

# June 2003 – Chief Executive Operational Report

**Marc Seale, Chief Executive and Registrar**

# Chief Executive Operational Report – June 2003

## Contents

	Page
Chief Executive	3
Communications	3
Education and Policy	4
Finance and Office Services	5
Human Resources	5
Information Technology	6
Legal	6
New Professions	6
Operations	7
Secretariat	7
Transitional Arrangements	7
Management Information	7

## Chief Executive Operational Report – June 2003

Chief Executive 1 <sup>st</sup> March – 31 <sup>st</sup> May 2003	
<b>Completed Meetings</b>	
Jane Wesson, Chair, Council for the Regulation of Healthcare Professionals (CRHP)	4 <sup>th</sup> Mar
Society of Radiographers	4 <sup>th</sup> Mar
Professional body representatives	5 <sup>th</sup> Mar
Inter Agency Working (DoH) re Victoria Climbié	6 <sup>th</sup> Mar
Dept of Health/Health Regulatory Bodies	10 <sup>th</sup> Mar
Chartered Society of Physiotherapy	11 <sup>th</sup> Mar
Dept of Health Joint Steering Group (chiroprody)	17 <sup>th</sup> Mar
David Hinchliffe MP	19 <sup>th</sup> Mar
Department of Health/Healthcare Scientists POPAN	21 <sup>st</sup> Mar 28 <sup>th</sup> Mar
Health Regulatory Bodies Chief Executives	31 <sup>st</sup> Mar
Association of Chiroprodists & Podiatrists (seminar)	5 <sup>th</sup> April
HPC relaunch	9 <sup>th</sup> April
Ambulance Service Association	22 <sup>nd</sup> April
Commission for Health Improvement	23 <sup>rd</sup> April
Jersey Listening Event	24 <sup>th</sup> April
Jersey Government	25 <sup>th</sup> April
Dept of Health QA meeting	29 <sup>th</sup> April
Health Regulatory Bodies	2 <sup>nd</sup> May
Institute of Biomedical Science	2 <sup>nd</sup> May
Good Relations	7 <sup>th</sup> May
NCC Involving Consumers Seminar	8 <sup>th</sup> May
Nurses Welfare Service	12 <sup>th</sup> May
Dept of Health re healthcare scientists	13 <sup>th</sup> May
Isabel Nisbet, CRHP	15 <sup>th</sup> May
Westcountry Ambulance Service visit	22 <sup>nd</sup> May

<b>Scheduled Meetings</b>	
World Physical Therapy Congress	7 <sup>th</sup> -12 <sup>th</sup> June
Belfast Listening Event	19 <sup>th</sup> June
Chartered Society of Physiotherapy Regulatory Comm	24 <sup>th</sup> June
South Yorks Allied Health Profs/Healthcare Scientists	26 <sup>th</sup> June
PoW Foundation for Integrated Health	30 <sup>th</sup> June
Department of Health	7 <sup>th</sup> July
College of Occupational Therapists	15 <sup>th</sup> July
Dept of Health/QAA/NMC/HPC	23 <sup>rd</sup> July
Health Professions Wales Management Group	9 <sup>th</sup> Sept
NHS Confederation	12 <sup>th</sup> Sept
<b>Communications – Chris Middleton</b>	
<b>Communications Strategy post-April 2003</b>	
Implementation of the Communications strategy continues. This is suffering a slight delay due to the hold-up in opening of the register. A full report will be available at the next Council meeting.	
<b>HPC Relaunch – 9<sup>th</sup> April, Edinburgh</b>	
The relaunch was held in Edinburgh on April 9 <sup>th</sup> with around 200 guests attending. The feedback received was generally positive. The Edinburgh Evening News carried a short piece on the event outlining our plans to protect professional titles.	
<b>Leaflets and Brochures</b>	
23 brochures were produced for the launch event. These will be placed on our website when the Rules are finalised and the register opens. Many of these were produced in small numbers to allow for further editing if required by the Council	

## Chief Executive Operational Report – June 2003

Committees. It is the responsibility of the Committee secretaries to co-ordinate any changes that need to be made to brochures and feed them into our Communications department. It is proposed that if second drafts are required then they will be printed around October this year. If no second drafts are required they will be printed in larger numbers, again in October.

Several translations of the ‘Introduction to HPC’ brochures have been made. These are available on our website in German, French, Spanish and Catalan. This was principally done for our attendance at the International Physiotherapy Conference in Barcelona, Spain from 7<sup>th</sup> to 12<sup>th</sup> June.

### Annual Report

All the contributions to the annual report have been received – it is proposed to go to print in June and will be distributed to every registrant of HPC and other stakeholders. Other copies will be available on request from HPC.

### Listening Events

The following meetings have been arranged:

Jersey 24<sup>th</sup> April

The Jersey event attracted an audience of about 45 to the first event and 20 to the second. Feedback again was positive and this was followed by a meeting with the Jersey government who require health professionals in Jersey to be HPC registered.

Belfast 19<sup>th</sup> June

Every registrant in Northern Ireland has been informed of this event by letter (week beginning 19<sup>th</sup> May). It is to be held at the Kings Hall Exhibition and Conference Centre with one session beginning at 2pm and the other at 7pm. Each session will last approximately 1.5 hours.

Llandudno 4<sup>th</sup> November (Imperial Hotel)

Nottingham 17<sup>th</sup> February 2004 (Notts County Cricket Ground)  
Aberdeen 6<sup>th</sup> May 2004 (Aberdeen Football Club)

### Education and Policy – Peter Burley

#### Course Approvals

<u>Course</u>	<u>HEI</u>	<u>Date</u>
Dietetics	University of Surrey	13 <sup>th</sup> March
SLT	University of Sheffield	8 <sup>th</sup> April
Physiotherapy	York St John College	8 <sup>th</sup> April
Dietetics	Chester College of HE	8 <sup>th</sup> April
Chiropody	University of Huddersfield	8 <sup>th</sup> April
Occ. Therapy	Un. College Northampton	8 <sup>th</sup> April
Radiography	City University	22 <sup>nd</sup> April
SLT	De Montfort University	22 <sup>nd</sup> April

#### Course Approvals Submitted to Privy Council

<u>Course</u>	<u>HEI</u>	<u>Date</u>
Chiropody	University of Huddersfield	3 <sup>rd</sup> March
Occ. Therapy	Un. College Northampton	3 <sup>rd</sup> March
SLT	Un. of Central England in Birmingham	13 <sup>th</sup> March
Physiotherapy	South Bank University	13 <sup>th</sup> March
Radiography (D)	South Bank University	13 <sup>th</sup> March
Radiography (D p-t)	South Bank University	13 <sup>th</sup> March
Radiography (T p-t)	South Bank University	13 <sup>th</sup> March
Dietetics (PgD/MSc)	Leeds Metropolitan Univ.	13 <sup>th</sup> March
Dietetics	Leeds Metropolitan Univ.	13 <sup>th</sup> March
Dietetics	King’s College London	13 <sup>th</sup> March

## Chief Executive Operational Report – June 2003

<p>Physiotherapy Chiroprody</p> <p><b>Consultations</b></p> <p>The following consultation documents have been received:</p> <p>Medicines Control Agency: EU Directive 2001/20/EC on Good Clinical Practice in Clinical Trials – re proposed implementing regulations (21.2.03)</p> <p>Home Office: Basic Disclosure: Routing Applications through Registered Bodies (9.4.03)</p> <p>General Chiropractic Council: Revised Code of Practice and Standard of Proficiency (4.03)</p> <p>Royal Pharmaceutical Society: Competencies of the Future Pharmacy Workforce: Phase 1 Report (15.4.03)</p> <p>Medicines &amp; Healthcare Products Regulatory Agency: re Nurse Prescribers and Prescription Only Medicines (30.4.03)</p> <p>Dept of Health, Social Services &amp; Public Safety: annual review of region-wide equality impact assessment programme (4.03)</p> <p><b>Presentations to Students</b></p> <p>A presentation was made at Coventry University in May.</p>	<p>University of Brighton University of Salford</p> <p>25<sup>th</sup> April 25<sup>th</sup> April</p>
--	--

<p><b>Finance and Office Services - Paul Baker, Deborah Farley</b></p>	
<p><b>Finance: 2003/4 Annual Budget</b></p> <p>The Annual Budget will be amended once the Rules have been agreed by the Privy Council. The reduction in income due to the delay in increasing registration fees will be incorporated and expenses adjusted accordingly.</p> <p><b>182 Kennington Park Road</b></p> <p>The Planning Application was rejected by Lambeth Council. An appeal is to be lodged. A response will be anticipated by December 2003.</p> <p><b>Five Year Plan</b></p> <p>This will be updated once the 2003/4 annual plan has been approved.</p> <p><b>Refurbishment of Park House and Stannary Street</b></p> <p>Project is on schedule and within budget – with the additional cost of the new staircase in Stannary Street which is estimated to be £60K.</p>	
<p><b>Human Resources – Denise Thompson</b></p>	
<p><b>All Staff Meeting</b></p> <p>An All Staff meeting was held on Friday 4<sup>th</sup> April. The next All Staff meeting has been set for Thursday 5<sup>th</sup> June.</p> <p><b>New Appointments</b></p> <p>Roy Dunn – Director of Information Sarah Dawson – Registration Manager – International/</p>	

## Chief Executive Operational Report – June 2003

<p>Grandparenting Rachel Tripp – Communications Officer</p> <p><b>HR Goals and Objectives 2003/4</b> The Executive Management Team will meet for an offsite all day meeting on Friday 6<sup>th</sup> June to discuss Goals and Objectives/Strategic Intent.</p> <p><b>Pensions</b> HPC’s pension providers, FPS, will hold a series of staff meetings on 5<sup>th</sup> June.</p>	<p>Mrs.Morag McVean’s name was removed from the Dietitians Register on 7<sup>th</sup> March 2003.</p> <p>Mr.Peter Harris’ name was removed from the Radiographers Register on 28<sup>th</sup> March 2003.</p> <p>Mr.Phillip Green’s name was removed from the Chiroprodists Register on 14<sup>th</sup> April 2003.</p> <p>Mr.Ian Parker’s name was removed from the Medical Laboratory Technicians Register on 29<sup>th</sup> April 2003.</p> <p>Mr.Christopher Bromley’s name was removed from the Medical Laboratory Technicians Register on 2<sup>nd</sup> May 2003.</p>										
<p><b>IT – Roy Dunn</b></p> <p><b>IT – Registration System Project (LISA)</b> All staff are being trained on the new system which is in its final version.</p> <p><b>Process Manuals</b> No specific issues to report.</p> <p><b>ISO Accreditation</b> No specific issues to report.</p>	<p><b>Home Country Panel Meetings</b> Potential venues have been located in Edinburgh and Belfast.</p> <p><b>Guidance Notes for Fitness to Practise Panels</b> Kingsley Napley and Bircham Dyson Bell have commenced work to draft guidance notes for the three fitness to practise panels.</p>										
<p><b>Legal – Anne Barnes</b></p> <p><b>Removal from the Register</b> Mrs.Sarah Coe’s name was removed from the Chiroprodists Register on 28<sup>th</sup> February 2003.</p>	<p><b>New Professions – Cathy Savage</b></p> <p><b>Completed Meetings</b></p> <table border="0"> <tr> <td>Human Fertilisation &amp; Embryology Authority</td> <td>3<sup>rd</sup> Mar</td> </tr> <tr> <td>Association for Dance Movement Therapy</td> <td>11<sup>th</sup> Mar</td> </tr> <tr> <td>British Psychological Society (annual conference)</td> <td>14<sup>th</sup> Mar</td> </tr> <tr> <td>British Association of Play Therapists</td> <td>20<sup>th</sup> Mar</td> </tr> <tr> <td>Department of Health re Healthcare Scientists</td> <td>21<sup>st</sup> Mar, 13<sup>th</sup> May</td> </tr> </table>	Human Fertilisation & Embryology Authority	3 <sup>rd</sup> Mar	Association for Dance Movement Therapy	11 <sup>th</sup> Mar	British Psychological Society (annual conference)	14 <sup>th</sup> Mar	British Association of Play Therapists	20 <sup>th</sup> Mar	Department of Health re Healthcare Scientists	21 <sup>st</sup> Mar, 13 <sup>th</sup> May
Human Fertilisation & Embryology Authority	3 <sup>rd</sup> Mar										
Association for Dance Movement Therapy	11 <sup>th</sup> Mar										
British Psychological Society (annual conference)	14 <sup>th</sup> Mar										
British Association of Play Therapists	20 <sup>th</sup> Mar										
Department of Health re Healthcare Scientists	21 <sup>st</sup> Mar, 13 <sup>th</sup> May										

## Chief Executive Operational Report – June 2003

<p>Society of Sports Therapists          Institute of Medical Illustrators          College of Health Care Chaplains          Society of Health Advisers in Sexually Transmitted Diseases          AODP Conference (C Savage, C Lea)</p> <p><b>Scheduled Meetings</b>          Institute of Sterile Services Management          Society for Vascular Technology          Institute for Arts in Therapy &amp; Education</p> <p><b>Applications</b>          Formal applications have been received from the British Psychological Society (BPS) and the Society of Clinical Perfusion Scientists (SCPS).</p> <p><b>Operations – Sarah Dawson, Claire Harkin</b></p> <p><b>Grandparenting</b>          No specific issues to report.</p> <p><b>International Registration</b>          A concerted effort is being made to expedite all CPSPM applications to enable a straightforward transfer to the new HPC/LISA system.</p> <p><b>UK Registration</b>          No specific issues to report.</p>	<p>6<sup>th</sup> May          6<sup>th</sup> May          9<sup>th</sup> May          9<sup>th</sup> May            13<sup>th</sup> May            25<sup>th</sup> June          TBA          TBA</p>
---	--

<p><b>Secretariat – Niamh O’Sullivan</b></p>
<p><b>Council Awayday – 8<sup>th</sup> and 9<sup>th</sup> October 2003</b>          The event will take place at the Marriott St Pierre hotel at Chepstow, Monmouthshire.</p> <p><b>Council Dates 2004/5</b>          Proposals on dates and venues for next year’s Council meetings will be tabled at the September Council meeting.</p>
<p><b>Transitional Arrangements</b></p>
<p>No significant developments to report.</p>
<p><b>Management Information</b></p>
<p>Six Reports are attached:</p> <ol style="list-style-type: none"> <li>1 – Financial performance vs budget</li> <li>2 – Allegations notified to HPC</li> <li>3 – Investigations</li> <li>4 – UK Registration Monthly Report</li> <li>5 – International Registration Monthly Report</li> <li>6 – Registrants by Country</li> </ol>

**Chief Executive Operational Report – June 2003**