

THE HEALTH PROFESSIONS COUNCIL

Chief Executive and Registrar: Mr Marc Seale

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MINUTES of the twenty-sixth meeting of the Education and Training Committee held on **Wednesday 29 March 2006** at Park House, 184 Kennington Park Road, London, SE11 4BU.

PRESENT: Miss E Thornton (Chairman)
 Mrs S Chaudhry
 Ms G Darwent
 Ms H Davis
 Dr C H Green
 Professor J Harper
 Mr S Hutchins
 Professor C Lloyd
 Professor J Lucas
 Mr P McFadden
 Miss G Pearson
 Mr D Proctor
 Miss P Sabine
 Mrs B Stuart
 Dr Anna van der Gaag
 Professor D Waller

IN ATTENDANCE:

Mr C Bendall, Secretary to the Committee
 Professor N Brook, President
 Ms N Borg, Education Officer
 Ms S Butcher, Secretary to Committees
 Ms A Creighton, Education Manager
 Mr S Leicester, Finance Manager
 Ms L McKell, Partner Manager
 Ms N O'Sullivan, Secretary to Council
 Mr G Ross-Sampson, Director of Operations
 Mr M Seale, Chief Executive and Registrar
 Ms R Tripp, Policy Manager

Item 1.06/1 APOLOGIES FOR ABSENCE

- 1.1 Apologies for absence were received from Mrs S Drayton, Miss C Farrell, Professor T Hazell and Mr A Mount.

- 1.2 The Chairman welcomed Mr Hutchins (Prosthetist and Orthotist member) and Ms Creighton (Education Manager) to their first meeting of the Committee.

Item 2.06/2 APPROVAL OF AGENDA

- 2.1 The Committee approved the agenda.
- 2.2 The Committee noted that one of its members had received a request that the HPC should consider issues around the integration of Supplementary Prescribing programmes into post-graduate programmes. The Committee agreed that this matter should be considered by the Approvals Committee.

Action: AC (by 17 May 2006)

Item 3.06/3 MINUTES OF THE EDUCATION AND TRAINING COMMITTEE MEETING HELD ON 15 DECEMBER 2005

- 3.1 It was agreed that the minutes of the twenty-fifth meeting of the Education and Training Committee should be confirmed as a true record and signed by the Chairman.
- 3.2 The Committee noted that, at the Therapy Weekly Conference on Continuing Professional Development (CPD) on 30 November 2005, the Chairman had given a presentation to open the meeting and Ms Tripp had given a presentation at the end of the meeting.

Item 4.06/4 MATTERS ARISING

- 4.1 The Committee received a paper to note from the Executive.
- 4.2 The Committee noted the actions list as agreed at the last meeting.
- 4.3 Item 5.5.1 - Matters arising
- 4.3.1 The Committee noted that the Chief Executive had attended the first meeting of the Modernising Healthcare Science Programme Board. The Board intended to prepare competencies for healthcare science, which would be used to modify the education system. The Committee noted that the President and the Chief Executive had attended a meeting with the Department of Health on 21 January which reinforced that the Department was taking the initiative on preparation of competencies. The Committee noted that the Board was due to consider a project brief and timetable at its next meeting. The Committee agreed that the Chief Executive should present these documents to its meeting on 13 June.

Action: MJS (by 13 June 2006)

4.3.2 The Committee noted that, during planning for the healthcare scientist workforce, it had become apparent that a substantial percentage would work as assistants and therefore would not require graduate-level qualifications. The Committee noted that the issue of the regulation of assistants affected all professions regulated by the HPC.

4.4 Item 5.8.1 - Matters arising

4.4.1 The Committee noted that, on 16 February, the President and the Chief Executive had attended a further meeting of the Skills for Health Quality Group, which had been attended by a wide range of stakeholders. The Committee noted that the meeting had included education providers, commissioners and other healthcare regulators. The Committee agreed that the Chief Executive should present the group's working brief and timetable to its meeting on 13 June.

Action: MJS (by 13 June 2006)

4.5 The Committee noted that consultants working on behalf of Skills for Health had circulated documentation for an occupational mapping exercise. The Committee noted that there had been unfavourable comments on the draft documentation from a number of organisations. The Committee noted that the HPC had offered to circulate the final drafts to members for comment.

4.6 The Committee noted that the Chairman and Chief Executive had met a recruitment consultant to discuss the approach to recruitment of the Education Policy Manager. The Committee noted that the post was expected to be advertised shortly.

Item 5.06/5 CHAIRMAN'S REPORT

5.1 The Chairman reported that she had attended the following meetings on behalf of the Health Professions Council:-

5.1.1 3 February and 6 February 2006 - The final two meetings of the CPD Professional Liaison Group.

5.1.2 15 February 2006 - North-west group of podiatrists responsible for the learning environment in the workplace. The Chairman had made a presentation about the Standards for CPD.

5.1.3 2 March 2006 - Meeting of the Chairmen of HPC's statutory and non-statutory committees.

5.1.4 6 March 2006 - Launch of north-west Cheshire NHS Trust's CPD activities. The Chairman had made a presentation to a multi-professional audience about the Standards for CPD.

- 5.2 The Chairman reported that she would be attending a meeting with representatives of the Institute of Biomedical Science that afternoon, to discuss future working arrangements for approval of programmes.
- 5.3 The Chairman reported that she had been involved in the interim standards consultation produced by Skills for Health, which had produced a summary version of Ongoing Quality Monitoring and Enhancement Process which had been arranged into six "domains" which could be mapped against the HPC's Standards of Education and Training. The Committee noted that the Chairman had responded and confirmed that the HPC would continue to work independently, using its own standards, processes and monitoring procedures. The Committee noted that a confidential consultation document on the interim standards had been issued. The President and the Chief Executive would participate in subsequent stages.
- 5.4 The Committee noted that the President had received an invitation for the HPC to provide a representative on the Council of Skills for Health. The Committee agreed that the Chairman should represent the HPC.

Action: Chairman (Ongoing)

- 5.5 The Committee noted that the PLG to review the Standards of Proficiency had met three times and had a timetable of meetings up until July 2006. The PLG had used input from various sources including registration assessors, panel chairs, Visitors, professional bodies and independent research to inform its work. The Committee noted that other issues discussed by the PLG had included the language and wording of the Standards, and awareness of the Standards among registrants. The Committee noted that it would be kept informed of the PLG's work.
- 5.6 The Committee noted that members were unclear about the role of the Skills for Health Council in relation to other organisations. The Committee agreed that an explanation should be circulated by e-mail to members.

Action: CB (by 13 June 2006)

Item 6.06/6 EDUCATION MANAGER'S REPORT

- 6.1 The Committee received a report on the work of the Approvals and Annual Monitoring Department.
- 6.2 The Committee noted that a total of 46 approval visits were planned between 1 April and 31 July 2006. The Committee noted that the Approvals and Annual Monitoring Department had begun operating the annual monitoring process and the process for considering major and minor changes to programmes in March.

- 6.3 The Committee noted that the Approvals and Annual Monitoring Department was in the initial stages of planning the roadshow for education providers which would take place in autumn 2006.

Item 7.06/7 INTERNATIONAL SCRUTINY FEES

- 7.1 The Committee received a paper for discussion/approval from the Executive.
- 7.2 The Committee noted that the Finance and Resources Committee had considered a paper on a proposed increase in the International Scrutiny fee at its meeting on 8 February. The Committee noted that the Finance and Resources Committee had agreed that the increase should take full account of all direct and indirect costs and forecast inflation and that the Finance Manager should seek information on the method used by other regulators to determine their fees. The Committee noted that article 7(3) of the Health Professions Order 2001 required that, before determining or varying any fees, the Council should consult the Education and Training Committee.
- 7.3 The Committee noted that the Finance and Resources Committee had considered a further paper at its meeting on 22 March and had agreed that the fee should be raised from £200 to £350 per application, effective from 1 January 2007. This took account of the fact that the direct costs of processing International Scrutiny applications was estimated at approximately £300 per application (mostly Assessor and International Registration staff costs). Further indirect costs per application were estimated at £39, making a fee rise desirable to cover costs and contribute towards covering other central overhead costs.
- 7.4 The Committee noted that, at the Council meeting on 1 March, it had been decided to waive the scrutiny fee for applicants with refugee status or those with leave to remain in the United Kingdom.
- 7.5 The Committee noted that a recent survey of other healthcare regulators' fees had been conducted to obtain comparative prices for similar services. The Committee noted that a number of regulators had not responded to the survey, but that at least three other regulators charged an international scrutiny fee.
- 7.6 The Committee noted that the Executive intended to prepare a paper to review the fees charged by the HPC and it was likely that this would be presented to Council for consideration in the summer.
- 7.7 The Committee agreed that there was a wider issue around the setting of fees, i.e. the HPC needed a clear policy on whether fee cross-subsidisation was acceptable and, if so, what fees should be subsidised and the level of subsidisation. The Committee agreed that the

Executive should prepare a paper for consideration by the Council, requesting a decision on whether each type of fee charged should be based on the HPC's economic costs or whether the fee charged for one service should subsidise other services provided.

Action: SL/MJS (by 11 May 2006)

Item 8.06/8 CONTINUING PROFESSIONAL DEVELOPMENT - FURTHER INFORMATION FOR REGISTRANTS: 1

- 8.1 The Committee received a paper for discussion/approval from the Executive.
- 8.2 The Committee noted that, following the results of the consultation on Continuing Professional Development in 2004, the HPC had agreed to publish more information about how CPD would be linked to registration and in particular to provide more information about the CPD audit process.
- 8.3 The Committee noted that a PLG had been established to draft further information and the PLG had now completed its work. The PLG had agreed to draft two documents - a short guide, potentially suitable for distribution to all registrants, and a longer guide, more suitable for those registrants who were the subject of an audit and for other parties with a particular interest such as professional bodies, managers and CPD leaders in workplaces. The Committee noted that the current draft of the short guide was attached to the paper.
- 8.4 The Committee agreed the text of the document and agreed to recommend to the Council that the document should be published in hard copy and online.

Action: RT/NOS (by 3 April 2006)

Item 9.06/9 CONTINUING PROFESSIONAL DEVELOPMENT - FURTHER INFORMATION FOR REGISTRANTS: 2

- 9.1 The Committee received a paper for discussion/approval from the Executive.
- 9.2 The Committee noted that the current draft of the longer guide for registrants was attached to the paper. The Committee noted that text from the longer guide might be extracted for use as guidance notes.
- 9.3 The Committee agreed the text of the document and agreed to recommend to the Council that the document should be published in hard copy and online.

Action: RT/NOS (by 3 April 2006)

Item 10.06/10 CONTINUING PROFESSIONAL DEVELOPMENT - EXAMPLE PROFILES

- 10.1 The Committee received a paper for discussion/approval from the Executive.
- 10.2 The Committee noted that many of the responses to the consultation on Continuing Professional Development had requested examples of CPD profiles, which could be used by registrants as a basis for preparation of their own profile. The Committee noted that the PLG had worked on example CPD profiles in conjunction with professional bodies. The Committee noted the draft profiles for speech and language therapists, occupational therapists and clinical scientists (produced by the Royal College of Speech and Language Therapists, the College of Occupational Therapists and the Association of Clinical Scientists respectively) which were attached to the paper. An additional profile for Dramatherapists (produced by the British Association of Dramatherapists) was tabled.
- 10.3 The Committee noted that it was likely that registrants who had qualified recently would be more familiar with the concept of maintaining a record of their professional development.
- 10.4 The Committee noted that the HPC intended to produce example profiles at a later date which would not meet the Standards, together with an explanation of why the profiles were insufficient.
- 10.5 The Committee agreed that, in future, the relevant registrant member of Council should be asked to consider example profiles for each profession. Three members of the PLG would then be asked to consider the profiles and decide whether to recommend approval to the Chairman. The Committee agreed that the Chairman could take Chairman's action to approve the example profiles for publication on the basis on such of a recommendation.
Action: RT/Council Members/PLG Members/Chairman (Ongoing)
- 10.6 The Committee agreed the text of the example CPD profiles which were attached to the paper and which had been tabled. The Committee agreed it was appropriate that the profiles should be approved by the Education and Training Committee rather than the Council, and that these profiles should be published online, with explanatory text about how the profiles were produced by the professional bodies with input from the PLG and that each profile should have on it both the HPC logo and the logo of the professional body (where possible and agreed by the professional body). The Committee agreed that the HPC should continue to work with other professional bodies with the aim of publishing at least one example profile from each profession.
Action: RT (Ongoing)

- 10.7 The Committee expressed its thanks to the professional bodies involved in the preparation of example profiles and particularly those organisations which had worked on the profiles approved by the Committee at the meeting.

Item 11.06/11 THE FUTURE OF THE REGISTRATION COMMITTEE

- 11.1 The Committee received a paper for discussion/approval from the Executive.
- 11.2 The Committee noted that it had agreed at its previous meeting that the Executive should review the functions of the Registration Committee.
- 11.3 The Committee noted that the Registration Committee had been established by the shadow HPC in November 2001 and had in the past undertaken work to develop policies. The Committee noted that the Registration Committee was not a statutory committee and was not mentioned in the Health Professions Order 2001. The role of the Registration Committee was not set down in its standing orders and the Education and Training Committee had so far decided not to delegate any of its powers to the Registration Committee.
- 11.4 The Committee noted that, under the Council's Scheme of Delegation, the Council retained responsibility for establishing and abolishing any committee or sub-committee. The Committee noted that, as a result, its decision would be subject to consideration by the Council.
- 11.5 The Committee agreed to the following recommendations to Council:-
- (i) that the Registration Committee should be disbanded with immediate effect;
 - (ii) that the Education and Training Committee should retain responsibility for assessment of qualifications awarded outside of the United Kingdom under Article 12(2)(a) of the Health Professions Order 2001;
 - (iii) that the Finance and Resources Committee should be given responsibility for oversight of the registration processes; and
 - (iv) that the members of the Registration Committee should be reallocated to other statutory and non-statutory committees.

Action: MJS (by 11 May 2006)

Item 12.06/12 USE OF LAY VISITORS

- 12.1 The Committee received a paper for discussion/approval from the Executive.
- 12.2 The Committee noted that it had agreed at its previous meeting that the Executive should prepare a paper on the role of Lay Visitors.
- 12.3 The Committee noted that 24 Lay Visitors had been appointed in July 2003 but, to date, none had been asked to attend approvals visits. The Committee noted that approvals visits were currently attended by a member of the Executive and at least two Visitors, including at least one Visitor from the same part of the Register as the programme being visited and at least one Visitor with sufficient academic background in the relevant profession. The Committee noted that the Executive believed these arrangements met all the relevant quality assurance requirements.
- 12.4 The Committee noted that, for some of the smaller professions, selecting Visitors in line with current policy could occasionally present a difficulty in terms of conflict of interest and practical/academic experience. The Executive believed that Lay Visitors should be utilised where conflicts of interest or issues about practical/academic experience arose.
- 12.5 The Committee noted that the need for Lay Visitors might be affected by the outcome of the Foster Review of non-medical regulation.
- 12.6 The Committee agreed that Lay Visitors should be used only where a conflict of interest occurred or where issues about practical/academic experience arose and where an appropriate Registrant Visitor could not be sourced.

Action: LM/AC (Ongoing)

Item 13.06/13 TEST OF ENGLISH AS A FOREIGN LANGUAGE - INTERNET BASED TESTING

- 13.1 The Committee received a paper for discussion/approval from the Executive.
- 13.2 The Committee noted that the Health Professions Order Registration Rules 2003 allowed for the HPC to set English language requirements to test applicants' knowledge of spoken and written English. The requirements had been set in the Standards of Proficiency at International English Language Testing System (IELTS) level 7.0 with no element below 6.5 (IELTS level 8.0 with no element below 7.5 for speech and language therapists) or its equivalent.

- 13.3 The Committee noted that, following this, several other tests were deemed to be equivalent, two of which were the Educational and Testing Service (ETS) Test of English as a Foreign Language (TOEFL) Paper and Computer tests. ETS were a not for profit organisation based in the USA with offices worldwide.
- 13.4 The Committee noted that ETS had launched a new secure method of language testing (Internet Based Testing) to replace the current two systems in place. The Committee felt that it was possible that an internet-based system would be open to impersonation of candidates and would not test competency in spoken English.
- 13.5 The Committee agreed that the Executive should prepare a paper for consideration at its meeting on 13 June, providing information about the identity checks currently used by the HPC when considering international applications; the method of assessing competency in spoken English; and processes used by other regulators to assess international applications.

Action: GR-S (by 13 June 2006)

- 13.6 The Committee agreed to the following recommendations:-
- (i) to accept the new ETS TOEFL Internet Based Testing and the score of 100 as comparable to IELTS level 7.0 for all professions excluding Speech and Language Therapists;
- (ii) to accept the new ETS TOEFL Internet Based Testing and the score of 118 as comparable to IELTS level 8.0 for Speech and Language Therapists.

Action: MP (Ongoing)

Item 14.06/14 MINUTES OF THE APPROVALS COMMITTEE HELD ON 22 NOVEMBER 2005

- 14.1 The Committee received the minutes of the Approvals Committee held on 22 November 2005.
- 14.2 The Committee noted that the Approvals Committee had approved documentation and supplementary information for the major and minor changes process and for the annual monitoring process.
- 14.3 The Committee noted that the Approvals Committee had considered an education provider's observations on a Visitors' Report and had made amendments to the conditions in the report. The Committee noted that it was hoped that these judgements should be used to form a body of case history against which future conditions could be informed.

- 14.4 The Committee noted that the national student survey did not enable the HPC to identify any potential issues affecting approved programmes, since the survey did not identify individual programmes.

Item 15.06/15 MINUTES OF THE REGISTRATION COMMITTEE HELD ON 28 NOVEMBER 2005

- 15.1 The Committee received the minutes of the Registration Committee held on 28 November 2005.

Item 16.06/16 HEALTH AND CHARACTER STATISTICS

- 16.1 The Committee received a paper to note from the Executive.
- 16.2 The Committee noted the number of Health and Character declarations which had been made on renewal, admission or readmission to the register since the last meeting of the Committee. The Committee noted that there were currently 29 open Health and Character cases.

Item 17.06/17 NATIONAL ACADEMY FOR SKILLS FOR HEALTH

- 17.1 The Committee received a paper to note from the Executive.
- 17.2 The Committee noted a report of a workshop convened by Skills for Health on 1 December 2005 on the possible development of a National Skills Academy for Health.

Item 18.06/18 COMMON STATEMENT OF INTENT FOR QUALITY ASSURANCE AGENCY BENCHMARK STATEMENTS

- 18.1 The Committee received a paper to note from the Executive.
- 18.2 The Committee noted the Statement of Common Purpose for Subject Benchmarks for the Health and Social Care Professions.
- 18.3 The Committee agreed that the PLG on the Standards of Proficiency should consider the statement and ensure that the Standards related to it.

Action: MG/Standards of Proficiency PLG (by 25 April 2006)

Item 19.06/19 REPORTS FROM EDUCATION AND TRAINING COMMITTEE REPRESENTATIVES AT EXTERNAL MEETINGS

- 19.1 The Committee received a paper to note from the Executive. A report on the meeting of the Joint Royal Colleges Ambulance Liaison Committee held on 13 March was tabled.

- 19.2 The Committee noted the reports from representatives of the Committee.

Item 20.06/20 UNCONFIRMED MINUTES OF THE APPROVALS COMMITTEE HELD ON 2 MARCH 2006

- 20.1 The Committee noted the unconfirmed minutes of the Approvals Committee held on 2 March 2006.
- 20.2 The Committee noted that the Approvals Committee would review the operation of the Approvals Panels in due course.
- 20.3 The Committee noted that the Approvals Committee had agreed that the HPC should approve all programmes that met the Standards of Proficiency, irrespective of the level of the final qualification award.
- 20.4 The Committee agreed that, where an education provider provided an integrated programme (i.e. a programme which could lead to the award of a Postgraduate Diploma or a Masters degree), both awards could lead to registration. However, where a student had not obtained the lower award before commencing a Masters programme, they should not be able to seek registration and should be awarded a qualification with a different title from that of the Masters degree.

Action: AC (Ongoing)

Item 21.06/21 UNCONFIRMED MINUTES OF THE REGISTRATION COMMITTEE HELD ON 22 FEBRUARY 2006

- 21.1 The Committee noted the unconfirmed minutes of the Registration Committee held on 22 February 2006.
- 21.2 The Committee noted the item about the analysis of reasons for registrants lapsing.

Item 22.06/22 ANY OTHER BUSINESS

- 22.1 The Committee agreed that there was no need to go into private session to consider the minutes of the private part of the meeting of the Approvals Committee held on 22 November 2005. The Committee received the minutes.
- 22.2 The Committee noted the unconfirmed minutes of the private part of the Approvals Committee held on 2 March 2006.

Item 23.06/23 DATE AND TIME OF NEXT MEETING

- 23.1 The next meeting of the Committee would be a strategy meeting (to be held in private) at 10.30 am on Tuesday 11 April 2006.

23.2 Subsequent meetings would be held at 10.30 am on:-

Tuesday 13 June 2006

Thursday 28 September 2006

Tuesday 5 December 2006

Wednesday 28 March 2007

Tuesday 12 June 2007

CHAIRMAN

DATE