

## Context

The Health Professions Council (HPC) is a new regulator whose aim is to safeguard the health and well being of anyone using or needing the services of the 12 health care professions HPC registers.

Visitors make up one of a range of "partners" HPC will be using from 9 July 2003 to carry out its work. Working as agents of HPC (and not employees), partners will provide the expertise HPC needs for its decision making.

## Purpose of role

To visit and report on institutions providing and delivering (or proposing to provide and deliver), education, training, examinations and assessments, awards, and tests of competence. The advice given will then form the basis of the Education and Training Committee's decisions.

## Main responsibilities

Visitors will give expert advice and contribute to discussions and decision making as directed by the Council or relevant committee.

Specific tasks include:

- visiting institutions both inside and outside the UK (if a course outside the UK leads to the award of a UK qualification);
- preparing reports arising from the visits and making recommendations for the Education and Training Committee on the instructions, resources and facilities provided or proposed to be provided;
- working collaboratively in teams both of peers and with other agencies and other professions;
- reporting directly to and attending as needed meetings of the Education and Training Committee and its subordinate bodies; and
- Undertaking any other duties arising from visiting as may be prescribed by the Committee.

## Person specification

### Skills, knowledge and abilities

- An understanding of the importance of upholding public interest in all that the HPC undertakes;
- Demonstrable experience of contributing to and encouraging open and pro-active accountability to the public and the professions;

- Ability to grasp the detail of a wide range of issues in order to make informed and sound decisions;
- Experience of working collaboratively, sufficient to support networking and consulting with a broad range of stakeholders;
- Commitment to the Seven Principles of Public Life (see Annex A);
- Well developed communication skills including, drafting formal reports;
- Strategic thinking skills;
- Devote the commitment and energy to support the development of the new Council;
- Demonstrable commitment to the principles of quality assurance in HE and/or in the placement learning; environments as linked to the statutory regulation of professions;
- Effective time management skills including experience of chairing meetings; and
- Experience of organisation and management, particularly in relation to teaching and learning matters.

### Qualifications

HPC Registrant Member with:

- Previous experience of working with education and training institutions, or
- QA experience in either an education or clinical environment

### Desirable

- Previous experience as a visitor, reviewer, inspector, moderator or external examiner;
- Completing a relevant CPSM/professional body training course or completion of the Quality Assurance Agency's or the Commission for Health Improvement and Audit's reviewer training; and
- Gravitas to command public confidence and that of employers, training institutions and the health professions where appropriate.

## Time commitment

The time commitment is estimated as being in the region of 10 working days each year.

## Training

The HPC is instigating an induction programme for partners appointed as Visitors. More information will be available if your application is successful.

## Fee and expenses

This role attracts a daily fee of £130. Reasonable travel and subsistence expenses are also payable.

For further information on HPC, please visit our website at:  
[www.hpc-uk.org](http://www.hpc-uk.org)

## The seven principles of public life

### Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

### Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

### Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

### Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

### Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

### Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interests.

### Leadership

Holders of public office should promote and support these principles by leadership and example.