

5.3 iii The College ensure that the essential laboratory refurbishment and installation of new equipment (especially catering) is completed.

5.3.iv The College make adequate library provision, particularly in relation to access to both dietetic and nutritional journals, whether by direct purchase or improving on-line access to the facilities available at the University of Liverpool.

These requirements must be fully met prior to commencement of the course.

5.4 Recommendation

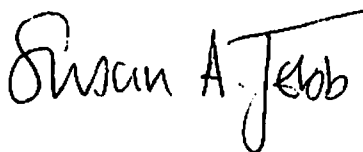
5.4.i The College take appropriate steps to ensure that the students are given adequate training and support in the completion of their personal professional portfolios and encouraged to reflect on their practice throughout the course.

6 The visitors recommend to the Education and Training Committee that

(a) subject to the requirements in paragraph 5.3 above being met, Chester College of Higher Education be approved under Section 4 of the Professions Supplementary to Medicine Act 1960 as being properly organised and equipped for conducting the PG Diploma/MSc Nutrition and Dietetics, and

(b) the next visit be undertaken in May 2004.

7 The visitors wish to place on record their appreciation of the welcome and hospitality afforded them by the staff of the College.



Dr Susan Jebb



Dr Jacki Bishop



Miss Morag MacKellar

MINUTES of a meeting of the Dietitians Pre-Registration Education and Training Working Group held at 11.00am on Monday 27 May 2002 in the Council Chamber, Park House, 184 Kennington Park Road. London SE11 4BU.

Present: Miss G C Pearson (*Chairman*)
Mr D J Barham
Mrs S E Butson
Mrs P L Douglas
Dr S A Jebb
Professor A E de Looy
Miss M D MacKellar
Miss M E Sanderson
Miss J E Thomas

In attendance: Ms R Simpson (*BDA*)
Mrs J C Smith (*Visit reports*)
Mr G L Milch (*Secretary*)

11.4 Chester College of Higher Education (University of Liverpool)

- 11.4.1 It was noted that the revised course documents had been circulated. It was agreed that it was essential for the meeting to be advised about the appointment of the course leader² and that there needed to be clarification on the issues of compensation, mitigation and the award of aegrotat degrees. The appointment of external examiners needed to be pursued as well. There would need to be clarification about (a) compensation in order that the existing requirements were met and (b) mitigation.

2 To note that since the meeting it has been confirmed that Dr F Pender had accepted the offer of the post of Director of Dietetics.

11.4.2 If the above concerns could be answered satisfactorily, it was

RESOLVED:6

that

- a. under the terms of Section 4(1)(a) and (b) of the Professions Supplementary to Medicine Act 1960, the courses of training to be offered by Chester College of Higher Education and the qualification awarded by the University of Liverpool be approved as meeting the standards and requirements for State Registration, and
- b. under the terms of Section 4(2) of the Professions Supplementary to Medicine Act 1960, the Working Group recommends that the Health Professions Council send its recommendation to the Privy Council that it be requested to determine approval of the application by Chester College of Higher Education to offer the registrable course and qualification as set out below:-

In	Dietetics
Type of Course	Full-time in higher education
Institution of Training/Education	Chester College of Higher Education
Qualification	MSc/Postgraduate Diploma in Nutrition & Dietetics
Awarded by	University of Liverpool
Length of Course	Two years
With effect from	September 2002

Participants in Approval Process Dietitians Pre-Registration
Education & Training
Working Group
Chester College of Higher
Education
(The British Dietetic
Association (the
professional body) does
not participate in approval
of undergraduate courses)

11.4.3 The Working Group also

RESOLVED:7

that, in accordance with the former Dietitians Board's policy concerning quality approval, approval of the new course at Chester College of Higher Education be affirmed for a period of five years, subject to notification of any changes in the dietetic staffing complement which may affect the concurrent approval that up to twenty-four students may be recruited for the course approved above.

11.4.4 The meeting noted that formal institutional approval of Chester College of Higher Education would be considered following the visit under Section 4(1)(c) of the Professions Supplementary to Medicine Act 1960.

THE HEALTH PROFESSIONS COUNCIL

MINUTES of a meeting of the Dietitians Pre-Registration Education and Training Working Group held at 10.30am on Friday 4 October 2002 in the Council Chamber, Park House, 184 Kennington Park Road, London SE11 4BU.

Present: Miss G C Pearson (*Chairman*)
Mr D J Barham
Mrs S E Butson
Mrs P L Douglas
Dr S A Jebb
Professor A E de Looy
Miss M D MacKellar (*ex officio*)
Mr K M Ross
Miss M E Sanderson
Miss J E Thomas

In attendance: Mrs J C Smith
Mrs U Falk
Mr G L Milch (*Secretary*)

Item 1. APOLOGIES FOR ABSENCE

1.1 Apologies

Received from Ms Simpson and Mrs Spalding.

1.2 Welcome

The Chairman welcomed Mr Ross and Mrs Falk to their first meeting.

Item 2. NOTES OF THE LAST MEETING

With amendments to minute 11.2.1 final paragraph to remove 'of' from the first line and to minute 12.8 to change in (b) 'St Mary's' to 'Kingston Hospital' and in (c) 'Annemarie Knight' to 'Judy Porter', the notes of the meeting held on 27 May 2002 were confirmed as a true record.

Item 3. MATTERS ARISING

3.1 Placements

3.1.1 The meeting received the BDA Placement Officer's lists of placements. It was agreed that it was essential that changes of name by Trusts and changes of named trainer were noted and an accurate record maintained. There was some concern that several approved A Placements had not appeared on the Placement Officer's list.

- 3.1.2 It was noted that the HPC database needed to be the defined list and should include a greater range of detail. It was agreed that there should be separate lists for A, B and C Placements with the date of approval and for how many students and date of the next visit. It was felt that there was some confusion and a lack of confidence that all placements had been recorded.
- 3.1.3 It was agreed that all existing base trainers who had been approved to offer a 31 weeks placement would be automatically registered as offering A Placements.
- 3.1.4 It was agreed that a small team to consist of Miss Pearson, Miss MacKellar and Mrs Butson would sort out the lists before the next meeting.

3.2 Short-Life Working Group on Placements

- 3.2.1 The meeting noted that the group had met on 24 June 2002 and agreed that a wider representation was required from the four national health departments and the English Workforce Development Confederations. The larger group had met on 23 September 2002. The WDCs had presented a paper which appeared to dictate what was expected to happen to the training of student dietitians - regionalisation around local providers. It was reported that the WDCs had set up a Steering Group which would next meet on 31 October 2002 and had agreed that representatives of the BDA and HPC should be present. Miss MacKellar had agreed to attend. The Placement Officer would implement a model of plans on a regional/cluster basis. It was agreed that Scotland, Wales and Northern Ireland needed to be added as separate regions for the mapping exercise.
- 3.2.2 It was confirmed that, because of the current arrangements under which there was a need for separate approval of each placement, it would not be possible under the Health Professions Order 2001 to approve placements outside the borders of the United Kingdom.

3.3 Meeting on Placement Provision

The meeting received the notes of the meeting held on 18 June 2002 at the University of Leeds arranged by Leeds Metropolitan University.

3.4 Research Project

The meeting was advised about the progress of Miss J Thomas and Miss M Sanderson in considering a joint proposal for research funding for the allied health professions. It was reported that a proposal was to go forward to a project meeting on 14 October 2002. Dr P Judd had been invited to assist and the HPC had been supportive. Professor de Looy offered to send papers on a Department of Health policy research programme to Miss Sanderson.

3.5 The Robert Gordon University

The meeting noted that the report had not yet been cleared and signed off. It was thought that one of the visitors must have the revised version available to sign and send to the University. The Secretary undertook to ascertain what had happened.

3.6 Fife Primary Healthcare Trust

The meeting noted that the revised programme for Placement B at the Trust had been received. It was agreed that the named trainer should be asked to provide the programme and assessment tools for the C Placement.

3.7 NHS Forth Valley Consortium

The meeting noted that the report had been received and sent to the Chief Executive. The Consortium had been approved for B Placement.

3.8 Northern Lincolnshire & Goole Hospitals NHS Trust

The meeting was advised that the required documentation had been received and had been found satisfactory. The Trust had been approved to offer a 31 weeks placement.

3.9 University Hospitals Coventry & Warwickshire NHS Trust

The meeting noted that the required documentation had been due on 30 September 2002. It was reported that the base trainer had been unhappy at having to rewrite the programme. It had been difficult to ascertain from the documentation how the work had been spread amongst the staff. However the visitors had found that the students were enjoying their time despite the lack of organization. The visitors considered that students had not been harmed by the experience but the training did need to be put on a better footing. There was concern about the apparent resistance to produce better documentation. The visitors requested that a new date needed to be set to meet the requirements as set out in their report and suggested the end of January 2003. It was agreed that the Trust needed to be encouraged to move towards re-organizing the programme to take account of the A, B and C Placements. It was agreed that Mrs Smith would draft a letter to be cleared by Miss Pearson.

3.10 The Royal Group of Hospitals and Dental Hospital Health & Social Services Trust (Belfast)

The meeting received the report of the visit on 27 February 2002. There was surprise as the report had been presented at the previous meeting. It was pointed out that there were still one mis-spelling and one mis-attributed title in the report that had been sent to the Trust. It was agreed that an amended version should be sent to the Chief Executive with apologies.

3.11 Chester College of Higher Education (University of Liverpool)

3.11.1 The meeting received the draft report of the visit on 10 July 2002 by Dr Jebb, Dr Bishop and Miss MacKellar.

3.11.2 The visitors had found considerable commitment and enthusiasm amongst the staff. The main concerns were the unsatisfactory accommodation for the dietetic course, the lack of cooking facilities and the inadequate library stock on dietetics. The visitors were sure that these deficiencies would be remedied but would be included in the requirements as set out in the report.

3.11.3 It was agreed that the approval of this and any other courses should be formally notified to '*Dietetics Today*'.

3.11.4 It was noted that the College would be submitting a course proposal to offer an undergraduate course.

3.11.5 The course and qualification having been recommended for approval at the last meeting, it was

RESOLVED:1

that,

- a. subject to the stipulated requirements being met, the Chester College of Higher Education be approved under Section 4 of the Professions Supplementary to Medicine Act 1960 as being considered to be properly organised and equipped for conducting an approved course of training;
- b. the next visit be in 2004.

3.12 West Hertfordshire Hospitals NHS Trust

The meeting noted that the final version of the report was awaited. There was some concern that the wording of a draft appeared to want approval to be withdrawn though the visitors had had no such intention.

3.13 Mansfield District Primary Care NHS Trust

The meeting noted that the report had been signed and cleared though lacking the normal list of staff and others met during the visit.

3.14 Bradford Hospitals NHS Trust

The meeting noted that the report had been cleared.

3.15 King's Lynn & Wisbech NHS Trust

The meeting noted that the report had been cleared.

3.16 City Hospitals Sunderland NHS Trust

The meeting received the report of the visit on 10 May 2002. It was felt that it was unclear whether the requirements had been met by the end of August 2002 as stipulated. It was agreed to extend the deadline to the end of November and to communicate this to the visitors. A revised report would be submitted to the next meeting.

3.17 Kingston Hospital NHS Trust

The meeting noted that the report had been cleared.

3.18 Pennine Acute Hospitals NHS Trust (Royal Oldham Hospital)

The meeting received the report of the visit on 22 May 2002. It was noted that the report indicated a different date and references to the former Dietitians Board. The approval had been for very few students whereas policy was to state a maximum. There was no date by which the requirements had to be met. It was agreed that a suitably revised report could be cleared by the Chairman.

3.19 Royal Bromley Hospital

The meeting noted that the required documentation for a B Placement had been received. It was agreed that the Trust be advised that the next visit would be in two years.

3.20 Bullying

3.20.1 The meeting considered Professor de Looy's work on the matter of bullying very useful. The BDA's statement had been published for consultation and comments had been submitted. Dietetic managers were due to discuss the issue and it would be a component of all supervisory skills courses. The final document would be available at the next meeting.

3.20.2 It was reported that the complaints about bullying at one placement would be looked into at a formal visit under Section 5 of the PSM Act 1960. There were concerns because it was not one isolated incident that had come to light.

3.21 Any Other Matter

3.21.1 North Glasgow University Hospitals NHS Trust

There was concern that changes other than those of factual accuracy suggested by the Chief Dietitian to the visitors' report had been incorporated. The final version as agreed by the visitors should have been the one sent to the Chief Executive.

3.21.2 University of Surrey

It was agreed that the Working Group should see the CV of a new member of the teaching staff and to check the scale of the individual's contribution to the course and, consequent upon this, to finalise the maximum number of students on the courses at UWIC.

It was agreed to request the number of students on each year of the course.

3.21.3 Part-time Courses

It was agreed that further thought should be given to the provision of part-time registrable courses to widen access into the profession at the next meeting.

Item 4. STANDARD DOCUMENTATION

- 4.1 The outcome of the deliberations of the working group (Mr Barham, Mrs Butson, Miss MacKellar and Miss Pearson) in considering standard documents issued by the HPC in relation to aspects of work by Dietitians on approval of courses, qualifications and institutions as well as registration of non-UK trained applicants was circulated.
- 4.2 It was agreed that there should be consistency in the completion of formal documentation. Notes would need to be provided for convenors of visiting panels. Any comments on the drafts should be sent to the PRETWG Secretary by the end of October 2002.
- 4.3 It was pointed out that some of the documentation would only have a short life as further amendment would be required once the HPC was able to work using its own procedures and regulations rather than those of the former Dietitians Board and the Council for Professions Supplementary to Medicine.
- 4.4 It was agreed to give documents reference numbers to indicate whether they were to do with Trusts (T), guidance (G) or universities (U) and to include the appropriate date of creation.

Item 5. JOINT QUALITY ASSURANCE COMMITTEE

- 5.1 The meeting received an oral report on progress towards setting up joint arrangements with the BDA for the approval of pre-registration education and training.
- 5.2 It had been agreed that there was a mutual desire to set up joint arrangements and both sides were looking to the HPC's Education & Training Committee to progress matters to a satisfactory conclusion. In the meantime the existing procedures would continue to be employed.

Item 6. EXTERNAL EXAMINERS

- 6.1 The meeting noted that the HPC's Education & Training Committee had not yet discussed its role in relation to the appointment of external examiners for approved courses. This would have to await the outcome of the HPC's UK-wide consultation.
- 6.2 It was reported that the Quality Assurance Agency for Higher Education (QAA) was investigating a system of registering external examiners though this raised questions of how professional examiners might be used, what training would they receive, whether this would apply across all four home countries and whether there would be a consistency of academic standards.