

CHAPLAINCY REGISTRATION STEERING GROUP

The first meeting of the Chaplaincy Registration Steering Group (RSG) was held at 35 King Street, London WC2E 8JG on 15 March 2006

Present:

Derek Brown [SACH] in the chair
Bill Bazely [CHCC]
Lance Blake [AHPCC]
Nick Flood [CHCC]
Sarah Sewell [CHCC]
Chris Webber - Secretary

Prior to the commencement of the meeting, it was noted that 15 March was Sarah Sewell's birthday, and the Group wished her many happy returns.

Apologies: Apologies were received from Peter Brignall [CHCC], Tom Gordon [AHPCC] and Ian MacDonald [SACH].

06/1/1 Terms of Reference

It was agreed that Chris Webber would prepare draft Terms of Reference for consideration at the next meeting.

06/1/2 Membership of the Group

It was agreed that Derek Brown would act as RSG Chair.

It was noted that the three professional bodies had agreed that membership of the Steering Group would consist of 8 representatives – 4 x CHCC; 2 x AHPCC; 2 x SACH with the CHCC Registrar as Secretary.

It was agreed that, at the present time, membership of RSG should be limited to the Representative members, without Observers or Attendees, but that minutes of RSG meetings should be placed on the professional bodies' websites, and sent to CAAB. Proceedings of RSG should be as open as possible, with interested bodies informed of progress. It was important to establish relations with departmental chaplaincy bodies, especially in Scotland, and the MFGHC and its equivalent in Scotland, the central chaplaincy faith bodies, should be kept informed.

It was noted that a key consideration was the involvement of service users and the incorporation of a public perspective in the objectives and work of the Group, and it was agreed to discuss this aspect at the next meeting.

06/1/3 Reporting Procedures

It was noted that 2006 meetings of the professional bodies at which RSG would be made included:

- AHPCC - May - AGM
- CHCC - April - National Professional Committee (NPC)
 - July - AGM
 - November - NPC
- SACH - October - AGM

06/1/4 “The Road to Professional Regulation”

The main business of the meeting was to work through “The Road to Professional Regulation” based on the 10-point plan received from the Health Professions Council (HPC), originated by the CHCC Professional Services and Registration Group (PSRG) under the leadership of John Birrell.

RSG identified progress already made, future work required, defined individual and group responsibilities and timetables for action as set out in the document attached to these minutes.

06/1/5 Recording of Decisions and Recommendations

It was agreed that Chris Webber would prepare and maintain an electronic folder based on the Road to Professional Registration outline, which could be updated as progress was made and milestones achieved, which would be circulated to all PRG members.

Date and Location of next meeting

It was agreed that the next meeting would take place on Thursday 11 May 2006 commencing at 11230 hrs in London.

REGISTRATION STEERING GROUP - The Road to Professional Regulation

The following paper is adapted from a paper produced by John Birrell to CHCC in 2005, from which the establishment of the Registration Steering Group was proposed. It is now presented as a working document for the Steering Group, from which a set of tasks, programme and target dates may be developed.

- In 2002, following “a useful and informative meeting with the Health Professions Council”, the CHCC Executive endorsed an initial programme of work. The programme outlined the requirements of a health profession prior to application for statutory regulation.
- There has been a deal of slippage on the timetable, because of necessary preoccupation with other matters, but the three major professional chaplaincy bodies (CHCC; AHPCC; SACH) agreed in 2005 to establish a Joint Registration Steering Group consisting of representatives from each body (CHCC – 4; AHPCC – 2; SACH – 2) subsequently identified by their respective organisations.
- The programme as set out in this paper is based on a previous document prepared by John Birrell for CHCC, following discussions starting in October 2004, which took into account the HPC document: “Guidance for Occupations Considering Applying for Regulation by the Health Professions Council” dated April 2003 (Issue 1). It will be necessary, as a first step, to verify and update some of these papers in order to focus the work of the Steering Group.
- As well as working together, it will be necessary to keep other bodies and groups informed of progress and to publish this progress, including on the respective websites and to have recognition of this work from other bodies as progress is made over what may be a relatively long period.

Key to Planning Chart

Summary	Status	Leads	Organisations
	✓ Action completed		HPC Health Professions Council
	☺ - Action on course for completion		CAAB-UK Chaplaincy Academic and Accreditation Board-UK
	☺ - Action on course for completion		CHCC College of Health Care Chaplains
	⌚ - Target Progress made, but slippage on planned timescale		APHCC Association of Palliative and Healthcare Chaplains
	⌚ - Target Progress made, but slippage on planned timescale		SACH Scottish Association of Chaplains in Healthcare
	✗ Little or no Target Progress achieved		MFGHC Multi-Faith Group for Health Care Chaplaincy
	✗ Little or no Target Progress achieved		SYStHA South Yorkshire Strategic Health Authority
	● Not known – information required		
	↻ Change to action planned		

1. The occupation must cover a discrete area of activity displaying some homogeneity

This criterion covers **what a profession's scope of practice is**.
 The Council will assess applications for evidence that demonstrates that the applicant profession practises activities that:

- Are distinctly its own
- Are common across the occupation
- Are distinct from the scope of practice of other occupations, although there may be some overlap

	Task	Work required	Group	Lead	Target Date	Progress
1.1	Clear paper on scope of spiritual care in practice	Comparison of four documents a) Care for the Spirit (SYStHA) b) Meeting the Religious and spiritual needs of patients (DoH) c) Guidelines on Spiritual Care in NHSiS d) Chaplaincy Standards e) AHPCC Standards		Bill Bazely (BB)		BB to review and email to PRG

2. The occupation must apply a defined body of knowledge

The *body of knowledge* criterion covers **what a profession does**. Frequently, the *body of knowledge* of a health profession will overlap those of other professions. However, each profession that the Council regulates has its own distinct *body of knowledge* and applications will not be successful if the Council considers that the applicant occupation has not provided sufficient evidence to demonstrate that it, too, has a distinct *body of knowledge*.

	Task	Work required	Group	Lead	Target Date	Progress
2.1	Concise statement showing the defined body of knowledge required for the post	Based on AfC Knowledge and Skills Framework and Job Profile	CAAB - Led and produced documentation Concern over KSF application by some English NHS Trusts. Could be similar problems in Scotland when introduced in 2006.	Chris Webber (CW)		CW to obtain definitive version from CAAB and circulate to PRG

3. The occupation must practise based on evidence of efficacy

This criterion covers **how a profession practises**.

The Council recognises the centrality of evidence-based practice to modern health care and will assess applicant occupations for evidence that demonstrates that:

- Their practice is subject to research into its effectiveness. Suitable evidence would include publication in journals that are accepted as learned by the health sciences and/or social care communities
- There is an established scientific and measurable basis for measuring outcomes of their practice. This is a minimum – the Council welcomes evidence of there being a scientific basis for other aspects of practice and the body of knowledge of an applicant occupation
- It subscribes to the ethos of evidence-based practice, including being open to changing treatment strategies when the evidence is in favour of doing so

	Task	Work required	Group	Lead	Target Date	Progress
3.1	Underpinning Research identified	Paper drafted				
3.2	Process for ongoing research identified	e.g. Minimum data set; KPIs; Benchmarking; Audit		Lance Blake (LB)		LB to ask Tom Gordon (TG) to research and report to next meeting. Involve David Mitchell, CHCC Chaplaincy Research Group, John Birrell

4 The occupation must have at least one established professional body which accounts for a significant proportion of that occupational group

This criterion covers **how a profession has established itself**.

The Council will assess applications for evidence that there is at least one established professional body. The Council will assess the application for evidence that membership of the body or bodies account for a significant proportion – at least 25% - of the occupation's practitioners. Suitable evidence of established professional body or bodies would include:

- A constitution or rules
- Minutes
- Standing Orders for the body or bodies and committees
- Election rules and results

Where there is more than one professional body or representative organisation for an applicant occupation, the Council will additionally seek evidence that all the bodies are involved in, and supportive of, the application process. The Council would welcome evidence of the existence of a steering group with representatives from all the bodies, and that a fair and effective decision-making process is in place. The Council would expect to work primarily with such a steering group and would also expect evidence that the steering group, and not an individual professional body, was involved in drawing up the application for registration.

The Council will also seek evidence that practitioners who do not belong to the professional body or bodies or representative organisation(s) are also supportive of the application. If any of these practitioners are likely not to have followed the applicant occupation's entry routes as described in sections 6 and 7 below, then the Council will require information about likely grandparenting requirements.

	Task	Work required	Group	Lead	Target Date	Progress
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4.1	Professional bodies membership as proportion of total.	Paper describing structures, rules and membership.		CW		CW to collate evidence of Professional Bodies as above. Consultation with Multi-Faith Groups (England and Scotland) – not practitioner bodies to be in the future. Future RSG agenda item.
4.2	Establish Steering Group		RSG			1st meeting 15.3.06

5 The occupation must operate a voluntary register(s)

This criterion covers **how a profession accounts for its members.**

The Council's Register is its primary mechanism for protecting the public. The Council will seek to assess whether workers in an applicant occupation have accepted the principles, benefits and obligations of registration, by enrolling on a voluntary register or registers. The Council will require evidence that the voluntary register(s) cover at least 25% of an applicant occupation's workforce. These requirements are a minimum and the Council would consider very favourably evidence of plans to inform an applicant occupation's practitioners of the consequences of regulation by the Council. Such plans should cover issues that will be of particular importance to those members, particularly:

- Fees and other potential financial implications

- Regulation of the practice of the profession's members. As explained in the introduction, members of the profession will be subject to the Council's regulatory authority, which it will exercise to protect the public.
- Arrangements for applying for entry to the Council's Register
- Protection of title
- Fees and other financial implications

The Council has published leaflets on these topics.

	Task	Work required	Group	Lead	Target Date	Progress
5.1	Decision on admission of chaplains from other organisations and from no organisation	Policy decision including whether charge should be levied		CW		CW circulate voluntary registration letter and questionnaire to RSG. AHPCC and SACH to encourage members to apply - no registration charge.
5.2	Voluntary Register with high proportion of chaplains	Already in existence – needs to be updated and opened to all health care chaplains – publicity job needs to be done to kick start this process.		CW		Noted updating and validation in progress.
5.3	Decision on closing date for voluntary register grand-parenting	Policy Decision – dependent on admission criteria being clarified.				

6 The occupation must have defined routes of entry

This criterion covers **how a profession ensures its practitioners have the requisite knowledge and skills on entry.**

The Council will assess evidence of how entry to the applicant occupation is controlled. The Council will seek evidence that only individuals who have chosen defined routes of entry are recognised as being practitioners of the profession, in the eyes of educational institutions, employers, professional bodies and (where appropriate) the public at large. The Council will also assess evidence that the applicant occupation either already has a Subject Benchmark from the Quality Assurance Agency or equivalent body, or intends to work towards one as part of becoming a regulated profession.

	Task	Work required	Group	Lead	Target Date	Progress
6.1	Clear statement of entry qualifications	Knowledge & Competencies to include Agenda for Change, "Caring for the Spirit" and a broad base to recognise and accept differences between practice and organisations in England and Scotland	CAAB	All RSG members		Recommendations on Mark Cobb CAAB paper requires endorsement or amendment or rejection by chaplaincy professional bodies prior to incorporation by RSG. Members to submit comments to CW

7 The occupation must have independently assessed entry qualifications

This criterion covers **how a profession ensures its recognized qualifications are valid.**

The Council will require evidence that there are qualifications that are recognized as being a necessity for entry to the profession, awarded by recognized educational institutions and independently assessed and monitored through a system of quality control.

	Task	Work required	Group	Lead	Target Date	Progress
7.1	Independent body assessing entry qualifications	Independence of CAAB-UK to be made clear.				Done
7.2	Body recognised by all chaplaincy bodies.	Recognition by CHCC, SACH and AHPCC				Independence recognized by acceptance of Terms of Reference and Memorandum of Understanding
7.3	Entry qualifications assessed	CAAB-UK to be asked to assess	CAAB			Under development

8 The occupation must have standards of conduct, performance and ethics

This criterion covers **how a profession ensures high standards.**

The Council will assess evidence that an applicant occupation has written standards of conduct, performance and ethics, covering the behaviour it expects of practitioners. The standards should cover similar ground to the Council's standards, and include health, character and competence, among other topics.

	Task	Work required	Group	Lead	Target Date	Progress
8.1	Code of Conduct	Revised Code of Conduct, to be available by June 2005.	RSG			Issued November 2005
8.2	Acceptance of Code	Adoption of Code of Conduct by Chaplaincy organisations and Chaplaincy departments	RSG			RSG to monitor any potential change requirements. Standing Item at Annual meeting of 3 Presidents
8.3	Code of Ethics	Confirmation that this is covered by Code of Conduct.				

9 The occupation must have disciplinary procedures to enforce those standards

This criterion covers **how a profession polices the behaviour of its practitioners.**

The Council will assess evidence that an applicant occupation has a system for disciplining practitioners on its voluntary register (including striking-off) when it is determined that they are unfit to practice by reason of:

- Incompetence
- Misconduct
- Health

The Council will assess evidence of written procedures covering the administration of the system, and requires applicant occupations to submit anonymised information regarding cases that have been dealt with through the register.

	Task	Work required	Group	Lead	Target Date	Progress
9.1	Disciplinary Code	Fitness to Practice Group to Consult and publish code				CW to consult Mark Cobb re formal procedures for Fitness to Practice Group
9.2	Disciplinary procedure	Fitness to Practise Group to Consult and publish procedure				

10. The occupation must require commitment to continuous professional development (CPD)

This criterion covers **how a profession ensures its practitioners engage in long-life learning.**

The Council is committed to the principles underpinning CPD, and will be requiring all registrants to undertake CPD from 2006. Many of the currently regulated professions run CPD schemes at present. The Council will therefore be seeking evidence from applicant occupations that they are also committed to the principles of CPD. Suitable evidence would include written details of planned or existing CPD schemes.

	Task	Work required	Group	Lead	Target Date	Progress
10.1	Clear statement of CPD requirements for maintenance of registration	Flesh out annual requirement CPD Scheme in conjunction with CAAB and in line with HPC requirements				CW – confirm CAAB approval for CPD to ensure compliance
10.2	Everyone agrees requirements	Agree CPD requirements with Chaplaincy organisations				

In addition

11 Areas to check with HPC

	Task	Work required	Group	Lead	Target Date	Progress
11.1	Requirements	That this is complete list of requirements				
11.2	Timescale	Timescale for application (possible 2008/09 as for BACP etc)				

12 Communication

	Task	Work required	Group	Lead	Target Date	Progress
12.1	With membership	Clear statement of intentions				
12.2	With voluntary register	Regular registration news letters				
12.3	With voluntary register	Prepare Pack with all documents and guidelines				
12.4	With other Chaplaincy organisations	Full involvement of other organisations – Steering Group up and running				

cjw 29.3.06