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**MINUTES** of the fifth meeting of the Registration Committee of the Health Professions Council held on Friday 19 July 2002 at Park House, 184 Kennington Park Road, London SW11 4BU.

**PRESENT :**

Prof. R. Klem – Chairman  
Miss P. Sabine – Vice-Chairman  
Miss M. Crawford  
Mr. P. Frowen  
Miss E. Thornton  
Prof. N. Brook – ex-officio  
Mr. C. Lea – ex-officio  
Mr. G. Sutehall (ex-officio)

**IN ATTENDANCE :**

Miss L. Pilgrim – Director, HPC, Secretary to the Registration Committee  
Mr. M. Seale – Chief Executive / Registrar, HPC  
Dr. P. Burley – Director of Education and Policy, HPC  
Miss L. Mayers – Manager, International Registration, HPC  
Mrs. U. Falk – Manager of Education, HPC  
Mr. J. Bracken – Legal adviser to HPC

**ITEM 1      APOLOGIES**

Apologies were received from : Dr. R. Jones, Miss G. Malcolm, Prof. D. Waller, and Dr. A. Van der Gaag.

**ITEM 2      MINUTES**

It was **AGREED** that the minutes of the meeting held on 14 June 2002 be confirmed as a correct record and signed by the Chairman.

### **ITEM 3      MATTERS ARISING**

- 3.1 With reference to item 3.3 of the minutes of 14 June 2002, Mr. Seale queried the numbers of chiropodists who would be seeking to be grandparented. He said that a letter had been sent to relevant bodies and publications. A notice would be placed in any relevant publication and would ask individuals to contact HPC and provide specific information about themselves. Further, the assistance of relevant bodies had been sought so that individuals could be contacted by letter. The information received would be stored on a database and would enable HPC to gauge the numbers who would be seeking state registration.
- 3.2 The Chairman said that the meeting with Radiographer assessors had taken place and it had helped to clarify several issues concerning the assessment of overseas applicants.
- 3.3 The Committee noted that the HPC was committed to continuing the joint work with the Chartered Society of Physiotherapy (CSP). Prof. Brook said that the HPC needed to discuss ideas with the CSP. Prof. Klem said a meeting with the CSP would be arranged as soon as possible. Prof. Brook, Mr. Seale, Prof. Klem, Miss O'Sullivan and the Secretary to the Committee would attend the meeting.
- 3.4 With respect to item 5 of the minutes of 14 June the Secretary to the Committee confirmed that Council had approved the Committee's recommendations that the contract with Oxford Brookes University should be maintained during the transitional period. The Secretary further confirmed that Council had approved the Committee's recommendations that those applying to be Occupational Therapy assessors should be interviewed by the relevant OT Council member and by the HPC Human Resources Director and that those appointed as assessors should receive training.
- 3.5 Miss Crawford said that either she or Prof. C. Lloyd could arrange to conduct the interviews in a " block " system.
- 3.6 It was **AGREED** that the Secretary to the Committee and Miss Mayers would arrange and co-ordinate interview dates.

### **ITEM 4      REGISTRATION BROCHURES AND PROCEDURES MANUAL**

- 4.1 Mr. Seale said that the brochures and manuals would set out how the HPC's processes and procedures worked after 1 April 2003. The operation would dovetail with the brochures. He said that Council would request committees to report back with details of what operating manuals and brochures each committee needed.
- 4.2 Mr. Seale said that the operating manuals would detail HPC's internal procedures and processes and would be used by HPC employees. The brochures would be for the use of the general public, registrants and partners; they would not be as detailed as the operating manuals.

- 4.3 Mr. Bracken said that the operating manuals would be in a different style from the brochures. Mr. Lea queried the time scale. Mr. Seale said they would run in parallel with and be ready after the consultation period.
- 4.4 The Secretary to the Committee would receive the details of what operating manuals and brochures the Committee needed. It was agreed that the list would go straight to Council without first going to the Education and Training Committee.

#### **ITEM 5      EXCEPTIONAL INTERNATIONAL APPLICANTS**

- 5.1 Prof. Brook said that criteria should be set by which such cases could be reviewed. There was discussion about the educational level at which applicants should be accepted. Prof. Klem said that the issue here was about an applicant's opportunity to be screened before being considered by assessors. Mr. Bracken said that the HPC had no choice but to consider these applicants but did not have to accept them.
- 5.2 The criteria referred to by Prof. Brook would be established by the Committee and Miss Mayers, Miss Sabine and Prof. Klem would be involved in this work. They would report at the next Committee meeting.

#### **ITEM 6      DRAFT REGISTRATION APPEALS RULES**

- 6.1 Mr. Bracken said that these were quite detailed.
- 6.2 Prof. Klem queried para 7.2. She noted that the date fixed for a hearing " shall not be on any day earlier than the end of the period of 28 days . . . ". She asked whether this could be limited. Mr. Bracken thought not but said he would reconsider it. It was noted that the " 28 days " would be ordinary calendar days. Mr. Bracken said that it may be necessary to make the periods longer, for example over Christmas.
- 6.3 Prof. Klem queried whether " post " included e-mail. Mr. Bracken said it did not. The Rules defined what constituted valid service.
- 6.4 Mr. Bracken said that any appeal would come to HPC first; any further appeals would be to a Court.
- 6.5 Dr. Burley referred to para 9 (2) and asked whether " partners " could represent an appellant. Mr. Bracken said that a visitor or screener could represent an appellant. The OIC allowed free choice of who could represent an appellant.
- 6.6 Dr. Burley asked whether an appellant could ask for proceedings to be held in private. He noted that the HPC could make such a request. Mr. Bracken said that this was a matter for the panel to decide in accordance with Article 6 of the Human Rights Act.
- 6.7 Prof. Klem commented that the Rules would need to be done in Welsh.
- 6.8 The Committee confirmed that they were happy with the draft, subject to any amendments to be made by Mr. Bracken.

## **ITEM 7      STANDING ORDERS FOR THE COMMITTEE**

- 7.1 The Committee noted that the frequency of meetings would be confirmed when Council made its decision.
- 7.2 The Committee noted that with the resignation of Mr. Hughes the Committee was one member short. It was agreed that the Chairman would take Chairman's action to appoint another member.
- 7.3 The Chairman would consider and suggest a new appointee to the Committee. If the Committee agreed the new appointment then Prof. Brook, President of Council, could take President's action to appoint that person to the Committee.

## **ITEM 8      ATTENDANCE AT ASSESSORS' TRAINING DAYS**

- 8.1 Prof. Klem suggested that the Committee should receive feedback from assessors' training days. It was AGREED that a member of the Committee would attend each training day. However, the member would not attend a training day of the profession in which he/she practised.
- 8.2 Mr. Bracken said that assessors should receive Human Rights training. They should also be made aware of the proper recording of their decisions and of the need for consistency.
- 8.3 The Committee noted that the issue of funding needed to be considered by Council and would have to be put formally to Council.
- 8.4 It was agreed that this matter would have to be put to Council. Council would need to know further details, for example when the training days would be taking place and numbers attending. Miss Mayers would e-mail details to the Secretary. Mr. Lea said he would discuss the funding aspects of this issue with Mr. Bracken.
- 8.9 Mr. Bracken commented that assessors would be a key aspect of grandparenting.

## **ITEM 9      MINUTES OF THE EDUCATION AND TRAINING COMMITTEE**

- 9.1 Prof. Klem said that the summary of issues given by Dr. Burley would be considered in the brochures. Standards of Proficiency would impact on assessors carrying out assessments on those applying for state registration.
- 9.2 At item 10.2.3 Dr. Burley confirmed that graduates were not immediately employable merely because their names were on the pass list; they were eligible for state registration.
- 9.3 At item 10.2.1 Dr. Burley said that there were two issues around an applicant having a Masters degree. The first was where a course was offered at Masters level but in fact correlated to QAA's level and qualifications descriptors for the Honours level (and for Subject Review). The second was where a course properly operated at Masters level overall but the elements relating to clinical competence were at Honours

(or even Dip HE level). Prof. Klem said that the basic level of competency would have to be ascertained.

**ITEM 10     REPORT ON MEETING OF CEPLIS**

The Committee received and noted this paper. Prof. Klem commented that the key issue was that of standards of proficiency.

**ITEM 11     ANY OTHER BUSINESS**

- 11.1 Miss Crawford raised a question about the requirement for state registration for those working in a Social Care environment. This issue was relevant in particular to Occupational Therapists. It was noted that Social Work Directors were not recognising state registration conferred by HPC. Rather, an occupational therapist would have to register with a social work regulatory body. Miss Crawford queried whether the Committee or Council could become involved in this issue; perhaps start a dialogue with the profession. It was felt that the social work view was at odds with a joint approach.
- 11.2 The Committee felt that it was a good idea to open up discussion; the Association of Directors of Social Services (ADSS) would need to be approached.
- 11.3 Mr. Bracken said that it was important to raise it as it was a devolution issue. It was also important to raise the awareness of the Committee and of Council.

**ITEM 12     DATE AND TIME OF NEXT MEETING**

The next meeting would be held on Wednesday 25 September 2002 at 10.00 a.m. at HPC, Park House, 184 Kennington Park Road, London SE11 4BU.