



HCS Registration Council

Public Meeting

Date: Tuesday 9th February 2021

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: Lucy Tinniswood (LT), Vishakha Tripathi (VT)

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

Apologies: Janet Monkman – Registrar & CEO, Catherine Vaughan, Lee Wickham

Minutes

Item	Subject	Notes	Responsibility	Deadline
1.	Welcomes and Apologies including etiquette	The meeting was held via videoconference due to the Covid19 pandemic. In advance of the meeting, video etiquette was circulated to members. Janet Monkman and Catherine Vaughan gave apologies. Lee Wickham was in attendance for item 8 only.		
2.	Declarations of Interest	Declarations are provided annually by Council members. No new declarations of interest were declared for items on the agenda.		
3.	a) Minutes of the Public meeting of 16th September 2020 b) Action Log of the Public meeting of 9th February 2021	(Paper 1_Final Draft Registration Council PUBLIC Meeting of 16.09.20) The minutes were agreed as an accurate record of the meeting held on 16 th September, a copy of which was signed electronically by the Chair. (Paper 2_PUBLIC Meeting Action Log of 09.02.21) The action log was discussed and updated. Completed actions have been archived.		
4.	Chair's Report	The Chair received the notes from the recent Accredited Registers Collaborative meeting. The next meeting will be in the Spring. The Chair has attended all the AHCS Management Board meetings, in role of non-Executive Director.		



5.	<p>AHCS Update, to include</p> <p>a) Covid-19, including Shared Temporary Register</p> <p>b) HCS Registers</p> <p>c) Standards & Quality Assurance</p> <p>d) Marketing, including Annual Report</p> <p>e) Professional Standards Authority matters</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. The Chair acknowledged that the slides are useful not only for the Academy but for the public too, and so are expected at every meeting for this item. Action: HORS.</p> <p>LT was pleased to see an increase in the numbers of Medical Illustrators on the register. It was acknowledged that the work both the Academy and IMI have done, including the upcoming webinar, reflects this.</p> <p>NSHCS is sharing information with trainees about the register and the importance of joining.</p> <p>There is a slow increase in the number of HSSs going through the Equivalence route, between 2-4 individuals each quarter.</p> <p><u>Continuing Professional Development Audit</u> CPD audits continue to be on hold due to the Covid-19 pandemic, however this is monitored by the team regularly. It is not yet deemed appropriate to restart audits given the ongoing crisis. This needs to apply to all HCS registrants.</p> <p><u>Proposal for a new CPD audit process</u> The proposal is for the process was discussed. Action: Final proposal to be circulated for consideration before the June meeting, a new process to commence in September 2021. HORS.</p> <p><u>Equivalence</u> HOS spoke to the paper, advising:</p> <ul style="list-style-type: none"> • Equivalence numbers are consistently increasing. • There have been more enquiries about the Practitioner Training Programme (PTP) Equivalence. • In response to the pandemic, there has been more recognition of these roles and the importance of registration. • The HSS figures are increasing, smaller than expected. NSHCS have advised that this is due to the impact of Covid-19 on trainees completing their programmes. • Action: HOS will provide a more structured template for the portfolio summary report which will be 	<p>HORS</p> <p>HORS</p> <p>HOS</p>	<p>When appropriate</p> <p>04.05.21</p> <p>07.06.21</p>
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		<p>brought to the June meeting, ready for roll out in September.</p> <ul style="list-style-type: none"> Action: LT to direct Equivalence individual at IMI to HOS to discuss process and standards queries. <p><u>Quality Assurance to include GCRB's observation summary</u></p> <p>HOS supports the process that is rigorous and robust, though can be time-intensive particularly for the moderators. VT advised that the number of moderators is under review.</p> <p><u>PTP – Completion and Registration</u></p> <p>HOS welcomed feedback from the Council as to whether a proposal to introduce a third algorithm to calculate final degree classifications to mitigate the impact of the pandemic on learning, remains acceptable in the context of registration on the Academy's Healthcare Science Practitioner Register.</p> <p>The National School of Healthcare Science (NSHCS) has received this request from one University only.</p> <p>Classifications – Council agreed that it is not the Academy's remit to have a view on this. Registration Council's concerns are around whether the outcomes been achieved successfully to gain registration.</p> <p>Action: HOS will put wording together and send to Chair for review before sending.</p> <p>Practice – Agreed that as long as there is evidence that they have achieved the programme outcomes, including the practice requirements, then individuals should be able to apply for registration.</p> <p>Action: HOS to ensure this advice is on the AHCS website.</p> <p><u>Learning thoughts on Apprenticeships</u></p> <p>As the Academy will soon be ceasing its External Quality Assurance (EQA) role, HOS has advised of the main learning thoughts that have come from the engagement with the apprenticeships.</p> <p>The Academy will be establishing its non-PSA accredited Assistant (level 2) and Associate (level 4) registers on its new register platform. These will be governed by the Registration Council. Action: HORS and HOS will advise of the timeline for this.</p> <p>The Academy's website will shortly be updated to:</p> <ul style="list-style-type: none"> Confirm the new EQA arrangements Promote the Assistant, Associate (when approved) and Practitioner Register 	<p>LT</p> <p>HOS</p> <p>HOS</p> <p>HORS/HOS</p>	<p>12.03.21</p> <p>31.03.21</p> <p>31.03.21</p> <p>When appropriate</p>
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		Guide those seeking further information on apprenticeships to the GOV.UK website.		
6.	HCS Accredited Registers Work Plan	<p>(Paper 3_Updated Work Plan 2020-21)</p> <p>The Council questioned the establishment of non-accredited registers, and who made the decisions on standards/rules that apply. Non-accredited registers have been created so that decisions can be made without the input of another organisation.</p> <p>The Council considered it is essential that the Council have an opportunity to approve the proposed registers. New registers, regardless of form, should be brought to Council, or the AHCS Regulation Board if not HCS for approval.</p> <p>Expectations and requirements must be clear to ensure a proportionate approach.</p> <p>Action: HORS and Registrar to provide full response to the Council's queries. Council work and sign-off needs to be incorporated into the plan, prior to any implementation.</p> <p>Council members recommended the addition of the following text to the Work Plan descriptors:</p> <p>Action: HORS to add Equality, diversity and inclusion data to 'Registrant & HCS Workforce Analysis'.</p> <p>Action: HORS to add 'internal' to 'Testing of CPD audit module in progress' to better reflect the work.</p>	HORS/ Registrar	31.03.21
7.	GSP update	<p>(Paper 4_GSP Standards Document V8.1_31.01.21 Paper 4_Appendix 3_GSP Standards Document V8.1_31.01.21)</p> <p>HOS requested approval for rollout of the Good Scientific Practice document. HOS has been working with both HORS and BH to identify the groups of who it is relevant to however still needs to speak to the NSHCS to ensure alignment with the accreditation standards.</p> <p>It was the consultation feedback that led to a change of language from 'you will', 'you must' to 'You ' because of the previous difficulty using a single term. Council members agreed with this change. Action: HOS to add line to the GSP introduction to make explicitly clear.</p>	HOS	31.03.21



		<p>Action: The Council approved the revised GSP and agreed that the separate 'Appendix' document should be named as a linked document.</p> <p>HOS predicts a publication date of the end of March.</p>	HOS	31.03.21
8.	Lee Wickham - Common communication in healthcare professionals	<p>LW joined the meeting for this item only.</p> <p>LW drew Council members' attention to the book by Moi Ali: How To communicate Effectively in Health and Social Care. (2017) Pavilion.</p> <p>Moi Ali is a member of the PSA Board and has over 30 years' experience in communications and training, particularly within the public and voluntary sectors. She has written 20 books on various aspects of marketing and communications.</p> <p>LW had offered to review the book to identify any specific tips that may help the Academy in marketing towards an end of increasing registration numbers.</p> <p>LW highlighted:</p> <ul style="list-style-type: none"> • Need to register • Brand • Wider conversations • Social media <p>Action: LW to circulate his paper on the book, with the points talked through at the meeting, to Council members.</p>	LW	26.02.21
9.	Any Other Business	No other business.		
		Next meeting: Monday 14 th June 2021		

Minute sign off sheet for the previous meeting:

Signature of Chair:

Date of signature: