

**CONFIDENTIAL**

Minutes of meeting of UKPHR's Education and Training Committee  
held on Tuesday 14 December 2021 by Microsoft Teams

At 14.30hrs

Present:

NAME	FOR MINUTES	ORGANISATION
Helen King	Chair	UKPHR's Board
Jessica Lichtenstein	JL	CEO, UKPHR
Ranjit Khutan	RK	UKPHR's Board
David Evans	DE	UKPHR's Board
Jenny Douglas	JDouglas	UKPHR's Board
Joanna Dowd	JD	UKPHR's Board
Gill Jones	GJ	UKPHR Registrar
Steve Maddern	SM	UKPHR's Board
Zaira Ejaz (secretariat)	ZE	UKPHR (secretariat)

Apologies:

NAME	ORGANISATION
Vicki Taylor	Vice Chair, UKPHR's Registration Panel

**1. Welcome, apologies and declaration of interest**

The Chair welcomed everyone to the meeting and welcomed JL as this was her first time attending the Education and Training Committee meeting since joining UKPHR. Attendance and apologies were as listed above. GJ declared an interest that she was involved in the work related to the changes proposed by the General Dental Council on their specialty training curriculum for dental public health.

**2. Minutes of previous meeting**

The minutes of the meeting held on 5<sup>th</sup> October 2021 were agreed as a true record.

**3. Action Points and matters arising**

The Chair noted the action points as follows:

21/11 – This action was an item to be discussed on the agenda.

21/12 – The Committee's annual report was amended and circulated to the Committee ahead of the Board meeting in November. The Board approved the annual report and this has recently been published on the UKPHR website. The Chair thanked everyone for their contributions and ZE for the drafting and editing of the report.

21/13 – ZE circulated the presentation slides to the Committee following the presentation given by David Chappel on the Faculty of Public Health curriculum changes.

21/14 – ZE circulated the information on the new registration process by the Chartered Institute of Environmental Health to the Committee. The Chair also raised this at the Board meeting that this would be something to come back to in the near future with JL and ZE.

#### **4. Apprenticeship route to practitioner registration**

DE reported to the Committee that the rules and guidance for the apprenticeship route to practitioner registration were consulted upon and the responses received were very useful. DE and RK volunteered to amend the documents to reflect the feedback received following the consultation and to correct minor inconsistencies. However, this proved to be a challenging task as the rules, guidance and route requirements required some cross referencing between the three documents. DE said that the amendments made with RK addressed all the comments from the consultation. They also worked on the three documents being completely consistent with each other. This was fed back to JL and ZE when the amendments were made by DE and RK. DE said that the substance of the process was not changed, and this can be recommended to the Board for approval. DE queried whether we needed three documents as applicants would be much less likely to read all three documents as opposed to one document. RK agreed with DE in that the cross referencing between the three documents proved to be challenging and suggested a short introduction document would be helpful as guidance for applicants. RK mentioned that the previous draft document of the route requirements was on the website, but this has now been taken down. DE said that the flowchart in the draft guidance was for the retrospective route and the text in the flow chart needed to be replaced with the additions provided by DE and RK in the document as the flowchart could not be edited.

The Chair thanked DE and RK for this piece of work and agreed that it would be best if all three documents were amalgamated into one comprehensive document with the flowchart. The Chair invited the Committee to provide any comments on this work. GJ agreed with the suggestion of merging the three documents into one and queried that the guidance mentions about the Registration Approvals Committee (RAC) chair being a lay member and the Registrar not being a member of the RAC. GJ commented that as the Registrar, she is not a lay member and also chairs the RAC Committee. GJ asked JL and ZE to clarify this for accuracy. In the rules document, GJ commented that there was not enough detail about who can provide a testimonial and reference. The Chair thanked GJ for her comments. JL questioned whether the rules document for the route is needed and suggested having a quick look at the information in the rules document that is not in the guidance document and to include this in one guidance document. JL commented that the rules document is important for a process that is linked to the responsibilities of a regulator rather than what leads up to registration. GJ commented about whether the word “Apprentice” should be replaced by the word “Apprenticeship” in the title of the route. DE agreed with this suggestion and commented on the definition of a lay member being someone who is not a registered public health specialist. GJ confirmed that she was registered with the General Dental Council as a dental public health specialist. DE also commented that the information in the guidance document was duplicated in the rules document so a thorough check would be needed if both documents were to be merged to ensure all information is captured in one place.

The Committee agreed with changing the wording of the route from “Apprentice” to “Apprenticeship” and to keep the definition of a RAC Chair more open as they may or may not be a lay member. The Chair also asked JL to work on merging the rules and guidance documents so that there is two documents instead of three; the

guidance and the route requirements. The Chair asked whether this would need to go to the Board and JL said she would double check this in the minutes of the last Board meeting as the changes are minor and would not need to go back to the Board as they have approved the route previously.

	WHO	WHAT	BY WHEN
<b>ACTION 21/15</b>	Jessica Lichtenstein	Work on the amendments to the rules and guidance documents as suggested by the Committee for the practitioner route to registration	21 <sup>st</sup> January 2022

**5. Proposed changes to the General Dental Council specialty training curriculum for dental public health**

The Chair informed the Committee about the consultation on the proposed changes to the specialty training curriculum for dental public health by the General Dental Council. The Chair commented that the curriculum mirrored in many ways some of the work that is involved in the specialist curriculum for the Faculty of Public Health. The Chair invited the Committee to provide their comments on the proposed changes. GJ commented that the specialist committee will have written to UKPHR to ask for their comments on the proposed changes as this is the consultation that each specialism is undertaking and then feedback will be reviewed in February 2022 to be published in March 2022. GJ commented on how the changes to the dental public health curriculum fit with the proposed changes by the Faculty of Public Health on their curriculum and said this would be something that would be asked at their Committee meeting. The Chair agreed that the changes proposed were quite similar to the proposed changes by the Faculty of Public Health but there were other areas that were quite detailed. The Chair asked the Committee members to review the proposed changes and provide any comments to JL and ZE by the end of December 2021. DE commented that it was difficult to identify what the proposed changes were as this is not made clear in the document. It would be helpful for the GDC to specify what the changes are exactly, similar to how the Faculty of Public Health presented their changes to their curriculum. GJ clarified that the Specialist Committee has been tasked by the GDC to review the curriculum so they would be best placed to make any changes and agreed with DE's suggestion about providing some helpful guidance on what changes are being made.

	WHO	WHAT	BY WHEN
<b>ACTION 21/16</b>	All members	Review the proposed changes to the specialist curriculum document and provide any comments to Jessica and Zaira	31 <sup>st</sup> December 2021

**6. Equality, Diversity and Inclusion working party**

GJ reported that the final report of the working party that was approved at the last meeting was taken to the Board meeting on 16<sup>th</sup> November. This report was received positively and the Board was happy to accept this. GJ thanked RK and JDouglas for volunteering to help the next steps and would approach DE for his help on this too. The Board agreed that identifying a board member lead on EDI and to help with this sort of delegation of duties will be really useful. The possibility of recruiting an Equality and Diversity (EDI) consultant was discussed and GJ mentioned that JL would look into whether this was appropriate going forward. It was recognised that time, manpower and funding were needed to take this work forward and GJ and JL would look at how the team could take this forward. JL agreed with GJ's report and mentioned that the next step the Board wants to understand is how this work would translate to potential activity and to undertake a

prioritisation exercise with the support of an external consultant. Ahead of the next Board meeting, JL and GJ as a first step will work on translating the final report into an action plan and then engage with someone to help with this work.

	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>
<b>ACTION 21/17</b>	Jessica Lichtenstein and Gill Jones	Review the final EDI report into an action plan and engage with an external consultant to begin this work.	31 <sup>st</sup> December 2021

**7. Any other business**

None

**8. Next meeting**

**Tuesday 01 February 2022 at 14.30hrs** was proposed and agreed. The Committee has now moved to quarterly meetings. If any big issues do arise, this can be done via email until the next meeting.