

Professional Liaison Group for the review of the standards of conduct, performance and ethics, 7 November 2014

Professional Liaison Group work plan

Executive summary and recommendations

Introduction

This paper is the work plan for the Professional Liaison Group which was agreed by the Council at its meeting in March 2014. It includes the terms of reference for the group and details of its membership. The paper also outlines a timetable for work of the group, indicating when the group will discuss particular themes and consider draft standards.

This timetable will be updated when necessary as the meetings progress and will be presented to note at each of the Group's meetings.

Decision

This paper is to note; no action is required.

Background information

None

Resource implications

None

Financial implications

None

Appendices

None

Date of paper

30 October 2014

Professional Liaison Group – standards of conduct, performance and ethics

1. Introduction

- 1.1 This paper sets out the draft timetable and indicative plan of work for a Professional Liaison Group (PLG) which will help prepare draft revised standards of conduct, performance and ethics.

Background information

- 1.2 Article 21(1) of the Health Professions Order 2001 states that:

‘The Council shall –

(a) establish and keep under review the standards of conduct, performance and ethics expected of registrants and prospective registrants and give them such guidance on these matters as it sees fit’

- 1.3 The standards of conduct, performance and ethics were last reviewed in full in 2008. The standards are in the process of review to make sure that they:
- continue to be fit for purpose;
 - are applicable to professions that joined our Register since the last review;
 - take into account any changes in practice, legislation, technology and guidelines; and
 - meet the expectations of the public, registrants and other stakeholders.
- 1.4 The Council agreed in principle to the creation of a PLG for the current review of the standards of conduct, performance and ethics in July 2012.

2. Workplan

PLG sponsor

- 2.1 The Council is the PLG sponsor.

PLG terms of reference

- 2.2 The PLG's terms of reference are to prepare draft revised standards of conduct, performance and ethics for consideration by the Education and Training Committee and the Council for public consultation.
- 2.3 The PLG should consider all relevant information in preparing the draft standards, which will include but is not limited to:
- outcomes of internal and external research about the current standards of conduct, performance and ethics which includes input from wide range of stakeholders;
 - equivalent standards published by other health and social care regulators in the UK and those of relevant professional bodies;
 - feedback related to the standards of conduct, performance and ethics received as part of other policy work, including during standards of proficiency reviews; and,
 - other relevant policy developments, including outcomes related to professional regulation stemming from recent health care inquiries and reviews.

Meetings

- 2.4 The draft timetable (see section three) allows for five meetings of the PLG.

Membership

- 2.5 The PLG should consist of no more than twelve members and be chaired by a member of Council.
- 2.6 Of the members of the PLG, up to four including the Chair will be drawn from the HCPC's Council. As far as possible, there should be a balance between registrant and lay members.
- 2.7 The remaining members of the PLG should be drawn from external organisations. Membership should be drawn from the following broad categories:
- service user and carer representatives (up to three members);
 - professional bodies (up to two members);
 - education (up to one member);

- employers (up to one member); and
- trade unions (up to one member).

2.8 The membership group should, as far as possible, include the following mix of skills and experience.

- Experience of professional regulation.
- Experience of developing and reviewing standards.
- Experience of representing the interests of HCPC registrants or employers of professionals on HCPC register.
- Experience of representing the interests of service users and carers of professions on HCPC register.
- Experience of using the standards of conduct, performance and ethics in education.

2.9 However, this is not intended to be an exhaustive list and members of the PLG may bring other knowledge, skills or experience which is relevant to the work of the PLG.

3. Timetable

3.1 The following is an indicative timetable for the PLG's work and includes an outline of the group's activities at each meeting. Any necessary alterations to the timetable will be agreed with the Chair of the PLG.

Timescale	Action
March 2014	PLG workplan presented to Council for approval
April 2014	PLG preparation phase including appointment of members
June 2014	First meeting of the PLG <ul style="list-style-type: none"> • Set context and background to the standards • Discuss key themes from research and other relevant standards and frameworks: <ol style="list-style-type: none"> 1. Social media 2. Collaborative approaches to care

July 2014	<p>Second meeting of the PLG</p> <ul style="list-style-type: none"> • Discuss key themes from research and other relevant standards and frameworks: <ol style="list-style-type: none"> 3. Format and accessibility 4. Reporting concerns and dealing with mistakes 5. Inter-professional and team working 6. Leadership and management
September 2014	<p>Third meeting of the PLG</p> <ul style="list-style-type: none"> • Consider first draft of standards • Discuss key themes from research and other relevant standards and frameworks: <ol style="list-style-type: none"> 7. Professional conduct 8. Infection and risk control
November 2014	<p>Fourth meeting of the PLG</p> <ul style="list-style-type: none"> • Consider second draft of the standards
December 2014	<p>Final meeting of the PLG</p> <ul style="list-style-type: none"> • Consider third and final draft of the standards
March 2015	<p>Consultation document with draft revised standards presented to Education and Training Committee and Council for approval</p>
April – June 2015	<p>Public consultation</p>
September 2015	<p>Consultation response document and revised standards presented to Education and Training Committee and Council for approval</p>
October 2015 – January 2016	<p>Standards published (plain English and easy read versions)</p>
January 2016	<p>Revised standards become effective</p>