**RWPN Management Committee**

**May 26 2021**

**Minutes**

Those present: Norma Baillie, James Bole, Andrea Doyle, Simon Labbett, Ray Maxwell, Ian Moran, Nicola Poole, Daniel Scholes, Linda Paine-Winnett

Apologies: Dawn Bridgehouse, Debbie James, Martin Kearney

1. Minutes approved. Matters arising:
* CVI registration card. Andrea has completed this. It is now posted on website under The Profession. Simon requested any changes or additional info from Wales and Northern Ireland to be forwarded to him. Scotland has different system and this is acknowledged in the text.
* **Jim and Ian still to send photo and biog for website**
* Simon reported he had put a call out for interesting in joining a Hab section of RWPN. 3 replies received so far. Simon to contact them to arrange a meeting.
1. **Finance**

Current account £37,415 savings account £ 5,003.44 Paypal account £2754.98

RWPN paid our initial application fee to PSA this month of ££13,798. Daniel reminded the meeting that there is an annual fee to be paid to PSA that represents up to 30% of an individual membership fee.

Daniel confirmed that he and Amanda are putting together a financial strategy statement.

1. **Membership issues**

Current numbers: fully qualified in UK 427; Associate members 18

**Purpose of Associate level membership and role of assistant level ROVI**

A lengthy discussion concluded that:

RWPN should:

* Promote and support the role of rehab assistant both as a path to further development within the profession and to embed the role in the sensory team
* Provide guidance around what tasks a rehab assistant should and should not do and the circumstances under which any tasks can be undertaken
* Provide guidance on the level of professional **oversight and support** an assistant should work under
* Provide clarity in what is expected of a fully qualified worker and the support they, in turn, should receive
* Link the above criteria to RWPN’s associate membership level

Initial notes: link to risk, public protection is paramount. Assistant ROVIs are non-qualified and therefore not on a register = responsibility falls on employer to ensure they are properly supervised by a qualified ROVI. ROVI to “sign off” tasks. Look to National Occ Standards and current Assistant ROVI JDs for some benchmarking in role.

**Action: All committee to be involved in putting guidance together. Simon to identify next step and contact committee.**

1. **Professional registration and PSA application**

Simon informed the committee about submission of the application, the next steps regarding the process, including the call by PSA for comments on RWPN. Simon also informed about the members of the Registration and Prof Standards Committee and the tasks undertaken from their first meeting in March.

Simon requested permission to authorise funding for any training required for the new committee to assist in managing professional conduct panels in a lawful manner. He said he was also looking into the role of legal advisor to such meetings and how we might employ someone on an ad hoc basis.

Simon to present to annual Professional Study Day on the requirements of registration for registrants.

1. **AGM and Professional Study Day**

100+ already booked and all speakers confirmed. Andrea confirmed she was happy to stand as Vice-Chair and Jim agreed to remain on the committee (as did all others at the meeting). Daniel agreed to present the treasurer’s report.

1. **Qualification and Training Issues**

An update was provided regarding the building necessity to train more people in Wales and Scotland which is occurring at the same time as a review into the Apprenticeship Standard in England. RWPN is to be involved in the latter process and any solution cannot be allowed negatively affect training needs from Wales, Scotland or Northern Ireland.

Simmone, Ian, Norma and Simon all brought the same issue to the meeting for discussion: the role of the Senior Practitioner, supervision and mentoring in relation to newly qualified and isolated members.

Below is a summary of the discussion and action:

**Supervision issues.**

The meeting identified three issues

1. A need, identified by workers, to provide insight to managers who supervise ROVIs (either with or without sensory experience) on the role of the ROVI, the nature of the professional standards and CPD requirements to fulfil government registration, the risks and supervisory requirements to ensure the public is protected and the nature of case management and allocation
2. A need for a bank of freelance professional supervisors who can be called upon to support the above. This may imply a level of training for those supervisors
3. Guidance on training and support for ROVIs who are in a supervisory role, recognising that employers may already have training in place, but that additional input is required from RWPN.

The issue of how to attract managers was raised. Any PSA endorsement of the register offers the chance to help managers understand the role and support them better.

Attention needs to be given to supporting managers of visually impaired ROVIs.

**Action. Ray, Simmone, Andrea and Simon to form group. Andrea to lead.**

**Simon to upload Senior JD (from Ray’s Trust) in Core Skills sub tab of The Profession on website**

**Ray to forward QCF level 5 course in professional supervision for consideration with the number 3 above and Simon to forward as appropriate**

**Date of next meeting: Wednesday 13th October 9.30**