

Education and Training Committee, 22 November 2018

Registration Department performance report April 2018 to September 2018

Executive summary and recommendations

## Introduction

This paper encloses the Registration Department's second biannual performance report to the Education and Training Committee (ETC).

The Committee is invited to discuss and further refine, if appropriate, the suggested approach. Any further revisions would be incorporated in reporting to the June 2019 ETC meeting, when the next biannual report will be presented.

## Decision

This paper is for information and discussion.

## **Background information**

See paper

## **Resource implications**

Registration Department biannual reporting to ETC included within the 2018 – 2019 work plan.

## **Financial implications**

Registration Department biannual reporting to ETC included within the 2018 – 2019 work plan.

## Date of paper

12 November 2018

# Registration Department – Management Commentary

This report provides an update about the work of the Registration Department for April to September 2018.

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# 1. Registration Department Service Standard Performance Table April – September 2018

	Process									
	Process	Service standard	by	mor	nth				% of period	
			A	Μ	J	J	Α	S		
1		The Registration Department aims to respond to all UK application requests within ten working days of receipt.								
	UK applications for registration	We aim to process all <b>complete</b> UK applications within ten working days of receipt, or inform the applicant within ten working days if their application is <b>incomplete</b> .	5	4	6	8	10	10	100%	
2	International applications for registration	The Registration Department aims to process <b>complete</b> applications within 60 working days of receipt.	51	51	67	45	41	35	84%	
2a	EMR applications for registration	The Registration Department aims to process complete applications within 60 working days of receipt.	55	56	64	55	40	42	84%	
3	Grandparenting applications for registration	The Registration Department aims to process <b>complete</b> applications within 60 working days of receipt.							N/A	
4	Renewal of registration	The Registration Department aims to process a <b>complete</b> paper renewal form within ten working days of receipt.	2	3	2	1	1	3	100%	
5	Continuing Professional Development (CPD) Audits	The Registration Department aims to process a <b>complete</b> CPD profile within 60 working days of receipt.	22	34	28	25	22	12	100%	
6	Readmission to the Register	The Registration Department aims to process all <b>complete</b> readmission applications within ten working days.	5	6	2	4	6	7	100%	
7	UK Emails	The Registration Department aims to respond to 80% of all emails within one working day and all emails responded to within two working days.	1	2	1	3	3	2	66%	
7a	INT Emails	The Registration Department aims to respond to 80% of all emails within one working day and all emails responded to within two working days.	2	3	2	3	3	2	50%	
8	Answering UK telephone calls	The Registration Department aims to answer 95% of all telephone calls.	85	97	97	91	94	90	33%	
8a	Answering INT telephone calls	The Registration Department aims to answer 95% of all telephone calls.	99	99	99	99	99	100	100%	
9	Postal correspondence	The Registration Department aims to process postal correspondence within ten working days.	4	9	1	5	3	5	100%	

## 2. Executive summary

## 2.1. Registration

- All of the department's service standards were achieved for the period April to September 2018 with the exception of UK telephone calls, emails and International / EMR applications processing.
- During the period 13 candidates were successfully recruited to vacant positions within the Registration Department. This equates to 22% of the overall employees working within the team. During the previous period October 2017 to March 2018 11 candidates were offered Registration Advisor contracts.
- The shortage of fully trained Registration Advisors attributed to service standards not being met as well as actively prioritising available resource to fulfil the department's regulatory functions of registering new applicants, renewing existing registrants and managing continuing professional development audits. The active prioritisation of resources ensured the International and EMR application processing service standard was only exceeded for one month.
- A total of 22,618 UK emails were received which is 4,114 (or 22.2%) more than the same period in 2016. The drop in telephone calls may account for the higher number of emails.
- 11,508 UK applications were received during the period which is 588 (or 5.4%) more than compared to the same period last year.
- 540 more International / EMR applications were received compared to the same period last year, which represents a 26.6% increase.
- 45 visiting European health professional declarations were received during the period which is 60 (or 57.1%) fewer than compared to the same period last year. At the end of the period there were 82 registered visiting European health professionals, which is 50 (or 37.9%) fewer than the same period last year. The numbers have decreased steadily since the referendum decision to leave the European Union.

## 3. General

## 3.1. UK applications

- 11,508 UK applications were received during the period which is 588 (or 5.4%) more than compared to the same period last year.
- 10,588 UK applications were registered which is 326 (or 3.2%) more compared to the same period last year.
- All UK applications were processed within 10 working days.

## 3.2. International applications

- A total of 2,567 new International / EMR applications were received.
- 540 more International / EMR applications were received compared to the same period last year, which represents a 26.6% increase.
- 2,040 applications were registered which is 220 (or 12.1%) more than compared to the same period last year.
- On average, all EMR applications were processed in 48 working days and International applications in 52 working days.

#### 3.3. Registration renewals

- The renewal period for dietitians opened on 1 April.
- The renewal period for chiropodists / podiatrists and hearing aid dispensers opened on 1 May.
- The renewal period for social workers and operating department practitioners opened on 1 September.
- 2,030 paper renewals forms were received which is 3,540 (or 63.5%) fewer than the same period in 2016.
- All renewal forms received were processed within 2 working days of receipt.

## 3.4. Continuing Professional Development (CPD) audit

- 3,410 registrants were selected for audit during this period. A total number of 1,447 CPD profiles were received and all profiles were acknowledged within 5 working days. All complete CPD profiles were processed within 60 working days of receipt.
- 1,828 profiles were assessed during this period of which 35 profiles were assessed electronically.

#### 3.5. Readmission applications

• All readmission applications were processed within 5 working days.

## 3.6. UK emails

• A total of 22,618 emails were received which is 4,114 (or 22.2%) more than the same period in 2016. All emails were answered within an average of 2 working days.

## 3.7. International emails

• A total of 12,981 emails were received which is 2,564 (or 24.6%) more compared to the same period last year. All emails were answered within an average of 2 working days.

## 3.8. UK telephone calls

- 60,651 telephone calls were received through the UK call queues. This is 11,464 (or 15.9%) fewer than the same period two years ago.
- 92% of calls were answered compared to 93% during the same period two years ago.

## 3.9. International telephone calls

- 3,170 telephone calls were received through the international call queue. This is 1,039 (or 24.7%) fewer than compared to the same period last year.
- 99% of calls were answered compared to 96% during the same period last year.

#### 3.10. Postal correspondence

 On average, postal correspondence was processed within 4.5 working days of receipt.

## 3.11. Visiting European health professional declarations

 45 declarations were received during the period which is 60 (or 57.1%) fewer than compared to the same period last year. At the end of the period there were 82 registered visiting European health professionals, which is 50 (or 37.9%) fewer than the same period last year.

## 3.12. European Professional Card (EPC)

- 34 EPC applications were received from those who are registered with HCPC (or have approved UK qualifications) and wish to practise in another European state.
- 79 EPC applications from physiotherapists were received who qualified in other European states who want to establish themselves in the UK and use the protected title.
- 27 EPC applications were received from visiting physiotherapists, who wish to practise in the UK on a temporary and occasional basis.
- 17 EPC applications have been added to the Register of visiting professionals.

## 3.13. **Registration appeals**

- 39 new registration appeals were received during this period
- Registration Appeal Panels considered a total of 32 appeals, determining that the appeals should be allowed in 17 cases, dismissed in 14 cases and adjourned in 1 case.
- 12 of the 17 allowed cases were concluded by the nature of Consent Orders. The remaining 5 were all oral hearings where the appellant presented themselves before a panel and delivered evidence verbally with and without representation.

## 3.14. Employees

- During the period from April to September, 10 candidates were successfully recruited to Registration Advisor roles. A number of other campaigns resulted in appointments to the following roles:
  - 1 x Resource Planning and Service Delivery Coordinator (FTC)
  - 2 x Acting up Registration Team Leaders

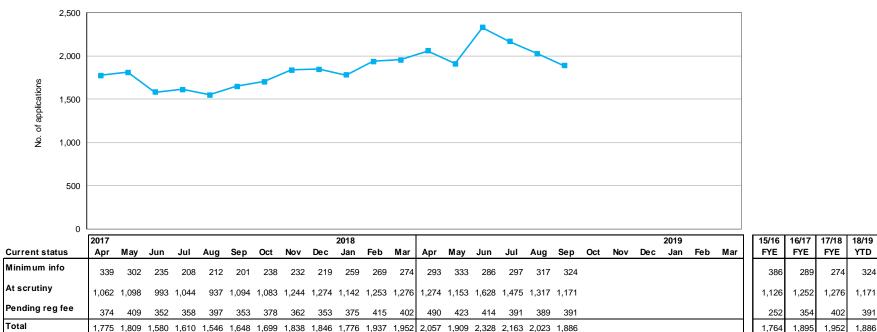
# 4. Registration performance data

Number of Registrants by Profession April 2017 - March 2019

380000

375000

ants	370000																_												
No. of registrants	360000							_	_		-		-	-	-											_	-	Actual	s
	355000																									_			
	345000	2017						• •			2018											_	2019			15/16	16/17	17/18	18/19
Arts therapists	e .	4,040	May 4,043	Jun 4,057	Jul 4,099	Aug 4,170	5ep 4,209	Oct 4,262	4,273	Dec 4,288	Jan 4,311	Feb 4,317	Mar 4,322	Apr 4,328	May 3,999	Jun 4,073	Jul 4,110	Aug 4,230	5ep 4,291	Oct	Nov	Dec	Jan	Feb	Mar	<b>FYE</b> 3,897	FYE 4,026	FYE 4,322	4,291
Bio. scientists	5	22,906	22,879	22,974	23,100	23,172	23,119	23,153	23,142	22,121	22,262	22,335	22,395	22,491	22,519	22,603	22,693	22,835	22,928							22,154		22,395	22,928
Chirops/pods		12,920	12,914	12,949	13,075	13,128	13,163	13,185	13,186	13,164	13,120	13,122	13,115	13,101	13,059	13,090	13,206	12,775	12,824							13,12	1 12,931	13,115	12,824
CI scientists		5,688	5,713	5,740	5,741	5,738	5,514	5,559	5,675	5,732	5,772	5,799	5,818	5,854	5,873	5,902	5,917	5,934	5,947							5,376		5,818	5,947
Dietitians		9,120	9,131	9,173	9,355	9,464	9,505	9,541	9,556	9,547	9,564	9,566	9,585	9,611	9,596	9,620	9,381	9,556	9,611							8,986			9,611
Hearing aid dis	ins																											9,585	
OTs	<b>P</b> 3	2,607	2,627	2,648	2,682	2,726	2,761	2,803	2,836	2,857	2,871	2,889	2,908	2,927	2,934	2,948	2,962	2,851	2,901							2,442		2,908	2,901
ODPs		38,047	38,131	38,240	38,579	38,889	38,919	38,969	37,799	37,922	38,027	38,110	38,183	38,212	38,283	38,370	38,687	39,200	39,440							36,272		38,183	39,440
		13,082	13,086	13,122	13,175	13,289	13,484	13,602	13,595	13,630	13,645	13,640	13,639	13,657	13,635	13,655	13,731	13,850 1,482	14,103							12,81	1 13,052	13,639	14,103
Orthoptists Paramedics		1,448 24,084	1,447 24,230	1,439 24,285	1,450 24,459	1,407 24,031	1,424 24,455	1,432 24,722	1,441 24.976	1,441 25,113	1,441 25,217	1,440 25,269	1,440 25,465	1,442 25,637	1,442 25,790	1,445 25,856	1,461 26,021	26.270	1,489 26,699							1,385		1,440 25,465	1,489 26,699
Physiotherapis	sts								<i>,</i>									., .											
Pract psychs		52,906 22,544	53,057 22,521	53,359 21,993	54,030 22,085	54,532 22,172	54,744 22,311	54,852 22,695	54,980 22,853	55,050 22,960	55,140 23,017	55,177 23,065	55,132 23,104	52,440 23,156	52,955 23,182	53,301 23,237	54,009 23,305	54,696 23,407	54,986 23,584							51,662 21,470		55,132 23,104	54,986 23,584
Prosth/orthotis	sts	1,062	1,062	1072	1,091	1,094	1,037	1,045	1,049	1,050	1,052	1053	1,051	1,055	1,056	1,071	1,086	1,095	1,096							1,005	1,063	1,051	1,096
Radiographers		32,112	32,183	32,469	33,092	33,278	33,451	33,570	33,638	33,618	33,586	32,167	32,475	32,578	32,662	32,897	33,511	33,888	34,112							30,244	32,072	32,475	34,112
Social workers	5	92,181	92,275	92,613	93,183	93,950	94,510	95,380	95,388	95,824	96,175	96,367	96,497	96,571	96,108	96,350	96,842	97,844	98,419							93,34	1 91,944	96,497	98,419
SLTs		15,941	15,967	16,009	16,120	16,200	15,475	15,671	15,785	15,818	15,870	15,898	15,932	15,977	15,988	16,013	16,133	16,295	16,353							15,199	15,935	15,932	16,353
Total		350,688	351,266	352,142	355,316	357,240	358,081	360,441	360,172	360,135	361,070	360,214	361,061	359,037	359,081	360,431	363,055	366,208	368,783							341,745	350,330	361,061	368,783



**Registration Department** 

#### International applications workflow process at end of each month April 2017 - March 2019

YTD

1,171

391

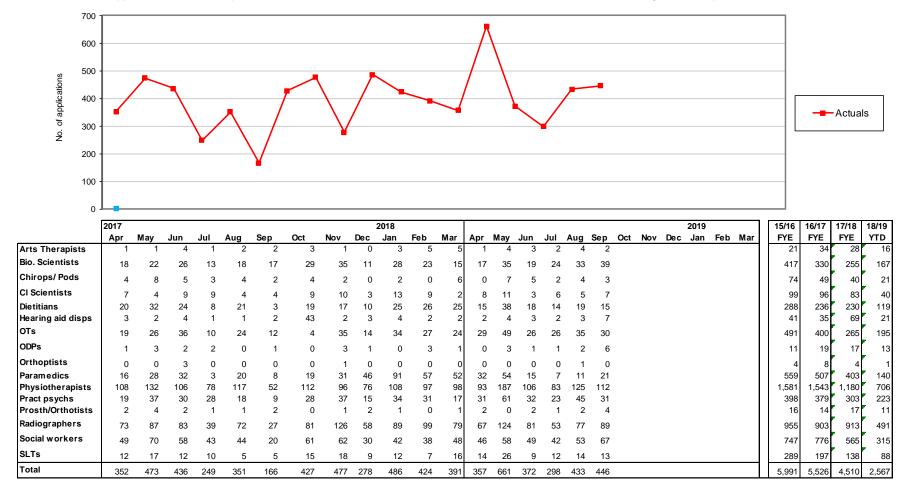
1,886

324

274

1,276

402



New International Applications Received April 2017 - March 2019

Registration Department



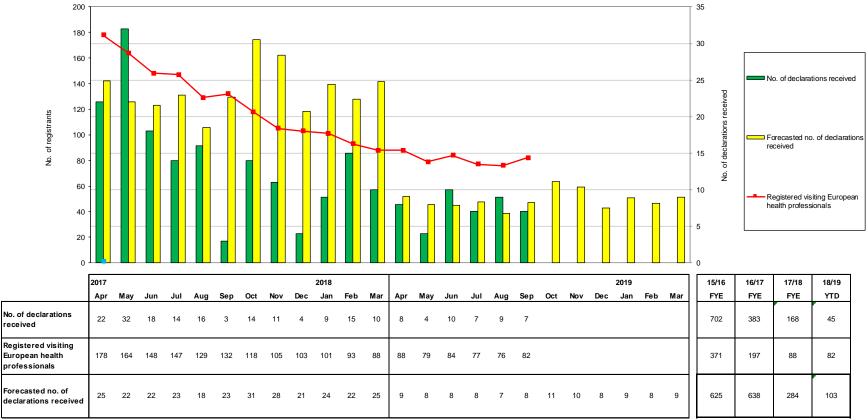
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No. of registrations	400 350 300 250 200 150 100 50 0					<b>.</b>			••		<b>^</b>							-	<b>\</b>								-•	- Actual	S
		2017									2018												2019			15/16	16/17		18/19
		Apr	May	Jun	Jul		Sep	Oct	Nov				Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	FYE	YTD
Arts therapists Bio. scientists	i	3	1	3	10	0	0	0	1 2	0	4	2	1 17	0	0	5 12	1	2	2							213	12 247	16 200	10
Chirops/ pods		15	22	25	19	10 7	15	י ר	3 3	38	26	12	17 0	27 0	13	12	17	21 5	14									209	104
CI scientists		2 3	3	4	2 2	2	2 0	2 8	3	5 2	1 8	1	6	-	1	2 6	1	5 1	2							37		32 51	11
Dietitians		3 12	6 13	7 8	2 29	2		8 17	3	2	8 12	4 5	-	3 13	4 8	6 1	4 51	1 25	1 15							34 107		51 157	19
							11	17		-			12			1												r	113
Hearing aid dis	ps	2	5	3	2	1	1	1	0	0	2	3	3	1	2	1	2	3	0							21		23	9
OTs		23	32	17	20	16	8	3	50	22	28	19	25	20	21	25	29	37	19							255		263	151
ODPs		0	2	1	0	2	1	0	0	2	1	0	0	1	1	1	2	0	1							12	6	9	6
Orthoptists		0	0	0	0	0	1	0	1	1	0	0	0	0	0	0	0	0	0							2	2	3	0
Paramedics		29	30	23	19	9	42	13	18	5	10	18	76	49	47	36	20	20	16							424	326	292	188
Physiotherapis	ts	42	128	136	78	92	78	70	60	35	86	45	38	16	195	102	107	90	98							695	1,149	888	608
Pract psychs		3	6	49	9	13	13	14	23	10	9	14	4	21	12	22	17	26	26							130	182	167	124
Prosth/orthotis	ts	1	1	4	4	2	0	2	0	0	1	0	0	1	2	1	0	3	0							8	15	15	7
Radiographers		54	59	77	52	57	39	56	43	36	42	8	159	64	72	63	78	85	59							425	691	682	421
Social workers		46	32	45	36	31	33	28	19	52	28	35	37	35	27	35	30	45	24							334	514	422	196
SLTs		11	20	13	9	4	4	16	9	4	9	8	8	16	7	10	20	14	6							167	146	115	73
Total		246	360	415	282	269	248	237	241	219	267	174	386	267	412	322	379	377	283							2,871	3,905	3,344	2,040

International Registrations April April 2017 - March 2019

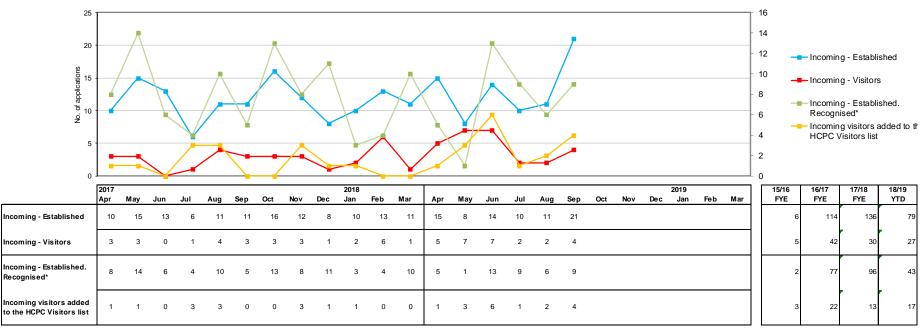
450



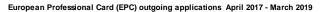


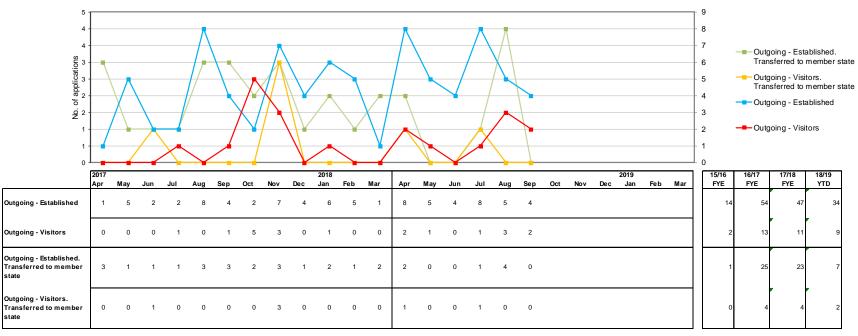
**Registration Department** 

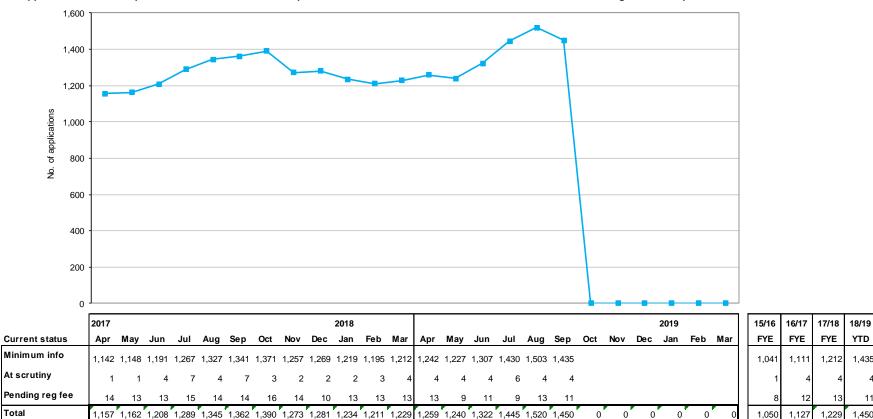
#### Register of visiting European health professionals under EU Directive 2005/36/EC April 2017 - March 2019



European Professional Card (EPC) incoming applications April 2017 - March 2019







#### UK applications workflow process at end of each month April 2017 - March 2019

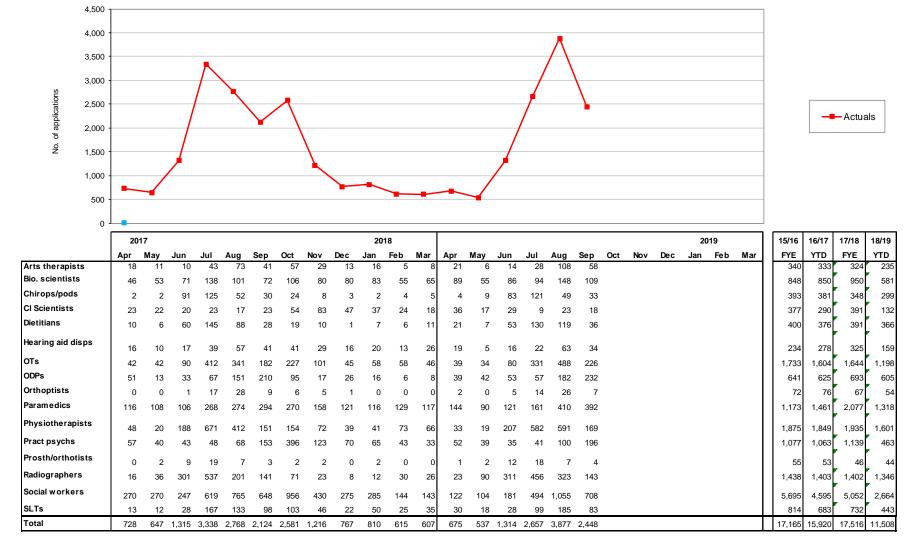
**Registration Department** 

YTD

1,435

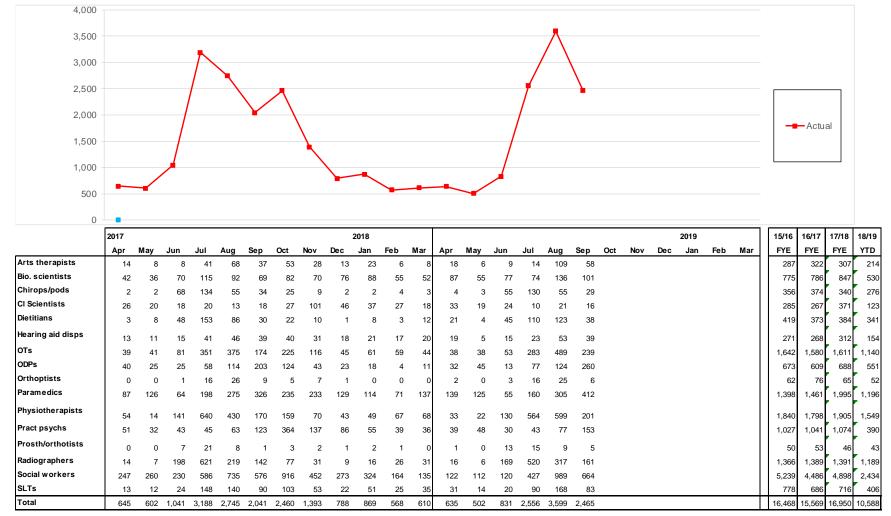
1

1,450



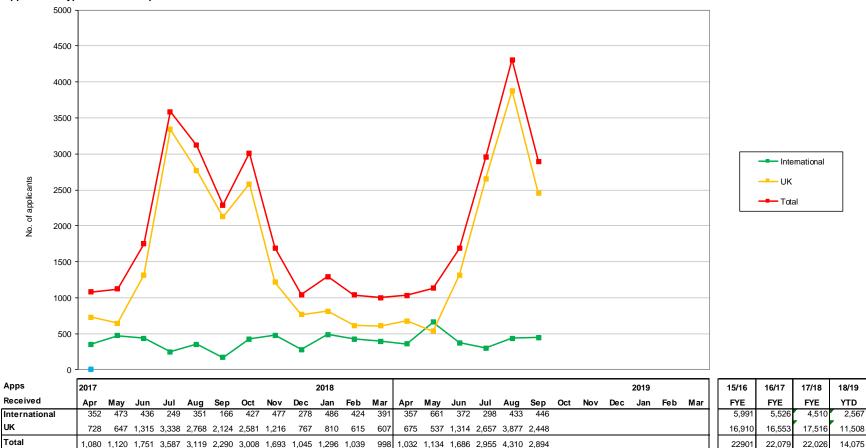
#### New UK Applications Received April 2017 - March 2019

Registration Department

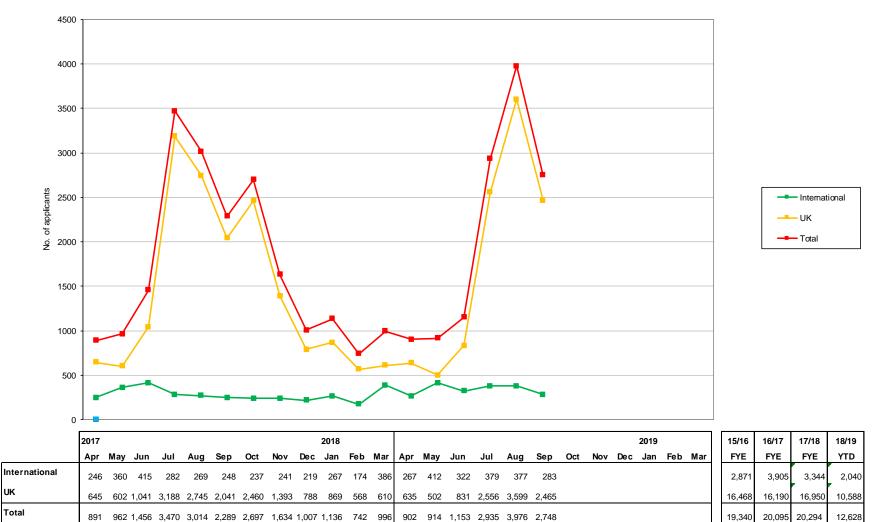


#### New UK Registrations April 2017 - March 2019



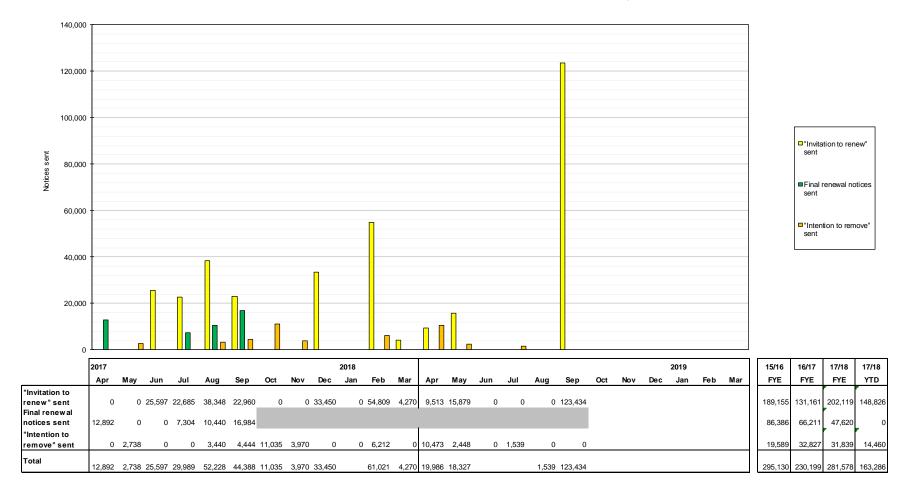


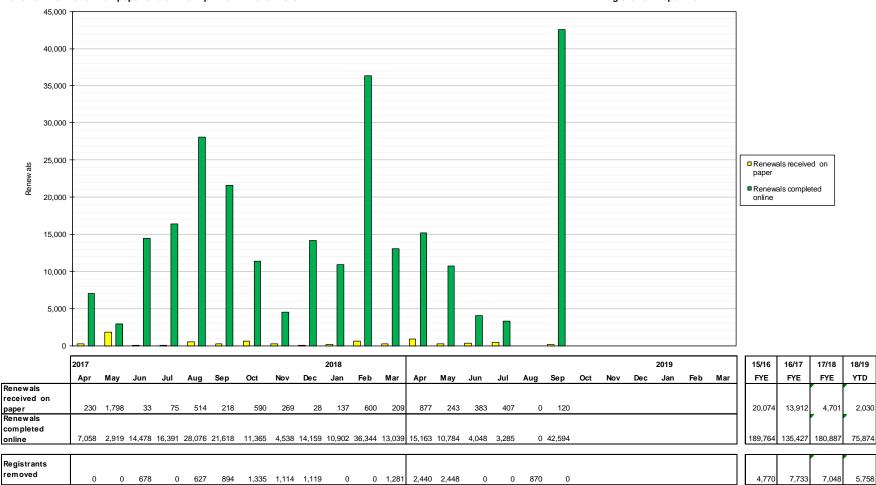
Application Types Received April 2017 - March 2019



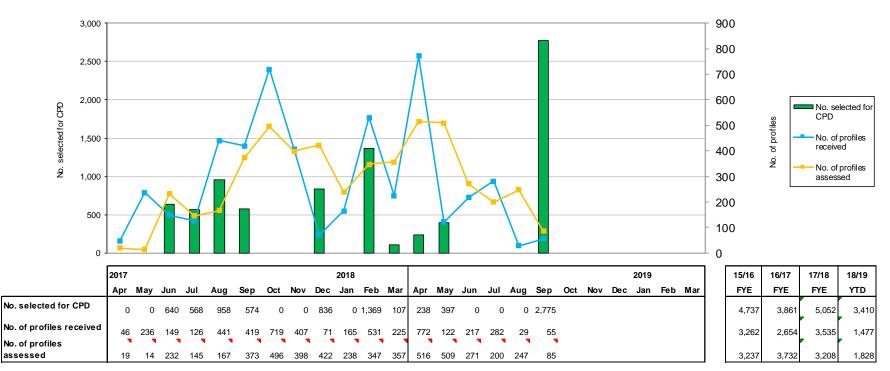
#### New Registrants April 2017 - March 2019



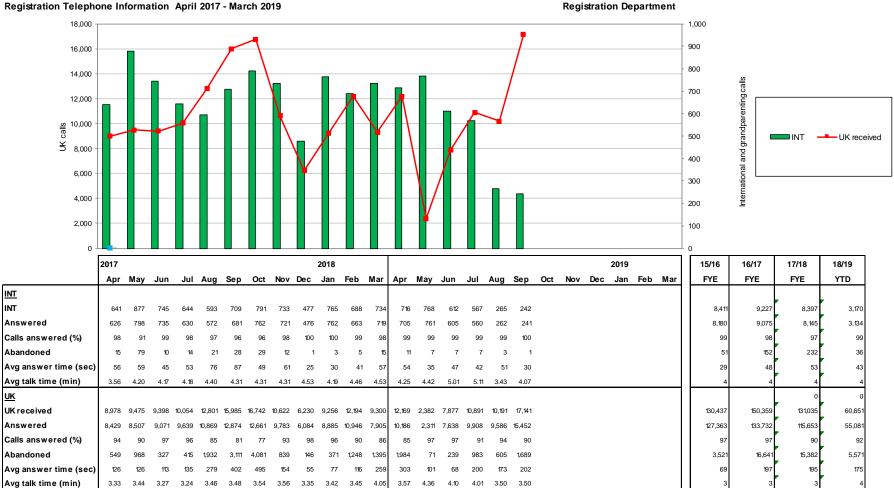




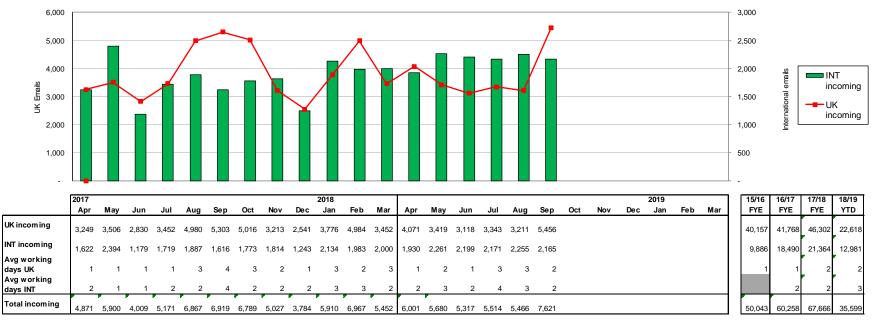
#### Renewal Information - on paper and online April 2017 - March 2019



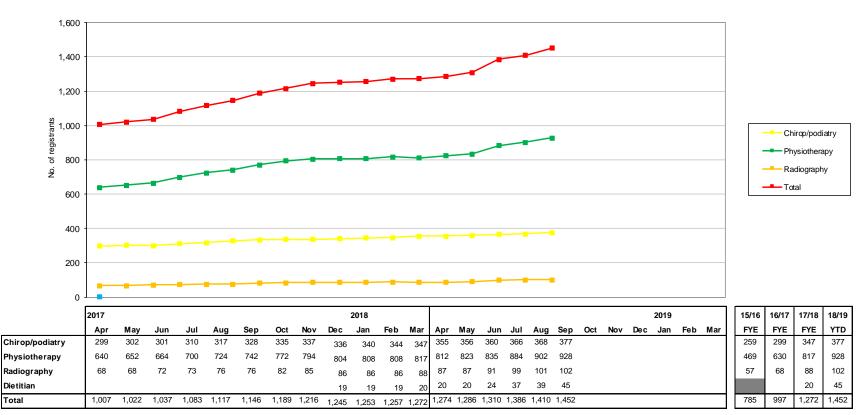
#### Continuing Professional Development process April 2017 - March 2019



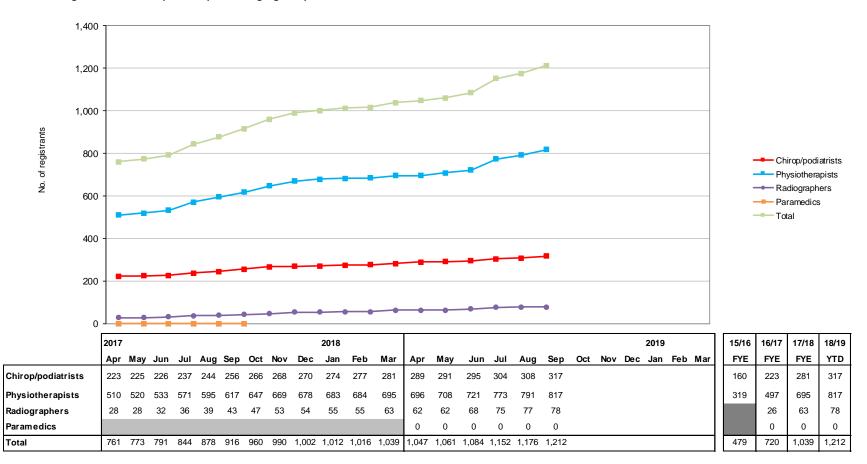
#### Registration Telephone Information April 2017 - March 2019



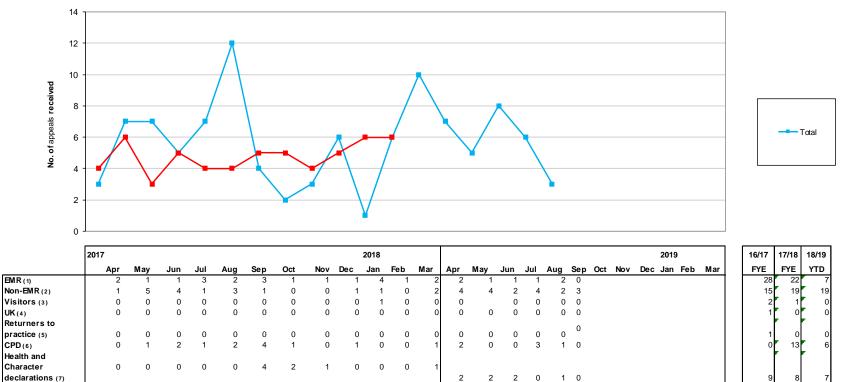
#### UK and international emails received at end of each month April 2017 - March 2019



#### Number of registrants with supplementary prescribing rights April 2017 - March 2019



#### Number of registrants with independent prescribing rights April 2017 - March 2019



Registration Appeals Received April 2017 - March 2019

1 International applications with European Mutual Recognition (EMR) rights.

2 International applications without EMR rights.

3 Delcarations to be on the Register of visiting health professionals.

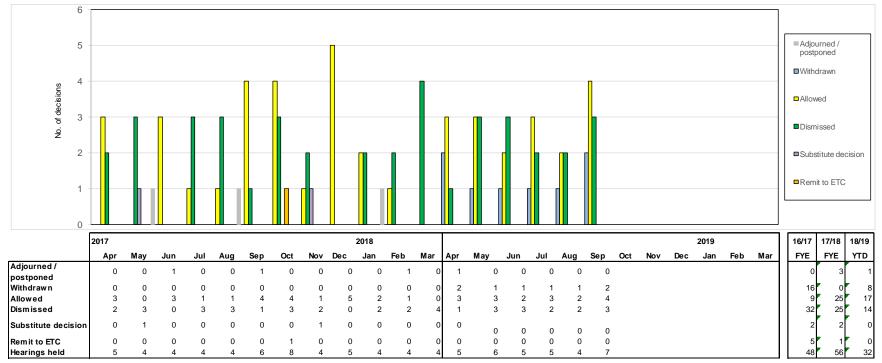
4 UK applications for registration.

5 Applications for readmission to the Register.

6 Continuing Professional Development profiles.

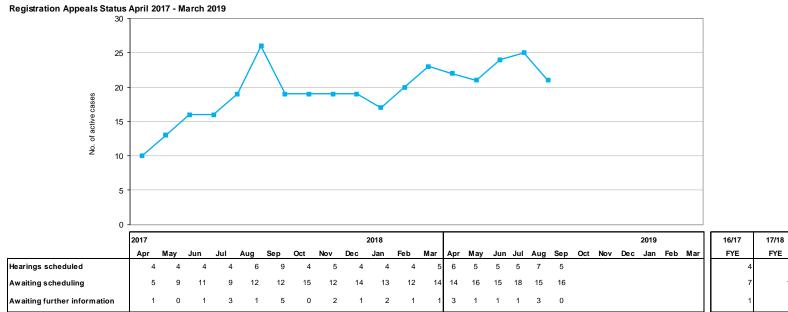
7 Any application where a positive declaration has been made by the applicant for health and character.

 Total



#### Registration Appeal Decisions April 2017 - March 2019

**Registration Department** 



23 22 21 24 25 21

10 13

 Current active cases

18/19

YTD

1.