



Policy Advisory Committee

12 June 2019

Annual reports of the Policy Advisory Committee 2018-19

Classification	Public
Purpose	For decision
Issue	The Annual Report of the Policy Advisory Committee which will be presented to Council at its meeting on 17 July 2019.
Recommendation	To agree the Policy Advisory Committee Annual Report to Council for 2018-19.
Financial and resourcing implications	An estimate of the cost of the committee and its work is included in the paper.
Equality and diversity implications	None
Communications implications	None
Annexes	None
Author	Marcia Scott

Annual Report of the Policy Advisory Committee 2018-19

Introduction

1. The role of the Policy Advisory Committee is to contribute to the development of Council policy across the breadth of its work including in education, professional standards, registration and fitness to practise.
2. The Committee performs the role of the statutory Education Committee under the Osteopaths Act 1993. The Committee has a 'general duty of promoting high standards of education and training in osteopathy and keeping provision made for that training under review'. It also has a key role to give advice to the Council about educational matters including the recognition and withdrawal of 'recognised qualifications' (see Sections 11 to 16 of the Osteopaths Act 1993).
3. The terms of reference of the Committee can be found at the end of the report.

Membership

4. The Committee consists of five members of Council and four external appointed members. The members of the Committee are listed at paragraph **xx** below.
5. In addition, the member organisations of the Osteopathic Development Group are invited to send an observer with speaking rights to each meeting. Observers may not take part in any part of the meeting where the business is that reserved to the Statutory Education Committee.
6. The members of the Osteopathic Development Group are:
 - the Council of Osteopathic Education Institutions (COEI)
 - the Institute of Osteopathy (iO)
 - the National Council for Osteopathic Research (NCOR)
 - the Osteopathic Alliance (OA)
7. The Policy Advisory Committee met three times during the period under review – in June 2018, October 2018, and March 2019. This report summarises the work of the Committee. Full minutes of all the meetings have already been reported to Council.

Quality assurance of 'recognised qualifications'

8. During the course of the year, as part of our active approach to advising the Council about the recognition of qualifications, qualification change notifications and ensuring standards, the Committee considered, in relation to all osteopathic educational institutions (OEIs) the following:

Activity	June 2018	October 2018	March 2019
Agreement to RQ specifications (including new RQs, renewal of RQs and monitoring visits)	Three OEIs		One OEI
Consideration of Education Visitor RQ report (including new RQs, renewal of RQs and monitoring visits)		One OEI	Three OEIs
RQ change notifications and consideration of reports and evidence submitted in relation to general and specific conditions	Four OEIs	Four OEIs	
Consideration of annual report analysis (including external examiner reports and internal annual monitoring reports and information about student fitness to practise.)			Nine OEIs
Consideration of eligibility of osteopathic educational institutions to have expiry dates removed			Nine OEIs (2 deferred to June 2019 Committee)

Quality Assurance - Procurement

- The Committee agreed the proposed approach to the Quality Assurance major tender exercise at its meetings in June 2018 and October 2019. The Committee gave detailed consideration to the business case including the options for securing services and the process and personnel to be involved in the procurement. These matters will be considered further by Council in 2019.

Quality Assurance – Annual Report template 2018-19

- The Committee agreed the annual report template to be completed by the osteopathic educational institutions for the 2017/18 academic year and due for

submission in December 2018 which forms part of the quality assurance picture for each osteopathic educational institution.

Quality Assurance Consultation and Review

11. The Committee have given detailed consideration and scrutiny to its role in quality assurance through 2017 and 2018.
12. In June 2018, the Committee considered the findings from the Quality Assurance consultation. The Committee considered the following:
 - a. The removal of expiry dates from 'recognised qualifications'
 - b. The publication of conditions
 - c. The procedure for managing concerns
 - d. Mechanisms for sustaining good practice
 - e. That there were no clear and specific answers to what a risk based or innovative model of quality assurance looked like and that this should be investigated further.
13. In October 2018, the Committee undertook a seminar to reflect on our current quality assurance processes, those of other regulators, and exploring the strengths and weaknesses of our own processes. The findings from this seminar will continue to inform our approach to quality assurance in 2019.
14. In March 2019, the Committee agreed an updated QAA / GOsC Handbook which included a range of updates including updated code of conduct, clearer definition of conditions for publication, publication of action plans, procedures for withdrawal of the visit team.
15. During 2018 and 2019, the Committee also oversaw a thematic review about the role of the external examiner. The Committee noted that it placed emphasis on the use and outcomes of the external examiner involvement as part of the assurance it needs to be assured about the RQ only being awarded to graduates meeting the Osteopathic Practice Standards. The review sought feedback from the institutions about the procedures in place at their institution or their validating institution, the strengths, areas of development and recommendations for improving assurance.
16. The conclusions of this review will be considered by the Committee at its meeting on 12 June 2019.
17. The Committee also agreed to a thematic review of patient and public involvement in osteopathic education which aimed to explore the various roles of patients contributing to the pre-registration education of osteopaths, identify areas of innovation and good practice, identify areas for development and to explore the experiences and expectations of patients and others contributing to osteopathic education. This review is ongoing.

Osteopathic Practice Standards (OPS) Implementation and evaluation

18. At its meetings in June 2018 and March 2019, the Committee agreed a detailed approach to the implementation, including an analysis in relation to all the stakeholder groups and also our own internal processes including fitness to practise and registration assessment. The Committee also gave detailed consideration to the implementation evaluation of the Osteopathic Practice Standards (2018) which come into force on 1 September 2019 and provided feedback on this.
19. At its meeting on 18 October 2018, the Committee considered updated registration assessment documentation to reflect the updated Osteopathic Practice Standards and provided feedback on this before it was agreed for consultation by Council in January 2019.

Continuing Professional Development (CPD)

20. At its meeting in October 2018, the Committee considered the implementation of the CPD scheme with particular reference to the risk register for the implementation of the CPD scheme and the development of the CPD evaluation survey to be launched in 2019. The Committee also considered the other sources of data providing assurance about the implementation of the CPD scheme including: registration renewal data and communications data and information. The Committee considered the importance of realising the benefits of the scheme and the challenge of measuring this over time.

Boundaries Literature Review

21. At its meeting in June 2018, the Committee considered an update about the boundaries and considered the literature review about communication and miscommunication in the context of touch. The Committee provided feedback about the report and agreed to a collaborative stakeholder workshop to respond to the findings and to support the scoping out of next steps.

Rule 19 Practice Note

22. The Committee provided detailed consideration to the draft Rule 19 Practice Note which was intended to provide greater transparency and consistency in approach to cancellation of hearings prior to it being agreed for consultation by Council.

Changes to the risk assessment process for fitness to practise

23. At its meeting on 18 October 2018, the Committee considered revisions to the risk assessment process used during fitness to practise investigations.

Assuring applicant qualifications

24. The Committee considered and provided feedback, at an early stage, on mechanisms to enhance assurance about qualifications presented by UK and international applicants.

Registration Assessor and Education Visitor – length of service

25. The Committee considered and provided feedback about the length of service of Registration Assessors and Education Visitors and also approaches for development in these roles.

Risk Register

26. At its meeting on 12 June 2018, the Committee considered Council's Risk Register.

Membership

27. During the period April 2018 to March 2019 the Policy Advisory Committee membership comprised:

Name	Member details	Meetings attended
Dr Marvelle Brown	External lay member	2/3
John Chaffey	Council registrant member	3/3
Bob Davies	External lay member	3/3
Elizabeth Elander	Council registrant member	3/3
Dr Bill Gunnyeon (Chair)	Council lay member	3/3
Dr Joan Martin	Council lay member	2/3
Professor Raymond Playford	External lay member	3/3
Alison White	Council lay member	3/3
Nick Woodhead	External lay member	2/3

28. Members' allowances and expenses for the Committee in 2018-19 were £14,250. In 2017-18 members' allowances and expenses were £9,888. The increase is due to external venue costs and increased claims.

29. Observers with speaking rights attended:

Name	Meetings attended
The Council for Osteopathic Education Institutions	2
The Institute of Osteopathy	3
The National Council for Osteopathic Research	3
The Osteopathic Alliance	1

Recommendation: to agree the Policy Advisory Committee Annual Report to Council for 2018-19.

Terms of reference and membership of the Policy Advisory Committee

The role of the Policy Advisory Committee is to contribute to the development of Council policy. To do this it will:

- a. Advise Council on all matters of policy including:
 - i. The standards required for initial registration and appropriate means for assessing those standards.
 - ii. On all matters relating to pre-registration education and training of osteopaths, including the standards of osteopathic practice required for registration.
 - iii. Post-registration education and training, including the requirements for ensuring osteopaths remain fit to practise.
 - iv. The management, investigation and adjudication of concerns about the fitness to practise of registrants.
 - v. Matters relating to the exercise of powers under section 32 of the act (protection of title).
 - vi. The development of the osteopathic profession.
 - vii. Measures to encourage research and research dissemination within the osteopathic profession.
 - viii. Any research needs to support the GOsC's work.
- b. Take into account the decisions of fitness to practise committees, information from the PSA and other relevant sources, and external legal or other requirements.
- c. Ensure that policy development has been informed by effective engagement with the full range of the GOsC's stakeholders.
- d. Make an annual report for Council on the work of the Committee.

The Committee will also undertake the statutory functions that are reserved to the Education Committee, which are to:

- a. Advise Council on the recognition of qualifications in accordance with section 14(6) of the Act.
- b. Appoint and manage the performance of visitors to conduct the evaluation of courses under section 12 of the Act.
- c. Advise Council on matters relating to the withdrawal of recognition of a qualification in accordance with sections 16(1) and 18(5) of the Act.

- d. Exercise powers to require information from osteopathic educational institutions in connection with its statutory functions in accordance with Section 18 of the Act.