



REGULATION COUNCIL PUBLIC MEETING

Minutes

17 January 2017

Attendees and Apologies

Regulation Council		
Patricia	Le Rolland	Lay Chair
Christine	Forde	Lay Member
Julia	Cons	Lay Member
Ian	Shackell	Lay Member
Jonathan	Arthur	Professional Member
Robert	Farley	Professional Member
David	Stirling	Professional Member
In attendance		
Kerry	Tinkler	Registrar, Regulation Council
Louise	Collins	Registrations Administrator, AHCS
Janet	Monkman	CEO, AHCS and Registrar

Key Discussion Points and Actions

No.	Subject	Minutes/Action	Owner	Action / Due
1.	Welcome and Apologies	<p>The Chair welcomed Regulation Council members and the AHCS Chief Executive Officer.</p> <p>Two apologies were received in advance of the meeting, one professional member informed the Chair that they had stepped down due to additional work commitments.</p> <p>The Chair also advised the Regulation Council that Dr Tinkler had resigned from the Academy and would be leaving in February.</p> <p>The Regulation Council Chair on behalf of the Regulation Council thanked the Registrar for her support which had been most valuable, expressing how much she would be missed.</p> <p>The Chair advised that following discussions with the Chair of AHCS that the CEO would take on the registrar role to provide continuity. This would happen with immediate effect, legal advice had been sought and it was discussed with PSA to ensure that this approach would be acceptable. There would be a Head of Registration services post to work alongside the registrar.</p> <p>Regulation Council Members will be asked to assist with reviewing both CEO/Registrars job description and that of the Head of Registration services.</p> <p>Action: Circulate the new draft job specifications to Regulation Council members for their comments.</p>	Registrar	28 February 2017
2.	Declarations of Interest	<p>The Regulation Council were informed of one new declaration of interest, this was from a member declaring that should there be any discussions around Glasgow Caledonian, that they would need to refrain from the meeting due to them being in direct discussions with Glasgow Caledonian. There were no other changes.</p>		
3.	Minutes of the meeting of 11 October	<p>The Chair asked whether the minutes were a true reflection of October's meeting. All agreed that the minutes were a true reflection. Nil changes were recorded.</p>		

2016	Action Log of the meeting of the 11 October 2016	<p>The action log was discussed in detail and updated accordingly.</p> <p>Action No. 5: Action Log of the meeting of the 14 June 2016, Chair to feedback regarding the Scotland Regulation meeting.</p> <p>The Chair informed members that a document would be circulated, which would be of interest to them. The SSSC (Scottish Social Services Council) have written about their approach to fitness to practice cases, as they deal with many cases. They explain how they impose sanctions by gaining their registrants' consent; this approach has significantly decreased the need for conducting disciplinary hearings. The SSSC (Scottish Social Services Council) Fitness to Practise information can be accessed here http://www.sssc.uk.com/fitness-to-practise</p> <p>In addition to this the Chair would circulate an article named 'HCPC the history of it' written by Dr Anna van der Gaag to members which would be of interest to them.</p> <p>Action: The SSSC (Scottish Social Services Council) Fitness to Practise information can be accessed here http://www.sssc.uk.com/fitness-to-practise</p> <p>Action: The 'HCPC the history of it' written by Dr Anna van der Gaag can be found here. http://hpc-uk.org/publications/research/index.asp?id=</p> <p>a) CPD standards review The Chair informed members that this would be discussed during agenda item 6 'Registrar's report'.</p> <p>b) Alumni and suspensions It was explained that any registrants who do not continue their registration due to a change of circumstances, e.g. career change or retirement, will be asked if AHCS can continue to maintain contact with them as AHCS should be introducing an Alumni in the near future.</p> <p>c) CSO – Leadership Group</p>	Chair	Complete
Actions and matters arising		<p>Action: The SSSC (Scottish Social Services Council) Fitness to Practise information can be accessed here http://www.sssc.uk.com/fitness-to-practise</p>	Registrar	Complete
		<p>Action: The 'HCPC the history of it' written by Dr Anna van der Gaag can be found here. http://hpc-uk.org/publications/research/index.asp?id=</p>	Chair	Complete

		recruitment.	Chair	meeting
5	Academy Update	<p>The staff changes were referred to earlier under agenda item 1.</p> <p>The CEO will discuss funding in the private part of the agenda.</p>		
6	Registrar's report	<p>The Registrar provided an update on the following:</p> <p>2016/2017 Renewals: The renewals process is now complete.</p> <p>CPD Sample Audit: A 3% sample audit is underway asking Registrants to submit an electronic CPD submission. To date submissions are low and a review of how sample audits are conducted in the future may need to be considered.</p> <p>Action: The Registrations Administrator to telephone registrants pending their CPD submission to encourage submissions. The deadline for CPD submission is 20th January 2017.</p> <p>Action: Feedback CPD results to Regulation Council at the next meeting with a view to improving processes. Some extensions have been given and will conclude on the 20th April 2017.</p> <p>Reduced graduate joining fee: This has been successful and has encouraged some growth. The CEO advised that AHCS have actively communicated with Colleges, which has been successful. It has been recognised that it is essential to maintain communication with Colleges to promote the graduate discounted rate, which has been set at £5 for their first year's registration.</p> <p>Action: The AHCS website requires updating to reflect graduate fee. Mark Dixon informed 20/02/2017.</p> <p>Higher Scientist Specialist Training (HSST) Programme: It was reported that there has been an increase in STP equivalence applications as a result of the Higher Scientist Specialist</p>	<p>Registrations Administrator</p> <p>Registrar</p>	<p>Jan 2017</p> <p>February 2017</p>

Training Programme. It is a condition for HSST applicants to be registered with the HCPC as a clinical scientist.

The AHCS are also pleased with the significant increase in HSS Equivalence applications following a recent HSS Equivalence launch. Those who had expressed an interest during the pilot have been contacted which has resulted in a number of new applications being created.

It has been recognised that there needs to be continue focus on assessor recruitment for HSE assessment which has been successful and is ongoing to meet current demand.

Ongoing assessor refresher training has been implemented, new assessors have been appointed and the AHCS hopes to implement an E Learning tool in the near future.

The Chair suggested that there should be some formal recognition for AHCS assessors and credentialing could be an option. There was some discussion around the definition of credentialing and it was agreed that the Regulation Council should provide a definition as follows:

Action: Produce a draft document which provides definitions of the following types of registration:

1. Credentialing
2. Register
3. Directory

This should include the roles and responsibilities of the AHCS and the AHCS Regulation Council. The draft should be circulated to the Regulation Council in advance of the April Regulation Council meeting.

STPE Equivalence Process Review: At present 100% of applicants are interviewed; proposals are being drafted to reduce the percentage of interviews conducted.

STPE Moderation processes are also under review and require further validation or

Registrar

April 2017

		understanding of what these will be.		
7	Medical Illustrators - progress	<p>Medical Illustrators: The application has been submitted to the PSA; the Regulation Council will be notified when the formal response has been provided.</p> <p>Action: Update the Regulation Council once the PSA formal response has been received.</p>	Registrar	February 2017
8	Discussion: Latest PSA Publications	<p>The Regulation Council had some discussion around the latest PSA publications. The Chair has produced a draft governance structure which incorporates some of these thoughts and will be discussed in the private part of the meeting.</p> <ul style="list-style-type: none"> a) Rethought Regulation b) Feasibility of prohibition order schemes c) Right touch assurance methodology for assessing and assuring d) Rethinking Regulation 		
9	Annual Plan (2016/2017)	<p>a) Full Annual Plan 2016/2017 – progress</p> <p>Progress was discussed in some detail.</p> <p>It was agreed that all rules should be reviewed and published; this will be an agenda item at April’s meeting</p> <p>b) Annual Plan (Revised document for publication on the AHCS website)</p> <p>Members reviewed the revised document; all agreed with the amendments and that this could be published.</p> <p>Action: Revised document for publication to be added to the AHCS website.</p>	Registrar	Complete
10	The Regulation Council’s Communication and Marketing Plan:	<p>a) The Regulation Council’s Communication and Marketing Plan Progress</p> <p>AHCS has reviewed the work that they are conducting and as a result has approached other sales and marketing providers.</p>		

The CEO provided an overview of some of the areas that AHCS will target.

Social Media: Twitter has grown in popularity and has a lot of followers. AHCS needs to review how to grow their Twitter numbers and potentially use other alternative social media sites.

The Chair had published a blog recently which had good feedback and it was felt that the Regulation Council should continue marketing in this area. The Regulation Council agreed that it would be a positive step forward to provide regular monthly blogs to support the social media objective.

Action: A professional member volunteered to write the next blog.

Websites: IPEM is a good example of an organisation that communicates well via their website to both their internal and external stakeholders. AHCS need to consider how they may improve their web pages to promote their registers.

AHCS Conference 2017: The AHCS President to confirm whether there will be AHCS Conference during 2017. The AHCS conference is a good platform to promote AHCS Regulation Council and suggestions were put forward to invite key stakeholders should the conference proceed.

Action: If the conference is scheduled invite the PSA and Regulators to the 2017 conference.

AHCS PPI discussions
The Chair discussed the paper that had been submitted from David Bennett and informed members that she would contact him directly for further discussion.

Action: Chair to discuss action required for the PPI discussions.

Glasgow Caledonian University: The Chair referred to a paper named 'Recommendation to the Regulation Council'. Members confirmed that this has not been circulated. The Chair provided an overview of the document for the Regulation Council to consider.

Professional Member

February 2017

Registrar

As appropriate

Chair

End of March

		<p>Practitioner Level Programmes were created by the Modern Scientific Careers (MSC) initiative with very clear curriculum requirements, which did not take into consideration that Scotland had 4 year degrees. Things have significantly moved on since then and the National School of Healthcare Science (NSHCS) is now considering that where there are programmes that were not created under the MSC banner, but do actually reflect the same learning outcomes, they could also be considered as a PTP accredited course.</p> <p>Glasgow Caledonian University (GCU) put a case forward recently for the BSc Clinical Physiology programme, to be considered for accreditation. The NSHCS created a panel, carried out a site visit and produced a comprehensive report that accredited the course from September 2015 onwards and has given the Regulation Council the opportunity to review this.</p> <p>The Chair has confirmed that all due process has been followed and asked Regulation Council if they would consider this request. All agreed.</p> <p>This is a positive step forward for healthcare science, providing that there has been robust scrutiny of the programme concerned and clear identification of the cohorts to which this agreement applies. Within those parameters, it will allow applicants to apply directly to the Practitioner Register rather than apply for PTP Equivalence which would have no benefit in terms of patient or public safety.</p> <p>Action: Registrar to produce a statement clearly outlining that these will be treated on a case by case basis as this could potentially open a route for inappropriate programme applications.</p> <p>Action: Head of QA to write to the Glasgow Caledonian University and Chair to approve this.</p> <p>Action: The process has been followed but will need clear documentation produced from a Quality Assurance perspective.</p>	<p>Director of Quality and Registrar</p> <p>Head of QA</p> <p>Head of QA</p>	<p>28 February 2017</p> <p>28 February 2017</p> <p>28 February 2017</p>
11	Close and next meeting	a) 11 April 2017		

