

The Health Professions Council

Registration Committee Meeting

Wednesday 10th September 2003

10.00 a.m.

The twelfth meeting of the Health Professions Council Registration Committee will be held at the following location:

Park House
184 Kennington Park Road
LONDON SE11 4BU

Marc Seale
Chief Executive
3rd September 2003

Health Professions Council
Park House
184 Kennington Park Road
London SE11 4BU

Lucinda Pilgrim
Secretary to the Committee

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1. **Apologies for Absence** Verbal
2. **Approval of Agenda** Verbal
3. **Minutes of the meeting held on 15 July 2003** Enclosure 1
Paper RC 30/03
4. **Matters Arising** Verbal

ITEMS FOR DISCUSSION / APPROVAL

5. **Return to Practice** Enclosure 2
Paper RC 31/03
6. **Lead registration assessors** Enclosure 3
Paper RC 32/03
7. **Registration review panel** Enclosure 4
Paper RC 33/03
8. **Applicants' proof of identity** Enclosure 5
Paper RC 34/03
9. **Applications from refugees** Enclosure 6
Paper RC 35/03
10. **Committee---Process and Output** Enclosure 7
Paper RC 36/03

ITEMS TO NOTE

11. **Report on registration assessors' training days** Enclosure 8
Paper RC 37/03
12. **Guidance Notes** Enclosure 9
Paper RC 38/03
13. **Minutes of the Education & Training Committee meeting held on 30 July 2003** Enclosure 10
Paper RC 39/03
14. **Any other Business**
15. **Date and time of next meeting :**

The next meeting will be held on Wednesday, 5 November 2003 at 10.00 a.m.

Agenda Item 3

Enclosure 1

Paper RC 30 / 03

REGISTRATION COMMITTEE

**Minutes of the Registration Committee
meeting held on 15 July 2003**

From : Secretary to the Committee

FOR AGREEMENT AND SIGNING

Agenda Item 5

Enclosure 2

Paper RC 31 / 03

REGISTRATION COMMITTEE

Return to Practice

From : The Executive

FOR DISCUSSION

1 Return to practice

Executive Summary

The Committee is asked to consider the enclosed document. The Committee is asked to confirm its recommendations for the requirements to be met by applicants in the following categories wishing to return to practice:

- (1) Applicants for renewal or readmission who have practised at some point in the last two years—no additional education, training and experience requirements.
- (2) Applicants for renewal or readmission who have not practised for between two and four years—30 days supervised practice and private study to bring skills or knowledge up-to-date.
- (3) Applicants for readmission who have not practised for more than four years—120 days supervised practice and private study to bring skills or knowledge up-to-date. There should be no circumstances in which an applicant for renewal should have been out of practice for this length of time.
- (5) Applicants for admission whose qualification is at least five years old—120 days supervised practice and private study to bring skills or knowledge up-to-date.

In addition the Committee is asked to determine and make recommendations about the following:

- (1) That where private study is specified, the Committee will also consider a reasonable equivalent such as formal structured study to be acceptable in meeting the requirements.
- (2) That provision stipulated for four years and over be allowed to discharge the requirement stipulated for those out of practice for two or more years.

Agenda Item 6

Enclosure 3

Paper RC 32 / 03

REGISTRATION COMMITTEE

Lead Registration Assessors

From : The Chairman

FOR DISCUSSION

Lead Registration Assessors

Executive Summary

The Committee is asked to consider a process for identifying and appointing lead assessors for each profession. For those professions with more than one speciality, e.g. Radiographer - Diagnostic Radiographer; Therapeutic Radiographer, a lead assessor from each speciality will need to be identified and appointed.

Agenda Item 7

Enclosure 4

Paper RC 33 / 03

REGISTRATION COMMITTEE

Registration Review Panel

From : Claire Harkin

FOR DISCUSSION

Registration Review Panel

Executive Summary

At its meeting on 15 July 2003 it was agreed that a panel of two Committee members, on a rotational basis, would be established to review information contained in the Health Reference Form. In cases the form revealed possible problems with an applicant's ability to practice.

A similar arrangement should be put in place for cases where an applicant discloses criminal convictions.

The Secretary to the Committee has e-mailed members and several members have volunteered to be on these panels.

The Committee is asked to consider whether there should be a separate panel to review the Health Reference Forms and one to review the criminal convictions. The Committee is asked to finalise details of the panel and its rota.

Agenda Item 8

Enclosure 5

Paper RC 34 / 03

REGISTRATION COMMITTEE

Applicants' Proof of Identity

From : Sarah Dawson

FOR DISCUSSION

Applicants' Proof of Identity

Executive Summary

There are cases where an applicant is unable to supply the evidence of identity requested by the HPC but may be able to provide alternative evidence. The Committee is asked to consider and suggest what alternative evidence of identity would suffice as proof of an applicant's identity.

Agenda Item 9

Enclosure 6

Paper RC 35 / 03

REGISTRATION COMMITTEE

Applications from Refugees

From : Sarah Dawson

FOR DISCUSSION

Applications from Refugees

Executive Summary

The Committee is asked to consider and recommend a process for reviewing applications from refugees, especially in cases where such applicants may be unable to obtain the documentation required by the HPC.

Agenda Item 10

Enclosure 7

Paper RC 36 / 03

REGISTRATION COMMITTEE

Committee – Process and Output

From : The Chairman

FOR DISCUSSION

Committee – Process and Output

Executive Summary

The Chief Executive has asked Committees to review their processes and the quality of their outputs and produce a report. The report will “identify firstly what went right, secondly what went wrong, and lastly lessons that should be learnt”.

Agenda Item 11

Enclosure 8

Paper RC 37 / 03

REGISTRATION COMMITTEE

Report on registration assessors' training days

From : The Executive

TO NOTE

Agenda Item 12

Enclosure 9

Paper RC 38 / 03

REGISTRATION COMMITTEE

Guidance Notes

From : Sarah Dawson and Claire Harkin

TO NOTE

Agenda Item 13

Enclosure 10

Paper RC 39 / 03

REGISTRATION COMMITTEE

**Minutes of the Education and Training Committee
meeting held on 30 July 2003**

**From: The Chairman of the Education
and Training Committee**

TO NOTE