FTP

Date

Address

Dear

An allegation has been made against you to the effect that your fitness to practise is impaired by reason of [Article 22 Ground]. The allegation is based upon a complaint we have received from [], a copy of which is enclosed.

The allegation will be sent to a Panel of our Investigating Committee which will decide whether there is a case to answer and that the allegation should be pursued further.

The Investigating Panel will make its decision on the basis of the available documents. Therefore if you wish to make written representations to the Panel about this allegation you need to send them to me by the []. The Panel is due to meet on the []

Any representation you make may also be sent to the person who made the allegation against you (to clarify any points raised by the Panel) and you should bear this in mind in preparing any representations.

We will write and tell you the Panel's decision and, if it decides that there is a case to answer, explain what will then happen.

Article 25(2) of the Health Professions Order 2001 requires you to provide us with details of your employer, any person that you have an arrangement with to provide professional services and any other health or social care regulator with whom you are registered. At this stage in the proceedings they will not be told about this allegation (unless we need to contact them to obtain information for the Investigating Panel) but we are obliged to inform them about the allegation if the Panel decides there is a case to answer.

I enclose for your information a copy of the Council's Standards of Conduct, Performance and Ethics and the Standards of Proficiency for your profession. Further information about the fitness to practise process – including the Health Profession Order 2001 and the related procedural rules – can be found on our Website: www.hpc-uk.org.

Would you please acknowledge receipt of this letter and enclosures.

Yours faithfully

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