

THE HEALTH PROFESSIONS COUNCIL

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MINUTES of the fifth meeting of the Approvals Committee of the Health Professions Council held on **Thursday 18 November 2004** at Park House, 184 Kennington Park Road, London SE11 4BU.

PRESENT : Professor J Harper (Chairman)
Professor N Brook
Professor C Lloyd
Miss G Pearson
Miss P Sabine
Mrs B Stuart
Professor D Waller
Mr D Whitmore

IN ATTENDANCE:

Miss L Pilgrim, Secretary to the Committee
Mr P Baker, Finance Director
Ms N Borg, Education Officer
Ms J Kasmir, Team Administrator, Education and Policy Department
Ms F Nixon, Director of Education and Policy

Item 1.04/18 APOLOGIES FOR ABSENCE

- 1.1 Apologies were received from Mr P. Frowen, Professor T. Hazell, Ms E. Thornton

Item 2.04/19 APPROVAL OF THE AGENDA

- 2.1 The Committee approved the agenda.

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Item 3.04/20 MINUTES OF THE MEETING HELD ON 7 SEPTEMBER 2004

- 3.1 The minutes of the meeting were agreed as an accurate record and signed by the Chairman.

Item 4.04/21 MATTERS ARISING

- 4.1 Item 11.3 Major Review in England (Partnership Framework)
 - 4.1.1 The Committee reviewed the minute of this item. The Committee agreed that the minute was an accurate record of the discussion that had taken place. The Director of Education and Policy reported that she, the President and the Chief Executive would be meeting with representatives of the Department of Health to discuss the Partnership Framework. The Committee accepted her suggestion that further discussion by the Committee be deferred until this meeting had taken place.

Action: FN

- 4.2 Item 6.5 Matters Arising
 - 4.2.1 The Secretary reported that she, the Director of Education and Policy and the Secretary to Council had had one meeting to date to discuss the scheme of delegation and ratification between the Committee and the ETC. A further meeting would take place on 22 December 2004. She would report the outcome at the next meeting.

Action: LP

Item 5.04/22 CHAIRMAN'S REPORT

- 5.1 The Chairman had no specific matters to report to the Committee.

Item 6.04/23 REPORT FROM THE DIRECTOR OF EDUCATION AND POLICY

- 6.1 The Committee received a report from the Director of Education and Policy.
- 6.2 The Committee noted the Director's comments about the issues that had arisen from the approval visits that had taken place to date.
- 6.3 The Director reported that the first approvals visit under the Partnership Framework prototyping would take place at the University of Teesside on 7 December 2004 but that HPC would only be attending as observers as the change there was a minor one.
- 6.4 It had been anticipated that the Annual Monitoring process would commence in February 2005. The Director of Education and Policy asked the Committee to postpone the implementation of the process for a year. The postponement was requested because there were still matters to be finalised, including; the volume of reports involved, the drafting of Visitor Guidance

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for Monitoring, training of Visitors, drafting of Guidance on Monitoring for the educational providers.

6.5 The Committee agreed to recommend this course of action to the ETC on 24 November 2004 for ratification. If ETC ratified the postponement, then the Executive would write to the education providers as a matter of urgency thereafter to explain and update them on the position. In the interim work would continue on drafting the Guidance on Monitoring for the education providers.

6.6 The Director would discuss the matter with the Executive and decide how best to progress it. A report would be presented to the Committee at the next meeting on 2 February 2005.

Action: FN

6.7 The Director would be meeting with Mr N. Willis, Biomedical Science registrant Council member, to discuss the issue of Biomedical Science programme approvals. A report would be presented to the Committee at its next meeting on 2 February 2005. At that time a report on the issue of Clinical Science programme approvals would also be presented.

Action: FN

6.8 The Director of Education and Policy introduced the new Team Administrator, Joanna Kasmir, to the Committee. She also introduced the temporary Education Officer, Nicole Borg. The Director reported that the position of Manager (Approvals/Monitoring) had been readvertised

Item 7.1.04/24 FORWARD PROGRAMME OF APPROVAL VISITS/ANNUAL MONITORING

7.1 The Committee received a tabled paper for discussion. It noted that there was a significant volume of work to be undertaken both in respect of Approvals and for Annual Monitoring. There would be resource implications for the Education and Policy Department. The Director proposed to take the paper to the ETC meeting on 24 November 2004

Action: FN

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Item 7.2.04/25 OFFICIAL PUBLICATIONS FOR SETs, NEW APPROVALS AND MONITORING PROCESSES

- 7.2 The Committee received a paper for discussion. The Committee agreed the list of publications for the Standards of Education and Training and the new Approvals and Monitoring Processes.

Item 8.04/26 DATES OF APPROVAL COMMITTEE MEETINGS 2005/6

- 8.1 The Committee received a paper from the Executive for discussion and approval.
- 8.2 The Committee agreed the dates set out in the paper presented to it. An additional meeting date of Wednesday 17 May 2006 was agreed by the Committee.

Item 9.04/27 APPROVAL OF PARAMEDIC PROGRAMMES

- 9.1 The Committee received a paper to note.
- 9.2 It was reported that Mr D Whitmore, together with representatives from the Ambulance Education Training Advisory Group, would draft interim Curriculum Guidance which would be used by the Visitors undertaking Approvals events required for the IHCD and the 33 ambulance training centres.

Item 10.04/28 ANY OTHER BUSINESS

- 10.1 There were no items of any other business.

Item 11.04/29 DATE AND TIME OF NEXT MEETING

- 11.1 The next meeting will be held on Wednesday 2 February 2005 at 11 a.m
- 11.2 Further meetings will be held on the following dates:
- Tuesday 17 May 2005
- Friday 9 September 2005
- Tuesday 22 November 2005
- Thursday 2 March 2006
- Wednesday 17 May 2006

CHAIRMAN

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