

Fitness to Practise Forum 17 September 2008

Fitness to Practise Operating Guidance (FOG)

Executive summary and recommendations

### **Introduction**

As part of the 2008 -2009 Fitness to Practise work plan, the department has undertaken a review of a number of its processes. This has included the production of fitness to practise operating guidance (FOG) to aid members of the department in their work. Attached to this paper as an appendix is an index of the FOG produced to date. This report is intended to update the forum of the work that has been undertaken in this area.

### **Decision**

This paper is for information only. No decision is required.

### **Background information**

The practice committee have also approved a number of practice notes which are intended to be guidance for panels and those who appear before them. The practice notes are available on the HPC website at <http://www.hpc-uk.org/publications/index.asp?action=submit>.

### **Resource implications**

Employee time in the production of operating guidance.

### **Financial implications**

None

### **Appendices**

Fitness to Practise Operating Guidance Index

### **Date of paper**

20 August 2008

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-08-20	a	F2P	AGD	Fitness to Practise Operating Guidance	Final DD: None	Public RD: None

## FTP Operational Guidance Index

<b>Subject</b>	<b>For</b>	<b>Summary</b>	<b>Link</b>
Controlled substance	Case Managers	Guidance on controlled substances, prescription medicines and prescribing rights.	<a href="#">FOG - CONTROLLED SUBSTANCES</a>
Watchlist	Fitness to practise department	Guidance on applicants who's fitness to practise has raised concerns prior to their entry to the register, or while their registration had lapsed.	<a href="#">FOG – Watchlist</a>
Health and Character	Managers/Case Officers	Guidance on how to deal with health and character case work.	<a href="#">HEALTH AND CHARACTER</a>
Investigations and allegations	Case Managers/Case Officers	Guidance on general particples of investigating complaints, contact with complainants and registrants, closing cases, drafting allegations	<a href="#">FOG - INVESTIGATIONS AND ALLEGATIONS</a>
Investigative Report Writing	Managers/Case Officers	Guidance on how to structure an investigative report.	<a href="#">FOG – INVESTIGATIVE REPORT WRITING</a>
Obscene Image Storing	Fitness to practise	Guidance on how to deal with	<a href="#">FOG – OBSCENE IMAGE STORING</a>

<b>Subject</b>	<b>For</b>	<b>Summary</b>	<b>Link</b>
	department	pornographic or obscene images which are received during an investigation.	
Physical Evidence Management	Fitness to practise department	Guidance on how to handle documentary and real evidence.	<a href="#">FOG – PHYSICAL EVIDENCE MANAGEMENT</a>
Police Station Paramedics	Case Managers	Guidance on paramedics performing duties in police custody suites	<a href="#">FOG - POLICE STATION PARAMEDICS</a>
Protection of Title Offences	Managers/Case Officers	Guidance on the procedures to be followed when dealing with protection of title (POT) casework.	<a href="#">FOG - POT OFFENCES</a>
Registration Appeals	Managers/Case Officers	Guidance on dealing with appeals of admission and re-admission on the registrar of refused registrants.	<a href="#">FOG - REGISTRATION APPEALS</a>
Requiring disclosure of information	Managers/Case Officers		<a href="#">FOG – REQUIRING DISCLOSURE OF INFORMATION</a>
Risk profiling	Managers/Case Officers	Guidance on how to perform a risk assessment and categorise allegations	<a href="#">FOG – RISK PROFILING</a>
Three year Rule	Case Managers	Guidance on applying the 3 year rule following a no case to answer decision at ICP	<a href="#">FOG – THREE YEAR RULE</a>
Witness interviews	Managers/Case Officers	Guidance on how to undertake a risk	<a href="#">FOG – WITNESS INTERVIEWS</a>

<b>Subject</b>	<b>For</b>	<b>Summary</b>	<b>Link</b>
		assessment when organising interviews with witnesses.	
Witness management	Fitness to practise department	Guidance on how to manage witnesses, especially vulnerable and intimidated witnesses	<a href="#">FOG – WITNESS MANAGEMENT</a>
Witness statements	Managers/Case Officers	Guidance on how to obtain / structure a witness statement.	<a href="#">FOG – WITNESS STATEMENTS</a>
Presenting Officer Guidance	Managers/Case Managers	Guidance on presenting Interim Orders and Article 30 Review Hearings	<a href="#">FOG - Presenting Officer guidance.doc</a>
Instructing and Seeking Advice	Fitness to Practise Department	Guidance on instructing and when to seek advice	<a href="#">20080613aF2PPOLFTP-Operational Guidance - Instruction.doc</a>