

## Fitness to practise fact sheet

This guide shows you how to participate in a virtual hearing using Microsoft Teams, which is an application that allows multiple users to make audio or video conference calls.

### Before the hearing

#### Technical requirements

In order to participate through Microsoft Teams, please make sure you have:

- A suitable / compatible device: The device must have a camera and microphone so that live video and audio are available.
- An internet connection which will allow the video link to work throughout the hearing: We recommend a minimum download speed of 8mb and upload of 512kps. Variables that could impact the connection speed are others on the same network using streaming services, online gaming, etc. at the same time as the video link.
- A suitable environment which is quiet and there are no distractions.

#### Connecting to the hearing

A few days before the hearing is due to happen, a hearings officer in our Tribunal Service will send you an invitation to join the hearing by Microsoft Teams. The invitation will be sent to the email address we have on file for you, unless you have told us that we should use another email address.

If you would find it helpful to have a test call to get used to Microsoft Teams before the hearing, this can be arranged with the hearings officer.

### At the hearing

On the day and time you have been given, you can join the hearing by following the instructions you have been sent in the Teams invite. If you are a witness, the hearings officer will tell you on the day when it's time to join the call to give your evidence. You can find more information about the hearing process on the **HCPTS website**.

Please note that some of the information on the website is in relation to an in-person hearing. At a virtual hearing all participants will take part through the Teams application.

#### Giving evidence

If you are giving evidence, you will be required to give an oath or affirmation before starting your evidence. As the hearing is taking place virtually, please make sure you have a copy to hand of the holy book you wish to take your oath on.

#### Deliberation

After hearing all the evidence and receiving legal advice, the panel will retire to deliberate and make its decision in private. The decision will then be drafted by the independent legal assessor.

You may leave the Teams meeting while the panel deliberates. The hearings officer will keep you updated on the hearing's progress and let you know when you should re-join the public hearing.

### After the hearing

The Hearings Officer will send the registrant the decision by email. The decision will also be published on the **HCPTS website** in accordance with the **HCPC Fitness to Practise Publication Policy**.

### Jargon buster

#### Health and Care Professions Tribunal Service (HCPTS)

The fitness to practise service responsible for arranging and conducting hearings.

#### Hearings Officer

A team member who schedules hearings for the HCPTS.

#### Panel

A group of people who examine or make a decision on the case. Panels are usually made up of a panel chair, registrant panelist, and lay panelist. The Panel are independent.

#### Panel chair

The Panel member who leads the hearing.

#### Registrant panelist

A Panel member who is registered with the HCPC and is from the same profession as part of the registrant concerned.

#### Lay panelist

A Panel member who is not a member of a profession that the HCPC regulates.

#### In-person hearing

A hearing which is held by meeting in a physical location.

#### Virtual hearing

A hearing which is held by meeting online.

#### Affirmation

A statement made before giving evidence to confirm the evidence given will be true.

#### Oath

An oath is an affirmation using a religious text.

#### Deliberation

The final stage of the hearing where the panel make their decision.

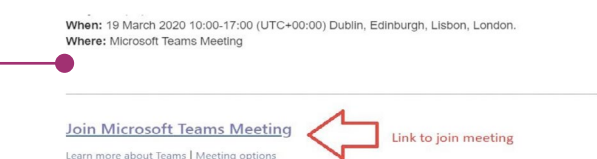
#### Legal assessor

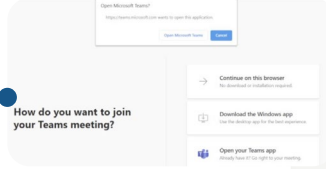
A lawyer who gives advice on matters of law and procedure. They are independent from the panel but may assist the panel in drafting its decision.

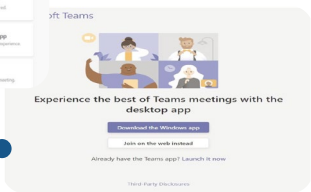
## Guide to joining a hearing on Microsoft Teams

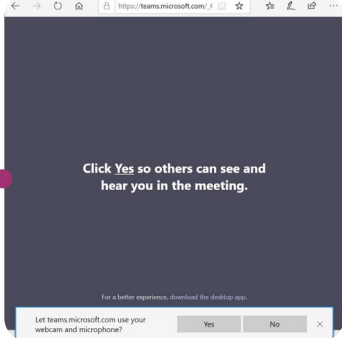
In order to access Microsoft Teams you will need to accept the invitation emailed to you.

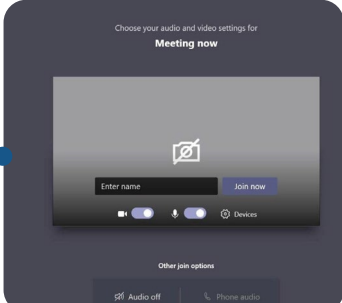
- 1** The Hearings Officer will send you an MS Teams invite email in advance of the hearing. On the day of the hearing, please open the email and click on **Join Microsoft Teams Meeting**.

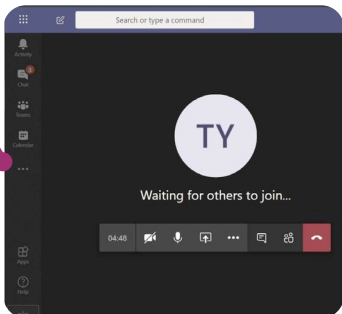

- 2** The attendee is not required to have the MS Teams application. Depending on what browser is used, you may see either of the screens on the right. You can **Continue on this browser** or **Join on the web instead**.


- 3** Select **Join on the web instead**, which will take you to Microsoft Teams in the browser.



- 4** You will be taken to the screen on the right. A prompt will appear asking you to **Click 'Yes'** so that others can see and hear you in the meeting.
- 5** Click 'yes' to give permission for Teams to access your webcam and microphone. Select **"Yes"**.


- 6** A screen will appear asking you to enter your name and choose your video/audio settings. Please enter your full name, adjust your camera and mic settings, then select **Join now**.


- 7** Once you click **Join now** you will be taken to a screen advising that "Someone in the meeting should let you in soon". The Hearings Officer will ensure everyone is in at the start of the hearing. Upon entry, your screen will appear as the image on the right.
- 8** There will be a small window to the side showing your own webcam screen. The screen will split as people join the meeting.
- 9** The screen will show a maximum of four people, with the initials of additional participants at the bottom – **please note** only speakers in the hearing will appear on screen. The toolbar for the controls will appear at the bottom of the browser.



**Tip:** You can "pin" a participant. This option will allow you keep seeing the participant you have pinned, regardless of who is talking. This is purely affecting your personal view and won't pin that participant for others in the hearing. There is a menu next to each person's name which you can access by clicking on the ... symbol.



Shows the time and the title of the meeting when you hover over it	Enable and disable the sharing of your webcam	Mutes and unmutes your microphone	Share your computer screen (not needed for public members / press)	Allows you to access a menu of tools	Shows details / history of the meeting to the right of the screen	Shows all the individuals in the meeting
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