

Fitness to Practise Forum, April 2008

Panel/ Legal Assessor feedback forms for panels of the Conduct and Competence and Health committee

Executive summary and recommendations

### **Introduction**

The Forum members are requested to note that 'panel feedback forms' and 'legal assessor feedback forms' have been introduced at conduct and competence and health committee hearings. Forms are designed to be completed at the conclusion of each hearing. These forms are designed as a mechanism to record information that can be used to improve future services at fitness to practise hearings. Forms also provide the opportunity for panels and legal assessors to comment on all parties involved in the hearing. Positive feedback is communicated to those involved and any concerns raised can be acted upon after full investigation.

Feedback from these forms will be collated to identify any common trends and action taken to improve areas of work where possible. Trends will be fed back to panel members through strategic committee actions. This new form is an important tool in the monitor and review of services provided at HPC hearings.

### **Decision**

The Forum is requested to note the document. No decision is required.

### **Background information**

None

### **Resource implications**

None

### **Financial implications**

None

### **Appendices**

Attached copy of panel feedback form.

### **Date of paper**

03 April 2008

## Fitness to Practise – panel feedback report

Panel type: CCC | HC

It would be helpful if the Chair could complete the feedback form on behalf of the Panel and return it to the Hearing Officer before leaving. All Panel members will receive themed analysis of the issues raised and actions taken.

Case details	
Date of Hearing:	
Venue:	
Hearings Officer:	
Legal Assessor:	
Presenting Officer:	

Registrant's name and FtP reference number	Start Time:	End Time:
	:	:

### 1. Operational issues

Use this box to comment on issues relating to:

**Travel and accommodation | Case papers | Timing | Venue/ facilities**

Comments recorded in this section will be passed to the relevant manager / team/ provider for action.

Issues

## 2. Case/ strategic issues

Use this box to comment on any matters which could be highlighted / discussed at the relevant HPC strategic committee.

Issues

## 3. Hearing support

Use this box to record comments relating to staff and support given at the hearing. Please also provide positive comments where appropriate as these may be used for training and/or professional development purposes.

<b>Hearing Officer:</b>	
<b>Legal Assessor:</b>	
<b>Presenting Officer:</b>	
<b>Registered Medical Practitioner:</b>	

Would you like to discuss anything contained within this report with the HPC Hearings Manager?

**Yes / No**

If yes, state number/ time so we can telephone you.

Your feedback is an invaluable method of monitoring and improving current services at all HPC hearings. Thank you for your comments.

<b>Name (Chair):</b>
<b>Date:</b>
<b>Sign:</b>