The Council Processes

Introduction

With the start of the Consultation process on 1st July the next stage of preparing for the introduction of the HPC Rules has commenced. The Health Professions Order 2001 requires HPC to publish its Rules. In addition, the Process Flow charts that were presented to the Shadow Council on 14th February outlined the top level process that HPC will use to implement the Rules.

However, two further documents need to be produced. They are Operating Manuals and Brochures.

Although the Rules will not be finalised until after the end of the Consultation processes and their submission to the Privy Council work can start in parallel to produce both the Operating Manuals and Brochures.

Operating Manuals

The Operating Manuals will describe in detail exactly how HPC's internal procedures and processes work. The detailed information contained in the Process Manuals will include: time constraints, identification of individuals who have to approve decisions, record keeping and proforma letters. In essence the Process Manuals will map the flow of information and set information requirements to be received and sent to outside agencies. Clearly this Project will work hand-in-hand with the design of the new IT Registration System. Only at the later stages of the project to produce the Operating Manuals will appropriate Forms be designed and printed.

The Operating Manuals will then enable HPC to build a quality management system which will be the basis for ISO 9002 accreditation.

Brochures

The Operating Manuals will be written primarily for HPC employees. They will not be suitable for members of the general public, Registrants or our Partners who may wish to find out in relatively less detail how HPC works.

Therefore, a range of Brochures will be produced for the diverse range of audiences that HPC will deal with explaining in plain English how our procedures and processes work.

Examples of the Brochures that may be required are attached.

The Brochures will have to be prepared in time for distribution on 1st April 2003.

Both the Operating Manuals and Brochures will be published in hard copy and electronically on the Intra and Internet.

The Council is asked to:

Request the Committees to report to the HPC Council meeting on 18th September their requirements for Process Manuals and Brochures.

Examples of Brochures

Assessors   -   Legal
              -     Medical
              -     Registrant

Complaints

CPD

Code of Conduct

Conduct and Competence   -   Registrants
Committee   -   Advisors
              -     Members of the Public

Council Members   -   New Members Induction

Education and Training Standards

Election Scheme for Council

Grandparenting

Health Committee   -   Registrants
              -     Advisors
              -     Members of the Public

Health Professions Council   -   Members of the Public
              -     New Registrants
              -     First Year Students

Investigating Committee   -   Registrants
              -     Advisors
              -     Members of the Public

Joint Validation Committees

Mediation   -   Potential users
              -     Mediators

New Professional Bodies

Returning to Clinical Practice

Registration   -   UK
              -     International

The Register   -   Employers

Visitors   -   Partners
              -     Institutions