

# **The Health Professions Council**

## **Approvals Committee Meeting**

**Tuesday 7<sup>th</sup> September 2004**

**11.00 a.m.**

The fourth meeting of the Health Professions Council Approvals Committee will be held at the following location:

Meeting Rooms 2 and 3  
The Health Professions Council  
Park House  
184 Kennington Park Road  
LONDON SE11 4BU

**Lucinda Pilgrim**  
**Secretary to the Committee**  
24<sup>th</sup> August 2004

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|--|-------------------------------|
| 1. <b>Apologies for Absence</b>  | Verbal                        |
| 2. <b>Update on Appointment of Chairman and Vice-Chairman</b>  | Enclosure 1<br>AC/Paper 29/04 |
| 3. <b>Approval of Agenda</b>   | Verbal                        |
| 4. <b>Minutes of the Meeting held on 12 July 2004</b><br>From Secretary to the Committee – Lucinda Pilgrim               | Enclosure 2<br>Ac/Paper30/04  |
| 5. <b>Minutes of the Joint Special Meeting held on 12 July 2004</b><br>From Secretary to the Committee – Lucinda Pilgrim | Enclosure 3<br>AC/Paper 31/04 |
| 6. <b>Matters Arising</b>  | Verbal                        |
| 7. <b>Chairman’s Report</b>  | Verbal                        |
| 8. <b>Report from Director of Education and Policy</b>   | Enclosure 4<br>AC/Paper 32/04 |

**ITEMS FOR DISCUSSION/ APPROVAL**

- |   |                                |
|---|--------------------------------|
| 9. <b>Committee Membership</b><br>From Secretary to the Committee–Lucinda Pilgrim   | Enclosure 5<br>AC/Paper 33/04  |
| 10. <b>Approvals</b>  |                                |
| 10.1 <b>Visitor Guidance on the Standards of Education and Training</b><br>From the Director of Education and Policy -Fiona Nixon | Enclosure 6<br>AC/Paper 34/04  |
| 10.2 <b>Visitor Training</b><br>From the Director of Education and Policy- Fiona Nixon  | Enclosure 7<br>AC/Paper 35/04  |
| 10.3 <b>Curriculum Guidance</b><br>From the Director of Education and Policy – Fiona Nixon  | Enclosure 8<br>AC/Paper 36/04  |
| 10.4 <b>Approval Visits</b><br>From Ulua Falk, Education and Training Department  | Enclosure 9<br>AC/Paper 37/04  |
| 11. <b>Major Review in England</b><br>From the Chairman of Education and Training Committee<br>Eileen Thornton                    | Enclosure 10<br>AC/Paper 38/04 |

**ITEMS TO NOTE**

- |  |                               |
|--|-------------------------------|
| 12. <b>Handover Reports</b><br>From Ulua Falk, Education and Training Department | Enclosure 11<br>AC/Paper39/04 |
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**ITEMS FOR INFORMATION**

None.

13. **Any Other Business**

Verbal

14. **Date and time of the next meeting**

Verbal

14.1 The next meeting will be held on Thursday 18 November 2004 at 11.a.m

14.2 The dates of the following meetings are as follows:

Wednesday 2<sup>nd</sup> February 2005 11a.m.

**Agenda Item 2**

**Enclosure 1**

**AC/Paper 29/04**

**APPROVALS COMMITTEE**

**Update on Appointment of Chairman and  
Vice Chairman**

**From: Secretary to the Committee  
Lucinda Pilgrim**

## **Executive Summary and Recommendation**

### **Introduction**

At its meeting on 25 June 2004 the Committee nominated Professor John Harper to be Chairman of the Committee and Miss Gill Pearson to be Vice Chairman until the end of the second transitional period .

### **Decision**

The Council ratified the nominations at its meeting on 15 July 2004 and confirmed Professor Harper as Chairman and Miss Gill Pearson as Vice Chairman.

### **Background Information**

None.

### **Resource Implications**

None

### **Financial Implications**

None

### **Background Papers**

None

### **Appendices**

None

**Agenda Item 4**

**Enclosure 2**

**AC/Paper 30/04**

**APPROVALS COMMITTEE**

**Minutes of the meeting held on 12 July 2004**

**From: Secretary to the Committee  
Lucinda Pilgrim**

**FOR AGREEMENT AND SIGNING**

**Agenda Item 5**

**Enclosure 3**

**AC/Paper 31/04**

## **APPROVALS COMMITTEE**

**Minutes of the Joint Special meeting  
held on 12 July 2004**

**From: Secretary to the Committee  
Lucinda Pilgrim**

**TO NOTE**

**Agenda Item 8**

**Enclosure 4**

**AC/Paper 32/04**

**APPROVALS COMMITTEE**

**Report from Director of Education and Policy**



**Agenda Item 9**

**Enclosure 5**

**AC/Paper 33/04**

## **APPROVALS COMMITTEE**

### **Committee Membership**

**From: Secretary to the Committee  
Lucinda Pilgrim**

**FOR DISCUSSION/APPROVAL**

## **Executive Summary and Recommendation**

### **Introduction**

The Privy Council has appointed Mr David Whitmore as the alternate Paramedic member on Council in place of Mr Michael Collins. In keeping with Council's policy that new members on Council should fill the vacancies created by the Council member they are replacing , unless doing so would be contrary to the Order , Mr Whitmore will automatically become a member of the Education and Training Committee. It is proposed that Mr Whitmore would provide valuable input to the Committee's decisions from a Paramedic perspective and that for this reason he should become a member of the Approvals Committee. He has confirmed that should he be asked, he would be willing to become a member of the Committee. The Chairman of the Committee has confirmed his agreement to Mr Whitmore becoming a member of the Committee.

### **Decision**

The Committee is requested to confirm that Mr Whitmore's membership of the Committee be put to Council for ratification.

### **Background Information**

Mr Michael Collins resigned from Council, the Education and Training Committee and the Investigating Committee on 16 October 2003.

### **Resource Implications**

None

### **Financial Implications**

None

### **Background Papers**

None

### **Appendices**

None

**Agenda Item 10.1**

**Enclosure 6**

**AC/Paper 34/04**

## **APPROVALS COMMITTEE**

**Approvals**

**Visitor Guidance on the Standards of Education and Training**

**From: The Director of Education and Policy  
Fiona Nixon**

**FOR DISCUSSION/APPROVAL**

## **Executive Summary and Recommendations**

### **Introduction**

The attached guidance is designed to help visitors in their interpretation of the Standards of Education and Training (SETs) and for use at approvals events. The document is a working draft and visitor training days will be used to gain feedback on its content.

### **Decision**

The Committee is requested to consider the document and make any appropriate recommendations.

### **Background information**

The Committee had agreed that there were three main areas where guidance needed to be developed; these related to the : (1) curriculum; (2) Approvals and Monitoring Procedures; (3) Visitors

### **Resource implications**

None

### **Financial implications**

None

### **Background papers**

As attached

### **Appendices**

None.

**Agenda Item 10.2**

**Enclosure 7**

**AC/Paper 35/04**

## **APPROVALS COMMITTEE**

**Approvals  
Visitor Training**

**From: The Director of Education and Policy  
Fiona Nixon**

**FOR DISCUSSION/APPROVAL**

## **Executive Summary and Recommendations**

### **Introduction**

The first training session for visitors will take place on September 2<sup>nd</sup> 2004. Further sessions are due to take place on 8<sup>th</sup>, 20<sup>th</sup>, 28<sup>th</sup> and 29<sup>th</sup> of September 2004.

### **Decision**

The Committee is requested to consider the document at Enclosure 6 and make any appropriate recommendations as to the format and content of the further training sessions.

### **Background information**

None

### **Resource implications**

None

### **Financial implications**

None

### **Background papers**

See paper at Enclosure 6

### **Appendices**

None.

**Agenda Item 10.3**

**Enclosure 8**

**AC/Paper 36/04**

## **APPROVALS COMMITTEE**

**Approvals  
Curriculum Guidance**

**From: The Director of Education and Policy  
Fiona Nixon**

**FOR DISCUSSION/APPROVAL**

## **Executive Summary and Recommendations**

### **Introduction**

The attached guidance is work in progress and is designed for use in the Approvals process. The document details the suggested headings for curriculum standards.

### **Decision**

The Committee is requested to consider the document and make any appropriate recommendations. The Committee is also asked to devise an action plan with a recommendation to the next Education and Training Committee (ETC) meeting on 13 October 2004 that a Professional Liaison Group (PLG) be set up to continue the work on Curriculum Guidance. A recommendation that a PLG be set up would need to be ratified by Council.

### **Background information**

The Committee had agreed that there were three main areas where guidance needed to be developed; these related to the : (1) curriculum; (2) Approvals and Monitoring Procedures; (3) Visitors.

### **Resource implications**

None

### **Financial implications**

PLGs already included in the 2004/2005 budget.

### **Background papers**

None.

### **Appendices**

None.



**Agenda Item 10.4**

**Enclosure 9**

**AC/Paper 37/04**

## **APPROVALS COMMITTEE**

**Approvals  
Approval Visits**

**From: Ulua Falk  
Education and Training Department**

**FOR DISCUSSION/APPROVAL**

## **Executive Summary and Recommendation**

### **Introduction**

To report to the Committee on the current position on applications for approval and visits

### **Decision**

This paper is for information only. No decision is required.

### **Background Information**

See attached paper

### **Resource Implications**

None

### **Financial Implications**

None

### **Background Papers**

See attached paper

### **Appendices**

None

**Agenda Item 11**

**Enclosure 10**

**AC/Paper 38/04**

## **APPROVALS COMMITTEE**

### **Major Review in England**

**From: The Chairman of The Education and Training  
Committee  
Eileen Thornton**

**FOR DISCUSSION/APPROVAL**

## **Executive Summary and Recommendation**

### **Introduction**

The Chairman of the Education and Training Committee (ETC) will give a report to the Committee.

### **Decision**

Following the report from the Chairman of the Education and Training Committee, the Approvals Committee will be asked to consider and make an appropriate recommendation as to what, if any, part the Council will take in the Major Review.

### **Background Information**

None.

### **Resource Implications**

None

### **Financial Implications**

None.

### **Background Papers**

None

### **Appendices**

None

**Agenda Item 12**

**Enclosure 11**

**AC/Paper 39/04**

## **APPROVALS COMMITTEE**

### **Handover Reports**

**From: Ulua Falk  
Education and Training Department**

**TO NOTE**

## **Executive Summary and Recommendation**

### **Introduction**

It has been agreed by the Education and Training Committee that handover reports from the Pre-registration Education and Training Working Groups be put to the Committee. These reports detail the current position in relation to ongoing work.

### **Decision**

The Committee is requested to note the reports. No decision is required.

### **Background Information**

None.

### **Resource Implications**

None

### **Financial Implications**

None

### **Background Papers**

None

### **Appendices**

None