Education and Training Committee

EDUCATION AND TRAINING PROCESSES, LEAFLETS AND GUIDANCE NOTES

From the Secretary and Mr G Ross–Sampson

for discussion and agreement

Health Professions Council

Education & Training Committee

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The Education & Training Processes, Leaflets and Guidance Notes

Report from Committee Chairman and Committee Secretary

FOR APPROVAL

EXECUTIVE SUMMARY

In order for the Health Professions Council to be operating under the Health Professions Order 2001, the Education & Training Committee must establish:
- A strategy based on previous decisions made for the consultation document
- Explain to the public and HPC staff how to implement this strategy

It has been proposed by the Chief Executive and Registrar and approved by the Council, that in order to determine the strategy and implementation plan, the Education & Training Committee (and all other committees/working parties) is to develop guidance notes, leaflets and operating manuals.

The Education & Training Committee is requested to form smaller working groups and develop very simple , 1st cut guidance notes, leaflets and operating manuals by **7 working days prior** to the next working party meeting for review in the Education & Training Committee meeting.

BACKGROUND
Since November 2001, the Health Professions Council (and its shadow) have been preparing for the set-up and running of the Council under the Health Professions Order 2001.

This preparation can be broken down as follows:-

ID	Task Name	Start	Finish	2003
1	Phase I - Determine how HPC will operate	Wed 15/11/00	Mon 01/07/02	
2	Launch of consultation document - London, England	Mon 01/07/02	Mon 01/07/02	
3	Phase II - Analysis of public's response	Tue 02/07/02	Tue 05/11/02	
4	Launch of "HPC consultation responses" document	Tue 05/11/02	Tue 05/11/02	
5	Phase III - Dev't of Rules and HPC's response to consultation, amended proposals et	Mon 16/09/02	Mon 02/12/02	
6	Launch of "Rules, response to consultation and amended proposals" document	Mon 02/12/02	Mon 02/12/02	
7	Phase IV - Development of guidance notes, operating manuals and leaflets	Mon 16/09/02	Tue 01/04/03	
8	Launch of the new HPC	Tue 01/04/03	Tue 01/04/03	

We are currently at phase II, and have started phases III and IV, concurrently.
The project is currently on track for **completion by 1 April 2003.**

CURRENT POSITION
As part of Phase IV, the Chief Executive and Registrar is tabled a Council Paper to the Council on 18 September 2002 entitled, *The Council Processes, Brochures* and *Guidance Notes.* This Paper is at **Annex A** of this document.
The Chief Executive and Registrar's paper outlines the work the Council and its committees will need to carry out in *Phase IV Development of guidance notes, operating manuals and leaflets* for the preparation of the Health Professions Council by 1 April 2003.

In summary, it outlines the requirement for the Council (and its committees) to develop three kinds of documents:
- 'operating manuals (processes)' - mainly for use by staff
- 'leaflets (brochures)' - for issuing to registrants and the public
- 'guidance notes' - mainly for use by members and partners

The Chief Executive and Registrar paper lists suggested leaflets, operating manuals and guidance notes that may need to be created and assigns them to a committee for delivery.

This paper outlines in much more detail, the guidance notes, leaflets and operating manuals the Education & Training Committee will need to work on and complete by 1 April 2003.

For ease of allocation, this paper divides the guidance notes, leaflets and processes into 4 logical working groups.

The Education & Training Committee will need to work on *Phase III - Development of Rules and HPC's responses to consultation, amended proposals* and create a document that outlines the committee's response to feedback from the consultation as well as amending your original proposals.

Phase IV Development of guidance notes, operating manuals and leaflets is a natural progression from the outcomes and decisions in phase III.

The Decisions made in Phase III is **defining the strategy** of how you as a Committee would like to implement the Health Professions Order 2001, Phase IV – Developing guidance notes, processes and leaflets will tell the public and HPC staff **how to implement** that strategy.

FOR APPROVAL

The Education & Training Committee is **requested** to:-
- divide up into 4 working groups
- allocate a working group chairperson
- from now until next Education & Training Committee paper deadline in November 2002, work on delivering a 1st cut of the processes, leaflets and guidance notes

Chairperson of the working group is **requested** to :-
- Coordinate discussion within the group between now and next Education & Training Committee meeting in November 2002
- submit the 1st draft copies of process, leaflets and guidance notes to the Education & Training Committee secretary, Peter Burley by in order for these documents to be distributed to the rest of the Education & Training Committee members for the next Working Party meeting

GENERAL ACTION PLAN

Please note that the list of leaflets, guidance notes and processes is not exhaustive and may be incomplete. It is up to the Working Party to decide what guidance notes, processes and leaflets should be created.

PROCESSES ACTION PLAN

"Operating manuals (processes)" are prescriptive to enable staff carry out the procedures agreed by the Council and its committees.

Working group is **requested** to:
- Review each box on the relevant process pages from the Education & Training Committee Processes document, that apply to your working group
- Bullet point and outline proposed process followed by HPC staff, committee interactions, etc.
- Determine/discuss/resolve any issues/ideas etc need to be determined. E.g. Max. and preferred time of hearing cases etc
- Document any questions that need to be decided by the Conduct 7 Competence Working Party and/or Council

LEAFLET ACTION PLAN

"Leaflets (brochures)" are for the public and the general body of registrants as publicity for the Council's and its committees' procedures etc.

Working group is **requested** to:
- Review their list of leaflets and determine what information would be important to the intended audience
- Determine what the leaflet should say or what should be in it
- Bullet point the information that they think should be in the leaflet

GUIDANCE NOTES ACTION PLAN

"Guidance documents" are indicative rather than prescriptive, and will be for members, visitors, approved institutions etc, who will need to be allowed to exercise their professional and expert judgment within the parameters set by the Council or one of its committees: examples are general guidance on visits and validation events for visitors, representatives and institutions; guidance for legal, registrant and medical assessors; guidance for practice committees and their panels; requirements and recommendations for approval and continued approval of courses, qualifications and institutions.

Working group is **requested** to:
- Review their list of guidance notes and determine what information should be covered in the guidance notes. Ask the questions, are there any guidelines that the Education & Training Committee would like to lay out to the user of these guidance notes
- Determine what the guidance notes should say or what should be in it
- Bullet point the information that they think should be in the guidance notes

WORKING GROUP NO 1

* - Obtained from the "Council Process" document located at Annex B.

- Process assigned to more than one Committee for review and development

OPERATING MANUALS/PROCEDURES/GUIDANCE NOTES

PROCESS NAME	PROCESS NAME FROM PROCESS DOCUMENT	ISSUES TO BE DISCUSSED BY COMMITTEE/WORKING PARTY
Education & Training Process	Education & Training Committee Process *	• Admission requirements • Good health & good character requirements • Publishing the Admission and good health & good character requirements • Standards of Proficiency • Standards of education & training to achieve "Standards of Proficiency" • Outcomes to be achieved by education & training

LEAFLETS

SUGGESTED LEAFLET NAME	TARGET AUDIENCE	COMMITTEE RESPONSIBLE
Becoming Part of the HPC Organisation Council, Committee, PAP Panel Lay people, registrants etc	General public Lay people Registrants	All Committees
Human Rights of Patients and Registrants	General public Registrants	All Committees
Overview of the Education and Training Committee	General public	Education & Training Committee

WORKING GROUP NO 2

* - Obtained from the "Council Process" document located at Annex B.

- Process assigned to more than one Committee for review and development

OPERATING MANUALS/PROCEDURES/GUIDANCE NOTES

Education &
Training
Process

HEI Standards &
Requirements Attainment
Process *

Minor Course Change
Approval process

Major Course Change
Approval process

- "Course comparison to CRITERIA" guidance notes/policy
- Information ETC want in reports to justify YES or NO to 3 questions (in the decision diamonds i.e. Information to justify YES or NO answers in respect of judicial review
- Executive Summary of Visitors report
- List of Approved Course/Formally Approved Courses
- Guidance Notes on Minor and Major Course Changes

Refusal or Withdrawal of
Approval of Course,
Qualification and Institutions
Process *

- Period of time given to institute to make an observation
- Period of time to carry out "conditions + requirements"
- ETC policy statement on shutting down courses and transfer of students

LEAFLETS

SUGGESTED LEAFLET NAME	TARGET AUDIENCE	COMMITTEE RESPONSIBLE
How Your HEI can obtain a HPC-approved course	HEI	Education & Training Committee
Visitors are coming to my HEI, what should I do?	HEI	Education & Training Committee
Student Introduction to HPC	Students commencing HEI course to become a HP	Education & Training Committee

WORKING GROUP NO 3

* - Obtained from the "Council Process" document located at Annex B.

\#\# - Process assigned to more than one Committee for review and development

OPERATING MANUALS/PROCEDURES/GUIDANCE NOTES

Visitor Process

Visitor Report Process *

Selection of Visitors Process *

Visitor Selection Process - How do
we ensure JVC's select visitors
from HPC's visitor pool.

- Visitor's qualification
  policy/guidance guidance notes

Review
Process \#\#

Review Process * \#\#

Council Annual Consultation
Process * \#\#

- ETC statistics - What
  information/statistics does
  Education & Training
  Committee want to see to make
  pro-active judgments?

Assessor
Process \#\#

Registrant Assessor Process * \#\#

- Job description, person
  specification, interview
  evaluation criteria etc.

JVC Process   JVC Guidance Notes

Education & Training Committee Guidance Notes

LEAFLETS

SUGGESTED LEAFLET NAME	TARGET AUDIENCE	COMMITTEE RESPONSIBLE
The Role of a Visitor	Visitor	Education & Training Committee
Joint Validation Committee - What do they do for HPC?	HEI???	Education & Training Committee

ANNEX A

The Council Processes, Brochures and Guidance Notes

Report from Chief Executive and Registrar

Paper tabled in the Council meeting on 18th September 2002

The Council began considering processes, brochures and guidance notes at its most recent meeting (see Council minute 02/99). In consultation with the committee chairmen, the committees and working parties, the Executive Management Team (EMT) has identified *three* kinds of documents to be produced:

'Operating manuals' - mainly for use by staff
'Brochures' - for issuing to registrants and the public
'Guidance notes' - mainly for use by members and partners

"Operating manuals" are prescriptive to enable staff carry out the procedures agreed by the Council and its committees.

"Brochures" are for the public and the general body of registrants as publicity for the Council's and its committees' procedures etc.

"Guidance documents" are indicative rather than prescriptive, and will be for members, visitors, approved institutions etc, who will need to be allowed to exercise their professional and expert judgment within the parameters set by the Council or one of its committees: examples are general guidance on visits and validation events for visitors, representatives and institutions; guidance for legal, registrant and medical assessors; guidance for practice committees and their panels; requirements and recommendations for approval and continued approval of courses, qualifications and institutions.

The first version of these documents will need to be ready for the end of this transitional period. The target date for completion of these documents is 1st April 2003.

A draft list of such manuals, brochures and guidance notes, both generic and ones specific to the Council's committees, is as follows:

GENERIC, COUNCIL-WIDE – ALL COMMITTEES
- Assigned to more than one Committee for review and development

BROCHURES	TARGET AUDIENCE	
Becoming Part of the HPC Organisation	General public	
Council, Committee, PAP Panel	Lay people	
Lay people, registrants etc	Registrants	
Human Rights of Patients and Registrants	General public	Registrants

INVESTIGATING COMMITTEE
- Assigned to more than one Committee for review and development

OPERATING MANUALS
Complaints Process
Screeners Process
Mediation Process ##
Panel Process ##
Orders and Interim Orders ##
Restoration and Suspension Review Process ##
Appeals Process ##
Offences Process ##
Review Process ##
Assessor Process ##

BROCHURES	TARGET AUDIENCE
The Council's Statement of Good Character, Conduct and Health) – (Old Code of Conduct) ##	Registrants
The Council Election Process ##	Registrants
The Role of a Council/Committee member ##	Existing Registrant : Potential Council/Committee member
Appeals ## 1. HEIs 2. Others	Registrant, HEI, "grandparents", EEA
Becoming a Registrant of HPC ##	Potential registrant
Complaints ## Why do we need to complain? HPC's Remit - Statement of Cond Who Can Complain? (Police, Home Office, Clients etc) How to make a complaint A complaint has been made against me Remedies - Interim orders + orders, Offences	Complainant Registrant
Mediation ## I have been requested to carry out Mediation I want to carry out Mediation	Registrant Complainant
The Role of a Legal Assessor ## How do I become one, my obligations etc	Potential Legal Assessor
The Role of a Mediator ##	Mediator
The Role of a Screener ##	Screener
The Role of a Medical Assessor ##	Medical Assessor
The Role of a Registrant Assessor ## For registration assessments for UK, International ad Grandparenting applicants For panels	Registrant Assessor
Overview of the Investigating Committee	General public

GUIDANCE NOTES
Complaints Guidance Notes
Screeners Guidance Notes
Mediation Guidance Notes ##
Panel Guidance Notes ##
Orders and Interim Orders Guidance Notes ##
Restoration and Suspension Review Guidance Notes ##
Appeals Guidance Notes ##
Offences Guidance Notes ##

CONDUCT & COMPETENCE COMMITTEE
- Assigned to more than one Committee for review and development

OPERATING MANUALS
Complaints Process
Mediation Process ##
Hearing Process ##
Order Process ##
Restoration and Suspension Review Process ##
Appeals Process ##
Offences Process ##
Review Process ##
Assessor Process ##

BROCHURES	TARGET AUDIENCE
Overview of the Conduct & Competence Committee	General public
The Council's Statement of Good Character, Conduct and Health) – (Old Code of Conduct) ##	Registrants
The Council Election Process ##	Registrants
The Role of a Council/Committee member ##	Existing Registrant : Potential Council/Committee member
Appeals ## 1. HEIs 2. Others	Registrant, HEI, "grandparents", EEA
Becoming a Registrant of HPC ##	Potential registrant
Complaints ## Why do we need to complain? HPC's Remit - Statement of Cond Who Can Complain? (Police, Home Office, Clients etc) How to make a complaint A complaint has been made against me REMEDIES- Interim orders + orders, Offences	Complainant Registrant
Mediation ## I have been requested to carry out Mediation I want to carry out Mediation	Registrant Complainant
The Role of a Legal Assessor ## How do I become one, my obligations etc	Potential Legal Assessor
The Role of a Mediator ##	Mediator
The Role of a Screener ##	Screener
The Role of a Medical Assessor ##	Medical Assessor
The Role of a Registrant Assessor ## For registration assessments for UK, International ad Grandparenting applicants For panels	Registrant Assessor

GUIDANCE NOTES

Complaints Guidance Notes
Mediation Guidance Notes ##
Hearing Guidance Notes ##
Order Guidance Notes ##
Restoration and Suspension Review Guidance Notes ##
Appeals Guidance Notes ##
Offences Guidance Notes ##

HEALTH COMMITTEE
- Assigned to more than one Committee for review and development

OPERATING MANUALS
Complaints Process
Mediation Process ##
Hearing Process ##
Interim Orders and Orders ##
Restoration and Suspension Review Process ##
Appeals Process ##
Offences Process ##
Review Process ##
Assessor Process ##

BROCHURES	TARGET AUDIENCE
The Council's Statement of Good Character, Conduct and Health) – (Old Code of Conduct) ##	Registrants
The Council Election Process ##	Registrants
The Role of a Council/Committee member ##	Existing Registrant : Potential Council/Committee member
Appeals ## 1. HEIs 2. Others	Registrant, HEI, "grandparents", EEA
Becoming a Registrant of HPC ##	Potential registrant
Complaints ## Why do we need to complain? HPC's Remit - Statement of Cond Who Can Complain? (Police, Home Office, Clients etc) How to make a complaint A complaint has been made against me REMEDIES- Interim orders + orders, Offences	Complainant Registrant
Mediation ## I have been requested to carry out Mediation I want to carry out Mediation	Registrant Complainant
The Role of a Legal Assessor ## How do I become one, my obligations etc	Potential Legal Assessor
The Role of a Mediator ##	Mediator
The Role of a Screener ##	Screener
The Role of a Medical Assessor ##	Medical Assessor
The Role of a Registrant Assessor ## For registration assessments for UK, International ad Grandparenting applicants For panels	Registrant Assessor
Overview of the Health Committee	General public

GUIDANCE NOTES
Complaints Guidance Notes
Mediation Guidance Notes ##
Hearing Guidance Notes ##
Interim Orders and Orders Guidance Notes ##
Restoration and Suspension Review Guidance Notes ##
Appeals Guidance Notes ##
Offences Guidance Notes ##

EDUCATION & TRAINING COMMITTEE
- Assigned to more than one Committee for review and development

OPERATING MANUALS
Education & Training Process
Visitor Process
Review Process ##
Assessor Process ##

BROCHURES	TARGET AUDIENCE
The Role of a Visitor	Visitor
How Your HEI can obtain a HPC-approved course	HEI
Joint Validation Committee - What do they do for HPC?	HEI???
Overview of the Education and Training Committee	General public
Student Introduction to HPC	Students commencing HEI course to become a HP
Visitors are coming to my HEI, what should I do?	HEI

GUIDANCE NOTES
Education & Training Guidance Notes
Visitor Guidance Notes

REGISTRATION COMMITTEE
- Assigned to more than one Committee for review and development

OPERATING MANUALS
Registration Process
Restoration and Suspension Review Process ##
Grandparenting Process
Register Process
Review Process ##
Assessor Process ##

BROCHURES	TARGET AUDIENCE
Overview of the Non-Statutory Committees ##	General public
Benefits of State Registration to Public and Employers, registrants ##	General public Employers of registrants Registrants
The Role of a Registrant Assessor ## For registration assessments for UK, International ad Grandparenting applicants For panels	Registrant Assessor
How can my profession become state registered?	Potential new professions
Becoming a Registrant of HPC ##	New registrant
Grandparenting : What does it mean? Does it apply to me?	Potential new registrants
Information to Employers of Registrants Protected Titles, What we do, what we don't do i.e. Mgt, training etc.,	Employers of Registrants
Overview of the Registration Committee	General public
Public Documents Issued by HPC Letters of Good Standing?? What, how, when, why? Other docs we supply	General public Registrants
Re-registration and CPD	Existing registrants
Returning to Clinical Practise	Registrants
Test of Competence Aptitude Tests Test of English	Potential Registrant
The Health Profession Council Register Where is it published? When is it available? Is it in other languages? etc	General public
Why Do I Have to Carry Out a Period of Adaptation? What is it, why, constraints etc.	Potential Registrant

GUIDANCE NOTES
Registration Guidance Notes

FINANCE & RESOURCES COMMITTEE
- Assigned to more than one Committee for review and development

OPERATING MANUALS
Review Process ##

BROCHURES	TARGET AUDIENCE
Overview of the Non-Statutory Committees	General public

GUIDANCE NOTES
Finance Guidance Notes

COMMUNICATIONS COMMITTEE
- Assigned to more than one Committee for review and development

OPERATING MANUALS
Review Process ##

BROCHURES	TARGET AUDIENCE
Overview of the Non-Statutory Committees	General public
Benefits of State Registration to Public and Employers, registrants	General public Employers of registrants Registrants
Overview of the Health Professions Council Who are we and what we do	General public

GUIDANCE NOTES
Communication Guidance Notes

HPC OPERATIONS

In parallel to the proposed creation and production of brochures, operating manuals and guidance notes by the committees, the Chief Executive and Registrar and his Executive Management Team are working on the following internal processes and manuals. This is provided to you for information only.

OPERATING MANUALS

Communications
(Chris Middleton & Eleanor Price)

Lobby Process
Direct Marketing Process
Conference/Public Meeting Process
Market Research
Crisis Management

Professional Body Management
(Tom Berrie, Lucinda Pilgrim, Gerald Milch, Niamh O'Sullivan)

Professional Body Relationship Development and Management

Council Procedures
(Niamh O'Sullivan)

Preparation of Council Agenda and Papers
Preparation of Council Meeting
Preparation of Council Minutes & Follow-Up of Actions
Council Election Scheme
Council Membership Management of Performance and Attendance
Council Member Induction Program
On-going Council Member Training

Committee/Working Group Procedures
(All Committee secretaries: Peter Burley, Lucinda Pilgrim, Cathy Savage, Paul Baker, Chris Middleton, Anne Barnes, Tom Berrie, Gerald Milch)

Committee Servicing Manual/Process

Education & Training
(Peter Burley)

First Time Approval of Courses, Examinations and Qualifications
First Time Approval of Further and Higher Education Institutions (FHEI)
First Time Approval of Clinical Practice Placements and Laboratories
Major Changes to Provision

Minor Changes to Provision
Continued Approval of Courses, Examinations and
Qualifications and Institutions
Joint Validation Committees - Entirely at the cost of the
university concerned.
Physiotherapists
Occupational Therapists
Radiographers
Joint Quality Assurance Committee - Statutory visit at the cost
of HPC or in case of chiropodists
Chiropodists
Dietitians
Arts Therapists

Office Management   Crisis Management & Disaster Recovery
(Deborah Farley)   Building Security
                           Fire Evacuation and Drills
                           Building Alarm
                           Security Key Allocation
                           Visitor Sign-In
                           Stationary Orders
                           Facility Management
                           Air-con Maintenance
                           Lift Maintenance
                           Cleaning
                           Paper Recycling
                           Building Maintenance

European Union Policy   Involvement in EU Policy Making and Strategic Intent
(Giercia Malcolm)

UK Registrations   Registration of New Applicant
(Claire Harkin)   Re-registration of Existing registrant

International Registrations Registration of New Applicant
(Liz Mayers)   Re-registration of Existing registrant

Finance   HPC Staff Expense Policy
(Paul Baker)   Council/Committee Expense Policy

IT   Creation New User
(Ming Trinh)   Deletion of Old User
                           Registration System Back-up
                           File/Print System Back-up
                           Acquisition/Set-up of New PC
                           Acquisition/Set-up of New Laptop
                           Registration System Maintenance
                           File/Print System Maintenance

| Legal Services
(Anne Barnes) | Preparation of Formal Hearing
Formation of Panel
Training of Panel Members
Training of Partners |

Grandfathering
(TBA)

| Human Resources
(Denise Thompson) | Partners
Recruitment of Partners
Training of Panel Members
Training of Partners
HPC Staff
Joining Process - Induction Pack etc
Exit Process
Performance Review
Salary Review
Employment Policy and Guidelines
Occupational Health and Safety
1st Aid
Fire Wardens
Floor Wardens
Management Program |

ANNEX B

EDUCATION & TRAINING COMMITTEE PROCESSES

**Health Professions Council
Implementation Project**

EDUCATION & TRAINING PROCESSES - DRAFT

Version 7.6

Author: Greg Ross-Sampson
Title: Project Manager
Issue Date: Tuesday, 5 November 2002
Master File Name: 20021115 HPC ETC Processes
Location: \\cpsm1\users\greg\Implement Plan Project\

SUMMARY OF HEALTH PROFESSIONAL COUNCIL PROCESSES

APPEALS PROCESS
Page 57

HP carries out education, training, work experience

Health professional wants to be State Registered

Health Professional's education, training, work experience compared to Registration Criteria

Health Professional applies to be State Registered

REGISTRATION
Starts on page35

ALLEGATIONS
Starts on page 7

Was HP successful in application?

Training, Education, Work Experience Criteria
Pages 36, 39, 51

Course syllabus/subjects compared to Criteria

Course applies to be State Approved

Course wants to be State Approved

COURSE APPROVAL
Starts on page XX

Patient requires/seeks a Health Professional/s

CRITERIA REVIEW PROCESS
Page 66

APPEALS PROCESS
Page 57

Patient is treated by Health Professional/s

Was course successful in approval?

HEALTH PROFESSIONAL COUNCIL REGISTER
Page 63

Register HP

APPROVED COURSE LIST
Page 53

Course removed from State Approval list

Was the patient satisfied with Health Professional?

Complaint is made to Health Professional Council about Health Professional

Is the HP State Registered?

HPC stop HP from practising

Prosecute under protected title

SATISFIED PATIENT
No further action taken by patient

HPC hear the case, compare to criteria

Conduct, Competence, Health Criteria

CRITERIA REVIEW PROCESS
Page66

COMPLAINT REVIEW & ANALYSIS PROCESS
Page 65

HPC make ruling

APPEALS PROCESS
Page 57

ORDERS PROCESS
Page 30

TABLE OF CONTENTS

This document is intended to define the processes that HPC will have to establish by 1st April 2003 to deliver the HPC 2001 Order in Council.

Purpose of This Document

The purpose of the Process Flow Charts is to identify and clarify:

- Where third parties such as members of the Public and Registrants interface with the HPC.
- The tasks of the Council, Statutory Committees and the HPC Executive.
- The relationships between the Public, Registrants, HPC, Statutory Committees, the HPC Executive and other bodies and individuals, for example Educational Institutes and Visitors.
- The requirements for Rules, Criteria and detailed explanations of Processes

They also aim to identify where the OIC requires the HPC to make a choice. For example:

- The allocation of tasks between Committees and Panels.
- The division of work between the HPC Executive, Professional Advisory Committees and Screeners.
- The nature of the work to be undertaken by the Investigation Committees before the Conduct and Competence and/or the Health Committees.

The Process Flow Charts do not:
- Identify the detailed tasks required to establish and operate the processes.
- Identify and allocate human and financial resources to establish and operate the processes.
- Represent a Project Plan or its timetable.

Who Should Use This Document?

This document is an internal document for discussion purposes only.

COUNCIL
Council shall establish:-
- Requirements to be satisfied for admission to and continued participation in e & t
AND
- Requirements as to good health & good character
15(1)(b)p10

COUNCIL
Council to consult with persons including
- Registrants or classes of registrants
- Employers of registrants
- Users of services of registrants
- Persons providing, assessing or funding education or training for registrants or prospective registrants
3(14) p5
- Education and Training Committee
15(3) p10

E & T C shall ensure that universities and other bodies in UK concerned with such E & T are notified of the standards & requirements listed above
15(4)(a) p10

COUNCIL
Council shall establish:-
- standards of education and training necessary to achieve standards of proficiency
5(2)p5 & 15(1)(a) p10
- outcomes to be achieved by e & t
15(2) p10

Take appropriate steps that these standards & requirements are met
15(4)(b) p10

HEI STANDARDS & REQUIREMENTS ATTAINMENT PROCESS

Page 53

Page 36, 52

Visitor visits institution
16(7) p11

Compare course of education & training, qualification and institution to Statement of Criteria to satisfy the ETC that the standards of education & training, standards of proficiency, requirements of good health and good character are met
15(4)(b) p10

Visitor reports to the ETC on the nature and quality of the instruction given and the facilities provided and any of the matters as it requires
16(7)(a) & (b) p11

Report on requirements in relation to visits made to a specified kind of place or institution in respect of the specified course, in relation to a particular visit
16(8)(a) & (b)p11

Statement of CRITERIA
15(7) p11

Council publish statement of criteria
15(7) p11

VISITOR REPORT PROCESS

Page 55

Does E & T Committee believe the institution in question is properly organised and equipped in conducting the whole or part of an approved course of education & training?
15(5)(c) p10

Does E & T Committee believe the qualifications which are granted following success in an examination, or assessment, taken as part of an approved course of e & t ensure the standards of proficiency and requirements are met?
15(5)(b) p10

Course, qualification and institution are not approved
Not in OIC

Does E & T Committee believe that the course of education or training would/does confer on persons completing it successfully the standards of proficiency and ensure that other requirements are met?
15(5)(a) p10

LIST OF FORMALLY-APPROVED COURSES, INSTITUTIONS & QUALIFICATIONS
Council publish a list of course of e & t, qualifications, institutions which have been approved under the HPC Order but which are no longer so approved, together with a record of the periods in respect of which were approved
15(8)(b) p11

LIST OF APPROVED COURSES, INSTITUTIONS & QUALIFICATIONS
Council publish a list of courses of e & t, qualifications and institutions which are approved under the HPC Order
15(8) (a) p11

Course, qualification and institution are approved
Not in OIC

ETC wishes not to approve or withdraw approval from education, traning, qualification or instiution
18(1) p12

ETC to notify institution with reasons and give at least a month for it to give observations
18(4) p12

Wait for period given to institution
18(5) 12

Consider visitor's report and any observations from institution
18(6) p13

Does ETC still wish not to approve/withdraw approval?

Notify institution
18(7) p13

IS this a withdrawal of approval?

No further action

ETC endeavour to give those following the education, traning etc. the opportunity to transfer to approved education, traning etc.
18(8) p13

LIST OF FORMALLY-APPROVED COURSES, INSTITUTIONS & QUALIFICATIONS
Council publish a list of course of e & t, qualifications, institutions which have been approved under the HPC Order but which are no longer so approved, together with a record of the periods in respect of which were approved
15(8)(b) p11

LIST OF APPROVED COURSES, INSTITUTIONS & QUALIFICATIONS
Council publish a list of courses of e & t, qualifications and institutions which are approved under the HPC Order
15(8) (a) p11

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Visitor reports to Council on the visit undertaken
16(7) p11

Council, on receipt of the report, sends a copy to the institution concerned; notify the institution of the period within it may make observation on the report
16(9)(a) p12 & (b) p12
Period
which a copy of the report sent
16(10) p12

Council, on receipt of the report, Council shall not take steps in the light of any report under specified period is complete
16(10) p12

Specified period elapses
16(10) p12

Does the institution concerned want their response to be reported?
16(12) p12

Council publishes the reports without the response from the institution
16(12) p12

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Council publishes the reports together with the response from the institution
16(12) p12

Back to HEI STANDARDS & REQUIREMENTS ATTAINMENT PROCESS

A visitor is required to visit any place at which or institution by which or under whose direction—
(a) any relevant course of education or training is, or is proposed to be, given;
(b) any examination or other assessment is, or is proposed to be, held in connection with any such course; any test of competence is, or is proposed to be, conducted in connection with any such course or for any other purposes connected with this Order
16(1) p11

Does the visitor candidate:
- Regularly give instruction a the place of institution be assessed
- Any significant connection to the institution being assessed
16(4) p11

Is the visitor candidate employed by the Council?
16(5) p11

Visitor candidate cannot exercise his function under the Order
16(4) p11

Does the Council believe the visitor has due regard to the profession within which the e & t they are to report is concerned?
16(6) p11

Visitor candidate is appointed to visit any place or institution
Not in OIC

Are there enough visitors to carry out the assessment?
Not in OIC

Is at least one of the visitors registered in that part of the register which relates to that profession?
16(6) p11

Visitor candidates are selected to exercise their function under the Order
16(4) p11

APPEALS PROCESS

Pages 10, 11, 15

A person requests an appeal
38 p27 & 28

NOTE: ETC Appeals – 1st appeal goes to Council. If Person concerned not happy with Council decision, they can appeal that Council decision to a County Court only.

For Health Committee and Conduct & Competence decisions in relation to Article 29(5) – [Making an order] person concerned can only appeal to the "appropriate court."

For Interim Orders [Article 31(12)] made by all committees, person concerned can only appeal to the "appropriate court."

For Investigating Committee decisions in relation to Article 26(7) [Fraudulent or incorrect entry], person concerned can only appeal to the "appropriate court."

There are no provisions in the OIC for

Appeal from any order or decision made by the Health Committee or Conduct & Competence Committee
38(1)(a) p27

Is the appeal to the Council against decision of ETC of the following:
- Refusal of registration, readmission or renewal;
- Imposition of conditions of registration, readmission or renewal;
- Removal from register for breach of condition; or
- Failure to make a decision within prescribed time (currently four months)
37(1) p26

Is the appeal from any order or decision of the Health Committee or the C & C Committee
38(1)(a) p27
OR
An application to have the court review an interim order under
31(12) p22

Is the appeal against a decision of the Council made under 37(9)(a)(c)(d) under the ETC, or the Investigating Committee under fraudulent entry?
37(10) p27

Appeal from any order or decision made by the Health Committee or Conduct & Competence Committee
38(1)(a) p27
And Review of Interim Order
31(12) p22

Appeal from any decision of the Council made from an appeal on Education & Training Committee decision under article 37 or Investigating Committee fraudulent entry decision under article 26(7)
38 (1) (b) p27

No appeal lies

Shall lie to the appropriate court
38(1)(a) p27
APPROPRIATE COURT:
SCOTLAND: Court of Session
NORTHERN IRELAND: The High Court of Justice in Northern Ireland
ENGLAND: High Court of Justice in England
WALES: High Court of Justice in Wales
38(4)(a)(b)(c) p28

Shall lie to a county court or, in Scotland, to a sheriff
38(1)(b) p27

EDUCATION AND TRAINING APPEALS PROCESS

Page 5852

COURT OR SHERIFF PROCESS

Page 59

Page 57

Appeal to Council against decision of ETC:
- Refusal of registration, readmission or renewal;
- Imposition of conditions of registration, readmission or renewal;
- Removal from register for breach of condition; or
- Failure to make a decision within prescribed time (currently four months)
37(1) p26

Was refusal because of failure to pay fee or apply in proper form?
37(2) p26

Suspend effect of decision until appeal decided or withdrawn
37(3) p26

Select venue:
- UK country of registered address
- If not registered, UK country of residence
- If not registered or resident in UK, than England
37(8) p27

No appeal lies
(37(2) p26)

Conduct appeal according to rules
37(4) p26

Council Appeal Rules & Procedures

COUNCIL
Council to derive rules for appeals including provisions from articles 37(5)(a) – (h) & 32(2)(b)(f)(g)(i)(j)(k)(m(n) & (o)
Conduct appeal according to rules
37(5) p26 & 27

Make decision
37(9) p27

Dismiss appeal
37(9)(a) p27

Allow appeal & quash decision
37(9)(b) p27

Substitute decision for another ETC could have made
37(9)(c) p27

Remit to ETC to dispose of interim directions
37(9)(d) p27

May appeal an unfavourable decision made under 37(9)(a)(c) or (d)
37(10) p27

Page 57

Under the OIC, the Court or Sheriff may make a judgement on an appeal
38(3) p27

The court or sheriff may:
38(3) p27

Dismiss the appeal
38(3)(a) p27

Allow the appeal and squash the decision appealed against
38(3)(b) p27

Substitute for the decision appealed against any other decision the Practice Committee concerned or the Council, could make
38(3)(c) p27

Remit the case to the Practice Committee concerned or Council, to be disposed of in accordance with the direction of the court or sheriff
38(3)(d) p27

No further action to be taken

Page 8

HP not state registered
39 p28
Or monitored by HPC Legal Advice in relation
to alleged committing of offences
Not In OIC

COUNCIL:
Is the "person concerned" with
intent to deceive using a title
referred to in article 6(2) (protected
title) to which they are not entitled?
39(1)(b) p28

COUNCIL:
Does the person fall within the article 39(2) exemption?
Ie.
Is the "person concerned" been practising a relevant
profession using a "protected title" to before the coming
into force of the HPC order AND
(a) during the "relevant period" two years proceeding it
13(1) (b) p9   OR
(b) if he applies during the relevant period for admission
to the register, until his application and any appeal from
a decision on that application has been finally disposed
of?
39(2) p28

OFFENCES II PROCESS

Page 61

No action

Page 62

OFFENCE ACTION PROCESS

7 TYPES OF OFFENCES
There are seven different offences within the OIC.

2. **Says they are on parts of the register, when they are not** - Falsely represents themselves to be registered in the register, or a particular part of it, or be the sbject of any rentry in the register
3. **Uses a protected title** - Use a title in article 6(2) to which they are not entitled
4. **Says they have a qualification when they do not** - Falsely represent themselves to possess a qualification in a relevant profession
5. **Gets someone else to say or do one of the three offences listed above** - Causing or permitting another person to deceive expressly or implicitly to make representations about themselves that if made by themselves would be one of the three offences listed above
6. **Does not tell the truth to their knowledge (lies) or makes someone else not tell the truth to their knowledge (lie) and in so doing carries out one of the 1st three offences above** - Make representation to another person that is false to their own knowledge??? More to go in here
7. **Tries to have the registered changed fraudulently** - Fraudulently procures or tries to procure, the making, amendment, removal or restoration of any entry in the register
8. **Does not do what the Council or its Practice Committees tell them to do** - Fails , without reasonable excuse, to comply with any requirement made by the Council or a Practice Committee
   a. in relation to 25(1) [supply documents or information to assist an authorised person in carrying out Practice Committee functions in respect of fitness to practise]
   b. any persons other than the person concerned to attend, give evidence or to produce documents
   c. under rules made nder article 26 [Investigating Committee, Screeners, mediation, fraudulent entry]
   d. under Rules made under article 33Resoration to the register of persons struck off
   e. under Rules made under article 37 – Appeals against decision of the Education and Training Committee

1. **NOTE:** This process tests if the person concerned **used a protected title**

   1. checks if the person concerned has used a protected title
   2. checks if they fall within the article 39(2) exemption

   Offences II process checks if the person concerned has carried out any of the other 6 offences

Page 60

COUNCIL:
Has the person committed any of the other 6 offences?

Has the person concerned (a) with intent, deceived (whether expressly or by implication), caused or permitted another person to make any representation about himself which, if made by himself with intent to deceive, would be an offence (b) with intent to deceive, made with regard to another person any representation which— (i) is false to his own knowledge, and (ii) if made by the other person with that intent would be an offence?

39(3) p28

OFFENCE ACTION PROCESS

No action

Page62

NOTE: This process checks if the person concerned has carried out any of the other 6 offences

2. **Says they are on parts of the register, when they are not -** Falsely represents themselves to be registered in the register, or a particular part of it, or be the sbject of any rentry in the register

3. **Says they have a qualification when they do not -** Falsely represent themselves to possess a qualification in a relevant profession

4. **Gets someone else to say or do one of the three offences listed above -** Causing or permitting another person to deceive expressly or implicitly to make representations about themselves that if made by themselves would be one of the three offences listed above

5. **Does not tell the truth to their knowledge (lies) or makes someone else not tell the truth to their knowledge (lie) and in so doing carries out one of the 1st three offences above -** Make representation to another person that is false to their own knowledge??? More to go in here

6. **Tries to have the registered changed fraudulently -** Fraudulently procures or tries to procure, the making, amendment, removal or restoration of any entry in the register

7. **Does not do what the Council or its Practice Committees tell them to do -** Fails , without reasonable excuse, to comply with any requirement made by the Council or a Practice Committee

    b. in relation to 25(1) [supply documents or information to assist an authorised person in carrying out Practice Committee functions in respect of fitness to practise]

    c. any persons other than the person concerned to attend, give evidence or to produce documents

    d. under rules made nder article 26 [Investigating Committee, Screeners, mediation, fraudulent entry]

    e. under Rules made under article 33Resoration to the register of persons struck off

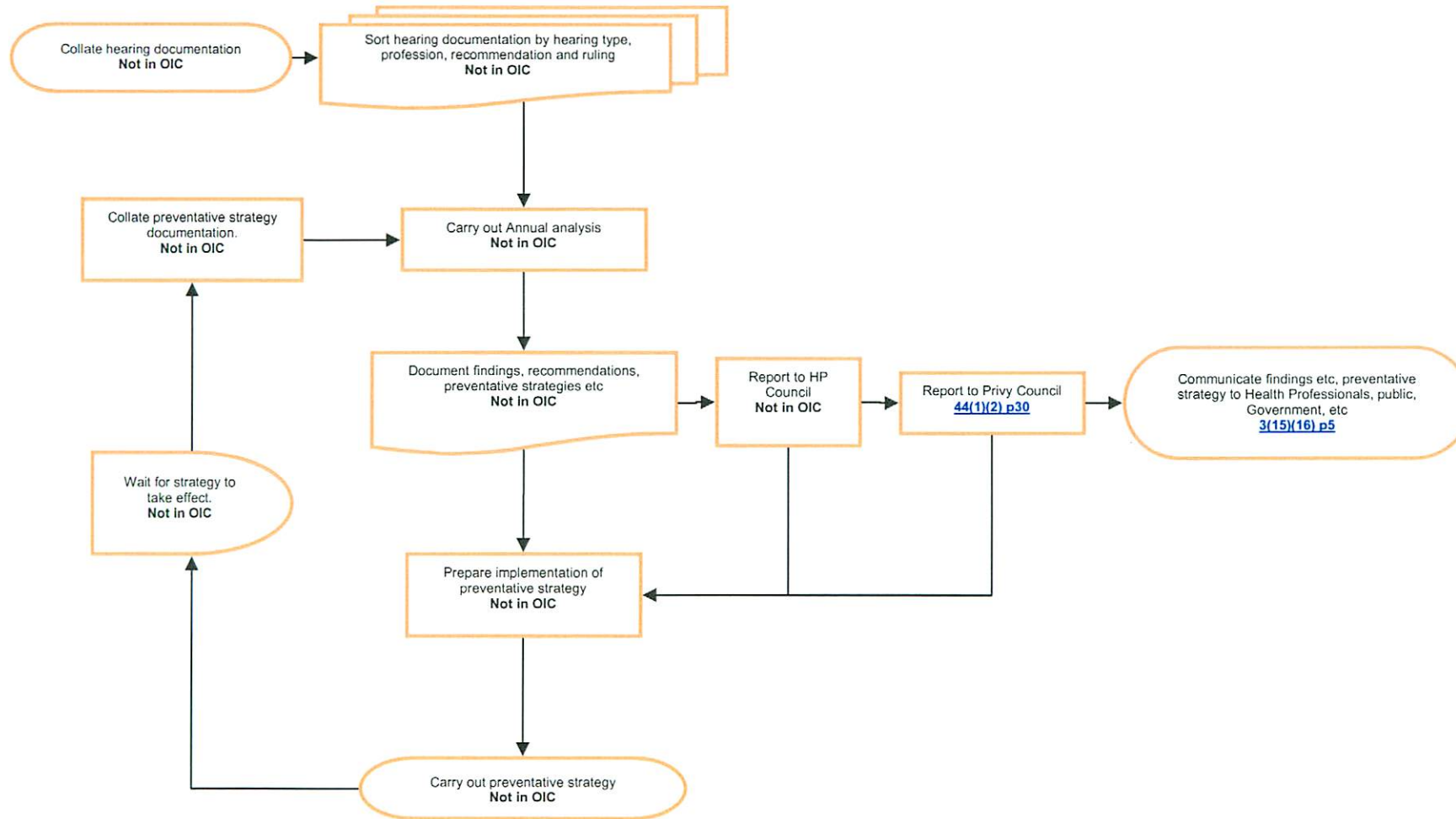   f. under Rules made under article 37 – Appeals against decision of the Education and Training Committee

OFFENCE ACTION PROCESS
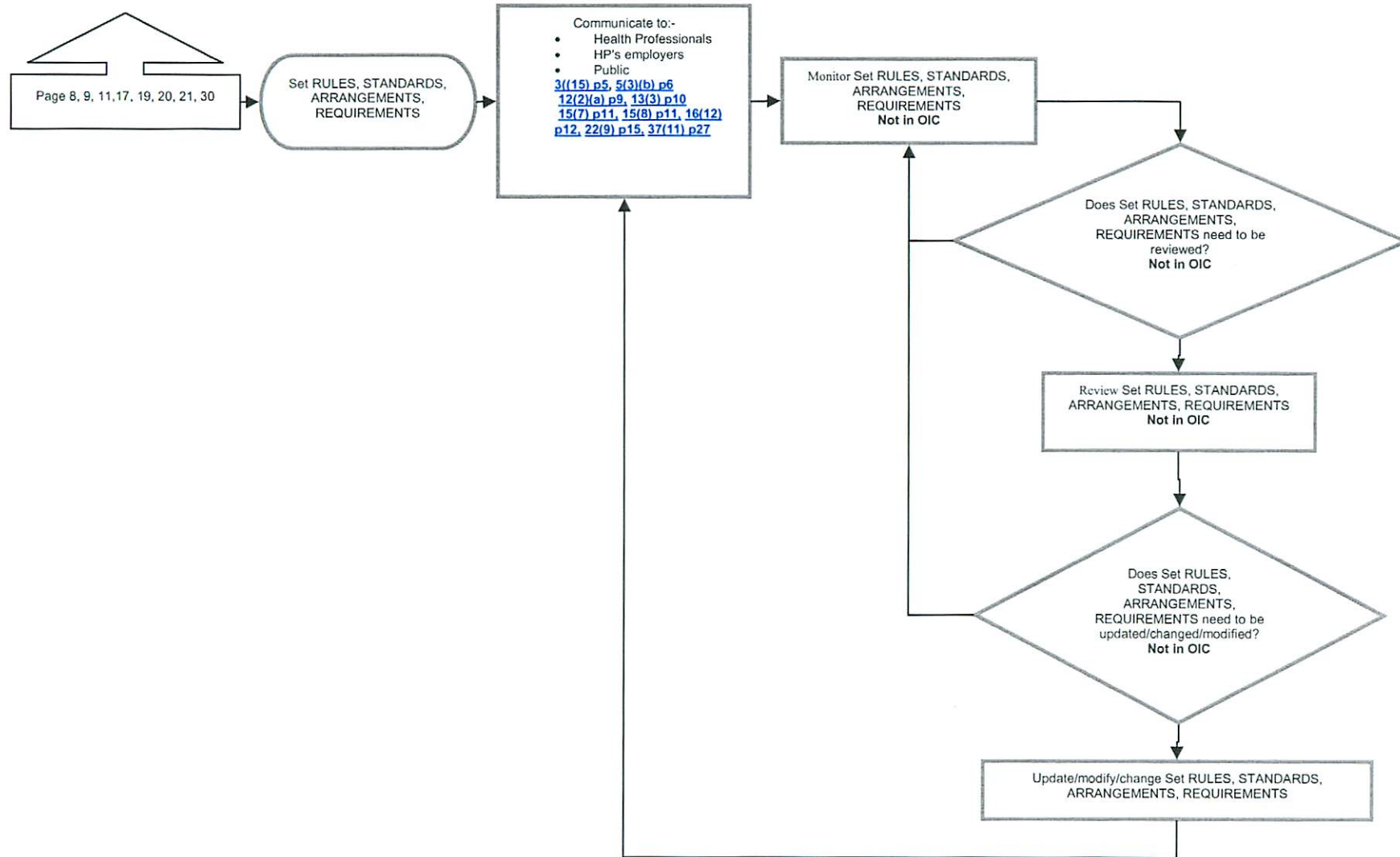
Page 60, 61

Person concerned has:-
Falsely represented himself to be register
used a "protected title"
falsely represented himself to possess qualifications
Fraudulently procures, the making, amendments,
removal or restoration of an entry on the register
39(1)(3)(4)(5) p28

COUNCIL:
Is the person concerned practising as a
Heath professional?
Not in OIC

HPC stop HP from practising
Not in OIC

Inform HP's employer
Not in OIC

Inform NHS Alert
Not in OIC

Person concerned is liable on summary conviction to a
fine not exceeding level 5 on the standard scale
39(6) p28

LEGAL PROCEEDINGS

COMPLAINT REVIEW & ANALYSIS PROCESS

Page 8, 9, 11,17, 19, 20, 21, 30

Set RULES, STANDARDS, ARRANGEMENTS, REQUIREMENTS

Communicate to:-
- Health Professionals
- HP's employers
- Public

3((15) p5, 5(3)(b) p6 12(2)(a) p9, 13(3) p10 15(7) p11, 15(8) p11, 16(12) p12, 22(9) p15, 37(11) p27

Monitor Set RULES, STANDARDS, ARRANGEMENTS, REQUIREMENTS **Not in OIC**

Does Set RULES, STANDARDS, ARRANGEMENTS, REQUIREMENTS need to be reviewed? **Not in OIC**

Review Set RULES, STANDARDS, ARRANGEMENTS, REQUIREMENTS **Not in OIC**

Does Set RULES, STANDARDS, ARRANGEMENTS, REQUIREMENTS need to be updated/changed/modified? **Not in OIC**

Update/modify/change Set RULES, STANDARDS, ARRANGEMENTS, REQUIREMENTS

REGISTRANT ASSESSOR PROCESS

Council to appoint registrant assessors
36(1) p25

COUNCIL
REGISTRANT ASSESSOR Rules **36(3) p25**
REGISTRANT ASSESSOR Functions **36(2) p25**
Provision for payment of fees and allowances **36(5)(a) p25**
Reimbursement of expenses **36(5)(b) p25**

Is person a member of Council or statutory committee, a screener, a visitor, or legal or medical assessor or employed by the Council?
36(4) p26

POOL OF REGISTRANT ASSESSORS
34 p 24 & 25

Wales
Scotland
Northern Ireland
England
REGISTRANT ASSESSORS

Person is unsuitable to be a registrant I assessor

Council to appoint medical assessors
35(1) p25

COUNCIL
MEDICAL ASSESSOR Rules **35(3) p25**
MEDICAL ASSESSOR Functions **35(2) p25**
Provision for payment of fees and allowances **35(5)(a) p25**
Reimbursement of expenses **35(5)(b) p25**

Is the person a registered
medical practitioner?
35(1) p25

Is person a member of Council
or statutory committee, a
screener, a visitor, or legal or
registrant assessor or employed
by the Council?
35(3) p25

POOL OF MEDICAL ASSESSORS
34 p24 & 25

Wales

Scotland

Northern Ireland

England

MEDICAL ASSESSORS

Person is unsuitable to be a medical assessor

Council to appoint legal assessors
34(1) p24

COUNCIL
LEGAL ASSESSOR Rules **34(4) p24**
LEGAL ASSESSOR Functions **34(2) p24**
Provision for payment of fees and allowances **34(7)(a) p25**
Reimbursement of expenses **34(7)(a) p25**

Is the person a holder of a 10 year general qualification (within the meaning of section 71 of the Courts and Legal Services Act 1990); **OR** an advocate or solicitor in Scotland of at least 10 years' standing; **OR** a member of the Bar of Northern Ireland of at least 10 years' standing?
34(5) p24

Is person a member of Council or statutory committee, a screener, a visitor, or medical or registrant assessor or employed by the Council?
34(6) p24 & 25

LEGAL ASSESSORS POOL
34 p24 & 25

Wales
Scotland
Northern Ireland
England
BARRISTERS & SOLICITORS

Person is unsuitable to be a legal assessor

Process Description	Process Shape

TERMINATOR: An **elongated circle** shows the starting and ending points of a process flow.

<div align="right">Fine</div>

PROCESS: Any step or activity that needs to be completed (except **DECISION POINTS** and **DOCUMENTS**) is **box**ed.

Each **box** contains a short description of the step or activity being performed.

<div align="right">Register HP</div>

DECISION POINTS: DECISION POINTS are represented by **diamonds**. Each **diamond** involves making a "YES" or "NO" decision.

A "YES" decision moves the process flow through the arrow connector attached on the bottom of the **diamond**.
A "NO" decision moves the process flow through the arrow connector to the left or right of the **diamond**.

<div align="right">Is the HP State Registered?   NO</div>

<div align="right">YES</div>
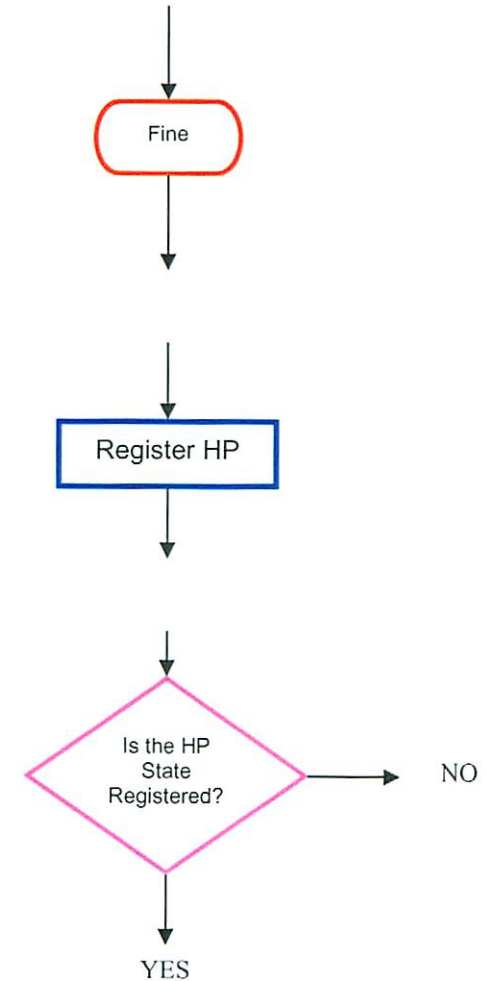
DOCUMENT: This symbol represents a single document or piece of information.

MULTIDOCUMENT: A series of "DOCUMENT" symbols represents multiple documents or several different types of information.

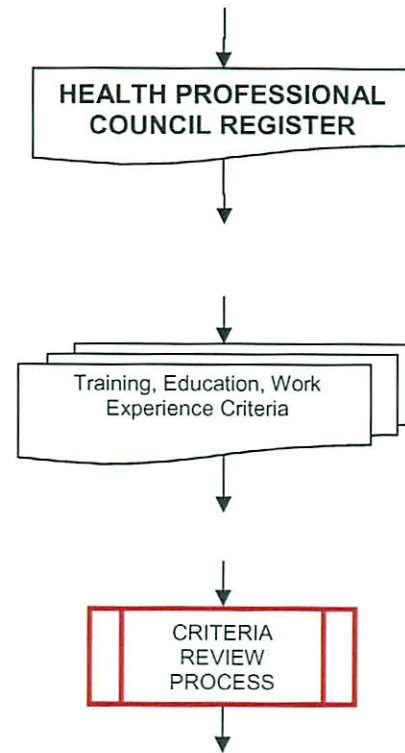**PRE-DEFINED PROCESS:** A **double-ended box** represents a detailed process that is shown on another page.

A **PRE-DEFINED PROCESS** will normally have a **BLOCK ARROW** attached to it.

BLOCK ARROW: These symbols are used as a "connector" from one step in a flowchart to another. Typically used when a portion of a flowchart cannot fit easily in the space available.

They indicate the page number of the "connecting" flowchart. The **arrow pointer** indicates the direction of the "connecting" flowchart.

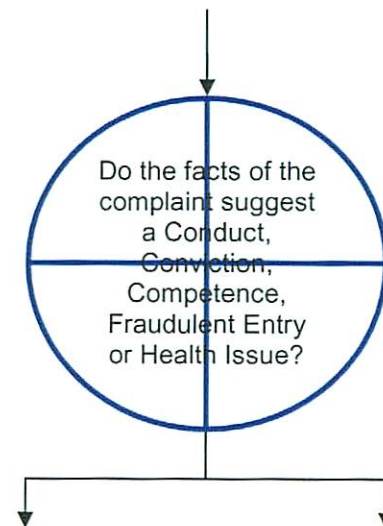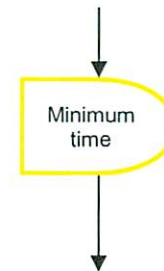A **BLOCK ARROW** will normally be attached to **PRE-DEFINED PROCESS**.

HEALTH PROFESSIONAL COUNCIL REGISTER

Training, Education, Work Experience Criteria

CRITERIA REVIEW PROCESS

Page 7

Page 4
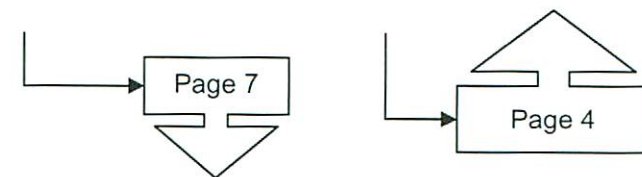
Process Description	Process Shape

DELAY: Represents a time delay or "lag" in the process flow.

Minimum time

OR: This symbol involves making a decision between multiple choices, and where only one outcome is possible.

Do the facts of the complaint suggest a Conduct, Conviction, Competence, Fraudulent Entry or Health Issue?

Education and Training Committee

EDUCATION AND TRAINING PROCESSES, LEAFLETS AND GUIDANCE NOTES

From the Secretary and Mr G Ross–Sampson

for discussion and agreement

Health Professions Council

Education & Training Committee

xxx

The Education & Training Processes, Leaflets and Guidance Notes

Report from Committee Chairman and Committee Secretary

FOR APPROVAL