



AHCS Registration Council

Public Meeting

Date: Tuesday 4th June 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)

Lay Members: Christine Forde (CF), Steve Harris (SH)

Apologies: Simon Brown (Professional Member)

Minutes

Item	Subject	Notes	Responsibility	Deadline
1.	Welcomes and Apologies	Apologies were received from Simon Brown.		
2.	Declarations of Interest	No new declarations of interest were declared.		
3.	<p>A) Minutes of the Public meeting of 5th February 2019</p> <p>B) Action Log of the Public meeting of 5th February 2019</p>	<p>(Paper1_FINAL Draft Registration Council PUBLIC Meeting Minutes 5 February)</p> <p>The minutes were agreed as an accurate record of the meeting held on 5th February 2019, a copy of which was signed by the Chair.</p> <p>(Paper2_PUBLIC Meeting Action Log - 040619)</p> <p>The action log was discussed and updated. Completed actions have been archived.</p> <p>The following action points were noted:</p> <ul style="list-style-type: none"> The 'Routes to Registration' meeting is on 11th June. Elaine Jenkins is attending with John Stevens. ACS/HPCP/AHCS/IBMS will be in attendance. JM has been invited to join an Advisory Group by Baroness Harding as a result of the letter sent. No date has been set. Council were informed details would be circulated when received. CEO has a telephone conversation booked in to discuss the Council membership vacancy with an individual interested in the role on 17th June. Also, there is the gentleman that the Chair 	JM	When received



		interviewed.		
4.	Chair's Report	<p>The Chair provided the Council with a verbal update of meetings and activities recently undertaken or attended.</p> <p>The Chair advised that she had recently had a constructive telephone conversation with Fiona O'Neill, the NIHR lead. Fiona advised that the plan is for the Clinical Research Practitioner Directory to move on to be a Register. Fiona will be attending at the next Regulation Board in September.</p> <p><i>Accredited Registers Collaborative</i> – This is a voluntary twice-yearly meeting of all Accredited Registers. A new logo for the Collaborative has been agreed, as well as a letter which Council members are invited to use as communication to send out. A Consensus statement is in place which gives more information on the accredited registers and can be used in any communications.</p> <p>Action: An Accredited Registers Collaborative area is to be on the website which will be used as a resource for all. Chair to check if Fiona Fiorentino has added this to the website.</p> <p><i>Kark Review</i> – This has examined the 'NHS Fit and Proper Person' test. QC Tom Kark was commissioned by the Government to review the test. The report summarises the history of patient death and incidents in NHS Trusts in England and highlighted the need for a more strengthened and structured test. Dynamic and forward-looking Trusts follow it carefully and carry out regular training and were happy for additional structures and training to be put in place. On the other side, Trusts where the management ethos is poor, were not interested in the existing or heightened FTTP. The Government has accepted the first 2 recommendations – firstly, that the test must have nationally published criteria and secondly, that there must be a Directory. The remaining recommendations have been sent for consideration by Baroness Harding's Workforce Review.</p>	Chair	June 2019
5.	Academy Update and Registration Matters	The Chief Executive spoke to the Council, advising of recent activities with the Academy.		



Advanced Clinical Practice (ACP) – The Academy is continuing work with HEE to establish a Directory of Advanced and Consultant Level Practice and advise re the creation of an Academy for Advancing Practise. The ACP Directory is technically a Register, but HEE wish to use the terminology differently. The Directory has not yet been created, but the work has begun. Equivalence modelling work is currently underway, and the Quality Assurance process has been developed.

Genetic Counsellors – The Academy have been discussing and working with the Genetic Counsellor Registration Board (GCRB) in relation to holding and managing their existing Register. Initially the Register would remain separate, until the Equivalence process has finished, with a view for those eligible to go on to HCPC’s Register in the future. The Academy will work alongside the GCRB and will then be incorporated into the AHCS Registration Council which could take up to 12 months. Discussions with the Chair and PSA have taken place. There are issues that PSA need to address, as they already have PSA accreditation – though it has been temporarily stopped by PSA. There are 220 Counsellors – Scientist and Nursing (who are keen to complete Equivalence).

Medical Industry Limited (MIL) – The Academy has been talking to Medical Industry Associates (MIA), a subsidiary of MIL, with a view to collaborating for the Life Sciences Industry Register. Individuals in the Life Science industry will have the opportunity to get a card at the same time as registration that will enable them to undertake appointments. Head of Terms are being agreed by both organisations with a view to release shortly. This is an exciting project for the Academy as they have a large marketing team. *University Hospitals Birmingham NHS Foundation Trust* have decided that only Registrants (with their card) will be accepted on site.

Equivalence - Elaine Jenkins has been undertaking a review of equivalence which has resulted in a significant streamlining of processes. The AHCS Board agreed that HSS Registrants would be made Fellows of the Academy (not related in any way to Honorary Fellows).



		<p><i>Association of Anatomical Pathology Technology (AAPT)</i> – The Academy has developed an agreement with the Association. AAPT will undertake Equivalence on behalf of the Academy for PTP and the Academy will quality assure.</p> <p>The Professional Body will be offering their members a significantly reduced Equivalence fee.</p> <p>Elaine Jenkins is drafting an MOU and Guidelines in relation to this new agreement with AAPT.</p> <p>Action: Draft MOU and Guidelines document will be sent to Council to comment on by 12.06.19. Council to respond by 19.06.19.</p> <p><i>Good Scientific Practice</i> – Relevant to all Registers. The Academy Board have requested the Chair to undertake a review of the reporting mechanisms within the Regulatory Framework, so information is shared more efficiently and effectively. ETPSC makes decisions relevant to the Registers and works closely with the NSHCS. The level of such reporting and scrutiny needs to be reflected in the Regulatory Framework after a year’s implementation. The review will be considered in September.</p> <p><i>Quality Assurance</i> – There is a meeting with the Manchester Academy for Healthcare Science Education Group. Director of Quality is holding a meeting with them and the School today.</p> <p><i>Registrants</i> – The figures across the Registers are increasing. The Academy holds a Registration Governance meeting every month. CEO advised of two new additional Administrators at the Academy.</p> <p><i>CPD audit</i> – This has recently been undertaken. The Academy have been talking to various groups about the evidence and numbers.</p> <p>Head of Standard’s experience will be helpful for Registrants in putting their portfolio together.</p> <p>The Academy will be reviewing the CPD Assessors, their training and the expectations.</p> <p>There is a need to ensure that Assessors are aware that AHCS CPD requirements are not the same as those for professional revalidation.</p>	CA/Council	19.06.19
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		<p><i>Directories</i> – A brief update was given, as the Directories are overseen by the Regulation Board.</p> <p>The Chief Executive and Head of Registration Services will be attending an Information Governance meeting on 10th June to look at cyber security and insurance.</p> <p>The Register fees were recently reduced to £30 from £50 for Medical Illustrators, PTP and Clinical Physiologists. There was an immediate increase in numbers. Directories remain at a £10 annual fee.</p> <p>CF identified that having a good grasp of the overall available workforce population suitable for AHCS registration would be helpful.</p> <p>The Council discussed that there are approximately 10,000 individuals that could potentially join the Academy’s Registers.</p> <p>There is insufficient encouragement from the NHS to join Registers.</p>		
6.	<p>A Proposed Directory for HSS Trainees</p>	<p>The Directory will enable the Academy to have contact with the trainees during their training, enabling individual trainees to join the Register in the future.</p> <p>It could also act as a resource for the NHS and will provide clarity surrounding numbers of those going through. HSS training.</p> <p>NSHCS has been holding the draft Rose Guide for employing HSS for several years, but it has not yet been published.</p> <p>The guide was written in 2013 and has not yet been endorsed by the NSHCS or the four countries.</p> <p>Action: Registrar will be writing to the Head of School, to include this issue unless the Guide has been added to NHS Employers website.</p> <p>The Council are supportive of the Directory and look forward to a report of progress at the next meeting.</p>	Registrar	June 2019
7.	<p>A) Annual Report Registration Council (2018/2019)</p> <p>B) Progress Plan for (2019/2020)</p>	<p>Annual Report 2018-2019</p> <p>The report is still in draft format and will require further changes but has been streamlined since last year. Strategic Objectives will require alteration but have been put in ‘bubbles’ rather than text.</p>		



		<p>Action: The Council were asked to provide comments to CA on the first draft by 28.06.19. The Chair is to provide the foreword.</p> <p>The Academy will then draft the second version of which CF has agreed to proof read, with a final document agreed and published by the end of July.</p> <p>Annual work plan 2019-2020 with PowerPoint</p> <p>This was reviewed in terms of content and structure.</p> <p>Council members suggested the plan be reformatted and a concise highlight report be provided at each meeting, showing progress and status against the various headings which should reflect the Terms of Reference for the Council. It should evidence what activities have happened, or not, or changed and act as an assurance framework for Council.</p> <p>The Chair requested the report includes a schedule of when policies are to be reviewed.</p> <p>Action: All Council members were asked to comment and provide further suggestions by 28.06.19.</p> <p>Action: PL to amend the work plans and document accordingly.</p>	Council	28.06.19
			Council	28.06.19
			PL	June 2019
8.	Registration Council Membership Update	As advised above.		
9.	Any Other Business	None.		
		Next meeting: 1 st October 2019 (BIVDA, London)		

Minute sign off sheet for the previous meeting:

Signature of Chair _____

Date of signature _____