



HCS Registration Council

Public Meeting

Date: Tuesday 9th June 2020

Time: 13:30

Location: Videoconference (GoToMeeting)

Attendance:

Chair: Patricia le Rolland (Lay)

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

Elaine Jenkins (EJ) – Head of Standards

Secretariat: Carly Allen (CA)

Professional Members: Simon Brown (SB), Catherine Vaughan (CV), Vishakha Tripathi (VT)

Lay Members: Lee Wickham (LW), Barry Hirst (BH), Yvonne Mackenzie (YM)

Minutes

Item	Subject	Notes	Responsibility	Deadline
1.	Welcomes and Apologies including etiquette	<p>The meeting was held via videoconference due to the Covid19 pandemic. In advance of the meeting, video etiquette was circulated to members.</p> <p>Introductions were made to the new Council members. This was the first meeting for Yvonne Mackenzie Catherine Vaughan (who joined after addressing a clinical issue) and Vishakha Tripathi.</p> <p>With the change in Council membership, the HCS Registration Council website page has been updated with short biographies from each member. Members are welcome to read here: https://www.ahcs.ac.uk/the-register/ahcs-registration-council/ahcs-registration-council-members/</p>		
2.	Declarations of Interest	<p>Declarations are signed annually by Council members. No new declarations of interest were declared.</p>		
3.	a) Minutes of the Public meeting of 11th February 2020	<p>(Paper 1_Final Draft Registration Council PUBLIC Meeting of 11.02.20)</p> <p>The minutes were agreed as an accurate record of the meeting held on 11th February 2020, a copy of which was signed by the Chair.</p> <p>It was however agreed by Council that the Chair could edit the minutes to better reflect the public nature of this communication. Revised minutes to be circulated to</p>		



	<p>b) Action Log of the Public meeting of 9th June 2020</p>	<p>Council members for information and then publication on the Academy’s website. <i>[post-meeting: PUBLIC Meeting Minutes of 11.02.20]</i></p> <p>(Paper 2_PUBLIC Meeting Action Log of 09.06.20)</p> <p>The action log was discussed and updated. Completed actions have been archived.</p> <p>To note:</p> <ul style="list-style-type: none"> • HSS Directory – Launched last week, currently 52 individuals on the non-public facing Directory. The Directory is a way of engaging with HSS trainees. HOS to review equivalence applicant figures, and whether they are included in the 52. • Marketing & Communications – Plan changed due to Covid19. Action: Overarching Marketing & Communications Plan to be circulated to Council with a briefing note from HORS. Action: CEO/Chair and Chairman John Stevens to discuss marketing ideas. • Council membership is in line with the Terms of Reference. The Terms of Reference will be reviewed in September as the Council incorporates the work of the AHCS Education, Training and Professional Standards Committee. 	<p>HORS CEO/Chair</p>	<p>31.07.20 31.07.20</p>
<p>4.</p>	<p>Chair’s Report</p>	<p>The Chair reported that there has been limited activity due to the Covid19 pandemic. Two meetings of the Accredited Registers Collaborative had been undertaken virtually.</p> <p>The Accredited Registers Collaborative (ARC) meeting went ahead at the beginning of March. For the benefit of new members, the Chair advised that all accredited registers’ activity, good practice and any issues are discussed. The main focus of each meeting is on how to encourage individuals to join accredited registers. The Professional Standards Authority (PSA) are in attendance. ARC information can be found on the AHCS website. The Chair attends on behalf of the whole Academy.</p> <p>The CEO reported that the Academy had recently received a letter from Christine Braithwaite of PSA, advising of a complete review of all processes and</p>		



		<p>finances. This is a review of the PSA, by the PSA and will be the first of its kind that PSA have been through.</p> <p>Action: The CEO will circulate the letter to Council members for their information.</p>	CEO	30.06.20
5.	<ul style="list-style-type: none"> a) Covid-19 b) Academy Update c) Registration Matters d) GCRB Update e) GSP Update f) Shared Temporary Register work with HEI's, RCCP, IPPEM, NSHCS and 4 countries g) Healthcare Science Temporary Register 	<p>Slides were presented to the Council by the CEO who advised of recent activities of the Academy.</p> <p>After submitting the annual review documentation to the PSA at the end of October 2019, notification of the AHCS reaccreditation was finally received on 28th May. The CEO expressed her thanks to all staff members involved.</p> <p><u>Shared Temporary Register</u> The Head of Standards (HOS) advised that recruited numbers so far are just over 30. Activity has picked up again - Universities are beginning to put the students and trainees back into placements.</p> <p><u>Equivalence</u> HOS advised that there has been a steady increase in STP equivalence numbers, as well as the other equivalence areas. There has been interest from professional bodies and groups on how best to work with the Academy to provide support and guidance to individuals to make the process easier, as well as how to increase numbers.</p> <p><u>NSHCS</u> HOS and CEO met with the National School of Healthcare Science (NSHCS) to discuss their activity in terms of Practitioner and Scientific Training Programmes.</p> <p><u>ETPSC</u> The role and structure of the Education, Training and Professional Standards Committee is currently under review, following approval of integration with the HCS Registration Council by the Management Board in autumn 2019.</p> <p><u>Apprenticeships</u> The AHCS act as a Quality Assurance body on behalf of the Institute for Apprenticeships and Technical Education (IfATE). The Annual Review meeting will be held shortly and a report produced which is sent back to IfATE. The Chair questioned how the Academy would benefit from the whole process.</p>		



		<p>Action: HOS to put together a “learning thoughts” paper in relation to the AHCS’ involvement with Apprenticeships.</p> <p><u>Membership</u> The CEO welcomed all new members to the Council and offered support to those who would like updating on any particular areas.</p> <p><u>Collaborative working</u> The CEO recently attended an NHS England/NHS Improvement meeting that discussed the wellbeing of the workforce. The AHCS were successful in their bid to join a pilot with the Royal College of GPs and the Royal College of Midwives that will send wellbeing and support text messages to those that sign up. The registrants will be emailed a link and can opt in if they wish to do so. The work starts on 15th June. This is an eight-week programme with one text a week. The second piece of work will be ‘Common Rooms’ which is essentially a virtual staff room where individuals can join and gain support. Groups will include a Mental Health first aider (Clinical Psychologist) and no more than 10 individuals can be present, all of whom are anonymous. This will follow the text messages. Both projects will be of great benefit for registrants and show the Academy’s support towards the mental wellbeing of the Healthcare Science workforce. The Council warmly welcomed this initiative. There are 10,000 individuals that the Academy will be able to communicate with. This does not include Life Science industry.</p> <p><u>Shared Temporary Register</u> The Council acknowledged how important it is to keep in regular contact with individuals on the shared temporary register once the immediate Covid19 crisis has settled. There needs to be a smooth transition to full registration. The CEO advised that as per the original agreement, only joint communication from all involved is permitted.</p>	HOS	31.07.20
6.	<p>a) Update on Work Plan for (2019/2020)</p> <p>b) Draft Annual Report Registration Council (2019/2020)</p>	<p>(Paper 3_Progress on Work Plan 2019-20 Paper 3a_Work Plan 2020-21 Paper 4_Draft Annual Report Outline 2019-20)</p> <p><u>Update on Work Plan</u> The 2019-20 Work Plan has been updated since the last Council meeting. The 2020-21 Work Plan is in draft format and includes items that were delayed or outstanding. The HORS tabled</p>		



		<p><u>Continuing Professional Development</u> The Council have previously discussed the issue of CPD and agreed that the whole process will be reviewed to change to better reflect ‘revalidation’. It was agreed that self-reflection and learning from the Covid19 pandemic would be more appropriate for the next audit. LW suggested a reflexive piece of prose with learnt lessons/new direction or one learning cycle that is reflective in nature. The Council agreed that the pandemic has been a huge learning experience for all practitioners. VT advised that GCRB have not yet been flexible with their CPD process, on the basis that Covid19 has only come about over the last few months. The audit is for 10% of registrants and any extenuating circumstances would be considered. There have been no issues or complaints currently. The Council suggested: Q1 – Paused, Q2 – Reviewed, Q3 – Resumed with new process in place. Action: HORS to amend work plan to show the amendments following Covid19. Action: SB/VT/LW agreed to contribute to a virtual group to discuss and plan CPD going forward. HORS to organise.</p> <p><u>Marketing</u> The CEO touched on the need for a new marketing strategy. In previous years, the AHCS have hosted stands at conferences and events that has had limited success. Going forward, there needs to be more personal contact with Universities and Professional Bodies – which can be resource intensive. Priorities need to be highlighted, taking into consideration affordability and impact. SB stressed the importance of a change in marketing to ensure no registrants are lost. The Council agreed that marketing is now crucial. Action: The AHCS will be arranging a virtual workshop (mid-July) to discuss the Academy’s marketing. Council members are encouraged to join, with CEO/HORS and CA from the AHCS team and potentially some Regulation Board members. CA to organise.</p>	<p>HORS SB/VT/LW/HORS</p> <p>AHCS/CA</p>	<p>31.07.20 28.08.20 13.07.20</p>
7.	Any Other Business	<p>Steve Harris - a former member of Council and a long term positive and insightful contributor to the Academy’s work has died after a long illness. He will be sadly missed.</p> <p><u>IMI Membership</u> September’s Council meeting will be the last for Simon Brown. There is an individual in line to succeed him, who will attend in September with SB if successful.</p>		



		<p>The CEO would like to offer her time and support to any Council members who feel the need for further inductions.</p>		
		<p>Next meeting: Wednesday 16th September (Videoconference, GoToMeeting)</p>		

Minute sign off sheet for the previous meeting:

Signature of Chair -

Date of signature -