



Academy for Healthcare Science Registration Council PUBLIC Meeting

Date: 5th February 2019

Time: 11.00 a.m.

Location: Friends House, London

Members:

Patricia Le Rolland, Lay Chair
Christine Forde, Lay Member
Robert Farley, Professional Member
Simon Brown, Professional Member

Attendance:

Janet Monkman, CEO and Registrar, AHCS
Paul Lawton, Head of Registration Services, AHCS
Louise Collins, Registrations Administration, EBS

Apologies:

Steven Harris, Lay Member

Minutes Circulation List:

Fiona Fiorentino, Executive Assistant, AHCS

<i>Item</i>	<i>Subject</i>	<i>Notes</i>	<i>Owner</i>	<i>Date</i>
1	Welcome and apologies	<p>The Chair informed Council that Steve Harris, Lay Member had sent his apologies in advance of the meeting.</p> <p>The Chair confirmed that approval of decisions by Council would need to be made via email, as the meeting was not quorate.</p> <p>This had highlighted the need for recruitment, which would be addressed.</p>		
2	Declarations of Interest	<p>The Chair asked if there had been any declarations of interest.</p> <p>None were declared.</p>		
3	a) Minutes of the public meeting of 1 st October 2018	<p>Chair asked whether the minutes were a true reflection of October's meeting, everyone agreed that the minutes were a true reflection of the meeting with the following amendments:</p>		



	<p>b) Action log of the meeting of 1st October 2018</p> <p>c) Matters arising not on the agenda</p>	<p>3b) typo acknowledged that 'deleted' should be changed to 'archived'</p> <p>Pp 3 – typo last paragraph, 3rd bullet point change from lowercase to uppercase</p> <p>Pp 5 – typo – should read NHS Education for Scotland</p> <p>Pp 5 no. 6 – typo change to 2019</p> <p>The Chair confirmed that in terms of acceptability, the minutes would be ratified at the next meeting, but could be approved via email.</p> <p>The action log was discussed in some detail and completed actions archived as necessary. The following action points were noted:</p> <ul style="list-style-type: none"> • The Chair advised that she was still awaiting a draft thank you letter for Julia Cons who had resigned October 2018. • The Chair's award and certificate was presented at a special lunch to Barbara Wood this was to fully acknowledge her excellent work. Barbara had been involved in modernising scientific work and had been influential in supporting the Academy and the Patient Voice. <p>Matters arising not on the agenda as follows:</p> <p>The Chair asked for an update on the three way meeting between the Association for Clinical Scientists (ACS), Advanced Clinical Practice (ACP) and the Health Care Professions Council (HCPC). It was confirmed that the meeting had not yet been organised, the Head of Registration Services confirmed that he would investigate this and provide an update for Council members.</p>	<p>Admin</p> <p>Exec/Chair</p> <p>HOR</p>	<p>Feb 2019</p> <p>Feb 2019</p> <p>Feb 2019</p>
4	Chair's Report	The Chair provided a verbal update:		



		<p>Professional Bodies should be pursued and that a campaign to encourage people to join the Academy's accredited register would be beneficial, targeting key people in the industry. Awareness could also be raised by way of a Social media campaign.</p> <p>Simon Brown reported that the PSA website does not include reference to Medical Illustration. The CEO undertook to raise this issue with the PSA.</p> <p>Simon Brown pointed out that the Academy's Register did not include registrants specializing in Clinical Photography. The Registration Administrator confirmed that no registrants were categorized under Clinical Photography which is why zero results would be shown in any search using that term. These staff are registered as Medical Illustrators.</p> <p>The Head of Registration Services undertook to raise the issue of communications and promoting voluntary registration at the next AHCS Team meeting.</p> <p>The Head of Registration Services undertook to review into how specialties could best be incorporated into all parts of the register to allow more detailed searches of registrants.</p> <p>Simon Brown reported that a Medical Illustrator had received a renewal letter on 1 February, with a follow up reminder received on 4 February. The HOR stated there had been a recent system modification to the schedule of automatic registration renewal emails and agreed that no further emails would be sent until the issue had been investigated and resolved.</p> <p>There was discussion around the potential for reducing registration fees. The CEO stated that any change would need to be discussed and approved by the Management Board at its next meeting.</p>	<p>CEO/Registrar</p> <p>HOR</p> <p>HOR</p> <p>HOR</p> <p>CEO/Registrar</p>	<p>Feb 2019</p> <p>Feb 2019</p> <p>Mar 2019</p> <p>Feb 2019</p> <p>Feb 2019</p>
--	--	---	--	---



5	Academy update on Registration matters	<p>It was reported that:</p> <p>The PSA had renewed its annual accreditation of the Academy in December. The PSA report did not include any required learning points, and there was just one recommendation: that the Academy should consider how it could continue to increase awareness of its register and complaints processes.</p> <p>The Academy is working with Health Education England (HEE) to develop a directory for Advanced and Consultant Level Practice. It envisaged that the directory will be launched in September 2019. More detail on progress will be reported at the next Council meeting.</p> <p>There is an intent to amalgamate the PSA-accredited register held by the Genetic Counsellor Registration Board (GCRB) into the Academy's accredited register. A joint application has been sent to the PSA, and notification has been received that this will be actioned.</p> <p>The Academy Head of Standards had met with the Genetic Counsellors Registrar and an equivalence process has been submitted to the HCPC for review. The Head of Standards had also been working on assessor equivalence training needs, and a report is due shortly. There is still considerable work needed prior to implementation and 2 levels of registration are being considered. However, it is expected that the transfer of Genetic Counsellor registrants will be complete by March 2019.</p> <p>Work is still ongoing to establish an equivalence process for the Clinical Physiology part of the Academy's register and is currently focusing on Continuing Professional Development (CPD) requirements.</p>	HOR	Jun 2019
---	--	---	-----	----------



		<p>A review is being undertaken of the Academy's wider approach to requirements for CPD. Initial feedback suggests that the current approach and process is too rigid and that the point should be to facilitate learning opportunities. It has been suggested the approach should be one of revalidation with the introduction of learning tools. More detail on progress will be reported at the next Council meeting.</p> <p>The Head of Registration Services reported that the numbers on the register had been fairly static over the last quarter. There had been a small increase in Medical Illustrators over the past three months, but some Clinical Physiologists had not renewed their registration for a variety of reasons. There had been no complaints or allegations received against registrants during the quarter.</p> <p>In a collaboration with the National Institute for Health Research (NIHR), the numbers on the Clinical Researcher Practitioners Directory continue to increase steadily following the launch in September 2018. It is proposed to transform this directory to an accredited register by next September.</p> <p>The Head of Registration Services and the CEO met with the Institute of Decontamination Sciences to reestablish the directory of their members who have gained the technical certificate and incorporate those who had qualified over the past 12 months. The Academy will now also receive quarterly updates of anyone who has obtained the certificate. It has also been proposed that the directory be extended to include a new part for IDSc Chartered Members.</p>		
6	A Proposed Register for HSS Trainees	The Head of Registration Services summarized a draft proposal to establish a register for Higher Specialist Scientist trainees (HSST), who, once fully qualified, could register with the Academy for Healthcare Science's HSS register.		



To date, numbers of HSS registrants has not been as high as originally expected, but with HSS Trainees in the pipeline for 2020 onwards, there was potential for the Academy's register to grow.

It was noted that the Academy is working with HEE on advanced practice including a recent workshop which considered the appointment process at consultant level across all professions. Also, recent work by the National School for Healthcare Science about the recruitment of Healthcare Scientists.

Registration Council members suggested there could be significant risk in creating a register for trainees, but it could support the implementation of a Directory. This would allow the Academy access to trainees who had started the HSS training programme, enabling the Academy to keep in contact with trainees, and promote how they can join the Academy's register on completion of their course.

It was reported that the Institute for Medical Illustrators (IMI) had around 20 students completing their courses during 2019 and that there were approximately 26 students about to start a course this year. Students are offered a reduced membership rate for their first years' membership, and that once they have completed their course they should be aiming for registration.

The Chair explained that as there was no Council quorum at the meeting, a final decision could not be made but summarized the discussion by stating *'we understand the rationale as to knowing who trainees are and communicating with them constructively and positively to get them to register at the end of the process. However, the Registration Council will not accept this in the form of a register, or indeed part of a register. Council however are positive about trainees' details being captured in the form of a directory'*.



7	Registration Council Progress against Plan (2018/2019)	<p>The Head of Registration Services referred to the paper circulated before the meeting Council members were asked if there were any inaccuracies and reviewed the document page by page. The following comments were noted:</p> <p>Survey of Registrants: There are several things which should be communicated to Registrants, including being clear about maintaining CPD, notifications for registration renewal, ensuring that any changes to their job roles, personal information etc. is updated during the renewal process.</p> <p>The Chair would be able to join the group set up to develop an AHCS Journal.</p> <p>When setting up new registers, ensure that all an individual's relevant information is provided by the professional body when details are migrated to the Academy's register.</p> <p>It is essential for the Academy to keep regular communications with registrants. Council asked if the process could be automated, the CEO advised that personal contact is much better although more time consuming.</p> <p>There needs to be a mindset of what the Academy can provide rather than keep asking registrants for information. The Registrant Newsletter is a good way of delivering this.</p> <p>CPD audit is currently in process for Practitioner registrants. A report will be brought to the next Council meeting providing the results of that audit.</p> <p>Council members agreed that the issue raised earlier in the meeting advising there is no reference to Medical Illustrators on the PSA website should be registered as a complaint.</p>	CEO/Registrar	Feb 2019
---	--	---	---------------	----------



		<p>The induction and training for Council members for dealing with investigations, complaints and registration governance is currently outstanding and will be organised following the appointment of additional new Council members.</p> <p>The Academy previously wrote to every prospective Member of Parliament. Christine Forde put her name forward to be involved in the Health Education Patient Group teleconference but was unaware of a response. The CEO undertook to follow up on arrangements for this.</p> <p>There was a commitment for Registration Council members and the Regulation Board to meet. It was suggested as being beneficial to organize a broader workshop to cover registration issues with other interested organizations during quarter one of 2019/20. It was suggested that representatives from Addenbrookes and Scotland would be beneficial.</p> <p>Website use and feedback: Council members requested information and asked to receive a copy of the current and future Digital Presence Report produced by the Academy's communications support function.</p>	<p>CEO/Registrar</p> <p>Robert Farley</p> <p>Carly Allen</p>	<p>Feb 2019</p> <p>Feb 2019</p> <p>Feb 2019</p>
8	Registration Council Terms of Reference & Membership	<p>The proposed Registration Council Terms of Reference were approved provisionally.</p> <p>This was discussed earlier; one new member had been appointed and there were two further vacancies - one lay and one professional member.</p>	CEO/Registrar	Feb 2019
9	A.O.B. & Date of Next Meeting	<p>Next meeting Tuesday 4th June 2019 (Birmingham)</p> <p>The Chair confirmed that this was Louise Collin's last meeting and wished to convey sincere thanks for her patience, hard work and willingness to answer queries from the Council members.</p>		





Minutes

Minute sign off sheet for the Registration Council Public Meeting that took place on 5th February 2019.

Signature of Chair _____

Date of signature _____