

## **HUMAN RESOURCES REPORT TO FINANCES AND RESOURCES COMMITTEE**

This paper provides an update and outline plan on the programme of work connected with the HPC staff handbook and the second phase of partners' appointments.

A time plan for both projects is attached highlighting key stages and in the case of the staff handbook, when Finance and Resources will be presented with the final draft for approval.

### **Staff handbook**

The target date for Finance and Resources approving the staff handbook is November 2003.

The design of this document will involve both the drafting of new employment policies and procedures and the revision of existing ones.

Input from the management team on the content, style and tone of the policies and procedures are integral to the development of the handbook.

Staff are aware that a handbook is presently under development and that they will be involved in briefing sessions during the implementation stage.

The contents page of the handbook is attached to illustrate how this document will be organised and secondly to highlight new and revised policies.

Once implemented, the handbook will act as a reference point for staff so that they have assessable information on HPC policy and terms of their employment. It will also provide greater clarity on the respective responsibilities of managers, human resources and staff.

### **Partners appointments: phase II**

This second phase will focus on the recruitment and selection of registrant partners. Actual numbers required are currently being finalised. Based upon the estimated numbers identified last December, HPC will need to recruit a further 100 partners across the 12 professions and the five roles.

This project will have four defined parts, namely: the advertisement campaign which will run from mid September through to late October, sifting and shortlisting occurring during November, interviews and appointments taking place during December and January. Dates for induction and training have yet to be finalised.

The advertisement campaign will, depending on what is appropriate for each profession, take the form of a range of the following: mail outs, announcements/adverts and targeting relevant employers. The HPC website will also provide a source of information on the recruitment of partners.

Discussions are presently with relevant members of council on the timing of adverts, shortlisting and interviews. Finance and resources committee will receive a comprehensive update at the November meeting.

A copy of the advert placed in September's *Ambulance today* is attached for information.

**HEALTH PROFESSIONS COUNCIL**  
**Staff Handbook**

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## HR Plan: Staff handbook and partners phase II

	2003						2004		
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
<b>Staff handbook</b>	Design procedures Management Consultation				Handbook Signed off By F&R	Copies printed Available on intranet	Implementation and training		
<b>Phase II partners appointments</b>			Establish numbers. Agree method of advertising and key recruitment dates.	Advertising and response handling	Sifting and shortlisting Interviews		Appointments confirmed  Induction and training plan aged		



# HPC encourages paramedics to get involved

The Health Professions Council is the new regulatory body for 12 professions, including paramedics. It was created by the Health Professions Order 2001, and its purpose is to protect people using the services of those health professionals it registers. Registrants have to meet the HPC's standards for their professional skills, conduct and health.

The duties of the HPC are set out by the Health Professions Order, and have increased considerably from those of the CPSM, the body it replaces. In order to help it carry out its work, the HPC is required to recruit 'partners'.

Partners work as agents of the HPC. They provide the expertise the HPC needs for its decision making. The broad term 'partners' includes a variety of different roles that can be filled by people with different experience and qualifications, from members of the public to qualified lawyers and solicitors, registered doctors as well as health professionals on the HPC register.

Presently, we are looking for registered paramedics to carry out one or more of the following roles.

- **Visitors** play an important role in the approval and continuing re-approval of courses. They visit institutions and the reports that groups of visitors write form the basis of the Education and Training committee's decisions. For this reason, it is vital for the future of the teaching of paramedics that the visitors include currently registered paramedics.
- **Registration assessors** represent yet another role where specific professional input is needed from all professions. Registration assessors must currently be on the HPC register. They assess applications for registration via the international and grandparenting processes, and assess and make recommendations on returners to practice, giving advice on professional issues.
- **Panel members** participate in and contribute to the hearings of allegations referred to the Health Committee, the Investigating Committee, or the Conduct and Competence Committee. The role of a panel member offers the opportunity for paramedics to take an active role in the HPC's disciplinary process, ensuring proceedings are fair to all involved, that the correct decisions are reached and the reputation of the profession is not tarnished by unscrupulous practitioners.

Last year the HPC embarked on a massive recruitment exercise to start building up the 'pool' of partners it needs in order to meet its new legal requirements, and properly protect the public.

The positions were first advertised in the regional press and professional journals during December 2002 and January 2003. Professor Norma Brook, President of the HPC said, "We have had a very strong response to our advertisements, particularly from members of the public and those wishing to be visitors. This is a clear endorsement of our work, and we were delighted with the numbers applying".

"However, the response from some professions, including paramedics, has not been as high as we would like, and that is why we are extending the application period. We want to benefit from the knowledge and expertise that we know is out there. This is paramedics' opportunity to have input into the working of the new regulator, and to be a part of the future of health regulation in the UK."

Any paramedic wishing to find out more can contact the Human Resources department on 0207 840 730. Alternatively, application forms and job descriptions are available to download on the HPC website [www.hpc-uk.org](http://www.hpc-uk.org). **The closing date for receipt of applications is Friday, 10 October 2003.**

The HPC website also contains more information about every aspect of the HPC's work.