

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
<b>Assimilating and Clarifying Information</b>	<ul style="list-style-type: none"> <li>• Assimilates, recalls and analyses information to identify essential issues</li> <li>• Identifies and focuses on the real issues</li> <li>• Applies legal rules and principles to the relevant facts and clarifies uncertainty</li> <li>• Weights evidence in order to make findings of facts and reach a reasoned decision</li> <li>• Asks appropriate questions of witnesses and representatives</li> </ul>	<ul style="list-style-type: none"> <li>• Identifies and communicates priorities.</li> </ul>
<b>Working with Others*</b>  *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"> <li>• Treats people with respect, sensitivity and in a fair manner without discrimination</li> <li>• Ensures that all parties are provided with a fair opportunity to present evidence and participate fully in the hearing</li> <li>• 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</li> <li>• Demonstrates the appropriate balance between formality and informality in hearings</li> <li>• Works constructively with others and encourages co-operation and collaboration</li> <li>• Recognises and deals appropriately with actual or potential conflicts of interest</li> <li>• Demonstrates familiarity with HCPC policies on expected</li> </ul>	<ul style="list-style-type: none"> <li>• Manages hearings fairly, providing objective directions and interventions</li> <li>• Leads the Panel by personal example</li> <li>• Adopts an inclusive approach to develop and maintains the reputation of the Panel and tribunal</li> <li>• Facilitates constructive and productive Panel discussions and manages disagreements between Panellists</li> <li>• Seeks the advice of the Legal Assessor when appropriate</li> <li>• Provides leadership on E&amp;D and challenges inappropriate comments and/or actions</li> </ul>

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

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