

## Education and Training Committee

### Minutes of the 67th meeting of the Education and Training Committee held as follows:

**Date:** Thursday 10 September 2015

**Time:** 10.30 am

**Venue:** The Council Chamber, Health and Care Professions Council, Park House, 184 Kennington Park Road, London SE11 4BU

**Members:** Joy Tweed (Chair)  
Sonya Lam  
Eileen Mullan  
Joanna Mussen  
Stephen Wordsworth

### In attendance:

Elaine Buckley, Chair of Council (items 1-17)  
Jonathan Bracken, Solicitor to Council (item 9 onwards)  
Nicole Casey, Acting Director of Policy (items 1-13)  
Martha Chillingworth, Senior Project Manager (from item 7 to item 13)  
Laura Coveney, Policy Officer (items 1-13)  
Brendon Edmonds, Head of Educational Development  
Abigail Gorrige, Director of Education  
Jamie Hunt, Education Manager (Items 1-13)  
Hayley Jarvis, Media and PR Officer  
Louise Lake, Director of Council and Committee Services  
Ben Potter, Education Manager (Items 1-13)  
Greg Ross-Sampson, Director of Operations (items 1-13)  
Edward Tynan, Policy Officer (Items 1-13)

## Public Agenda

### **Item 1 - Chair's welcome and introduction**

- 1.1 The Chair welcomed the Committee and those in the public gallery to the meeting.

### **Item 2 - Apologies for absence**

- 2.1 There were no apologies for absence.

### **Item 3 - Approval of agenda**

- 3.1 The Committee approved the agenda.

### **Item 4 - Declaration of members' interests**

- 4.1 Members had no interests to declare in connection with the items on the agenda.

### **Item 5 – Minutes of the meeting of 4 June 2015 (ETC 24/15)**

- 5.1 The Committee considered the minutes of the last meeting of the Education and Training Committee.
- 5.2 The Committee noted that one day of interviews had been held for visitors to assess podiatric surgery programmes with another scheduled.
- 5.3 The minutes were accepted as a correct record to be signed by the Chair.

### Items for discussion/approval

### **Item 6 – Presentation by Health Education England on paramedic education and training project (ETC 25/15)**

- 6.1 The Committee received a paper from the Executive and a presentation from representatives from Health Education England (Sharon Harrison and Patrick Mitchell) and the College of Paramedics (Andy Newton and Graham Harris).
- 6.2 The Committee noted that on 5 June 2015, consideration had been given to a paper on the threshold level of qualification for entry to the Register for paramedics as set out in the first of the standards of education and training (SET 1). It was further noted that Health Education England (HEE) have been

undertaking a project to reform how paramedics are educated. This is entitled 'Paramedic Education and Training Steering Group response to: Paramedic evidence-based education Project (PEEP)'. This has included proposals to only commission degree level education and training. The outcomes of this work directly affect England, but there has been participation from stakeholders in all four countries.

6.3 The presentation by HEE and the College of Paramedics covered the following areas:-

- The background to their project;
- The stakeholders engaged in their project;
- Recommendations from PEEP;
- The proposed new paramedic curriculum;
- Workforce planning and modelling;
- Statistics relating to paramedic education;
- Next Steps.

6.4 The Committee were given the opportunity to ask questions of the representatives from HEE and the College of Paramedics. The Committee were particularly interested in how the HEE had engaged with Northern Ireland in relation to this project.

6.5 The Committee requested that they be provided with a copy of the final report once it was published.

#### **Item 7 – Perceptions and experiences of the HCPC's approach to continuing professional development standards and audits (ETC 26/15)**

7.1 The Committee received a paper from the Executive and a presentation from representatives from Qa research, namely Kay Silversides and Vicky Peace.

7.2 The Committee noted that on 5 June 2014, the Committee had agreed a brief for research to explore registrants' and stakeholders' perceptions and experiences of the HCPC's CPD standards and audits. This research forms part of a wider programme of work exploring continuing fitness to practise. Qa research were commissioned to undertake this work.

7.3 The presentation by Qa covered the following areas:-

- Research aims;
- Methodology;
- Views on current CPD standards;
- Views on audit;
- Registrants' preparation for CPD;
- Registrants' concerns;
- Experiences of audit;
- Areas for improvement;
- HCPC resources used for CPD audits;

- Recommendations.

7.4 The Committee were given the opportunity to ask questions and through discussion, the following suggestions were made:-

- That we should encourage the notion of 'audit champions' through professional bodies;
- A pro forma could be created to provide more detailed feedback to those that have submitted profiles;
- An opportunity to provide feedback on the process could be detailed within the correspondence.

7.5 The Committee agreed to receive a workplan in response to the recommendations made in the report at a subsequent meeting of the Committee.

#### **Item 8 – Consultation on revised Guidance on conduct and ethics for students (ETC 27/15)**

8.1 The Committee received a paper from the Executive.

8.2 The Committee noted that the proposed changes to the standards of conduct, performance and ethics had meant that it was necessary to review the guidance on conduct and ethics for students. This paper set out the consultation paper on the revised guidance.

8.3 During discussion, the following points were made:-

- It was felt that at times, it would be more appropriate to use the word "must" rather than "should." In response, the Committee noted that in any guidance document, we use the term "should";
- There was concern at the deliberate omission of any guidance in relation to 'delegation'. The Committee noted that the guidance needed to apply to the range of students from those starting out to those about to finish their programme where the issue of delegation may be more pertinent.

8.4 The Committee discussed the document and agreed that consideration should be given and legal advice sought in relation to the inclusion of a reference to delegation. The document should then be amended as appropriate with delegated authority given to the Chair to agree the version which would then be submitted for consideration at the October meeting of Council.

#### **Item 9 – Outcomes of the consultation on revised Standards of conduct, performance and ethics (ETC 28/15)**

- 9.1 The Committee received a paper from the Executive.
- 9.2 The Committee noted we have been reviewing our standards of conduct, performance and ethics to make sure they continue to be fit for purpose and up-to-date. On 5 March 2015, the Committee agreed the revised standards, which we publicly consulted on between 1 April 2015 and 26 June 2015. The Executive has now updated the draft standards, taking into consideration the responses received.
- 9.3 During discussion, the following points were made:-
- Standard 8.1 is a reflection of the statement that all other regulators signed up to in relation to candour;
  - There was some discussion about the term ‘apology’ and what it meant to the service-user. It was confirmed that an apology was not an admission of liability. There was agreement that greater explanation was required in relation to the term ‘apology’ and how any apology would be viewed by HCPC in a fitness to practise case. It was agreed that this would be incorporated into the glossary;
  - It was noted that the feedback received in relation to ‘learners’ had not been incorporated as it was decided not to draw on specific groups;
  - There was some discussion about why ‘informed consent’ under standard 1.4 had been replaced with ‘consent’. In response, it was explained that consent is only considered to be consent if it is informed, thereby removing the need to describe it as ‘informed’ consent. This approach is being increasingly used among other regulators. It was also noted that this should be read in conjunction with standard 2.3 “You must give service users and carers the information they want, or need to know, in a way they can understand.” Furthermore, it was agreed that further explanation would be added to the glossary;
  - It was noted that professional carers were not included in the definition of carers throughout the text. The Executive undertook to update this.
- 9.4 Subject to the incorporation of the amendments detailed under paragraph 9.3, the Committee:-
- (i) agreed and recommended to the Council the revised standards as set out in appendix one (subject to minor editing amendments and formal legal scrutiny);
  - (ii) agreed and recommended to the Council the text of the consultation analysis document (subject to review by the Plain English Campaign, minor editing amendments and formal legal scrutiny); and

- (iii) agreed and recommended to the Council corresponding changes being made to other HCPC publications where they quote the Standards.

**Item 10 – Consultation on proposed amendments to the Registration and Fees and Practice Committee Rules (ETC 29/15)**

- 10.1 The Committee received a paper from the Executive.
- 10.2 The Committee noted that a consultation document and a draft set of amendment Rules had now been prepared. The changes proposed to the Registration and Fees Rules are to provide enabling powers around electronic communication and to remove the requirement for a character reference from applicants for registration. In addition, amendments are proposed to the Practice Committee Rules to provide fitness to practise chairs the power to give directions without the need for a preliminary meeting.
- 10.3 The suggestion was made that the section on character references be reordered so that paragraphs 3.10 and 3.11 became 3.8 and 3.9 as these were persuasive, stronger arguments that would provide greater reassurance about proposed changes to the process.
- 10.4 The Committee agreed and recommended to the Council the text of the consultation document (subject to the amendment detailed under 10.3 together with minor editing amendments and formal legal scrutiny).

**Item 11 – Any other business**

- 11.1 There was no additional business for consideration that day.

**Item 12 – Date and time of next meeting**

- 12.1 Thursday 19 November 2015 at 10.30am.

**Item 13 –**

The Council following:

‘The resolves the meeting shall be held in private, because the matters being discussed relate to the following;

Item	Reason for Exclusion
14	g
15	a

**Resolution**

is invited to adopt the

Council hereby that the remainder of

- (a) information relating to a registrant, former registrant or application for registration;
- (b) information relating to an employee or office holder, former employee or applicant for any post or office;
- (c) the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
- (d) negotiations or consultation concerning labour relations between the Council and its employees;
- (e) any issue relating to legal proceedings which are being contemplated or instituted by or against the Council;
- (f) action being taken to prevent or detect crime to prosecute offenders;
- (g) the source of information given to the Council in confidence; or
- (h) any other matter which, in the opinion of the Chair, is confidential or the public disclosure of which would prejudice the effective discharge of the Council's functions.'

**Summary of matters discussed whilst the public were excluded from the meeting**

**Item 14 - Minutes of the private part of the meeting held on 4 June 2015 (ETC 30/15)**

- 14.1 The Committee considered the private minutes of the last meeting of the Education and Training Committee.
- 14.2 The minutes were accepted as a correct record to be signed by the Chair.

**Item 15 - Education provider concern: University of West London (ETC 31/15)**

- 15.1 The Committee received a paper from the Executive in relation to an investigation carried out following receipt of a concern in relation to an education provider.
- 15.2 The Committee agreed a course of action in relation to the concern.

**Chair** .....

**Date** .....