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**MINUTES** of the fourth meeting of the Approvals Committee of the Health Professions Council held on Tuesday 7 September 2004 at Park House, 184 Kennington Park Road, London SE11 4BU.

**PRESENT :**

Miss G. Pearson (Vice Chairman)  
Professor N. Brook  
Mrs S. Chaudhry  
Mr P. Frowen  
Professor C. Lloyd  
Miss P. Sabine  
Mrs B. Stuart  
Miss E. Thornton  
Professor D. Waller

**IN ATTENDANCE :**

Miss L. Pilgrim, Secretary to the Committee  
Mr T. Berrie, Education and Training Department  
Ms H. Best, Sheffield Hallam University  
Mrs. U. Falk, Education and Training Department  
Ms F. Nixon, Director of Education and Policy  
Mr M. Seale, Chief Executive and Registrar

**ITEM 1      APOLOGIES FOR ABSENCE**

1.1      Apologies were received from Professor J. Harper, and Professor T. Hazell.

**ITEM 2      UPDATE ON APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN**

2.1      The Committee noted that the Council had confirmed Professor Harper as Chairman and Miss G. Pearson as Vice Chairman

**ITEM 3      APPROVAL OF THE AGENDA**

3.1      The Committee approved the agenda.

**ITEM 4      MINUTES OF THE MEETING HELD ON 12 JULY 2004**

4.1      The minutes were agreed as an accurate record and signed by the Vice Chairman, save for the following amendment:

Item 6 Para 6.2.6. to read:

“.....that the HPC would visit institutions by participating in the education provider’s internal periodic review procedures.”

**ITEM 5      MINUTES OF THE JOINT SPECIAL MEETING 12 JULY 2004**

5.1      The Committee noted these.

**ITEM 6      MATTERS ARISING**

6.1      The Committee was informed that an Annual Monitoring Report pro forma had been prepared and would be given to the Director of Education and Policy for her to arrange the continued work on the document.

**ACTION: FN**

6.2      It was confirmed that a visit to the University of Plymouth had been planned and dates were being finalised.

6.3      The Committee was told that the Annual Monitoring process was expected to start in February 2005; however, work on the project would be ongoing in the interim.

**ACTION: FN**

6.4      It was confirmed that the background information on the curriculum guidance of the 12 professions regulated by the HPC had been given to Mrs Best and that she had used the data.

6.5      The Chief Executive said that the Committee needed to determine as soon as possible the scheme of delegation and ratification between itself and the Education and Training Committee (ETC). The Chief Executive confirmed that the Secretaries to the Approvals Committee and to the ETC would work together to devise a process by reference to the Standing Orders and to the scheme adopted

by the Audit Committee and Remuneration Committee. This would be presented to the next meeting on 18 November 2004.

**ACTION: LP/NOS**

**ITEM 7      CHAIRMAN'S REPORT**

7.1      The Vice Chairman had no specific matters to report to the Committee.

**ITEM 8      REPORT FROM THE DIRECTOR OF EDUCATION AND POLICY**

8.1      The Committee received a report from the Director of Education and Policy.

8.2      The Director of Education and Policy reported that there were three prototype events related to ongoing quality management and enhancement (OQME) which involved programmes approved by HPC. She confirmed that the final report submitted following these events would be accepted by HPC as annual monitoring of these programmes for the academic year 2003-2004.

8.3      The Committee was given an overview of the process to be followed by aspirant Professions. Concern was expressed at the length of time taken to get the Dance Movement Therapists approved for registration (expected 2008). It was noted that it was Department of Health (DH) policy to consult on only one aspirant group at a time. The Chief Executive said that he and the President would raise the issue with the DH and report back to Council.

**ACTION: MJS**

8.4      The Director of Education and Policy confirmed that the Standards of Education and Training (SETs) had been published in the Key Decisions Document.

**ITEM 9      COMMITTEE MEMBERSHIP**

9.1      The Committee received a paper. It agreed that Mr Whitmore's membership of the Committee be recommended to ETC and then to Council for ratification.

**ITEM 10     APPROVALS**

10.1     Visitor Guidance on the Standards of Education and Training

10.1.1 The Committee received a paper from the Executive. It noted that following the first visitor training session the visitor guidance had been amended. The guidance would be amended again as appropriate with input obtained from further visitor training sessions.

**ACTION: FN**

## 10.2 Visitor Training

10.2.1 The Committee received a paper and noted that the first round of visitor training sessions that had been set up were one day sessions for experienced visitors. In the New Year a series of two day training sessions would be arranged for new visitors. The Executive would prepare a draft outline of the format and content of the two day training session for consideration by the Committee at its meeting on 2 February 2005

### **ACTION: FN**

10.2.2 The Committee noted that it still had to be determined to what extent visitors would be used in the Annual Monitoring process. It has been suggested that visitors to a particular programme will be used to look at the annual reports of that programme.

## 10.3 Curriculum Guidance

10.3.1 The Committee received a paper. Mrs. Best explained the documents used in the preparation of the list of suggested headings which might form the basis for the curriculum guidance for each of the professional areas. It was noted that the guidance was work in progress.

### **ACTION: FN**

10.3.2 The Committee observed that the headings corresponded to the Standards of Education and Training (SETs) and should be set out in the same order.

10.3.3 The Committee noted that the project was a long term one and there would be consultation before a decision was made about how best to take it forward with the professional bodies.

### **ACTION: FN**

10.3.4 The Committee had been asked to recommend to the Education and Training Committee (ETC) that a Professional Liaison Group (PLG) be set up to continue the work on Curriculum Guidance. The Committee agreed that this recommendation should go to ETC to be agreed. The Committee noted that the Council would have to ratify the recommendation.

### **ACTION: LP**

## 10.4 Approval Visits

- 10.4.1 The Committee received a paper. In answer to a question it was confirmed that in the absence of subject benchmarks all Arts Therapists programmes would have to be re-approved.
- 10.4.2 The Committee agreed that a visit would not automatically take place unless approval had been granted prior to the introduction of benchmark statements.
- 10.4.3 It was noted that a distinction had to be made between approval of programmes and approval of institutions; the Committee felt that programmes and institutions needed to be aligned. It was agreed that the Executive would present a paper at the meeting on 18 November 2004 detailing all programmes and institutions that needed to be approved. The Committee pointed out that outstanding conditions would have to be covered in the Annual Monitoring reports submitted by institutions.

**ACTION: UF/TB/FN**

**ITEM 11     MAJOR REVIEW IN ENGLAND**

- 11.1 The Committee received a report from the Chairman of the Education and Training Committee. The Committee had been asked to recommend what, if any, part the Council would take in the Major Review in England.
- 11.2 It was explained that the DH wanted external review of all programmes it funded and had commissioned the QAA to undertake these major reviews. The project would take place in England alone and would last until 2007/2008. The HPC had been asked if it wanted to be actively involved in the project.
- 11.3 The Committee was told that the HPC had worked with the DH on the Partnership Framework. The extent of the HPC's continued involvement in the Major Review and the ongoing quality management and enhancement was discussed. The Committee agreed to recommend to ETC that HPC would not take part in the Major Review. However, there were three prototype events related to ongoing quality management and enhancement which would involve programmes approved by the HPC. The reports from these events would be accepted by the HPC as annual monitoring of these programmes for the academic year 2003/2004. The Major Review Report would also be used for quality monitoring by the HPC
- 11.4 In respect of the DH Partnership Framework approvals, the HPC would align its Approval proposals with those of the DH where appropriate. In addition, the HPC would continue its representation at relevant Partnership Framework meetings for the time being.
- 11.5 The Committee also agreed to recommend to ETC that the HPC logo not be used on any documents relating to the Major Review and that a letter from the HPC should be sent to the appropriate person at the DH setting out HPC's position.

**ACTION: FN**

## **ITEM 12     HAND OVER REPORTS**

- 12.1 The Committee received a paper. Hand over reports from all 12 professions had been received. The programmes that needed to be visited had to be extracted from the reports, bearing in mind that programmes will no longer automatically be visited every 5 years. The need for a visit would depend on whether the programme had been approved since the relevant Benchmarks had been developed . Visit reports would need to be considered to identify any outstanding recommendations which will need to be monitored in the annual monitoring procedure.
- 12.2 The Committee had earlier been made aware of the need to align programmes and institutions that needed to be visited. As indicated at paragraph 10.4.3 the Executive would present a paper to the Committee at its meeting on 18 November 2004 detailing all programmes and institutions that needed to be reapproved.

### **ACTION: UF/TB/FN**

- 12.3 The issue of Paramedic awards and programmes was discussed. The Committee noted that one of the entry routes to the profession was through the certificate awarded by the Institute of Health Care Development (IHCD) provided at 33 training centres attached to NHS ambulance services. The Committee felt that as the IHCD was awarding a certificate it should be approved by HPC and the 33 training centres should also be approved.
- 12.4 It was agreed that the Executive would prepare a paper setting out the background to this matter and HPC's role and process in approving the IHCD and training centres. This paper would be put to ETC for its consideration and agreement. The process would then be delegated to the Approvals Committee. A similar issue existed in the Clinical Scientists and Biomedical Scientists' professions and accordingly the Executive would also prepare similar papers for the ETC.

### **ACTION: FN**

- 12.5 It was confirmed that the issue of Orthoptists clinical tutor training would be addressed in the Curriculum Guidance.

## **ITEM 13     ANY OTHER BUSINESS**

- 13.1 The Director of Education and Policy reported to the Committee that the IBMS needed to be approved by HPC as it awarded a Certificate of Competence. Further, visits needed to be made to some Biomedical programmes. There was a shortage of visitors to carry out the visits. The Director of Education and Policy asked the Committee to agree that current relevant partners be approached and asked to be visitors. They would go through an interview process and also undertake a short training session. Further visitors

would be recruited from the wider registrant body. The Committee agreed to recommend this course of action to ETC.

**ACTION: FN**

- 13.2 The issue of approval of short programmes of education and training, with particular reference to supplementary prescribing and to local anaesthetic procedures was discussed. After discussion it was agreed that an Approval Visit would be arranged to check that the course met the SETs, using the Professional Body's existing curriculum guidance, and to ensure that individuals completing the course would meet the SOPs.

**ACTION: FN**

**ITEM 14     DATE AND TIME OF NEXT MEETING**

- 14.1 The next meeting will be held on Thursday 18 November 2004 at 11:00 a.m.
- 14.2 Further meetings will be held on the following dates:  
Wednesday 2 February 2005 at 11a.m.

**CHAIRMAN**