

**THE HEALTH PROFESSIONS COUNCIL**

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MINUTES of the 31st meeting of the Education and Training Committee held on **Wednesday 28 March 2007** at Park House, 184 Kennington Park Road, London, SE11 4BU.

**PRESENT:** Miss E Thornton (Chairman)  
 Ms H Davis  
 Mrs S Drayton  
 Ms E Ellis  
 Ms C Farrell  
 Professor J Harper  
 Mr S Hutchins  
 Professor C Lloyd  
 Miss G Pearson  
 Miss P Sabine  
 Mrs B Stuart  
 Professor D Waller

**IN ATTENDANCE:**

Mr O Ammar, Education Officer  
 Mr C Bendall, Secretary to the Committee  
 Ms A Creighton, Education Manager  
 Mr M Guthrie, Policy Manager  
 Mr R Houghton, Registrations Manager (Operations)  
 Ms A Kanaris, Policy Manager  
 Ms K Lock, Education Officer  
 Mr S Mars, Policy Officer  
 Ms N O'Sullivan, Secretary to the Council  
 Ms C Phillips, Project Manager  
 Mr M Potter, Customer Services Manager  
 Mr G Ross-Sampson, Director of Operations  
 Mr M Seale, Chief Executive and Registrar  
 Ms R Tripp, Director of Policy and Standards  
 Dr A van der Gaag, President

**Item 1.07/1 APOLOGIES FOR ABSENCE**

- 1.1 Apologies for absence were received from Professor T Hazell, Professor J Lucas, Mr P McFadden, Mr A Mount and Mr D Proctor.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2007-03-26	a	ETC	MIN	Minutes Education and Training Committee 28 March 2007 public meeting	Final DD: None	Public RD: None

**Item 2.07/2 APPROVAL OF AGENDA**

- 2.1 The Committee approved the agenda, subject to considering the item on historical qualifications for entitlements under the Prescription Only Medicines Order as item 12.

**Item 3.07/3 MINUTES OF THE EDUCATION AND TRAINING COMMITTEE MEETING HELD ON 5 DECEMBER 2006**

- 3.1 The Committee agreed that the minutes of the thirtieth meeting of the Education and Training Committee should be confirmed as a true record and signed by the Chairman.

**Item 4.07/4 MATTERS ARISING**

- 4.1 The Committee received a paper to note from the Executive.
- 4.2 The Committee noted the action list as agreed at the last meeting.

**Item 5.07/5 CHAIRMAN'S REPORT**

- 5.1 The Committee received a verbal report from the Chairman.
- 5.2 The Committee noted that the Chairman had attended the following meetings and events:
- the final meeting of the Partnership Framework relating to the Quality Assurance Agency contract for major review. The process of major review in England had been completed satisfactorily with no problems highlighted in any of the healthcare programmes reviewed. Follow-up monitoring had been subsumed into the contract review process by strategic health authorities;
  - the Skills for Health project looking at subject benchmark statements, which were in the first stage of development. Skills for Health had used an independent research group to review the statements' usefulness, relationship with other documents (e.g. the HPC's standards) and whether there was a need to update the statements. The Chairman had responded on behalf of the HPC via two telephone interviews; and
  - a lecture to the north-west managers group of podiatrists on preparing Continuing Professional Development (CPD) profiles.
- 5.3 The Committee noted that an example CPD profile for podiatrists and two profiles for operating department practitioners had been authorised

by Chairman's action. The Chairman thanked members of the Committee for their continued work in checking draft profiles.

**Item 6.07/6 EDUCATION MANAGER'S REPORT**

- 6.1 The Committee received a report on the work of the Education - Approvals and Monitoring Department.
- 6.2 The Committee noted that the Department was now in its peak period for visits (February to June) with an average of 12 visits per month.
- 6.3 The Committee noted that the annual monitoring process had begun and the first assessment day had been held in February.
- 6.4 The Committee noted that the first multi-professional visits had been held in March. There had been positive feedback from the education providers involved.
- 6.5 The Committee noted that three new employees were due to start work in April and the Department would be at its full complement.
- 6.6 The Committee commended the Department on its work.

**Item 7.07/7 APPROVAL AND MONITORING DEPARTMENT DRAFT WORKPLAN 2007-8**

- 7.1 The Committee received a paper for discussion/approval from the Executive.
- 7.2 The Committee noted that the workplan set out the Department's main areas of work and priorities for the coming financial year. The Committee noted that project work would take place outside the peak period for visits.
- 7.3 The Committee noted that the existing departmental database had been enhanced in 2006-7 and was working satisfactorily. This meant that a proposed new database had been postponed.
- 7.4 The Committee noted that the projects in the paper were listed in order of priority, with the first three projects having the highest priority.
- 7.5 The Committee noted that the Education Manager was working with the Events Manager and the Director of Communications to identify conferences and events where the Department could meet stakeholders.
- 7.6 The Committee noted that the Education Manager was preparing an annual report on the work of the Department in the 2005-6 academic year. The report would identify any trends and future reports would

attempt to analyse the conditions set by Visitors against each of the Standards of Education and Training (SET).

- 7.7 The Committee noted that the Department's full complement of employees comprised the Education Manager, six Education Officers, two Education Administrators and a Team Administrator.
- 7.8 The Committee agreed that the workplan should be amended to refer to revalidation and link this to post-registration qualifications.
- 7.9 The Committee thanked the Education Manager for producing an excellent paper.
- 7.10 Subject to the amendment above, the Committee agreed the contents of the workplan.

**Action: AC (Ongoing to March 2008)**

**Item 8.07/8 POLICY AND STANDARDS WORKPLAN AND EDUCATION AND TRAINING COMMITTEE STRATEGY UPDATE**

- 8.1 The Committee received a paper for discussion/approval from the Executive.
- 8.2 The Committee noted that it had identified strategic issues at a meeting on 11 April 2006. The Policy and Standards Workplan had been amended to include and take account of the issues identified, where these had not already been identified and were not part of ongoing projects. The paper provided an update on progress since April 2006.
- 8.3 The Committee noted that the Director of Policy and Standards had a standing invitation to meetings of the education officers' forum at the Allied Health Professions Federation, which helped to strengthen HPC's contact with professional bodies.
- 8.4 The Committee noted that the White Paper "Trust, Assurance and Safety - The Regulation of Health Professionals in the 21st Century" proposed that healthcare regulators' councils should become smaller and more board-like. It was possible that the Education and Training Committee might increase in size, to include members of professions which became subject to regulation by the HPC.
- 8.5 The Committee noted that, once the Government had published the implementation plan for the White Paper, the Council and committees would need to further consider the impact on the HPC.

**Item 9.07/9 THE USE OF COUNCIL MEMBERS AS VISITORS**

- 9.1 The Committee received a paper for discussion/approval from the Executive.
- 9.2 Miss Davis, Miss Farrell, Professor Lloyd, Miss Pearson, Miss Sabine and Professor Waller declared an interest in this item as they were currently HPC visitors. The Committee agreed that these members could remain in the room to ensure a full discussion.
- 9.3 The Committee noted that, currently, nine Council members, including two alternate members, acted as visitors. The paper invited the Committee to discuss whether Council members (including alternate members) and Committee members should act as visitors in the future.
- 9.4 The Committee noted that on 7 December 2004 the Council had agreed that it was no longer appropriate for Council members to act as panel members on fitness to practise hearings. The Council had agreed that membership of the three Practice Committees, which were responsible for strategy and policy-making, should be clearly separated from Partners who implemented the policies.
- 9.5 The Committee noted that the White Paper had recommended that Council members' sole function should be to act as strategic board members. In order to preserve the impartiality of Council members, they should not engage in operational matters.
- 9.6 The Committee noted that the paper recommended that Council members should cease to be used as Visitors from the beginning of the next academic year (September 2007). This would allow the Education Department time to adjust to the reduced number of Visitors and to address, with the Partner Manager, any identified shortfalls.
- 9.7 The Committee noted that the Executive had ensured that visits were attended by Visitors with different levels of experience, so that a more experienced Visitor could assist a less experienced Visitor as necessary.
- 9.8 The Committee noted that some members had concerns about the impact of the proposal on smaller professions, in particular operating department practitioners (ODPs). The Committee noted that ODP Visitors had attended a minimum of two visits each in the 2006-7 academic year and therefore had experience of the approval processes.
- 9.9 The Committee noted that the Executive intended to prepare a paper for the next meeting around the continuing use of Council members as registration assessors.

- 9.10 The Committee agreed with the reasoning in the paper but felt that it was important for Council members to stay in touch with Visitors' day-to-day work. It was suggested that Council members could occasionally observe visits or annual monitoring assessment days, or possibly mentor less experienced Visitors. The Committee recognised that this would have implications in terms of cost.
- 9.11 The Committee agreed to recommend to the Council that:
- (1) Council and Committee members should no longer be used as Visitors from the start of the next academic year (September 2007);
  - (2) any existing arrangements made for visits would be honoured, to ensure a smooth transition;
  - (3) Council and Committee members who acted as Visitors should be given the required three month notice in order to terminate their contract as a Visitor; and
  - (4) the Education and Training Committee should keep under review how Council and Committee members could remain engaged with Visitors and the approval and monitoring processes.

**Item 10.07/10 HIGHER EDUCATION REGULATION REVIEW GROUP  
CONCORDAT**

- 10.1 The Committee received a paper for discussion/approval from the Executive.
- 10.2 The Committee noted that in May 2006 the Review Group had published a concordat on inspection and data collection within higher education. The principles of the concordat were in line with the Council's intention that regulation should be targeted, risk-based and proportionate.
- 10.3 The Committee noted that the concordat had attracted 16 signatories from a variety of sectors, including organisations such as the Department of Health and Skills for Health.
- 10.4 The Committee noted that some members felt that the concordat would commit the Council to substantial expenditure in order to share data with other organisations. It was also felt that the concordat would not have an immediate impact in removing burdens from education providers. However, other members believed that the concordat was a necessary first step toward closer working between organisations involved in higher education, including the HPC. Members felt that, by signing the concordat, the HPC would demonstrate that it was committed to the principles of good regulation.

10.5 The Committee agreed that:

- (1) the HPC should pursue signing the concordat;
- (2) the Executive should prepare a paper for the next meeting of the Committee with a first draft of a possible HPC annex to the concordat; and
- (3) the copy of the concordat in the paper should be noted and any comments by members should be forwarded to the Policy and Standards Department. These comments would form part of the paper for the next meeting.

**Action: RT/All members (by 12 June 2007)**

**Item 11.07/11 APPROVAL OF PROGRAMMES LEADING TO ENTITLEMENTS UNDER THE PRESCRIPTION ONLY MEDICINES (HUMAN USE) ORDER 1997**

- 11.1 The Committee received a paper for discussion/approval from the Executive.
- 11.2 The Committee noted that the Register was currently annotated to indicate where chiropodists and podiatrists were qualified to administer local analgesia (LA) and to supply prescription only medicines (POM) under the Prescription Only Medicines (Human Use) Order 1997.
- 11.3 The Committee noted that all the pre-registration podiatry programmes currently approved by the HPC included modules which covered these areas. Students successfully completing the programmes could be registered with the entitlements annotated.
- 11.4 The Committee noted that the HPC currently approved three post-registration programmes which allowed registrants to achieve the entitlement to use LA. The HPC did not currently approve any post-registration programmes in the use of POM.
- 11.5 The Committee noted that the paper proposed that POM modules which formed part of approved pre-registration programmes should be separately approved as sufficient for the Register to be annotated. Approval of modules would be subject to an additional paper-based assessment by two Visitors, in the same way as monitoring and major/minor changes were considered. At least one of the Visitors would be from the relevant part of the profession with the POM entitlement. The modules would be additionally assessed against SET 2 on programme admissions, to ensure that the education provider had appropriate selection and entry criteria for direct entry into the module. The remaining SETs would have been met as part of the approval and monitoring of the pre-registration programme.

11.6 The Committee agreed to recommend to the Council that:

(1) modules leading to POM entitlement which formed part of already approved pre-registration chiropody and podiatry programmes could be separately approved for the purposes of entitlements under the Prescription Only Medicines (Human Use) Order 1997, subject to a paper-based assessment by two Visitors against SET 2;

(2) programmes which did not form part of approved pre-registration programmes would require a separate visit, as at present.

**Action: MG/AC (by 31 May 2007)**

11.7 The Committee noted that the paper recommended that separate competencies should be written for threshold safe and effective practice in LA and POM and that pre-registration programmes would be assessed against these "learning outcomes." The Committee agreed that the HPC should avoid using the term "learning outcomes" and agreed that the paper should be reworded and brought back to a future meeting.

**Action: MG (by 12 June 2007)**

11.8 The Committee noted that LA and POM had become a standard part of pre-registration education and training but a significant minority of registrants would have trained prior to this. Applicants who had applied for registration under the grandparenting arrangements (which had ended in July 2005) would not have had this training. In addition, some international applicants would not have received this training as it did not form a part of standard podiatry practice in their home countries. The paper invited the Committee to discuss and recommend whether the optional status of the Standards of Education and Training relating to LA and POM should be removed, to ensure that registrants could practice safely and effectively. A consultation would be required on the subject.

**Action: MG (by 31 May 2007)**

11.9 The Committee agreed that a further paper was needed on the issue and should be considered by a future meeting.

11.10 The Committee agreed that the Executive should provide further detail on the following recommendations in the paper:

- that the standards relating to supplementary prescribing in the standards of proficiency for physiotherapists, chiropodists and podiatrists and radiographers should be removed;



- that the learning outcomes described in the "Outline Curriculum for Training Programmes to prepare Allied Health Professional Supplementary Prescribers" should be formally adopted;
- that separate standards of education and training should be produced relating to post-registration programmes leading to entitlements in LA, POM and supplementary prescribing; and
- that a Professional Liaison Group should be established to draft guidance.

**Action: MG (by 12 June 2007)**

**Item 12.07/12 HISTORICAL APPROVAL OF PROGRAMMES LEADING TO ENTITLEMENTS UNDER THE PRESCRIPTION ONLY MEDICINES (HUMAN USE) ORDER 1997**

- 12.1 The Committee received a paper for discussion/approval from the Executive.
- 12.2 The Committee noted that the Education and Training Committee in October 2004 and the Approvals Committee in February 2005 had agreed a policy to enable approval of post-registration programmes in Local Anaesthesia (LA) and Prescription Only Medicine (POM). The policy focused on new post-registration programmes but had not considered programmes historically approved by the Chiropodists Board of the Council for Professionals Supplementary to Medicine (CPSM). It had recently become apparent that there were a number of LA and POM programmes which had been approved by the CPSM but which had not had their approval formally withdrawn or renewed by the HPC.
- 12.3 The Committee noted that the Executive intended to propose to the next meeting that LA and POM programmes which had been approved by the CPSM should be considered in detail, with a view to renewing approval or recognising historical approval where appropriate.
- 12.4 The Committee agreed that the Executive should prepare a paper for full discussion at the next meeting.

**Action: AC (by 12 June 2007)**

**Item 13.07/13 STANDARDS OF CONDUCT, PERFORMANCE AND ETHICS**

- 13.1 The Committee received a paper for discussion/approval from the Executive.
- 13.2 The Committee noted that article 21(1) of the Health Professions Order 2001 required that the Council should establish and keep under review

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the standards of conduct, performance and ethics expected of registrants and prospective registrants and give them guidance.

- 13.3 The Committee noted that the Order further provided that the Council should consult the Education and Training Committee before giving guidance under article 21.
- 13.4 The Committee noted that the Conduct and Competence Committee on 30 January 2007 had approved the text of the revised standards, which were included in the paper. The Council would be asked to approve the standards for consultation at its meeting on 29 March 2007.
- 13.5 The Committee agreed that the revisions to the standards were sensible.

#### **Item 14.07/14 CONFIDENTIALITY GUIDANCE**

- 14.1 The Committee received a paper for discussion/approval from the Executive.
- 14.2 The Committee noted that the Conduct and Competence Committee on 30 January had approved draft guidance for registrants on issues relating to handling confidential information about service users. The paper included the draft guidance.
- 14.3 The Committee felt that the guidance should clarify that information could be disclosed to other professionals or students when this was related to care of service users and provision of services.
- 14.4 The Committee noted that the Council would be asked to approve the guidance for consultation at its meeting on 29 March 2007.

#### **Item 15.07/15 REVIEW OF THE STANDARDS OF EDUCATION AND TRAINING PROFESSIONAL LIAISON: WORK PLAN**

- 15.1 The Committee received a paper for discussion/approval from the Executive.
- 15.2 The Committee noted that article 15(1) of the Health Professions Order provided that the Council should from time to time establish standards of education and training necessary to achieve the standards of proficiency. The paper set out the proposed workplan and timetable to review the existing standards of education and training, which had been published in 2004.
- 15.3 The Committee noted that the review would take into account the views of all relevant stakeholder groups. The Committee noted that research for the Communications Committee had found that there was limited awareness of the standards amongst students. Members felt that the review should in particular seek students' views.

- 15.4 The Committee agreed the workplan and recommended its approval by the Council.

**Action: SM (by 31 May 2007)**

**Item 16.07/16 STANDARD OF EDUCATION AND TRAINING 6.7.5:  
CONSULTATION RESPONSES DOCUMENT**

- 16.1 The Committee received a paper for discussion/approval from the Executive.
- 16.2 The Committee noted that SET 6.7.5 currently required that assessment regulations should clearly specify requirements for the appointment of at least one external examiner from the relevant part of the HPC register. The HPC had received feedback which suggested that the standard was inflexible and difficult to comply with.
- 16.3 The Committee noted that a consultation on revised wording had taken place from 2 October 2006 to 16 February 2007. The proposed wording required at least one external examiner from the relevant part of the HPC register, unless other arrangements were agreed.
- 16.4 The Committee agreed that guidance on the Standards of Education and Training should make it clear that other arrangements would have to be agreed at the time of the programme approval.

**Action: AC (Ongoing)**

- 16.5 The Committee agreed the text of the consultation responses document and recommended its approval by Council.

**Action: SM (by 29 March 2007)**

**Item 17.07/17 STANDARD OF EDUCATION AND TRAINING 3.3**

- 17.1 The Committee received a paper to note from the Executive.
- 17.2 The Committee noted that the Council meeting on 14 December 2006 had agreed that the requirements of SET 3.3 (which required that there should be a named programme leader who should either be on the relevant part of the Register, or otherwise appropriately qualified and experienced) should be referred back to the Committee for further discussion.
- 17.3 The Committee noted that the Executive intended that SET 3.3 should be considered as part of the overall review of the SETs.

**Item 18.07/18 CONTINUING PROFESSIONAL DEVELOPMENT  
PROGRESS REVIEW**

- 18.1 The Committee received a paper to note from the Executive.
- 18.2 The Committee noted that the paper set out work to implement CPD, planned work and a number of discussion points which were being scrutinised by the Executive and the HPC's solicitor. Once a potential solution had been agreed upon, the options would be brought to the Committee for approval.
- 18.3 The Committee agreed that the paper was very helpful and would help to inform future discussion on revalidation. The Committee commended the Executive for their work.

**Item 19.07/19 REVIEW OF THE APPLICATION FORMS AND  
REGISTRATION RENEWAL FORMS**

- 19.1 The Committee received a paper to note from the Executive.
- 19.2 The Committee noted that the paper set out changes to the registration, readmission and renewal forms. The Committee noted that the revised forms and guidance had been the result of teamwork by the Communications Department and the Registration Department, including the Registrations Manager (Operations), the Project Manager and the Customer Services Manager in the UK Registration Department.
- 19.3 The Committee noted that the revisions had taken account of comments by registrants and applicants, the CPD requirements and data protection requirements.
- 19.4 The Committee noted that the revised forms had been tested internally by employees and were currently being tested externally by groups of students. The application forms would be considered by Council at its meeting on 29 March 2007.

**Item 20.07/20 ACTION POINTS FROM THE APPROVALS COMMITTEE**

- 20.1 The Committee received a paper to note from the Executive.
- 20.2 The Committee noted that the Approvals Committee on 2 November 2006 had agreed that, if it was disbanded, the remaining action points from that Committee should be monitored by the Education and Training Committee.
- 20.3 The Committee noted that the Council on 14 December 2006 had agreed to disband the Approvals Committee with effect from 31

December 2006. The paper set out the current status of the remaining action points.

- 20.4 The Committee noted that a paper on one of the action points, relating to Institute of Healthcare Development paramedic programmes, would be prepared for the Committee meeting on 12 June 2007.

**Item 21.07/21 COMMITTEE MEMBERSHIP**

- 21.1 The Committee received a paper to note from the Executive.
- 21.2 The Committee noted that Mrs Shaheen Chaudhry and Dr Christopher Green had recently resigned from the Council and had ceased to be members of the Committee.
- 21.3 The Committee noted that the Executive was seeking legal advice on whether it would be appropriate to commence recruitment and election processes for Council members at this stage, since the White Paper had proposed that healthcare regulators' councils should be restructured and entirely appointed.

**Item 22.07/22 REPORTS FROM EDUCATION AND TRAINING COMMITTEE REPRESENTATIVES AT EXTERNAL MEETINGS**

- 22.1 The Committee received a paper to note from the Executive.
- 22.2 The Committee noted the reports and noted the importance of issues around older people's health and well-being, which had been discussed at the Age Agenda conference on 20 February 2007.

**Item 23.07/23 MINUTES OF THE EDUCATION AND TRAINING PANEL HELD ON 1 FEBRUARY 2007**

- 23.1 The Committee noted the minutes of the Education and Training Panel held on 1 February 2007.

**Item 24.07/24 GRADUATE UNEMPLOYMENT**

- 24.1 The Committee received a paper for information from the Executive setting out the issues around graduates who were unable to find work as health professionals.
- 24.2 The Committee noted that for graduates who registered with the HPC, the requirements for returners meant that a period of updating was required after two years. However, due to the specific requirements of the Health Professions Order, for those who had never registered, a requirement to update would only apply after five years. The

Committee felt that the Executive should make this clear to stakeholders.

**Item 25.07/25 APPROVED MENTAL HEALTH PROFESSIONALS: UPDATE**

- 25.1 The Committee received a paper for information from the Executive setting out developments in the proposed role of Approved Mental Health Professional. The Department of Health no longer proposed that regulators' registers should be annotated to indicate which professionals had been approved to perform functions under mental health legislation.

**Item 26.07/26 2005/36/EC (PROFESSIONAL QUALIFICATIONS DIRECTIVE) UPDATE**

- 26.1 The Committee received a paper for information from the Executive, which set out the impact of the directive on the HPC and the fact that, under the directive, a scrutiny fee could not be charged for temporary registration of professionals from other European Union member nations. The Executive was streamlining the registration processes as far as possible to minimise the financial implications.

**Item 27.07/27 HEALTH AND CHARACTER DECLARATIONS**

- 27.1 The Committee received a paper for information from the Executive, detailing the number of Health and Character declarations which had been made on renewal, admission or readmission to the register.

**Item 28.07/28 ANY OTHER BUSINESS**

- 28.1 There was no other business.

**Item 29.07/29 DATE AND TIME OF NEXT MEETING**

- 29.1 The next meeting of the Committee would be held at 10.30 a.m. on Tuesday 12 June 2007. The Chairman gave her apologies for that meeting.
- 29.2 Subsequent meetings would be held at 10.30 a.m. on:
- Thursday 27 September 2007  
 Tuesday 4 December 2007  
 Wednesday 26 March 2008  
 Tuesday 10 June 2008

**CHAIRMAN**

**DATE**