



# HCS Registration Council

## Public Meeting

Date: Tuesday 1<sup>st</sup> October 2019

Time: 11:00

Location: BIVDA, 299 Oxford Street, London, W1C 2DZ

### Attendance:

Chair: Patricia le Rolland

AHCS: Janet Monkman (JM) – Registrar & CEO, Paul Lawton (PL) – Head of Registration Services

Secretariat: Carly Allen (CA)

Professional Members: Robert Farley (RF), Simon Brown (SB)

Lay Members: Christine Forde (CF)

## Minutes

Item	Subject	Notes	Responsibility	Deadline
1.	<b>Welcomes and Apologies</b>	The Chair advised that Steve Harris has retired from Council duties due to ill health and expressed her thanks for the work he did for both the Council and the AHCS. <b>Action:</b> CA to send Chair draft letter for Steve Harris.	CA	11.10.19
2.	<b>Declarations of Interest</b>	No new declarations of interest were declared.		
3.	<p><b>A) Minutes of the Public meeting of 5<sup>th</sup> February 2019</b></p> <p><b>B) Action Log of the Public meeting of 1<sup>st</sup> October 2019</b></p>	<p><b>(Paper 1_Final Draft Registration Council PUBLIC Meeting of 04.06.19)</b></p> <p>The minutes were agreed as an accurate record of the meeting held on 4<sup>th</sup> June 2019, a copy of which was signed by the Chair.</p> <p><b>(Paper 2_PUBLIC Meeting Action Log of 01.10.19)</b></p> <p>The action log was discussed and updated. Completed actions have been archived.</p> <p>To note:</p> <p>3) The Specialism field is searchable and is picked up from the applicant's data with the exception of Medical Illustrators who would search for photography. <b>Action:</b> Add a sub-text of Clinical Photography to ensure Medical Illustrators find their way to the right part of the Register. HORS to arrange the change.</p> <p>9) As the CEO has still not had a response from the Head of School, the letter has been escalated to David Farrelly and the Deputy Director of Education, Liz Hughes.</p>	HORS	29.11.19
4.	<b>Chair's Report</b>	The Chair facilitated the Regulatory Workshop held on 10 <sup>th</sup> July. The workshop focussed on Fitness to Practise,		



		<p>Appeals and Sanctions with Consent, with members from the AHCS Registration Council, LSI Registration Council, ETPSC and the AHCS Regulation Board in attendance.</p> <p>The AHCS Regulation Board meeting was held on 11<sup>th</sup> September, in which there was an extensive discussion about the challenges, benefits and suitability of obtaining DBS details from individuals.</p> <p>On 8<sup>th</sup> October, the Chair attended the Accredited Registers Collaborative which is focused on working to have accredited Registers embedded in every aspect of Healthcare.</p>		
5.	<b>Regulatory Workshop Feedback</b>	<p><b>(Paper 3_Regulatory Workshop FEEDBACK)</b></p> <p>The Chair reported that attendees said that the workshop was interesting and a positive use of everyone's time. Main points from the workshop are fed back in the Paper.</p> <p>It was noted that the AHCS website has improved but there are several actions to be moved forward.  <b>Action:</b> HORS will now proceed with the actions from the workshop, to include a column to report progress of each action with a view to move to flow charts in the future. HORS to prioritise actions from the Regulatory Workshop, and for them to be considered at the next meeting.  <b>Action:</b> HORS to process and CA to add to agenda.</p>	HORS  HORS/CA	29.11.19  29.11.19
6.	<p><b>A) Academy Update</b></p> <p><b>B) Registration Matters</b></p>	<p>The Chief Executive spoke to the Council, advising of recent activities with the Academy:</p> <p>The Council were advised that David Bennett, Director of Quality for the Academy has retired but will return later in the year in a different capacity.</p> <p>The CEO was invited to join Baroness Dido Harding's Working Group and has been attending via teleconference.  <b>Action:</b> The CEO receives newsletters – CA to obtain and circulate to the Council.</p> <p>The CEO was invited to attend a recent meeting held by the Chief Scientific Officer for England but unfortunately it was too short notice and had prior commitments.</p> <p><i>Medical Industry Associates (MIA)</i> – The Academy is in the process of signing the contract with MIA which will operate on a self-sustaining basis. There will be the</p>	CA	29.11.19



		<p>introduction of a pre-Registration level, with appointment cards issued for those that did not yet meet the LSI standards.</p> <p><i>Concern re Personal Information</i> – A Governance Head of a Life Science Industry company raised a concern to the Academy, asking what lawful reason the AHCS had for publishing an individual’s information publicly online. Both the CEO and the individual contacted the PSA who in turn supported the Academy in its publication of registrant data.</p> <p><b>Action:</b> CEO to circulate the latest response to the individual to Council members.</p> <p>The complaint did highlight the issue of holding DBS and National Insurance numbers if it is not entirely necessary. The CEO expressed her wish to stop the collection of National Insurance number and questioned the relevance of collecting information that is not used. She acknowledged that employers need the DBS check, but recognised that as a register, the information just reflects a moment in time. For safeguarding purposes, accredited registers need better access.</p> <p><b>Action:</b> To conclude the conversation, the Council agreed to publish the following wording: ‘Once your name is on the Register, the details will be available for public scrutiny. If you do not wish for your details to be available, please contact the Registrar’. HORS to arrange.</p> <p><i>National Institute for Health Research (NIHR)</i> – There are currently between 500-700 individuals in various stages, either on the Directory or in the process of completing their application. The CEO presented to the NIHR management team at their Board meeting on 20<sup>th</sup> September focusing on the application to the PSA to launch a Register. The application is being reviewed and a Notification of Change prepared for submission to the PSA. It was proposed that NIHR will have their own Head of Registration Services, working 4 days a week on the project.</p> <p>Once again, Lord Lindsey has confirmed that he is happy to offer the House of Lords as a venue for the Honorary Academy Fellowship Awards, of which the date will be confirmed shortly. The event will make for a great marketing opportunity.</p> <p><i>Professional Council</i> – The CEO reported that the working</p>	<p>CEO</p> <p>HORS</p>	<p>29.11.19</p> <p>29.11.19</p>
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		<p>of the Professional Council has improved greatly with addition of new members. When different groups come on to the Register it is important that they have their own representation.</p> <p><i>Consultation on Good Scientific Practice (GSP)</i> – The public consultation closes on 21<sup>st</sup> October and can be accessed via the AHCS website.</p> <p>The Head of Registration Services spoke to the Council, advising of current registration matters, reporting that numbers are increasing on all parts of the Register bar Vascular Technologists. The HORS is in communication with The Society for Vascular Technology in Great Britain and Ireland who had agreed to promote registration to their members. Elaine Jenkins is in discussions with the SVTGBI President re STP Equivalence, including an agreement which entitles those on the Register to a reduced rate for STP Equivalence.</p> <p>The HORS advised that the Academy are in the process of finalising arrangements with the Genetic Counsellors Registration Board for the transfer of their registrants to the Academy Register, a number of whom will go through Equivalence. The GCRB will in future be represented on the HCS Registration Council.</p> <p>The Head of Registration Services reported that the following policies be considered as recommended in the papers provided to Council members:</p> <ul style="list-style-type: none"> <li>a) Revised Complaints Policy</li> <li>b) Returning to Practise Policy</li> <li>c) Sanctions with Consent Policy</li> <li>d) Lapsed Registration and Late Renewal Policy</li> </ul> <p>Council members approved the policies with minor amendments and asked the HORS to finalise the policy documents for publication and circulation.</p>		
7.	<p><b>A Proposed Directory for HSS Trainees</b></p>	<p>Following the Council being supportive of setting the Directory up, MAHSE has provided the Academy with names and addresses of 59 people. HORS will be writing to the individuals to confirm they are happy with being on the Directory and advising that they will receive newsletters as part of this. Following qualification, the Academy will be offering free HSS registration for a year including ‘Fellowship of the AHCS’.</p> <p>It is important to note that Fellow and Fellowship does not confer any other meaning than ‘family’ of the AHCS.</p>		



		<p>Individuals can advise of their new status on their CV.</p> <p>On 22<sup>nd</sup> October, there is a Higher Specialist Scientist Training Programme (HSST) 'Trainee Induction and Network Day' where both Elaine Jenkins, and Kirsty Clark from the Academy Administration team, will be promoting the Academy, getting individuals signed up to VOX and on to the Directory. AHCS President Brendan Cooper is presenting at the event but unfortunately, as the event is being run by the National School of Healthcare Science, the Academy logo will not be on the slides.</p> <p>The Chair raised the possibility of getting trainee numbers and details as soon as they become trainees from elsewhere to avoid going through such a long process next year. MAHSE have been very helpful in providing the information and are the only providers of the HSS.</p> <p><b>Action:</b> All Trainees and individuals who are undergoing HSS Equivalence to be invited on to the HSS Trainee Directory as soon as possible after they become trainees. HORS to arrange.</p>	HORS	When appropriate
8.	<p><b>A) Annual Report Registration Council (2018/2019)</b></p> <p><b>B) Progress on Work Plan for (2019/2020)</b></p>	<p><b>(Paper 4_Annual Report 2018-19 Final Draft)</b></p> <p><b>Action:</b> The final draft was reviewed in terms of content and structure and comments were provided to HORS who will amend and update appropriately.</p> <p><b>Action:</b> The Council suggested that photos would be a welcome addition to the Report. HORS to address this action and then arrange publication.</p> <p>RF advised that Brendan Cooper, President of the AHCS Professional Council, had responded to a member of the public who questioned the Academy's sustainability on the Twitter platform. The CEO advised that the Academy will be producing a 'Green Policy' to highlight the positive actions that the Academy takes.</p> <p><b>Action:</b> CEO advised that going forward, all documents will be checked, and proofread, by Amanda from the Administration team before being presented to Council.</p>	<p>HORS</p> <p>HORS</p> <p>CEO/Amanda</p>	<p>29.11.19</p> <p>29.11.19</p> <p>Ongoing</p>



		<p><b>(Paper 5_Progress on Work Plan 2019-20)</b></p> <p>It was agreed that the Plan has been improved greatly and now shows progress clearer. A spreadsheet version has been created to be able to highlight specific areas which is particularly helpful.</p> <p><b>Action:</b> The Communication and Marketing Plan remains blank. This will be reviewed outside of the meeting between CEO and HORS and circulated to Council members in due course. It was agreed that the addition of a note re events from the Admin team would be useful.</p> <p>The Academy is preparing an article for the Health Service Journal, to include information about the AHCS collaboration with the NIHR in setting up a Directory for Clinical Research Practitioners and moving towards a Register overseen by the AHCS.</p> <p><b>Action:</b> CA to check if the Chair is still on the mailing list for VOX.</p> <p><b>Action:</b> Council members to inform CA of any relevant conferences or events they attend – CA to advise the Chair. Chair advised that she attends the Accredited Registers Collaborative meetings that occur twice a year, March and October.</p> <p><b>Action:</b> The Council approve the Work Plan when suggested amendments have been made. HORS to recirculate when updated.</p>	<p>CEO/HORS</p> <p>CA</p> <p>Council/CA</p> <p>HORS</p>	<p>29.11.19</p> <p>11.10.19</p> <p>When appropriate</p> <p>December 2019</p>
<p>9.</p>	<p><b>Registration Council Membership Update</b></p>	<p>It was reported that Steve Harris has retired from the Council leaving a vacancy for a Lay Representative.</p> <p>The Chair reported that she had recently spoken to two individuals who had applied for lay membership on the Council. The CEO advised that a contract has been prepared and sent to the successful applicant.</p> <p>Rob Farley advised Council members he will be moving to the AHCS Regulation Board and will therefore no longer attend the Council. The Chair expressed her gratitude for the input Rob has had during his term on the Council.</p> <p>Council members suggested looking to Registrants when recruiting new members. The addition of the GCRB member means that the Council will gain a Clinical representative.</p> <p>SB informed the Council of his plans to retire at the end</p>		



		<p>of next year, advising that he would be happy to recommend a colleague as a specialist Medical Illustrator Representative. The Chair advised she would be happy for someone to attend during the handover period.</p> <p><b>Action:</b> The CEO and Chair will be in discussions to ensure that the Council's membership complies with the Terms of Reference.</p>	CEO/Chair	Ongoing
10.	<b>CPD Audit Results</b>	<p>The CPD audit of the HCS Practitioner part of the Register was concluded in May. The CPD submissions of all the 3% of registrants who were selected at random were assessed successfully.</p> <p>As part of the rolling programme of CPD audits, 3% of the registrants in the Clinical Physiologist part of the register were randomly selected for audit in early September and the audit is scheduled for completion in December.</p> <p>The HORS reported the AHCS does not currently have a Neurophysiology specialist assessor, but 2 registrants have been identified as potential candidates to support the Clinical Physiology CPD audit.</p> <p><b>Action:</b> Assessor recruitment will be advertised in the next issue of the VOX newsletter. HORS to arrange.</p>	HORS	When applicable
11.	<b>Any Other Business</b>	None.		
		<b>Next meeting:</b> 11 <sup>th</sup> February 2020 (BVSC, Birmingham)		

**Minute sign off sheet for the previous meeting:**

**Signature of Chair** \_\_\_\_\_

**Date of signature** \_\_\_\_\_