

THE HEALTH PROFESSIONS COUNCIL

Chief Executive and Registrar: Mr Marc Seale

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MINUTES of the first meeting of the Education and Training Panel held on **Thursday 1 February 2007** at the Brit Oval, Kennington, London SE11 5SS.

PRESENT: Mr A Mount (Chairman)
 Ms H Davis
 Mrs S Drayton
 Ms C Farrell

IN ATTENDANCE:

Mr C Bendall, Secretary to the Panel
 Ms A Creighton, Education Manager
 Ms M Hargood, Education Officer
 Ms K Lock, Team Administrator
 Dr A van der Gaag, President

Item 1.07/1 APPOINTMENT OF PANEL CHAIRMAN

- 1.1 The Panel agreed that Mr Mount should act as Chairman for the meeting.
- 1.2 The Panel noted that the Education and Training Committee had agreed that each Panel meeting should elect a Chairman for that meeting.

Item 2.07/2 APOLOGIES FOR ABSENCE

- 2.1 There were no apologies for absence.

Item 3.07/3 APPROVAL OF AGENDA

- 3.1 The Panel approved the agenda.

Item 4.07/4 MINUTES OF THE APPROVALS PANEL HELD ON 5 DECEMBER 2006

- 4.1 It was agreed that the minutes of the eleventh meeting of the Approvals Panel should be confirmed as a true record and signed by the Chairman.
- 4.2 The Panel noted that the unconfirmed minutes of each Panel meeting were circulated electronically to all members of the Panel for approval.

Item 5.07/5 MATTERS ARISING

- 5.1 The Panel received a paper to note from the Executive.
- 5.2 The Panel noted that the action points arising from the eleventh meeting of the Approvals Panel had been addressed.

Item 6.07/6 VISITORS' REPORTS

- 6.1 The Panel received a paper for discussion/approval from the Executive.
- 6.2 The Panel noted that the HPC's visits were sometimes conducted at the same time as internal validation or revalidation events organised by the education provider. In those circumstances, the Visitors' Reports would refer to "Joint Panel members", meaning members of the education provider's panel.
- 6.3 The Panel noted that Visitors would usually meet students of the programme which was subject to approval, or students on a similar existing programme.
- 6.4 The Panel noted that the visit to the BSc (Hons) Nutrition and Dietetics programme at the Robert Gordon University had been to evaluate a major change to an existing programme. The change did not relate to placement provision and therefore the visit had not included a meeting with placement providers and educators.
- 6.5 The Panel noted that the Executive would consider how to improve the layout of Visitors' reports.
- 6.6 The Panel agreed to accept the Visitors' Reports for the following programmes, including the conditions recommended by the Visitors:

Education provider	Programme name	Delivery mode
University of Bedfordshire	Diploma HE in Operating Department Practice	Full time
University of Bradford	Prescribing for Health Care Professionals	Part time
University of Brighton	Non-medical supplementary prescribing	Part time
University of Hull	Supplementary Prescribing for Allied Health Professionals	Part time
The Robert Gordon University	BSc (Hons) Nutrition and Dietetics	Full time
Staffordshire University	Supplementary prescribing for allied health professionals	Part time

Item 7.07/7 VISITORS' REPORTS WITH REPRESENTATIONS

- 7.1 The Panel received a paper for discussion/approval from the Executive.
- 7.2 The Panel noted that the paper included Visitors' reports on three programmes at the University of Wales Institute, Cardiff: BSc (Hons) Human Nutrition and Dietetics; PG Dip Dietetics and MSc Dietetics. The education provider had made representations about a condition in the reports that there should be common assessment tools used in relation to student performance on practice placements.
- 7.3 The Panel noted that the education provider felt that it would be impossible to impose standardisation of assessment tools to be used throughout all placements and also felt that standardised tools would not guarantee standard assessment. The education provider felt that the condition would be very difficult to achieve and a longer term recommendation would be more acceptable.
- 7.4 The Panel agreed that the condition went beyond the scope of Standard of Education and Training (SET) 5.7.4 and felt that it should be removed from the reports. However, the Panel agreed that the Executive should check the Visitors' rationale for the condition as the Panel felt the reason given in the report was unclear and somewhat limited. The Panel agreed that the Executive should ask the Visitors to confirm whether all current assessment tools ensured that students met the Standards of Proficiency. If the Visitors confirmed this, then the Executive should write to the education provider explaining that the condition had been removed. However, if the Visitors could not confirm this, the Visitors' response should be considered by a future Panel meeting.

Action: AC (by 28 March 2007)

- 7.5 The Panel noted that the Visitors had considered resourcing for the programmes but this was not entirely clear in the reports. The Panel felt that it would be helpful if Visitors' reports in general could give more detailed reasons for conditions and recommendations. The Panel noted that, where time permitted, the Executive drafted reports which included more detailed reasons and the drafts were checked by the Visitors.

Item 8.07/8 PROGRAMME APPROVAL

- 8.1 The Panel received a paper for discussion/approval from the Executive.
- 8.2 The Panel agreed that the following programmes should be approved, as the Visitors were satisfied that the conditions in the Visitors' reports had been met and the programmes therefore met the SETs:

Education provider	Programme name	Delivery mode
University of Bradford	Prescribing for Health Care Professionals	Part time
Canterbury Christ Church University and University of Greenwich	Postgraduate Diploma in Speech & Language Therapy	Full time
University of Hull	Supplementary Prescribing for Allied Health Professionals	Part time
Roehampton University	MA Art Therapy	Full time
Staffordshire University	Supplementary Prescribing for Allied Health Professionals	Part time
University of Worcester	Foundation Degree in Pre-Hospital, Unscheduled and Emergency Care	Full time

Action: AC (by 28 March 2007)

Item 9.07/9 ANNUAL MONITORING DECLARATIONS FOR APPROVAL

- 9.1 The Panel received a paper for discussion/approval from the Executive.
- 9.2 The Panel noted that, as part of the monitoring of programmes, all education providers were expected to complete a declaration that there had been no unapproved changes to programmes and the programmes continued to meet the SETs.
- 9.3 The Panel agreed that the following programmes, which had submitted a signed declaration form, continued to meet the SETs:

Education provider	Programme	Delivery mode
Leeds Metropolitan University	BSc (Hons) Physiotherapy	Flexible
Leeds Metropolitan University	MSc Physiotherapy (Pre-registration)	Flexible
University of Plymouth	BSc (Hons) Physiotherapy	Full Time
University of Teesside	BSc (Hons) Occupational Therapy	Full Time
University of Teesside	BSc (Hons) Occupational Therapy	Part Time
University of Teesside	MSc Physiotherapy (Pre-registration)	Full Time Accelerated
University of Teesside	MSc Occupational Therapy	Full Time
University of Teesside	PG Dip Occupational Therapy	Full Time
The University of Northampton	BSc (Hons) Podiatry	Full Time
University of Northumbria at Newcastle	MSc Physiotherapy	Full Time
University of Northumbria at Newcastle	BSc (Hons) Occupational Therapy	Part Time
University of Northumbria at Newcastle	BSc (Hons) Physiotherapy	Full Time
University of Northumbria at Newcastle	BSc (Hons) Physiotherapy	Part Time

University of Northumbria at Newcastle	BSc (Hons) Occupational Therapy	Full Time
University of Northumbria at Newcastle	MSc Occupational Therapy (Pre-registration)	Full Time
University of Wales, Bangor	BSc (Hons) Diagnostic Radiography & Imaging	Full Time
University of Wales Institute, Cardiff	BSc (Hons) Podiatry	Full Time
University of Wales Institute, Cardiff	BSc (Hons) Speech & Lang Therapy	Full Time

- 9.4 The Panel noted that the Higher Education Diploma in Operating Department Practice at the University of Northumbria would be subject to an approvals visit later in the year, and was therefore not subject to the annual monitoring process in this academic year.

Item 10.07/10 MINOR/MAJOR CHANGES: 1

- 10.1 The Panel received a paper for discussion/approval from the Executive.
- 10.2 The Panel noted that the paper summarised changes to an approved programme, which had been considered by the Executive and/or Visitors, in line with the major and minor changes process. The Executive and/or Visitors were satisfied that the changes were minor and that the programme continued to meet the SETs.
- 10.3 The Panel agreed that the following programme had undergone minor change and continued to meet the SETs:

Education Provider	Programme Name	Delivery Mode	Summary of Changes
University of East Anglia	MSc Occupational Therapy	Full time Accelerated	Changes to the delivery of some aspects of teaching and assessment (e.g. timing of exam boards, assessment deadlines, reading weeks and practise based learning sessions)

Action: AC (by 28 March 2007)

Item 11.07/11 MINOR/MAJOR CHANGES: 2

- 11.1 The Panel received a paper for discussion/approval from the Executive.
- 11.2 The Panel noted that the paper summarised changes to approved programmes, which had been considered by the Executive and/or Visitors,

in line with the major and minor changes process. The Executive and/or Visitors were satisfied that although the changes were major, the programmes continued to meet the SETs.

- 11.3 The Panel agreed that the following programmes had undergone major change and continued to meet the SETs:

Education Provider	Programme Name	Delivery Mode	Summary of Changes
University of East Anglia	BSc (Hons) Physiotherapy	Full time	Change in programme leader
University of Hertfordshire	Practice Certificate in Non Medical Prescribing for Allied Health Professionals	Part time	Change in programme title (New title - Practice Certificate in Supplementary Prescribing)

Action: AC (by 28 March 2007)

Item 12.07/12 MAJOR/MINOR CHANGES: 3

- 12.1 The Panel received a paper for discussion/approval from the Executive.
- 12.2 The Panel noted that the University of Derby had submitted a major/minor change submission regarding the relocation of its site of delivery for several programmes: BSc (Hons) Occupational Therapy; BSc (Hons) Diagnostic Radiography; MA Art Therapy; MA Dramatherapy; MA Music Therapy. The Panel noted that all of the programmes, except the Music Therapy programme, had been approved. The relocation was planned to take effect from September 2007.
- 12.3 The Panel noted that the Executive had decided to assess the new site as part of a planned approvals visit to the Art Therapy and Dramatherapy programmes in February 2007. The major/minor change submission had been sent to four Visitors from the Occupational Therapy and Radiography parts of the Register for consideration by correspondence.
- 12.4 The Panel noted that the Visitors assessing the Occupational Therapy programme had recommended that the relocation was a major change and an approvals visit was required to consider the impact on the SETs. However, the Visitors assessing the Diagnostic Radiography programme had recommended that the relocation was a minor change and the programme continued to meet the SETs.
- 12.5 The Panel noted that the Executive felt that the process for considering major and minor changes needed to be reviewed. The process listed criteria for assessing whether a change was major or minor, but the list did not

include all possible changes and the process did not give guidance on when a visit was necessary. The Panel noted that the review was expected to take place in the next financial year.

- 12.6 The Panel agreed that there were difficulties in assessing the physical location of a programme, since only documentary evidence could be provided during construction of new facilities and a visit could only take place once facilities were fully completed.
- 12.7 The Panel agreed that the Executive should notify the Visitors of the conflicting decisions and ask them to provide more information on the reasons for their recommendation, to help decide whether a visit was required. Once this information had been received, the issue should be considered by a future Panel meeting.

Action: AC (by 28 March 2007)

Item 13.07/13 ANY OTHER BUSINESS

- 13.1 The Panel noted that the HPC was currently visiting a number of new supplementary prescribing programmes and it was likely that these would all be visited in the next year.

Item 14.07/14 DATE OF NEXT MEETING

- 14.1 The next meeting would be held on Wednesday 28 March 2007 (same day as Education and Training Committee).
- 14.2 Subsequent meetings would be held on:
- Thursday 31 May 2007
 - Tuesday 12 June 2007
 - Thursday 5 July 2007
 - Thursday 2 August 2007
 - Thursday 27 September 2007
 - Thursday 25 October 2007
 - Wednesday 14 November 2007
 - Tuesday 4 December 2007

CHAIRMAN

DATE