



**REGULATION COUNCIL PUBLIC MEETING**

**Minutes**

**26 June 2017**

**Attendees and Apologies**

Regulation Council		
Patricia	Le Rolland	Lay Chair
Christine	Forde	Lay Member
Julia	Cons	Lay Member
Ian	Shackell	Lay Member
Robert	Farley	Professional Member
David	Stirling	Professional Member
In attendance		
Janet	Monkman	CEO and Registrar, AHCS
Paul	Lawton	Head of Registration Services, AHCS
David	Bennett	Director and Head of Quality Assurance
Elaine	Jenkins	Advisor, AHCS
Louise	Collins	Registrations Administrator, AHCS
Minutes circulation list		
Fiona	Fiorentino	Executive Assistant, AHCS

## Key Discussion Points and Actions

No.	Subject	Minutes/Action	Owner	Action / Due
1	Welcome and Apologies	<p>Nil apologies were received in advance of the meeting. The Chair welcomed David Bennett, Paul Lawton and Elaine Jenkins to the meeting.</p> <p>The Council was declared quorate.</p>		
2	Declarations of Interest including annual renewal	<p>The Chair asked if there were any declarations to be made, none were declared.</p> <p>The Declarations of Interest annual renewal forms were circulated to Council Members; all forms were completed and returned to the Registrations Administrator by all members.</p>		
3	<p>a) Minutes of the meeting of 11 April 2017</p> <p>b) Action Log of the meeting of 11 April 2017</p>	<p>The Chair asked whether the minutes were a true reflection of April's meeting. Everyone agreed that the minutes were a true reflection. Nil changes were recorded.</p> <p>The action log was discussed and the following items were noted:</p> <p>The Medical Director of Scotland: A formal request to attend a meeting has been put forward to the Medical Director of Scotland.</p> <p>Membership of the Regulation Council: The Registrar has written to the previous CAMIP Registrar offering membership as a Council Member, the Registrar has received confirmation that they would be happy to accept the appointment, and will meet with the Regulation Council Chair shortly. The Regulation Board Chair designate will also need to meet the Shadow Chair of the Life Sciences Registration Council.</p>	Registrar to organise	End of August
4	Membership of the Council	The Registrar confirmed that current members would move to the new structure as appropriate (Regulation Board and Registration Council). New members would be recruited as required and appointed on shorter term contracts e.g. 12 months.		

		<p>Transition of the regulation framework would be dependent on PSA approval. Once approved, the current Regulation Council Chair will be appointed as Chair for the Regulation Board.</p> <p>New appointments would be advertised externally and some of the existing members transferred, with their agreement in place, to the new Regulation Board or Registrations Council. The Chair confirmed that the Academy wish to utilise the expertise of their existing members therefore it wouldn't be appropriate for those members to apply for vacancies within the new structure.</p>		
5	Academy Update	<p>The CEO briefed Regulation Council members as follows:</p> <p>Council members were made aware of the challenges with funding streams, confirming that there had been a series of meetings with Health Education England (HEE) directors and the National School for Healthcare Science (NSHCS). The CEO was pleased to inform Council that approval for funding had been received and payment made. The funding was important and would underpin the work of the Academy and Regulation Council.</p> <p>The CEO provided a summary of additional items that the Academy have been working on.</p> <p>The Chair advised that she had been contacted by John Jenkins, the President of ASME. The President advised that the three medical education bodies were working together to produce a consultation for a proposal for all bodies involved in assuring and improving healthcare education, that then impacts on registration and regulation, to work together. The Chair contacted the AHCS CEO, Chair and the AHCS President, asking whether the Academy would be willing to work with these other bodies, and was pleased to inform Council that they had agreed that the Regulation Council could respond to the consultation and participate if the proposals were deemed supportive and feasible with our mission.</p> <p>Regulation Council members were in favour of this and recognised that this was a positive step forward in terms of the Regulation Council's profile.</p>		

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Registrar's report

The Registrar discussed some areas that the Academy is working with organisations to provide registrants added benefits to joining their registers.

The Registrar confirmed that the Academy are members of the Royal Society of Biology and was pleased to advise that they were working with them in terms of offering registrants access to the Society's CPD opportunities, at a reduced rate.

In addition to this the Academy are having discussions with the National Association of Medical Device Educator and Trainers (NAMDET), who provide standard eLearning packages to the NHS workforce. Learning and development packages include training such as NHS values and behaviours, diversity etc. The training packages are normally accessed free of charge, the Academy hope to make this available to their registrants.

There has been some general feedback from some AAPT Practitioners advising that the equivalence process is difficult to navigate. Thus, the Academy is working with the Association of Anatomical Pathology Technicians to help make the equivalence process more streamlined, and speed up the process of registration, (whilst maintaining standards).

AHCS colleagues were involved in a training and development session for AAPT assessors' which is a positive step forward.

Genetic Technologists have been provided approval for HCPC registration as Clinical Scientists. The Academy need to be mindful of this and plan for any eventualities.

The Registrar met with President of the Institute of Physics and Engineering in Medicine (IPEM) a conversation between IPEM and AHCS is planned to discuss how the two registers can work together to the benefit of registrants.

CPD Audit: Following the recent CPD results a learning point has been noted that registrants should be reminded of the importance of maintaining their CPD. It would be useful to include reminders of the importance of maintaining CPD in the next registrants 'newsletter.

		<p>During the 2017 audit, one Registrant has refused to submit their CPD, the Registrar will contact them direct one last time to ensure that they understand the consequences of doing this which ultimately would result in them being removed from the Register. The Registrar asked Council for approval to remove the registrant if required. Everyone agreed.</p> <p>Clinical perfusion: The Academy has been approached by the Chief Scientific Officer (CSO) to participate in work around this and the link to statutory regulation.</p> <p>Year to date investigations: One ongoing investigation to report, once the investigation is concluded the Regulation Council will be informed of the recommendations of the Panel for the Council to determine the outcome.</p> <p>PSA applications: There are currently two AHCS applications with the PSA for the Life Science Industry and Clinical Physiologists.</p> <p>The Registrar Informed Council that the PSA were currently consulting on the process of changing their approach to accreditation, this would change from an annual accreditation to ongoing, which could potentially mean increased costs. The Council had responded to the PSA Consultation.</p> <p>Action copy to be circulated to Council.</p>	Registrations Admin	August 2017
7	Annual Report (2016/2017) progress	<p>The Registrar thanked Council members for those who had submitted their comments by email, and informed Council that changes would be made. The document would be finalised shortly for publication.</p> <p>Action: Circulate the Annual Report (2016/2017) once completed.</p>	Registrar	August 2017
8	Draft Annual Programme (2017/2018) progress	<p>The Registrar discussed the document in some detail and asked the Council to provide their comments to the Draft Annual Programme (2017/2018).</p> <ul style="list-style-type: none"> <li>The Council requested an update on how the objective to obtain 'positive feedback from users of the website, including positive feedback from patients</li> </ul>		

		<p>and/or patient groups' was progressing.</p> <p>The Registrar confirmed that there were several actions in progress including discussions with the National Foundation for Point of Care Testing. The Academy had a meeting with the association following a NHS improvement event. The Chair is also in the process of exploring whether there are opportunities for joint working with the National Association for Patient Participation (NAPP). Considering some of the recent news pertaining to potential changes to the way in which GPs may work in the future. It may be useful for the Regulation Council to understand potential impact to patients.</p> <p>Action: Council to email any further suggestions or amendments to the Registrar to enable the Draft Annual Programme (2017/2018) to be finalised.</p>	Regulation Council	August 2017
9	The Regulation Council's Communication and Marketing Plan - progress	<p>The Registrar confirmed that Square Media, the Academy's communication and marketing support had been proactively making changes to the Academy website. The Regulation Council and Registers would be much more prominent on the Academy website.</p> <p>The digital presence report was discussed in some detail; the report identified several trends and confirmed that the information provided focus on where work is required on the website.</p> <p>It was commented that the Academy's document control policy should include website changes to ensure that appropriate documents are published.</p> <p>Action: Include website publications to the Academy's document control policy.</p> <p>AHCS admin is leading on the updates on the website. The Registrar Informed Council that it would be beneficial for Square Media to attend the next meeting to provide an overview on progress.</p> <p>Action: Invite Square Media to the next Regulation Council meeting, to demonstrate website changes and provide a marketing and communications update.</p>	<p>Head of Registration Services</p> <p>Registrations Admin</p>	<p>August 2017</p> <p>August 2017</p>

		<p>It was agreed that it would be useful to add additional items to the Communication and Marketing Plan as follows:</p> <ul style="list-style-type: none"> <li>• Progress with other organisations e.g. NAPP</li> <li>• Website redevelopment.</li> </ul> <p>Action: The Registrar to review the report and include what's been actioned.</p> <p>There were concerns around there being many i.e. 14 key messages, and whether this was achievable. It was agreed that this should be reviewed at the end of the year.</p>	Registrar	August 2017
10	Update from the joint AHCS Regulation Council and ETPSC workshop	<p>The Chair confirmed that some issues identified in the 2016 report are also identified as still needing work, reflecting that identified in the Head of Registration Services Fitness to Practice Investigation meeting report. The following comments were also made:</p> <ul style="list-style-type: none"> <li>• The issues identified within the report required action from the workshop held during February 2016 which was run to enable the panels to function. However, the operational processes still need to be implemented.</li> <li>• It was confirmed that the role for the Chair of ETSPC was still outstanding in terms of determining the way forward. However, it was likely that responsibilities would be wider than the current role.</li> <li>• It was agreed that there should be some revisions to TORs of the Council and ETPSC, following a meeting between David Bennett and Patricia Le Rolland.</li> <li>• It was confirmed that the AHCS Fitness to Practice processes should not replicate HCPC processes indiscriminately, however where appropriate they should be drawn upon and applied. The MOU (Memorandum of Understanding) with HCPC should be tested.</li> <li>• The Good Scientific Practice review timelines are in place.</li> <li>• The dates for the HCPC visit are yet to be confirmed.</li> <li>•</li> </ul>	Registrar and David Bennett  Head of Registration Services	Updated and circulated to Council by September 2017  Update to next Council meeting
11	Published papers on the Regulation Council Website	It was agreed that all papers for the public meeting could be published other than the Registrar's report which would be reviewed by the Registrar prior to publication.		

12	A.O.B.	None		
	Close and next meeting	The meeting closed at 16:15 hours.		