

Agenda Item 8

Enclosure 5

Paper RC 28 / 02

REGISTRATION COMMITTEE

**COUNCIL PROCESSES, LEAFLETS AND
GUIDANCE NOTES**

From : the Executive

FOR DISCUSSION AND AGREEMENT

Health Professions Council

Registration Committee

25 September 2002

**The Registration Committee Processes, Brochures and
Guidance Notes**

Report from Committee Secretary and Chairman

FOR APPROVAL

EXECUTIVE SUMMARY

In order for the Health Professions Council to be operating under the Health Professions Order 2001, the Registration 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 Registration Committee (and all other committees) is to develop guidance notes, leaflets and operating manuals.

The Registration Committee is requested to form smaller working groups and develop very simple, 1st cut guidance notes, leaflets and operating manuals by 4 November 2002 for review in the next Registration Committee meeting on the 12 November 2002.

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	M	A	M	J	J	A	S	O	N	D	J	F	M	A
2	Launch of consultation document - London, England	Mon 01/07/02	Mon 01/07/02														
3	Phase II - Analysis of public's response	Mon 01/07/02	Mon 01/07/02														
4	Launch of "HPC consultation responses" document	Tue 02/07/02	Tue 05/11/02														
5	Phase II - Dev't of Rules and HPC's response to consultation, amended proposals et	Tue 05/11/02	Tue 05/11/02														
6	Launch of "Rules, response to consultation and amended proposals" document	Mon 16/09/02	Mon 02/12/02														
7	Phase IV - Development of guidance notes, operating manuals and leaflets	Mon 02/12/02	Mon 02/12/02														
8	Launch of the new HPC	Mon 16/09/02	Tue 01/04/03														
		Tue 01/04/03	Tue 01/04/03														

We are currently at phase II, and about to start 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 tabling 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 Registration 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 Registration 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 amended 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 Registration Committee is requested to:-

- divide up into 4 working groups
- allocate a working group chairperson for each
- from now until next registration Committee paper deadline of 4 November 2002, work on delivering a 1st cut of the processes, leaflets and guidance notes

Chairperson of each working group is requested to :-

- Coordinate discussion within the group between now and 4 November 2002
- submit the 1st draft copies of process, leaflets and guidance notes to the Registration Committee secretary, Lucinda Pilgrim by 4 November 2002, in order for these documents to be distributed to the rest of the Registration Committee members for the 12 November 2002 Committee 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 committee 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 Registration 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 registration application period, information required to make application assessment etc
- Document any questions that need to be decided by the Registration Committee

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.

Work 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 registration 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.

PROPOSED PROCESS NAME DETAILED BREAKDOWN OF PROCESS NAMES

Registration Process

- Registration Process *
- Approved Qualification Process *
- Safe and Effective Assessment & Fee Check Process *
- Specified Training Process *
- Non-UK Approved Qualification Process *
- Safe & Effective Practice Determination Process *
- Registration Notification Process *
- Knowledge of English Process *
- Renewal of Registration and Readmission Process *
- Conditional Registration Renewal Process *
- Lapsed Registration Application Process *

PROPOSED LEAFLET NAME

The Role of a Registrant Assessor ##
 For registration assessments for UK, International and
 Grandparenting applicants
 For panels

TARGET AUDIENCE

Registrant Assessor

Becoming a Registrant of HPC for each category ##

New registrant

Re-registration and CPD

Existing registrants

Returning to Clinical Practice

Registrants

Test of Competence

Potential Registrant

Aptitude Tests

Test of English

Period of Adaptation

Registration Guidance Notes

- ① Paul
- ② Eileen

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

PROPOSED PROCESS NAME

DETAILED BREAKDOWN OF PROCESS NAMES

Restoration and Suspension Review Process ##

Restoration to Register When Struck Off Process * ##
Restoration to Register When Struck Off II Process * ##
Successful Application Process * ##
Application to review Suspension of Right to Apply For Re-Admission Process * ##

PROPOSED LEAFLET NAME

TARGET AUDIENCE

Overview of the Registration Committee

General public

Restoration and Suspension Review Guidance Notes ##

① Anna

② Mary

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

PROPOSED PROCESS NAME

DETAILED BREAKDOWN OF PROCESS NAMES

Grandparenting Process

Transitional Provisions Relating to Admission to The Register Process *
Transitional Provisions Standard of Proficiency Process *

PROPOSED LEAFLET NAME

TARGET AUDIENCE

Grandparenting : What does it mean? Does it apply to me?

Potential new registrants

Grandparenting Guidance Notes

- ① Pam
- ② Rob

WORKING GROUP NO 4

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

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

PROPOSED PROCESS NAME

DETAILED BREAKDOWN OF PROCESS NAMES

Register Process

Register Composition Process *
Access to Register Process *

Review Process ##

Complaint Review & Analysis Process * ##
Review Process * ##
Council Annual Consultation Process * ##

Assessor Process ##

Registrant Assessor Process * ##

PROPOSED LEAFLET NAME

TARGET AUDIENCE

Benefits of State Registration to Public and Employers, registrants ##

General public
Employers of registrants
Registrants

Information to Employers of Registrants
Protected Titles, What we do, what we don't do i.e. Mgt, training etc.,

Employers of Registrants

Public Documents Issued by HPC
Letters of Good Standing?? What, how, when, why? Other docs we supply

General public
Registrants

The Health Profession Council Register
Where is it published?
When is it available?
Is it in other languages? Etc
Confidentiality of data

General public

Register Guidance Notes

① Colin

② Pam

ANNEX A

The Council Processes, Brochures and Guidance Notes Report from Chief Executive and Registrar

**Paper to be 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
Council, Committee, PAP Panel
Lay people, registrants etc

General public
Lay people
Registrants

Human Rights of Patients and Registrants

General public Registrants

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

Overview of the Non-Statutory Committees ##

Benefits of State Registration to Public and Employers, registrants ##

The Role of a Registrant Assessor ##

For registration assessments for UK, International and

Grandparenting applicants

For panels

How can my profession become state registered?

Becoming a Registrant of HPC ##

Grandparenting : What does it mean? Does it apply to me?

Information to Employers of Registrants

Protected Titles, What we do, what we don't do i.e. Mgt, training etc.,

Overview of the Registration Committee

Public Documents Issued by HPC

Letters of Good Standing?? What, how, when, why? Other docs we supply

Re-registration and CPD

Returning to Clinical Practise

Test of Competence

Aptitude Tests

Test of English

The Health Profession Council Register

Where is it published?

When is it available?

Is it in other languages? etc

Why Do I Have to Carry Out a Period of Adaptation?

What is it, why, constraints etc.

TARGET AUDIENCE

General public

General public

Employers of registrants

Registrants

Registrant Assessor

Potential new professions

New registrant

Potential new registrants

Employers of Registrants

General public

General public

Registrants

Existing registrants

Registrants

Potential Registrant

General public

Potential Registrant

GUIDANCE NOTES

Registration Guidance Notes

Restoration and Suspension Review Guidance Notes ##

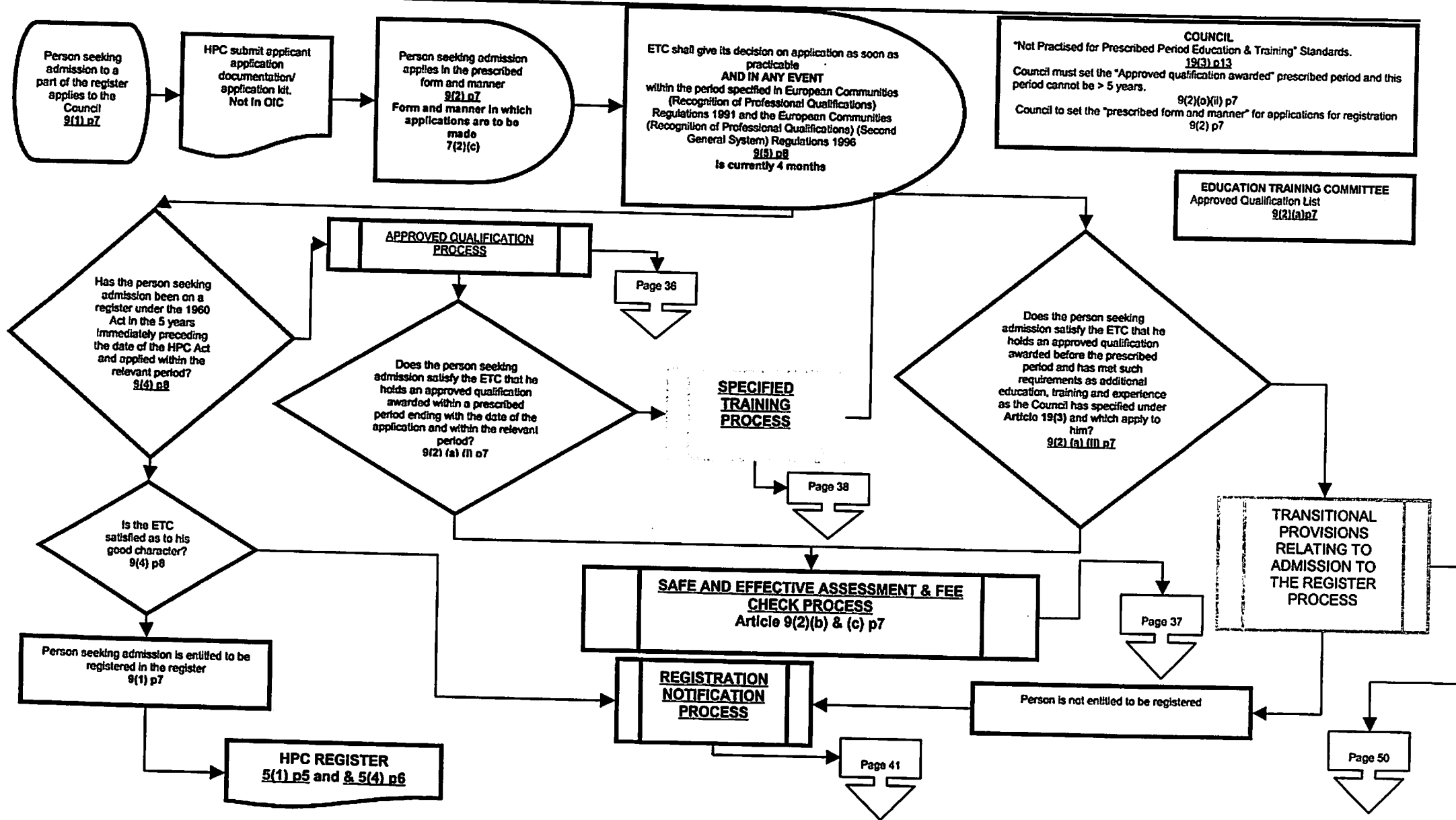
Grandparenting Guidance Notes

ANNEX B

REGISTRATION COMMITTEE PROCESSES

REGISTRATION PROCESS

REGISTRATION PROCESS





Health Professions Council
Park House
184 Kennington Park Road
London SE11 4BU

**Health Professions Council
Implementation Project**

REGISTRATION COMMITTEE PROCESSES - DRAFT

Version 7.5

Author: Greg Ross-Sampson
Title: Project Manager
Issue Date: Thursday, 12 September 2002
Master File Name: 20020805 HPC Registration Committees Processes
Location: \\cpsm1\users\greg\Implement Plan Project\

Internal Document
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Internal Document
DRAFT – FOR DISCUSSION PURPOSES ONLY

ABOUT THIS DOCUMENT

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.

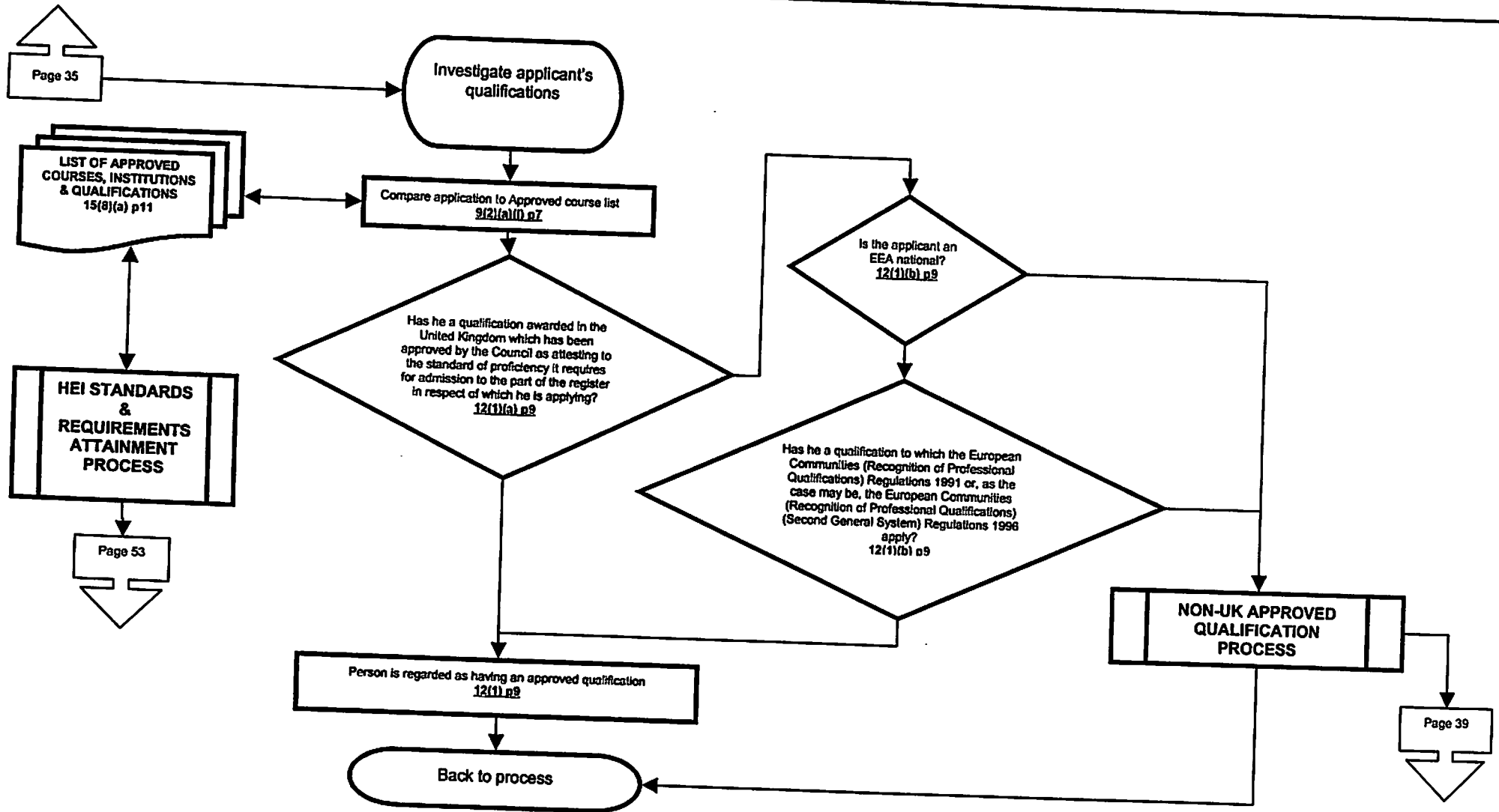
Who Should Use This Document?

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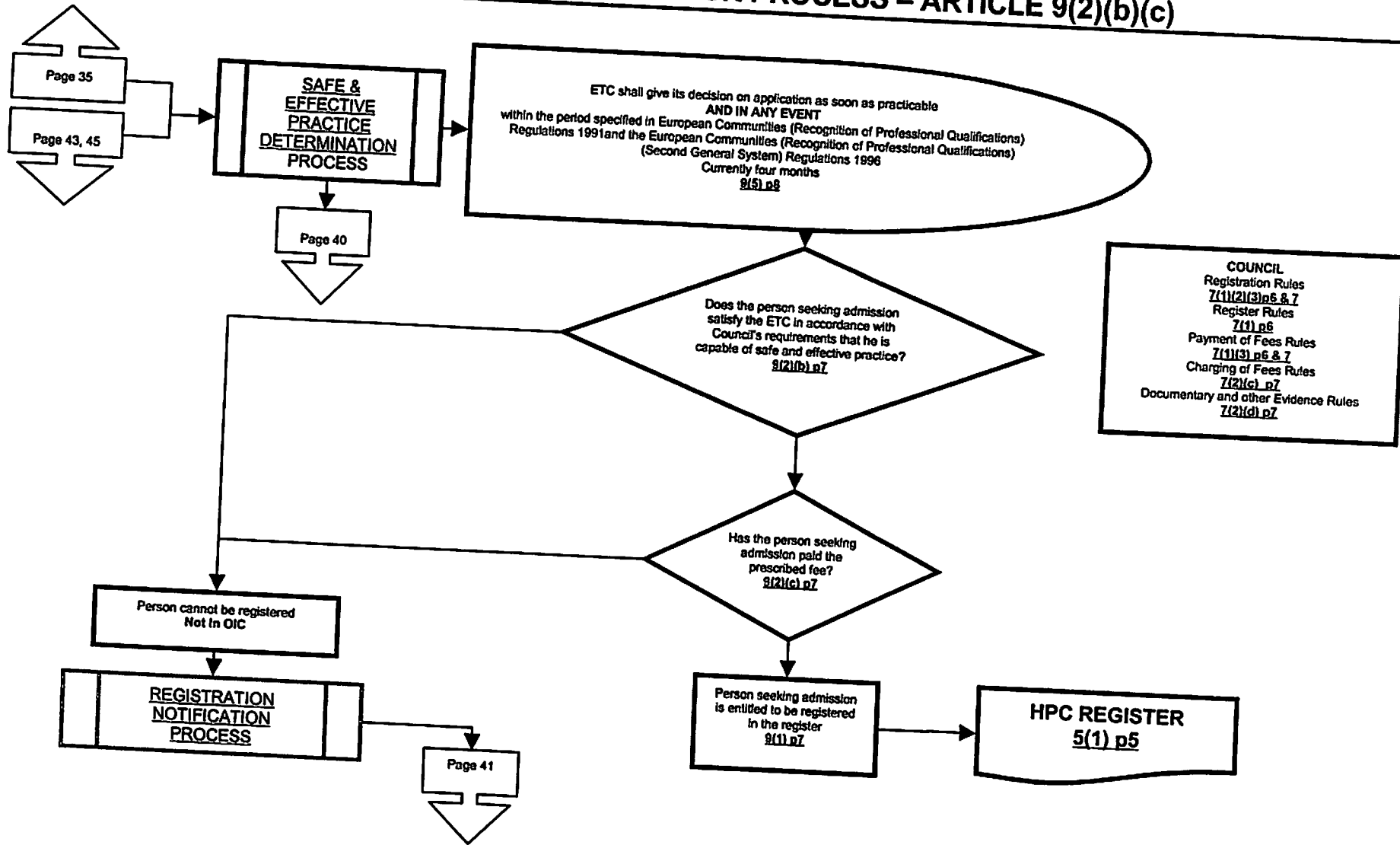


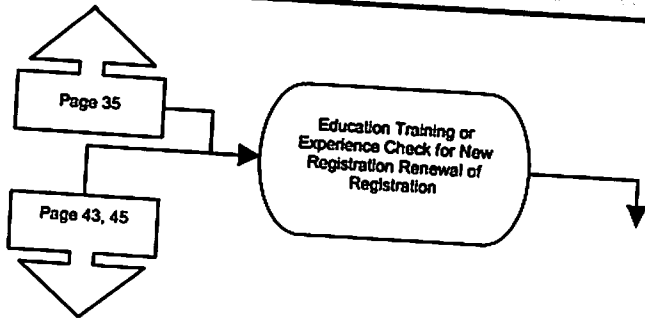
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APPROVED QUALIFICATION PROCESS



SAFE AND EFFECTIVE ASSESSMENT & FEE CHECK PROCESS – ARTICLE 9(2)(b)(c)





COUNCIL
 The Council may make rules requiring registrants to undertake such continuing professional development as it shall specify in standards
 19(1) p13

COUNCIL
 "Education & Training Standards"
 19(4)(b) p28

"Continuing Professional Development" Standards
 19(1) p13, 19(4)(a) p13

"Not Practised for Prescribed Period Education & Training" Standards
 19(3) p13

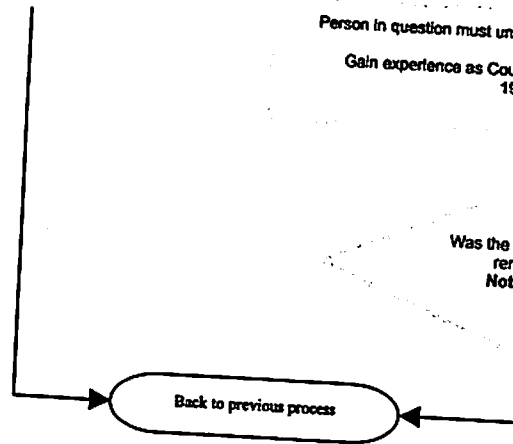
Failure to comply with Post Registration Rules" Requirements
 19(2) p13

Determine "Prescribed Period" for CPD

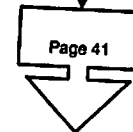
- Has the person:
- Not practised 19(3) p13
 - Not practised for or during a prescribed period 19(3) p13
 - Qualified before a prescribed period 9(2)(a)(ii) p7

Person in question must undertake such education or training
 OR
 Gain experience as Council specifies in the standards
 19(3) p13

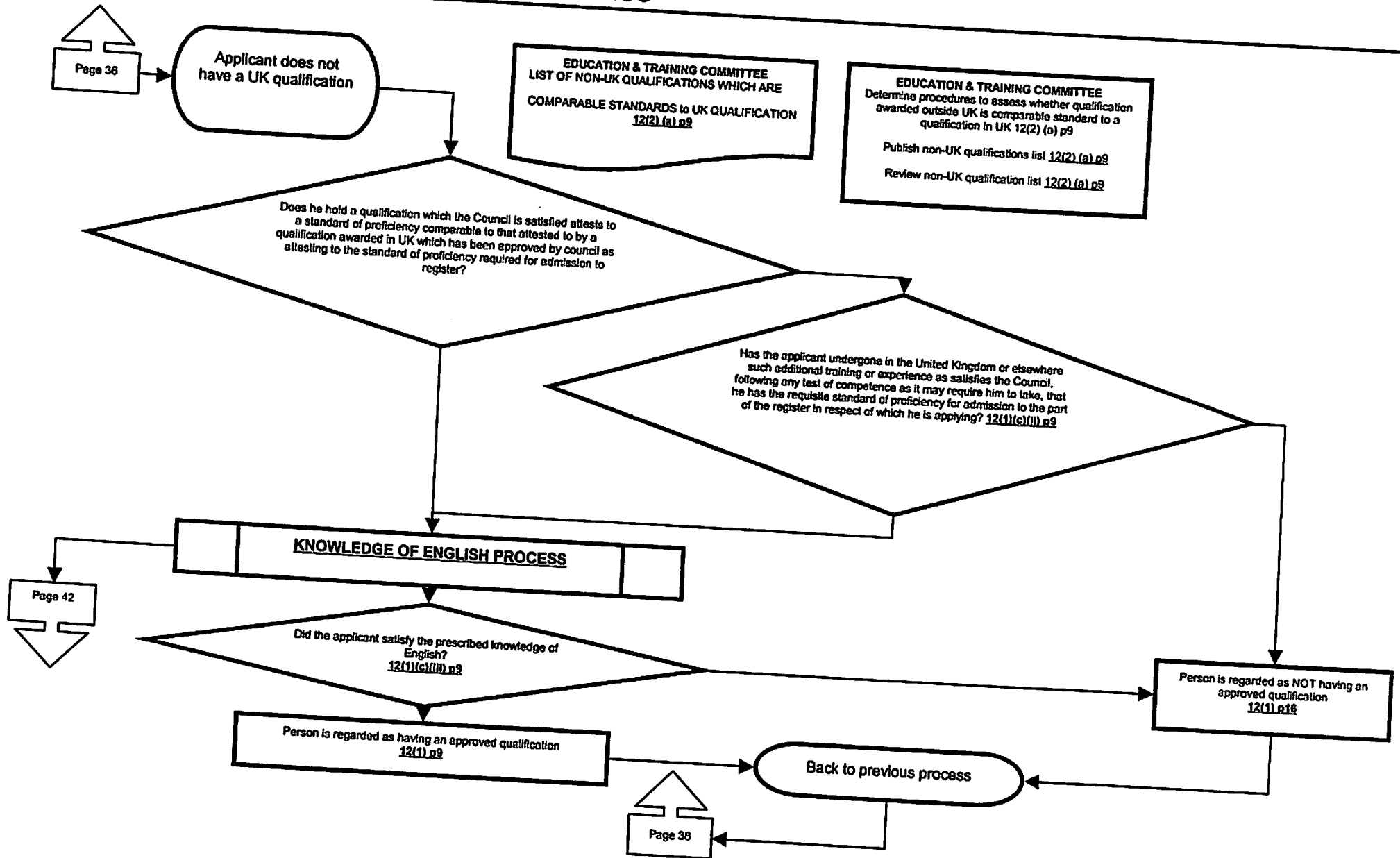
Was the application a renewal?
 Not In OIC



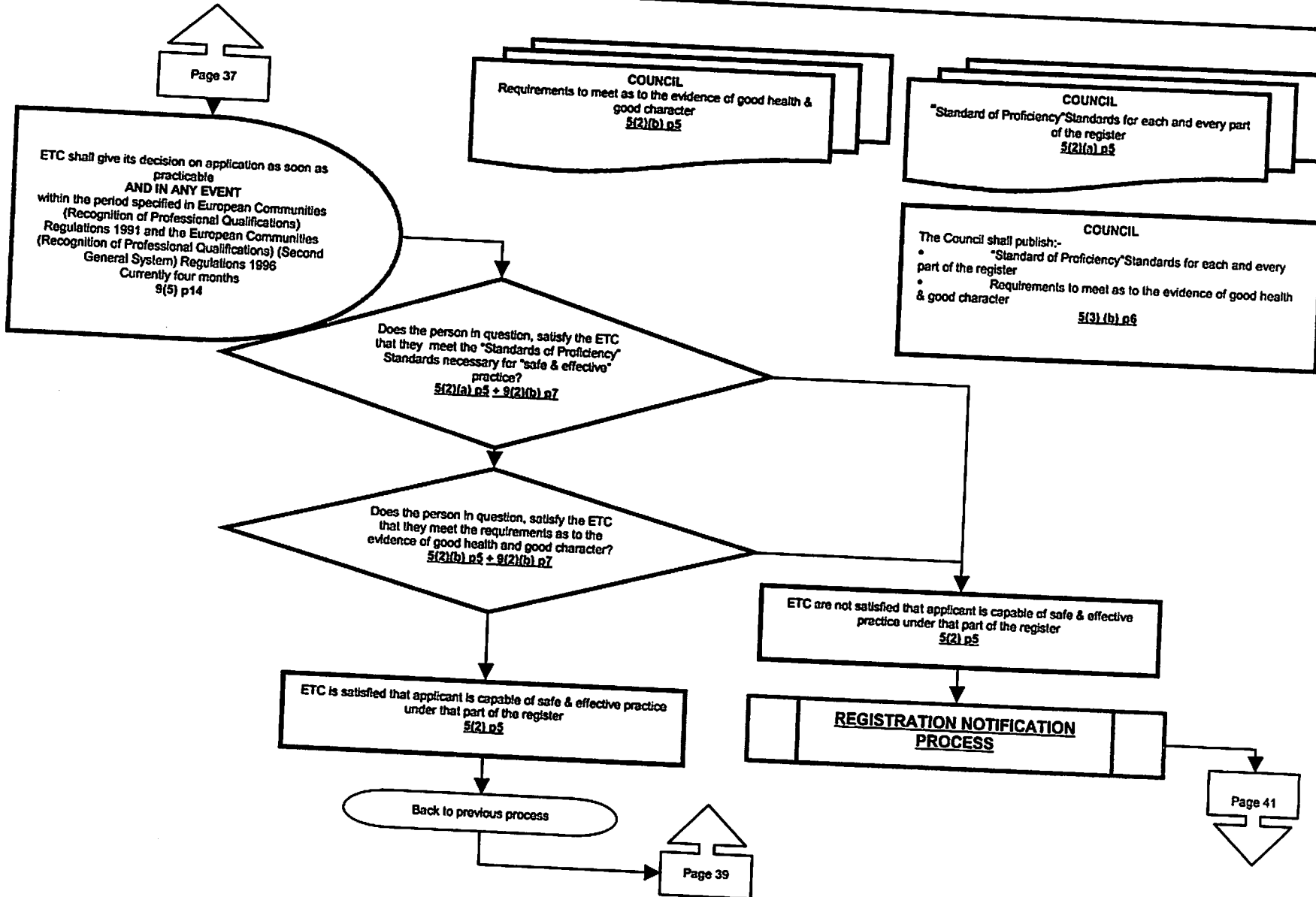
REGISTRATION NOTIFICATION PROCESS



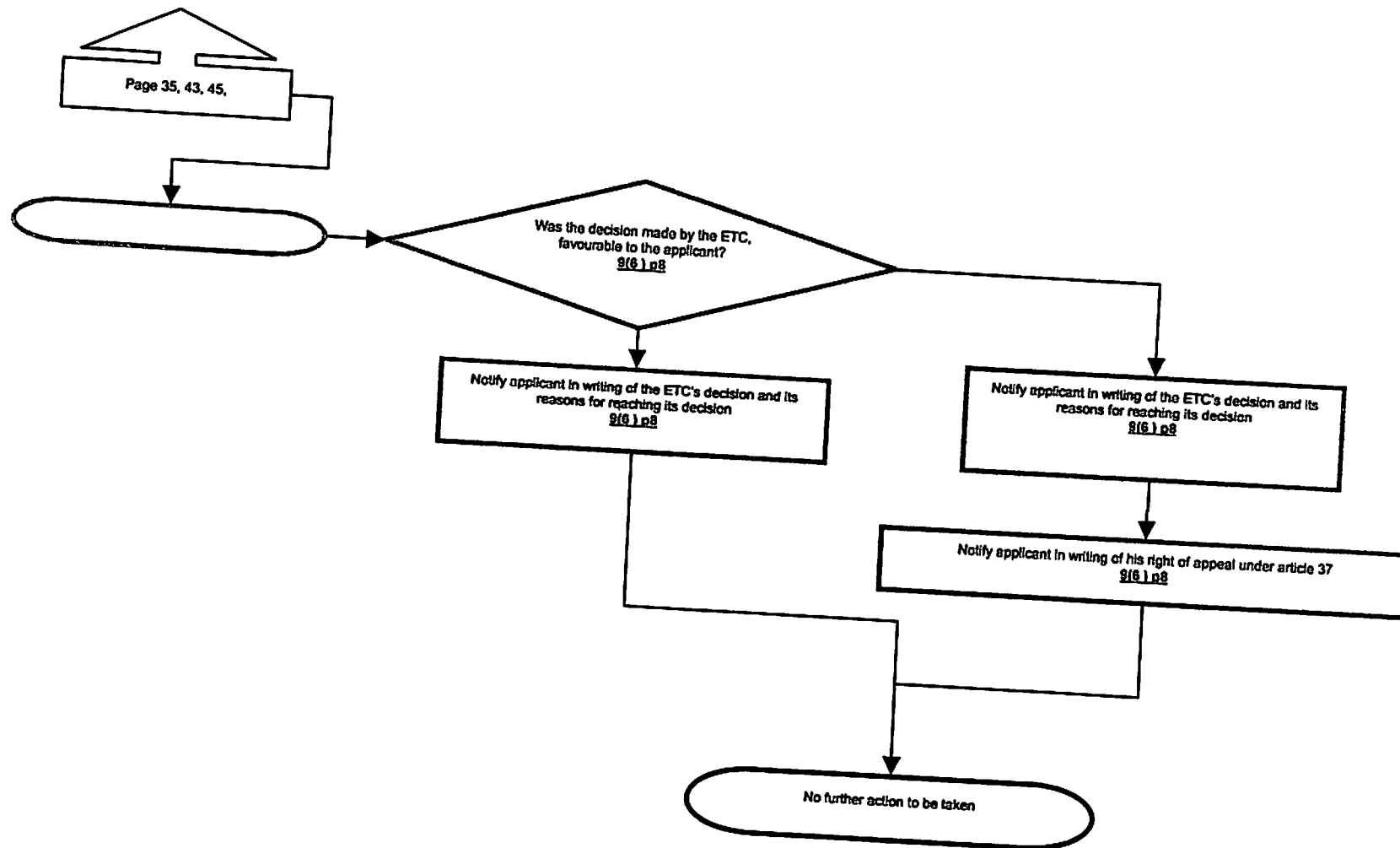
NON-UK APPROVED QUALIFICATION PROCESS



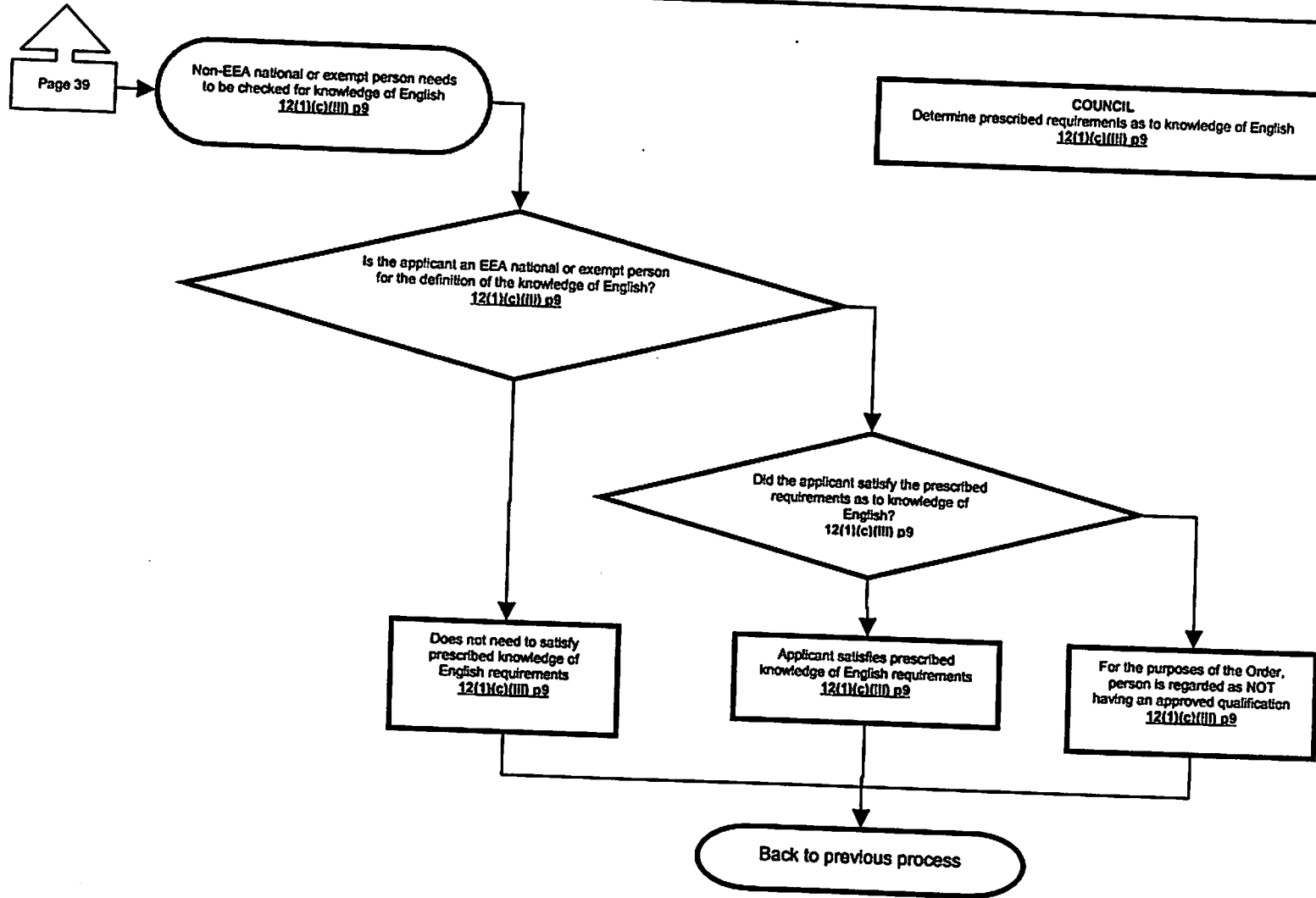
SAFE & EFFECTIVE PRACTICE DETERMINATION PROCESS



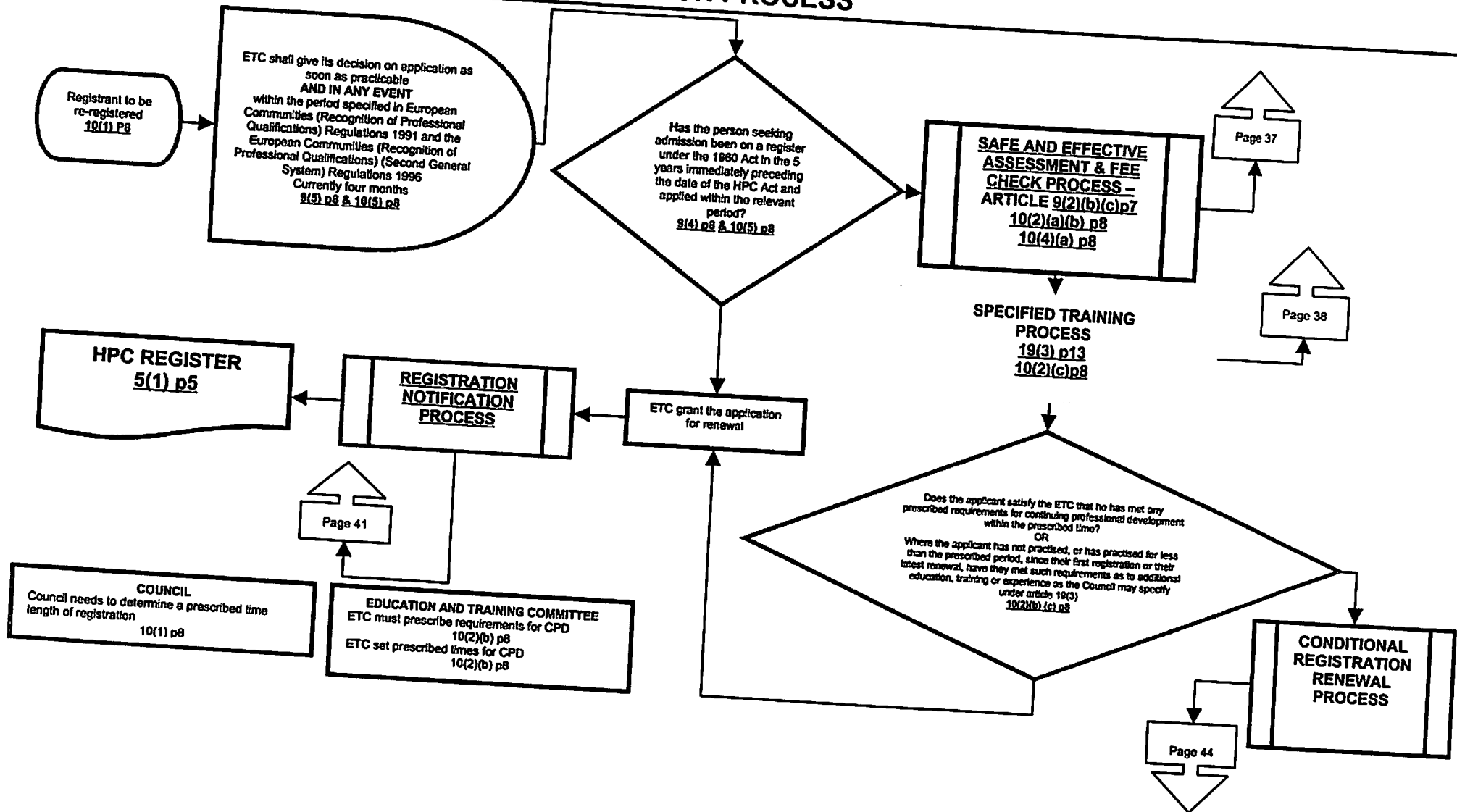
REGISTRATION NOTIFICATION PROCESS



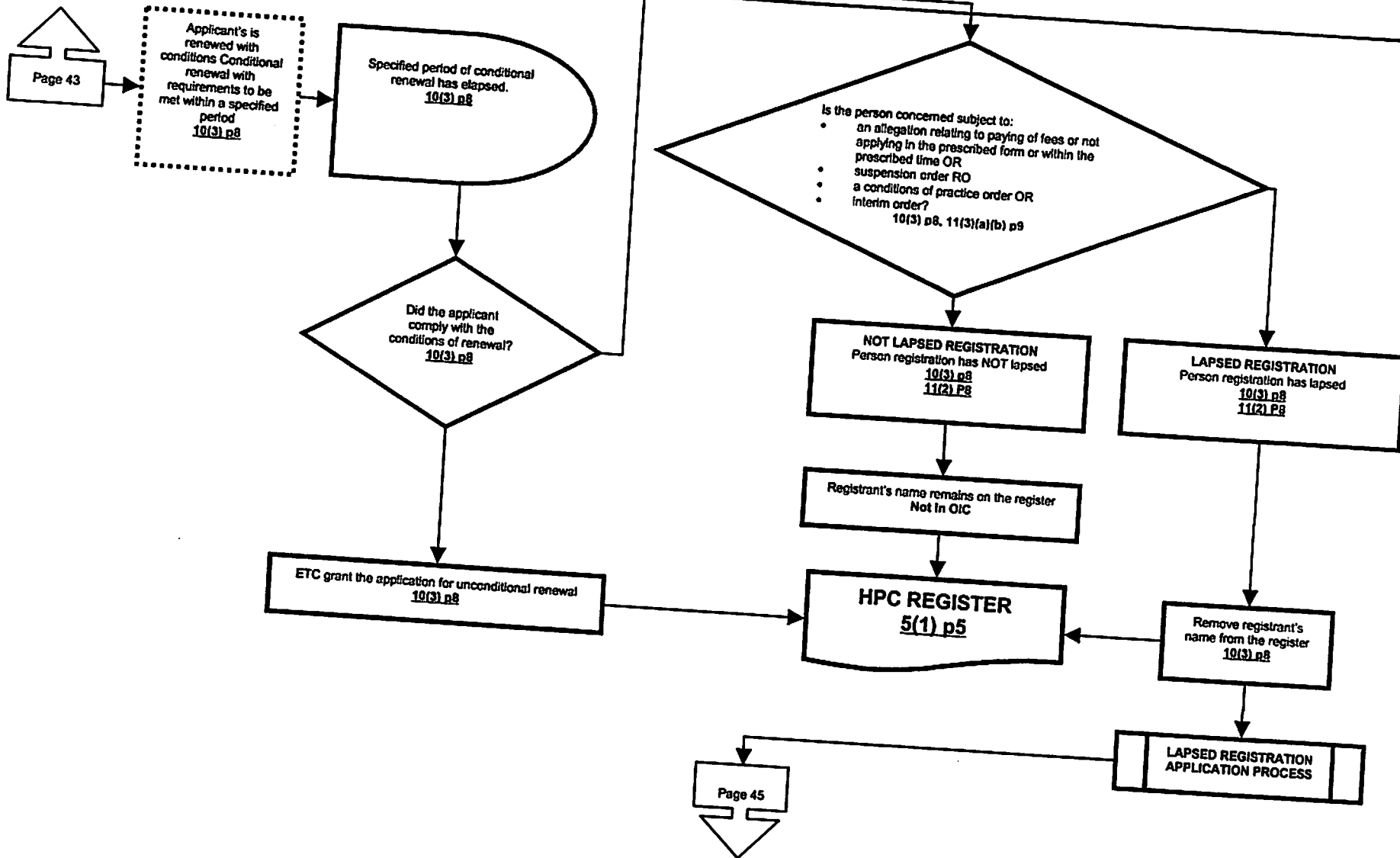
KNOWLEDGE OF ENGLISH PROCESS



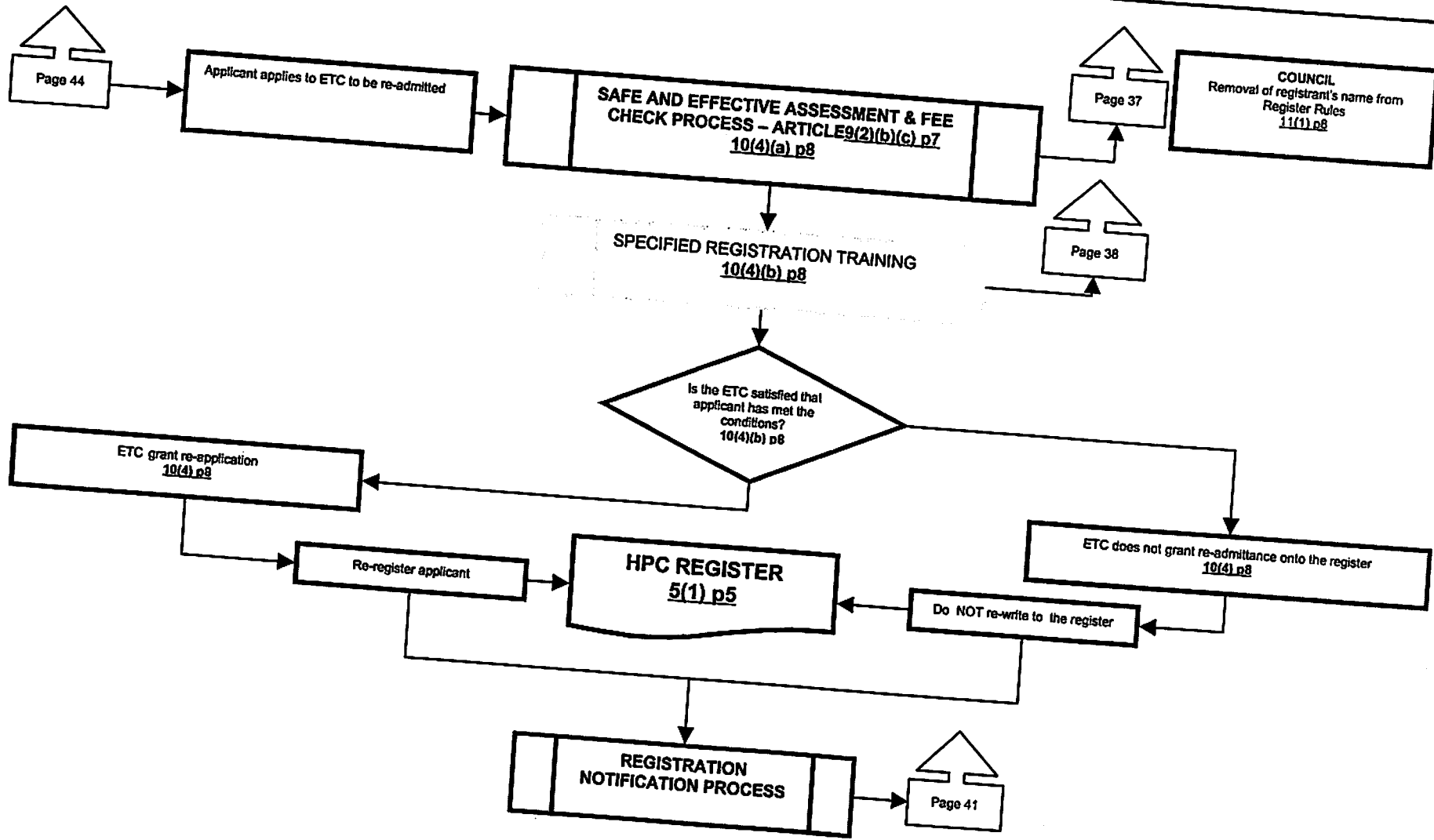
RENEWAL OF REGISTRATION AND READMISSION PROCESS



CONDITIONAL REGISTRATION RENEWAL PROCESS

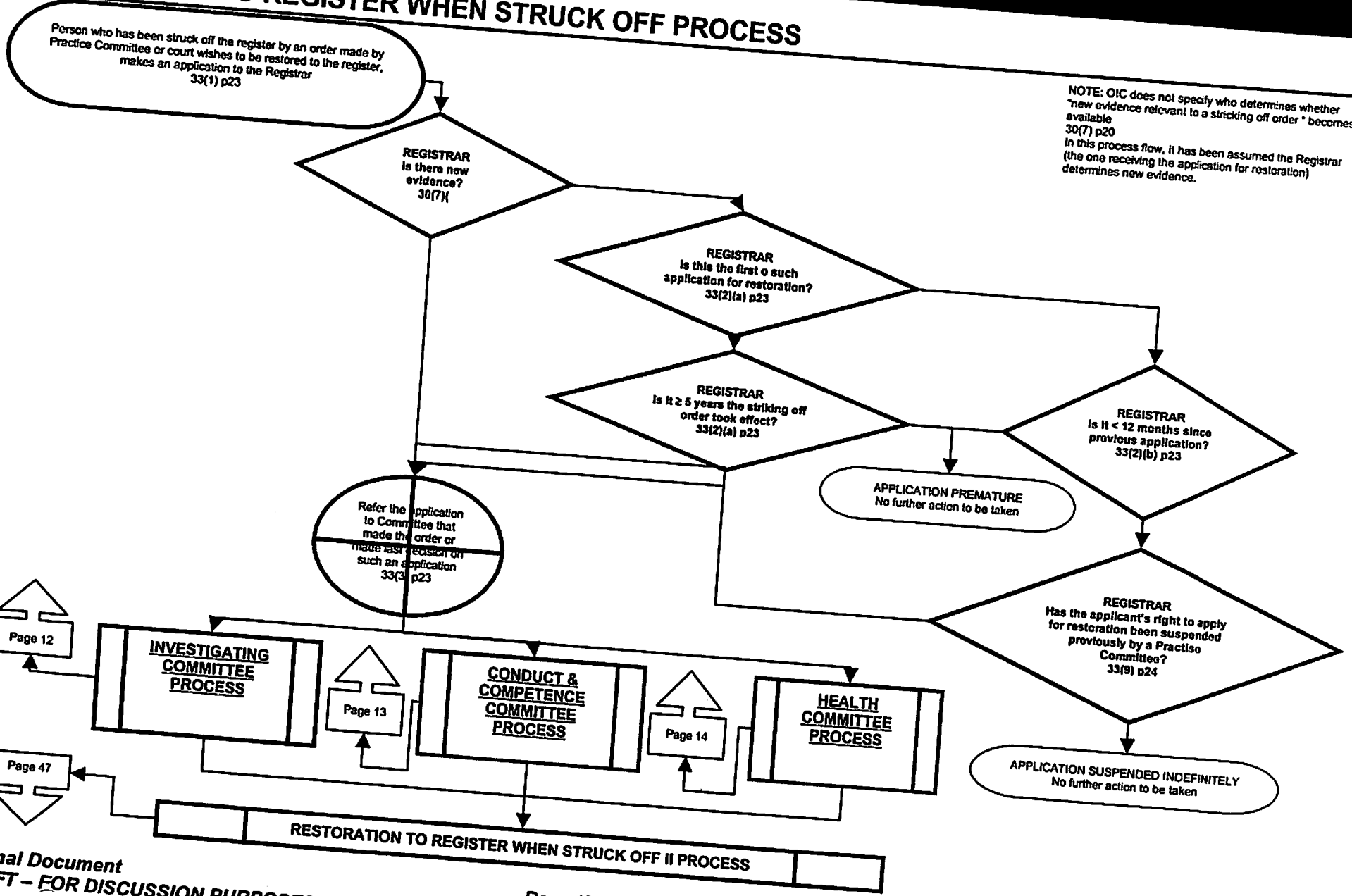


LAPSED REGISTRATION APPLICATION PROCESS

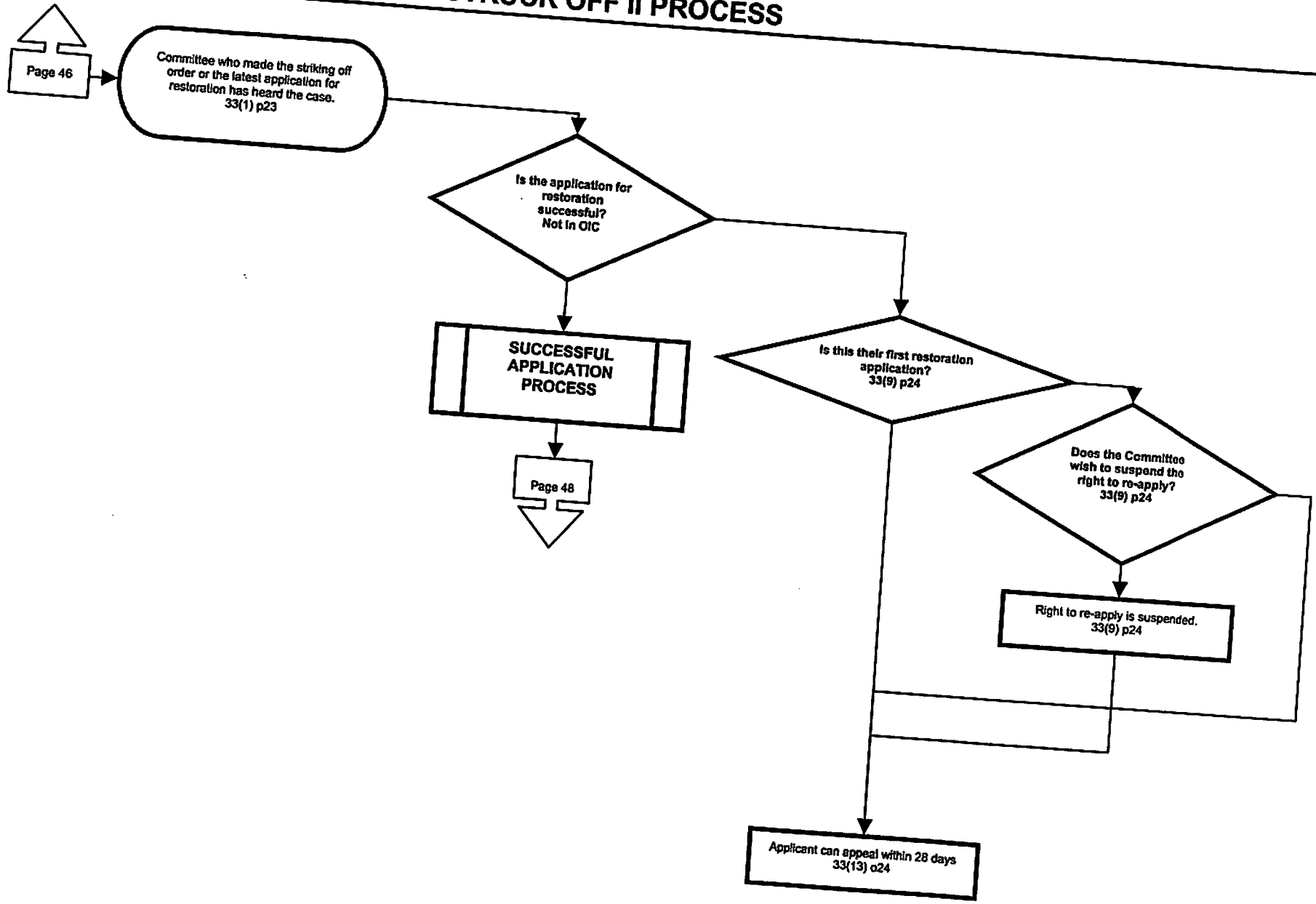


RESTORATION AND SUSPENSION REVIEW PROCESSES

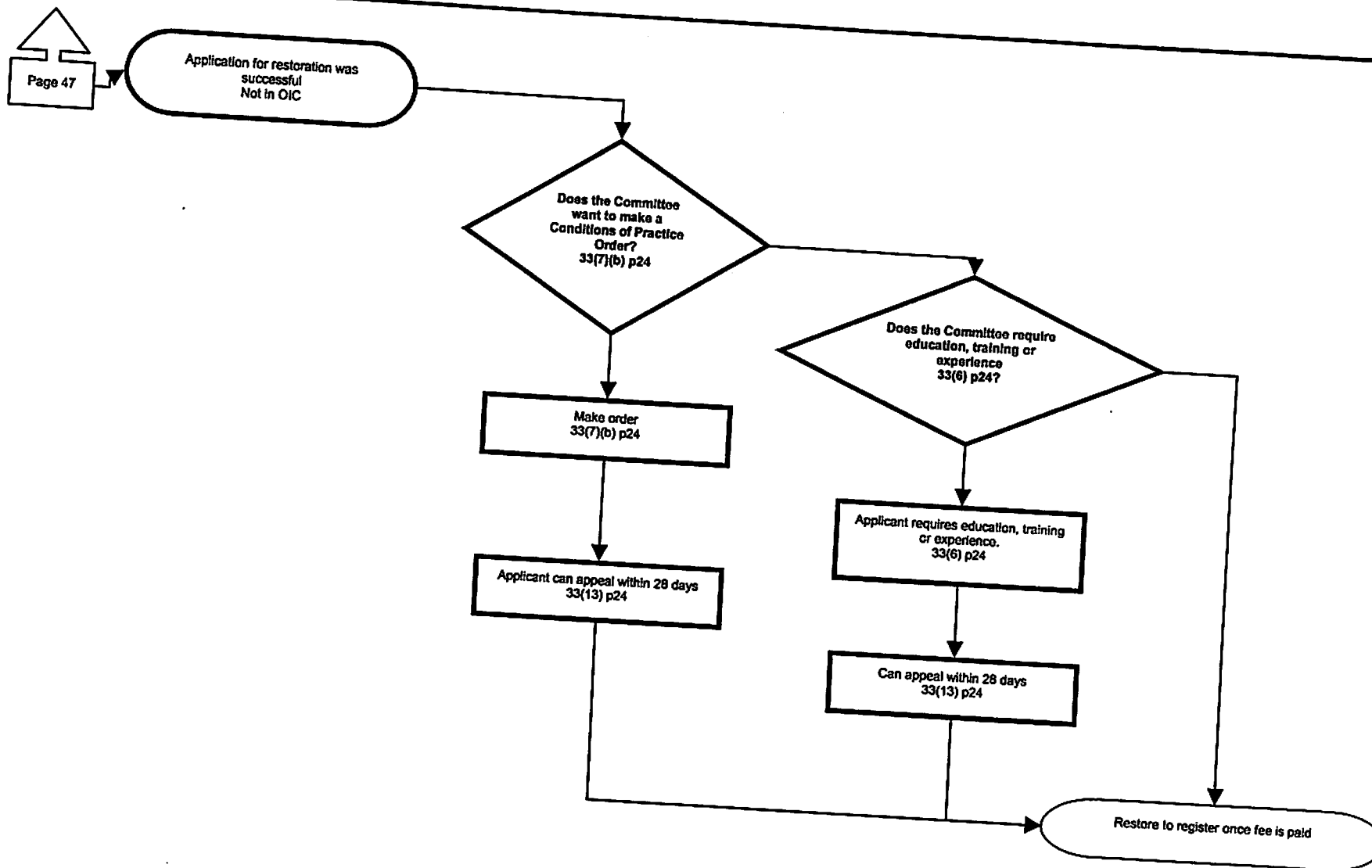
RESTORATION TO REGISTER WHEN STRUCK OFF PROCESS



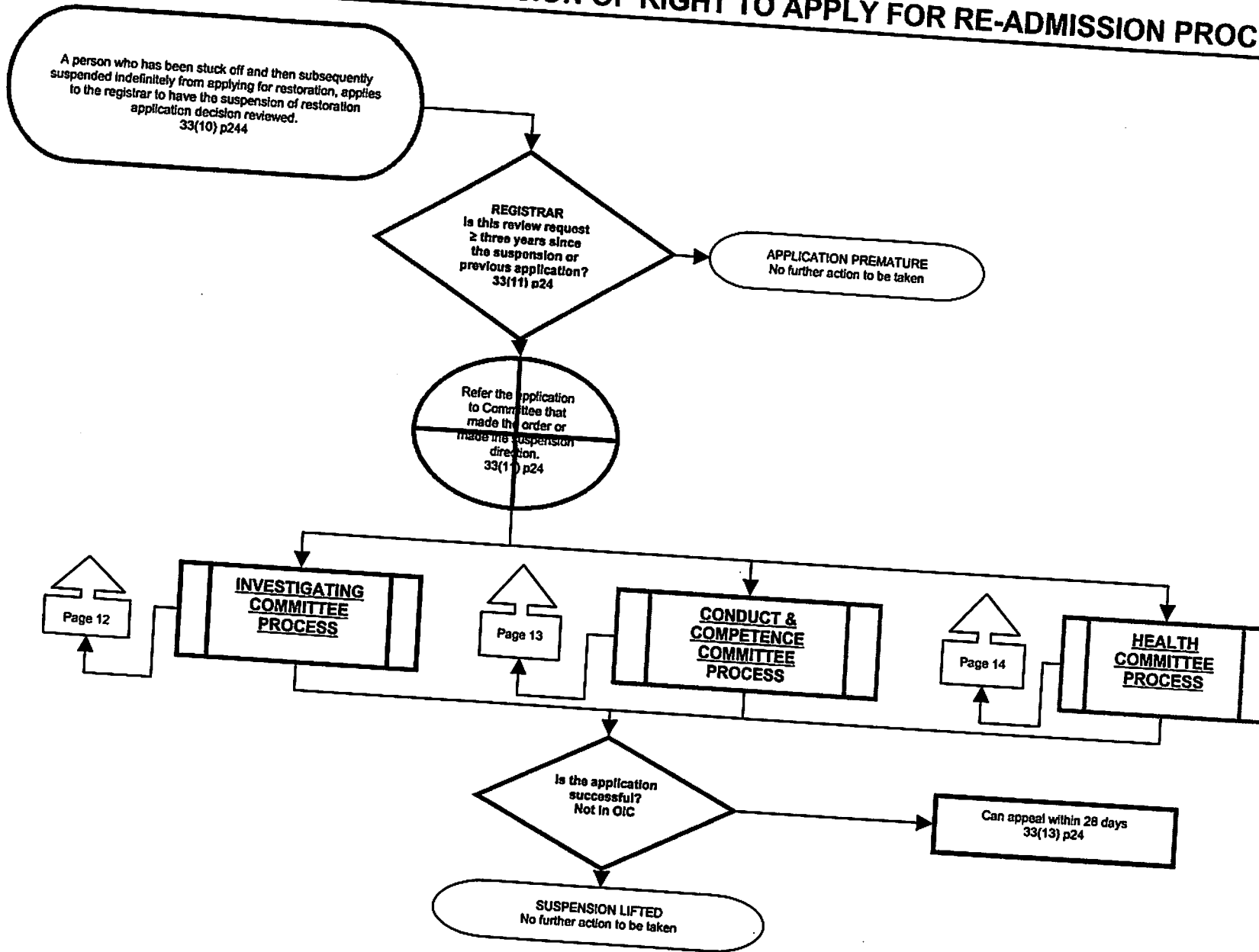
RESTORATION TO REGISTER WHEN STRUCK OFF II PROCESS



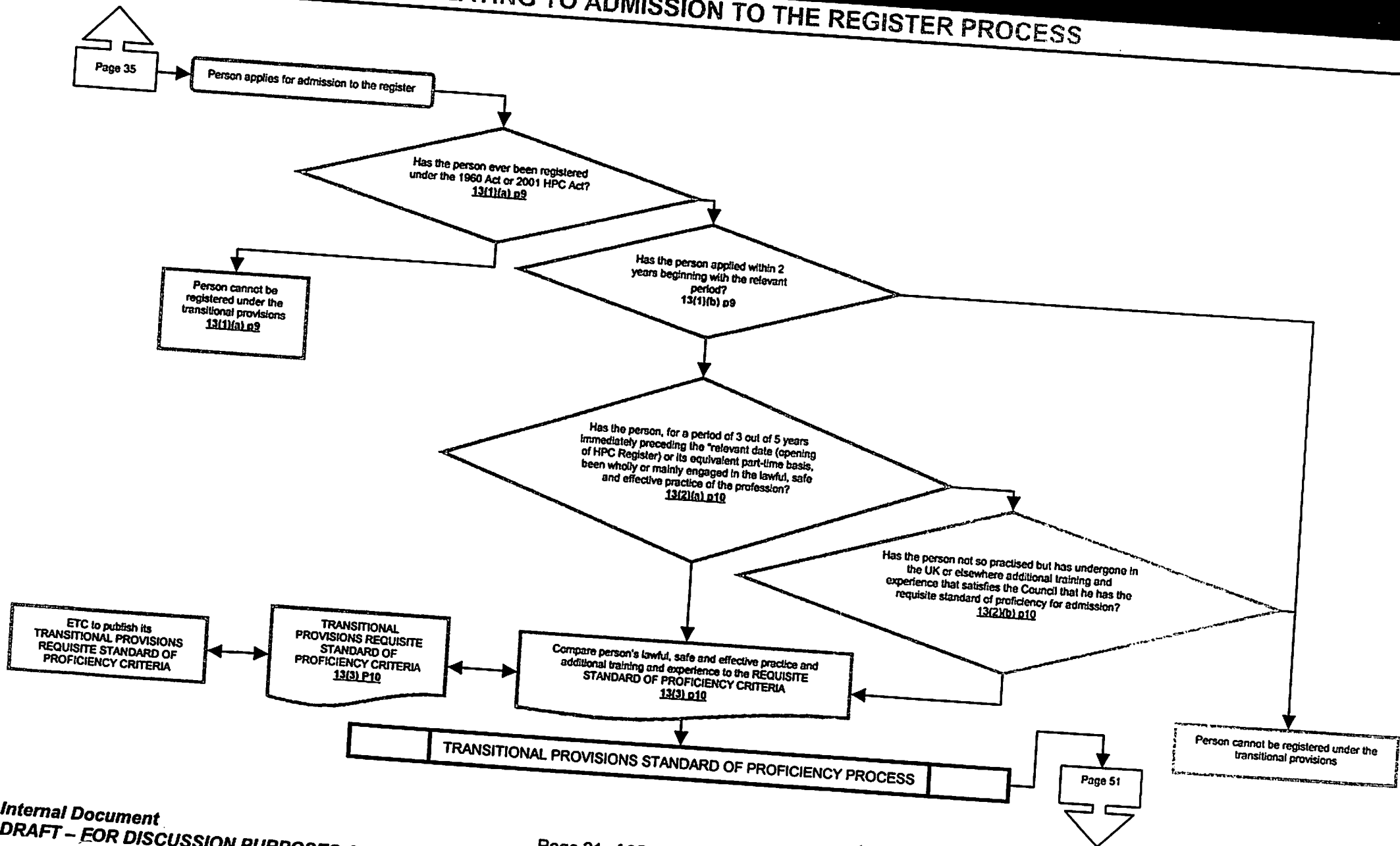
SUCCESSFUL APPLICATION PROCESS

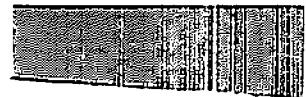


APPLICATION TO REVIEW SUSPENSION OF RIGHT TO APPLY FOR RE-ADMISSION PROCESS



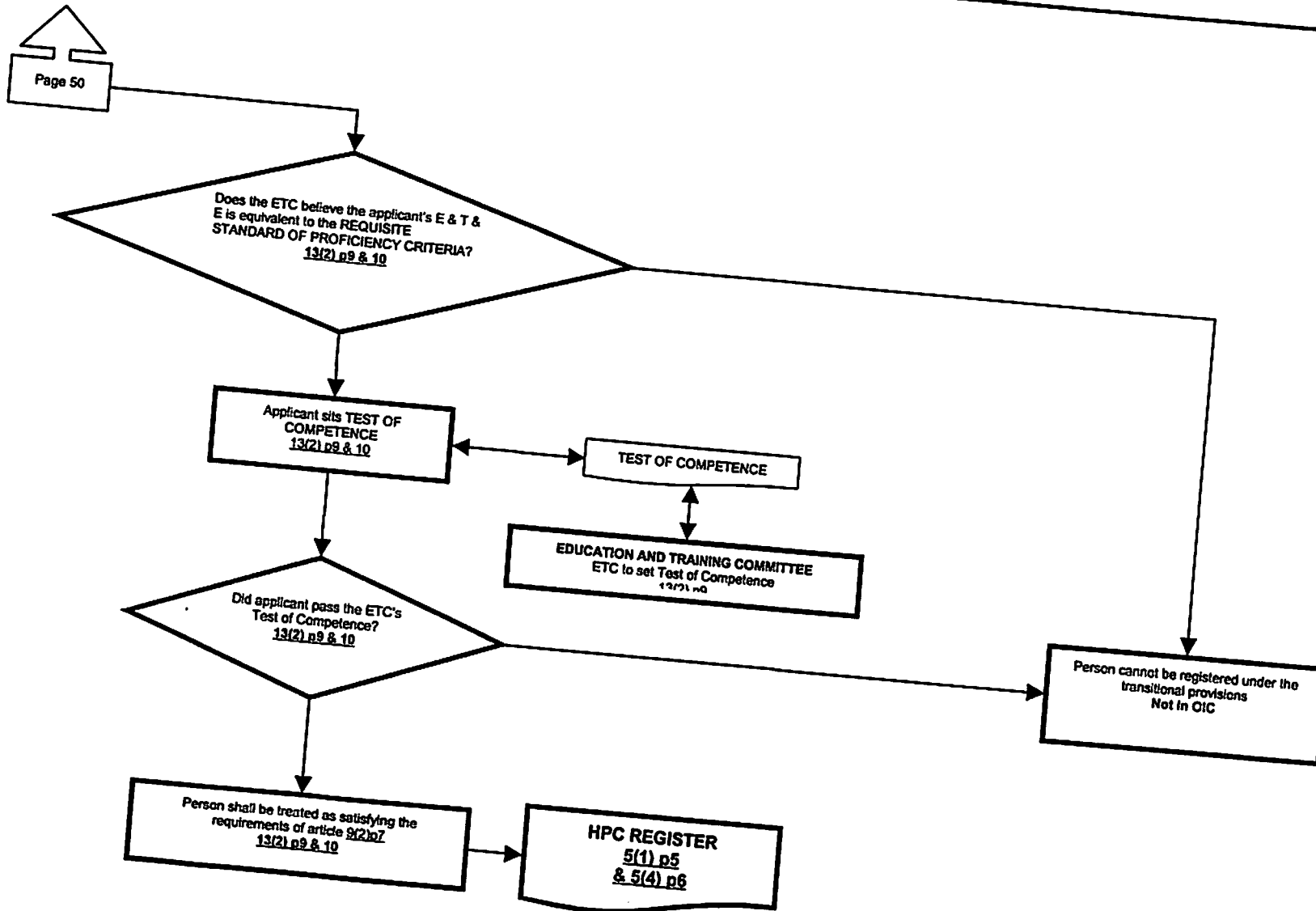
"GRANDPARENTING" TRANSITIONAL PROVISIONS RELATING TO ADMISSION TO THE REGISTER PROCESS





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TRANSITIONAL PROVISIONS STANDARD OF PROFICIENCY PROCESS





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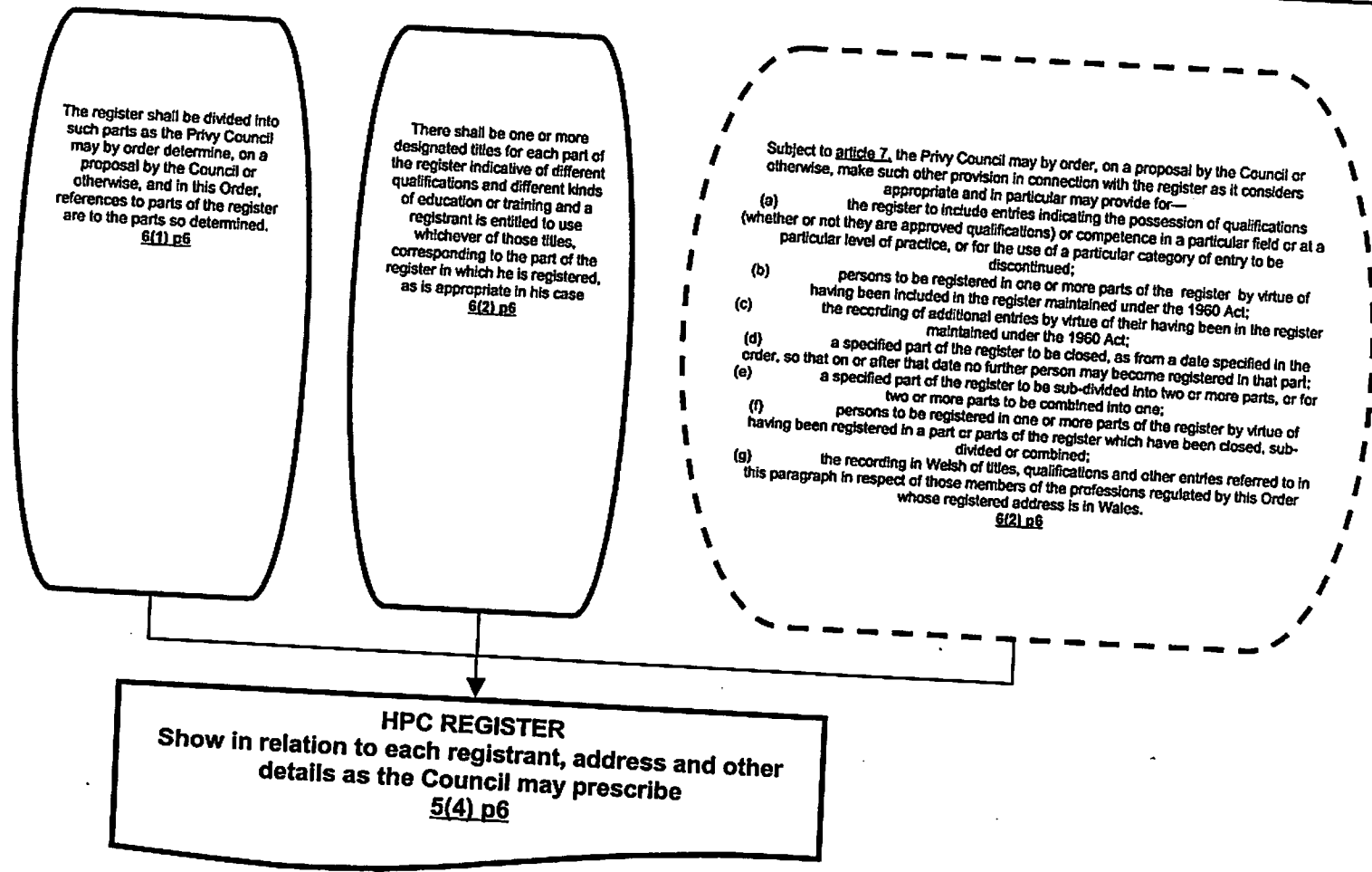
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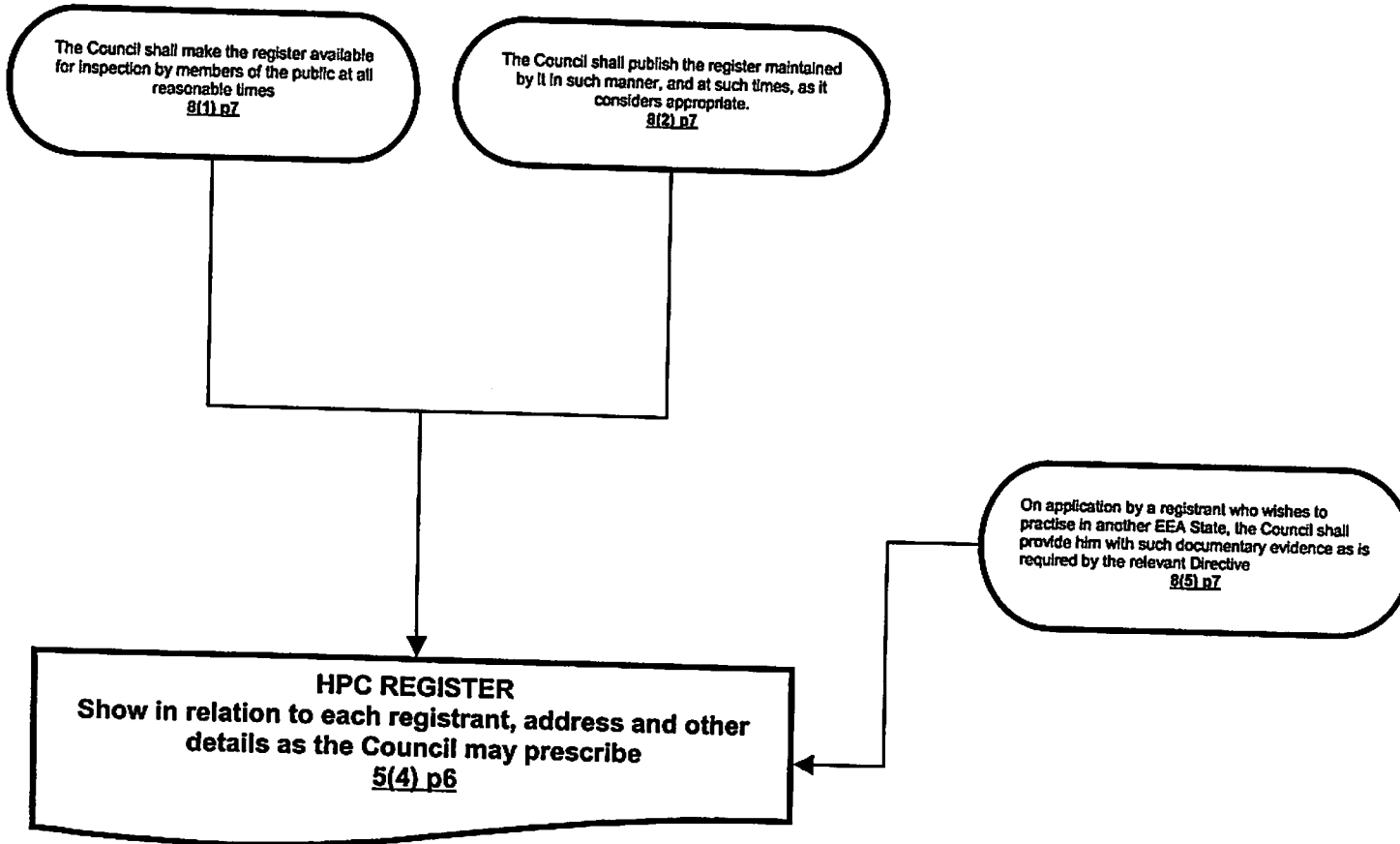
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THE REGISTER

REGISTER COMPOSITION PROCESS

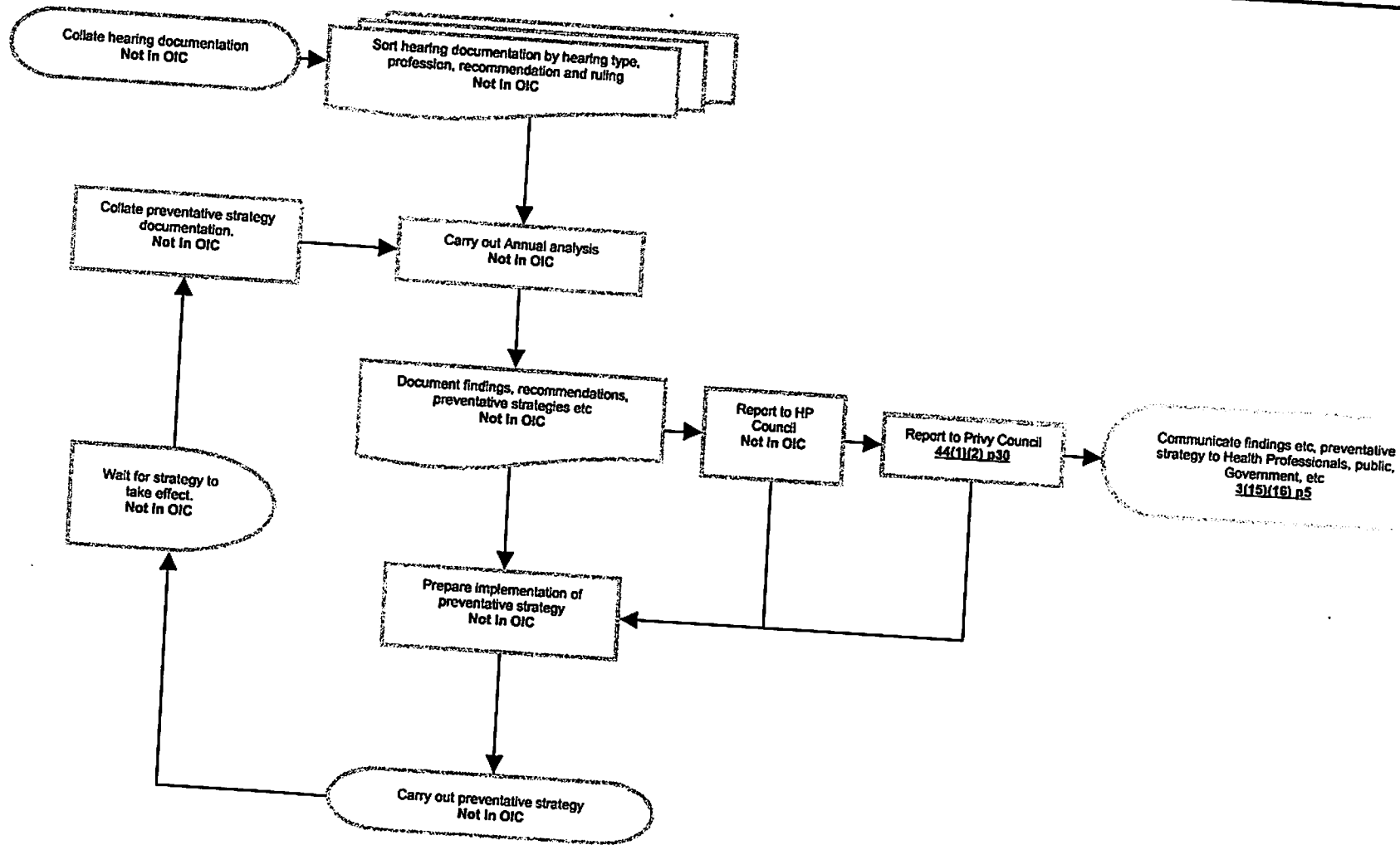


ACCESS TO REGISTER PROCESS

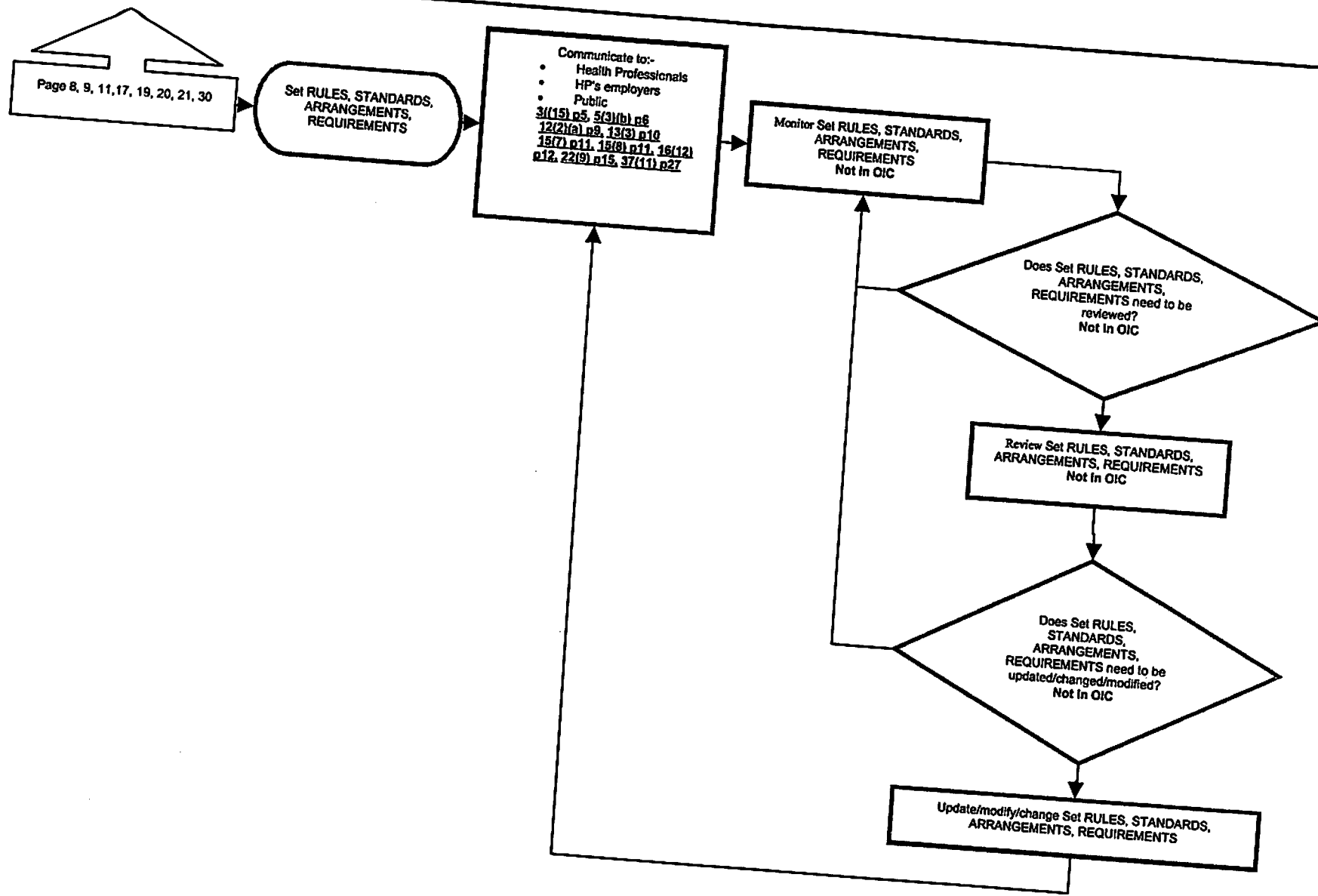


REVIEW PROCESSES

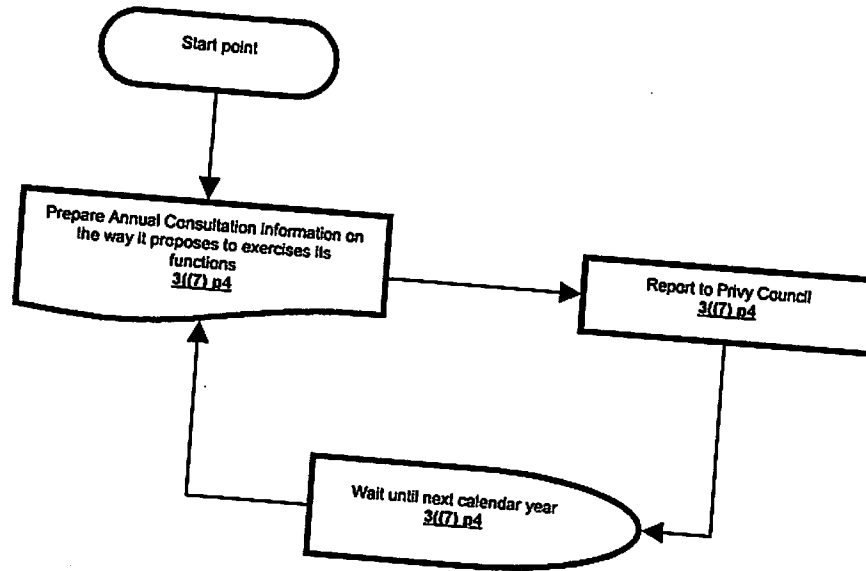
COMPLAINT REVIEW & ANALYSIS PROCESS



REVIEW PROCESS

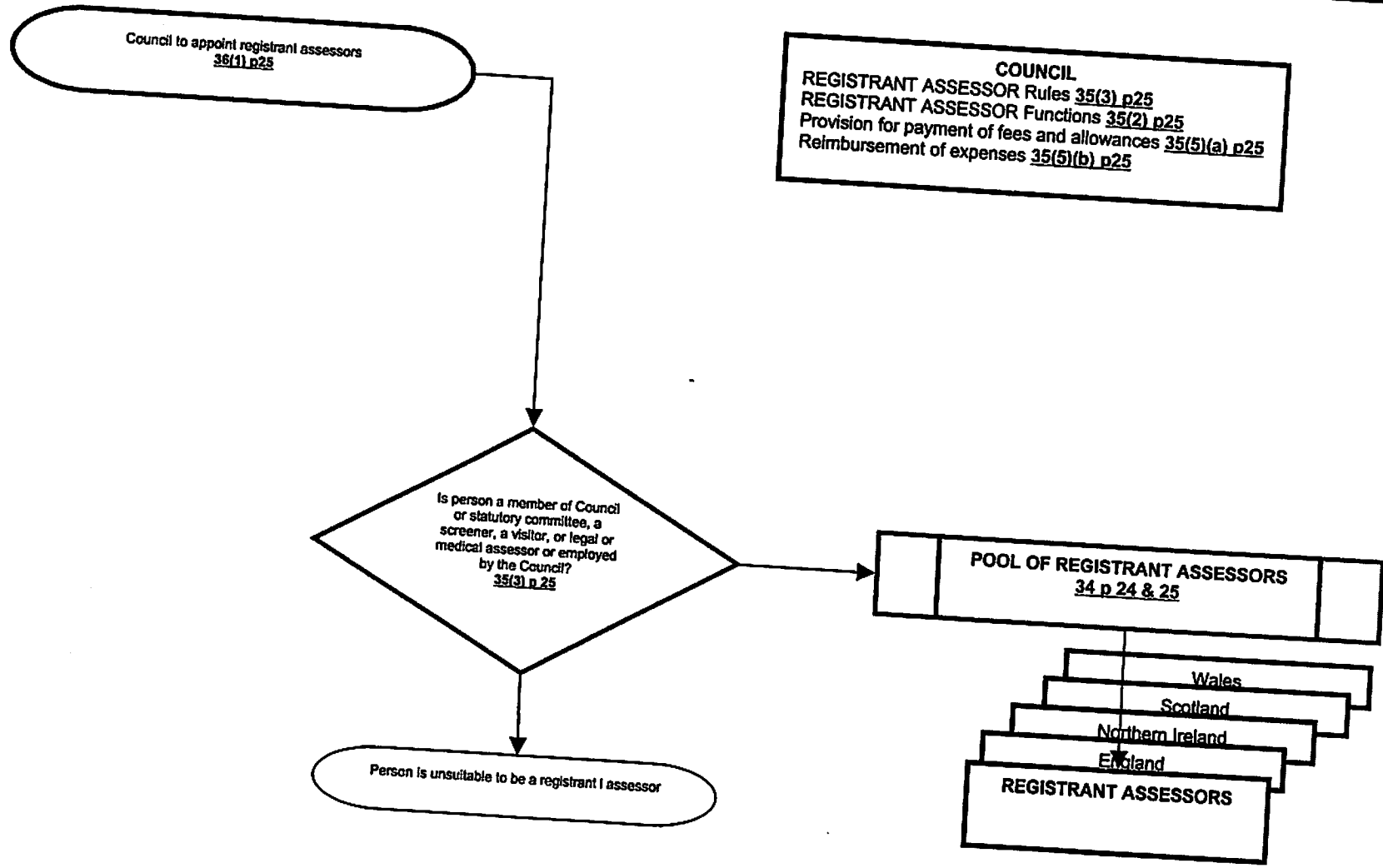


COUNCIL ANNUAL CONSULTATION PROCESS



ASSESSOR PROCESS

REGISTRANT ASSESSOR PROCESS



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

Process Description

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.

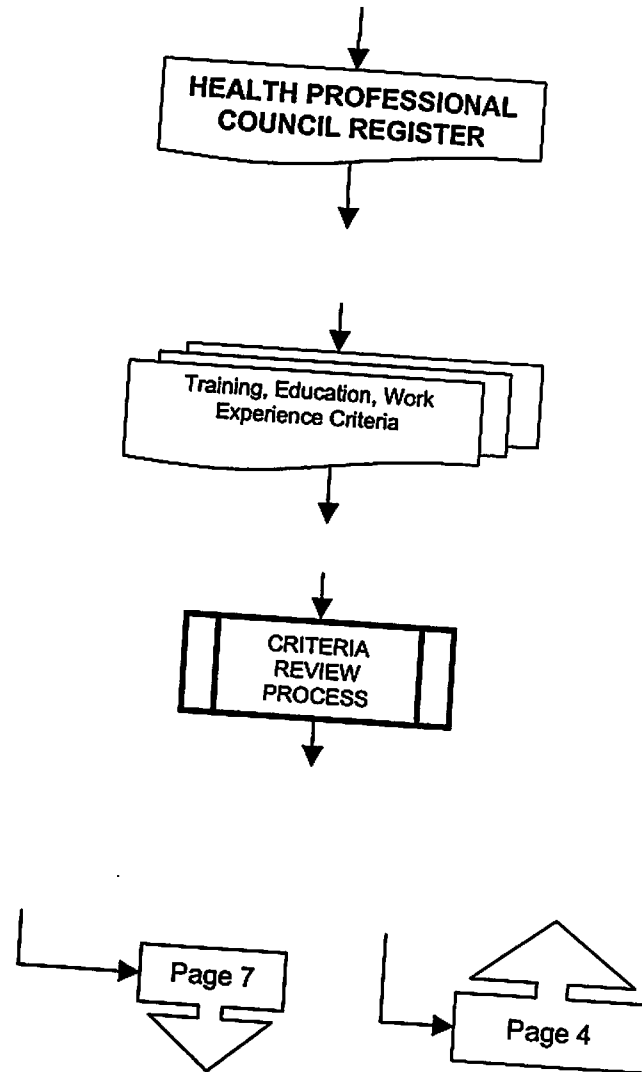
PRE-DEFINED PROCESS: A double-ended box represents a detailed process that is shown on another page.

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**.

Process Shape



LEGEND/KEY CHART

Process Description

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

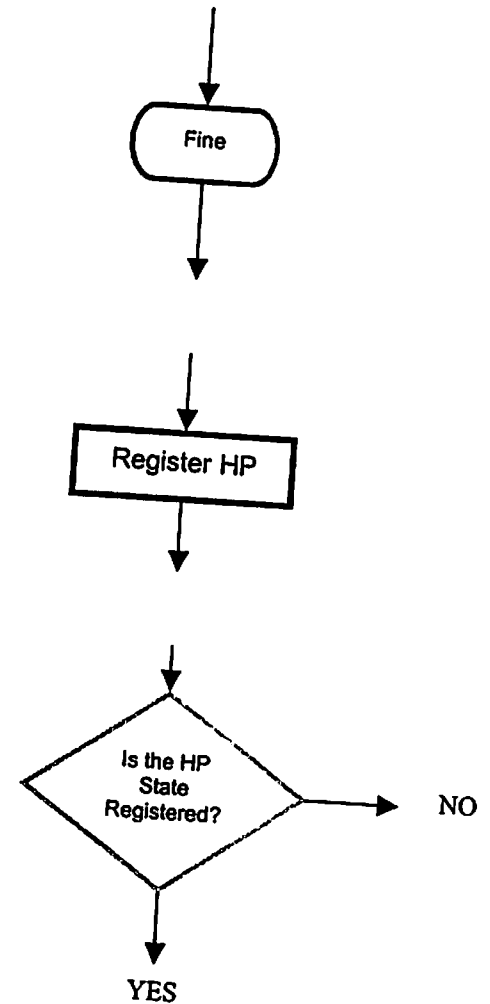
PROCESS: Any step or activity that needs to be completed (except **DECISION POINTS** and **DOCUMENTS**) is boxed.

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

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.

Process Shape



Process Description

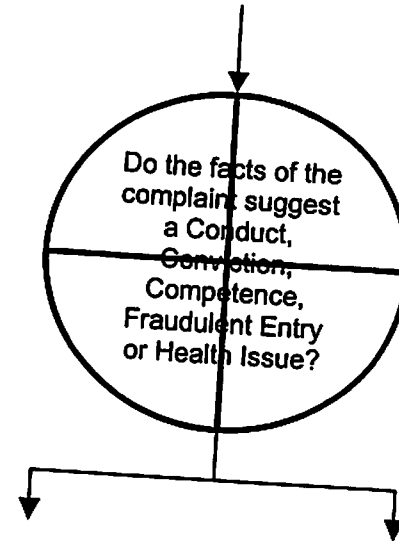
DELAY: Represents a time delay or "lag" in the process flow.

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

Process Shape



Minimum
time



U.K. REGISTRATION (1)

- approved qualification
- specified training
- pass lists
- fee check
- registration notification
- renewal of registration
- readmission to register
- conditional registration renewal
- lapsed registration process
- successful application process
- CPD & registration.
- register composition process
- application forms & guidance notes
- letters of good standing

TARGET AUDIENCE

- undergraduates / potential registrants
- employers
- existing registrants
- returners
- approved institutions
- professional bodies

PROPOSED LEAFLET NAME

- Becoming a registrant
- Re-registration & CPD
- Returning to Clinical Practice
- Restoration to the register
- Letters of good standing
-

RESTORATION TO REGISTER AFTER LEGAL PROCESS (2)

registration notification
readmission process to register
conditional registration renewal
restoration when struck off
application to review suspension of right to apply for readmission process.

- complaint review & analysis process
- review process
- Council annual consultation process
- notification of status on register
- Investigating Committee
- Conduct & Competence Committee
- Health Committee

TARGET AUDIENCE

complainers
employers
members of public
registrants
professional bodies
unions
agencies

PROPOSED LEAFLET NAME

- Complaints, and the investigation process
 - Restoration & Suspension Review
 - Guidance Notes.
-

GRANDPARENTING (3)

- safe and effective practice determination process
- registration notification
- successful application
- transitional provisions in relation to admission to the register
- transitional provisions standard of proficiency process
- application forms
- test of competence
- POA

TARGET AUDIENCE

potential new registrants
institutions / hospitals / Consortia
HEIs
recruiters
professional bodies

PROPOSED LEAFLET NAME

Becoming a registrant
Test of competence
POA

REGISTRANT ASSESSOR PROCESS (4)

transparency of process choosing assessor, advertising, interviewing
how to become an Assessor
guidelines
consistency of decision making
appeals
annual general meeting
training day
commitment
qualifications and experience required
fees.

TARGET AUDIENCE

- assessors
- potential assessors
- applicants

LEAFLET TITLES

- the role of a registrant assessor
 - assessments for International applicants
 - assessments for Grandparents
-

NON-UK REGISTRATION (5)

- assessment
- approval of non-UK qualification
- registration notification
- knowledge of English process
- successful application process
- documentation required
- periods of adaptation
- rejects
- aptitude tests
- appeals
- application forms & guidance notes.

TARGET AUDIENCE

non-UK trained applicants
supervisors / managers
employers
agencies
institutions / Consortia
recruiters
professional bodies
non-UK assessors
institution outside UK (HE institution).

PROPOSED LEAFLET NAME

Becoming a registrant

- aptitude test
- test of English
- POA.

THE REGISTER (6)

- the registration committee
- register composition process
- access to register
UK / non-UK / grandparenting
- designated letters
- titles
- protected titles
- CPD requirements
- register on internet
- addresses
- notification of suspension and removals
- Data Protection

TARGET AUDIENCE

members of public
registrants
employers

agencies
HEIs
Professional bodies
Supervisors / managers.

PROPOSED LEAFLET NAME

Benefits of State Registration
Information to Employers of Registrants
Protected titles : What we do and What we don't do
The Register
Confidentiality of Data
Guidance Notes

INFORMATION FOR HEI'S AND CLINICAL PLACEMENTS (7)

Approved courses
Top-up courses
Periods of adaptation
Aptitude tests
Tests of competence
CPD.

TARGET AUDIENCE

Registrants
HEIs
Hospitals / institutions
Professional bodies
Returners
Adaptees
" conditional " registrants
Grandparenters.

LEAFLET TITLES

Running a top-up course
Providing a POA / TOC / Aptitude tests.