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MINUTES of the first meeting of the Shadow Health Professions Council's Education and Training Committee held on Monday 10 December 2001 at the Society of Chiropractors & Podiatrists, 1 Fellmongers Path, Tower Bridge Road, London SE1 3LY.

Present :

Ms Christine Farrell (Convenor, in the Chair)
Ms Helen Davis
Prof. Anthony Hazell
Mr. Laurence Hughes
Mr. Robert Jones
Prof. Rosemary Klem
Prof. Jeff Lucas
Ms Gill Pearson
Ms Pamela Sabine
Mr. Gordon Sutehall
Ms Eileen Thornton
Dr. Anna Van Der Gaag
Prof. Diane Waller

Ex Officio : Prof. Norma Brook

Also in Attendance

Dr. Peter Burley – Secretary
Greg Ross-Sampson – SHPC Project Officer
Marc A. Seale – Chief Executive Designate

**ITEM 1 01/1 PRESIDENT'S REMARKS (AND CHAIRMAN
(AND VICE-CHAIRMAN) OF THE COMMITTEE)**

- 1.1 The Committee received the supplementary paper from the President setting out the tasks recommended for referral to the Registration Committee. This was agreed, noting that the grandfathering remit was around common procedures not about the professional discretion to be exercised. Registration Committee would also look at fee issues specific to registration, Welsh language issues, competence in English, and titles to be recommended to Council for consultation on protecting them.
- 1.2 It was agreed to defer the election of a chairman and vice-chairman to the next meeting. It was agreed that candidates / nominees notify the convenor of their intention to stand / nominate. Only a full Council member could be appointed chairman of the Committee, but any member could be vice-chairman. Those wishing to hold office would be asked to give a three minute presentation (without audio-visual aids).
- 1.3 It was noted that the chairman of the committee would need to be (re-)confirmed after 1 April 2002 in any case as a consequence of the change of status.

ITEM 2 01/2 APOLOGIES FOR ABSENCE

Apologies for absence were received from : Dr. Graham Beastall, Mrs. Shaheen Chaudhry, Mrs. S. Cliffe, Mr. Michael Collins, Mr. Paul Frowen, Prof. John Harper, Mr. Colin Lea, and Ms Jacki Pearce.

ITEM 3 01/3 STARRED ITEMS

It was agreed to remove starring because it would be superseded by the proposed front sheet for items at future meetings (as illustrated at item 1 above). It was agreed that all papers be open unless there was any pressing reason for them not to be. All papers for this present meeting were in the public domain.

ITEM 4 01/4 TERMS OF REFERENCE

- 4.1 The Committee received terms of reference as set out in the Order in Council, and noted the tasks allocated to the Education and Training Committee (ETC) in it.
- 4.2 It was noted that decisions on if and how to appoint non-Council members / alternates in due course could be taken in the light of discussions to be held on 31 January 2002 on the way (S)HPC sought professional advice generally.
- 4.3 It was noted that the current Shadow ETC did not comply with the membership requirements laid down in the OIC in terms of registrant members (Schedule I, Part II Section 17 (2) (f)). This was no difficulty as a shadow body. It did, however, have the appropriate territorial representation already. [The full text of Schedule I, Part II, Section 17 will be appended to the hard copy version of the minutes].

- 4.4 In the context of their terms of reference, the Chief Executive Designate reminded members that all new procedures would have to be consulted on widely under the terms of Part II S.3 (14). Little change could be implemented quickly after 1 April 2002. This also meant that some work which would have to be published in sequence for consultation might nonetheless be prepared simultaneously.
- 4.5 It was noted that all members of the Registration Committee were also members of ETC to ensure full linkage between these committees.

ITEM 5 01/5 STANDING ORDER ISSUES

- 5.1 It was agreed that 10 clear days notice of meetings be given.
- 5.2 (Not for written standing orders) it was agreed to try to work on the presumption of not tabling additional papers.
- 5.3 Otherwise Standing Orders consistent with the OIC would be prepared for approval by the Council.

ITEM 6 01/6 PRIORITISATION

- 6.1 It was noted that Enclosure 4 (para 6) set out the background to this discussion.
- 6.2 It was agreed that continuity of business across the professions was an urgent consideration. It was clarified that the PSM Act processes would persist until replaced and guidance would be issued on this. It was hoped that Joint Validation Committee (JVC) and CPSM Education Committee Chairmen could meet to discuss and manage these processes before 31 March 2002. Also, some of the issues concerned overlapped with the issues around the Professional Advisory Committees' (PAC) consultation on 31 January 2002 and would be addressed in that context.
- 6.3 It was agreed that SHPC be asked to publish information on transitional arrangements and also notify the current CPSM / JVC members concerned of their position (-NB as discussed and agreed in the context of Registration Committee's work at that meeting earlier that day).
- 6.4 It was noted that criteria for good health and good character were explicitly within the discretion of the Conduct and Competence Committee in the OIC as published on 15 November 2001. ETC would await the outcome of their work to inform its eventual guidance on entry to courses.
- 6.5 It was agreed to identify issues which could not carry over to HPC.
- 6.6 It was noted that Rules for new professions to join HPC would interact with ETC's work, but that it could not be an urgent priority.
- 6.7 The Committee was referred to the work already done elsewhere on mapping its functions.

6.8 The President clarified the intention that the PACs would be more in the nature of pools of people than of standing committees with specifically delegated functions. It was agreed that information already available on the qualities needed and tasks falling to PACs be shared.

6.9 ETC discussed the prioritisation of the tasks allocated to it in the OIC, noting the tasks remitted to the Registration Committee to initiate the work under 1.1 above. The criterion for taking these initial decisions was to identify which tasks had to be put in hand before the Council or Committees elsewhere at (S)HPC could initiate other work.

On the basis of this approach, it was established that for ETC the groupings of priority issues were :

- health and good character issues (remitted in the OIC to Conduct and Competence Committee),
- the matters remitted to Registration Committee,
- (re-)validation and Quality Assurance (as in 6.1 and 6.3 above), and
- standards of proficiency.

6.10 It was agreed in particular that until the standards of proficiency were identified a large number of other tasks elsewhere in (S)HPC could not be started. Because of this it was the single most urgent topic for ETC to address.

6.11 It was agreed that those members of ETC who had been involved in preparing the Subject Benchmarks (SB) with the Quality Assurance Agency (QAA) liaise with the Secretary in the interim before the next ETC meeting to assess the value of SBs for the standards of proficiency at registration and in the light of the existing models for this work at the General Osteopathic Council and General Chiropractic Council.

**ITEM 7 01/7 CURRENT DEVELOPMENTS IN QUALITY ASSURANCE (QA)
FOR THE SHADOW HPC/ETC**

7.1 The Committee received a paper from Prof. Tony Hazell.

7.2 Prof. Hazell pointed out that all the current QAA work on QA was focused on England, and provision needed to be made still for the other three UK Home Countries. QA was a devolved function and would need to be properly different in each UK Home Country.

7.3 Prof. Lucas drew attention to the difference between (retrospective) review and prospective validation work. (S)HPC would be more concerned with prospective work.

7.4 It was agreed that a position statement on QA was needed (this related to 6.3 above also).

7.5 A major aid for all QA work would be to require SBs to be integrated into Programme Specifications.

- 7.6 Prof. Lucas reported that the Scottish QA system currently had no provision for observing teaching or clinical placement education. These would be key features for (S)HPC.

ITEM 8 01/8 CPSM EDUCATIONALISTS FORUM

- 8.1 The Committee received the agenda papers (less papers on academic credit, which would only become fully relevant when a continuing professional development scheme was worked up, but which were available from the Secretary on request), notes, and an update from the meeting of the CPSM Educationalists Forum held on 7 November 2001. Members noted that briefing and discussion of the NHS University (NHSU) were included here. This information brought members up-to-date with CPSM members' level of briefing on QA issues.
- 8.2 ETC concurred that NHSU raised no immediate transitional or set-up issues for (S)HPC.

ITEM 9 01/9 CURRENT PRACTICE AT CPSM

- 9.1 Details of the twelve Boards' different systems were available for inspection at the meeting and members could request full sets from the Secretary.
- 9.2 QAA's Academic Review Handbook for health-funded courses was noted. (The specific references to health-funded courses were shown in a different font).

ITEM 10 01/10 THE FIRST FIVE YEARS : THE UNDERGRADUATE DENTAL CURRICULUM – DRAFT SECOND EDITION FOR CONSULTATION

ETC received the paper and requested individual members to respond if they wished to.

ITEM 11 01/11 HIGHER EDUCATION FUNDING COUNCIL FOR ENGLAND CONSULTATION PAPER ON "INFORMATION ON QUALITY AND STANDARDS OF TEACHING AND LEARNING"

It was agreed that the response date of 21 December 2001 was impractical for either ETC or SHPC. It was hoped that CPSM would respond based on its previous experience. A suggested CPSM response would be circulated to ETC members.

ITEM 12 01/12 ANY OTHER BUSINESS

12.1 NHS Lifelong Learning Strategy for England

The DoH paper was received and noted for its briefing on current topics and its relevance to future work. Equivalent papers were awaited from the other three UK Home Countries.

12.2 Launch by the Higher Education Funding Council for England of two major Reports into Research in Nursing and the Allied Health Professions

12.2.1 Prof. Diane Waller, Mr. Colin Lea, Ms Pam Sabine, and Dr. Peter Burley had attended this event. The reports would be integrated into ETC's work in due course and were available on HEFCE's web-site on www.hefce.ac.uk/Pubs/hefce/2001/01-63htm.

12.2.2 Prof. Waller pointed out that no additional government funding had been allocated to this work so that the proposed development fund would be from within existing resources.

12.2.3 The results of the " Research Assessment Exercise " would be published very shortly after this meeting and would be an item for the next meeting.

12.3 DoH's Consultation on the Multi-Professional Education and Training (MPET) Levy in England

This would be the most significant consultation for SHPC since its inception. It was expected to be published in February 2002.

12.4 Allied Health Professions Forum Project : " Demonstrating Competence through CPD "

This paper and the invitation to nominate a member to the Steering Group were noted and welcomed. It was agreed that if a registrant was more appropriate to serve on the steering group, then Gill Pearson should be appointed. If a lay member were also appropriate, the appointment should be shared between Gill Pearson and Prof. Tony Hazell.

ITEM 13 01/13 DATE OF NEXT MEETING

This was remitted to the Council and Secretariat.

CHAIRMAN

PART II

THE STATUTORY COMMITTEES

Education and Training Committee

17.—(1) The Council shall by standing orders provide in respect of the Education and Training Committee for—

- (a) its composition;
- (b) the appointment of members;
- (c) its procedure;
- (d) standards for the education and training, attendance and performance of its members; and
- (e) the performance of its functions.

(2) The standing orders shall, in particular, provide for—

- (a) the Chairman of the Committee to be a member of the Council;
- (b) the majority of members of the Committee to have such qualifications and experience in relation to the provision, funding or assessment of professional education and training as the Council considers will be of value to the Committee in the performance of its functions;
- (c) the Council to have regard, subject to other provisions in this Order, when selecting non-Council members for the Committee to the guidance issued by the Commissioner for Public Appointments;
- (d) the Committee to comprise fewer members than the Council;

(e) the members, who may but need not be members of the Council, to include at least—

(i) one registrant from each part of the register,

(ii) one person appointed from each country of the United Kingdom and that member shall live or work wholly or mainly in the country concerned, and

(iii) one lay person who appears to the Council to represent the interests of the patients or clients of registrants or their carers;

(f) the number of registrant members from each part of the register to be equal.

(3) No person who is a member of the Council or the Education and Training Committee by virtue of his membership of any profession may take part in any proceedings of the Committee in any period during which he is the subject of any investigations, proceedings or a determination against him concerning his fitness to practise his profession.

(4) The powers of the Education and Training Committee may be exercised even though there is a vacancy among its members.

(5) No proceedings of the Education and Training Committee shall be invalidated by any defect in the appointment of a member.