

HUMAN RESOURCES – Larissa Foster

Employee Resourcing

A Manager (Education) for the Education and Policy Department has been appointed and commenced on 21st February 2005. Three Education Officer positions have been advertised and the closing date was applications was 22nd February 2005. There was one suitable applicant only, who commences on 1st April 2005. Recruitment is ongoing for the remaining two positions.

The new Team Administrator (Secretariat) commenced on 14th February 2005, and the new Secretary to Committees (Secretariat) commenced on 28th February 2005.

A permanent Case Manager has been appointed to the Fitness to Practise Department, a position which was previously filled by a secondee.

A second Receptionist position in the Office Services Department was advertised in February, and shortlisting is currently being undertaken with interviews in April 2005.

Employee Contracts

Advice has been sought from employment lawyers concerning the content of HPC employee contracts. Their recommendations are currently being considered by Human Resources.

Internal Audit

An internal audit of the department's operations was undertaken in January by BDO Stoy Hayward and their report has been forwarded to the Audit Committee. In the meantime the recommendations are being actioned in accordance with timeframes on the HR Project Plan. Several have already been completed (for example, introducing a probationary process and associated forms).

Partner Numbers

Further to the audit of the number of Partners, HR can confirm that a total of 531 have been appointed, of this number 207 have yet to be trained. This breaks down to 202 Registration Assessors, 277 Panel Members and 123 Visitors. This can be broken down further by profession and, as a result, it has been recognised that HPC has over-recruited in certain areas. This is due to the fact that HPC was a start up organisation and the recruitment was based on estimated requirements. In an attempt to resolve this, HR will write to all appointed, trained Partners and inform them that they may not be used as frequently as they might expect. All Partners to be trained in oversubscribed areas will receive a similar letter and will be given the opportunity to stand down.

Panel Recruitment

Interviews for Partner Panel Chairs, for Fitness to Practise Hearings, have been arranged for 20th, 21st and 22nd of April 2005. Norma Brook and Sandy Yule will conduct the interviews. 30 potential candidates have been identified and contacted. These vacancies have also been posted on the HPC Website.

Registration Assessors

We have currently met our estimated Partner requirements for this role, with the exception of new professions/modalities.

Visitors

Currently recruiting for ODPs, Paramedics and Biomedical Scientists. An advert for ODP Visitors has been placed in the current issue of the AODP Journal and on their website

Clinical Scientists (New modality – Cellular Science).

3 Clinical Scientists for the new modality have been appointed.

All Partner Vacancies are listed on the HPC website.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status
2005-03-17	a	HRD	PPR	Finance and Resources Committee Feb 05	Final DD: None

Int. Aud.
Internal RD: None