RWPN Registration and Professional Standards Committee

Monday 6th February 2023

Minutes

Present: Bev Donn (chair), Roger Cowell, John Fearn-Webster, Mark Gray, Amanda Labbett (minutes), Jane McNaughton, Nickki Sadler, Paddy Toner, Simon Wadsworth

Apologies: Brenda Smart, Josh Feehan, Lisa Petrie

in attendance: Simon Labbett

1. **Welcome and apologies**

JMc was welcomed to the committee and briefly introduced herself and her professional background; Jane brings experience of sitting on panels investigating concerns with Optometrists.

Ice-breaker: two truths and a lie

2. **Declarations of Interest**

JMc is an external examiner for BCU

3.**Matters arising**

AL sought clarification with regard to the proposed skills audit - it was agreed to prepare a ‘general skills audit’ **action: AL circulate skills audit**

Duty of Candour Policy - in Brenda’s absence, SL reported that he had spoken with her about this, and that they are working from a model policy provided by Occupational Therapists **action: BS/SL draft policy**

Training - PT reported back that his union do not provide external training, but provided a recommended link - <https://www.realclearcoaching.co.uk/> SL had attended a recent PSA conference and reported back that training was discussed there with other new registers; he will keep us informed of any outcomes or training possibilities following conversations regarding sharing resources with Accredited Registers Collaborative.

4.**Course Recognition policy**

Proposed policy document was circulated in advance - discussion held before approval.

It was agreed that it was a well-written policy and covered what was necessary. Reiterated that it was an internal document which would need sharing with training providers. The question was asked whether training providers had been consulted so far - they have not, but would be as part of the ‘public’ consultation once policy approved. Shared view that training providers need to work to our standards and not us working to theirs. MG thanked everyone for their contributions. The policy was APPROVED. The next step is for this committee to write to all course directors, SL agreed to provide guidance on this **action: SL proforma letter**

Discussion followed; issues included implications for any student who completes an ‘unrecognised’ course, possibility of instigating our own EPA, providing top-up training to fill perceived gaps, introducing a ‘preceptor’/probationer model, and competencies.

With regard to the Apprenticeship standard, it was recognised that the existing EPA is not up to a satisfactory standard, and there is a need to step up communication over this matter. It is important to take into account the disruption of the pandemic and lack of updated materials, and also that we need to look at all courses and not just those currently raising high concerns.

5. Professional Standards Authority – preparation for annual review (April)

* Position on allowing registrants to change their online details.

The current system of allowing registrants to change their own details was agreed to be satisfactory, although the possibility of seeking proof of employer was discussed; it was agreed to ask for both work and personal email addresses from all registrants to ensure ability to contact them; also to require the consent and acknowledgment boxes are ticked each time upon renewal ticks. The need to consider EDI was also raised - the Management Committee are currently looking at this.

**action: AL look into necessary changes to database**

* Position on whether to publish decisions made by the Initial Investigation Panel

The question was asked if we should publicise that a complaint has been made, and there followed discussion about procedures elsewhere. It was agreed that we keep a confidential record of any complaint made where there is no further action, and add a criteria to the triage stage which means a third (?) complaint against an individual would automatically progress to the next stage regardless of the severity of this particular complaint. **action:AL draft new procedure**

* Future training: decision-making training (based on sanctions policy)

This is in progress and was discussed under Matters Arising

6. **Apprenticeship standard**

Consultation on this standard review has been paused owing to concerns raised by the employer group, and this is holding up the process. NS was asked to make a formal approach to Guide Dogs to move this on. **action:NS speak with employer**

**7. AOB**

Lisa and Bev are to continue working on the Habilitation question, feeding back at the next meeting.

**Dates of future meetings**

**28th September in person, coinciding with Management Committee meeting at BCU - details tbc**