

Agenda Item 7

Enclosure 6

Paper RC 6 / 02

REGISTRATION COMMITTEE

ASSESSORS' CONTRACT

From : Secretary to the Committee

29th March

30/04/2002

Health Professions Council

Speech & Language Therapists' Quality Assurance Agreement

I, the undersigned, agree to carry out assessments of Overseas & 'Grandfathering' applications on behalf of the Health Professions Council [H.P.C.] in accordance with the following criteria.

1. H.P.C. will send each assessor a copy of the application form & supporting documentation.
2. H.P.C. will enclose an expenses form with each application and an envelope for its' return.
3. In order to remain within EU guidelines for the processing of applications there is a **turnaround time of 10 working days per application**. This will be taken from the date the application is sent out from H.P.C. to the date the completed Assessment Feedback Form is returned; this allows for the post. In cases where Further Verification is requested from the applicant you may inform the secretariat of your decision by e-mail; the date of receipt then being the date your e-mail response was received.
4. Failure to meet the required turnaround times may result in the withholding of payment. Similarly, failure to provide a clear and complete assessment within the terms of this agreement may result in the withholding of payment until the terms are met.
5. Each assessor must complete the appropriate decision box on the Assessment Feedback Form (i.e. The first named assessor is to complete the first box & the second named assessor to complete the second box). Once the initial assessment is made you should then liase with your co-assessor and complete the agreed decision box. You must clearly indicate your decision using one of the following options: **Accept, Further Verification, Period of Adaptation or Reject**.
6. In those cases where an applicant has been asked to undertake a Period of Adaptation each assessor must provide a detailed list of shortfalls together with recommendations as to how the shortfalls are to be addressed and minimum time frames; this must be unambiguous and complete.
7. If the information provided by the applicant is unclear, inconsistent or contradictory you will need to ask for further verification and the secretariat will write to the applicant on your behalf.
8. If the responses still do not satisfy you, you may invite the applicant to attend for a clarification interview. H.P.C. will pay your travel expenses for this together with an interview fee of £30. The interview cannot be used as a test and the applicant cannot be forced to attend. If the applicant does not wish to avail themselves of this opportunity then you will need to make your decision based on the proven documentation you have received.

9. You will need to return the completed expenses form together with your completed Assessment Feedback Form to H.P.C. (not the RCSLT)
10. You must retain the papers of those applicants to whom you give a period of adaptation since they may appeal your decision.
11. If the joint decision is acceptance for registration you may destroy or return the documents that have been sent to you. If the joint decision is to ask for further verification could you must retain the papers (or copies) until they respond.
12. If you are unable to carry out assessments for a period of time due to holidays, workload, conferences or some other reason you must inform the secretariat giving reasonable notice.
13. You must be contactable and respond to communication from either the secretariat or co-assessors within a reasonable time. You must also inform the secretariat of any changes in your contact details as soon as possible.

Name {please print}

.....

Signature

.....

Date

.....

«Our_Ref»

«Their_Ref»

«Date»

«Name»

«Position»

«Organisation»

«Address_1»

«Address_2»

«Address_3»

«Town»

«County»

«Postcode»

Dear «Title» «Surname»

Speech & Language Therapy Assessments

As you may know under the H.P.C. transitional arrangements overseas & 'Grandfathering' applications for Speech & Language Therapists will continue in much the same way as they have in the past.

At a recent meeting of the Finance Committee it was agreed to raise the application processing fee from £30 to £40 per application.

In order to comply with Quality Assurance requirements we have made the existing assessment procedures into a more formal agreement. Could you please read carefully the enclosed agreement, sign, date & return it to us in the enclosed envelope. The Registrar has agreed that once it has been received we will be able to pay you at the new rate.

The agreement is simply clarifying the established arrangements but if you have any queries regarding the content please do not hesitate to contact the secretariat.

Yours sincerely

M.D. Hall
Registrar