



HCS Registration Council

Public Meeting

Date: Wednesday 16th September 2020

Time: 13:35

Location: Videoconference (GoToMeeting)

Attendance:

Chair: Patricia le Rolland (Lay)

AHCS: Paul Lawton (PL) – Head of Registration Services, Elaine Jenkins (EJ) – Head of Standards

Secretariat: Carly Allen (CA)

Professional Members: Simon Brown (SB), Lucy Tinniswood (LT)

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

Apologies: Janet Monkman – Registrar & CEO, Catherine Vaughan, Vishakha Tripathi

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>The Chair welcomed Lucy Tinniswood, a new Professional member of the Council, who will be representing Medical Illustrators as a successor to Simon Brown.</p> <p>Janet Monkman, Vishakha Tripathi and Catherine Vaughan gave their apologies.</p>		
2.	Declarations of Interest	<p>Declarations are provided annually by Council members. No new declarations of interest were declared for items on the agenda.</p>		
3.	<p>a) Minutes of the Public meeting of 9th June 2020</p> <p>b) Action Log of the Public meeting of 16th September 2020</p>	<p>(Paper 1_Final Draft Registration Council PUBLIC Meeting of 09.06.20)</p> <p>The minutes were agreed as an accurate record of the meeting held on 9th June 2020, a copy of which was signed electronically by the Chair.</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 Completed actions have been archived.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>		



4.	Chair's Report	<p>The Chair reported that she would attend the next Accredited Registers Collaborative meeting, to be held in October.</p> <p>The Professional Standards Authority (PSA) is undertaking a strategic review of the accredited registers. Council members have responded to the AHCS CEO's letter about the review and PSA feedback from the review will be reported to Council members when received.</p> <p>Other work that has been carried out was reported on throughout the meeting.</p>		
5.	<p>a) Covid-19</p> <p>b) Academy Update including marketing</p> <p>c) Registration Matters</p> <p>d) GSP Update</p> <p>e) Shared Temporary Register</p> <p>f) Shared HCPC Temporary Register</p> <p>g) CPD update on progress</p>	<p>A set of slides was presented to the Council by the HORS to provide an update on recent activities of the Academy. The slides will be circulated with the minutes of the meeting.</p> <p><u>Shared Temporary Register (STR)</u></p> <p>It was reported that the Shared Temporary Register for healthcare science practitioners will remain open until at least 30th November, to be consistent with the HCPC STR for Clinical and Biomedical Scientists.</p> <p>HORS advised that previous AHCS registrants who had joined the STR will be encouraged to reapply to join the full AHCS register. HSS and PTP Trainees who had joined the register are communicated with via the National School of Healthcare Science (NSHCS) and will be encouraged to join the AHCS register when they have successfully completed their training programme.</p> <p>The Chair stressed the need for the experiential knowledge and practical experience of those registrants and students to be recognised and that it must be taken into consideration for the registration process.</p> <p>Action: HORS to ascertain the whereabouts of the students that have joined the shared temporary register and report to the Chair that such learning has been recognised and that their transition into full registration is smooth and prompt. The Chair will feedback to the Management Board.</p> <ul style="list-style-type: none"> HOS stated that Good Scientific Practice will be published week commencing 21st October. The Academy are planning a response on the 	HORS Chair	13.10.20



		<p>Standards of Proficiency. Council members are welcome to provide comments to be added to the statement.</p> <ul style="list-style-type: none"> • HOS advised that the STP Equivalence database is undergoing a data cleanse activity to remove any applications that have been in progress for too long. • The HOS is working closely with the National School of Healthcare Science and Institute for Apprenticeships and Technical Education in terms of the arrangements for handing over the Quality Assurance process of the programmes (but not the equivalence route). • The HOS has continued to observe the GCRB annual assessment of registrants and is fully content with the evidence found through the moderation process. 		
6.	<p>a) Update on Work Plan for (2019/2020) b) Draft Annual Report Registration Council (2019/2020)</p>	<p>(Paper 3_Updated Work Plan 2020-21 Paper 4_Draft Annual Report Outline 2019-20) <u>Work Plan</u></p> <p>HORS presented a revised work plan, advising members of the changes made from the last draft.</p> <ul style="list-style-type: none"> • Meeting dates have been added to ensure that Council work and activities can be evenly distributed across both meetings and quarters. • HORS recently contacted PSA to determine whether re-accreditation would be due in October when confirmation of re-accreditation was only received in May. The original timetable will be adhered to, but PSA are willing to review the schedule if it causes the Academy any problems. • CPD Audit – Agreed that Council will see the final version and approve it before it is implemented. • Marketing plan with extraordinary meeting will be added to the plan. • Final due date of GSP to be added to plan. <p>Action: HORS to update the work plan following Council comments. Council will be required to approve Work Plan via email.</p> <p>The Chair highlighted the importance of reviewing ‘postponed’ matters by the next Council meeting in 2021 – Covid has put some matters on hold but this cannot continue. It is important to find a way round these matters so that progress and improvements can continue to be made.</p> <p><u>Draft Annual Report</u></p>	HORS	30.10.20



		<p>Clive Powell, Head of Registration Services for LSI, has been working on the overall Academy Annual Report and requested contributions from each Registration Council.</p> <p>Council reviewed the first draft provided by the HORS and agreed to:</p> <ul style="list-style-type: none"> include a paragraph to discuss the reported diversity of registrants. There are core issues that apply to all, but some different professional characteristics that Council must be aware of when carrying out work. amend to '...complaints that were resolved successfully after due process'. include HCS practitioner registrants in addition to those who have completed a specific Practitioner Training Programme. <p>Action: HORS to request timeframe from Clive Powell, on when contributions are due by. HORS to amend draft as discussed by Council.</p>	HORS	14.10.20
7.	AHCS Process Flowcharts for the Public	<p>(Paper 5_AHCS Process Flowcharts for the Public Sept 2020)</p> <p>The flowcharts are intended for public consumption and can be put on the website and in guidance documents.</p> <p>Council suggested:</p> <ul style="list-style-type: none"> ...'acknowledge receipt within two working days'. a separate complaints@ email address could be helpful and will reassure individuals that this is an important matter that will be dealt with promptly. a flowchart for the Equivalence complaints process would be helpful. ensure that it is clear that the Patient/Public are the priority. Statement on the front of the Complaint form 'your personal details will <u>not</u> be shared with the registrant'. The salutation on the Complaint form to include 'Mx'. <p>Action: HORS to amend flowcharts following Council comments and that Clive Powell and Nicki Dill have sight.</p> <p>Action: LW to carry out review of handbook of communication for healthcare professionals written by a PSA board member Moi Ali to see how this might be applicable to HCS.</p>	HORS LW	30.09.20 February 2021
8.	Any Other Business	<p>The Chair thanked Simon Brown for his contribution and dedication to the Registration Council during his three-</p>		



	<p>year term as a Professional member. Simon thanked the Chair and the AHCS team for their support.</p> <p>SB advised Council that IMI are hosting a virtual event, 'The Covid Curve' on 1st October, details of which can be found on the IMI website (www.imi.org.uk).</p> <p>Action: CA to include in AHCS marketing activities.</p>	CA	21.09.20
	<p>Next meeting: TBC – February</p>		

Minute sign off sheet for the previous meeting:

Signature of Chair -

Date of signature – 9th February 2021