that future consultative arrangements take proper account of the interests of the four Home Countries. He also asked that the interests of a wider constituency than just UK Health Departments and the Quality Assurance Agency be recognised.
- 10.3 It was agreed that when the new Approvals, SET and CPD schemes were agreed, then mechanisms for engaging with the professional bodies would need to be reviewed.
- 10.4 A burdensome bureaucratic system for consultations was no substitute for inclusiveness.
- 10.5 It was agreed that the HPC should review how it conducted consultation and look to moving away from a focus on the NHS. " Consultation " was a different process from " involvement ". It was also agreed that the effectiveness of consulting the four Home Countries needed to be kept under review.
- 10.6 This discussion would be disseminated through the HPC.

**ACTION : CM**

**ITEM 11 03/161 BUSINESS PLANNING FOR THE COMMITTEE**

- 11.1 The Chairman of the Committee presented the report, which contained the matters for decision arising from members' comments on the " process and outputs " report which had been received by the Council on 7 October 2003.

**ACTION : PB**

- 11.2 It was accepted that future business could not be finalised until the PLGs had reported.
- 11.3 It was agreed that the meeting on 11 February 2004 should be an all-day one with only essential business followed by a discussion on planning, strategy, and policy issues.
- 11.4 It was agreed that the Committee should seek a clearer division between administrative and policy issues.
- 11.5 One issue identified in discussion was that there was no procedure for dealing with new policy issues which emerged from discussion of (routine) business.
- 11.6 It was also agreed that the Committee should not hold any policy / strategic discussions as additional meetings, but as extensions of scheduled meetings.

- 11.7 The Committee agreed that a paper be prepared on the Committee's education and training strategy and priorities. This should be correlated with the Council's financial plan, five year plan and strategic intent documents. The Committee decided it would not hold an " away day " in March 2004. It was agreed that members should submit issues for inclusion in the report to the Secretary.

**ITEM 12 03/162 STANDARDS OF PROFICIENCY : PUBLICATION AND FUTURE DEVELOPMENT**

- 12.1 The Chairman of the Committee introduced the report.
- 12.2 It was agreed that the first paragraph should be revised to read,

" **Publication**

Eight of the Standards of Proficiency (SoPs) the HPC produced in time for our July 9<sup>th</sup> deadline this year were the penultimate and not final versions, and had errors in them.

A number of complaints were received from the Radiographers in relation to the words " ... *undertake computed tomographic (CT) examinations of the head and neck* ", which meant that many of them would have difficulty in meeting the SOPs for their profession. This has been swiftly rectified. On the 18<sup>th</sup> August all people working within HPC were asked to point out the text of the proper agreed version when sending out SOPs to Radiographers, the electronic version available for download on our website was changed back to the agreed version. The agreed version of the SOPs was highlighted on the front page of our website for several weeks. As a result Radiographers will now be sent the agreed version of the SOPs when it comes to their registration renewal which begins on March 1<sup>st</sup> 2004. "

- 12.3 The recommendations were agreed, and the review process would start in July 2004 for completion by the end of the grandparenting period.
- 12.4 The Committee agreed that it had not yet settled on the actual procedure for the revision.

**ITEM 13 03/163 NOTES OF THE MEETINGS OF PRE-REGISTRATION EDUCATION AND TRAINING WORKING GROUPS, JOINT VALIDATION COMMITTEES AND JOINT QUALITY ASSURANCE COMMITTEES HELD SINCE THE LAST MEETING**

- 13.1 The recommendations referred on to the Committee were considered, together with continued approval for the BSc (Hons) programme in Orthoptics at the University of Liverpool.

- 13.2 The Chief Executive clarified that until new procedures had been agreed the Committee was still technically working under the provisions of the Professions Supplementary to Medicine Act, 1960.
- 13.3 On discussing the recommendations from the Dietitians PRETWG, it was agreed that the Chief Executive needed to take legal advice on the issues around withdrawal of approval from one single isolated clinical practice placement.
- 13.4 It was agreed that the issue in 13.3 above highlighted the risks and anomalies of making the regulator, as opposed to the education provider, responsible for clinical practice placements. The Approvals and SETs PLGs were addressing this issue and the Dietitians were already planning to transfer responsibility for placements to the education providers as from 1 September 2004.

**ACTION : CS, LP**

- 13.5 The Committee asked if institutions could be named correctly and consistently across the different reports coming to it.

**ACTION : PB**

- 13.6 The request from the Paramedics PRETWG for the Committee to approve the QAA carrying out work for the profession on a consultancy basis was referred back for clarification.

- 13.7 **Approvals and Continued Approvals of Education and Training Provision under Part IV Sections 15 – 16 of the Health Professions Order, 2001 and action taken by the Chairman and Receiving the Notes of the Meetings of Pre-Registration Education and Training Working Groups held since the last Meeting of the Committee**

The Committee received the notes of the Pre-registration, Education and Training Working Groups held since the last meeting of the Committee and

**RESOLVED (2)**

**To approve the recommendations in them as set out below.**

### **13.7.1 DIETITIANS**

Continued approval of clinical practice placements at :-

Hambledon and Richmond NHS Primary Care Trust (PCT),

Hull and East Riding Community NHS Trust,

Bedford Hospital NHS Trust,

Conwy and Denbighshire NHS Trust,

Worcester Acute Hospitals NHS Trust,

Eastbourne Downs NHS PCT,

Bury NHS PCT,

Newbury and Community NHS PCT,

Southport and Formby NHS PCT,

King's College Hospital NHS Trust,

Redbridge NHS PCT,

North Cheshire Hospitals NHS Trust,

Royal West Sussex NHS Trust,

Brent NHS PCT,

Havering NHS PCT,

County Durham and Darlington Acute Hospitals NHS Trust,

Northamptonshire Heartlands NHS PCT,

Pontypridd and Rhondda NHS Trust,

East Surrey NHS PCT.

## 13.7.2 ORTHOPTISTS

### 13.7.2.1 Continued Approval of Programme, Institution (and associated clinical placements), Examination and Qualification under Part IV Section 15/16 of the Health Professions Order 2001

#### UNIVERSITY OF LIVERPOOL

- a. under the terms of Part IV, Section 15/16 of the Health Professions Order 2001, the course of training to be offered by, the examinations set by and the qualification awarded by the University of Liverpool and the institution itself, be approved as meeting the standards and requirements for admission to the Register, and
- b. under the terms of Part IV, Section 15/16 of the Health Professions Order 2001, the Working Group recommends that the Education and Training Committee be requested to determine approval of the application by the University of Liverpool to offer the Registrable Programme Qualification as set out below :-

<b>In</b>	Orthoptics
<b>Type of Programme</b>	BSc (Hons) Full-time
<b>Institution of Training/Education</b>	University of Liverpool
<b>Qualification</b>	BSc (Hons) in Orthoptics
<b>Awarded by</b>	University of Liverpool
<b>Length of Programme</b>	Three years
<b>Date of Event</b>	5 March 2003
<b>With effect from</b>	October 2003
<b>Participants in the approval process</b>	Health Professions Council University of Liverpool

**13.7.2.2 Continued Approval of Institutions (clinical placements) under Part IV, Section 15/16 of the Health Professions Order 2001**

Continued approval of clinical practice placements at :-

Gartnavel General Hospital

Royal Albert Edward Infirmary

Radcliffe Infirmary

Derbyshire Royal Infirmary

Ipswich Infirmary

University Hospital of North Durham

Frimley Park Hospital

Addenbrooke's NHS Trust

### 13.7.3 PHYSIOTHERAPISTS

#### Approval of New Programmes, Institutions (and associated clinical placements), Examinations and Qualifications under Part IV Section 15/16 of the Health Professions Order 2001

#### 13.7.3.1 UNIVERSITY OF EAST LONDON

- a. under the terms of Part IV, Section 15/16 of the Health Professions Order 2001, the course of training to be offered by, the examinations set by and the qualification awarded by the University of East London, and the institution itself, be approved as meeting the standards and requirements for admission to the Register, and
- b. under the terms of Part IV, Section 15/16 of the Health Professions Order 2001, the Working Group recommends that the Education and Training Committee be requested to determine approval of the application by the University of East London to offer the Registrable Programme Qualification as set out below :-

<b>In</b>	Physiotherapy
<b>Type of Programme</b>	BSc (Hons) Full-time
<b>Institution of Training/Education</b>	University of East London
<b>Qualification</b>	BSc (Hons) Physiotherapy
<b>Awarded by</b>	University of East London
<b>Length of Programme</b>	Three years
<b>Date of Event</b>	26 June 2003
<b>With effect from</b>	September 2003
<b>Participants in the approval process</b>	Health Professions Council, The Chartered Society of Physiotherapy, University of East London

### **13.7.3.2 UNIVERSITY OF SALFORD**

- a. under the terms of Part IV, Section 15/16 of the Health Professions Order 2001, the course of training to be offered by, the examinations set by and the qualification awarded by the University of Salford, and the institution itself, be approved as meeting the standards and requirements for admission to the Register, and
- b. under the terms of Part IV, Section 15/16 of the Health Professions Order 2001, the Working Group recommends that the Education and Training Committee be requested to determine approval of the application by the University of Salford to offer the Registrable Programme Qualification as set out below :-

<b>In</b>	Physiotherapy
<b>Type of Programme</b>	BSc (Hons) Full-time
<b>Institution of Training/Education</b>	University of Salford
<b>Qualification</b>	BSc (Hons) Physiotherapy
<b>Awarded by</b>	University of Salford
<b>Length of Programme</b>	Three years and a half to 5 years
<b>Date of Event</b>	19 – 20 May 2003
<b>With effect from</b>	September 2003
<b>Participants in the approval process</b>	Health Professions Council, The Chartered Society of Physiotherapy University of Salford

#### 13.7.4 RADIOGRAPHERS

##### 13.7.4.1 Approval of New Programmes, Institutions (and associated clinical placements), Examinations and Qualifications under Part IV Section 15/16 of the Health Professions Order 2001

###### UNIVERSITY OF SALFORD

- a. under the terms of Part IV, Section 15/16 of the Health Professions Order 2001, the course of training to be offered by, the examinations set by and the qualification awarded by the University of Salford, and the institution itself, be approved as meeting the standards and requirements for admission to the Register, and
- b. under the terms of Part IV, Section 15/16 of the Health Professions Order 2001, the Working Group recommends that the Education and Training Committee be requested to determine approval of the application by the University of Salford to offer the Registrable Programme Qualification as set out below :-

<b>In</b>	Diagnostic Radiography
<b>Type of Programme</b>	BSc (Hons) Full-time
<b>Institution of Training/Education</b>	School of Health Care Professions
<b>Qualification</b>	BSc (Hons) Diagnostic Radiography
<b>Awarded by</b>	University of Salford
<b>Length of Programme</b>	Three years and a half years
<b>Date of Event</b>	20 May 2003
<b>With effect from</b>	February 2004
<b>Participants in the approval process</b>	Health Professions Council, College of Radiographers

**Continued Approval of Programme, Institution (and associated clinical placements), Examination and Qualification under Part IV Section 15/16 of the Health Professions Order 2001**

**13.7.4.2.2 KINGSTON UNIVERSITY / St GEORGE'S HOSPITAL MEDICAL SCHOOL**

<b>In</b>	Diagnostic Radiography
<b>Type of Programme</b>	BSc (Hons) Full-time
<b>Institution of Training/Education</b>	Kingston University/ St George's Hospital Medical School
<b>Qualification</b>	BSc (Hons) in Diagnostic Radiography
<b>Awarded by</b>	University of London
<b>Length of Programme</b>	Three years
<b>Date of Event</b>	13 May 2003
<b>With effect from</b>	September 2003
<b>Participants in the approval process</b>	Health Professions Council, Kingston University/ St George's Hospital Medical School College of Radiographers.

**13.7.4.2.3 KINGSTON UNIVERSITY / St GEORGE'S HOSPITAL MEDICAL SCHOOL**

<b>In</b>	Therapeutic Radiography
<b>Type of Programme</b>	BSc (Hons) Full-time
<b>Institution of Training/Education</b>	Kingston University/ St George's Hospital Medical School
<b>Qualification</b>	BSc (Hons) in Therapeutic Radiography
<b>Awarded by</b>	University of London
<b>Length of Programme</b>	Three years
<b>Date of Event</b>	13 <sup>th</sup> May 2003
<b>With effect from</b>	September 2003
<b>Participants in the approval process</b>	Health Professions Council, Kingston University/ St George's Hospital Medical School College of Radiographers.

**13.7.4.2.4 UNIVERSITY OF WALES, BANGOR**

<b>In</b>	Diagnostic Radiography and Imaging
<b>Type of Programme</b>	BSc (Hons) Full-time
<b>Institution of Training/Education</b>	University of Wales, Bangor
<b>Qualification</b>	BSc (Hons) in Diagnostic Radiography and Imaging
<b>Awarded by</b>	University of Wales
<b>Length of Programme</b>	Three years
<b>Date of Event</b>	March 2003
<b>With effect from</b>	September 2003
<b>Participants in the approval process</b>	Health Professions Council, University of Wales, Bangor College of Radiographers.

#### **13.7.4.2.5 UNIVERSITY OF PORTSMOUTH**

<b>In</b>	Radiography
<b>Type of Programme</b>	BSc (Hons) Radiography Full-time
<b>Institution of Training/Education</b>	University of Portsmouth
<b>Qualification</b>	BSc (Hons) Radiography Diagnostic and Therapeutic
<b>Awarded by</b>	University of Portsmouth
<b>Length of Programme</b>	Three years
<b>Date of Event</b>	August 2003
<b>With effect from</b>	September 2003
<b>Participants in the approval process</b>	Health Professions Council, University of Portsmouth, College of Radiographers.

#### **13.7.4.3 Requests for Deferment**

It was agreed to defer the continued approval of the BSc (Hons) programmes and qualifications at City University until the academic year 2005/6, with approval for admission to the Register continuing for the academic years 2003/4 and 2004/5.

#### **ITEM 14 03/164 STANDING ORDERS**

The changes to the Standing Orders made by Council were noted.

#### **ITEM 15 03/165 MINUTES OF THE REGISTRATION COMMITTEE MEETINGS ON 10 SEPTEMBER AND 24 SEPTEMBER 2003**

Noted.

#### **ITEM 16 03/166 QUALITY ASSURANCE OF PROFESSIONAL HEALTHCARE EDUCATION (ENGLAND)**

Noted.

#### **ITEM 17 03/167 MAJOR REVIEW : PRINCIPLES, TEAM COMPOSITION AND SCENARIOS**

Noted.

**ITEM 18 03/168 ANY OTHER BUSINESS**

None.

**ITEM 19 03/169 DATES OF FUTURE MEETINGS**

19.1 The schedule of meetings to 31 March 2005 was agreed.

19.2 The next scheduled meeting would be at 10.30 am. on 11 February 2004.

**CHAIRMAN**