

# THE HEALTH PROFESSIONS COUNCIL

Chief Executive and Registrar: Mr Marc Seale

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MINUTES of the fifteenth meeting of the Education and Training Committee held on **Wednesday 24 March 2004** at Park House, 184 Kennington Park Road, London, SE11 4BU.

PRESENT: Miss E Thornton (Chairman)  
Mrs S Chaudhry  
Ms H Davis  
Ms C Farrell  
Mr P Frowen  
Professor T Hazell  
Dr R Kapur  
Professor R Klem  
Miss G Pearson  
Mr G Sutehall  
Professor D Waller

## IN ATTENDANCE:

Mr T Berrie, Director  
Ms N O'Sullivan, Secretary to Council  
Mr M Seale, Chief Executive and Registrar

## Item 1.04/18 INTRODUCTION AND WELCOME

- 1.1 Miss Thornton welcomed all members and non members, who were attending the meeting.

## Item 2.04/19 APOLOGIES FOR ABSENCE

- 2.1 Apologies for absence were received from the following committee members: Dr G Beastall, Professor N Brook, Professor J Harper, Professor C Lloyd, Professor J Lucas, Mr I Massey, Dr A Van Der Gaag.

## Item 3.04/20 APPROVAL OF AGENDA

- 3.1 The Committee approved the agenda.

#### **Item 4.04/21 MINUTES**

- 4.1 It was agreed that the minutes of the fourteenth meeting of the Education and Training Committee be confirmed as a true record and signed by the Chairman subject to the following amendments;
- 4.2 Deletion of 'state' from minute 7.5.2.1, minute 7.5.4.2 and minute 7.5.5.
- 4.3 Minute 7.5.4 – heading should read 'Physiotherapists'
- 4.4 Item 11 – heading should read 'Proposed Department of Health Framework for Quality Assurance of Professional Healthcare Education'.
- 4.5 Minute 11.1 should read The Committee received the proposed Department of Health Framework for Quality Assurance of Professional Healthcare Education'.
- 4.6 Minute 11.2 – delete comma following process.

#### **Item 5.04/22 MATTERS ARISING**

- 5.1 Item 5.2 - Membership and Apologies for Absence
  - 5.1.1 The Committee noted that there had been no confirmation as yet from the Privy Council that a replacement had been appointed in place of Mr M Collins, alternate paramedic member, who had resigned in October 2003. The Committee expressed concern at the delay in the making of the appointment as this created a situation whereby there was no paramedic member on the Committee.
- 5.2 Item 5.3 – Return to Practice
  - 5.2.1 The Committee noted that the return to practice policy would be implemented on 4 May 2004.
- 5.3 Item 7.4 – Notes of the Meetings of the Pre-Registration Education and Training Working Groups Held Since the Last Meeting
  - 5.3.1 Professor Klem reported that following concerns raised by the Radiography Pre-Registration Education and Training Working Group a visit to the University of Ulster had taken place. The visit had been very productive and consideration was being given to the resolution of a number of issues. Visits were being arranged to the two other institutions about which there were concerns. The Committee noted that these visits were being arranged under the current approvals

arrangements and that therefore it was necessary that these matters should be resolved by 8 July 2004.

5.4 Item 8 - Education and Training Committee Standing Orders

5.4.1 The Committee noted that the amendments to the Education and Training Committee standing orders had been ratified by Council.

5.5 Item 9 - Approvals Committee Standing Orders

5.5.1 The Committee noted that the standing orders of the Approvals Committee had been ratified by Council.

5.5.2 The Council had also agreed the membership of the Approvals Committee which was as follows;

Professor N Brook

Mrs S Chaudhry

Mr P Frowen

Professor J Harper

Professor T Hazell

Professor C Lloyd

Miss G Pearson

Miss P Sabine

Mrs B Stuart

Miss E Thornton

Professor D Waller

5.5.3 The Committee noted that the Approvals Committee would have a very heavy workload and that the dates of meetings would be published shortly.

**Action: NO'S**

5.6 Item 10 - Draft Consultation on Approvals Processes and Standards of Education and Training

5.6.1 The Committee noted that the consultation document which had been agreed at the last meeting had been approved by Council.

5.6.2 The Consultation had started on 9 March 2004. There would be a number of consultation events throughout the United Kingdom, the first of which was being held in Belfast on Friday 26 March 2004. The Consultation was primarily aimed at those working in education and related institutions. A decision had been taken not to publicise it widely in the media. The Committee agreed to pass any suggestions regarding individuals or institutions to which it would be useful to send an invitation to an event and a copy of the consultation document to the Executive.

**Action: All Members**

5.7 Item 11 – Proposed Department of Health Framework for Quality Assurance of Professional Healthcare Education

- 5.7.1 The Committee noted that the consultation document would be available on the Quality Assurance Agency (QAA) website shortly and would also be distributed by email and in hard copy. A number of roadshows were being organised by the QAA the dates of which had been circulated to members.
- 5.7.2 The Committee also noted that the Approvals Committee would work closely with the Ongoing Quality Monitoring and Enhancement Group (OQME) to ensure consistency.
- 5.7.3 The Chairman noted that she had received an invitation to nominate a member of the Committee to the Selection Prototype Group. She had nominated Professor Klem to this group.
- 5.7.4 The Chairman reported that she had attended a useful meeting with the Council of Deans and Heads of UK University Faculties of Nursing and Health Professions on 26 February 2004.
- 5.8 Operating Department Practitioners(ODPs) – Draft Standards of Proficiency
- 5.8.1 The Chairman reported that the working group which had been established at the last meeting of the Education and Training Committee had produced an annotated draft of the Standards of Proficiency for the Operating Department Practitioners. This had been sent to the Association of Operating Department Practitioners however to date no comments had been received.
- 5.8.2 It was likely that the register for ODPs would open by the end of July and therefore it was necessary to begin the consultation on the Standards of Proficiency in the near future.
- 5.9 Item 16.2 – Any Other Business
- 5.9.1 The Chief Executive reported that he would be writing to the Secretaries of the Pre-registration Education and Training Working Groups shortly regarding handover arrangements.  
**Action: MJS**
- 5.10 Item 16.3 – Any Other Business
- 5.10.1 The Chief Executive reported that, following consideration at the last meeting of a letter sent out by the S.M.A.E Institute which referred to a partnership between the S.M.A.E Institute and Anglia Polytechnic University, he had written to the Vice-Chancellor of Anglia Polytechnic University inviting him to come to a meeting. The letter had been copied to Mr Batt at the S.M.A.E Institute and the meeting was open for him to attend.

**Item 6.04/23 MINUTES OF THE REGISTRATION COMMITTEE HELD ON 28 JANUARY 2004**

- 6.1 The Committee received the minutes of the Registration Committee held on 28 January 2004
- 6.2 The Committee noted that a meeting to discuss issues surrounding health and disability had been held at Park House on 1 March 2004. A draft framework on disabilities, health and registration had been discussed and would be amended in the light of comments received. The amended document would be discussed at the meeting of the Education and Training Committee to be held on 28 April 2004. The Framework would also be considered by the Fitness to Practice Committees.
- 6.3 The Committee agreed the following recommendation from Registration Committee;
- 6.3.1 (i) International English Language Testing (IELTS);
1. That for applicants seeking to demonstrate their English Language proficiency, the IELTS and the Teaching of English as a Foreign Language (TOEFL) tests would be acceptable.
  2. The TOEFL score of 600 would be acceptable as equivalent to the IELTS score of 7.0
  3. The computer TOEFL score of 250 should be accepted as equivalent to the IELTS score of 7.0, subject to this score including an oral communication element.
- 6.3.2 (ii) English Language Competence
- The Committee also agreed that currently the following alternative standards would be accepted as demonstrating English Language Competence;
1. CIE-Cambridge International Examinations Certificate of Advanced English
  2. University of Cambridge ESOL Examinations, Certificate of Proficiency in English.
  3. Hong Kong Examinations and Assessment Authority, Hong Kong Certificate of Education Examinations.
- 6.4 The Committee agreed that the Registration Committee should consider the production of a statement detailing the criteria on which the approval of the tests had been based.

**Action: LP**

- 6.5 (iii) Admission to the Register: Approved Qualification of Five Years or Older
- 6.5.1 The Committee agreed the following recommendation from Registration Committee;
1. That the requirements to be met by applicants for registration who had not been registered and whose qualification was five years or older, was for them to undertake a minimum of 60 days supervised practice and additional study to bring their skills and knowledge up to current standards.
- 6.6 (iv) Referee Assessor Function
- 6.6.1 The Committee agreed the following recommendation from Registration Committee with regard to registration assessors;
- 1 Proposed name change to referee assessor. (Previously known a lead assessor)
  - 2 The function would be subject to review every 6 months at the assessor review days.
  3. All those attending the review day from the same profession would have a vote to nominate a referee assessor.
  4. The nominated individual will act as a 3rd set of eyes in situations where an agreed decision could not be reached between a pair of assessors working on an application.
  5. The 3rd assessor would act in his/her usual role as a registration assessor. (i.e. he/she will assess the application as usual)  
He/She will reach a decision alone and then discuss his/her findings with the pair to find some agreement between 2 of the 3 Assessors. The final agreed decision would be sent as a feedback document to HPC in the usual manner.
  6. The individual would be compensated through payment of the usual £65 for carrying out an assessment.

#### **Item 7.04/24 ANY OTHER BUSINESS**

- 7.1 The Committee noted that there had been an error in the minutes of the meeting of the Education and Training Committee of 19 November 2003 which had been approved at the last meeting.
- 7.2 Minute 13.7.4.3 should read as follows; It was agreed to defer the periodic review for one year and to extend continued approval to cover the 2004 intake of students to the programme which would be eligible for registration in 2007.
- 7.3 The Committee agreed the amendment to the minutes.

**Item 8.04/25 DATE AND TIME OF NEXT MEETING**

8.1 The next meeting of the Committee would be held at 10.30am on Wednesday 28 April 2004.

8.2 Further meetings would be held on the following dates;

Wednesday 23 June 2004

Wednesday 1 September 2004

Wednesday 13 October 2004

Wednesday 24 November 2004

Wednesday 16 February 2005

Wednesday 30 March 2005