

Education and Training Committee, 6 November 2019

Competence Framework for Registration Appeal Panel Members and Panel Chairs

Executive summary

Introduction

The Competence Framework for Registration Appeal Panel Members and Panel Chairs was approved by resolution outside of a meeting by the Committee in September 2019.

Decision

The Competence Framework for Registration Appeal Panel Members and Panel Chairs is to note.

Resource implications

None.

Financial implications

None.

Appendices

None

Date of paper

25 October 2019

Health and Care Professions Council

Competence Framework for Registration Appeal Panel Members and Panel Chairs

Competency heading	Registration Appeal Panel Members and Panel Chairs	Registration Appeal Panel Chairs
Assimilating and Clarifying Information	<ul style="list-style-type: none"> • Assimilates, recalls and analyses information to identify essential issues • Identifies and focuses on the real issues • Applies legal rules and principles to the relevant facts and clarifies uncertainty • Weights evidence in order to make findings of facts and reach a reasoned decision • Asks appropriate questions of witnesses and representatives 	<ul style="list-style-type: none"> • Identifies and communicates priorities.
Working with Others* *Others refers to all participants at hearings, e.g. The Registration Appeal Panel Chair and Members, Legal Assessors, HCPTS staff, Registrants (and their advocate/representative) and	<ul style="list-style-type: none"> • Treats people with respect, sensitivity and in a fair manner without discrimination • Ensures that all parties are provided with a fair opportunity to present evidence and participate fully in the hearing • Values and promotes equality and diversity, ensures that the requirements of those with differing needs are properly met and challenges inappropriate comments and/or actions • Demonstrates the appropriate balance between formality and informality in hearings • Works constructively with others and encourages co-operation and collaboration • Recognises and deals appropriately with actual or potential conflicts of interest • Demonstrates familiarity with HCPC policies on expected 	<ul style="list-style-type: none"> • Manages hearings fairly, providing objective directions and interventions • Leads the Panel by personal example • Adopts an inclusive approach to develop and maintains the reputation of the Panel and tribunal • Facilitates constructive and productive Panel discussions and manages disagreements between Panellists • Seeks the advice of the Legal Assessor when appropriate • Provides leadership on E&D and challenges inappropriate comments and/or actions

HCPC Advocates and witnesses.	behaviours including the HCPC Partner Code of Conduct.	<ul style="list-style-type: none"> • Provides feedback on performance of Panel members and Legal Assessor.
Exercising Judgement	<ul style="list-style-type: none"> • Exercises sound judgement and common sense • Acts fairly and non-biased • Demonstrates integrity and independence of mind • Contributes, in an appropriate and timely manner, to reaching fair and reasoned decisions based upon relevant law and evidence. • Makes effective use of advice in applying the relevant law and procedure before making decisions. 	<ul style="list-style-type: none"> • Enables all Panellists to contribute effectively to decision making • Provides support to maintain and improve the Panel's performance
Possessing and Building Knowledge	<ul style="list-style-type: none"> • Possesses an appropriate and up to date knowledge of the relevant law and its underlying principles and procedure • Shows an ability and willingness to learn and develop • Embraces new processes and procedures • Demonstrates openness to feedback • Possesses a sound understanding of the policy environment with a focus on regulation • Demonstrates a clear understanding of public interest and public protection. 	<ul style="list-style-type: none"> • Demonstrates an improvement approach to processes and procedures • Contributes to the development of training programmes • Encourages learning, keeps knowledge up to date and communicates developments to other Panel members
Managing Work Efficiently	<ul style="list-style-type: none"> • Works collaboratively and contributes to the fair, efficient and effective management of cases and the conduct of hearings • Responds calmly and flexibly to changing circumstances • Shows ability to work at speed and under pressure • Undertakes necessary preparatory work, manages time and tasks to minimise delays and irrelevancies • Seeks guidance from and offers assistance to others as appropriate. 	<ul style="list-style-type: none"> • Ensures collaboration within panel and with Legal Assessor • Runs hearings efficiently and effectively and takes responsibility for the use of the Panel's time and resources.

<p>Communicating Effectively</p>	<ul style="list-style-type: none"> • Adopts a clear and succinct oral and written communication style and adjusts according to the audience • Listens attentively and seeks clarification where necessary • Demonstrates courtesy through effective communication • Asks clear, concise, relevant and understandable questions without unnecessary technical jargon • Establishes authority and inspires respect and confidence • Remains calm and authoritative at all times • Commits to the Seven Principles of Public Life. 	<ul style="list-style-type: none"> • Explains relevant legal or procedural issues clearly and succinctly • Supports and delivers change within the tribunal • Takes responsibility for the preparation and clarity of panel’s reasoning ensuring full engagement of all Panel members • Provides clear, accessible and professional oral delivery
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